

**BRIC-NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg, New Delhi-110067 (O) 26735165 / 26735170 (Fax) 26741658

No. 1-10(17)/2025/NIPGR/Admn./

**NOTICE INVITING TENDER**

Online tenders are invited in two bid system on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110067, from the reputed Manpower Agencies, in the prescribed proforma, for providing manpower services to the Institute, **up to 03:00 p.m. on or before June 05, 2025**, as per following details:

Estimated Cost (in ₹)	EMD (in ₹)	Last date & time for submission of Tender	Time & Date of opening of Tender
3,81,00,000	7,62,000	June 05, 2025 03.00 pm.	June 06, 2025 03.00 pm.

The agencies based/having their liaison office in Delhi-NCR and completed either at least three contracts of similar services of annual value not less than ₹ 1.52 crore, or two contracts of similar services of annual value not less than ₹ 1.90 crore, or one contract of similar services of annual value of ₹ 3.04 crore, for providing manpower in the below mentioned categories, in each of **the last three years ending April 30, 2025**, satisfactorily, in Government, Department/Organisation/PSUs/ Autonomous Organisations, besides fulfillment of other requirements, are eligible to apply. Copies of job orders & satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations indicating the period/scope of contract, numbers of personnel engaged, type of services rendered and payments received be furnished. Further, the tenderer should have a minimum annual turnover of at least ₹ 3.81 crore for each of the last **three financial years ending March 31, 2024**. **The other eligibility conditions are mentioned in the Tender Document.**

Similar services mean ‘Manpower provided in the categories illustrated at Sl. No. ‘2’ in Government, Department/Organisation/PSUs/Autonomous Organisations.

Intending bidders must enclose copy of documents such as valid Registration, PAN, EPF, ESI Registration, GST Registration, Copy of Income Tax Return for the financial years 2021-22, 2022-23 and 2023-24, etc. with the bids.

1. Tender document is integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped alongwith Technical Bid.
2. Any tenderer found involved in illegal practices/non-payment/less payment of wages than the minimum wages declared by Govt. of India/NCT of Delhi/wages fixed by the Institute will lead to cancellation of the contract forthwith and taking up further action as deemed appropriate by the Institute.

Controller of Administration, NIPGR

**Note: The Terms & Conditions may be read carefully before submitting the Tender.**

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
**Aruna Asaf Ali Marg, New Delhi 110067**

1. National Institute of Plant Genome Research, New Delhi invites tenders from the registered Manpower Agencies based/having their liaison office in Delhi/NCR for providing manpower services to the Institute in the following categories.

- (i) Research Fellows
- (ii) Personal Assistant
- (iii) Project Assistant/Computer Operator/Data Entry Operator/Office Assistant
- (iv) Caretaker
- (v) Driver cum Dispatch Rider
- (vi) Technical Personnel (Pump Operator/Carpenter/Electrician/Mason/Plumber etc.)
- (vii) Multi Works Staff
- (viii) Mess Supervisor/Cook/Helper
- (ix) Unskilled/Semiskilled/Skilled, Field worker

The actual requirement of manpower may vary from time to time and therefore, number of manpower is not mentioned about against each category of manpower.

**2. (i) Standards/Benchmarks for the services sought are as under**

<b>Sl. No.</b>	<b>Designation</b>	<b>Eligibility Criteria</b>
1.	Research Fellows	DBT/DST guidelines
2.	Personal Assistant	Graduate with knowledge of shorthand and computer with appropriate speed + 1 year experience
3.	Project Assistant /Computer Operator / Data Entry Operator / Office Assistant	a) Graduate in Science & Technology + 1 year relevant experience; b) Graduate with relevant knowledge of computer + 1 year experience; c) Matriculation with relevant knowledge of computer + 1 year experience.
4.	Caretaker	Graduate or intermediate + 2 years experience in specified area
5.	Driver cum Dispatch Rider	Matriculation + 1 year experience
6.	Technical Personnel – (Pump Operator / Carpenter / Electrician / Mason / Plumber/Cook etc.)	Matriculation or a minimum experience of two years in the relevant field
7.	Multi Works Staff	Matriculation + 1 year experience
8.	Field Worker/Helper	Working knowledge in the respective areas

- (a) Agencies not dealing with/supplying above personnel need not participate in the tender process.
- (b) The wages/remuneration of the personnel stated in the above table shall be fixed in consultation with NIPGR.
- (c) The above list is illustrative not exhaustive.
- (d) The number of personnel may vary depending upon the prevailing situation.

