



## UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

**Name of the Bid: Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**

**Tender Ref No : UTIITSL/ DHRD / 44 /2020-21      Dated: 14.05.2020**

### **GENERAL INFORMATION**

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders / invitation to bids and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website <https://www.tenderwizard.com/UTIITSL>. However, to be able to participate in the tender, bidders are required to download tender document officially from the above website without which bidders will not be able to participate. Since this tender shall be conducted electronically, bidders are requested to go through the Special Instructions on E-Bidding given at **Annexure A**.

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any Corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

**I) GENERAL CONDITIONS**

**II) SPECIAL CONDITIONS**

**III) BID FORM**

Seal and Signature of the Bidder

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## **PART – I**

### **GENERAL CONDITIONS :**

1. **Name of the Bid:** **Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**
2. **Important Dates :**
  - a. **Last Date/Time of procuring of official copy (Sealed Tender Bids) of Tender Document online:** To be able to participate in this tender, interested bidders are required to officially procure the tender document from <https://www.tenderwizard.com/UTIITSL> only before 5:00 p.m. on **01.06.2020**. After this date and time, no tender documents shall be available.
  - b. **Last date and time of raising the queries through tenderwizard on the tender documents:** The last date and time of raising the queries is before 3:00 p.m. on **20.05.2020**.
  - c. **Last Date/Time of uploading of tender bids online through tenderwizard:** The last date of uploading of tender bids is upto 3:00 p.m. on **03.06.2020**. After this date and time, no bids can be uploaded.
  - d. **ate of opening of the tender bids:** **D** The tender bids will be opened on the same day i.e. the last date of the receipt of the tenders **on 03.06.2020 at 3:30 PM** at the venue where the tender bids (Offline Documents) are received. It is to be noted that the offline documents will be checked first to know if the specified offline documents are available and thereafter the bids will be opened. The process will start by opening the offline documents.
  - e. The bid form which is to be filled by the bidder should be taken from the web site <https://www.tenderwizard.com/UTIITSL> and no attempt should be made for any changing or correcting it in any manner. It is clarified that only the conditions as appearing in the original bid form as uploaded at the above site will be treated as valid. If there are any changes / corrections in the form, then it is liable to be considered invalid.

### **2A. Pre-bid Queries:**

The queries should be addressed to the person to whom the tender has to be submitted as given below. The queries should be submitted online on the website <https://www.tenderwizard.com/UTIITSL> and the answer to all the queries raised by any prospective Bidders would be uploaded on the website <https://www.tenderwizard.com/UTIITSL>. The last date of receiving queries would be **20.05.2020** after which no queries would be entertained. No telephonic discussion or personal meeting would be entertained.

Seal and Signature of the Bidder

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### 3. Participation in tender process

The Bids should be submitted **online** in two parts, the '**Technical Bid**' and the '**Financial/Commercial Bid**'.

- a. **Technical Bid** : The '**Technical Bid**' should include all items with complete specification as per the eligibility criteria of the tender by the prospective bidders. The Technical bid should not contain any price information.
- b. **Financial Bid** : Financial Bids of only those Bidders/vendors shall be opened whose Technical bid is /are qualified as per the tender terms and conditions. This would be informed through the posting on the website <https://www.tenderwizard.com/UTIITSL>. No other mode of communication shall be used. The bidders are advised to regularly visit the aforesaid website.
  - i. The price quote figure / amount shall be quoted in the financial bid only and not in the Technical Bid.
  - ii. No price quote figure/ amount shall be quoted in the supporting Offline Documents which are to be deposited in hard copy.

### 4. Online and Offline Documents.

The documents need to be submitted online and offline which are defined under **Annexure V**.

5. **Name and Address for the submission of the offline documents (documents in Hardcopy) stated in Technical bid form (Annexure IV):** The bids should be addressed to "Vice President-HR, UTI Infrastructure Technology And Services Ltd., Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai - 400614" and deposited in the specified "Offline Document Box" at this address by the date **03.06.2020** and **03:00 PM** time of submission in a sealed envelope.
6. **Superscription: The envelope containing the offline documents must be superscribed as "Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region".**

If the tender is not superscribed then there are chances of accidental opening and tender shall be liable for rejection, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

7. **Earnest Money Deposit (EMD):** EMD should be paid by way of Demand Draft/ Pay Order (non-interest bearing) of Rs.1,00,000/- (Rupees One Lakh Only) in favour of "UTI Infrastructure Technology And Services Ltd., Mumbai".

