



National Power Training Institute

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

E-TENDER DOCUMENT

Empanelment of Agencies for Outsourcing of Manpower

Tender Enquiry No. : NPTI/CO/Purch/ET-2/Manpower/17

Dated: -12/12/2017



NPTI Complex, Sector-33, Faridabad – 121003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

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

NOTICE INVITING TENDER

 <p>एन पी टी आई एनपीटीआई</p>	<p>E-Tender Advt. No. Purchase/17/02 NATIONAL POWER TRAINING INSTITUTE (Ministry of Power, Govt. of India) NPTI Complex, Sector – 33, Faridabad-03 Tel. No: 0129-2275448</p>	
<p><u>E-Tender notice for Empanelment of Agencies for Outsourcing of Manpower Services at NPTI (CO), Faridabad</u></p>		
<p>NPTI invites Tender (only through e-tendering mode) for <u>Empanelment of Agencies for Outsourcing of Manpower Services at NPTI (CO), Faridabad</u>. The tender documents can be downloaded from our website: www.npti.in / www.eprocure.gov.in. The last date for submission of tender is 05.01.2018 at 14.00 Hrs.</p>		
<p>S.N. Pandey Dy. Director (Purchase)</p>		
<p>"FIFTY YEARS OF SERVICE TO THE POWER SECTOR"</p>		

E-TENDER NOTICE

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.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 Empanelment of Agencies for Outsourcing of Manpower at NPTI (CO), Sector-33, Faridabad as per details given in **Section-4**.
2. The bidders may download E-tender document from NPTI Website www.npti.in or <http://eprocure.gov.in> w.e.f. 12/12/2017 to 05/01/2018 (upto 14:00 Hrs). Earnest Money Deposit of Rs. 1.00 Lakh only and non-refundable tender fee of Rs. 590/- (including GST@18%) in the form of a Demand draft in favour of “National Power Training Institute”, payable at Faridabad is to be paid in accordance with para-5 of instruction to bidders.
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.

Name of Work	E-Tender for Empanelment of Agencies for Outsourcing of Manpower at NPTI (CO), Sector-33, Faridabad
Estimated Value of Work	Rs 40.00 Lakhs (per annum)
Cost of Bid Document	Rs. 590/-(including GST@18%)
EMD	Rs. 1.00 Lakh only
Period of Contract	02 years + 1 year extendable

Date of Issue of Tender Document	12/12/2017
Document Download/Sale Start Date and time	14/12/2017
Last Date & Time of receipt of Bid	05/01/2018 at 14.00 hrs (E-tendering Mode Only)
Date & Time of Opening of Bid	08/01/2018 at 15.00 hrs
Date & time for opening of Financial Bid	To be intimated later
Address for Communication	Dy. Director (Purchase), NPTI (CO), Faridabad

Note:

4. 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.
5. NPTI 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.
6. NPTI reserves the right to accept or reject any or all the tenders without assigning any reason.

(S.N. Pandey)
Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-2
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) 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 invites E-Tender for Empanelment of Agencies for Outsourcing of Manpower at NPTI (CO), Sector-33, Faridabad.
- 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 reserves the right to accept or reject any or all the tenders.
- 5.0** The estimated cost is Rs. 4000000/- (Rupees Forty Lakhs only). The Earnest Money Deposit (EMD) of Rs. 100000/- (Rupees One Lakh 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 “National Power Training Institute”, payable at Faridabad between **14/12/2017 to 05/01/2018 upto 14.00 Hrs**. Bids received for which EMD and tender fee is not submitted by **14.00 Hrs on 05/01/2018** 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.
- 6.0** Bidders may not come at NPTI (CO), Faridabad 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 (CO), Faridabad 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 enrol/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 site. 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 cpdpn@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. 400000/- (Rupees Four Lakhs 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 **National Power Training Institute, payable at Faridabad.** 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 National Power Training Institute that the services provided during the month are satisfactory.

25.0 EVALUATION OF BIDS

25.1 National Power Training Institute 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 non-conformity. 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 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 Director General, NPTI.
- 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 Faridabad, 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 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 Faridabad.

30.0 No alternative offer shall be considered.

31.0 NPTI 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 action.

32.0 NPTI 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 Delhi/ NCR.
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 personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, and Service Tax and deduction of TDS & 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 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 will be 8 ½ hours 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. In addition to the Gazetted Holidays, they will also be entitled for 8 casual leaves per year restricted to one casual leave per month, the first leave being available after a complete calendar month of work.
19. The personnel may be called beyond office hours and on holidays / Saturdays / Sundays.
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 cheque / ECS within time 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

Sr. 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 (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 two (2) 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 st March, 2017 of the previous financial year, should be at least Rs. 25.00 Lakhs	Attach copy of Balance Sheet for last 3 years.

