



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, RAEBARELI
(An Autonomous Institute under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)
Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Ahmadpur urf Kamlapur, PO- Maiti, Sarojini Nagar, Lucknow
(UP) - 226002

Web: www.niperraebareli.edu.in

TENDER DOCUMENT

FOR OUTSOURCING OF MANPOWER

Date of Tender Issue :	05/07/2021 at 10:00 A.M.
Last date of Tender submission :	29/07/2021 upto 02:30 P.M.
Opening of Technical Bids :	29/07/2021 at 03.00 P.M.

BID DOCUMENT

Engagement of agency for providing man-power
[on outsourcing basis] for NIPER Raebareli

Sealed competitive bids (in two bid system) are invited by the Director, NIPER Raebareli from reputed and registered service providers/firms for providing manpower to the NIPER Raebareli on outsourcing basis depending upon the requirements of NIPER Raebareli from time to time as per the terms and conditions set forth in the following paragraphs. The Services of manpower agency would be required initially for a period of one year, extendable with mutual consent further subject to satisfactory compliance of terms and conditions of the contract.

A) **Qualifying Criteria** :- The agency should meet the following criteria for evaluation of bids:-

1. Only registered and bona-fide Service Providers/Agencies having experience of at least three years of supplying manpower service to the Ministries/Departments/Govt. Organizations/Public Sector Undertakings/Corporate Sector/Autonomous Bodies/Educational Institutes etc. are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificates issued by Government Ministries/Departments etc. in support of its having rendered satisfactory services to such departments/Institutions, etc. during the last three years.
2. The Agency must be registered with the ESI, EPF, Service Tax authorities and must be in possession of Permanent Account Number (PAN). The documentary proof in these regard should be attached. The Agency should also produce Income Tax clearance certificate (ITCC) for the last three years and Sales Tax Certificate/VAT/ Service Tax.
3. The Agency must have recorded a minimum turnover of Rs. Two crore in each of the last three years through execution of contractual services of such manpower. The Agency should attach financial statements for the last three years to corroborate their claim of turnover.
4. There should be no legal suit/criminal case pending or contemplated against the Company, Proprietor or any of its Directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the laws in force. The Agency must enclose declaration to this effect at the time of submission of bid.
5. The bidder should have provided a minimum of 60 persons as manpower on outsource against single order on monthly basis.

B) Quality and size of manpower:

- I. The illustrative list of manpower with approximate cost to the institute through outsourcing to be engaged by the NIPER Raebareli during the period of contract shall be as under:-

Specialized trained Manpower

Sr. No.	Category of Manpower required	No. of manpower required	Education Qualification	Range of Pay(Month)	Estimated averagecost to company per person/per month inclusive of all liabilities except service charge.
1.	Data Entry Operator	2	Bachelors Degree and two years of relevant experience preferably with basic knowledge of Computer Application	25000-35000	27000/-
2.	Office Assistant	2	Bachelors Degree and two years of relevant experience preferably with basic knowledge of Computer Application	25000-35000	30000/-
3.	Estate Supervisor	1	Bachelors Degree/Diploma Civil/Mechanical/Electrical and two years of relevant experience preferably with basic knowledge of Computer Application	25000-35000	30000/-
4.	Accountant Assistant	1	Bachelors Degree and two years of relevant experience preferably with basic knowledge of Computer Application	35000-45000	40000/-
5.	Admin. Assistant/ Hostel Care Taker	1	Bachelors Degree and two years of relevant experience preferably with basic knowledge of Computer Application	35000-45000	40000/-
6.	Library Assistant	1	B.Lib/M.Lib. and two years of relevant experience preferably with basic knowledge of Computer Application	30000-40000	35000/-
7.	Junior Technical Assistant	2	B.Sc./B. Pharm. and 10+2 Science and two years of relevant experience in Lab preferably with basic knowledge of Computer Application	20000-30000	25000/-
8.	Store Assistant	1	10+2 with One years of relevant experience preferably with basic knowledge of Computer Application.	20000-30000	22000/-

Manpower for Housekeeping/Sanitation/Driving/ Electrician/Cook.

Sr. No.	Category of Manpower required	No. of manpower required	Education Qualification	Range of Pay(Month)	Estimated averagecost to company per person/per month inclusive of all liabilities except service charge.
1.	Driver	1	Matriculation with commercialvehicle license and two years experience.	15000-25000	22000/-
2.	Electrician	1	Highly Skilled.	Wages as per norms of Central Labour Commissioner.	
3.	Office/ Lab Attendant	5	Unskilled		
4.	Sweeper	8	Unskilled		
5.	Cook	2	Skilled		
6.	Canteen Sweeper/Helper	4	Unskilled		

The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of manpower including qualifications shall be communicated to the Agency at the sole discretion of NIPER Raebareli as and when the need arises during the period of contract.

