



NATIONAL INSTITUTE OF IMMUNOLOGY
New Delhi-110067

Tender No. Nil/Admn-II/GA/6.3.4

09.09.2020

Notice Inviting Tenders for providing Manpower Services

1. National Institute of Immunology, New Delhi invites Expression of Interest (EOI) from the registered Manpower Service Providers and financially sound and reputed /Agency based in Delhi/NCR for providing manpower services to the Institute in the following categories:

- a) Personal Assistant
- b) Junior Assistant
- c) Receptionist
- d) Office Attendant
- e) Consultant
- f) Technical Assistant (Video Conferencing)
- g) Carpenter (Skilled)
- h) Pump Operator
- i) Electrician
- j)Plumber (Skilled)
- k) Driver

The actual requirement of manpower may vary from time to time and therefore, number of manpower is not mentioned against each category of manpower.

2. (i) Standards/Benchmarks for the services sought are as under

S. No.	Designation	Educational Qualification, Technical Qualification & Experience
(a)	Personal Assistant	Graduate & recognized diploma in Shorthand or office Management. Required Skills: (a) Good in English grammar & vocabulary (b) Proficient in Computer operations (MS Word, Excel & Power Point) (c) Proficiency in Shorthand
(b)	Junior Assistant	Graduate Required Skills: Proficient in Computer operations (MS Word, Excel/Tally & Power Point)/Computer
(c)	Receptionist	Graduate Required Skills: (Good in English and in communication Skills Proficient in operation of EPABX/PABX boards
(d)	Office Attendant	10+2 Passed Required Skills: Read & write in English as well as in Hindi.
(e)	i) Consultant ii) Consultant(F&A)	Graduate with exp. in Govt. dept. atleast for 10 years CA/MBA/M.Com having experience of 3 years in the relevant field.

(f)	Technical Assistant (Video Conferencing)	Graduate/Diploma in the field of IT/Networking/Audio/Video System and having experience in the relevant field
(g to j)	i) Carpenter ii) Plumber iii) Electrician iv) Pump Operator	Matriculation + Diploma in Electrician/Pump Operator relevant trade. Required skills in concerned work and having experience of 3 years in the relevant field
k)	Driver	Passed matriculation examination have valid LMV licence with at least 4 years of experience & the person must have knowledge of local routes of Delhi /NCR.

3. Schedule (Tentative)

i	Last date & time for deposit of tenders	29.09.2020 at 3:00 PM
ii	Date & time for opening of Technical Bid	29.09.2020 at 3:30 PM
iii	Place of opening the Tenders	NII, New Delhi
iv	Estimated tender value	Rs.2 crores
V	Tender cost	Rs.1180/- Inclusive of GST (Non-refundable. However, in order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the company.

4. Requirements for Technical Bids:

- i) The EMD for Rs.4,00,000/- (Rupees Four lakhs only) is required to be submitted through DD/Pay order in favour of `Director, NII, payable at New Delhi, without EMD and tender fee, the tender will be rejected.
- ii) The bidders also submit EMD amount through **RTGS/NEFT. NII, New Delhi Bank details are as under: Details is mentioned at Annexure-V.**
Beneficiary Name: National Institute of Immunology, New Delhi
Bank Name: CANARA BANK
Branch Address: Jit Singh Marg, New Delhi-110067
Bank Account No.: 1484101001636
IFSC Code: CNRB0001484
(This is mandatory that UTR Number (in case of RTGS/NEFT) is provided in the Technical quotation/bid).
- (iii) MSME/NSIC registered bidders should give declaration that their UAM number has been declared or linked on CPPP Portal (also they should attach copy of the same), failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs order, 2012 (or as amended from time to time) for

tenders invited electronically through CPPP Portal/Institute's website.

- iv) **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of price bid.
- v) The manpower will have to be provided by the agency within 15 days from the date of award of Contract, as per the detailed Terms and Conditions given in **Annexure– I**.
- vi) Only Manpower Service Providers/Agencies/Firms, who fulfill the following minimum criteria may submit their bids:
 - (a) The Service Provider/Agency/Firm should be registered with the appropriate Government authorities for providing Manpower Services and a copy of the registration shall be attached with the bid.
 - (b) The Service Provider should be registered with PF authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
 - (c) The Service Provider should be registered with ESI authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
 - (d) Self Attested copy of GST.
 - (e) The Service Provider should be registered with Government's Labour Commissioner' office and a copy of the Labour License issued by the Labour Commissioner shall be attached with the bid.
 - (f) The Service Provider should be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid.
 - (g) The Service Provider should be registered with Goods and Services Tax Department and a copy of GST registration certificate issued to the Service Provider shall be attached with the bid.
 - (h) Annual Turnover of the Service Provider/Agency should not be less than Rs.2.50 crores (This has to be supported with copy of Balance Sheets (duly audited by CA) for the FY 2017-18, 2018-19 & 2019-20 and copy of IT Returns for the last 3 years).
 - (i) Work experience of the Service Provider/Agency for providing skilled manpower of similar nature, in other Ministries/Institutes of Government of India during last three years. Copies of job orders and particulars of contract awarded by the concerned Ministries/Institutes /PSU should be furnished in support of their claim. During the last seven years, the Service Provider should have completed at least one service contract for providing manpower services of value not less than Rs.2 Crores per annum or completed at least two service contracts of each value not less than Rs.1.50

