

(Tender form fees: Rs.1000/-)

TENDER FORM NO.....

NATIONAL INSTITUTE OF WATERSPORTS, GOA

TENDER FOR AWARD OF CONTRACT FOR DEPLOYMENT OF 03 PERSONS AS MENTIONED IN THE TENDER DOCUMENT FOR 2017-18 IN THE OFFICE OF NIWS, ALTINHO/POLYTECHNIC PREMISES & PROJECT SITE AT CARANZALEM

IMPORTANT

THE TENDERS MUST RETURN ONE SET OF THIS TENDER DOCUMENT IN ORIGINAL ANNEXURE-I AND FINANCIAL BID (ANNEXURE-II) SEPARATELY DULY SIGNED IN EACH PAGE IN TOKEN OF THEIR UNCONDITIONAL ACCEPTANCE OF THE TENDER. THE CONDITIONAL TENDER WILL NOT BE CONSIDERED.

SUBMISSION OF TENDER	
LAST DATE & TIME: 13, February 2018 till 3:00 PM	<u>TENDER BOX AVAILABLE AT :</u> RECEPTION, NATIONAL INSTITUTE OF WATERSPORTS, SHREE BUNGALOW A.S. ROAD, ALTINHO, PANAJI, GOA-403001.
OPENING OF TENDER	
Date and time for opening tender: (To be informed by post/over telephone).	<u>PLACE:</u> OFFICE OF THE, NATIONAL INSTITUTE OF WATERSPORTS, SHREE BUNGALOW A.S. ROAD, ALTINHO, PANAJI, GOA-403001

Bids received after the closing date and time will not be accepted. Tenderers may, therefore, ensure that **their bids are deposited in the tender Box within stipulated date and time.**

Tenders should be deposited in sealed covers to the office address given as above and acknowledgment for the same will be issued. **NO TENDERS BY POST OR COURIER SERVICE ETC. WILL BE ACCEPTED. Further, NO ORAL, TELEPHONIC, FAX OR TELEGRAPHIC TENDERS SHALL BE ENTERTAINED.**

Please submit a Demand Draft of Rs. 1000/- (not refundable) in favour of "National Institute of Watersports", payable at Panaji towards tender application form.

TENDER DOCUMENT

Tender No. & date	No.-01, dt. 30-01-2018	
Positions needed	1. Training Assistant (01 nos.)	
	2. Administrative Assistant (01 nos.)	
	3. Receptionist- cum- Telephone Attendant (01 nos.)	
	4. Lower Division Clurk (Accounts 01 nos)	
	5. Data Entry Operator 01 nos)	
	6. Security Guard (01 person on 24- hour basis)	
	7. Office Attendant (01 nos)	
	8. Sweeper (01 nos.)	
Availability of Tender Document	:	From the date of advertisement till 13, February 2018, 1:00 PM
Last date for submission of tender document, both technical and financial bids.	:	13, February 2018 till 3:00 PM
Opening of both technical and financial bids.	:	To be informed by post/phone.
Period of Hire	:	01 Year w.e.f. 01/03/2018 or a date decided by the Institute thereof.
Address for Communication	:	Nodal Officer National Institute of Watersports, Shree Bungalow, A.S. Road Altinho, Panaji-403001 Ph. 0832-2436400 (Tel./Fax)
Content of the Tender Document	:	(I) Technical tender. (II) General Terms & Conditions. (III) List of enclosures/Certificates to be produced. (IV) Financial Bid Format (To be prepared as per Govt. of Goa daily wages pattern). (V) Undertaking for bidder's ability to supply Quality manpower.

TECHNICAL BID- 1

(To be submitted along with Financial Tender)

1. Name and address of the Agency :
2. Year of Establishment :
(Enclose attested proof)
3. Establishment Registration (SSI No.) :
(Enclose attested photocopy)
4. Service Tax No. :
(Enclose copy)
5. GST No. :
(Enclose copy)
6. PAN No. :
(Enclose copy)
7. PF Registration No. :
(Enclose copy)
8. ESIC Registration No. :
(Enclose copy)
9. Income Tax Clearance Certificate :
(Enclose copy)
10. Certified copy of the Financial Status :
11. (Bank certification for last 03 years)
12. Details of Annual Turnover for the last 03 years
2014 – 15 :
2015-16 :
2016-17 :
13. Audit copy of the Balance Sheet of the :
Agency for last 03 years
14. Bank statement of last 06 months :
(Enclose copy)
15. Clientele:- Govt./Semi Govt./Public Sector/ :
Autonomous Bodies must is indicated
(Along with proof of empanelment)
(Enclose copy)
16. Any other Information :
(Enclose copy)

DECLARATION

I hereby certify that information furnished in the above Technical Bid-1 is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my tender/empanelment shall be liable to be cancelled/ terminated without any notice or any compensation in lieu thereof.

