

# उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान



एन सी ई आर टी  
NCERT

NORTH EAST REGIONAL INSTITUTE OF EDUCATION

(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)

(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

(An Autonomous Organization under Ministry of HRD, Government of India)

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दिनांक - 3<sup>rd</sup>/<sub>6<sup>th</sup></sub>/11/2017

## संक्षिप्त निविदा सूचना

### उपक्षेत्रीय शिक्षा संस्थान उमियाम, शिलांग में मैन - पावर सेवाएं प्रदान करने हेतु

उपक्षेत्रीय शिक्षा संस्थान उमियाम, शिलांग मैन - पावर सेवाएं प्रदान करने हेतु पात्र फर्मों से दो बोली प्रणालियों के तहत सीलबंद निविदाएं आमंत्रित करता हूँ, जिसमें सिस्टम -सह- प्रोग्राम एनालिस्ट, लेखा-सहायक, केयर - टैकर, सेमि-प्रोफेशनल सहायक, स्टोर - कीपर, आशुलिपिक, नि. श्रे लिपिक, ड्राइवर, प्रयोगशाला अटेन्डेन्ट, माली, एम टी एस, इलेक्ट्रीशियन, प्लम्बर इत्यादि प्रशासनिक/तकनीकी सपोर्ट सेवाएं शामिल हैं। अनुबंध शुरुआत में एक वर्ष के लिए है, जिसे तीन वर्ष तक बढ़ाया जा सकता है। सेवाएं प्रदान करने वाली इच्छुक फर्म निविदा दस्तावेज एन ई आर आई ई वेबसाइट [www.nerie.nic.in](http://www.nerie.nic.in) से डाउनलोड कर सकती हैं। पूर्ण रूप से भरे हुए टेंडर सुबह 11 बजे तक दिनांक 22/11/2017 या उससे पहले प्राचार्य, उपक्षेत्रीय शिक्षा संस्थान उमियाम, जिला- रि -भोई, मेघालय-793103 पहुँच जाने चाहिए।

म. सिंह

(मदन सिंह यादव)

प्रशासनिक अधिकारी



उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान  
NORTH EAST REGIONAL INSTITUTE OF EDUCATION  
(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)  
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**NOTICE INVITING TENDER (NIT)**  
**FOR SUPPLYING MANPOWER SERVICES IN NERIE, UMIAM**

**I. SUBMISSION OF BIDS**

**1. Submission of Technical Bid**

- i. Service Provider shall submit Technical Bid as specified in **Annexure-I** of this NIT duly conforming to all the parameters mentioned therein.
- ii. All the points are to be properly responded instead of simply mentioning "complied" or otherwise.
- iii. In order to evaluate the eligibility of the Service Provider, all the conditions mentioned in the **Annexure- I** shall be considered. Technical Bid without any supporting documents for the details provided therein may not be considered. No correspondence in this regard shall be entertained.
- iv. Earnest Money Deposit (EMD) & Tender Fee: Service Providers are required to submit EMD for an amount of Rs.20,000/- (Rupees twenty thousand only) and Tender Document Fee of Rs.500/- (Rupees five hundred only) in the form of Demand Draft drawn in favour of The Principal, NERIE-NCERT, Umiam payable at SBI, Barapani Branch along with their bid. EMD of unsuccessful bidders shall be returned to them at the earliest without any interest after the finalization of the Tender. The EMD of the successful bidder would be retained as Performance Security. EMD shall be exempted in respect of those Bidders who are registered with the National Small industries Corporation (NSIC) or Micro Small Enterprises (MSEs) on submission of attested copy of Registration Certificate along with the Bid. The EMD will be forfeited in case the Service Provider withdraws or derogates from the tender in any respect during the period between Tender Due date and tender finalization. No separate order or letter would be issued for forfeiture of EMD on any default on part of the bidder.
- v. The documents mentioned at **Annexure-I** along with the Demand Drafts for Tender Document Fee & EMD must be kept in a sealed envelope and super-scribed as "Technical Bid for supplying manpower services at NERIE"