Crores per annum or completed three service contract of each value not less than Rs.1 Crores per annum.

- (j) The manpower supplying agencies/Firms should have been in existence for not less than five years.
 - (k) The agency has not been blacklisted during the last three years by any of the Govt. Deptts./Govt. Institutions etc.
 - (l) The Agency/firm should submit updated RTGS details (i.e. agency/firm's name, account number, name of bank and IFSC code etc) on their letter head and copy of the cancelled cheque.
- vii) The Service Provider/Agency must have proper mechanism for intake, verification of candidates' character and antecedents, Management and Placement of the skilled manpower. The persons so engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the Institute for any reasons immediately on receipt of such a request from this Institute.
- viii) It should be willing to take up the Contract on the terms and conditions given at **Annexure – I**.
- ix) Non-compliance with any of the above criteria by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.
 - x) Agency should have at least three (3) running contract in Delhi/NCR. **A proof to the effect must be furnished.** Also a copy of minimum wages, PF & ESI charges paying/paid to the workers may be attached along with their respective PF/ESI no. etc.
5. The Service Provider / Agency selected for awarding the contract for providing manpower will be required to deposit a security amount of Rs.4.00 lakhs in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee in favour of Director, National Institute of Immunology, New Delhi with the Institute as a security which can be forfeited in the event of termination of the one year job contract on account of violation of any of the above mentioned terms and conditions.
6. Tenderers have to give an affidavit (in a non-judicial stamp paper worth Rs.100/- duly notarized in **Annexure- IV** that:
- a) My/our firm has not been black-listed during last three years by any of the Govt. Departments/Govt.Autonomous Body/Institute/PSU etc.

- b) My/our Firm has not any dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs etc.
 - c) My/our firm has not submitted any fake certificates/documents and later on if any such 'certificates/documents' found to be fake/wrong, any criminal and legal action can be taken against their Firm/Agency besides forfeiture of Earnest Money & black-listing etc.
 - d) There are no complaints against my /our firm such as delayed providing of manpower and non-submission of performance guarantee (BG) and for which no punishments of any type have been given by any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs etc.
7. The tender shall be submitted in two bid system i.e. **first part Technical Bid** and second **part Financial Bid** :
- a) The first sealed cover should be superscripted "**Technical Bid**" and should contain:
 - (i) Acceptance of terms and conditions at **Annexure – I** (duly signed).
 - (ii) The proforma at **Annexure –II** (Duly Filled in and signed) with all required documents etc. as attachments.
 - (iii) Profile of Agency including copies of previous experience of manpower services provided to Government Deptts./Institutes etc.(issued by concerned Govt. Deptts/Institutes etc.).
 - (iv) All other required documents and any other relevant document.
 - (v) The second sealed Cover super scribed "**Price Bid**" should contain only rates which should be quoted on monthly basis for normal duty of 8 hours per day per person for six days a week (**Annexure –III**).
 - b) The "Technical Bid" and "Financial Bid" are to be kept separately in two envelopes and thereafter both the envelopes should be placed in one bigger envelop/covers (duly signed) shall be submitted to the Institute between 10.00 A.M. to 3.00 P.M. on all working days by 29.09.2020. The subject and the address of the agency/ organization must be clearly mentioned on all the two sealed envelopes. Technical bids will be opened by at 3.30 P.M. on 29.09.2020.
8. Financial Bids of those who technically qualified will only be opened after evaluation of Technical Bids by the Committee constituted for this purpose. Bidders or their authorized representative shall be intimated the date and time of opening of financial bids who are technically qualified.
9. For any queries or more information, the undersigned may be contacted between 11.00 A.M. to 2.00 P.M. on all working days (Monday to Friday).
10. The Institute reserves the rights to amend/ withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority of National Institute of Immunology in this regard shall be final and binding on all the tenderers.
11. **Medical benefits-** No medical benefits will be applicable. Those who will not come in ESIC benefit, they will submit a copy of medical insurance certificate at the time of joining till the duration of the tenure.