For unsuccessful bidders, the same instrument may be returned without encashing. However, **the EMD of successful** bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the

cheque issued in their favour by UTIITSL.

The EMD should be kept in a separate cover **superscripted as "Bid EMD"** and kept into the envelope containing **offline documents with superscription as mentioned at point number 6 above.**

If the EMD is not enclosed then UTIITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the Skilled, Semiskilled and Unskilled manpower or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

- 8. Authorized Signatory:** The bid can be forwarded by bidder or bidder's representative. The Bid shall be submitted under Digital Signature of person duly authorized to bind the Bidder to the Contract.

The authorized signatory of the Bidder is required to digitally sign on all the pages and submit the technical bid and financial bid as a token of acceptance of all the terms and conditions of the tender.

Representative will have to enclose the Letter of Authority/ the Power of Attorney (POA) **duly executed by the bidder as offline document**; along with this offer or when demanded by UTIITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL. This POA shall empower the representative for all actions related to this bid as required from time to time. All actions by the representative in relation to this bid shall be binding on the Organisation for whom the bid is submitted.

- 9. Conditions for offline documents sent by post/courier:**

The following are essential conditions to be followed for the offline documents sent by post, failing which the tender may not be opened and not considered or may be treated invalid:

- a. Offline documents should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
- b. Offline documents should be sent only to the address as given at point no. 5 above in the name of the person / designation specified.
- c. Acknowledgement will be given to Department of Post only for documents sent by Speed Post and Registered Post.
- d. The envelope containing offline documents should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date of rendering and it would be treated invalid

as per the discretion of UTIITSL.

- e. UTIITSL takes no responsibility for any offline documents not reaching in time.
- f. UTIITSL takes no responsibility for offline documents not reaching at all.
- g. UTIITSL takes no responsibility for offline documents received in torn, opened or mutilated conditions. Such documents may not be accepted at all and are liable for rejection.
- h. In case of offline documents sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTIITSL is limited and restricted to put it in the appropriate "Offline Documents box" if the aforesaid tenders are received in time as stipulated in the conditions laid out.
- i. It is, therefore, advised that prospective bidders should deposit the offline documents directly in the "Offline Documents box" to avoid any delay in submission of the documents or to avoid any tearing / accidental opening during sending by post. Offline documents, which are not super scribed or which are not addressed properly, are liable to be not considered.

**10. Caution:** This is to be remembered that this is an e-tender and any tender document like bid, etc. (except for Offline documents advised herein) if physically deposited in the "Offline Documents Box" would not be considered. The bid would be only considered when it is e-tendered. The physical offline documents are the supporting documents which cannot be uploaded and therefore be deposited in the "Offline Documents Box", however, **in no case should the bid per se may be deposited in the tender box.**

**11.** In the tender document all the "**over writings/corrections**" should be duly authenticated by signing beside such over writings /corrections. Any cutting made while filling in the forms would have to be authenticated by signing beside such cuttings, failing which the proposal is liable to be rejected.

**12. Date of Online opening of the tender bids:**

- i. The tenders will be opened on the same day i.e. **03.06.2020** the last date of the receipt of the tenders, at 3:30 pm at the venue where the sealed offline documents are received.
- ii. All the bidders are invited for the tender opening.
- iii. It is to be noted that the offline documents will be checked first to know if the specified offline documents are available and thereafter the Technical bids will be opened i.e. the process will start by opening the offline documents.
- iv. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then the tenders would be opened on the next working day at the same time and at the same venue.

**13. Validity of the bids:** Generally, the bids will be valid for a period of One hundred and eighty days (180 days) from the date of opening of the financial acceptance, subject to

increase in the validity of Service Charges by mutual consent. However, such Service Charges will be valid for a period of minimum three years, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order would define the validity of the rates more specifically and that would be overriding this clause.

