

F-267/NIOS/RC/BBSR/Estt/D.W/46/

Dt-15/06/2021

SHORT TENDER NOTICE FOR ENGAGEMENT OF UNSKILLED GROUP-D STAFF

The National Institute of Open Schooling, Regional Centre, Bhubaneswar presently requires one daily wages staff (unskilled) for the engagement at NIOS Regional Centre, ELTI Campus, Maitri Vihar, Bhubaneswar.

Interested Agency registered with GDR and also paying all statutory payments like EPF, ESI, other allowance etc. to the employees, may obtain Tender form during working hours: 10.00 Am to 5.00 Pm from NIOS Regional Centre free of cost and submit the tender document in sealed envelope (Tender Document) so as to reach the undersigned within 15 days from the date of publication of this notice or latest by 30/06/2021 up to 3 p.m

The Regional Director, NIOS, RC, Bhubaneswar may be contacted for further information if any required at the address given above during office hours.

Regional Director



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
*MINISTRY OF HRD, GOVT. OF INDIA*  
**REGIONAL CENTRE BHUBANESWAR**  
ELTI Campus, Maitree Vihar, Near Fortune Towers  
Chandrasekharpur, Bhubaneswar-751023  
Email:rcbbsr@nios.ac.in, Tel No-0674-2302688/2302287

Last Date for receipt of Sealed Tender on dated  
30/06/2021 up to 03.00 P.M.

Tender will be opened at National Institute of  
Open Schooling, Maitri Vihar, Bhubaneswar on  
dated 30/06/2021 at 04:00 P.M.

### **TENDER FORM FOR PROVIDING UNSKILLED DAILY WAGES STAFF**

You may be aware that there are 3 School Educational Boards at National Level i.e., CBSE, ICSE and NIOS. Whereas, first two Boards are looking after the face to face mode of school education, the National Institute of Open Schooling (NIOS) is the only Board at National Level that provides School Education through Open & Distance Learning mode. It is an autonomous institution under the Department of School Education & Literacy, Ministry of Human Resource Development (MHRD), Government of India with prime objective to offer academic programmes at Secondary and Senior Secondary levels, including Vocational Education Courses up to Pre-degree level to all with special concern for girls and women, rural youth, working person, differently abled person including members of the deprived sections particularly minorities and SCs/STs. The NIOS has its Head Office at NOIDA and having 22 Regional Centres across the country.

The Regional Director, NIOS, Regional Centre, Bhubaneswar on behalf of National Institute of Open Schooling invites short tender enquiry from the reputed **Agency registered with GDR** on the enclosed prescribe proforma (Technical and Financial Bid) duly filled in and complete in all respect, accompanied with requisite EMD of Rs.3000/- (Rs. Three Thousand Only) put together in an envelope superscribe "**Tender for Providing of Daily Wages Staff**".

The deployment of the Daily Wages Staff will be at the NIOS Regional Centre, Bhubaneswar, ELTI Campus, Maitri Vihar, Chandrasekharpur, Bhubaneswar.

The D/W staff shall be required to work on all the working days and as per Regional Centre Requirement.

The Firm/ Agency who fulfil all the requisite criteria and terms & conditions of tender document as given below may apply in two bid system (Technical and Financial Bid) on the enclosed prescribe proforma **Annexure-I** and **Annexure-II** in sealed envelope superscribe as "**Tender for Providing of Manpower Services**" accompanied with a demand draft of Rs.3000/- (Rupees Three Thousand only) in favour of **Regional Director, NIOS** payable at Bhubaneswar towards EMD to the undersigned by 30/06/2021

## **TERMS AND CONDITION**

### **I. STAFF REQUIREMENT, THEIR DUTIES, BEHAVIOUR, ETC.**

01. The agency shall comply with all the rules, laws and regulations applicable in respect of personnel deployed by it to NIOS Regional Centre.
02. The Agency shall ensure that its personnel are polite, courteous, well mannered, honest and healthy.
03. The Personnel deployed by the Agency shall not disturb the employees at the NIOS Regional Centre or make any sort of disturbance or noise, pollution in the vicinity of the premises or rooms of Regional Centre.
04. The Personnel deployed by the Agency shall not smoke, consume liquor or any other drugs in the premises of NIOS Regional Centre.
05. The Agency's workers shall not enter into any unlawful activity within the NIOS Regional Centre premises and shall maintain good moral character and decent behaviour.
06. The Agency shall ensure that the workers of the Agency are free from infectious diseases.
07. The Regional Director, NIOS Regional Centre reserves the right to order any of workers of the Agency to leave the premises of the NIOS Regional Centre if his presence at any time is felt undesirable.
08. Nobody will be allowed to stay in the office except the staff of Agency on duty.

### **IV. TERMS OF PAYMENT AND PERIOD:**

The Agency shall raise monthly bill in the name of the Regional Director, NIOS Regional Centre and submit the same to the Office of the Regional Director, NIOS Regional Centre, Bhubaneswar along with the proof of depositing of amount of D/W deployed at the Regional Centre for ESI, EPF and Service Tax to the concerned authorities together with photocopy of the monthly attendance sheet duly verified by the authorized office of the Regional Centre. The Agency shall produce the documentary proof of payment made to personnel by 10<sup>th</sup> of every month for the preceding month.