Senior Manager, NII

TERMS AND CONDITIONS

A. General

- i) The contract is likely to commence from 15 days of finalization of Tender for a period of one year, unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work etc.
- ii) The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Institute.
- iii) The contract may be extended, on the same terms and conditions or with some addition/ deletion/ modification for a further period not exceeding one year.
- iv) The tenderers will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
- v) Financial bids of only those tenderers who are declared technically qualified shall be evaluated.
- vi) The bidder should quote unconditional rates, neatly written/typed without any overwriting and duly signed & stamped on all pages.
- vii) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. Proofs of identity like driving license, bank account details, previous work experience, proof of residence (Election Voter ID Card/ Aadhar Card) and recent photograph and a certification to this effect should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Institute. The credentials of the personnel deployed should be got verified from the Police authorities by Party No. 2 and certificate(s) issued by the Police authorities, would require to be submitted with the Party No. 1, within a period of one month. Party No. 2 shall be fully responsible for the discipline, conduct as well as performance for their employees deployed from time to time for fulfillment of this Agreement.

- viii) The contracting company/firm/ agency shall furnish following documents in respect of the persons who will be deployed by the agency in this Institute before the commencement of work:
- a) Bio-data of the person deployed with photograph affixed.
 - b) List of persons shortlisted containing full details i.e. date of birth, marital status, address, educational and professional qualifications, experience etc.
 - c) Character certificate from a Gazetted officer of the Central/ State Government.
- ix) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- x) The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Institute authorities so that optimal services of the persons deployed by the agency could be availed without any disruption.
- xi) The service provider shall engage necessary persons as required by this Institute from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their wages/remuneration in time i.e. before 7th day of every month. There is no master & servant relationship between the employees of the service provider & this Institute and further the engaged person of the service provider shall not claim any absorption.
- xii) The service provider's personnel shall not divulge or disclose to any person(s) of any details of their office (NII), operation process technical know-how, security arrangements and administrative / organizational matters of NII as all are confidential in nature.
- xiii) The service provider's personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the good image of this Institute. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by them.
- xiv) The service provider shall remove, any debarred person(s), who is/are found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Institute because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving communication from the Institute.
- xv) The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around without work.
- xvi) Working hours would be normally from 9.00 AM to 5.30 PM & 9.30 AM to 6.00 PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they

may be required to sit late and the personnel may be called on Sunday and other Gazetted Holidays, if required. They may be paid extra wages by the Service Provider on the basis of a Certificate provided by the Institute as per the rates approved.

Leave- The manpower deployed to the Institute should be entitled for Earned Leave @2.5 days for completed one month of service totaling to 30 days for service period (one year) No other leave of any kind will be admissible. However to a female (Party of the first part) Maternity leave (180 days) and a male (party of the first part), Paternity Leave of 15 days will be admissible.

- xvii) The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Institute.
- xviii) The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xix) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this Institute to him/her shall be acknowledged immediately or on the same day. The Service Provider/Agency/Firm shall strictly observe the instructions issued by the Institute for implementing under the Contract from time to time.
- xx) This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel engaged through the Service Provider/Agency/Firm.
- xxi) That the agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this Institute suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Institute for the same. The agency shall keep this Institute fully indemnified against any such loss or damage.
- xxii) This Institute will maintain an attendance register on behalf of the agency in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided by NII.
- xxiii) The service provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged/deployed in NII. NII will not be a party to any disputes arising out of such deployment by the service provider.
- xxiv) The responsibility of statutory/compulsory deductions like EPF/Income tax/GST etc., will be of the service provider. No extra payment shall be made by the NII.

- xxv) The successful bidder will enter into an agreement with this Institute for supply of suitable manpower as per the requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/remuneration/DA etc. is to be absorbed by the Institute as per wages/ remuneration DA will be decided by the Institute from time to time. The contract/agreement is extendable for a further period subject to satisfactory performance of the agency and any such amendments as mutually agreed to.
- xxvi) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of agreement with the Service Provider/Agency/Firm or employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- xxvii) Identity Cards will be provided by the Service Provider to its outsource employees deployed with National Institute of Immunology.
- xxviii) Any change/corrigendum/extension of opening date in respect of this tender should be issued through this Institute website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- xxix) Agency should have at least three (3) running contract in Delhi/NCR. **A proof to the effect must be furnished.** Also a copy of minimum wages, PF & ESI charges paying/paid to the workers may be attached along with their respective PF/ESI no. etc.

