



# **National Power Training Institute Hot Line Training Centre**

**An ISO 9001: 2015 & ISO 14001: 2015 Organization  
(Ministry of Power, Govt. of India)**

## **E-TENDER DOCUMENT**

### **Outsourcing of Manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC, Bangalore**

Tender Enquiry No. : HLTC/2018/01

Dated: - 09/11/2018

**HLTC Complex, 26<sup>th</sup> KM, Somanahalli Gate,  
Kanakapura Main Road, Udayapura (Post)  
BENGALURU – 560 116  
Phone No. 080-28432053, 28432212  
Fax No. 080-28432596  
Website: [www.hltc.in](http://www.hltc.in)**

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**SECTION-1**  
**NOTICE INVITING TENDER**  
**(E-Tendering Mode Only)**

## NOTICE INVITING TENDER



E-Tender Advt. No. HLTC / 2018/ 01  
**NATIONAL POWER TRAINING INSTITUTE**  
(Ministry of Power, Govt. of India)  
**HOT LINE TRAINING CENTRE,**  
Somanahalli Gate, Kanakapura Main Road, Bangalore  
Tel : 080-28432596, 28432053, 28432212



**E-Tender notice for Outsourcing of Manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC, Bangalore**

NPTI invites Tender (only through e-tendering mode) for **Outsourcing of manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC**. The tender documents can be downloaded from our website: [www.npti.gov.in](http://www.npti.gov.in), [www.hltc.in](http://www.hltc.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in). The last date for submission of tender is **30.11.2018 at 14.00 Hrs.**

**K.S.Venu Babu,**  
Director/HOI

**“FIFTY YEARS OF SERVICE TO THE POWER SECTOR”**

## **E-TENDER NOTICE**

### **NATIONAL POWER TRAINING INSTITUTE**

**HOT LINE TRAINING CENTRE,  
HLTC Complex, 26<sup>th</sup> KM, Somanahalli Gate,  
Kanakapura Main Road, Udayapura (Post)  
BENGALURU – 560 116  
Phone No. 080-28432053, 28432212  
Fax No. 080-28432596  
Website: [www.hltc.in](http://www.hltc.in)**

### **DOMESTIC COMPETITIVE BIDDING**

**(Through call of open E-Tenders)**

1. E-Tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from bidders for Outsourcing of Manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC, Bangalore as per details given in **Section-4**.
2. The bidders may download E-tender document from NPTI Website [www.npti.gov.in](http://www.npti.gov.in), [www.hltc.in](http://www.hltc.in), or <http://eprocure.gov.in> w.e.f. **09/11/2018 to 30/11/2018** (up to 14:00 Hrs). Earnest Money Deposit of **Rs. 77,000/-** only and non-refundable tender fee of **Rs. 590/-** (including GST@18%) in the form of a Demand draft in favour of “**Hot Line Training Centre**”, payable at Bangalore is to be paid in accordance with para-5 of instruction to bidders.

Micro and Small enterprises (MSEs) registered with NSIC under their Single Point Registration Scheme or District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of MSME or MSEs having Udyog Aadhar Memorandum for the goods/ services are exempted from furnishing the cost of bidding document and Bid Security / EMD. They should furnish a Notarized copy of the valid registration certificate/ Entrepreneurs memorandum (EM-II) details/ other relevant documents issued by above board/ body in their favors, for the goods/ services covered under this tender document. No other bidders are exempted from furnishing Cost of bidding document and Bid Security / EMD as mentioned above.

3. The bidders may submit the tenders online at <https://eprocure.gov.in/eprocure/app> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

<b>Name of Work</b>	E-Tender for Outsourcing of Manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC, Bangalore
<b>Estimated Value of Work</b>	<b>₹.38,46,696/- (per annum)</b>
<b>Cost of Bid Document</b>	<b>Rs.. 590/-(including GST@18%)</b>
<b>EMD</b>	<b>₹. 77,000/-only</b>
<b>Period of Contract</b>	<b>02 years + 1 year extendable</b>

Document Download/Sale Start Date and time	<b>09/11/2018</b>
Last Date & Time of receipt of Bid	<b>30/11/2018 at 14.00 hrs. (E-tendering Mode Only)</b>
Date & Time of Opening of Technical Bid	<b>03/12/2018 at 15.00 hrs.</b>
Date & time for opening of Financial Bid	<b>To be intimated later</b>
Address for Communication	<b>Director/HOI, NPTI/HLTC, Somanahalli Gate, Kanakapura Main Road, Bangalore</b>

**Note:**

- The technical bid will be opened online on above date by a Tender Opening Committee of this office. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by the competent authority. The financial bids of technically compliant bidders will be opened for which the date and time will be intimated in due course. The Tender Evaluation Committee (TEC), after the evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Member of the TEC.
- NPTI / HLTC reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.
- NPTI/HLTC reserves the right to accept or reject any or all the tenders without assigning any reason.