## **2. Submission of Financial Bid**

- i. The Financial Bid shall be submitted in **Annexure - II** to this NIT.
  - ii. Minimum Wages, EPF & ESI contribution, GST in the Financial Bid are fixed and the Service Provider shall quote only Service Charges applicable for per day per person.
  - iii. Service charges shall only be in terms of fixed amount per person per day and the same shall be firm and fixed during the entire currency of the contract. The Service Provider shall quote service charges in terms of Rupees and not in terms of percentage or in any other manner. No additional Service charge shall be payable in case of Revision of Wages.
  - iv. Service Charge to be quoted by the Service Provider shall be reasonable while determining Service Charge.
  - v. NERIE reserves the right to reject any unreasonable/conditional offer without assigning any reasons.
  - vi. Rates must be shown in figures and words. In case of difference in amounts mentioned in words and figures, the amount mentioned in words shall prevail over the amount mentioned in figures.
  - vii. Duly filled **Annexure-II** must be kept in a sealed envelope super-scribed as "Financial Bid for supplying manpower services at NERIE"
3. Both the separate sealed covers of Technical Bid and Financial Bid shall be put in a bigger sealed envelope super scribed as "Tender for supplying manpower services at NERIE"

## **4. Instruction to Service Provider:**

- i. Tender received unsealed or without Tender Fee/EMD or in any manner after the due date & time shall not be entertained.
- ii. The documents attached with the Tender are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents are duly completed and signed, failing which the Tender is liable to be treated as incomplete and ignored.
- iii. NERIE reserves the right to accept or reject any/all tender in part or in full without assigning any reason.
- iv. NERIE shall not be responsible for non-receipt of tender documents/offers due to postal delay/loss in transit.
- v. Tender shall be valid for a period of 120 days from the date of opening of Technical bid.
- vi. If tender opening date happens to be a public holiday, the tender shall be opened on the next working day.
- vii. Interested Service Providers who have participated in this Tender may depute their Representative to attend the tender opening with an authorization letter on their firm's Letter Head.
- viii. Tenders will be available in NERIE website only which may be downloaded by the prospective bidders.

## **II. EVALUATION OF BIDS**

1. The Technical bid shall be opened first and NERIE shall determine the substantial responsiveness of each bid. For the purpose of these Clauses, a substantially responsive bid is one which confirms to the terms and conditions of the NIT without any deviations.

2. A bid determined as not substantially responsive shall be rejected by NERIE.
3. Audited Balance Sheet duly certified by Chartered Accountant with his stamp and signature for last three financial years have to be submitted by the Service Provider along with **Annexure-I**. If audited balance sheets are not submitted, the tender shall be considered as non-responsive.
4. During the evaluation of the bids, NERIE may ask any Service Provider to produce the originals of the documents attached for verification.
5. After evaluation of the Technical bids, the Financial Bids of those found technically suitable as per the tender requirements of the NERIE shall only be opened.
6. Comparison of all the bids shall be done on the basis of Service Charges quoted by the Service Providers as all other elements in the Financial Bid are fixed.
7. NERIE reserves the right to award the contract up to Two Service Providers. The required manpower, if considered necessary by NERIE, shall be divided among the service providers. The Service Provider who offered the lowest Service Charge which is reasonable as envisaged shall be treated as L-1 offer. The Service Charge offered by L-1 shall be counter offered to all other technically qualified Service Providers asking to match L-1 rate. Those service providers who are willing to accept L-1 rate may be kept in a panel in the order of their original quote. The contract shall be awarded to L-1, and if Necessary, to the first service provider in the panel.
8. In case of any exigencies like termination/short closing of any of the Contracts or any other reason before its expiry, NERIE shall award a parallel contract to the next Service Provider in the panel for remaining period of the contract or any period as decided by NERIE. This arrangement shall be at the discretion of NERIE and no Service Provider can make any claim in this regard as a matter of right.
9. In case of a tie in the Service Charges between two or more Service Providers, seniority shall be decided by taking lots as decided by NERIE.
10. Notwithstanding anything stated above, NERIE reserves the right to assess service provider's capability and capacity to perform the contract. Shall the circumstances warrant such assessment in the overall interest of NERIE, the decision of NERIE in this regard shall be final. NERIE reserves the right to reject any or all tenders or cancel/withdraw the NIT in whole/part without assigning any reason whatsoever and decision in the matter shall be final and binding. In such case no service provider shall have any claim arising out of such action.
11. The Service Provider(s), if selected for the award of the contract, shall submit the list of manpower along with their Bio-data as per the proforma given in **Annexure - III** (Copy enclosed). Personal Interaction cum document verification will be arranged by NERIE on a date to be subsequently informed to the Service Provider for selecting the best candidates from the list. Skill test shall also be conducted based on requirement of the posts.

