

To
M/s. all venderers

SUB:- Limited Tender for Outsourcing of Manpower of Skilled workers/staff for National Institute of Open Schooling, Regional Centre, Pune.

Dear Sir,

The National Institute of Open Schooling (NIOS) is an autonomous institution under the Ministry of Human Resources Development, Govt. of India having its office located at Indian Institute of Education Campus, 128/2, J.P. Naik Road, Kothrud, Pune – 411 038. It provides education for Secondary, Senior Secondary, Vocational, teachers education and pre-degree level courses through distance mode.

NIOS invites Sealed Tenders for outsourcing of Manpower of Skilled workers/staff of NIOS Premises. These are invited through enclosed prescribed proforma of Technical Bid (Annexure-A) and Financial Bid (Annexure-B) duly filled and sealed in two separate envelopes and *superscribed* as" **Tender for Outsourcing of Manpower of Skilled workers/Staff for National Institute of Open Schooling, Regional Centre, Pune**" and put together in one big envelope. The Technical bid accompanying requisite EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) by way of Demand Draft in favour of "Secretary, NIOS" payable at PUNE and sealed Tender addressed to "Regional Director, NIOS, Regional Centre, Pune" shall be submitted by hand in NIOS, Regional Centre, Pune on **25.03.2019 at 13.30 hrs**. The technical bid of the tender will be opened on **25.03.2019 at 15.00 hrs** in the presence of the authorized representative of the tenderer(s).

Thank you.

Truly

(Dr. Saumya Rajan)
Regional Director

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution under the MHRD, Govt. of India)

Regional Centre, Pune

Indian Institute of Education Campus, IInd Floor, 128/2, J. P. Naik Road, Near Solaris Club, Kothrud, Pune – 4110 38.

Tender for Outsourcing of Manpower of Skilled workers/staff for National Institute of Open Schooling

Tender to be put in the Tender Box kept in NIOS, Regional Centre, Pune

Last date and time for submission of Sealed Tender: **20.03.2019 Upto 13.30 Hrs.**

Date & time for opening of the Technical bid: **20.03.2019 at 15.00 Hrs.**

Venue for opening of Bid(s):

**National Institute of Open Schooling
Regional Centre, Pune**

National Institute of Open Schooling (NIOS) is an autonomous institution under Deptt. Of School Education & Literacy, Ministry of Human Resource Development, Govt. of India having its office located at Indian Institute of Open Schooling, Regional Centre, Pune. NIOS invites Limited tenders for outsourcing of Manpower of Skilled workers/Staff in NIOS, Regional Centre, Pune.

INSTRUCTIONS TO THE BIDDERS

1) The Tender should be submitted in the enclosed prescribed Proforma of Technical and Financial bids duly filled and sealed in separate envelopes, superscribed "**Tender for supply of Manpower skilled worker/Staff**" and put together in a big envelop accompanied with requisite **EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only)** by way of Demand Drafts in favour of Secretary, NIOS payable at PUNE and addressed to the Regional Director, NIOS, Regional Centre, Pune. The sealed tender should be submitted in the sealed tender box meant for the purpose kept at NIOS, Regional Centre, Pune

2) The tenderer will be required to send **TWO SEPARATE ENVELOPES, FIRST ENVELOPE CONTAINING DEPOSIT OF EARNEST MONEY AND TECHNICAL BID SPECIFICATIONS AND TERMS AND CONDITIONS, WHEREAS THE SECOND CONTAINING THE FINANCIAL BIDS SHOWING RATES.**

3) The Tender document is not transferable and its cost is not refundable under any circumstances.

4) The Tender will be valid for 90 days from the last date of submission of the same.