**(K.S.Venu Babu)**  
**DIRECTOR/HOI,**  
**NPTI/HLTC,**  
**Somanahalli Gate,**  
**BANGALORE - 5600116**

**SECTION-2**  
**INSTRUCTION TO BIDDERS**

## **INSTRUCTION TO BIDDERS**

- 1.0** National Power Training Institute (NPTI) / Hot Line Training Centre (HLTC) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Training in Power Sector for the past five decades. NPTI/HLTC invites e-Tender for Outsourcing of Manpower for Housekeeping, horticulture maintenance, Hostel & Office assistance and field works of NPTI/HLTC, Bangalore
- 2.0** The Tender form / bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app> online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 3.0** Tenderers / bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
- 4.0** In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. NPTI/HLTC reserves the right to accept or reject any or all the tenders.
- 5.0** The estimated cost is **Rs. 38,46,696/-** (Rupees Thirty eight lakh forty six thousand six hundred and ninety six only). The Earnest Money Deposit (EMD) of **Rs. 77,000/- (Rupees Seventy seven thousand Only)** and a non-refundable tender fee of **Rs. 590/- (Rupees Five hundred ninety only)** ( including GST@18%) in the form of Account Payee Demand Draft/Bankers Cheque in favour of “**Hot Line Training Centre**”, payable at Bangalore between **09/11/2018 to 30/11/2018 up to 14.00 Hrs**. Bids received for which EMD and tender fee is not submitted by **14.00 Hrs on 30/11/2018** will be summarily rejected. The technical bid should be submitted online in the proforma given in Annexure-I and the financial bid should be submitted online in the proforma as given in Annexure-II.
- Micro and Small enterprises (MSEs) registered with NSIC under their Single Point Registration Scheme or District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of MSME or MSEs having Udyog Aadhar Memorandum for the goods/ services are exempted from furnishing the cost of bidding document and Bid Security / EMD. They should furnish a Notarized copy of the valid registration certificate/ Entrepreneurs memorandum (EM-II) details/ other relevant documents issued by above board/ body in their favors, for the goods/ services covered under this tender document. No other bidders are exempted from furnishing Cost of bidding document and Bid Security / EMD as mentioned above.
- 6.0** Bidders may not come at NPTI / HLTC, Bangalore for technical as well as financial bid opening however they can view live bid opening on CPPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at NPTI / HLTC Bangalore they have to come with bid acknowledgement slip generated after successful submission of online bid.



- 7.0** Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
- 8.0** Tender shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
- 9.0** Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering. The Bidders are required to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The detailed procedure for submission of e-bid is available <http://eprocure.gov.in/eprocure/app>.
- 10.0** Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 11.0** After downloading / getting the tender document/schedules, the bidder should go through them carefully and then submit the documents as asked, otherwise the bid will be rejected.
- 12.0** In case of any query, clarifications thereto may be obtained online through the tender site, or through the contact details, Bidder should take into account the corrigendum published before submitting the bids online.
- 13.0** It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 14.0** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/xip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1MB the transaction uploading time will be very fast.

- 15.0** Any clarifications issued through corrigendum shall form the part of this NIT. This may be obtained through the website. Bidders should take into account the corrigendum published from time-to-time before submitting the online bids.
- 16.0** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 17.0** For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. For any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to [cppnlic@nic.in](mailto:cppnlic@nic.in)
- 18.0** The bidder may visit the proposed site and inspect the relevant documents before filling in and submitting the tender to get fully acquainted with the scope of work.
- 19.0** The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity. The EMD of Bidders who are not selected will be returned within one month of allotting the contract (without any interest). The EMD may be forfeited if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to sign the Contract Agreement and deposit the Security Deposit within the stipulated time limit. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.
- 20.0** The successful bidder shall deposit **Rs. 1,93,000/- (Rupees One Lakh and ninety three thousand Only)** as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable. The Security Deposit shall be given in the form of Bank Guarantee or by Demand Draft in favour of “**Hot Line Training Centre**”, payable at **Bangalore**. The format for Contract Performance Guarantee is attached as Annexure-1B
- 21.0** The bid shall remain valid for a period of 6 months from the date of receipt of the bid.
- 22.0** The Bidder should carefully read and understand before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

## **23.0 SERVICE CHARGES**

- 23.1 Bidders shall quote the SERVICE CHARGES in the format given at Section-6. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 23.2 All statutory duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall cause forfeiture of the EMD.

## **24.0 TERMS OF PAYMENT**

Payment will be released within a month after receipt of bill and certification by authorized officer of NPTI/HLTC that the services provided during the month are satisfactory.

## **25.0 EVALUATION OF BIDS**

- 25.1 NPTI/HLTC will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.
- 25.2 NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the nonconformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

## **26.0 AWARD OF CONTRACT**

The bids will be first evaluated on the parameters indicated in QR. Financial bids of such agencies who meet the qualifying requirements shall be opened. NPTI/HLTC proposes to empanel two agencies. The Letter of Award shall be issued to technically and commercially responsive lowest evaluated bidder. A comparative statement of service charge of all the bidders shall be made and thereafter the second lowest agency shall be asked to match the lowest rate. Any such agency who does not agree to the lowest rate shall not be considered and chance will be offered to next bidder in sequence.