(AUTHORISED SIGNATORY WITH SEAL)

Date:

TECHNICAL BID- 2

(To be submitted along with Financial Tender)

A. General Instructions

1. Tenders should be in the prescribed format obtained from the Institute and it should be submitted as per the instructions given in this tender document.
2. The Bids submitted not in the prescribed format and not supported by documents and duly attested will be summarily rejected.
3. The Tenders submitted after the due date and time shall not be entertained.
4. The Institute reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
5. The successful tenderer shall execute the agreement with the Institute.
6. The bidder (Authorized signatory of the Company) should sign at the bottom space of all the pages of tender document.
7. The Bids will be opened in the presence of tenderers or their authorized representative who choose to be present at that time. The bids of the tenderer will be opened even no representatives are presented.
8. The tenderer shall be solely responsible for the payment of taxes as applicable and other statutory compliances, in any form, levied by the Government and other local bodies.
9. The Institute may, at its discretion, extend the deadline for submission of bids by amending the bid documents.
10. During evaluation of bids, the Institute may, at its discretion, ask the bidder for clarification on its bid, which it shall be liable to clarify in writing/orally as deemed fit.
11. The Institute will scrutinise the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
12. No bidder shall contact the Institute on any matter relating to its bid, from the time of bid opening till the contract is awarded.
13. Any effort by a bidder to influence bid evaluation, bid comparison or contract award decisions may result in rejection of bid.
14. The Institute reserves the right at the time of award of contract to increase or decrease the number of persons originally specified in the schedule of requirements without any change in unit price or other terms and conditions.
15. The Director of the Institute will act as Arbitrator in case of any disputes. The Jurisdiction will be Panaji.
16. No advance payment of hire charges will be made. The payments for completed month will be released within seven working days of succeeding month on submission of bills and proof for other statutory compliances.

TECHNICAL BID- 3

(To be submitted along with Financial Tender)

Name of positions	Monthly Wages	PF @	ESIC @	Agency Charges	L.W.F	GST	G. Total
Training Assistant 01 Nos							
Admin Assistant 01 Nos							
Data Entry Operator 01 Nos							
Lower Division Clark 01 Nos							
Recept-cum-Tele attendant 01 Nos							
Security Watchman 01 Nos							
Office Attendant 01 Nos							
Sweeper 01 Nos							
Total Amount							

Note: PF, ESIC, GST, L.W.F etc. shall be quoted as per prevailing Govt. rates

B. Guidelines for Preparation of Technical & Financial Tender

17. The rates quoted in the Financial Bid shall include the wages and all other payments/ mandatory compliances (break-up of each item to be shown) for each position separately, failing which, such Tenders will be summarily rejected.
18. The rate shall be entered both in figures and words. All corrections should be authenticated under the full signature of the tenderer. In case of variations in the rate quoted in words and in figures, the rate quoted in words only will be taken into consideration.
19. The successful bidder should furnish refundable, interest-free Security deposit of Rs. 80000/- (Rs. 10,000 each for 08 positions) at the time of issuing the Work Order/Supply Order by way of Demand Draft favouring National Institute of Watersports, Panaji. It shall be returnable on termination of contract and after adjustment for liabilities, if any.
20. **BOTH TECHNICAL & FINANCIAL BIDS** should be placed in a single cover along with covering letter and sealed properly and superscripted as "SUPPLY OF MANPOWER" and submitted to "**The Nodal Officer, National Institute of Watersports, Shree Bungalow A.S. Road, Altinho, Panaji, Goa-403001** on or before 13, February 2018, 0:00 PM.

