



**NATIONAL INSTITUTE OF TECHNOLOGY DELHI**  
(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)  
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Website: [www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)

NITD/01/ADMIN/07/2012-2014

Date: **03 September/2014**

### **Notice Inviting Tenders/Bids for Manpower Services at NIT Delhi**

National Institute of Technology Delhi, an Institute of national importance under the Ministry of Human Resource Development, Government of India invites tenders/bids from duly registered Manpower Service Providers/Organizations based in Delhi/NCR for providing manpower services to the Institute in the following categories. The actual requirement of manpower may vary from time to time.

#### **2. Standards / Benchmarks for the services sought are as under:**

<b>Details of Post</b>	<b>No. of Posts</b>	<b>Essential Qualifications/Skills/Age</b>
Multitasking Staff	14	Qualification: Matriculation. Skills: Read & write in English as well as in Hindi. Age: Between 18-35 years
Drivers	2	Qualification: Matriculation. Valid Driving License for all vehicles. Skills: Read & write in English as well as in Hindi. Knowledge of minor repairs of cars / Vehicles. Age: Between 18-35 years.
Electrician	1	Qualification: Matriculation with ITI. Skills: Working experience of 1 year in the relevant field. Age: Between 18-35 years.
Plumber	1	Qualification: Matriculation with ITI. Skills: Working experience of 1 year in the relevant field. Age: Between 18-35 years
Maali	1	Qualification: Matriculation. Skills: Working experience of 1 year in the relevant field. Age: Between 18-35 years

### 3. Schedule (Tentative)

i.	Last date & time for deposit of tenders	24st September, 2014, 3:00 PM
ii	Date & time for opening of Technical Bid	24st September, 2014, 4:00 PM
iii	Place of opening the Tenders	National Institute of Technology Delhi, Sector A-7, IAMR Campus, Narela, Delhi-110040
iv	Date and Time for opening of Financial bids for technically qualified bidders	To be declared later on after qualification of Technical Bid
v	Validity of tenders	One Year

### 4. Bid Security (EMD):

i. Each tender must be accompanied by Bid Security of Rs 1,00,000/- (Rupees One Lac only) in the form of a Demand Draft favoring the "Director, National Institute of Technology Delhi".

ii. The Bid Security shall be valid and remain deposited with the Institute for the period of forty five days beyond the final bid validity period.

iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason whatsoever unless the bidder has uploaded valid exemption certificate as per sub-clause (v) given below.

iv. No interest shall be payable by the Institute on the Bid Security.

v. Bid Security shall be refunded immediately to the unsuccessful bidder on finalization of the tender and to the successful bidder on furnishing of Performance Security.

vi. The Bid Security is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.

vii. If the successful bidder fails to furnish the Performance Security within the stipulated period, then the Bid Security (EMD) is liable to be forfeited.

### 5. Requirements for Technical Bids: -

i. The manpower will have to be supplied by the agency within 15 days from the date of award of Contract, as per the detailed Terms and Conditions which are given at Annexure - I.

ii. Only those agencies who fulfill the following minimum criteria need submit their bids.

iii. The Service Provider / Agency / Firm should be registered with the Government authorities for undertaking Manpower Services and a copy of the registrations shall be attached with the bid.

iv. The Service Provider should be registered with PF authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.

v. The Service Provider should be registered with ESI authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.

vi. The Service Provider should be registered with Labour Commissioner' office and a copy of the labour license issued by the Labour Commissioner shall be attached with the bid.

vii. The Service Provider should be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid.

viii. The Service Provider should be registered for Service Tax with the concerned Department and a copy of service tax registration issued to the Service Provider shall be attached with the bid.

ix. Annual Turnover of the Service Provider / Agency should not be less than Rs. 2.00 Crores. (This has to be supported with Balance Sheets for the F.Y 2011-2012, 2012-13 & 2013 & 2014 along with IT Returns for the last 3 years.)The Service Provider / Agency must have proper mechanism for intake, verification of candidates' character and antecedents, Management and Placement of the skilled 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. The Character and antecedents of each personnel need to be verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Institute. Work experience of the Service Provider / Agency of providing skilled manpower, of similar nature, in other Ministries / Departments of Government of India during last two years. Copies of job orders and particulars of contact officer in the concerned Ministries / Departments / Public Sector Undertakings may please be furnished (for the purpose of verification). The Service Provider should have completed at least one service contract of value not less than Rs.25 lakh per annum or completed at least two service contracts of value not less than Rs.13 lakhs per annum related to providing human resources in a single contract.