**(ii) Age limit for the above posts:**

The candidates should be aged above 18 as on 30.04.2025.

### 3. **Schedule**

1.	Last date & time to submit tenders	<b>June 05, 2025 up to 3:00 p.m.</b>
2.	Date & time for opening of Technical Bid	<b>June 06, 2025 at 3:00 p.m.</b>
3.	Validity of tenders	One Year

### 4. **Requirements for Technical Bids: -**

- i) The manpower will have to be provided by the agency within 15 days from the date of award of Contract, as per the detailed Terms and Conditions given in **Annexure – I**.
- ii) Only Manpower Agencies, who fulfill the following minimum criteria may submit their bids:
- a) The Agency should be registered with the appropriate registration authority for providing Manpower Services and should have its registered/liaison office in Delhi/NCR. A copy of the registration shall be attached with the bid.
  - b) The Agency should be registered with PF authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
  - c) The Agency should be registered with ESI authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
  - d) The Agency should be registered with Government's Labour Commissioner's office and a copy of the labour license issued by the Labour Commissioner shall be attached with the bid.
  - e) The Agency should be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid.
  - f) The Agency should be registered with GST Department and a copy of GST registration issued to the Agency shall be attached with the bid.
  - g) GST Number and duly acknowledged copy
  - h) The tenderer should have a minimum annual turnover of at least ₹3.81 crore for each of the last three financial years ending March 31, 2024. (This has to be supported with copy of balance sheets (duly audited by CA) and Copy of Income Tax Return for the financial years 2021-22, 2022-23 and 2023-24, etc. with the bids).
  - i) The agencies based/having their **liaison office in Delhi-NCR** and completed either at least three contracts of similar services of annual value not less than ₹ 1.52 crore, or two contracts of similar services of annual value not less than ₹ 1.90 crore, or one contract of similar services of annual value of ₹ 3.04 crore, for providing manpower in the following categories, in each of the last three years ending April 30, 2025, satisfactorily, in Government, Department/Organisation/PSUs/Autonomous Organisations, besides fulfillment of other requirements, are eligible to apply. Copies of job orders & satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations indicating the period/ scope of contract, numbers of personnel engaged and type of payments received may be furnished.

- j) The manpower supplying agencies/Firms should have been in existence for not less than five years.
  - k) It should not have been blacklisted by any Govt. organization during last five years etc.
  - l) It should be willing to take up the Contract on the terms and conditions given at **Annexure– I.**
5. Earnest Money Deposit (EMD) amounting to **₹7,62,000/-** (Rupees seven lakhs sixty two thousand only) must reach the Controller of Administration, NIPGR by June 05, 2025 before 03: 00 p.m. EMD should be in the form of Demand Draft drawn in favour of Director, National Institute of Plant Genome Research, New Delhi or in the form of Bank Guarantee issued by scheduled commercial bank, with minimum validity period of three months. The agencies registered with MSME & NSIC in the above-mentioned services are exempted from submission of EMD.
  6. The Earnest Money deposit (EMD) of **₹7,62,000/-** (Rupees seven lakhs sixty two thousand only) shall become the security deposit (interest free), if the contract is awarded. Besides, the agency shall furnish the interest free Performance Security equivalent to 5% of the work order amount in the form of Demand Draft in favour of the Director, National Institute of Plant Genome Research, New Delhi or in the form of Bank Guarantee from a scheduled bank bearing 15 months validity from the effective date of agreement.
  7. The tender shall be submitted in two bid system i.e. **Technical Bid** and **Price- Bid**:
    - (A) The **“Technical Bid”** should contain:
      - (i) Acceptance of terms and conditions as per **Annexure – I** (duly signed).
      - (ii) The proforma as per **Annexure-II** (duly filled in and signed) with all required documents etc. as attachment.
      - (iii) Profile of Agency including copies of previous experiences of manpower provided to Government Departments/Organizations (issued by concerned organizations) [only relevant documents] along with all other required documents and other relevant document shall be submitted as per **Annexure-III.**
      - (iv) Undertaking on non-judicial stamp paper of ₹ 100/- regarding not having blacklisted by any Government organization during last five years etc. as per **Annexure -IV**
    - (B) The **“Price Bid”** should contain only the **“Administrative Charge”** to be charged by the Outsourcing Agency (bidder).
  8. Financial Bids will be opened after evaluation of Technical Bids by the Committee constituted for this purpose.
  9. The tenderer shall also submit a ‘Bid Security Declaration’ in the prescribed format as per **Annexure -V** and a mandatory certificate as per **Annexure VI.**
  10. The Bid will remain valid for 90 days from the opening of bids.

