



NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

(An autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government. of India)

EEE & ECE Building, Ground Floor, ANU Campus Guntur 522510 web :www.nid.ac.in Ph: 0863-2377202 ---

:: NOTICE INVITING TENDER ::

F.No.NIDAP/Admin/Estt/Tenders/104/2019

Dt: 06.01.2020

Sealed tenders are invited by the undersigned on behalf of NID Andhra Pradesh from the experienced & professionally competent Contractors / Firms having valid registration/licenses and requisite credentials for providing Manpower and Housekeeping outsourcing services, in sealed covers. The Tender Document will be available on our website www.nid.ac.in/download from 06-01-2020 onwards. The last date for submission of tenders is 06-02-2020 till 1.00 P.M. The Technical bids will be opened on the same day (06-02-2020) at 3.00 P.M. The tender document fee of Rs.1,000/- (Rupees One Thousand only) (Non-Refundable) by way of Demand Draft in-favour of “National Institute of Design, Andhra Pradesh” payable at Vijayawada must be attached to the tender document.

Sd/-
Registrar

Description of work: Providing Manpower and Housekeeping outsourcing services at different levels in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services for NID Andhra Pradesh situated at ANU Campus, Guntur, on contractual basis.

Terms and conditions:

- Each bidder shall enclose a Demand Draft of **Rs. 2,00,000 (Rupees: Two lakhs Only)** drawn in favour of “**National Institute of Design Andhra Pradesh**” payable at **Vijayawada** as **EMD** for the work “providing Manpower and Housekeeping outsourcing services on contractual basis to NID Andhra Pradesh” and the same will be refunded to the unsuccessful tenderers within a reasonable time after finalization of the contract.
- **Cost of Tender Document (Non-Refundable): Rs. 1,000/- (Rupees: One Thousand Only)** by way of Demand Draft in favour of **National Institute of Design Andhra Pradesh**” payable at **Vijayawada**.
- The Contract shall be initially for a period of One year (01) from the awarding of work, which is extendable by another one year with mutual agreement.
- Approximate Value of Tender is Rs. **One Crore (Rs.1,00,00,000) per annum**.

NATIONAL INSTITUTE OF DESIGN, VIJAYAWADA
(An autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Govt. of India)

TENDER DOCUMENT
FOR
PROVIDING MANPOWER AND HOUSEKEEPING OUTSOURCING SERVICES ON
CONTRACTUAL BASIS TO NID ANDHRA PRADESH

Tender dates / time:

- To be deposited in the Administration Section, NID Andhra Pradesh
- Date and Time of Pre Bid Meeting : **24 .01.2020 @ 03.00 pm At NID AP, ANU Campus**
- Date of download of Tender Document from **06.01.2020 to 05.02.2020**
- Closing Date & Time of submission of Tender Form: **06.01.2020 till 1.00 pm.**
- Date & Time of opening of Technical Bid: **06.01.2020 at 3.00 pm.**
- Date and Time of Price Bidding: **will be notified to the shortlisted bidders.**

Note:

- This tender Document contains 20 pages and bidders are requested to sign on all the pages.
- This tender document can also be downloaded from the website www.nid.ac.in/download
- The technical bid & the financial bid should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and super scribed with “Tender for PROVIDING MANPOWER AND HOUSEKEEPING OUTSOURCING SERVICES”.
- The tender should be addressed to The Registrar, **NID ANDHRA PRADESH** and the Tender Box is available at Administration Section, NID Andhra Pradesh upto 1.00 PM on **06.01.2020**.

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NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH is established in 2015 as an autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government of India. Presently NID is located at EEE Building, Acharya Nagarjuna University, Namburu - 522510, Guntur - Vijayawada Highway, Andhra Pradesh. At present approx. 250 students are studying in this Institute and about 20 Officers/Faculty and employees are working in this Institute.

NID Andhra Pradesh invites Tenders under Two Bid System from interested parties, who have at least **THREE** years experience in providing Manpower and Housekeeping Services to Reputed Organizations/ Autonomous Bodies/PSU/Central Government Institutes to bid in sealed covers for Manpower and Housekeeping Services at various levels in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services for NID Andhra Pradesh situated at ANU Campus, Guntur. The first part is the Technical Bid, consists of technical requirements and general terms & conditions and the second part is Financial Bid.