14. Interpretation and decision by UTIITSL on the terms of the tender will be final and binding.
15. All the conditions of the tender and the advertisement in the press (if advertisement released) will form a part of the agreement.
16. At any time before or after the submission of Technical Bid, UTIITSL may, for any reason, whether at its own initiative or in response to a clarification request from a Bidder, carry out amendment(s) to the Bid document/ Bid process. The amendment will be made available in the website <https://www.tenderwizard.com/UTIITSL> and will be binding on the bidders.
17. The bidders are requested to regularly visit the website: <https://www.tenderwizard.com/UTIITSL> for any information. The final revised conditions, if any, as indicated in the corrigendum/ amendments/ clarifications/ extension/ changes regarding this tender as uploaded on the said website will be binding and may form a part of the agreement.
18. **The process:**
  - a. The Technical bids would be opened at 3.30 p.m. on **03.06.2020** the last day of submission of Bids. **Only those tenders shall be opened for whom offline documents are received before prescribed date and time.**
  - b. A Tender Opening Committee of the officials of UTIITSL would be formed for opening of the bids.
  - c. The bid would be opened in simultaneous online presence of intending bidders.
  - d. The Financial Bid will not be opened on the day of opening of Technical Bids.
  - e. After declaration of opening of the technical bids, an evaluation of the technical eligibility of the Bidders would be carried out by the UTIITSL Technical Evaluation Committee, thereafter a Technical Evaluation Report shall be prepared which shall detail the qualified/ disqualified bidders. The decision regarding qualification/ disqualification of the Bidders shall lie with UTIITSL and shall be final and binding on the bidders.
  - f. Thereafter, the date of opening of the Financial Bid will be intimated to the qualified bidders only. This would be informed through the posting on the website <https://www.tenderwizard.com/UTIITSL>.
  - g. No separate intimation would be sent. The bidders are advised to regularly visit the aforesaid website.
  - h. The financial bids will thereafter be opened by a Tender Opening Committee of the officials of UTIITSL as per the mechanism set in the e- tenders.
  - i. The Financial Bids would be opened in simultaneous online presence of intending bidders.
  - j. It is clarified that the Financial Bids will not be opened/be valid, for the Bidders who do not qualify in the Technical bids.

- 19. GST and other taxes:** The bid should be exclusive of all the applicable taxes, cess, GST and any other present or future outgo payable to any authority by whatever name called. All such outgoings will be reimbursed on showing the proof of payment to the respective authorities. Applicable Tax will be deducted at source.

UTIITSL reserves the right to call for the clarification/ papers required for scrutiny from anyone including Bidder. However, the original quoted overall value would remain as quoted in the original tenders. UTIITSL is free to take any clarification or document or certificate from the associated banks and other agencies for scrutiny purpose or for deciding on the bid.

- 20. Central Excise:** Only in case of the applicability of the excise duty, the bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability from Central Excise by virtue of this contract coming into force.

- 21. Insurance:** While Agency is rendering the services in connection with the outsourcing of Staffing services at UTIITSL and at their Client Sites, it must have. Workman/employee compensation policy under Employee's Compensation Act 1923 for employees/- who are not covered under the ESIC.

The Agency must ensure that equipment provided by them is also insured.

The evidences of both the Insurance policies shall be provided by Manpower agencies at the request of UTIITSL.

- 22.** Only if applicable, the liability of the work carried out or the manpower supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / manpower in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.

- 23. Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.

- 24. Bank Guarantee:** For successful bidder/s a Bank guarantee will have to be given by the L1 bidder at the time and date specified by UTIITSL wherever he is L1 bidder. The EMD would be returned after submitting the requisite Bank Guarantee, supply of Manpower and execution of work as stipulated in tender.

- 25. Agreement:** After receipt of Bank Guarantee UTIITSL shall enter into the Agreement. An agreement shall be entered with UTIITSL by the successful bidder for the period of three years and extendable by one year based on satisfactory performance and mutual consent, failing which the Bank Guarantee as given may be forfeited or extension of work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTIITSL reserves the right to reject the tender or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.
- 26. Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
- 27.** UTIITSL reserves the right:
- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
  - ii) To award the contract to one or more number of bidders / vendors, on lowest price.
  - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTIITSL may deem fit.
  - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as UTIITSL may deem fit.
  - v) UTIITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
- 28. Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on L1 or negotiated rates with L1, whichever is lower.
- 29. Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of **not less than Three years** in the same area as put to bid, for supply/service to other organizations of repute and should be certified as **ISO 9001 – 2015 QUALITY MANAGEMENT SYSYTEM**. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
- 30. Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender.