C. Manpower Needs & Terms & Conditions for Supply

21. Bidder should have minimum 5 years of experience in the supply of qualified manpower to reputed establishments (attach the proof duly attested).
22. Successful bidder should be ready to deploy the manpower w.e.f 01-03-2018 or a date as decided by the Institute thereof.
23. The hire period shall be one year from the date of signing the contract. After receiving approval from the competent authority it may be further extended for another one year on the satisfactory performance of supplier with the previous terms & conditions (If necessary).
24. Bidder should have good reserve of qualified manpower as per the requirement of the Institute and undertaking to that effect submitted along with Tender Document.
25. If it is found that the persons posted to the Institute are not suitable for job profile, the replacement as per the requirement shall be mandatory. Failure in doing so shall lead to rejection and termination of the contract.
26. The uniform, where necessary, shall be provided by the bidder to its employees.
27. The persons should have sufficient experience in respective job positions, preferably in the age of 21-50 yrs., possess sound health and mental condition.
28. Educational and professional skills needed: Details are given against each position below. Successful bidder shall be required to furnish the C.V of the persons which it proposes for posting at Institute prior to issuing the work order.

- A. **Training Assistant:** Minimum Class- XII pass, should possess very good oral and written communication skills in English, Hindi and preferably other regional

- languages (s) with minimum 03 years of experience. Proficiency in computer and License holder of NIWS or equivalent in watersports is also desirable.
- B. **Administrative Assistant:** A Bachelor's degree from recognized University, should possess very good oral and written communication skills in English, Hindi and preferably other regional languages (s) with minimum 03 years of experience. Proficiency in computer is also desirable.
 - C. **Lower Division Clerk (Accounts):** A Bachelor's degree from recognized University, should possess very good oral and written communication skills in English, Hindi and preferably other regional languages (s) with minimum 01 years of experience. Proficiency in computer and Tally software is also desirable.
 - D. **Data Entry Operator:** A Bachelor's degree from recognized University, should possess very good oral and written communication skills in English, Hindi and preferably other regional languages (s) with minimum 01 years of experience. Proficiency in computer and Tally software is also desirable.
 - E. **Receptionist- cum- Telephone Attendant:** Minimum Class- X pass, should possess very good oral and written communication skills in English, Hindi and preferably other regional languages(s) with minimum 03 years of experience. Proficiency in computer is also desirable.
 - F. **Watchman/Gunman:** Minimum Class- VIII pass, good physical and mental condition, well disciplined & behaved, integrity and having 02 years of experience as watchman.
 - G. **Office Attendant:** Minimum Class- V pass, good physical and mental condition, well disciplined & behaved, integrity and having 02 years of experience as watchman.
 - H. **Sweeper/Safaiwala :** Able to read and write and educated preferably up to Class- VIII, good physical and mental condition, well disciplined & behaved, integrity and having 02 years of experience.

Note: If deemed necessary, the office may take interview and other tests to verify the competence of the personnel before accepting the personnel for posting.

LIST OF DOCUMENTS / CERTIFICATES

(To be submitted along with the tender which are essential and if not found thereof, the tender will be rejected summarily)

1. Annexure – I (Techno-Commercial Bid) and II (Price Bid) regarding rates to be attached duly signed by the proprietor / authorized signatory with rubber stamp. Total amount payable should be clearly stated along with necessary break up like salary, taxes, P.F, agency charge etc. in the price bid.
2. Certificate of registration / incorporation with the concerned authorities. It shall be clarified clearly whether the firm is proprietary or partnership / Private Ltd. / Ltd. (Attach photocopy).
3. Proof regarding financial soundness for this purpose along with profit / loss account for the last 5 years along with bank certificate.
4. Proof of sufficient working capital for running the business along with photocopy of bank statement.
5. Income Tax Number with PAN (Photocopy to be attached) along with photocopy of last return filed.
6. Employee provident Fund Registration Number (Attached photocopy).
7. P.F. Registration Number (Attached photocopy).
8. Total experience in the field along with proof.
9. List of clients with documentary evidence thereof (Attached photocopy of Agreements).
10. Any other document, but mentioned elsewhere in this Tender Document.
11. Self-drawn Certificate stating “The Firm has good reserve of qualified manpower as per needs of the Institute and that it is ready to supply persons to the satisfaction of the Institute”.

Note 1: All documents should be duly signed / sealed / attested as case may be and the same be ensured before submission of the bid.

Note 2: Institute deserves the right to accept or reject all or any of the tenders without assigning any reason thereof.