I. General Instructions:

- The cost of the tender document (processing fee) is **Rs. 1000/-**. Tender document can be downloaded from the NID Andhra Pradesh website and Demand Draft of Rs. 1000/- (non-refundable) in favour of “**National Institute of Design Andhra Pradesh**”, payable at **Vijayawada** is to be attached to the tender document.
- Tender shall be submitted in prescribed tender form only.
- The schedule provided with the form of tender; listing the services to be rendered, must not be altered by the tenderer. Any modification/alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender. No paper shall be detached from the tender form.
- The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
- The tender is liable to be ignored if complete information is not given there-in or if the particulars of date (if any) asked for in the schedule to the tender are not filled in.
- Tenders received after the specified date and time, due to whatever reason, will not be considered.

II. Technical requirement for the Tendering Manpower and Housekeeping Service Provider:

- The Manpower and Housekeeping Service Provider should fulfill the following technical specifications at the time of bidding and produce documents as proof of each:
 - They should be registered with the appropriate Statutory Authorities (Annexure-I).
 - They should have at-least 3 years' experience as Service Provider to Reputed Organisation/Autonomous Bodies/PSU/Central Government Institutes (The information may be provided in the prescribed in Annexure – I).
 - They should have their own Bank Account (Enclose a proof of it).
 - List of similar contracts (all together) in the last 3 years with a minimum **average annual turnover of Rupees One Crore.**

- **The Tender should be submitted in two sealed covers:**
 - The first sealed cover should be super scribed “Technical Bid” and should contain the Performa as at Annexure-I duly filled in with supporting documents, declaration (at Pg.No.12) for acceptance of Terms and Conditions and Demand Draft for Earnest Money Deposit (EMD).
 - The second sealed cover super-scribed “Financial Bid” should contain detailed service charges for providing the services of manpower and housekeeping to be quoted on monthly basis (Annexure-II).
 - “Tender for Providing Manpower and Housekeeping outsourcing services”. This should be addressed to The Registrar, National Institute of Design Andhra Pradesh, EEE Building, Acharya Nagarjuna University, Guntur- 522510, Guntur - Vijayawada Highway, Andhra Pradesh and dropped in the Tender Box placed at Administrative wing, NID Andhra Pradesh, on or before 06 .02.2020 till 1.00 pm.
 - Technical bids will be opened by the Committee in the presence of bidders at 03.00pm on 06.02.2020 . Financial Bid of technically qualified tenderers/bidders will be opened later on, and the date and time will be informed to them accordingly.

- The services of the following categories/posts are required: -

S.No.	Category / Service	No. persons required
1	Finance and Accounts Assistant	01
2	Admin Officer Liaison & Protocol	01
3	Library Assistant	01
4	Accounts Assistant	01
5	Guest house incharge- sports coordinator	01
6	Maintenance Engineer	01
7	Admin Assistant	03
8	Assist. Academic Administration	01
9	Computer Operator (Hardware)	01
10	Technical Assistant - CD Studio	01
11	Technical Assistant - ID Work Shop	03
12	Technical Assistant - Textile Work Shop	02
13	Attendant	03
14	House Keeping	14
	Total :	34

The Qualifications and Experience for the above posts will be informed by NID Andhra Pradesh However, the above vacancies will be increased or decreased as per workload.

- A separate Demand Draft of Rs. 1,000/- (non-refundable) in favour of **National Institute of Design Andhra Pradesh** against **Tender Form/Document Fee** shall be attached with technical bid, as the Tender Document is downloaded from a website.
- Financial bids of only the bidders who qualify technically will be opened.
- EMD of the unsuccessful bidders will be returned after awarding of work to the successful bidder without interest.

III. Terms and Conditions:

- The Service Provider shall provide Manpower in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services for NID Andhra Pradesh campus situated at ANU Campus, Guntur as per ND's requirement with specified qualification and experience in accordance with the conditions laid down by NID AP.
- The Service Provider shall be paid service charge on the total remuneration payable to the personnel.
- Personnel provided by the Service Provider will have to attend their duties at specified timings on all working days at NID Andhra Pradesh. Late coming, leaving early, absenteeism shall not be accepted.
- NID Andhra Pradesh reserves the right to cancel the contract at any stage without assigning any reason.
- The Service Provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the authority of NID Andhra Pradesh. NID Andhra Pradesh may require the service provider to immediately remove from the place of work any such staff deployed by the service provider and service provider shall forthwith comply with such requirements.
- The service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his/her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider.
- The service provider shall not assign, transfer, pledge or subcontract the performance of service.
- Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
- The personnel engaged for the services in NID through Service Provider shall be the employees of the Service Provider and will take their remuneration/wages from the Service Provider.
- Any staff deployed by the Service Provider cannot claim any master & servant relationship with NID Andhra Pradesh. Also, the service provider's staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NID Andhra Pradesh or its Centre under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NID Andhra Pradesh.
- The service provider shall ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of consumption of alcohol drinks, paan and smoking.