For Manpower Tender contract, the bidder merely by filling this tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling this tender, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central,



state, local and municipal laws in-force. The bidder also confirms merely by filling this tender, to comply with any future laws that may be enforced upon by the statute.

Bidder which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to not to fill in the tenders.

Consequences of insufficient permissions / licenses or compliances on the part of the bidder would be to the bidder's account and the bidder merely by filling this tender indemnifies UTIITSL of any or all such consequences.

- 31. Blacklisting/Debarring:** The bidder merely by filling this tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, Nationalized Bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.
- 32. False Information:** In case if it is found that the bidder has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in this tender and allied works then UTIITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
- 33. Indemnity:** Further, by submitting this bid, the bidder indemnifies UTIITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the bidder indemnifies UTIITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for bidders or their representatives/ officials in carrying out this work.
- 34. Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.
- 35. Extension of contract:** As stipulated by UTIITSL, after expiry of Contract/Agreement period, the agreement can be extended on mutual consent initially for a further period of one year or upto the period till new contract comes in force the Service Charges shall remain same. However this option can be exercised only by UTIITSL.
- 36. Readiness:** The Bidder/Agency should ensure that the manpower/ are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.
- 37. Delay:** If the bidder/ agency does not start the work or if it is felt at UTIITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.

**38. Right to reject the work/ service which is not as per the specifications or the terms:** UTIITSL has right to reject the work/ services if they are not found to meet the specifications laid out or not satisfactorily performed or are not as per the terms of the tender / work order. No Charges will be paid for the defective work/ service. **UTIITSL reserves the right to reject the services other than specified without assigning reason.** This can be done at any stage of the work.

**39. Penalty:** UTIITSL reserves the right to levy penalty at its discretion for the delay in execution of work order /delay in supply of manpower/ delay in service/ delay in compliance. The penalty amount would be Rs. 200/- per day per resource if supply of manpower is not being done within 30 days of the placed indent through email/letter.

**Further** Any Delay in Payment of Salaries to the resources deployed at UTIITSL and at client sites beyond the stipulated period i.e. 7<sup>th</sup> of subsequent month (as defined under the Payment of Wages Act 1936), will attract a penalty of Rs.200/- per day per resource. Delay in payment of Salaries to Employees on Rolls of the Agency from the 4<sup>th</sup> Day after the stipulated Time will attract a penalty of Rs.300/- per day per resource in the month where delay has occurred, or forfeit the entire Service Charges for particular Month without any notice.

**40. Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the contract by giving 30 days notice any time with the selected vendor and in such case or without assigning any reason, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work. The Service Level Agreement would clearly specify the ground of termination.

As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.

**41. Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTIITSL. The volume indicated is for one year or the period specified in the work order / tenders. The work order would be more specific and binding.

**42. Confidentiality:** The bidder/ Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the bidder/Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the bidder/Agency.

**Only if applicable** to this tender, the Bidder/Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the bidder/agency once the work is over on a daily basis.

- 43. Usage of data / documents / information :** The Bidder/Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, is /are not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTIITSL in writing. The confidential information will be safeguarded and the Bidder/Agency shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTIITSL.
- 44. Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law / terminate the contract.
- 45. Essence of contract:** The Bidder/Vendor shall carry out the work / provide the services/ complete the supply of manpower as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or supply of manpower as per specified qualifications in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the Security Deposit / Bank Guarantee and in which case, there shall not be any claims for damages against UTIITSL by the Bidder/Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Bidder/ Vendor in default. The Bidder/Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
- 46. Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai /Navi Mumbai only.
- 47. Submission of bills:** The Bidder/Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, on or before 20<sup>th</sup> of succeeding month (or any other date specified) for the work carried out / services rendered /manpower supplied in the previous month and the same shall be settled by UTIITSL within 10 working days subject to compliance. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect including all compliance and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.

