



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE
DISABILITIES (NIEPMD)**

**(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment,
Govt. of India)**

ECR, Muttukadu, Kovalam (Post), Chennai, Tamil Nadu-603 112

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**TENDER NOTICE No. NIEPMD/Admin.2
(135)/NBER/OSM/2016-17**

**OUTSOURCING OF MANPOWER FOR
NBER-EXAMINATION CELL**

Last Date for sale of Tender Document	11th July 2016
Cost of Tender document	Rs.500/- (Rupees five hundred only). Shall be paid in cash at A/c Sec, NIEPMD on all working days. (OR) a DD in favour of Director, NIEPMD, payable at Chennai.
Last Date, Time & place for Submission of Tender Document	20th July 2016 at 03.00 pm at NIEPMD
E M D (To be attached with Tech Bid by way of DD in favour of Director, NIEPMD, Payable at Chennai)	Rs.3.00 lakhs (Rupees three lakhs only)
Date & Time of Pre-Bid meeting	14th July 2016 at 11.00 am at NIEPMD
Date & Time of Opening of Tender Documents (Technical Bids)	20th July 2016 at 03.30 pm at NIEPMD

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Government of India. The institute is providing various services for empowerment of persons with multiple disabilities

NIEPMD is inviting sealed tenders from well established, reputed firms/ registered service providers with proven track record and an annual turnover of not less than Rupees one crore to provide manpower on outsourcing basis for NIEPMD, Muttukadu, Kovalam, Chennai. The agencies shall have to supply Manpower depending upon the requirements of the institute from time to time. Detailed terms and conditions, Bid format and scope of work can be downloaded from the institute's website www.niepmd.tn.nic.in or can be obtained from our office in Chennai on all working days from 27th June 2016 to 11th July 2016 between 10 a.m. to 3.00 p.m.

Date: 27th June 2016

DIRECTOR

Seal and signature of authorised signatory of bidder

Instructions to Bidders:-

1. The details of manpower proposed to be outsourced at NIEPMD is given at **Annexure-I**.
2. The terms and conditions of contract is at **Annexure-II**
3. The period of contract shall be 12 months. Rate quoted by the service provider would be fixed for a period of one year.
4. The services shall commence within 10 days from the date of award of contract.
5. The tender forms will be available on all working days from 27th June 2016 to 11th July 2016 between 10.00 a.m. to 3.00 p.m on remittance of Rs.500/- as cost of tender form.
6. The **“Tech Bid” (Annexure-III)** should be put in a separate sealed cover super scribing on right top of the cover as **“TECHNICAL BID”** and shall contain following documents;
 - (a) Annexure-II duly signed.
 - (b) Acceptance of Terms and Conditions
 - (c) EMD for Rs.2,00,000/- in the form of DD in favour of Director, NIEPMD.
 - (d) DD for Rs.500/- as cost of Tender (In case downloaded from website)
 - (e) Certificate of authorization to sign on behalf of the service provider.
 - (f) Certificate by the bidder stating that the firm/company has not been black listed by any Government agency.
 - (g) Certificate by the bidder stating that they have read and understood all the terms and conditions mentioned in the Tender document and is willing to take up the contract as per such terms and conditions.
 - (h) All other certificates/documents except Financial Bid.
7. The **“Financial Bid” (Annexure-IV)** should be put in a separate sealed cover super scribing on right top of the cover as **“FINANCIAL BID”** and shall contain only rates which are to be quoted on monthly basis for normal duty of eight hours per day per person for five days in a week.
8. Both the sealed covers should be placed in the main sealed envelope super scribed **“Tender for supply of Manpower”**. The big envelop should be addressed to the Director, NIEPMD, Chennai and **must reach NIEPMD, Chennai by 03.00 p.m. on 20th July 2016.**
9. **EMD of Rs 2,00,000/-** in the form of DD in favour of Director, NIEPMD should be enclosed with the Technical bid. Technical bids without EMD shall not qualify for further evaluation. The EMD without interest will be returned to the un-successful bidder(s).
10. The technical bids **will be opened at 03.30 pm on 20th JULY 2016 at NIEPMD, Chennai** in the presence of any participating bidders who wishes to be present. The list of technically qualified bidders will be published on the Notice Board of NIEPMD and also published in the official website of NIEPMD on 22nd JULY 2016.
11. The financial bids of technically qualified bidders only will be opened. The date and time of opening of price bids of technically qualified bidders will be published in the official website of NIEPMD.
12. The order will be awarded to the lowest cost bidder from the technically qualified bidders. **As no subsequent cost negotiations will be done, the price quoted should be final.**

service provider shall be wholly responsible for compliance of these statutory obligations.