### **III. TERMS & CONDITIONS**

#### **1. Scope of Contract**

- i. NERIE is looking for a qualified, reputed and well established Service Provider who has the potential to provide efficient manpower like LDC, Driver, Laboratory Attendent, Mali, Multi-tasking Staff, Electrician, Plumber etc. for assisting in its administrative/technical works.

- ii. Apart from the routine office functions, the staff are required to carry out various jobs such as (i) preparation of documents using computer software packages such as MS Office, Ms-Excel, Power - Point etc. ii) organizing documents by printing reports, arranging printouts, taking photo copies, collating, arranging, circulating etc., (iii) carrying out help desk functions, scanning, editing data etc. (iv) communication through email, telephone, fax etc. (v) collection of literature through browsing of internet etc. (vi) other related work as assigned from time to time, based on qualification and experience against the various posts.
- iii. The eligibility, qualification, experience, age limit etc. of the various manpower is provided in **Annexure-IV**.

## 2. Number of Work force

- i. The approximate number of work force that may be required is given below:

Sl. No.	Name of Post	Category (Unskilled/Semi-skilled/ Skilled)	No. of persons required (Likely to increase or decrease)	Wages/ remuneration
1	System Analyst-cum-Programmer	-	1	As per Institute norms (Rs.20,000 – 35,000 approx.) depending upon post
2	Accounts Assistant	-	1	
3	Caretaker	-	1	
4	Semi-Professional Assistant	-	1	
5	Storekeeper	-	1	
6	Stenographer (English & Hindi)	-	2	
7	Lower Division Clerk	Skilled	12	As per minimum wages rates of govt. of Meghalaya/Central Government, to be decided by NERIE.
8	Driver	Skilled	1	
9	Electrician	Skilled	2	
10	Plumber	Skilled	2	
11	Laboratory Attendent	Semi-skilled	5	
12	Library Attendent	Semi-skilled	1	
13	Mali/Gardener	Semi-skilled	3	
14	Multi-Tasking Staff	Un-skilled	15	

- ii. The numbers may vary depending upon the workload in NERIE. The Service provider may initially provide at least three times of the requirement (3x1) for the selection test to be conducted by NERIE for the above mentioned posts as per qualification and experiences.
- iii. The number of workforce shown above is indicative only. However, the number of requirement may increase/decrease as per the requirement and the Service Provider shall provide required number of workforce as and when requested.

- iv. NERIE reserves the right to increase or decrease or withdraw workforce in part/full without assigning any reasons.
3. The Service Provider shall have their infrastructure and registered office/branch office within Shillong City to ensure regular liasoning and coordination from time to time. Service Provider shall have executed similar contracts to this NIT in any government organization/establishment during last three years. This is also one of the criterions for deciding technical capability of the Service Provider.
4. The Service Provider is required to enclose photocopies of the required documents mentioned at Annexure- along with the Technical Bid failing which their bids are liable to be rejected.
5. The Service Provider shall submit Declaration as per the format given at **Annexure-V** along with the Technical Bid.
6. The Service Provider shall be bound by the details furnished by him/her to NERIE in the tender. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.
7. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency. However, in extreme cases, if it is essential to do so. It shall be done only with the prior written consent of NERIE.
8. Non-tribal Service Providers from Meghalaya should produce/furnish valid Labour License issued by the Labour Commission.
9. Tribal Service Provider of state of Meghalaya, in case exempted from submission of Income Tax Returns, should produce/furnish valid "Tax Exemption Certificate" from Income Tax Office, Govt. of India, or any documentary evidence from the government acceptable to NERIE.

#### **10. Period of the Contract**

- i. The contract shall initially be for a period of one year which may be extended based on satisfactory performance for a further period of 3 years, unless it is curtailed or terminated by NERIE owing to deficiency of service, sub-standard quality of workforce deployed, breach of contract, reduction or cessation of the job requirements etc.
- ii. The contract may be extended on mutually agreed same terms and conditions.

#### **11. Responsibilities of the Service Provider**

- i. The Service Provider shall provide sufficient candidates for selection of suitable workforce by NERIE.
- ii. Bio-data containing name, full permanent & residential address, contact number, e-mail, residential status, age, educational qualification, work experience, alongwith two stamp size

photographs of each candidate shall be sent to Principal, NERIE, Umiam for arranging interview/selection as per **Annexure -III**.