C) Emoluments:-

The estimated pay range applicable to different categories of manpower to be engaged shall be as given above. Gross pay will be computed on agreed rate of wages for the job category inclusive of EPF, ESI and any other Govt. approved entitlements. However, final gross pay shall be fixed by the Institute in consultation with the outsourcing agency based on the experience of the candidates.

A person deployed at NIPER Raebareli through outsourcing company may be granted an annual financial enhancement on the recommendations based on performance during the year. Such enhancement shall be applicable to any outsourced employee to a maximum of the range given above in front of each category. No financial up gradation shall be applicable within the same cadre beyond highest of the range. However, any such person possessing essential qualifications for any existing higher salary slab for similar kind of job can be considered.

***Gross emoluments will be inclusive of employee's as well as employer's contribution on account of EPF, ESI and service tax etc. at prescribed rates but will be exclusive of Service charge to be paid to the outsourced agency. The final pay in the range given above will be fixed by NIPER Raebareli in consultation with the outsourcing agency. The selection of manpower shall be done by NIPER Raebareli on behalf of the contractor on the basis of CVs submitted by the contractor.**

D) Submission of bills

The Agency will make payment to the staff on a monthly basis by the 7th of each month in the individual bank accounts of the outsourcing staff and need to provide a proof of the same by 10th of the month. The Agency will submit the invoice/claim to the NIPER Raebareli on a monthly basis duly supported by proof of disbursement of salary to the staff, in triplicate for payment. The payment to the Agency shall be released

within 15 days from the date of receipt of invoice provided the claim of the Agency is found to be in order from all angles. The Tax deducted at source and such other taxes /levies as are required by law to be deducted shall be deducted from the charges payable to the Agency. The Agency shall furnish details of disbursement made to the staff indicating the amount of remuneration received from the NIPER Raebareli against each individual, amount deducted on account of statutory deductions such as ESI/EPF etc., as employee's share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting claim for the next month. The proof of payment of statutory obligations such as ESI, EPF etc. and any other applicable taxes must be furnished by the Agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the Agency shall be withheld.

E) Terms & conditions:

1. The General terms and conditions are mentioned at Annexure I.
2. Tender fee of Rs 1000/- (non-refundable) is required to be paid in shape of demand draft favoring, "The Director, NIPER Raebareli" payable at Lucknow. Due to prevailing Covid conditions No hard copy of tender will be made available from Institute. The tender document can be downloaded from Institutes web site.
3. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by NIPER Raebareli and decision of the NIPER Raebareli will be final in this regard. In case NIPER Raebareli in its discretion finds any deployed person as not desirable and not suitable for whatever reasons will be at the sole discretion of the NIPER Raebareli and upon so being notified by NIPER Raebareli, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to NIPER Raebareli.
4. The personnel shall be available for work on all office days (Monday to Saturday) from 9 a.m. to 5.30p.m. However depending upon the exigencies of work, the personnel may be required to work late beyond office hours or on closed holidays.
5. Leave to Manpower in Specialized Trained Category shall be as per Institute norms and for Housekeeping/Sanitization/Driver/Electrician etc Staffs as per norms of Labour Commissioner.
6. The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
7. The persons employed by the Contractor will not indulge in any unlawful or illegal activities which are against the interests of the NIPER Raebareli.
8. The workers employed by the Contractor shall be his sole employees and NIPER Raebareli shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
9. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for NIPER Raebareli. The contractor should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination or recurring instances.
10. NIPER Raebareli shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
11. The Agency shall not sub-contract the services of personnel sponsored by them.

12. NIPER Raebareli reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
13. NIPER Raebareli is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the vendors.
14. The bidder is required to deposit Bid Security Declaration as per Annexure IV. The bids not accompanied by bid security declaration shall be summarily rejected.
15. The Successful Agency will be required to deposit Performance Bank Guarantee from Scheduled Bank equivalent to 3% of yearly contract value or Rs. 300000/- (Rupees Three lakhs only) whichever is lower on the award of contract. The Performance Bank Guarantee from Scheduled Bank should be valid up to 3 months beyond the date of expiry of the contract.
16. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the NIPER Raebareli shall have the right to claim the damages from the Agency.
17. The Contract shall keep the Institute indemnified through a fidelity bond of Rs. 300000/- (Rupees Three lakh only) issued by a reputed insurance company against loss caused to the Institute employees deployed by the Contractor at various points. The contractor will be liable for paying for any loss caused to the Institute. In case any employee of the Contractor so deployed enters into dispute of any nature whatsoever it will be the sole responsibility of the Contractor concerned to contest the same. In case Institute is also made party and is required to counsel fee and other expenses shall be paid to the Institute by the Contractor. Further, the contractor shall ensure that no financial or other legal liability of any nature comes on the Institute in this respect.
18. The Institute shall have the right to adjust, readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the Security deposits of the Contractor.
19. In case of any deficiency in services by staff so deployed on contract basis, provide lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Director, NIPER Raebareli or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit up to Rs. 10000/- (Rupees ten thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Director, NIPER Raebareli shall be final and binding on the contractor.