13. There shall be no master & servant relationship between the employees of the service provider and NIEPMD, Chennai.
14. The employees of the service provider shall not claim any benefit/compensation/absorption/regularization of services from Director, NIEPMD under any statutory provisions.
15. The transportation, Food, Medical and statutory requirements in respect of each employee of the service provider shall not be the responsibility of NIEPMD.
16. Working hours would be normally 08 hours per day from 9.00 AM to 5.30 PM (lunch break half an hour). However, in exigencies of work, they may be required to sit late and may be called on Saturday, Sunday and other Gazatted holidays.
17. No wage/remuneration shall be paid to any staff for the days of absence from duty.
18. The service provider shall provide replacement within seven days of any person leaving the job due to his/her own personal reasons at no extra cost. In case of leave in excess of seven days suitable replacement shall be provided.
19. The employees deployed by the service provider may be transferred to any or the units/offices under NIEPMD by giving notice to the employee through the outsourcing agency. The employees are required to proceed on official duties within station/outstation etc, as and when assigned by NIEPMD. They shall be reimbursed with TA/DA/other incidental expenses, subject to Govt. of India rules. Any such employee supplied by outsourcing agency is fails to comply the instructions issued by NIEPMD should be withdrawn by the agency and a replacement provided within 7 working days.
20. Daily schedule of work assigned/output of work to be maintained by each employee supplied by the agency. The record of duties attended daily, daily work report should be submitted every week by the concerned employee to the In-Charge, NBER, NIEPMD. A monthly report on their work output should be submitted by each outsourced employee in the prescribed format to the In-charge, NBER, NIEPMD.
21. NIEPMD, Chennai shall not be liable for any loss, accidents, damage or theft of any personal belongings, equipment or vehicles of the employees or to the employees engaged by the service provider.
22. The service provider shall indemnify NBER Unit/NIEPMD against any loss or damage of goods/Materials/Equipment etc., on account of negligence or fault of any employees engaged by the service provider.
23. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior written consent of this office.
24. Either party can terminate the agreement by giving 2 months' notice in advance.
25. On expiry of the agreement, the agency would withdraw all its' employees and clear their accounts by paying all their dues.
26. In case of any dispute touching any of the clauses of the agreement, the decision of **Director, NIEPMD** shall be final and binding on both the parties.
27. The employees of the service provider shall not form/join any labour union or resort to strike or demonstration or any other agitation of this nature.
28. The employees deployed by the service provider must not act against the interest of NIEPMD. The employees shall not divulge or disclose to any person, any details, of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
29. The service provider shall immediately withdraw/replace such employees who are found not suitable by NIEPMD for any reasons. NIEPMD reserves every right to order the service provider to withdraw/replace/curtail/reduce the number of outsourced employees/the working hours of the engagement of all/any employee supplied by the service provider.

Seal and signature of authorised signatory of bidder

30. The personnel engaged by the service provider should not have any criminal cases pending against them. The service provider shall make adequate inquiries about the character and antecedents of the person whom they are recommending.
31. The service provider should also ensure that the personnel engaged are healthy and medically fit to work in the proposed role. Medical Certificate might be provided when called for.
32. The service provider shall submit the bill in triplicate in respect of a particular month in subsequent month. The payment shall be released within 10 days from the date of receipt of bills after statutory deductions at source.
33. The service provider shall be contactable at all times and message sent by phone/e-mail/fax/special messenger from NIEPMD should be promptly responded to in fulfillment of the contract from time to time.
34. The contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceedings related to this contract shall be fixed.

Eligibility Criteria;

(All the certificates and documents must be attached with Technical Bid)