The bidders/agencies are advised to submit the complete bills in all respects including all compliances on or before 20<sup>th</sup> of succeeding month.

- 48. Inspection:** Wherever required, UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected bidder/vendor/s for checking their infrastructure, manpower and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the bidder /vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.
- 49. Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
- 50. Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling this tender agree to this delegation of power to UTIITSL to decide in this matter.
- 51.** UTIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
- 52.** The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.

## **PART II**

### **UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

#### **Special Conditions**

#### **Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**

- A. Specifications and Quantity**
- B. Right to place the orders in parts**
- C. Validity of Bids**
- D. Unit Rate**

##### **A. Specifications and Quantity**

The validity of the Contract shall be for three years and mutually extendable upto one year with same service charge. For successful bidder/s Bank Guarantee of Rs. 12,00,000/- (Rupees Twelve Lakhs only) issued by the Nationalized Bank will required to be provided by the L1 Agency/ Bidder. The Bank Guarantee shall be valid for 5 years.

The agency/ bidder on receipt of Work Order shall be required to provide the required Bank Guarantees within 10 days after accepting the Work Order. In case, if the agency/ bidder fails to comply the same, the EMD shall be forfeited without assigning any reason.

On receipt of the Bank Guarantee and successful commencement of work, the EMD would be returned as per the terms of this tender document and the L1 bidder / agency shall enter into suitable agreement with UTIITSL, failing which the EMD/ the Bank Guarantee as given may be forfeited.

#### **1. Essential Conditions for Contract Execution**

- a) The Agency should provide the manpower approximately as per the details of **Annexure VII**.
- b) The Agency shall supply the Manpower such as Data Entry Operator, Certified Aadhaar Operator and Supervisor, Electrician with required licence, Scanning Operators, Claim verifier/ Claim Adjudicator in Healthcare/ Medical Domain, Doctors, Civil & Electrical Engineers, Chartered Accountants, Company Secretary, Architects, 2D/3D Max Interior Designers, AutoCad Engineer, Tally Accounts Executive, IT Engineer and Facility Management (Cook, Helper, Canteen Boys, Electrician with License, Site Supervisor, Housekeeping, Office Boy, Security Guards, Plumber, Gardner, A/C Operator and Fire Officer) staff etc. as and when UTIITSL gives the requisition as per the details mentioned in **Annexure VI**. The requirement may change on the basis the future business which of UTIITSL may acquire.

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c) In the **Technical Bid** authorization certificates / documents are required. If bidder fails to provide any of the relevant document / certificate on demand they would be technically disqualified.

The Agencies should be Registered at area of work with the following Statutory Authorities:-

- A. Certificate of Incorporation/ Valid Shops and Commercial Establishment where our Regional Office is located (Mandatory)- These documents shall be submitted **online** along with the Technical bid.
- B. Profession Tax state wise/ Municipality wise, if applicable.
- C. Employees State Insurance Scheme (Sub- codes) - Mandatory.
- D. Independent PF Code with 3 years returns and authentic ECR cum Challans (mandatory).
- E. Labour Welfare Fund only if applicable
- F. Goods and Services Tax Registration in Eastern Region- This letter shall be submitted **online** along with the Technical bid.

d) Signed Authority Letter (**Annexure I**). This letter shall be submitted **online and offline** in original along with Technical bid.

e) The bidder should submit self declaration letter stated that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body (**Annexure II**). This letter shall be submitted **online and offline** in original along with the Technical bid.

f) The bidder/ agency shall provide 1 full time supervisor for all the working days in the premises of UTIITSL, with minimum qualification of Graduate in any discipline with sound Knowledge of word Excel and Net surfing in the area of management of supply of manpower and statutory compliance along with Laptop and Internet connection. The cost for supervisors, Laptops and Net connections shall be borne by the agency.

The Agencies shall submit to UTIITSL the copies of above Registration certificate along with the Tender document in online as well as offline Tender documents.

## **2. Methodology:**

- i. The requirement of manpower will be assessed by UTIITSL and conveyed to the agency (bidder in this case) and such manpower shall be deployed at various offices of UTIITSL located in Eastern Region and its Clients (PSU's, Insurance Companies, Banks, Income Tax, Government Offices etc.)
- ii. The place of deployment of manpower and the number of required manpower in each category would be conveyed to the agency / bidder from time to time. However, the present requirement of manpower shall be as per **Annexure VII**.
- iii. The requisite skill sets / experience / qualifications etc. would be conveyed to the agency / bidder for each of the categories.