## **27.0 CONCILIATION / ARBITRATION**

- 27.1 If any dispute(s) or difference(s) of any kind whatsoever arises between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Deputy Director/HOI, NPTI/HLTC, Bangalore.
- 27.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences detailed above shall be referred to and settled as per Arbitration & Conciliation Act.

- 27.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 27.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time-to-time.
- 27.5 The venue of the arbitration shall be Bangalore, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 27.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

## **28.0 FORCE MAJEURE**

- 28.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 28.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI/HLTC and the Contractor.
- 28.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at its discretion without any liability on its part.
- 28.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

## **29.0 APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Bangalore.

- 30.0** No alternative offer shall be considered.
- 31.0** NPTI/HLTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI/HLTC action.
- 32.0** NPTI/HLTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

**SECTION-3**  
**CONDITIONS OF CONTRACT**

## CONDITIONS OF CONTRACT

1. The service provider shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of this office.
2. All services shall be performed by persons qualified and skilled in performing such services.
3. The contract will be awarded for a period of 2 years and may be extended by another one year on the same rate of service charges, terms and conditions and on mutual consent subject to satisfactory performance..
4. The Institute would be free to terminate the contract at any time after giving advance notice of one month in writing.
5. The agency must have an office in Bangalore.
6. The agency should ensure that persons deployed should be of good character and antecedents.
7. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
8. The Department may require the service provider to remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
9. The service provider shall replace immediately any of its personnel, 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 office.
10. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
11. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
12. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
13. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

14. The person deployed shall not claim any Master & Servant relationship against this office.
15. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
16. The service provider shall engage the necessary person as required by our office from time-to-time. **The said person engaged by the service provider shall be the employee of the service provider** and it shall be the duty of the service provider to pay their salary every month in time by the service provider. There is no Master & Servant relationship between the employees of the service provider and this Department further that the said person(s) of the service provider shall not claim any benefit. The service provider should not stop the payment of salary on account of delays not attributed to the engaged persons.
17. Payment towards the transportation, food, medical and other statutory requirement under the various Acts / Govt. Regulations in respect of each outsourced manpower will be the responsibility of the service provider. This shall include payment of PF, ESI & GST and depositing the same with the concerned authority etc. However, payments in respect of PF, ESI etc. to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be submitted for reimbursement of the actual amount to the service rendered by the service provider. The service provider shall provide ESI card to the outsourced employees.
18. Working hours for Housekeeping, horticulture mtce., labourers will be between 8.00 A.M. and 5.00 P.M. including one hour lunch break from 12.00 p.m. to 1.00 p.m. Working hours for Hostel Attendant will be in three shifts of 8 ½ hours with ½ hour lunch/dinner break as per the duty roster decided by the Officer In-Charge. Working hours for Skilled Field Assistants will be between 9.30 A.M. and 6.00 P.M. including half an hour lunch break from 1.00 p.m. to 1.30 p.m.
19. The personnel may be called beyond their working hours on holidays / Saturdays / Sundays in the exigencies of work.
20. The personnel may be initially deployed for a period of 01 year and if their performance is satisfactory, they may be re-deployed.
21. If the performance of person deputed is not satisfactory he/she should be replaced within a week irrespective of his/her initial joining date.
22. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirements of the office.

23. The service provider shall provide a substitute well in advance if there is any probability of the person leaving 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.
24. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceeds 5 days or even earlier; in case the agency fails to provide substitute beyond five days liquidated damages @ Rs. 500/- per day shall be charged.
25. The service provider shall make payment for the outsourced employees through their Savings bank account or by means of cheque / ECS within the prescribed date as per rules.
26. In case outsourced employee is absent a pro-rata deduction shall be made from his pay assuming a month of 30 days.
27. Payments to the service provider would be strictly on certification by the office with which he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
28. The service provider shall be contactable at all times and message(s) sent by e-mail / Fax / Special Messenger / Phone / SMS from the Department to the service provider shall be acknowledged immediately on receipt on the same day.
29. The service provider shall provide the manpower within a week from the date of receipt of the requirement.
30. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.