ADDRESS FOR SUBMISSION OF BID:

S.N. Pandey
Dy. Director (Purchase)
NATIONAL POWER TRAINING INSTITUTE
NPTI Complex, Sector –33, Faridabad – 121003
INDIA Telefax: 0129-2275448

SECTION-4
SCOPE OF WORK

SCOPE OF WORK

The scope of work shall be Outsourcing of Manpower as per requirement. The detail of tentative requirement of manpower is given below.

Sr. No.	Category of Manpower	Educational Qualification / Skills Desired from the Proposed Manpower	Consolidated Gross Remuneration to be paid (in Rs. per month)
1.	Chartered Accountant	C.A.	30000
2.	Software Professional	B.E/B.Tech (Computer Science / Information Technology) or equivalent from a recognized university.	30000
3.	GIS Faculty	M.Sc. (GIS & Remote Sensing) / B.E / B.Tech with relevant qualification in GIS & Remote Sensing.	25000
4.	IT (Hardware & Network Professional)	MCA or equivalent from a recognized university.	20000
5.	Accounts Assistant	(i) Must be Graduate in commerce / CA Inter and having knowledge of Computer with Tally / Accounts Software. (ii) Should possess a speed of not less than 30 w.p.m. in English Typing on computer.	18000
6.	Data Entry Operator / Assistant	(i) Minimum Graduate or equivalent in any field from a recognized university (ii) Having basic knowledge of computer and should possess a speed of not less than 30 w.p.m. in English Typing on computer.	18000
7.	Hindi Typist	(i) Minimum Graduate or equivalent in any field from a recognized university (ii) Having basic knowledge of computer and should possess a speed of not less than 25 w.p.m. in Hindi Typing on computer.	18000

8.	Driver	10 th pass and valid Driving License for driving light and heavy vehicles.	17000
9.	Attendant / Multi Tasking Staff	Minimum Matriculation from a recognized board.	11000

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 may also require manpower with new designation, qualification and remuneration which will be decided by NPTI and the agency has to provide the manpower as per requirements of NPTI.

P.F. and ESI (only employer share) shall be reimbursed over and above the monthly remuneration mentioned above.

The remuneration indicated above is the remuneration payable by NPTI to the service provider. After statutory deductions like P.F. and ESI (employer share) the net amount shall be paid to the outsourced manpower.

The remuneration indicated above shall be increased @ 10% of the remuneration of 1st year, after a period of one year reckoned from the date of issue of LoA and thereafter every year. This 10% increase of the remuneration will be effective from the 1st 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.

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 – 2 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 (CO), Faridabad.
- 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) 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 (Please mark cc: support-nic@ncode.in)

NPTI Contact, for Faridabad:

(S.N. Pandey)

Dy. Director (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector -33, Faridabad – 121 003

INDIA Tel: 0129-2275448, Telefax: 0129-2277412

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 (CO), Faridabad, on or before _____ **Hrs on** _____ 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 by the bidders in time, then NPTI will promptly re-schedule the affected event(s).

8. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (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

Sr. No.	Particulars	Details to be filled up by the Bidder
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 Rs.	
	iii) Name of the issuing Bank	
6.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signatures of Authorized person: _____

Name: _____

Designation: _____

Seal: _____

2. QUALIFYING REQUIREMENTS DATA

Sr. 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 (Regulation & Abolition) Act. 1970	Reg. No. _____ (Copy of certificate attached Yes/No)
5.	The firm/agency must have ESI No. in their name.	ESI Reg. No. _____ (Copy of certificate attached Yes/No)
6.	The bidder should have at least two (2) years experience in work of similar nature with Govt. offices / PSUs/ Large Corporate of repute.	(Copy of Work Order /Completion Certificate attached Yes/No)
7.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 st March 2018 of the previous financial year, should be at least Rs. 25.00 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

Sr. No.	Component	In % (non zero) of Remuneration upto two decimal places
1.	Service Charges for Outsourcing of Manpower on Contract Basis	In Figures _____ In Words (_____)

- GST is payable extra as applicable.

Signature with stamp _____

Date _____

Full Name _____

Address _____

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

To,
Dy. Director (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

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. _____ Dated: _____

Bank Guarantee No. _____

To,

National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003, Haryana, India
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" 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 having agreed that the Contractor shall furnish to 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 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 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 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 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 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 or any indulgence by NPTI 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 under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI 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 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) _____ I 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 under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI 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 _____