11. The Institute reserves the rights to amend/withdraw any term(s) and condition(s) in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority of National Institute of Plant Genome Research in this regard shall be final and binding on the Agency.

**Controller of Administration, NIPGR**

**Annexure I**

**Terms & Conditions**

**A. General**

- i) The contract is initially for a period of 12 months which can be extended on mutual consent and on satisfactory performance or curtailed at the discretion of the Institute.
- ii) The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
- iii) Financial bids of only those tenderers will be opened who are declared technically qualified.
- iv) The bidder should quote unconditional rates neatly, without any overwriting and duly signed & stamped on all pages.
- v) The agency must have proper mechanism for intake, verification of candidate's character and antecedents, management and placement of the manpower. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. Proofs of identity like driving license, bank account details, previous work experience, proof of residence (Election Voter ID Card/ Aadhar Card) and recent photograph and a certification to this effect should be submitted to the Institute. The Agency will also ensure that the personnel deployed are medically fit.
- vi) The Agency shall seek prior approval from the Institute before deployment of casual worker & shall also consider personnel recommended by the Institute and withdraw such workers who are not found suitable by the Institute for any reason, immediately on receipt of such a request from NIPGR.
- vii) No induction/registration/continuation fee etc. shall be charged from the workers for engaging at NIPGR.
- viii) The contracting company/firm/agency shall furnish following documents in respect of the persons who will be deployed by it in this Institute before the commencement of work:

- a) Bio-data of the person deployed with photograph affixed.
  - b) List of persons shortlisted containing full details i.e. date of birth, marital status, address, educational and professional qualifications, experience etc.
  - c) Police Verification
  - d) Character certificate from a Gazetted Officer of the Central/ State Government.
- ix) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- x) The Agency shall depute a coordinator, who would be responsible for immediate interaction with the Institute authorities so that optimal services of the persons deployed by the agency could be availed without any disruption.
- xi) The Agency shall engage necessary persons as required by this Institute from time to time. The said persons engaged by the Agency shall be the employee of the Agency and it shall be the duty of the Agency to pay their wages/remuneration in time i.e. before 7<sup>th</sup> day of every succeeding month. There is no master & servant relationship between the employees of the Agency & the Institute and further the engaged person of the Agency shall not claim any absorption.
- xii) The Agency's personnel shall not divulge or disclose to any person(s) of any details of their office (NIPGR), operation process technical know-how, security arrangements and administrative / organizational matters of NIPGR as all are confidential in nature.
- xiii) The Agency's personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the good image of this Institute. The Agency shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- xiv) The Agency shall remove, any debarred person(s), who is/are found incompetent or for his/her/their misconduct and the Agency shall forthwith replenish such requirements. The Agency shall replace immediately any of its personnel, if they are unacceptable to the Institute because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving communication from the Institute.
- xv) The Agency shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around without work.
- xvi) The Institute will not be responsible for the transportation, food, medical and other statutory requirements in respect of the personnel deployed by the Agency.
- xvii) Working hours would be normally from 9.00 AM to 5.30 PM during working days (except Sundays and National Holidays) including 30 minutes lunch break in between. However, in exigencies of work, they may be required to work beyond normal working hours and may be called on holidays, if required. The person shall be allowed by the Agency one day leave for each completed month of service.
- xviii) The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Institute.
- xix) The Agency shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

- xx) The Agency shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this Institute to him/her shall be acknowledged immediately or on the same day. The Agency shall strictly observe the instructions issued by the Institute for implementing under the Contract from time to time.
- xxi) This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel engaged through the Agency.
- xxii) The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this Institute suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Institute for the same. The agency shall keep this Institute fully indemnified against any such loss or damage.
- xxiii) The Institute will maintain an attendance register on behalf of the agency in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
- xxiv) The successful bidder will enter into an agreement with this Institute for supply of suitable manpower as per the requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/remuneration/DA etc. is to be absorbed by the Institute. The contract/agreement can be extended on mutual consent and on satisfactory performance or curtailed at the discretion of the Institute.
- xxv) 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 termination of agreement with the Agency or 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.