20. **Termination of The Contract:-**

The contract may be terminated in any of the following contingencies:

- a) On the expiry of the contract period, without any notice;
OR
- b) On giving one month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;
OR
- c) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.
OR
- d) On Contractor being declared insolvent by the competent Court of Law without any notice;

OR

- e) In case the Contractor is not interested to continue the contract subject to the condition that the Contractor shall give minimum three months notice. If the Contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be encased in proportion to the period falling short of the specified notice period;

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period”.

21. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Director, NIPER Raebareli may further deem fit in public interest or revoke the contract, namely:
- a) Legal heirs, in case of sole proprietor
 - b) Next partners, in the case of company of firm
 - c) Otherwise the Director, NIPER Raebareli shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.
22. No party shall be allowed to be represented by the lawyer during any investigation enquiry, dispute or appeal.
23. The Courts at Lucknow only shall have the jurisdiction for the purpose of this agreement.
24. In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Director, NIPER Raebareli or his nominee on mutual agreement between both the parties.
25. The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his/her office or resigning or refusing to work or neglecting his/her work or being unable to act for any reason whatsoever the Director, NIPER Raebareli shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996, shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Lucknow.
26. The Contractor shall provide the copies of the relevant records during the period of contract or otherwise even after the contract is over when ever required by NIPER Raebareli.
27. The contractor will be responsible for opening individual PF account of the employee if he does not have one and provide him with PF passbook and ESI Card. He needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
28. The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same e.g. purchase of Non-judicial stamp paper etc. for furtherance of agreement with NIPER Raebareli.

F. Technical Bids:

The technical bids are to be submitted in a separate sealed cover super scribing “Technical bids for outsourcing manpower at NIPER Raebareli”. The envelope must contain the following:

- i) Required format (Annexure-II). All the documents enclosed should be arranged and submitted in the same serial order as they appear on the Technical bid.

- ii) Tender fee of Rs. 1000/- (Rupees One thousand only) in the shape of demand draft favoring. The Director, NIPER Raebareli payable at Lucknow.
- iii) Bid security declaration in lieu of EMD.

G. Financial Bids:

The financial bid is to be submitted in a separate sealed cover super scribing “Financial bid for outsourcing of manpower at NIPER Raebareli”.

- i) The rates are to be quoted in the prescribed format of financial bid (Annexure - III)
- ii) Overwriting or erasing in the bid document shall render the same invalid.
- iii) The financial bid shall be valid for a period of not less 120 days after the deadline for submission of bids.

H. Submission and Evaluation of Bids:

- i) The technical bids and financial bids are to be submitted in **separate sealed covers**. Both these covers may then be put inside a bigger sealed cover super scribing **“Bid for providing manpower to NIPER Raebareli on outsourcing basis”** and submitted to “The Registrar, National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of NIPER-Raebareli, Bijnor - Sisendi Road, Near-CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow - 226002” through registered post/speed post/inperson.
- ii) All the pages submitted in the bids along with the attached documents should be signed by the appropriate authority from the bidder side along with the seal of the contractor/firm.
- iii) **The last date for submission of bids in the NIPER Raebareli is 29 July 2021 up to 2:30pm.** The technical bids shall be opened on the same day at 3:00 pm. in the **Seminar Room of NIPER Raebareli, at Lucknow** in the presence of representatives of the firms who may also be present if they so wish at the time of opening of bids.
- iv) The technical bids would be evaluated by a Committee. The bids which do not contain the information as desired or are not supported by necessary documents including bid security/tender amount will be treated as non responsive and will not be evaluated. Those bids only will be evaluated which are determined to be substantially responsive and meet the requirements set forth by the Institute.
- v) Those bidders only whose technically responsive bids as recommended by the Committee would be intimated about the date and time for opening of financial bids. The financial bids of the technically responsive bids only would then be opened on the decided date and time in the presence of representatives of the firms who may also be present if they wish at the time of opening of bids.