- iv. The approximate period of deployment of each of the category of manpower would be conveyed to the agency/ bidder.
- v. UTIITSL would inform / specify the bidder from time to time regarding the qualification requirement and skill set expected from the prospective resource to the Agency and agency shall ensure to supply the resource as per requirement of UTIITSL and as per the prescribed qualification and skill set. The Service charges shall remain same for any additional qualification and experience.
- vi. The bidder in mutual coordination with UTIITSL would arrange the resources as specified above within maximum 05 working days of the intimation by UTIITSL to the agency / bidder and in a manner that the resource should join the organization/services within 30 days from the date of intimation by UTIITSL to Agency. The Agency will verify the credentials of the resources, before they are intimated to UTIITSL for selection.
- vii. The fixation of the salary/ emoluments basically is as per the Minimum Wages of the respective states or Central Wages as applicable. However, Fixation of salary beyond minimum wages shall be the discretion of UTIITSL.
- viii. Medical fitness certificate from registered Medical practitioner is to be collected from the candidates at the time of joining along with other formalities without which candidate shall not be allowed to join.

Also, the necessary verification of credentials and police verification would be carried out by the agency/ bidder for each selected resource within 10 days from the date of joining. If the deployed resources found unfit or any discrepancy in police verification, those resources shall be removed immediately by manpower agency with the intimation of UTIITSL.

- ix. No manpower/ resources shall be deployed to UTIITSL and its Client without issuing appointment /deployment letter to the resources for the particular period of deployment. In the said letter, there should not be any employee and employer relationship with UTIITSL.
- x. UTIITSL would reimburse the actual amount of Salary and all outgoings towards Statutory Compliances plus GST as applicable to the Agency/ Bidder and the same shall not be a part of Financial Bid / Tendering Process.
- xi. In addition to the reimbursement of expenses as given in Clause no. (x) above, UTIITSL would pay fixed service charges as decided through this invitation of Financial Bids. The agency will have to quote single rate of fixed service charges in Rupees only, for all categories of manpower for Eastern Region and Branches on per person per month basis.
- xii. The agency should provide copies of, deposited challans of Provident Fund Contribution, ESIC subscription along with ESIC paid at Subcode where UTIITSL has its Branches, GST Challan, Profession Tax Challan (if applicable in the respective state where UTIITSL has its Regional Office/Branches), copies of PF Electronic Challan cum Return (ECR), ESIC Challan /Contribution statement and Labour Welfare Fund (if applicable in the respective state where UTIITSL has its Branches) along with Invoices of particular month. If not submitted

UTIITSL will not reimburse the Manpower Bills till the receipt of complete statutory compliance as mentioned above.

- xiii. Submission of bills: Agency /Vendors shall pay salary to the resources hired on or before 7<sup>th</sup> on subsequent month for supply of manpower in the previous month. After paying salary to resources, vendor shall raise the bills/ Invoices along with challans / receipts, all relevant documents as directed by UTIITSL from time to time. Statutory Compliance Certificate on Rs.100/- Non-Judicial Stamp Paper duly signed by authorized signatory shall be submitted along with paid challans ECR for PF, ESIC challan and Contribution Statement, Professional Tax, GST, Salary Registers as per the format of contract labour and other statutory if applicable for the particular month. Bills shall be reimbursed subject to verification of all the statutory compliances for the particular month.
- Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and complied with all statutory requirement and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.
- The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects on or before 20<sup>th</sup> of succeeding month.
- xiv. The agency will keep the record of attendance for future reference.
- xv. The onus of verification of attendance is on the agency/ bidder. The reimbursement bill would be considered complete and payable only after the verification from the authorized personnel as decided by UTIITSL.
- xvi. The agency should ensure that the applicable Minimum Wages is being paid to the resources and further should ensure to provide supporting notifications from time to time to UTIITSL for effecting the revised minimum wages. The Agency should also ensure that all statutory compliances related to their resources are fully complied and are paid as per the local applicable State laws. The Agency shall maintain various registers required under Shops & Commercial Establishments Act, Contract Labour (Regulation & Abolition Act),1970, Payment of Bonus Act, Maternity Benefit Act etc. at all the branches of Eastern Region of UTIITSL. The Liability of the resources shall be the ownership of bidder/vendor.
- xvii. All the applicable taxes, GST and any other applicable tax by whatever name called levied on the salary/ emoluments payable to any authority on actual, would be payable by UTIITSL either directly or through reimbursement to the bidder/ agency.
- xviii. The deployment of manpower may be on PAN India irrespective of defined place /Region.
- xix. The manpower deployed at Corporate Office/ Regional Office /Branch of UTIITSL/ Client Site could be posted /transferred to any Branch of UTIITSL/ Client Site and expenses incurred on transfer shall be borne by manpower agency and the same shall be reimbursed by UTIITSL on submission of actual Bills for the same. Tour and Travel for Office related work shall be reimbursed.