- iii. The Character and Antecedents of the selected workforce shall be got verified through record check by the Service Provider from the concerned Police authorities, and the Original Police Report shall be submitted to NERIE.
- iv. The workforce, once approved for the service, shall not be changed without the prior concurrence of Principal, NERIE, Umiam.

## **12. Working Hours/Leave**

- i. Services shall be required during the normal working hours of NERIE from 09.00 hrs to 17.30 hours from Monday to Friday. For the workforce deployed from Monday to Saturday, the working hours will be reduced by 30 minutes on all working days as compared to normal working hours.
  - ii. Depending upon requirement of the concerned Division/Section Heads due to exigencies of work, the work force shall work on Saturday, Sunday & Public Holidays, and such work force shall be paid with the wage for the day. In case of exigencies of work, services shall be provided beyond office hours and no remuneration shall be paid for such work.
  - iii. Wages for one Paid Holiday per week has been included in the minimum wages fixed for a day. Other than one day weekly off, the wages of the workforce will be deducted for the day in case the work force fails to attend to duty on that day.
  - v. Paid Holidays will include only three national public holidays, i.e. 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October of the year. Work force not deployed on Saturdays shall not be paid any wages.
  - v. The workforce is not entitled to any leave which are normally admissible to regular employees. In case they are put on duty during weekly off or public holidays as mentioned above, they can either claim compensatory leave or daily-wages, as per their choice. For duty on other holidays or Saturdays, they will be paid wages as usual.
  - vi. The workforce deployed are not authorized to communicate any official information they may come across during & after their working period in NERIE.
  - viii. NERIE shall maintain the attendance of the work force daily. The workforce reporting for work shall sign the attendance register duly indicating arrival and departure time regularly. Attendance shall be checked with bills while claiming monthly payment.
  - ix. The workforce engaged shall attend for duties by making their own transport arrangement and NERIE shall pay no conveyance charges.
- 13.** In case any Identity Card is issued by NERIE to the persons deployed by the Service Provider and if any expenditure is involved, it has to be borne by the Service Provider.
- 14.** The Service Provider shall be solely responsible for any theft, pilferage or misbehavior committed by any of his workforce engaged for carrying out the work. In case, the workforce employed by the Service Provider commits any act of omission/commission that amounts to

misconduct/indiscipline/incompetence, NERIE shall take appropriate disciplinary action against such workforce including their removal from site of work in consultation with the Service Provider.

15. The Service Provider shall replace any of its personnel who is found unacceptable to NERIE because of incompetence, conflict of interest, improper conduct or for any other reasons immediately upon receiving written notice from NERIE. The Service Provider shall provide a substitute workforce well in advance if there occurs any probability of the workforce quitting the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.

#### **IV. LEGAL**

1. The Service Provider must be registered with the concerned Govt. Authorities, i.e Central Labour Department, State Labour Department, Provident Fund Authorities, Employees, State Insurance Corporation, etc., and a copy of the registration certificate of each shall be submitted alongwith the Technical Bid. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 within stipulated time and same has to be submitted to NERIE.
2. Before expiry of validity of the license, Service Provider shall apply for its renewal, if required, at its own cost with the concerned authorities in advance and renewed License has to be submitted to NERIE.
3. The Service Provider shall abide by all the law of land including Labour Laws, PF, Income Tax, GST or any other taxes levied by the Government, Tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases, though any such onus shall be the exclusive responsibility of the Service Provider. NERIE shall in no way be responsible for any default with regard to any statutory obligation. Compliance of these provisions shall be ensured at the time of making monthly payments and submission of claims to NERIE for reimbursement.
4. The timely payment of Employers' and Employees' contribution toward EPF & ESI at scheduled rates shall be the sole responsibility of the Service Provider. The Service Provider shall be responsible for the payment of wages and allowances of his deployed work force as per Minimum Wages in force fixed by the State Government/Central Government, as applicable and all statutory dues [PF, ESI, etc.] to the workforce engaged by him for providing the manpower services. In case of any such lapses by the Service Provider during the currency of the contract, NERIE reserves the right to terminate the contract with immediate effect besides taking other actions under the terms of the contract.
5. Service Provider shall also be liable for depositing all taxes, cess, etc. on account of service rendered by them to NERIE to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. Attested photostat copies of such documents shall be furnished to the Authorities of NERIE whenever sought for. In case, the Service Provider fails to comply with any statutory taxation liability under appropriate law, and as a result thereof if NERIE is put to any loss/obligation, monetary or otherwise, NERIE will be entitled to get the same reimbursed out of the outstanding bills, to the extent of the loss or obligation in monetary terms.