B. Financial

- i) Bids, offering rates, which are **less than the minimum wages** (as applicable for NCT of Delhi) for the pertinent category **will be rejected.**
- ii) Similarly bidders quoting less than 1% Administrative/Service charges will also be rejected.
- iii) Salary structure will be decided by National Institute of Immunology.
- iv) The successful bidder shall furnish a Security Deposit equivalent to 10% of the total amount of award of contract for one year in the form of an account payee demand draft/Bank Guarantee or FDR drawn in favour of the **“Director, National Institute of Immunology, New Delhi”**. The security deposit will be forfeited in case if supply of manpower is delayed beyond the period stipulated by the Institute or non-compliance of the terms & conditions of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency.

- v) The agency shall raise the bill on monthly basis, in triplicate, along with attendance sheet of respective manpower deployed.
- vi) The bill shall accompany copies of PF/ESI challans, attendance sheet, GST Challan etc. failing which the bill amount shall be held up till the proof is furnished, at the discretion of this Institute. The payment will be released after deduction of taxes applicable deductible at source under the law in force.
- viii) Payments to the service provider would be strictly on certification that his services were satisfactory and attendance as per the bill preferred by the service provider.
- ix) Agency shall make payment of wages (through bank credit) every month on or before 10th day of every month to their workers deployed at the premises of the Institute and copy of bank statement shall be submitted by Agency with the next month's bill. In addition to this, the Agency shall also provide two copies of previous months EPF/ESI challans along with list of respective workers engaged for this contract. It is mandatory for getting subsequent monthly payments of the Agency/Firm.
- x) No wage/remuneration will be paid to any staff for the days of absence from duty.
- xi) The Institute reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- xii) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institute may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.
- xiii) No overwriting or cutting is permitted in the Financial Bid Form. In such cases the tender would be summarily rejected.

C. Legal

- i) The Service Provider/Agency/Firm shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act, Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed to this Institute.
- ii) The Service Provider/Agency/Firm shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- iii) The Service Provider shall maintain all statutory registers/records under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under Law.
- iv) The Service Provider/Agency/Firm shall be responsible for payment of wages/remuneration to each worker employed by him/her as Contract Labourer and such wages/remuneration shall be paid on or before 10th of every month through RTGS with intimation to the Institute.
- v) It is obligatory on the Contractor to ensure that wages/remuneration paid should not be less than the minimum wages fixed by the Government, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in remuneration.
- vi) That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this Institute.
- vii) The Service Provider/ Agency/Firm shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of the Institute.
- viii) In case, the Service Provider/Tendering Agency/Firm fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/ obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- ix) The service provider's Agency's/Firm's personnel shall not claim any benefit/compensation/regularization of services from this Institute under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the personnel so deployed to this effect shall be required to be submitted by the Service Provider/ Agency/Firm to this Institute.
- x) In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Service Provider/Agency/Firm will be liable to be forfeited by this Institute besides annulment of the contract.
- xi) For all intents and purposes, the Service Provider/Agency/Firm shall be the "Employer" within the meaning of different Labour Legislations in respect of persons so deployed to this Institute. The persons deployed by the Service Provider/Agency/Firm in this Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against National Institute Immunology, New Delhi.
- xii) The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the Service Provider/Agency/Firm from this Institute shall be forfeited by this Institute.

- xiii) All disputes or difference whatsoever arising between the parties out of it or relating to means, operation of this contract or the breach thereof shall be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by the Director, NII (Institute). The award of the Arbitration shall be final and binding between the parties as per the terms and conditions of the agreement executed on the award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi.
- xiv) The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
- xv) The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. Institute shall, in no way, be responsible for settlement of such issues whatsoever. Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

Senior Manager, NII

Sl. No	Particulars	To be filled in by the tenderers and mention page no. at which the supporting documents are attached.
1	Name of the Agency	
2.	EMD for Rs. 4,00,000/- through DD/Pay order in favour of ` Director, National Institute of Immunology' New Delhi	
3	Date of establishment of the agency. (Attach a copy of Registration certificate)	
4	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s)	
5	Whether registered with all concerned Government authorities (PF/ESI/GST etc.) (Copies of all certificate of registration to be enclosed.)	
6	PAN/ TAN Number (Copy to be enclosed)	
7	GST Registration Number (Copy to be enclosed)	
8	Labour Licence (copy to be enclosed.)	
9	<p>Each Tenderer/Agency is required to submit (with Technical Bid) an affidavit on a e-stamp paper of Rs. 100/- (duly notarized) with the following undertakings that :-</p> <ul style="list-style-type: none"> i) The documents submitted by the Agency are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine, Company shall be liable for criminal action and such compensation payable to NII as may be decided by the Institute. ii) The Tenderer/Agency will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited. iii) The Tenderer/agency has no dispute with any of the Govt. Deptts./Govt. Institutions etc. regarding any tender/work, supply of manpower etc. iv) There is no complaint against my/our Agency has not been black listed or and no punishments of any type have been given by any of the Govt. Deptts./Govt Institutions etc. 	