- 5) The Tender received without the prescribed proforma (attached) without EMD received will be summarily rejected unless the firm submits the Exemption Certificate for EMD.
- 6) While opening the tenders, the envelopes containing Technical Bids shall be opened first and acceptance of the tender according to the specified clauses will be ascertained. On the closing date of tender, only technical bids will be opened.
- 7) The Financial bid of only those firms who will qualify for the technical bid will be opened at a later stage with due information to the Tenderers.
- 8) No tender will be entertained after the closing date/time of the tender.
- 9) Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm(s) will be rejected. Conditional quotations will not be considered and will be rejected.
- 10) In case, any clarification is required the tenderer may seek the same from the NIOS, Regional Centre, Pune before submitting the Tender document. Any request after the last date and time for submission of bids for any clarification would not be entertained.
- 11) The successful tenderer will have to deposit a bank guarantee equivalent to 10% of the total tender value towards security deposit in favour of the Secretary, NIOS for faithful performance of the contract.
- 12) Secretary, National Institute of Open Schooling reserves the right to reject any or all tender(s) without assigning any reason whatsoever.

ELIGIBILITY CRITERIA:

- 1) Should have completed atleast three works during last three years satisfactorily in Central Govt. Authorities/Public Sector Undertaking/State Government or Autonomous/Local Bodies and have the documentary evidence such as work order, Completion Certificate and Performance report etc.
- 2) Should have PAN/TAN Number
- 3) Should have average Turnover of not less than Fifty Lakhs during the last three financial year i.e. 2015-16, 2016-17 & 2017-18 duly supported with audited account statements.
- 4) Should have valid ESI, EPF & Service Tax Registration Certificates.

The intending bidders are advised to enclose the attested copies of the aforesaid documents together with Earnest Money Deposit (EMD) along with their technical bid form.

TERMS AND CONDITIONS

1. The contract will be initially awarded for a period of one year. However the contract may be further extended for two more years subject to satisfactory performance of the firm on year to year basis. NIOS reserves the right to cancel the contract without assigning any reason whatsoever.
2. The successful firm shall have to execute an agreement on standard parameters.
3. The manpower shall have to work on 6 days of the week. Sunday could be weekly off.
4. The firm should ensure the competency of the manpower as per the requisite qualifications/experience mentioned at Annexure-C before their deployment in NIOS.
5. The general duty timings shall be 09:00 A.M. to 05:30 P.M. However duty timings can be scattered on the basis of functional needs.
6. Over Time Allowance shall be payable as per the Rule 25 (Central) of minimum wages Act 1950 for extra duties on Sunday/ Holidays and extra hours on any working day.
7. After selection, the agency shall have to give complete bio-data of manpower to be deployed at the institute alongwith their academic & technical qualifications as well as experience.
8. Before deployment, the firm shall ensure police verification and physical fitness of the incumbents.
9. The firm shall be bound to pay minimum wages and other statutory benefits like P.F., E.S.I., Edli, Bonus etc. to its manpower deployed on the duty of the institute. The rates quoted shall be automatically revised as per notification by the Govt. of India.
10. The firm shall be solely responsible for any theft, burglary, mischievous deeds committed by its manpower. The manpower deployed should be honest, courteous and well behaved.
11. No person shall be deemed to be in employment of the NIOS in any manner.
12. In case of unauthorised absence for more than 3 days, the NIOS reserves the right to replace the incumbent.

13. Concerning any dispute of wages/ arrears pertaining to the workers, the NIOS shall not be connected in any manner and the firm shall be held directly accountable.
14. In case of any accident/ untoward incident, the firm shall be solely responsible.
15. In case the NIOS is put to any financial loss directly or indirectly by any act of commission or omission by the manpower deployed by the firm, it shall be bound to compensate the loss.
16. Insurance and accident risks of the manpower shall be the responsibility of the firm.
17. The firm shall not further appoint sub-contractor/ firms.
18. The firm shall deploy a Supervisor/ Nodal Officer to oversee the working efficiency and also weekly meet the Maintenance Section for optimizing the output.
19. In case the tenderer(s) fails to provide the services according to the terms & conditions of the order, the amount of Security Deposit will be forfeited.
20. In case, any dispute between the firm and NIOS arises out of or in relation to the contract, the dispute shall be referred to a Sole Arbitrator to be appointed by the Chairman, NIOS and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitrator shall be governed by the provision of the Indian Arbitration Act, 1996.