Annexure I

General Terms and Conditions

1. That, services of the manpower provided by the contractor to the NIPER Raebareli shall be initially for a period of one year commencing from the award of contract and may be extended further by another year subject to satisfactory performance and compliance of all terms and conditions of agreement which will be signed by both the parties within 7 days of issue of letter of award. The cost of stamp paper etc. will be borne by the Agency. Subsequent extension on satisfactory performance will be at the sole discretion of NIPER Raebareli.
2. The contractor alone shall exercise the control over the personnel deputed and beyond the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the contractor.
3. That, the contractor will submit a copy of Appointment Letter along with Bio-data to the Institute as and when the person is deployed at NIPER Raebareli for and up to the period of duration of his contract with the Institute.
4. That, the contractor will submit the EPF/ESI account of each individual employee appointed on outsource basis showing therein the total deposit of EPF/ESI account in a particular financial year of the Institute for information.
5. That, it is further understood and agreed between the parties that any changes in the payments structure viz ESI, PF, Bonus, gratuity and service tax etc. as per the change in the law are recoverable from the client within the said statutory provisions of law. The service providers will be raising bill to NIPER Raebareli accordingly. Institute will have all rights to recover the amount paid in excess due to change in statutory provisions if any.
6. The Contractor shall abide by and follow all the Local and Central Laws strictly.
7. That, all the payments to be made for the services provided by the contractor shall be made directly to the contractor who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the contractor.
8. That, the rates to be paid to the contractor should not be less than Minimum Wages Act and other rules and regulations as applicable and notified from time to time in the official gazette/ Govt. of India.
9. That the rates entered into between the contractor and NIPER Raebareli for the purpose of supplying the aforesaid services on outsource basis can be revised by mutual agreement during the currency of this contract of revisions of rates as applicable in case of Govt. of India.
10. That, the contractor shall make sure that the manpower so provided by them shall be with Photo identity card issued by the agency. These cards are to be constantly displayed and their loss reported immediately.
11. The personnel shall observe such timings as are prescribed by NIPER Raebareli from time to time. In the absence of any specific times having been provided for by NIPER Raebareli normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no over time shall be payable.
12. That, the contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract Labour (Regulation & Abolition) Act 1970, Minimum wages Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payments of Bonus Act 1965, Payment of Gratuity Act 1972, private

Security Agencies (Regulations) Act 2005, as applicable and as amended from time to time or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by contractor. The rates so allowed to and paid to contractor shall include all such statutory liabilities and no excess amount shall be paid by NIPER Raebareli.

13. Leave to Manpower in Specialized Trained Category shall be as per Institute norms and for Housekeeping /Sanitization/Driver/Electrician etc Staffs as per norms of Labour Commissioner..
14. That, the outsourcing agency would be responsible for maintenance of the leave record of the personal engaged by the agency. The leave applications of the outsourcing manpower would be forwarded to the outsourcing agency and the agency would be responsible to keep record of their leave and follow the relevant rules raise the bill accordingly.
15. That it will be the full responsibility of the contractor to deposit the statutory liabilities as applicable as per rule to the concerned department of the Central / State Government or the controlling agency, duly furnishing a copy to NIPER Raebareli.
16. That, NIPER Raebareli shall not be liable for any default on the part of the contractor on his failure to fulfill the statutory requirements and the liability shall be the contractor's alone.
17. That no accommodation, any other allowance over and above the amount given to the personnel so employed shall be provided for by NIPER Raebareli under this agreement. NIPER Raebareli is at liberty to change this clause as and when needed.
18. That the contractor shall be responsible for any loss or damage caused or suffered by NIPER Raebareli on any account of negligence of the personnel supplied for by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of NIPER Raebareli by any act or omission on the part of contractor's employees/ personnel shall be borne by the contractor. In the eventuality or such occurrence of loss or damage, the enquiry shall be made by the officers of the contractor in consultation with the officer of NIPER Raebareli. The decision of the Director NIPER Raebareli shall be treated as final in this regard after the said enquiry.
19. That the bio-data of each personnel so provided for the outsourcing shall be supplied to NIPER Raebareli along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to NIPER Raebareli.
20. An attendance register shall be maintained by the contractor for all the personnel deputed by him, who shall mark attendance daily at beginning and at the end of completion of the duties in the NIPER Raebareli office and the payment, shall be made to the contractor on the basis of attendance register.
21. That in case of any disciplinary inquiry to be conducted against any delinquent personnel provided for by the Contractor to NIPER Raebareli, the same shall be held by the Officer of the Contractor, in consultation with the Director of the NIPER Raebareli.
22. That in case of any dispute arising out of this agreement between the contractor and NIPER Raebareli, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Director NIPER Raebareli, who may him/herself take cognizance of the matter or depute/ nominate any officer of the said Institute or any other person who's decision shall be final and binding between the parties. Such arbitrator shall give a seasoned award. An officer of NIPER Raebareli, in case he/she is nominated, as the sole arbitrator shall cease to be so in case he resigns, retires, suspended or his/her services are terminated or otherwise cease to be an officer Institute. A new arbitrator shall be nominated by the Director NIPER Raebareli in such as eventuality. Supply of services, personnel (manpower) shall however continue to be supplied by the contractor under the terms of this agreement. The submission of any dispute to the arbitrator shall not prejudice the rights of the contractor in any manner whatsoever.
23. That the courts covering the area of NIPER Raebareli only shall have jurisdiction to entertain, try and to decide any dispute arising out of this contract/ agreement.