	v) The Tenderer/Agency will not sublet the work (if awarded to his/their Company) and if done so; the penalty shall be payable by his/their company to NII as may be decided by the Institute.	
10.	Length of experience in the field	
11	Experience in dealing with Government Institutes. (Indicate the names of the Institutes and attach copies of contract orders placed on the agency (as mentioned under Item 4 (iii & (h) of NIT)	
12	Whether a copy of the terms and conditions duly signed in token of acceptance of the same is attached?	
13	Whether agency profile is attached?	
14	List of other clients. (Attach photocopies of contract agreement in the following order. S.No. name of the organization, contract period, value of the contract)	
15.	Agency should have at least three (3) running contract in Delhi/NCR. A proof to this effect must be furnished. Also a copy of minimum wages, PF & ESI charges paying/paid to the workers may be attached along with their respective PF/ESI no. etc	

The above performa may be filled in and required supporting documents need to be attached otherwise tender will be rejected.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm.**

PROFORMA FOR FINANCIAL BID

No.....

Dated.....

To
 The Director
 National Institute of Immunology
 JNU Campus New Delhi 110067

Subject: Quotations for award of contract for providing Manpower Services

Sir,

With reference to your NIT No. _____ dated..... on the subject mentioned above, I/we quote the monthly rate, including the service charge/benefits and service tax, for above mentioned work as under:

S. No	Component of Rate (Per Month)	Personal Assistant I & II	Junior Assistant I & II	Receptionist	Office Attendant	Carpenter/ Plumber/Electrician / Pump operator
1	Monthly rate per person per month					
2	Employees Provident Fund on Rs. 15,000/- only @12% of Sl.No.1 above					
3	ESI @4.75% of Sr.No.1 above					
4	Extra per hour duty charges.					
5.	Any other charges					
6.	Administrative/ Service charges/overheads etc					
7.	Goods and Service Tax liability (GST)					
8.	Total (column 1 to 10)					

**Signature of the Authorized Signatory
of the Tenderer with seal of the Firm.**

Note:

1. The wage/remuneration structure should be in conformity with the latest Minimum wages notified by Labour Department, Government of NCT, Delhi.
2. Other charges, if any
3. Statutory liabilities as per applicable rates.

Contd.....next page.

DECLARATION

I, _____ Son/ Daughter /wife
of Shri _____ Proprietor/ Director, authorized signatory of the
Agency/Firm, mentioned above, is competent to sign this declaration and execute
this tender document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide to them;

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/we, am/ are well aware of
the fact that furnishing of any false information/ fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal of the Agency/Firm

AFFIDAVIT

(In a non-judicial stamp paper worth Rs. 100/- duly notarized)

I/We (M/S _____) having head office
at _____

Hereby declare the following that:

- a. My/our Firm M/S _____ has not been blacklisted during last three years by any of the Govt. Department/Govt. Autonomous Body/Institute/PSU etc.
- b. My/our firm M/S _____ has not any dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs etc.
- c. My/our Firm M/S _____ has not submitted any fake certificate/documents and later on if any such “certificates/documents’ found to be fake/ wrong, any criminal and legal action can be taken against their Firm/Agency besides forfeiture of Earnest Money & blacklisting etc.
- d. There are no complaints against my/our firm such as delayed supply of manpower, non-submission of performance guarantee (BG) and for which no punishments of any type have been given by any of the Govt. Departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
- e. I/we shall not withdraw my/ our bid after opening of the technical bid and if done so, the NII should be authorized to forfeit the EMD submitted by me/or us.

**Seal & Signature of the Authorized
person of the agency.**

Place:

Date:

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date:

The Director
National Institute of Immunology
Aruna Asaf Ali Marg, New Delhi-110067

Sub: Authorization for release of payment /dues from National Institute of Immunology, New Delhi through Electronic Wire Transfer/RTGS Transfer.

1. Name of the Principal Firm/Authorized Company:
2. Address of the Party:
City
Code Pin
E-Mail ID
Contact person
Mob No:
- 3 Particulars of Bank [for Local Company]

DECLARATION

Bank Name		Branch Name	
Branch Address			
Name of Beneficiary			
MICR No			
(4 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Immunology, New Delhi responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through Wire transfer/NEFT/RTGS Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory of the Party