### 31. QUALIFYING REQUIREMENTS FOR BIDDERS

Sl. No	Description	Documents to be attached
1	The firm/agency should be registered with GST	Attach copy of Registration certificate
2	The firm/agency should have PAN No. / TAN No. against their name.	Attach copy of PAN Card
3	The firm/agency must have Provident Fund Account No. in their name	Attach copy of Registration Certificate
4	The firm/agency must be registered for Contract Labours (Regulation & Abolition) Act.	Attach copy of Registration Certificate
5	The firm/agency must have ESI No. in their name.	Attach copy of Registration Certificate
6	The bidder should have at least Three (3) years' experience in work of similar nature with Govt. offices / PSUs/ Large Corporate of repute.	Attach copy of Work Order / Completion Certificate
7	Bidder should have average annual Financial turnover during the last 3 years, ending 31 <sup>st</sup> March, of the previous financial year, should be at least 30 % of the estimated cost i.e. ₹. 11.54 Lakhs	Attach copy of Balance Sheet for last 3 years

#### ADDRESS FOR SUBMISSION OF BID:

**K.S.Venu Babu,  
Director/HOI,  
Hot Line Training Centre / NPTI,  
Somanahalli Gate, Kanakapura Main Road,  
BANGALORE - 560082  
INDIA Telefax: 080-28432596**

**SECTION-4**  
**SCOPE OF WORK**

## SCOPE OF WORK

The scope of work shall be Outsourcing of Manpower as per requirement. The details of requirement of manpower & material component is given below.

Sl. No	Category of Manpower	Qty.	Educational Qualification / Skills desired from the proposed manpower	Minimum Wages to be paid to the labourer (in ₹. Per month)	Minimum wages + (EPF 13.00 % & ESI 4.75%) in ₹. per month	Total amount to be paid for each labourer in ₹. per month
1	2	3	4	5	6	7 = (3 x 6)
1	Un-skilled labourers	11 Nos.	At least 8 <sup>th</sup> passed and have knowledge to read and write in Kannada, English and should be able to speak Hindi	14378.00	16930.16 (for 26 days)	<b>186231.76</b>
1 a)	Add for reliever charges for hostel attendants & pump operation duties extra 4 days / month	05 Nos		11060.00	2604.64 (for 4 days)	<b>13023.20</b>
2	Skilled Field Assistant (Electrical)	01 No.	At least 8 <sup>th</sup> passed and have knowledge to read and write in Kannada & speak in Hindi / English. He should possess certificate of Competency issued/ Recognized by State Government for carrying out required tasks. Electrical workman permit / workman's competency certificate / Electrical workman's License (Certificate of competency class-II)	17498.00	20603.96	<b>20603.96</b>
3	Skilled Field Assistant (Plumbing)	01 No.	At least 8 <sup>th</sup> passed and have knowledge to read and write in Kannada & speak in Hindi / English. He Should have at least Five years working experience in plumbing works with reputed Public / Private institutions/ Central/State Government offices.	17498.00	20603.96	<b>20603.96</b>
<b>Material Component</b>						
4	Supply of consumables, tools for cleaning as per the Annexure-I, tools & plants for horticulture & other maintenance works			Lumpsum per month	4000.00	<b>4000.00</b>
5	Supply of Petrol, Oil & Lubricant for operating de-weeder machine (Minimum 25 ltr. Petrol)			Lumpsum per month	2500.00	<b>2500.00</b>
Total amount to be paid by NPTI/HLTC per month (Excluding Service Charges & GST)						<b>2,46,962.88</b>

The manpower requirement as indicated above is tentative and may vary depending upon the volume of work, functional requirements etc. during the course of the contract. In addition to above NPTI/HLTC may also require manpower with new designation, qualification and remuneration which will be decided by NPTI/HLTC and the agency has to provide the manpower as per requirements of NPTI/HLTC as per the applicable minimum wages.

Total amount to be paid by NPTI/HLTC to the service provider per month for each outsourced manpower is shown above in Column (6). This amount is inclusive of Minimum wages + (EPF 13.00 % & ESI 4.75%).

The remuneration payable by the service provider to the outsourced manpower (minimum wages) is indicated above in column (5), after statutory deductions like P.F. and ESI (employee share) the net amount shall be paid to the outsourced manpower.

The remuneration indicated above in Column (6) and material component (Sl.No.4 & 5) shall be increased @ 05 % of the remuneration of 1<sup>st</sup> year, after a period of one year reckoned from the date of issue of LoA and thereafter every year. This 05 % increase of the remuneration will be effective from the 1<sup>st</sup> day of the following month after one year from the date of issue of LoA. The benefit of this increase shall be passed on by the service provider to the outsourced manpower.