Accepted by me

Name & Signature of Authorised Person

Seal of firm

Add. _____

Tel./Mob.No. _____

E-mail ID-----

**National Institute of Open Schooling
Regional Centre, Pune**

TECHNICAL-BID
Tender for supply of Manpower of Skilled workers/staff

Note: Tenderer must read the instructions before filling the particulars in this part.

Particulars to be filled by the Tenderer	
Name & Address of the Firm	
Year of Registration and Establishment	
Annual turnover during last three years 2015-16 2016-17 2017-18	
Copy of the Income Tax Returns for last three years (2015-16, 2016-17, 2017-18 Enclosed Yes/No)	
Should have completed atleast three works during last three years satisfactorily in Central Govt. Authorities/Public Sector Undertaking/State Government or Autonomous/Local Bodies.Should have the documentary evidence such as work order, Completion Certificate and Performance report etc.	
Technical infrastructure/staff strength in all the categories.	
PAN/TAN number of the firm (Attested copy should be enclosed)	
Valid ESI Registration Certificate (Attested copy should be enclosed)	
Valid EPF Registration Certificate (Attested copy should be enclosed)	
Valid Service Tax Registration Certificate (Attested copy should be enclosed)	
Details of Earnest Money Deposit: (Please attach EMD Demand Draft with this Annexure) Demand Draft No. & Date Drawn on and Amount	

(Signature of the Tenderer)
With complete address and seal
Tel. No. :.....
Mobile No.:
E-mail ID:

Place:

Date:

FINANCIAL BID

Tender for supply of Manpower of Skilled workers/staff
(To be completed and sealed in separate envelop and deposited in the NIOS Tender Box)

**The Regional Director
National Institute of Open Schooling
Regional Centre, Pune**

After having gone through the terms and conditions as enumerated in the enclosed tender form for **Tender for supply of Manpower of Skilled worker/ Staff**, we accept all the terms and conditions and quote our lowest rates for the same in the prescribed proforma given below:

Name of Work: Supply of Manpower of Skilled worker/Staff

S.No	Category	Rates as per Minimum wages Act	No.of Person	Total Wages Per month 3 x 4	ESI@4.75% on column (5)	EPF@13.36% (Including EDLI) on column (5)	Service Charge, If any on column (5)	Total 5+6+ 7+8
1	2	3	4	5	6	7	8	9
1.	Skilled worker - 1		01 No.					
2.	Skilled worker - 2		01 No.					

Note:

1. The firm will require to quote the rates for all the categories.
2. Rates payable may change after revision of Minimum Wages by Central Sphere Govt. of India
3. No. of persons is tentative and may increase or decrease by NIOS.
4. Service Tax as applicable will be extra.

Accepted by me/us

Signature of Authorised person
Seal of firm
Add. _____
Tel./Mob.No. _____
E-mail ID _____

SKILLED WORKER - 1:-

Qualification –

Essential -

- 1) Graduate in any discipline.
- 2) Working knowledge of Computer Operations.
- 3) Knowledge of English & Hindi.
- 4) Minimum 2 years experience in conducting training, capacity building, seminars etc.

Desirable –

- 1) Post Graduate Degree.
- 2) Knowledge of Central Government Office procedures and Financial rules.

Age – Below 40 years.

SKILLED WORKER - 2 :-

Qualification –

Essential –

- 1) Bachelor degree in Commerce from a recognized University.
- 2) Knowledge of English, Hindi and Marathi.
- 3) Work knowledge of MS Office, Internet and Accounting (Tally).
- 4) Minimum 2 years experience of working in Office.

Desirable-

- 1) Post Graduate Degree.
- 2) Knowledge of Central Government Office Procedures, Financial rules, and Accounts work.

Age - Below 40 years.