6. The Service Provider shall maintain all statutory registers under the applicable Law. The Service Provider shall produce the same on demand, to the concerned authority of NERIE. Income Tax (T.D.S.) shall be deducted at source as per the provisions of Income Tax Act as amended from time to time.
7. In case of termination of this contract on its expiry or otherwise, the workforce deployed by the Service Provider shall not be entitled to and shall have no claim whatsoever for any kind of regular employment in NERIE.
8. The Service Provider shall be solely responsible for the redressal of grievances of workforce deployed. NERIE shall, in no way, be responsible for settlement of such issues whatsoever.
9. NERIE shall not be responsible for any damages, losses, claims, financial or other injury to any workforce deployed by Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
10. Service Provider shall be responsible for the safety of their manpower so deployed with NERIE. In case of any accident/injury/loss to any of its staff while on deployment with NERIE, the Service Provider shall undertake the responsibility for their medical treatment, compensation etc., as required under the law.
11. The Service Provider shall strictly adhere to all laws relating to the employment of labour.
12. Any other terms, conditions or clauses not covered in this document shall be in accordance with the concerned Labour and other statutory rules/acts.

## **V. FINANCIAL**

1. The wages for the manpower shall be fixed as per minimum wages of Government of Meghalaya/ Central Government rates, as applicable, which is subject to revision from time to time.
2. Wages for one paid holiday per week shall be included in the above minimum wages.
3. Employee's contribution towards EPF and ESI has to be borne by the workforce of the Service Provider. NERIE shall not pay any contribution towards Employee's contribution. However, NERIE shall reimburse payments towards Employer's Contribution towards EPF and ESI as per the prevailing rates on minimum wages.
4. NERIE shall pay applicable Tax as per the prevailing government rates.
5. Service Charges: NERIE shall pay the agreed upon Service Charges to the Service Provider. The Service Provider shall quote the Service Charges only in terms of fixed amount per person per day and the same shall be firm and fixed during the currency of the contract.
6. Professional Taxes shall be deducted by NERIE from the wages payable to the Workforce, as and where applicable.
7. The Service Provider shall issue valid PF and ESI cards to their entire workforce deployed. NERIE will verify the PF and ESI cards issued and also whether regular payments are being made to these authorities in respect of the workforce deployed by the Service Provider under this contract.
8. The Service Provider shall make the payment to workforce deployed not later than 7 of the succeeding month through Electronic Clearance Service (ECS).

9. The Service Provider shall submit necessary proof from their banker to Principal, NERIE, Umiam towards the payment made for preceding month along with Bill/Invoice and other documentary proof.
10. Payment shall be made on receipt of the Invoice/Bill (in duplicate) indicating separately (i) Amount payable to workforce. (ii) Employers' contribution towards EPF and ESI, (iii) Service Charge/Profit to the Service Provider and (iv) Tax as applicable along with all supporting documents like (a) proof of payment made for the preceding month, (b) proof of remittance of EPF & ESI contributions made for the preceding month including the statements containing the name of the workforce, Account No., Contribution paid and (c) Service Tax paid, shall be submitted along with the bill on the following month. The payment would be restricted to the number of workforce actually deployed for providing the service and the number of days worked at the prescribed rate per person, per month.
11. The Service Provider has the obligation to provide any other related document called for by NERIE from time to time.
12. In case the Service Provider fails to make the payment to the workforce deployed by 7th on the succeeding month as mentioned above and not remitted the amount related to ESI and EPF to the concerned authorities, NERIE reserves the right to make alternative arrangements for such payments and recover the amount so paid from the Service Provider either by deduction from any amount payable to the Service Provider under the work order/service contract or any other work order/service contract placed on the Service Provider by NERIE, and no notice shall be issued for such payment by NERIE.
13. In case of any work force coming late or going early twice a week, a day's wage shall be deducted from the total wages payable. If the late coming or early going persists, the individual shall be discontinued by the Service Provider and a replacement shall be provided immediately. The intimation to the Service Provider in this regard will be made by the NERIE authorities.
14. NERIE reserves the right to withdraw/modify any of the terms and conditions mentioned above as may be required.