x. The manpower supplying agencies should have been in existence for not less than five years.

xi. It should not have been blacklisted by any organization.

xii. It should be willing to take up the Contract on the terms and conditions given at **Annexure - I.**

6. The Service Provider / Agency selected for awarding the job will be required to deposit a performance security amount of Rs.1,00, 000 /- (One Lac Only) in the form of a Demand Draft in favour of "Director, NIT Delhi" as a security which can be forfeited in the event of termination of the one year job contract on account of violation of any of the above mentioned terms and conditions.

**7. The tender shall be submitted in two covers**

(A) The first sealed cover should be superscribed "Technical Bid" and should contain: The proforma at Annexure —II (Duly Filled in) with all attachments.

Agency of profile including previous experiences of manpower supplied to Government Departments etc.

Acceptance of terms and conditions at **Annexure - I**.

All other relevant documents, if any.

(B) The second sealed envelope superscribed "Financial Bid" should contain only rates which should be quoted on monthly basis for normal duty of 8 hours per day per person for five days a week (Annexure —III) and rate per extra hour of duty when detained beyond 8 hours.

(C) The "Technical Bid" , "Financial Bid" and “Tender security” are to be kept separately in three envelopes and thereafter all three envelopes should be placed in one bigger envelope duly signed and shall be submitted to the undersigned between 10.00 A.M. to 03.00 P.M. on all working days by 24st September, 2014. The subject and the address of the agency/ organization must be clearly mentioned on each of the two sealed envelopes. Technical bids will be opened by the Committee at 04.00 P.M. on 24st September, 2014.

8. Those who qualify in Technical bid for them the Financial Bids will be opened (To be declared later on after qualification of technical bid) in the Institute by the Committee constituted for this purpose. Bidders their authorized representative can be present at the time of opening of Technical bids and financial bids on scheduled dates.

Any tender received in the office of Dy.Registrar after the dead line prescribed for submission of tenders will be refunded un-opened to the tenderer.

The Institute reserves the rights to amend/ withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, NIT Delhi in this regard shall be final and binding on all.

**(Dy.Registrar)**  
**NIT DELHI**

**TERMS AND CONDITIONS**

**A. General**

i) The contract is likely to commence from 15 days of finalization of Tender for a period of one year, unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.

ii) The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Institute.

iii) The contract may be extended, on the same terms and conditions or with some addition/deletion/ modification for a further period not exceeding one year.

iv) 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.

v) Financial bids of only those tenderers shall be evaluated who are declared technically qualified.

vi) 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. The Character and antecedents of each personnel should be got verified by the service provider, before their deployment, through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the Institute for any reasons immediately on receipt of such a request from this Institute.

vii) 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.

List of persons shortlisted containing full details i.e. date of birth, marital status, address, educational and professional qualifications, experience etc.

Bio-data of the person with photograph affixed

Character certificate from a competent authority.

Certificate of Verification of antecedents of persons by local police authority

viii) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.

xi) The Agency shall depute a coordinator, out of the deployed personnel, 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.

ix) The service provider shall engage necessary persons as required by this Institute from time to time. The said persons 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/wages in time i.e. before 7th day of every month. There is no master & servant relationship between the employees of the service provider and this Institute and further the engaged person of the service provider shall not claim any absorption. The service provider should submit the bill to NIT Delhi by 10th of every month for reimbursement along with the proof of the required documents in respect of the deployed manpower as per financial terms and conditions.

x) The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, administrative / organizational matters as all are confidential/ secret in nature.

xi) The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this Institute. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.

xii) The service provider will have to remove the personnel from the office, who is found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider 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 written notice from office.

xiii) The service provider shall ensure proper conduct of his personnel in Institute's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

xiv) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.

xv) Working hours would be normally from 9.00 AM to 5.30PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required. The arrangement shall be made by the Service Provider on such occasions.

xvi) 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. The service provider 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 service provider. The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this Institute to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Institute implementing the Contract from time to time.

xix) This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.

xx) That 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.

xxi) The Institute will maintain an attendance register 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.

xxii) 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/DA etc. is to be absorbed by the Institute. The contract/agreement is extendable for further period subject to satisfactory performance of the agency and such amendments as mutually agreed to.

xxiii) 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 of account of 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.