That the contract period awarded to be valid for a period of one year. However, the contract can be extended further with mutual consent only on satisfactory performance of the Security Agency for a further period of two years on the same terms and conditions on the sole discretion of the Regional Director, NIOS Regional Centre. The agreement can be terminated by the Regional Director, NIOS Regional Centre any time in between after giving one month's notice in advance in writing from either side, if the services are not found up to the mark.

## **V. SECURITY DEPOSIT:**

The Manpower Agency shall be required to deposit a Security equivalent to 10% of the approximate annual value for the item in the form of Bank Guarantee/ Demand Draft pledged in favour of Secretary, NIOS Regional Centre, Bhubaneswar for a period of not less than 18 months from the date of placing the order to the Agency. The said Security deposit shall stand forfeited in case of any default, deficiency of service or breach of contract on the part of the Manpower Agency.

## **VI. PENALTY CLAUSE:**

01. The Regional Director, NIOS Regional Centre shall have the right to impose such penalty as it deems fit on the agency or deduct such amount from its Security Deposit in case of NIOS Regional Centre being put to any financial loss directly or indirectly by any act of omission or commission on the part of the Agency or their Personnel.

02. If the service rendered by the Agency is found to be unsatisfactory at any stage a penalty @ 5% to 10% of monthly bill due shall be imposed for default in performance. Exact penalty will be decided/imposed by the Regional Director NIOS Regional Centre considering the nature and gravity of the default. The Regional Director, NIOS Regional Centre shall be at liberty to take other such actions against the Agency as deemed fit and proper.

## **VII. NOTICE OF TERMINATION OF CONTRACT:**

The contract can be terminated by either party by giving one month's notice in writing.

## **VIII. ARBITRATION:**

In case of any dispute between the Agency and NIOS Regional Centre arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Regional Director of NIOS Regional Centre on behalf of NIOS and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provisions of the Indian Arbitration Act. 1996.

## **Encl:**

**01. Annexure-I , Performa for Technical Bid (2 pages)**

**02. Annexure-II , Performa for Financial Bid (1 page)**

**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**Regional Centre, Bhubaneswar**

**Annexure – I**

**TECHNICAL BID FOR PROVIDING OF UNSKILLED GROUP-D STAFF**

After having gone through the tender document and terms and conditions of the tender on the subject cited above, I/We/ M/s. \_\_\_\_\_ hereby agree to abide by the terms and conditions therein.

<b>Sl. No.</b>	<b>Particulars to be given with Documentary proof by the Manpower Agency/ Firm</b>	<b>Status (to be filled by the Manpower Agency/ Firm) enclosing therewith copy of proof.</b>
1.	Name of the Agency/ Firm	
2.	Year of Incorporation of the Firm/ Agency (Attested copy of certificate of Registration should be enclosed)	
3.	Length of experience in Years (Minimum 5 years)	
4.	No. Of Personnel available on roll with the Security Agency/ Firm	
5.	Details of experience of having provided Manpower Services in Govt./Semi. Govt./ reputed organizations (List with names, designation & telephone numbers of the authority should be enclosed)	
6.	Whether labour License under relevant Act from Govt. Is obtained. If so, please attach a copy thereof)	
<b>Sl. No.</b>	<b>Particulars to be given with Documentary proof by the Security Agency/ Firm</b>	<b>Status (to be filled by the Manpower Agency/ Firm) enclosing therewith copy of proof.</b>
7.	Annual Turn over of the firm/ Agency in Lakhs of Rupees 1. 2017-18 2. 2018-19 3. 2019-20	
8.	Employee P.F. Registration No. (Attested copy should be enclosed).	
9.	ESI Registration No. (Attested copy should be enclosed)	

10.	Income Tax Clearance Certificates (Attested copy should be enclosed)	
11.	GST Registration Certificate (Attested copy should be enclosed)	
12.	Whether registered with Directorate General of Resettlement.	
13.	Type of Establishment Whether Govt./ Semi Govt./ Limited/ Private Limited/ Private.	
14.	Present assignment in hand (please give name of the office)	
15.	An EMD in the shape of Demand Draft No. _____ dated _____ drawn on _____ for Rs.3,000/- (Rs. Three Thousand Only) in favour of Secretary, National Institute of Open Schooling payable at Bhubaneswar is enclosed.	

Signature of the Tenderer / Authorized Signatory

Name of the Tenderer .....

Address of the Tenderer .....

Seal of the Firm.....

.....

Telephone No./ Mobile No.....

**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**Regional Centre, Bhubaneswar**

**Annexure – II**

**TECHNICAL BID FOR PROVIDING OF UNSKILLED GROUP-D**

<b>Sl. No.</b>	<b>Description</b>	<b>Amount (Per month,)</b>
1.	Rate of providing of Unskilled Casual Staff for office Duty, including PF, ESI, Service Tax, Service Charge, other statutory benefits, etc.(As per order office of the Chief Labour Commissioner(c), New Delhi, Dt-12/10/2020 basic Rs.437/- + V.D.A Rs.97/- Total Rs.534/- per day.	

The tenderer has to provide rate breakup of above quoted rates. Any tenderer not providing rate breakup will liable to be rejected.

I/We have gone through the terms and conditions as enumerated in the tender document for providing of Security Services. I/ We agree to abide by all the terms and conditions contained therein and quote our lowest rates in the respective columns of this form.

We hereby undertake that our Agency/ Firm will comply to the Minimum wages norms fixed by the Govt. of India as on date.

Signature of the Tenderer / Authorized Signatory

Name of the Tenderer .....

Address of the Tenderer .....

Seal of the Firm.....

.....

Telephone No./ Mobile No.....