#### **VI. PARALLEL/ADHOC CONTRACT:**

1. NERIE reserves the right to enter into parallel/adhoc contract(s) with one or more Service Provider(s) during the currency of the contract for availing the same or similar service.
2. In order to identify more than one Service Provider, NERIE reserves the right to award the contract to any other Service Provider who has qualified in the tender and is willing to provide the services.

#### **VII. TERMINATION OR SHORT CLOSING OF CONTRACT**

1. If the Service Provider repeatedly violates the terms and conditions of the contract or fails to supply required number of workforce despite NERIE having served them notices, the contract shall be liable to be terminated and performance security so deposited shall be forfeited.
2. NERIE reserves the right to terminate the contract without assigning any reasons by giving a prior notice of 30 days.

## **VIII. INDEMNITY BOND**

The Service Provider shall indemnify NERIE on a Rs.200/- Non-Judicial Stamp Paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Workmen's Compensation Act, 1923, Contract Labour (R&A) Act, EPF Act, ESI Act, Industrial Dispute Act and any other Acts specifically not mentioned during the currency of the Contract.

## **IX. SECURITY DEPOSIT AND ITS FORFEITURE**

1. The Service Provider shall guarantee faithful execution of the contract in accordance with the terms and conditions specified herein. The EMD submitted by the firm shall be retained as Security Deposit with the Institute for entire contract period. The Security Deposit shall not carry any interest and shall be returned after satisfactory completion of the contract.
2. In the event of any breach of any of the terms and conditions of the Contract, NERIE shall have (without prejudice to other right and remedies) the right to terminate the contract forthwith and to forfeit the entire or part of the amount of security deposit or any part thereof.

## **X. ARBITRATION**

In the event of any dispute or difference relating to the interpretation and application of the contract, such dispute or difference shall be settled amicably by mutual consultations of the offices of the respective parties. If such a resolution is not possible, then unresolved dispute or difference shall be referred to the Sole Arbitrator appointed by Principal, NERIE in accordance with the rules and procedures of Indian Arbitration and Conciliation Act 1996 or any modification thereof.

The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as may be determined by the Arbitrator. The Arbitration shall be conducted in Shillong.

## **XI. JURISDICTION**

The Courts within the Meghalaya shall have jurisdiction to deal with and decide any matter arising out of this contract.

(On Original Letter Head of the Bidder)

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled up by the Service Provider</b>	<b>Page No.</b>
1	Name of the Agency		
2	Nature of ownership		
3	Details of Tender Fee: i) Amount ii) Demand Draft No & Date iii) Issuing Bank		
4	Details of EMD i) Amount ii) Demand Draft No & Date iii) Issuing Bank		
5	Agency Registration Date & its validity (Proof to be enclosed)		
6	Detailed office Address of the Agency including operating/ branch office, if any.		
7	Office Telephone Number Mobile Number Fax Number		
8	Email ID		
9	Permanent Account Number [PAN] (Copy to be enclosed)		
10	GST Number (Copy of Registration to be enclosed)		
11	Provident Fund Registration Number (Copy of Registration to be enclosed)		
12	ESI Registration Number (Copy of Registration to be enclosed)		
13	Professional Tax Registration Number (Copy of Registration to be enclosed)		
14	Annual Turn Over for last 3 years i.e. 2014-15, 2015-16,		

	2016-17 (Certified proof from a Chartered Accountant to be enclosed)		
15	Income tax Returns for last three years i.e. 2014-15, 2015-16, 2016-17 (Copy of ITR to be enclosed)		
16	Whether the Agency of the service provider has been blacklisted/debarred by any Govt. Organization or any other organization (Declaration Certificate-to be enclosed)		
17	Names and designation of Authorized persons eligible to enter into contract.		
18	Labour License (Copy of license to be enclosed)		
19	Provide details of the major contracts exclusively for similar Services in an organization/establishment during the last 3 years.		
20	Performance certificate from the concerned organizations mentioned by the firm under Sl. No. 19 above.		