## **1. Unskilled Manpower for HOUSEKEEPING WORKS**

- General cleaning of floors of HLTC Office & Hostel block daily by wet rags/cleaning accessories including sweeping and by using vacuum cleaner etc., including cleaning of windows, ventilators, walls, ceilings, staircases and roofs, fans etc., cleaning of cemented plinth protection surface all round the buildings and cleaning of surrounding area of Institute, Hostel Block I & II, Canteen, Health centre, Hanger area, substation room & pump rooms etc. on all days except on Sundays and National holidays as directed by the officer-in-charge.
- The contractor shall execute cleaning and housekeeping works with suitable uniformed men & women with suitable equipment and with the required cleaning materials.
- All the toilets in the premises shall be cleaned minimum twice a day.
- Collection of waste papers and other waste from various places and dumping in the specified areas.
- Daily Dusting of tables, chairs of office including those of class rooms & dusting of almirah, wooden panels, class room boards, stair case rails, telephones, machines, printers, computer systems, switch boards, panel boards, Fire extinguishers, notice boards & sign boards, water coolers, rolling shutters, glass doors etc.,
- Cleaning of vacant residential quarters as & when required and weekly cleaning of common areas of HLTC residential quarters, which include the terrace, staircase and cemented plinth protection around the buildings. Cleaning of all water tanks & sewerage systems (in case of blockages) CI pipes, A.C and soil pipes and the entire inspection chamber at HLTC complex.
- Cleaning of ceiling fans, exhaust fans, pedestal fans, tube lights, ceiling lights, street lights, solar water heating systems, TV dish antenna, substation cubicles, MDBs, SDBs etc.,
- Cleaning of dust bins in the entire campus and wastage disposed as directed by the officers concerned.
- Any other works which are not mentioned above, but also essentially requires in the interest of this office as assigned by the Officer In-charge from time to time also to be carried out.
- Working hours for the cleaning labourers should be followed strictly as mentioned below:  
08:00 Hrs to 12:00 Hrs & 13:00 Hrs to 17:00 Hrs.

## **2. Unskilled Manpower for HORTICULTURE MTCE. WORKS**

The scope of services to be provided includes the manpower, materials, tools, tackles and appliances required for maintaining greenery in the specified areas of NPTI/HLTC Complex, Somanahalli, Bangalore. The services required to be carried out by the Contractor are given below. These are only indicative and not exhaustive. The services expected from the agency should be of the highest standards and to be executed to the satisfaction of designated officers of NPTI. The Contractor shall have suitable staff deployed for this purpose, his own system of supervision and management.

1. Regular maintenance of all horticulture feature, maintenance of avenue trees. hedge plants, durantha alongside the main roads, sub-roads in the entire campus, including watering, forking, top dressing, mowing, cutting and pruning of avenue trees and shrubs and applying of fertilizers/manure, insecticides and pesticides (eco-friendly ones), soil & sand applications, support for flowering plants as per the instructions of the officer-in-charge for healthy growth of plants/tress/lawns including cost of all material & tools etc.,
2. Cleaning and mowing of lawns, de-weeding works, watering of all kinds of plants and trees including fruit and flower bearing ones, coconut trees etc. Maintenance of potted plants, both indoor and outdoor, soiling and topping with manure, sand and other micro nutrients.
3. Clearing of grass and removal of unwanted shrubs and thorny bushes/wild plants of all kinds including parthenium etc., in the entire open area of the campus by using de-weeder machine which will be supplied by the department. The consumables, petrol, oil, lubricant for operating the de-weeder machine shall be arranged by the contractor. Maintenance / repair works if any in the de-weeder machine shall be attended by the service provider immediately and copy of Tax Invoice for the repair works shall be submitted along with the monthly bill, which will be reimbursed by NPTI/HLTC.
4. Collection & disposal of common leaves, branches of trees, cut grass in a eco-friendly manner as directed by the officer-in-charge.
5. The contractor will be required to supply seasonal flower saplings etc., for replacement and other horticultural inputs such as manure/fertilizers, compost etc., for healthy growth of plants/ hedges and due care should be given to the fertility of soils at no extra cost. The hostel block horticulture shall be taken care with utmost care and planting of new saplings of seasonal flowers in such a way that the area represents a picturesque image to the satisfaction of the officer-in-charge.
6. The garden area has to be kept neat and clean free from unwanted bush plants scrubs etc.
7. The agency shall arrange the requisite tools viz. spades, kudavali, pick axe, Hedge scissors, sickle, pruning knife, grafting/budding knife, grass scissors, fork, shovel etc., in sufficient numbers for effective horticulture maintenance and soil conservation works.
8. The contractor will be responsible for engaging proper manpower for the entire horticultural works and garden maintenance.

## **3. Unskilled Manpower for HOSTEL ATTENDANT / PUMP OPERATION WORKS**

The responsibilities of Hostel Attendant shall be as follows:

- i) Receiving and registering the trainees/guests, opening rooms and providing round the clock room service to Resident trainees/Guests.
- ii) Look after the requirements of the trainees/guests.
- iii) Arranging rooms by providing neat bed sheets and pillow covers and other inventories and ensure that drinking water / hot water are made available as per the requirement of trainees/guests.