1. The bidder should have been in existence for not less than three years. Copy of registration of firm/company to be enclosed.
2. The average **annual turnover of the bidder for the last three years shall be at least Rupees One Crore**. Copy of the IT returns or audited balance sheet duly certified by the Chartered Accountant to be enclosed.
3. The bidder **should have at least 03 (three) years of experience in providing manpower to State/Central Government organizations/PSUs/Central Autonomous organizations/Organizations/companies/firms/MNCs of repute and should be registered with government authorities for running the manpower outsourcing business, exclusively for providing support/technical/non-technical/professional manpower. Experience gained & registration obtained for supply of security personnel, housekeeping personnel etc., will not be considered. A copy of the valid registration and proof of experiences (copy of work orders, completion/experience certificates, bills etc.,) should be enclosed. The bidders may note that the testimonials submitted by them in proof of the above requirements are latest, valid and genuine as they may be verified from the concerned authorities.**
4. The bidder should be willing to take up the contract as per the terms and conditions mentioned in **Annexure-II**.
5. The tender should be signed in each page by the authorized signatory of the bidder. The official stamp/seal of the bidder should be put on each page of the tender document.
6. The bidder shall enclose EMD in the form of DD for Rs 2,00,000/- (returnable without interest) in favour of Director, NIEPMD payable at Chennai. **Technical bids without EMD shall not qualify for further evaluation.**
7. Agencies meeting the required criteria mentioned in this document shall only be considered for evaluation of price bid. Further agencies not furnishing documentary evidence as required will not be considered.
8. Pre-qualification of the agencies shall not imply final acceptance of the Rate bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and or rejection of any offer in part or full shall be sole discretion of Director, NIEPMD and decision in this regard shall be binding on the agencies.
9. In case of litigation, if any, and the cause of action shall be deemed to have been arisen in Chennai District only and the District Court of Chennai (Tamilnadu) shall have the jurisdiction for any such litigation.

Scope of Work :

To provide manpower on outsourcing basis to NBER-Examination unit functioning at NIEPMD and to hold the employees on their roles and discharge all statutory obligations in the capacity of the Employer as per the Terms and conditions mentioned in this document.

NIEPMD will provide the details of manpower requirement in each category, prescribed educational/professional qualification/upper age limit and experience required etc., for the manpower to be engaged under various categories, as required for NBER.

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Validity:

The offer shall remain valid for a period of 60 days from the date of receipt of Techno- Commercial offer.

Annexure-I

Sl.No	Post	Salary	No	Qualification & Experiences
1	Deputy Controller of Examination	Rs.40,000	1	Post graduation in General or M.Ed Special Education with Proficiency in Computer and 5 years experience in Examination related work / TTIs
2	Assistant Controller of Examination (Registration)	Rs.27,000	1	Post graduation in General / Disability studies. or Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer and 3 years experience in exam related works
3	Assistant Controller of Examination (Examination)	Rs.27,000	1	Post graduation in General / Disability studies or Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer and 3 years experience in exam related works
4	Assistant Controller of Examination (Evaluation)	Rs.27,000	1	Post graduation in General / Disability studies or Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer and 3 years experience in exam related works
5	Assistant Controller of Examination (Certification)	Rs.27,000	1	Post graduation in General / Disability studies or Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer and 3 years experience in exam related works
6	Consultant (Registration)	Rs.23,000	2	Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer. or Degree with Lower Typewriting/ DCA and 2 years experience in related field
7	Consultant (Examination)	Rs.23,000	2	Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer. or Degree with Lower Typewriting / DCA and 2 years experience in related field.
8	Consultant (Evaluation)	Rs.23,000	2	Degree with PG Dip/BEd-SE/DEd-SE with Proficiency in Computer. or Degree with Lower Typewriting/ DCA and 2 years experience in related field
9	Consultant (Certification)	Rs.23,000	2	Degree with PG Dip/B.Ed-SE/D.Ed-SE with Proficiency in Computer. or

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				Degree with Lower Typewriting/ DCA and 2 years experience in related field.
10	Accountant	Rs.20,000	1	M.com with Certificate in Tally 2 years experience in accounting
11	Software engineer	Rs.23,000	1	MCA / BTech/ BE in Information Technology or Computer science Engineering. Experience in developing/maintain web application / mobile app. Adequate knowledge in web technology PHP, MySQL, Java script, AJAX, Linux, apache server environment. Knowledge of WCAG .02 (web content accessibility guidance). 2-3 years of experience.
12	Multi Task Manger / DEO	Rs.14,200	2	Experience in data typing, management, office maintenance, files and records, desktop.

NOTE :-

1. Overtime wages @ Rs.100/- per hour
2. Officiating wages: @ Rs.3000/- for Consultant and @ Rs.5000/- for ACE
3. The number of categories or employees required in each category may vary. The number of employees may be reduced or increased according to the requirement, will be reviewed bi-monthly basis.