Place:

(Signature of Authorized Person)

Date:

Name:

Designation:

Office Seal:

Business Address:

(On Original Letter Head of the Bidder)

**FINANCIAL BID**

Name of Tendering Company/Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Sl. No.	Category of Work Force	Service Charge (in figure & Words)	Remarks, if any
1	System Analyst-cum-Programmer	Rs..... (Rupees.....)	
2	Accounts Assistant	Rs..... (Rupees.....)	
3	Caretaker	Rs..... (Rupees.....)	
4	Semi-Professional Assistant	Rs..... (Rupees.....)	
5	Storekeeper	Rs..... (Rupees.....)	
6	Stenographer (English/Hindi)	Rs..... (Rupees.....)	

7	Lower Division Clerk	Rs..... (Rupees..... .....)	
8	Driver	Rs..... (Rupees..... .....)	
9	Laboratory Attendent	Rs..... (Rupees..... .....)	
10	Library Attendent	Rs..... (Rupees..... .....)	
11	Mali/Gardener	Rs..... (Rupees..... .....)	
12	Electrician	Rs..... (Rupees..... .....)	
13	Plumber	Rs..... (Rupees..... .....)	
14	Multi-Tasking Staff	Rs..... (Rupees..... .....)	

**Note:**

1. Service Provider shall quote only Service Charges. All other components are fixed.
2. The minimum wages will be paid as per Labour Department of Govt. of Meghalaya or Govt. of India, whichever shall be applicable as per norms of NERIE.
3. The EPF, ESI & GST will be paid as per extant rates of the Govt. of India.
4. GST shall be calculated on total of the minimum wages, service charge, EPF & ESI contributions.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of authorized person

Full Name: \_\_\_\_\_

Seal of the firm



**North East Regional Institute of Education  
(National Council of Educational Research and Training)  
Umiam, Ri-Bhoi District, Meghalaya - 793103**

**Bio-data of Candidate**



**Name of the Post:** \_\_\_\_\_

1. Name of the Candidate: \_\_\_\_\_

2. Father/Husband Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Address for Communication: \_\_\_\_\_

5. Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

6. Permanent Residential Address:

\_\_\_\_\_

\_\_\_\_\_

7. Nationality: \_\_\_\_\_ Religion \_\_\_\_\_

8. Whether candidate possess minimum qualification as per Tender Notice (Yes/No): \_\_\_\_\_

**Declaration**

*"I hereby declare that the particulars mentioned above in respect of the candidate are correct to the best of my knowledge and belief. All the supporting documents in respect to the minimum / desirable eligibility criteria will be verified by the NERIE during the time of actual deployment in the Institute. In case of any discrepancies being detected, the candidate shall be replaced by the firm"*

**(Signature of the Authorized Bidder with Seal)**

**Date:**

Eligibility criteria with respect to educational qualification, experience and age-limit of the Manpower to be deployed in NERIE are given below:

Sl. No.	Name of the Posts	Educational Qualification, Experience and Age Limit
1.	<b>System Analyst – cum - Programmer</b>	<p><b>Qualification – Essential:</b></p> <ol style="list-style-type: none"> <li>1. MCA or M.Tech (with specialization in Computer Application/Computer Science/Computer Technology) OR Equivalent from a recognized University/Institute.</li> <li>2. Two years’ experience in Hardware, Networking and System Security</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. BE/B.Tech (Computer Science) OR Equivalent from a recognized University/Institute</li> <li>2. Three years experience in Hardware, Networking and System Security</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Good Knowledge of Windows and Linux servers, Laptop, Printer and desktop ability to manage network including firewalls, network printer and NMS.</li> <li>2. Working knowledge of Studio/Edusat broadcasting and E-Content development, NKN Network, Cisco/Juniper Switches, Routers, Firewall Configuration and wireless controller.</li> </ol> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
2.	<b>Assistant (Accounts)</b>	<p><b>Qualification –</b> B.Com/M.Com from recognized University.</p> <p><b>Experience -</b> Working as Senior/Junior Accountant for atleast 3 years and experience in Central Government Organization in accounts related works such as pre-auditing bills, preparation of Balance Sheets, Monthly Statement, Receipt and Payment ect.</p> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
3.	<b>Caretaker</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Graduation of a recognized University or equivalent.</li> <li>2. At least three years’ experience in government Guest House or reputed hotels.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Degree of a recognized University from Hotel</li> </ol>