## **B. Financial:**

i. Bids, offering rates which are lower than the minimum wages (as applicable for NCT of Delhi) for the pertinent category would be rejected. The successful bidder shall furnish a Security Deposit equivalent to Rs.1,00,000/- (Rupees One Lac only) in the form of an account payee demand draft drawn in favour of the "DIRECTOR, NIT DELHI". The security deposit will be forfeited in case if supply of manpower is delayed beyond the period stipulated by the Institute or noncompliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency. The agency shall raise the bill, in triplicate, along with attendance sheet to the concerned division/section of the Institute under whom the outsourced personnel has been deployed in the first week of the succeeding month. The division/section concerned will send the bills duly verified to the concerned authority for passing and payment within 15 days from the date of receipt of bill in the Institute.

ii. The bill shall accompany copies of PF/ESI challans, attendance sheet; service tax challan etc. failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of this Institute. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the law in force.

iii. Payments to the service provider would be strictly on certification by the Institute officer with whom personnel is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

iv. It shall be the duty of the Contractor to ensure that the disbursement of wages in the presence of the authorized representative of the Institute.

v. No wage/remuneration will be paid to any staff for the days of absence from duty.

vi. 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.

### **C. Fraud and Corrupt Practices**

i. 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.

ii. Without prejudice to the rights of the Institute under Clause (I), hereinabove, if an Applicant is found by the Institute to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by the Institute during the period such Applicant is found by the Institute to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may.

iii. For the purpose of this clause 1, the following terms shall have the meaning hereinafter respectively assigned to them.

iv. "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

v. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

vi. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

vii. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and



viii. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

#### **D. Legal**

i. The Service Provider 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, etc. in respect of the persons deployed by it in this Institute.

ii. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

iii. The Service Provider shall maintain all statutory registers 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 to each person employed by him on Contract and such wages shall be paid on or before 7th of every month.

v. It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum wages fixed by the Government, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.

vi. That 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.

vii. The service provider shall not assign, transfer, pledge or subcontract the performance or services without the prior written consent of the Institute.

viii. In case, the tendering 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.

ix. The service provider's personnel shall not claim any benefit/compensation/regularization or services from this Institute under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Institute.

x. In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Agency will be liable to be forfeited by this Institute besides annulment of the contract.

xi. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this Institute. The persons deployed by the Agency in this Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against this Institute.

xii. The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the agency from this Institute shall be forfeited by this Institute.

xiii. All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of "The arbitration and conciliation Act, 1996" with all statutory modifications and award made in pursuance thereof shall be binding on the parties.

xiv. The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.

**ANNEXIURE – II**

<b>S.No.</b>	<b>Particulars</b>	<b>To be field by the tenders</b>
1	Name of the 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.)	
5	PAN/TAN Number (Copy to be enclosed)	
6	Service Tax Registration Number (Copy to be enclosed)	
7	Labour License (copy to be enclosed.)	
8	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that the agency is / has not been black listed by Centre! State Government! PSU etc.	
9	Length of experience in the field	
10	Experience in dealing with Government Departments. (Indicate the names of the Departments and attach copies of contract orders placed on the agency valuing more than Rs.25 lakhs in a year)	
11	Whether a copy of the terms and conditions (Annexure-) duly signed in token of acceptance of the same is attached?	
12	Whether agency profile is attached?	
13	List of other clients. (Attach photocopies of contract agreement in the following order. S.No., name of the organization, contract period, value of the contract,	
14	Declaration about Fraud and corrupt practices (duly signed & attested as given in the tender document)	

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

**PROFORMA FOR FINANCIAL BID**

No.....

Dated.....