- The contractor undertakes to deposit EPF, ESI etc. and other dues if any within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities. The manpower service provider and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. The service provider shall also comply with the Minimum Wages Act for each category of services provided. The monthly bill complying with statutory obligations shall be submitted to NID Andhra Pradesh's Office every month by the service provider with copies of supporting documents. Manpower and Housekeeping Service Provider should submit acknowledged photocopy of EPF/ESI/etc. remittance monthly challans/Annual returns along with the monthly claim bill. The report for a month shall be submitted before the 15th of succeeding month. It is also the responsibility of the service provider to provide necessary Group Insurance facility for the staff deployed.
- The service provider shall be responsible for payment of wages and allowances as per Govt. of India/ State Govt. – Minimum Wages Act and variance in VDA will be applicable as and when the appropriate Government notifies it and all other statutory dues to the persons employed by him for providing the manpower services.
- The normal working hours are 09.00 am to 6.00 pm on all working days of NID Andhra Pradesh.
- Before deploying the outsourced staff the successful contractor shall arrange for the interview of the suitable candidates by the nominated committee constituted by the Registrar, NID Andhra Pradesh. The photocopies of the documents of the selected candidates will be retained for the record of NID Andhra Pradesh.
- Statutory deductions shall be promptly remitted to the statutory agencies as per law. Service charges alone shall be retained by the service provider for the provision of services to NID Andhra Pradesh.
- The decision of the Director, NID Andhra Pradesh in any matter relating to this contract shall be final.
- NID Andhra Pradesh reserves the right to accept or reject any or all the tenders without assigning any reason thereof. It is open to alter the conditions of the tender in appropriate cases in the interest of NID Andhra Pradesh.
- The agency shall be responsible for their personnel conduct and observance of normal discipline at NID Andhra Pradesh.
- The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at NID Andhra Pradesh. However, if anyone is sent out for official work during their office hours NID Andhra Pradesh will provide transport or local conveyance on actual basis.

- The Service Provider will furnish to the NID Andhra Pradesh the full particulars of the personnel deputed including details like Name, Father's Name, Age, Photograph, Permanent Address etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/ Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the services of NID Andhra Pradesh.
- Any violation of discipline or irregularity in attendance or indulgence in misconduct on the part of personnel deployed shall be immediately withdrawn as per instructions of Director, NID Andhra Pradesh.
- Even though the personnel will be deputed for one year period initially, Director, NID Andhra Pradesh reserves the right to terminate any particular personnel at any time or all of them engaged through your agency without assigning any reason thereof.
- The Service Provider shall make all payments including wages to the personnel on or before the 1st of every month along with the pay slips to individual employees. After making the payment, the Service Provider shall raise the bill in duplicate to NID Andhra Pradesh for payment/reimbursement of such amount along with payment of proof. No remuneration is payable for leave/absence / late coming / early leaving. The payment to the personnel shall be made through ECS in Bank Account of the personnel and a copy of deposit shall be attached with the bill raised.
- Arrangement made with the Manpower and Housekeeping Service Provider for engaging personnel, would not entitle any of those personnel for regular or contract appointment at NID Andhra Pradesh on any post at any point of time.
- The Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act. The Employees Provident Fund Act, Minimum Wages Act. The payment of Wages Act 1956, Payment of Bonus Act, E.S.I Act, or any such Act applicable to carry out the work assigned by NID Andhra Pradesh.
- During the End of the contract, the last payment will be released only after ensuring compliance with all statutory and other obligations.
- The Service Provider shall undertake to indemnify NID Andhra Pradesh for any liability under any law arising out of the entered manpower and housekeeping contract.
- The Service Provider shall comply with all the rules and regulations regarding safety and security of its supplied/provided employees and NID Andhra Pradesh will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.