		<p>Management.</p> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
4.	<b>Semi-Professional Assistant</b>	<p><b>Qualification:</b></p> <p>1) Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% marks ii) B. Lib. Sc. /B.L.I. Sc. with 50% marks.</p> <p><b>Desirable:</b></p> <p>1) 3 years' experience in the field of library &amp; information science.</p> <p>2) Knowledge of library software.</p> <p>3) One year course in computer with knowledge of Word, Excel and Power point</p> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
5.	<b>Store Keeper</b>	<p><b>Qualification :</b></p> <p>1. Degree from any recognized University</p> <p>2. Three years experience of procurement/ Inspection Maintenance/Custody/ Accounting of Stores and verification of Stores in a well established stores organization in Govt./ SemiGovt./ Industry/ Private Organization</p> <p>3. Working Knowledge of Computer</p> <p><b>Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
6.	<b>Stenographer (English)</b>	<p><b>Qualification:</b></p> <p>1. 12<sup>th</sup> Class pass or equivalent from a recognized Board or University</p> <p>2. Skill test norms: Dictation: 10 min @ 80 w.p.m. Transcription: 50 min. (English) (On Computer)</p> <p><b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)</p>
7.	<b>Stenographer (Hindi)</b>	<p><b>Qualification:</b></p> <p>1. 12<sup>th</sup> Class pass or equivalent from a recognized Board or University</p> <p>2. Skill test norms: Dictation: 10 min. @ 80 w.p.m. Transcription: 65 min. (Hindi) (On Computer)</p>

		<b>Age Limit:</b> Not exceeding 30 years (Can be relaxed in case of deserving candidates)
8.	<b>LDC</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Intermediate, 10+2 or equivalent.</li> <li>2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</li> </ol> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
9.	<b>Driver</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Pass 10<sup>th</sup> Standard or equivalent</li> <li>2. Possession of valid commercial driving license for motor cars.</li> <li>3. Experience of driving motor car for at least three years.</li> </ol> <p><b>Desirable:</b> Knowledge of motor mechanism</p> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
10.	<b>Laboratory Attendant</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Class 10<sup>th</sup> Pass or equivalent</li> <li>2. Diploma/Certificate in Laboratory Attendant</li> </ol> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
11.	<b>Library Attendant</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1) Class 10<sup>th</sup> Pass or equivalent</li> <li>2) Certificate/Diploma in Library Science/Library and Information Science from a recognized Institute.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) One year experience in the field of library and information science, knowledge of library software</li> <li>2) Six months Computer course from a recognized institution.</li> </ol> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
12.	<b>Mali/Gardener</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. 10<sup>th</sup> Pass or equivalent</li> <li>2. One year experience in gardening works.</li> </ol>

		<p><b>Desirable:</b> Certificate/Diploma in gardening from a recognized Institute.</p> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
13.	<b>Electrician</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. ITI certificate or equivalent in the trade of Electrician or Wireman</li> <li>2. At least two years experience in electrical installation and wiring</li> </ol> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
14.	<b>Plumber</b>	<p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Class 10<sup>th</sup> Pass or equivalent</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>2. ITI pass or certificate from reputed Institution.</li> </ol> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
15.	<b>MTS (Peon)</b>	<p><b>Qualification:</b> Class 10<sup>th</sup> Pass or equivalent.</p> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>
16.	<b>MTS (Sweeper)</b>	<p><b>Qualification:</b> Class 10<sup>th</sup> Pass or equivalent</p> <p><b>Age Limit</b> - Not exceeding 27 years (Can be relaxed in case of deserving candidates)</p>

**DECLARATION**

1. I/We have carefully read and understood all the terms and conditions of the tender for providing manpower services to NERIE, Umiam and undertake to abide by them.
2. The information/documents furnished along with this Tender (Technical and Financial bids) are true and authentic to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law;
3. I/We shall not assign the contract nor shall we sublet any portion of the-contract except with the written consent of NERIE, Umiam.
4. I/We accept that you are neither bound to accept the lowest tender nor bound to assign any reason for rejecting or returning of our Tender.
5. I/We hereby Undertake that our Company/Firm do not have any legal suit/criminal case either pending against us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.
6. I/We are not black-listed by any Central/State Government/Public Sector Undertakings/Autonomous Bodies under Central/State Government or any other Organization.

Signature of authorized person

Date:\_\_\_\_\_

Full Name:\_\_\_\_\_

Place:\_\_\_\_\_

Seal of the firm