To  
Dy. Registrar,  
National Institute of Technology Delhi,  
Sector A-7, Institutional Area, Narela, Delhi-110040

**Subject: Quotations for award of contract for outsourcing Manpower Services.**

Sir,  
With reference to your letter No.....dated .....on the subject mentioned above,  
I/we quote the rate, including the service charge, service tax etc. for the above mentioned work as  
under:

S.No	Component of Rate	Multitasking Staff	Driver	Electrician	Plumber	Maali
1	Monthly rate per person					
2	Employees Provident Fund @13.61% of Sl.No.1 above					
3	ESI 4.75% of Sr.no.1 above					
4	Leave pay					
5	Bonus					
6	Gratuity					
7	Any other charges					
8	Administrative / Service charges					
9	Service Tax liability					
10	Total (column lto9)					

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

Note: The wage structure should be in conformity with the latest Minimum wages notified by Labour Department, Government of NCT, Delhi. Other charges, if any  
Statutory liabilities as per applicable rates.

**PROFORMA**

Name of the Service provider / Agency.....

Address of the Service provide / Agency.....

License No. Issued By office of Regional Labour Commissioner:-

EPF account No:-

ESI Registration No:-

Pan No. of the Service provider / Agency:-

Service Tax Registration No:-

Details of Work Experience:-

S.No	Name of Work	Work-I	Work-II	Work-III
1	Agreement / Work Order Reference			
2	Name of Client			
3	No. of Manpower Supplied			
4	Date of start			
5	Actual date of completion			
6	Total value of work done on completion (entire contract period)			
7	Contract value(Fee) for 12 months to be computed on proportionate basis			
8	Ref to client's certificate			

Note:

1. Only the value of contract as of contract as executed by the tender in his own name should be indicated.

2. All the details should be supported by documentary proof e.g. client's certificates clearly indicating the required details as numbers of different categories of manpower supplied. Commencement and actual completion date and contract amount payable etc. In addition they will be required to submit list showing name & address, category of manpower supplied and ESI, PF & Service Tax challans in support of his work experience.

**FINANCIAL DATA**

**NAME OF THE TENDERER:**

<b>S. No.</b>	<b>Description</b>	<b>Year 2011-12</b>	<b>Year 2012-13</b>	<b>Year 2013-14</b>
1.	Annual Turnover form 'manpower supply'			

**Note:**

1. Attach copies of the audited balance sheets, including all related notes, income statements for the last three audited financial years, as indicated above.
2. The financial data in above proscribe performa shall be certified by Chartered Accountant/ Company Auditor under his signature & stamp.

**ANNEXURE -VI**

**CHECK LIST FOR THE TENDER SUBMISSION**

<b>Sl. No.</b>	<b>DOCUMENT</b>	<b>REFERENCE PAGE NO.</b>	<b>CHECK (√/x)</b>
<b>Envelope-1: Technical Bid</b>			
1.	Tender documents duly filled stamped & signed by tenderer on each page.		
2.	Details of ownership & control of the tender (undertaking for sole proprietorship/partnership deed/ Memorandum & Articles of Association)		
3.	Written POA in favour of authorize person signing on behalf of the tenderer (containing attested signature of atomey)		
4.	Details of work experience in Annexure-IV along with client's accounts and other documents.		
5.	Financial Data in Annexure-V (duly certified by chartered accountant) along with audited financial statement of last three years		
6.	Financial Data in Annexure-V (duly certified of registration with PF authority		
7.	Attested copy of certificate of registration with ESI authority		
<b>Envelope-2: FINANCIAL BID</b>			
1.	Bill of Quantities along with Form of Tender duly filled and signed & stamped by the tenderer.		
<b>Envelope-3: TENDER SECURITY</b>			
1.	Tender security in separate sealed envelope		
Outer Envelope: The above three Envelopes shall be together put in one outer Envelope addressed to the Dy. Registrar NIT Delhi duly subscribing on top, tender number, name of work, time and date of submission and time and date for opening.			
NOTE: Tenderer shall submit the documents in technical bid properly placed in folders, duly indexed giving page no. for each document. The tender shall be sealed and marked as provided in the clause.			

## DECLARATION

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

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

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