## **B. Financial**

- i) If the agency/firm quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered. The GeM guidelines for quoting service charges may please be followed.
- ii) In the event that two or more Bidders have quoted the same rates in the financial bids (the 'Tie Bidders'), the Institute shall identify the Selected Bidder based on the value of similar works carried out in the last three years, as indicated in the Tender Document. In case still the single bidder is not identified, it shall be done by the draw of lots, which shall be conducted, with prior notice, in the presence of the 'Tie Bidders' who choose to attend.
- iii) The successful bidder shall furnish a Security Deposit in the form of Demand Draft/Bank Guarantee in favour of Director, National Institute of Plant Genome Research, with the Institute as a security. No interest is payable on the Security

Deposit. The Security Deposit/ Bank Guarantee will be forfeited/encashed if supply of manpower is delayed beyond the period stipulated by the Institute or non-compliance of the terms & conditions of agreement by the Agency or frequent absence from duty/misconduct on part of manpower supplied by the agency.

- iv) The agency shall raise the bill, in triplicate, along with attendance sheet.
- v) The bill shall accompany copies of PF/ESI challans including individual remittance receipts, attendance sheet, etc. failing which the bill amount shall be held up till the proof is furnished, at the discretion of this Institute. The payment will be released after deduction of taxes deductible at source under the law in force. The Agency shall also provide the registration details of the employees who will be deputed by it to work at the Institute premises and their Provident Fund (PF) numbers with Universal Account Number (UAN), ESI numbers etc.
- vi) Payments to the Agency would be released strictly on certification that his services were satisfactory and attendance as per the bill preferred by the Agency.
- vii) It shall be the duty of the Agency to ensure the disbursement of wages/remuneration directly in the account of the staff deployed by the Agency through electronic transfer/RTGS/NEFT. The agency shall submit a copy of duly acknowledged list submitted to their bank alongwith copy of bank statement confirming transfer of wages/remuneration to the account of the staff deployed.
- viii) No wage/remuneration will be paid to any staff for the days of unauthorized absence from duty.
- ix) The Institute reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- x) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institute may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.

### **C. Legal**

- i) The Agency shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act, Payment of wages Act, Shop & Establishment Act, Payment of Bonus Act, Gratuity Act etc. in respect of the persons deployed by it in this Institute.
- ii) The Agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iii) The Agency shall maintain all statutory registers/records under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under Law.
- iv) The Agency shall be responsible for payment of wages/remuneration to each worker



employed by him as Contract worker and such wages/remuneration shall be paid on or before 7th day of succeeding month.

- v) The personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this Institute.
- vi) The Agency shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of the Institute.
- vii) In case, the Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/ obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- viii) The Agency's personnel shall not claim any benefit/compensation/regularization of services from this Institute under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the personnel so deployed to this effect shall be required to be submitted by the Agency to this Institute.
- ix) In case of breach of any terms and conditions stipulated in the contract, the performance security deposit/Bank Guarantee of the Agency will be liable to be forfeited/encashed by this Institute besides annulment of the contract.
- x) For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of persons so deployed in the Institute. The persons deployed by Agency in the Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against NIPGR.
- xi) The agreement can be terminated by the Agency by giving three month's notice in advance and period of notice by the Institute will be one month. If the agency fails to give three month's notice in writing for termination of the agreement then three month's wages etc. and any suitable amount due to the Agency from this Institute shall be forfeited by this Institute.
- xii) Except where otherwise provided in the contract all questions and disputes relating to the meaning of the instructions here in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any arising out of or relating to the contract, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the person selected from out of a panel of names to be supplied upon a request in writing by party invoking the arbitration by the Director, NIPGR, at the time of the dispute. It will be no objection to any such appointment that the arbitrator so appointed was associated with the work and that he had to deal with the matters to which the contract relates and that in the course of his duties in association with the Controller of Administration, NIPGR, he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being unable to act for any reason, the Director shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his

predecessor. It is also a term of this contract that no person other than a person appointed by the Director as aforesaid shall act as arbitrator. In all cases where the amount of the claim in dispute is ₹50000/- (Rs. Fifty thousand only) or above, the arbitrator shall give reasons for the award. Subject as aforesaid the provisions of Arbitration and Cancellation Act 1996 or any statutory modifications or reenactment thereof and the rules framed there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of the contract that while invoking arbitration the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. It is also a term of the contract that if a party does not make any demand for arbitration in respect of any claim(s) in writing within 90 days of receiving the intimation from the Controller of Administration that the bill is ready for payment, the claim if any, shall be deemed to have been waived and absolutely barred and the owner shall be discharged and released of all liabilities under the contract in respect of these claims. The Agency shall be fully responsible and settle all issues / claims viz retrenchment benefits, PF, Gratuity, Livery, Leaves, E.S.I. etc., during the period of the currency of this contract, to its workers as per law, and acknowledgement submitted to the Institute. On expiry of the contract, the security deposit shall be refunded only after fulfillment of these obligations.