Annexure-II

Terms & Conditions:-

1. The successful bidder shall enter into a contract with NIEPMD for a period of one year.
2. The service provider shall engage such number of required employees as required by NIEPMD, Chennai from time to time. The salary to all employees shall be paid by the contractor on or before 05th of every month and shall submit the bills for reimbursement from NIEPMD.
3. The number of categories or employees required in each category may vary. The number of employees may be reduced or increased according to the requirement, will be reviewed bi-monthly basis.
4. The outsourced employees engaged by the service provider shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote good will and enhance the image of NIEPMD in front of the stake holders and the general public at large. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them.
5. The service provider shall make sure that the employees deployed by them shall decently display photo ID cards with tag whenever they are on duty for NIEPMD. The ID Cards must display the logo and full address of the service provider apart from the basic details of the employee. The ID card to be issued to the employees deployed by the agency shall be approved by NIEPMD before issue.
6. The service provider may also require to supply professional/support/technical/ non-technical manpower on short term basis on the same terms and conditions, of the tender and contract agreement.
7. The monthly salary payable to each employee shall be fixed by NIEPMD. The financial bids shall be compared for the total money outlay. **The administrative charges will be the crucial deciding factor. The administrative charges should be mentioned in AMOUNT (in INR) PER PERSON PER MONTH and NOT IN PERCENTAGE. (Price Bid as Annex IV)**
8. The Service provider shall furnish a Performance Security (Security Deposit) of Rs 5,00,000/- (Rupees five lakhs only) in favour of "Director, NIEPMD" payable at Chennai in the form of bank guarantee from any commercial bank enforceable at Chennai. The security deposit shall remain valid for the period of the contract. The security deposit shall be forfeited in case of non-fulfillment of the terms & conditions of the contract and or for compensating any loss suffered due to any employee deployed by the service provider.
9. NIEPMD shall maintain an attendance register as well as a bio-metric attendance machine in respect of employees deployed by the service provider. The wages/remuneration will be decided in respect of the employees as per this attendance system. In case of late attendance for more than half an hour, ½ day's salary will be deducted from the individual's salary account.
10. The employees engaged by the service provider can avail 2 and half days (2 ½) leave for every completed month. However, they should obtain prior permission of the In-charge, NBER and the service provider. No compensation/compensatory off for the un-availed leave is permissible.
11. The employees engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month.
12. The monthly salary payable to each employee is inclusive of statutory obligations such as EPF & ESI in case of applicable categories and other statutory deductions, if any in case of other categories of employees deployed by the service provider. The

Seal and signature of authorised signatory of bidder

TECHNICAL BID (COVER-I)

SI No.	Particulars	To be filled up by the Bidder
01	Name of Agency	
02	Details of EMD :- i) Amount ii) Draft No. iii) Date iv) Issuing Bank	
03	Date of establishment of the agency (Certificate of registration to be enclosed)	
04	Detailed official postal address of the agency with i) Telephone number ii) Fax number iii) Website address iv) E-mail id v) Mobile number	
05	PAN Number (copy to be enclosed)	
06	Service Tax Registration number (copy to be enclosed) Give 15 digit Service code number.	
07	EPF registration number (copy to be enclosed)	
08	ESI registration number(copy to be enclosed)	
09	Professional Tax registration number(copy to be enclosed)	
10	Annual Turnover of last three years; Copy of the IT return/Certified copy of Audited Balance Sheet from Chartered Accountant to be enclosed.	
11	Present HR strength of the agency in the country	
12	Whether the agency has been blacklisted by any Govt. organization. (Self- certification to be enclosed)	
13	Names & designation of authorized persons eligible to enter into contract. (Power of attorney/Affidavit in favour of person signing the papers to be enclosed)	

Seal and signature of authorised signatory of bidder

14	Name of person to be contacted in the absence of authorized person mentioned above.	
15	List of Major Clients along with details regarding turnover, number of employees and duration of contract to be enclosed.	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. We understand that in case of any false declaration, the company will be blacklisted.

Signature of Authorized Signatory with stamp:

Name:
Designation:
Date:
Place:

Annexure-IV

FINANCIAL BID (COVER-II) for NBER- Exam Cell

Having examined the tender documents, we the undersigned offer to quote the rates towards engagement of Support Staff under the categories mentioned in the bid document. We have read and understood all terms and conditions of contract mentioned in Annexure-II of the Tender document. We are ready to take up the contract as per the terms and conditions and the following rate schedule;

(All figures in Rupees per month)

Sl. No.	Monthly Salary of the employee fixed by NIEPMD (including ESI & EPF, other statutory deductions, if any) (Rs.)	Administrative Charges of the Service provider per month. (The administrative charges should be mentioned in AMOUNT (in INR) PER PERSON PER MONTH and NOT in percentage)	Service payable as per existing rates (per month)	Tax as per existing rates (per month)	Total cost to NIEPMD (per month)
1	2	3	4	5	
1.	40,000/-				
2.	27,000/-				
3.	23,000/-				
4.	20,000-				
5.	14,200/-				

Seal and signature of the authorized signatory of bidder