- iv) Assisting Care taker for periodical washing of bed sheets/pillow covers and replacement / repairs of toilet fittings / electrical fittings etc.
- v) Assisting Caretaker for collection of room rent, food charges, deposit the room rent collected with Accounts section immediately.
- vi) Maintaining proper registers/records on paper as directed. Attending phone calls and giving messages to the guests/officials.
- vii) Providing Laundry Service to the guests on chargeable basis.
- viii) Safe custody and accounting of all furniture and other articles like Refrigerator, TV, Air conditioners, Phones, Water Cooler, Kitchen Equipment & all other accessories provided by NPTI/HLTC.
- ix) Operation of bore well & UG sump pump motors at the specified time and periodicity as instructed by the Officer In-charge.
- x) They shall assist skilled plumber/electrician for bore well pump & its accessories maintenance and attending repair works & other maintenance works as and when required.
- xi) Ensure that no theft / pilferage takes place in the HLTC premises and make rounds in the hostel and other designated NPTI/HLTC areas during shifts on all days.
- xii) Ensure that no unauthorized person enters the hostel/HLTC premises.
- xiii) Ensure that no person creates disturbance or nuisance in the hostel/HLTC premises.
- xiv) Prevent stray cattle/animals entering the hostel / HLTC premises.
- xv) Switching on/off lights in the corridors, garden lights of hostel & street lights of HLTC complex and switch off the power supply cut off switch when trainees/ guests leaves room.
- xvi) Assisting the care taker in day to day functioning of hostel.
- xvii) They shall attend duty as per the duty roster and timings issued by NPTI/HLTC.
- xviii) Any other works assigned by the Officer In-charge and Head of Institute in the exigencies of HLTC.

#### **4. Unskilled Manpower for OFFICE ASSISTANT WORKS.**

- The office assistant shall attend the duty from 09.30 Hrs to 18.00 Hrs. with a lunch break of 13.00 to 13.30 Hrs.
- The office assistant shall attend the calls of Officers and Staff of this Institute for all Official works.
- The Office Assistant shall arrange the lecture halls proper manner, chairs and tables are arranged neatly and water Jugs/Glass for faculty etc. arranged in time.
- The Office assistant shall not leave the duty spot i.e. HLTC Office building without prior permission from the Officer In-Charge and they should be available at duty spot all the time.
- The Office Assistant shall also responsible for locking all the rooms of office building after closing of working hours and handover the keys as instructed by the Competent Authority.

#### **5. SKILLED FIELD ASSISTANT (ELECTRICAL)**

The skilled field assistant (Electrical) shall carry out all type of general electrical maintenance in the entire HLTC complex including routine maintenance of all residential & Non- residential buildings, substation yard, transmission training yard, motor & pump sets and panel boards of bore wells & pump rooms.

- Generally materials needed for general maintenance will be arranged by the department, for which the requirement of materials shall be submitted to this office through the officer/official nominated by this office. Tools for carrying out the work shall be arranged by the contractor.

- The skilled field assistant (Electrical) shall also assist the faculties in Hot/Cold line training and assisting the course coordinators and faculties for lecture hall arrangements and all training related activities as and when required.
- The skilled field assistant (Electrical) shall also responsible for locking all the rooms of office building after closing of working hours and handover the keys as instructed by the Competent Authority during the absence of Unskilled Office Assistant & Skilled field assistant (Plumbing).
- The skilled field assistant (Electrical) shall attend bore well pump & its accessories maintenance and attending repair works & other maintenance works as and when required.
- Any other works assigned by the Officer In-charge and Head of Institute in the exigencies of HLTC.

## **6 ) SKILLED FIELD ASSISTANT (PLUMBING):**

The responsibilities of Skilled Field Assistant (Plumbing) shall be as follows:

- He shall carry out all type of general plumbing maintenance in the entire HLTC complex including routine maintenance of all residential & Non- residential buildings and pump rooms. Generally materials needed for maintenance will be arranged by the department, for which the requirement of materials shall be submitted to this office through the officer/official nominated by this office. Tools for carrying out the work shall be arranged by the contractor.
- The Skilled Field Assistant (Plumbing) shall also assist the faculties in Hot/Cold line training and assisting the course coordinators and faculties for lecture hall arrangements and all training related activities as and when required.
- The Skilled Field Assistant (Plumbing) shall also responsible for locking all the rooms of office building after closing of working hours and handover the keys as instructed by the Competent Authority during the absence of Unskilled Office Assistant & Skilled field assistant (Electrical).
- The Skilled Field Assistant (Plumbing) shall attend bore well pump maintenance operation and attending water supply distribution works & other maintenance works as and when required.
- Any other works assigned by the Officer In-charge and Head of Institute in the exigencies of HLTC.

**ANNEXURE - I**

**DETAILS OF CONSUMABLES /CLEANING MATERIALS TO BE SUPPLIED**  
**(per month)**

<b>Sl. No.</b>	<b>Description of material</b>	<b>Unit</b>	<b>Quantity Required</b>
1	Phenyl with ISI mark	Ltrs.	10
2	Floor Cleaning liquid "Lizol",	Ltrs	6
3	Bombay bur (Broom)	Nos.	10
4	Coconut bur (Broom)	Nos	10
5	Spider web remover broom	Nos.	2
6	Room sprayer (Premium room freshner)	Nos.	2
7	Harpic cleaning liquid	Ltrs	6
8	Urinal cakes	Kgs	2
9	Urinal Naphthalene Balls	Kgs.	1
10	Closet Plastic brush round	Nos.	2
11	Toilet Cleaning Brush – Flat	Nos.	2
12	Toilet Air freshners	Nos.	10
13	Floor mopping cloth / Cora cloth	Mts	5
14	Glass cleaning cloth	Mts	5
15	"Colin' Glass cleaning liquid	Ltr.	1
16	Floor mopping with stick		
	(i) Bamboo stick	Nos.	2
	(ii) Steel stick	Nos.	2
17	"Dettol" Hand wash liquid	Ltr.	2
18	Bleaching powder for cleaning water tanks	Kgs.	3
19	Hand brush Plastic – Separate brush for wash basin & commode cover cleaning	Nos.	6



## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in Section-3 of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NPTI has decided to use the (<http://www.eprocure.gov.in>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

### **Instructions:**

#### **1. Tender Bidding Methodology:**

Sealed Bid System 'Single Stage - Two e-Envelopes'.

In case of two e-Envelope system Financial & Techno-Commercial bids shall be submitted by the bidder at the same time.

#### **2. Broad outline of activities from Bidders prospective:**

- a) Procure a Digital Signing Certificate (DSC)
- b) Register on NIC's (National Informatics Centre) Central Public Procurement Portal (CPPP)
- c) Create Users and assign roles on CPPP
- d) View Notice Inviting Tender (NIT) on CPPP
- e) Download Official Copy of Tender Documents from CPPP
- f) Clarification to Tender Documents on CPPP Query to NPTI (Optional) View response to queries posted by NPTI, as addenda.
- g) Bid-Submission on CPPP: Prepare & arrange all documents/papers for submission of bid online and offline.
- h) Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-Commercial Part.
- i) View Post-TOE Clarification posted by NPTI on CPPP (Optional) Respond to NPTI Post-TOE queries.

- j) Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part (Only for Technical Responsive Bidders)
- k) Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
- l) Submission of offline documents in sealed envelope at NPTI / HLTC, Bangalore.
- m) Please ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
- n) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File Name	Allowed or not allowed in CPPP	Reason for Allowed / Not Allowed
QA Certificate	Not Allowed	Space in between words/characters not allowed
QA Certificate(1)	Not Allowed	Special Characters not allowed
QA_Certificate	Allowed	Underscore allowed between words / characters
QACertificate	Allowed	Upper & lower cases allowed

- o) It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VII (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size of documents (**Preferably below 50 MB**) may be checked.

**For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.**

### **3. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

### **4. Registration:**

To use the NIC's Central Public Procurement Portal (<http://www.eprocure.gov.in>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and to the e-procure link then select Bidders Manual Kit.

**Note:** Please contact NIC Helpdesk (as given below), to get your registration accepted/activated.

#### **NIC Help Desk No.:**

Telephone No. 1800 233 7315

Email ID: [cppp-nic@nic.in](mailto:cppp-nic@nic.in) (Please mark cc: [support-nic@ncode.in](mailto:support-nic@ncode.in))

#### **NPTI Contact, for Bangalore:**

**K.S.Venu Babu,**

**Director/HOI,**

**Hot Line Training Centre / NPTI,**

**Somanahalli Gate, Kanakapura Main Road,**

**BANGALORE - 560082**

**INDIA Telefax: 080-28432596 Phone No. 080-28432053, 28432212**

### **5. Bid related Information for this Tender (Sealed Bid)**

The entire bid-submission would be online on CPPP. Broad outline of submissions area follows:

- a) Submission of Bid Security/Earnest Money Deposit (EMD)
- b) Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheets).
- c) Tender Documents/Addendum/Addenda
- d) Two Envelopes
  - Techno-commercial-Part
  - Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become - "Complete".

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**

**Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder's responsibility only.**

In case the files are non-extractable or illegible otherwise, then the bidder's authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

## **6. Offline Submissions:**

The bidder is requested to submit the following documents offline to NPTI / HLTC, Bangalore, on or before **14.00 Hrs on 25/09/2018** in a Sealed Envelope:

- a. DD for EMD in accordance with Clause 2 of NIT.
- b. DD for Cost of Tender Document in accordance with Clause 2 of NIT.

**Note: 1.**The Bidder has to upload the Scanned copy of all the above mentioned original documents during Online Bid-Submission.

**Note:2. Special Note on Security of Bids:** Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related

vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

## **7. Public Online Tender Opening Event (TOE)**

CPPP offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

CPPP has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

**NOTE:** In case of internet related problem at a bidder's end, especially during 'critical events' such as - a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of NPTI/HLTC by the bidders in time, then NPTI/HLTC will promptly reschedule the affected event(s).

## **8. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), click on e-procure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc.) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Centre**' is available in three categories -

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

**The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to -**

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
- b. Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.
- c. Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.
- d. Submit your bids well in advance of tender submission deadline on **CPPP** (DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

## **9. Minimum Requirements at Bidders end**

Computer System with good configuration (Minimum P-IV, 1GB RAM, Windows XP)  
2Mbps of Broadband connectivity with UPS. Microsoft Internet Explorer 6.0 or above  
Digital Certificate(s) for users.