- xiii) The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
- xiv) The Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. Institute shall, in no way, be responsible for settlement of such issues whatsoever. Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

**Controller of Administration, NIPGR**

**ANNEXURE – II**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer and mention page number at which the supporting documents are attached.</b>
1.	Name of Agency	
2.	Date of establishment of the agency. (Attach a copy of Registration Certificate)	
3.	Detailed office address of the agency with office telephone number, fax number and mobile number and the name of the contact person(s)	
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5.	PAN/TAN Number (Copy to be enclosed)	
6.	GST Registration Number (Copy to be enclosed)	
7.	Each Tenderer/Agency is required to submit (with Technical Bid) an affidavit as per Annexure-IV on a e-stamp paper of ₹100/- (duly notarized).	
8.	Length of experience in the field	
9.	Experience in dealing with Government, Departments/Organizations/PSUs/Autonomous Organizations. [Indicate the names of the Departments/Organizations and attach copies of completion certificate placed on the agency (as mentioned) under Item 4 (ii) of NIT]	
10.	Whether a copy of the terms and conditions (Annexure – I) duly signed in token of acceptance of the same is attached?	
11.	Whether agency profile attached?	
12.	List of other clients. (Attach photocopies of contract agreement in the following order. Sl. No., name of the organization, contract period, value of the contract)	

The above proforma may please be filled in and required supporting documents need to be attached otherwise tender will be rejected.

**Signature of the authorized signatory of the  
Tenderer with seal of the Firm**

## Annexure-III

### **Experience & other details of the agency for Manpower Services**

Name & address (Delhi Office) of the Agency: (Documents attached at page no. \_\_\_\_)

Registration No. : \_\_\_\_ (Document attached at page no. \_\_\_\_)

PAN No.: \_\_\_\_ (Document attached at page no. \_\_\_\_)

EPF No. : \_\_\_\_ (Document attached at page no. \_\_\_\_)

ESI No. : \_\_\_\_ (Document attached at page no. \_\_\_\_)

GST No. : \_\_\_\_ (Document attached at page no. \_\_\_\_)

Turnover (in cr.): \_\_\_\_ (2021-22); \_\_\_\_ (2022-23); \_\_\_\_ (2023-24) (Document attached at page no. \_\_\_\_)

<b>Sl. No.</b>	<b>Experience details with period</b>	<b>Contract value</b>	<b>Types of manpower deployed</b>	<b>Performance certificate on Page No.</b>

The information may invariably be provided in this format, failure of which will lead to rejection of bid.

**(Undertaking on a Non-Judicial Stamp Paper worth ₹ 100/- duly notarized)**

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘Blacklisting’ etc.
- e) The Tenderer/Agency will not sublet the work (if awarded to his/their Company) and if done so; the penalty shall be payable by his/their company to NIPGR as may be decided by the Institute.

**Seal and Signature of the  
Authorized Person of the Agency**

**BID SECURING DECLARATION IN FAVOUR OF NIPGR, NEW DELHI**

Tender/Bid No.: .....

Date:.....

I/we, the undersigned, declare that: I/we understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we will automatically be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Tender Notice.
- (b) having been notified of the acceptance of our Bid by the NIPGR, New Delhi during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with terms and conditions of the tender/bid.

I/we understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

**Name and Signature of the Bidder:**

**Registered Address of the Company:**

**Company seal**

**Note:** In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.

## **ANNEXURE-VI**

### **Certificate for Tenders**

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

**(Signature of Authorized Signatory with Company Seal)**

**Note:** The Certificate should be printed on the Company’s letter head.

## **Declaration**

I, \_\_\_\_\_ Son/Daughter/wife of Shri \_\_\_\_\_  
Proprietor / Director, authorized signatory of the Agency / Firm, mentioned above, is competent to sign  
this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to  
them;

3. The information/ documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.

**Signature of authorized person**

**Date:**

**Full Name:**

**Place:**

**Seal of the Agency:**



**PROFORMA FOR FINANCIAL BID**

1. Name of the firm: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

4.

<b>Administrative Charge to be charged by the Outsourcing agency (bidder)</b>	_____ % of the total remuneration payable to the persons deployed on outsourcing basis.
---	---

5. Taxes applicable and other statutory payments/contributions shall be payable by NIPGR.
6. Administrative charge of the agency is to be quoted in percentage of the wages/remuneration of the staff deployed.

Date: \_\_\_\_\_

(Signature of the authorized signatory of the firm)

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

Mobile No.: \_\_\_\_\_

(Company Seal): \_\_\_\_\_