24. That this agreement can be terminated by either party on giving prior notice in writing (without assigning any reason) as per corresponding terms of termination of contract.
25. The persons provided by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and administration of the contractor and in no case, a relationship of employer and employee between the said employee and the NIPER Raebareli shall accrue/ arise implicitly or explicitly.
26. It is further agreed that the personnel so employed by the contractor and deputed in the office of NIPER Raebareli shall have no right to employment against any post of the Institute (NIPER Raebareli). It is further agreed that their services are being taken on a purely contractual basis/ outsource basis and NIPER Raebareli reserves the rights to do away with the agreement as and when so required without assigning any reason.
27. The Contractor will abide by all the terms and conditions stated herein and directions given to him from time to time as per the need of the hour.

Sd/-
Registrar

TECHNICAL BID

1. Name of the Service Provider/Agency
2. Address with Telephone/Fax No. E-mail
3. Contact person's name
4. Essential details:
 - i) Registration
 - ii) Sales Tax Clearance/VAT
 - iii) EPF registration
 - iv) ESI registration
 - v) PAN/TIN No.
 - vi) Labour License No.
 - vii) Experience certificate for the last two years to the effect that there is no litigation pending against the Agency
5. Turnover details for the last three years (supporting document Income Tax return to be enclosed)
6. Details of staff employed by the Agency for its business operations (category wise)
7. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/Minimum Wages Act or other laws (give details). The Agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
8. List of clients with address and details of contact person.
9. Copy of work order at least one similar annual contract executed successfully and client's completion certificate in the past three financial years in the premises of Govt. Depts. / Public Sector Undertakings etc. (please attach)

We hereby certify that the information furnished above is correct & true to the best of ours.

Dated:

Signature of authorized signatory
along with seal

- Note:** (i) Relevant attested documents to be submitted in support of above points.
(ii) Absence of any such document(s) may render the tender as invalid.

FINANCIAL BID

Name of the Agency along with Address and Telephone No.

1. **Description of work:** Contract for providing manpower on outsourcing basis in NIPER Raebareli as per qualification, pay structure and job requirements of each category of such staff on contract basis as per details mentioned in the tender document subject to fulfillment of other terms and conditions of the Agreement.

2. **Amount Quoted:**

- a) Service Charges (Please quote the rate)
- (In figure): _____(Percent)
- (In words): _____(Percent)
- (i) Service Tax (please mention percentage of applicable Service Tax. (In figure): _____(Percent)
- (In words): _____(Percent)
- (ii) Any other Tax (if any) (In figure): _____(Percent)
- (In words): _____(Percent)
- Total:**
- (In figure): _____
- (In words): _____
- b) Leave Reserve in the ratio of 1:6 for weekly rest and other holidays will be provided from within the sanctioned strength and no extra charge shall be claimed in this regard.

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

(Signature of Tenderer/Authorized Signatory)
with sealed stamp

Following Liabilities to be met out of service charges:

- i) Cost of Uniforms/ Name plates etc. to be provided to the staff deployed.
- ii) Cost of Fidelity Bond of Rs. 3.00 Lacs.
- iii) Cost of bank Guarantee to be submitted etc.

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

I / We, the authorized signatory of M/s....., participating in the subject tender No for the item / job of

....., do hereby declare:

i. That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

ii. That in the event we withdraw / modify our bid during the period of validity Or

I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Pharmaceutical Education and Research, Guwahati, for a period of three years from the date of committing such breach.

Signature of the Tenderer or his Authorized Person

Full Name:.....

Designation:

Company's seal