- Payment to the manpower and housekeeping service provider would be strictly on the certificate by the Establishment Department of NID Andhra Pradesh on satisfactory provision of the services and attendance of staff deployed by the service provider.
- Income Tax (TDS) , GST TDS & Other Taxes will be deducted from the bill amount as per Tax rules & regulation in force from time to time.
- During the subsistence of the contract, ND Andhra Pradesh shall not undertake any monetary liability other than the amount payable to the Manpower and Housekeeping Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Service Provider. Even if, NID Andhra Pradesh has to bear such liabilities on unforeseen circumstances/occasions. NID Andhra Pradesh will recover such amount from the Service Provider by adjusting the amount payable to them.
- Any loss, theft or damage or the life and or property of the employees of NID Andhra Pradesh and or property of NID Andhra Pradesh, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider. Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.,
- The rate offered by the tenderer for service charges for providing of personnel shall be valid up to 90 days from the date of opening of Commercial Bid.
- The tenure of contract shall be initially for a period of one year and the same shall be extendable by one year based on performance and on mutually agreed terms & Conditions. The Institute also reserves the right to discontinue the contract at anytime during the contract period.
- In case of any dispute arises during the process, the decision of the Director, NID Andhra Pradesh, shall be binding to both parties.
- No amount should be collected or deducted from the employee's salary apart from statutory deduction. If this clause is violated, the contract is liable to be cancelled.
- If any delay in providing a suitable substitute for the period beyond three working days by the agency a penalty of Rs. 200/- per day per person shall be deducted from the monthly bill of the service provider in the following month.
- In case of same percentage of service charge quoted by more than one tenderers, based on technical evaluation i.e. past performance, turnover, infrastructure, regular payment of statutory deductions/payments, IT returns, Audited balance sheets with profit & loss accounts, similar experience in educational institution and certificate/reports of them etc. will be taken as criteria for selection of Service Provider by NID Andhra Pradesh.

- **Earnest Money Deposit (EMD)**: The tenderer shall be required to deposit an interest free amount of Rs.2,00,000/- (Rupees Two lakhs only) towards **Earnest Money Deposit (EMD)** along with the Technical bid in the form of Demand Draft in favour of “**National Institute of Design Andhra Pradesh payable at Vijayawada**. The EMD of unsuccessful tenderers shall be refunded within a reasonable time after finalization of the contract.
- a) No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after the expiry/termination of the contract, subject to clearance of all dues by the Service Provider.
- **Security Deposit**: The EMD of the successful tenderer shall be converted into Security Deposit and balance Security Deposit of Rs. 8,00,000/- (Rupees Eight lakhs only) should be deposited by the successful tenderer in the form of Fixed Deposit or in the form of unconditional and irrevocable Bank Guarantee, which will be valid up to contractual period from the date of agreement within 10 days from issue of the work order and this **Security Deposit of Rs. 10,00,000/- (Rupees Ten Lakhs only)** will be refunded to the service provider on the termination/completion of the contract without any interest. In case of breach of any terms & conditions, the Security Deposit of the agency will be liable to be forfeited by the NID Andhra Pradesh besides annulment of the contract.
- **Arbitration**: All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such disputes shall be adjudicated by an arbitrator nominated by Director, NID Andhra Pradesh. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Guntur. The language of arbitration shall be English.
- **Jurisdiction**: Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in a court of competent civil jurisdiction at Guntur and only the said courts shall have jurisdiction to entertain and try such action (s) and/or proceedings to the exclusion of all the other courts.
- Any attempt at negation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
- The service provider shall be liable to deposit all taxes, etc. on account of services rendered by it to NID Andhra Pradesh to the concerned tax authorities from time to time, if any.
- The engagement of suitable/qualified persons through the agency and the disposal of the persons (if necessary) is at the discretion of NID Andhra Pradesh only.

- Attendance should be attached with the bill duly certified by the designated officer of the Establishment Section.
- The agency shall pay wages to the employees through E.C.S. only.
- The agency shall provide deployment/engagement letter to the staff engaged at the beginning of the contract and issue pay-slips (hardcopy /softcopy) on a monthly basis to the staff engaged.

Sd/-
(Registrar)
NID Andhra Pradesh

IV. Declaration

- I Son/Daughter/Wife of Sri.
Authorized Signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender document.

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

- The information/documents furnished along with the technical and financial bid are true and authentic to the best of my knowledge and belief.

Date:
Place:

Signature of the tenderer
Name:
Seal:

NATIONAL INSTITUTE OF DESIGN, ANDHRA PRADESH
(An autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Govt. of India)

V. Technical Bid

For the work of Providing Manpower and Housekeeping outsourcing Services on contractual basis to NID Andhra Pradesh

This Technical Bid for providing Manpower and Housekeeping Services shall be filled in by the tendering party, duly signed, stamped and sealed along with an **EMD of Rs. 2,00,000/-** in the form of Demand Draft in favour of “National Institute of Design, Andhra Pradesh” in a separate cover super-scribed with “Technical Bid”.