## **10. PRICE SCHEDULE/BOQ:**

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ in XLS format.
2. Fill rates in down loaded price schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
3. BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet/BOQ, price schedule/BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

**SECTION-5**

**PRE-QUALIFICATION BID  
(CONTENTS OF ENVELOPE -1)**



**OUTSOURCING OF MANPOWER- PRE-QUALIFICATION BID**

**1. General Particulars of the Bidders**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details to be filled up by the Bidder</b>
1.	Name of Agency	
2.	Name of contact person of the Agency	
3.	Designation of the contact person of the Agency	
4.	Contact details of contact person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
5.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in ₹.	
	iii) Name of the issuing Bank	
6.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in ₹.	
	iii) Name of the issuing Bank (in case of DD)	

Signatures of Authorized person: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

## 2. QUALIFYING REQUIREMENTS DATA

Sl. No	PARTICULARS	DESCRIPTION (Attach relevant documents)
1.	The firm/agency should be registered with GST	GST Reg. No. _____ (Copy of certificate attached Yes/No)
2.	The firm/agency should have PAN No. / TAN No. against their name.	PAN No. _____ (Copy of certificate attached Yes/No)  TAN No. _____ (Copy of certificate attached Yes/No)
3.	The firm/agency must have Provident Fund Account No. in their name	P.F. Reg. No. _____ (Copy of certificate attached Yes/No)
4.	The firm/agency must be registered for Contract Labourers (Regulation & Abolition) Act.1970	Reg. No. _____ (Copy of certificate attached Yes/No)
5.	The firm/agency must have ESI Regn. No. in their name.	ESI Reg. No. _____ (Copy of certificate attached Yes/No)
6.	The bidder should have at least Three (3) years experience in works of similar nature with Govt. offices / PSUs/ Large Corporate of repute, for one work value of ₹. 31 Lakh or two works for a value of ₹. 19 Lakh or three works of ₹. 15 Lakh.	(Copy of Work Order /Completion Certificate attached Yes/No)
7.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 <sup>st</sup> March, of the previous financial year, should be at least 30 % of the estimated cost i.e. ₹. 11.54 Lakhs	Attach copy of Balance Sheet for last 3 years.

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

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

Address \_\_\_\_\_

**SECTION-6**

**FINANCIAL BID  
(Contents of Envelope - 2)**

## FINANCIAL BID

Sl. No	Component	Rate quoted in % (non - zero) of Remuneration up to two decimal places
1	Service Charges for (i) engaging Six unskilled labourers for Housekeeping & Horticulture works with material component (ii) engaging Five unskilled labourers for Hostel attendant services, office assistance & pump operation and (iii) engaging Two skilled labourers (Electrician & Plumber) on Contract Basis	<b>In Figures</b> _____  <b>In Words</b> (..... .....) .....

- GST is payable extra as applicable.

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

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

Address \_\_\_\_\_

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company letter head)**

To,  
Director/HOI,  
Hot Line Training Centre / NPTI,  
Somanahalli Gate, Kanakapura Main Road,  
BANGALORE - 560082

**Subject:** Acceptance of Terms and Conditions of tender -reg.

Tender reference No: \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:  
As per your advertisement, given in the above mentioned website(s)
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time-to-time by your department/organization too have also been taken into consideration, while submitting this acceptance of tender.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt/Department /Public sector undertaking.
6. I/we certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

**PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE**

Ref. No. \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,

Director/HOI,  
Hot Line Training Centre / NPTI,  
Somanahalli Gate, Kanakapura Main Road,  
BANGALORE - 560082  
**Telefax: 080-28432596 Phone No. 080-28432053, 28432212**

Dear Sirs,

1. In consideration of Hot Line Training Centre/NPTI with its Registered Office at Somanahalli Gate , Kanakapura Main road, Bangalore (hereinafter called the "Owner or NPTI/HLTC" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No.

dated \_\_\_\_\_ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s\_\_\_\_\_ having its registered /head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI/HLTC having agreed that the Contractor shall furnish to HLTC / NPTI a performance guarantee for Indian Rupees .....for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ \_\_\_\_\_ (in words) \_\_\_\_\_ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand

made by NPTI/HLTC on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI/HLTC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that NPTI/HLTC at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI/HLTC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI/HLTC against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI/HLTC or any indulgence by NPTI/HLTC to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI/HLTC under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI/HLTC discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI/HLTC or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./(in figures) \_\_\_\_\_ (Indian Rupees/ in Words) \_\_\_\_\_ and our guarantee shall remain in force until \_\_\_\_\_ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of

this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI/HLTC under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI/HLTC under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 at \_\_\_\_\_

WITNESS NO 1

(Signature)

Full name and official

Address (in legible letters)

(Signature)

Full name, designation

Address (in legible letters) with

WITNESS NO. 2

(Signature)

Full name and official

Address (in legible letters)

Attorney as per Power of

Attorney No \_\_\_\_\_

Dated \_\_\_\_\_