S.No.	Particulars	Details
1.	Name of the Tendering Company/Firm/Agency	
2.	Full Address of the Registered Office/ Branch Office (if any)	
3.	Phone No. Fax No.	
4.	State status whether firm is Proprietary/ Partnership firm / Company	
5.	Name(s) of the Director/ Proprietor/ Partners of the firms	
6.	Name & Design. of authorized representative(s) with Ph.No.	

7.	Details of EMD	
	Amount in Rupees	
	In Words	
	DD No. and Date	
	Issuing Bank	

8. Statutory information under various statutes:

Sl. No.	Registration under the	Registration No. (attested copies should be attached)
a.	Firm Registration Certificate with concerned authorities.	
b.	Shops & Establishment Act	
c.	License under the Contract Labour Act	
d.	Provident Fund Number (PF)	
e.	Employee State Insurance (ESI)	
f.	GST Registration No.	
g.	Permanent Account No. (PAN)	
h.	Copy of IT return filed for the last three financial years	
i.	Certified extracts of the bank account containing transactions for the last three years	
j.	Any other	

- Give details of major similar contracts handled by the tendering manpower and housekeeping service provider during the last three years with minimum overall turnover of Rs.1.00 crore per annum in the following format. **The copies of the contracts/agreements etc. of the experience are to be attached** (if the space provided is insufficient, a separate sheet may be attached)

S.No.	Name of the Client with Address, P.No	No. of Manpower provided (Ministerial / Technical)	Contract amount	Duration of the Contract	
				From	To

- Letters of satisfactory performance from the client(s) must be attached.

- Annual Gross Turnover during the last 3 consecutive years should be minimum 1.00 Crore in each financial year i.e. Rs. 1.00 crore each in 2016-17, 2017-18 and 2018-19. The Organization should provide required documentary proof in support thereof such as IT – Returns, Financial Audited Reports by statutory authority for the respective three years:

Financial Year	Turnover in rupees (Nos. & words) (Documents should be submitted)
2016-17	
2017-18	
2018-19	

- Additional information, if any: *(attach separate sheet if required)*

Seal & Signature of the Tenderer

Place:

Address.....

Date:

Phone No.

NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH
(An autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Govt. of India)

VI. Financial Bid

For Providing Manpower and Housekeeping Outsourcing Services on Contractual basis to NID
Andhra Pradesh
(Govt. of India/Govt. of A.P. – Minimum Wages Act)

- This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with “Financial Bid”.
- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened on the date informed accordingly in presence of bidders.

1.	Name of the Tenderer	
2.	Address of the Tenderer	
3.	Phone No. & Fax No.	
4.	Whether proprietary/partnership firm or company	
5.	Name (s) of the Proprietor or Partners of the firms	

Charges for providing the Manpower and Housekeeping Outsourcing Services

Category / Service	Salaries	EPF	ESI	Other Liabilities, if any	Service Charge liability (%)
(1)	(2)	(3)	(4)	(5)	(6)
Finance and Accounts Assistant	Salaries will be decided by NID Andhra Pradesh	As per Statutory Norms	As per Statutory Norms	As per Statutory Norms	
Admin Officer Liaison & Protocol					
Library Assistant					
Accounts Assistant					
Guest House Incharge - Sports Coordinator					
Maintenance Engineer					
Admin Assistant					
Asst. Academic Administration					
Computer Operator (Hardware)					
Technical Assistant - CD Studio					
Technical Assistant - ID Work Shop					
Technical Assistant - Textile Work Shop					
Attendant					
House Keeping					

Note 1: The agency shall not quote service charges below the TDS rate i.e.2%. If quoted below the TDS rate, the bid shall not be considered.

Note 2: The rates may be quoted a monthly basis, not daily basis. The rates quoted by the service provider should be inclusive of all statutory liabilities, taxes etc. in force at the time of entering into the contract. The payment to the personnel shall be made on conclusion of the calendar month.

Place:

Date:

Seal & Signature of the Tenderers

VII. Check list of documents (attach the following) mandatory when submitting the Bid

1. EPF Registration
2. ESI Registration
3. GST Registration
4. Firm Registration from concerned depts.
5. Labour License Regn.No
6. Pan Card
7. Bank statement for the last three years
8. IT returns for the last three years
9. Experience certificates of similar works/contracts for the last 3 years in Private/Public sectors.
10. Rs.1000/- Demand draft for application fee
11. Rs. 2,00,000/- towards EMD, in the form of DD