- xx. The agency would have to agree to take manpower from other agencies as and when required at their discretion and for which no expenses shall be borne by UTIITSL.
- xxi. If UTIITSL decides not to continue with a particular resource or all resources the same would be conveyed to the agency/ bidder and the agency / bidder would withdraw their resource from the project/ UTIITSL site/ Client Site.
- xxii. In such cases either by efflux of time or sooner determination of contractual employment as per Clause no. xxi above, the agency/ bidder would take all the steps for smooth exit of the resource.
- xxiii. The agency, if applicable, undertakes to return all the goods/ equipments /documents/office papers etc. / cash issued to the resource on removal of the resource to the UTIITSL.
- xxiv. The agency merely by filling this tender indemnifies UTIITSL of any legal action by the resource/ employee.
- xxv. UTIITSL would reimburse the agency against invoices within 10 working days of submission of bills subject to verifications of attendance and all the statutory compliances etc. In case of any delay in payment, UTIITSL will not be responsible for payment of any interest or any payment of liquidity damages.
- xxvi. It is an essential condition that the tendering agency should facilitate the Department of Labour both Central and state for various clarification/ documentation and other co-ordination. If such facilities are not provided by the agency, then the contract is liable to be terminated at any stage.
- xxvii. Strength of Resources: Requirement of Resources shall be indicated by UTIITSL from time to time. However, presently required hired resources are mentioned in **Annexure VII**.
- xxviii. The Agency and its resources shall not carry out any personal business or any other activity which contradict with the interest of UTIITSL (directly or indirectly in any form).
- xxix. The Agency shall keep at a conspicuous place a complaint register in which complaints and suggestions, if any, could be recorded and the complaint register shall be open for inspection by the In-charge of the premises or any other officer of UTIITSL. The In-charge of the premises will take such action in respect of each complaints or suggestions as the case may be and the Agency shall be obliged to take remedial /rectification measures as instructed by the In-charge.
- xxx. No hired resources shall be allowed to work beyond prescribed hours without prior permission of official of UTIITSL or Client of UTIITSL if any and agency will provide every resource an Identity Card while deploying the manpower/ resources.
- xxxi. The Agency shall provide the following certificates /documents duly attested to UTIITSL after successful appointment of the resources provided by them:
  - A. Copy of offer letter duly accepted
  - B. Resume duly signed

- C. Copy of Certificates of 10<sup>th</sup> , 12<sup>th</sup> , Graduation and above along with mark sheets
- D. Experience certificate if any.
- E. 2 Recent passport size photographs.
- F. Medical fitness Certificate
- G. Police Verification Certificate
- H. Character Certificate
- I. Identity Proof
- J. Aadhaar Card (Mandatory)
- K. PAN card (Mandatory)
- L. Permanent Address Proof.

xxxii. UTIITSL would reimburse at actual or upper limit upto an amount of Rs.1500/- for a medical check- up by a registered medical practitioner and upto Rs.1500/- for the police verification on production of the receipt of the medical certificate and police verification certificate along with bills. This shall be reimbursed to agency /vendor within 10 working days after submission of complete bill with necessary enclosures.

xxxiii. If there is any stoppage of service in any area of operation due to any reason, the Agency shall be liable for penalty including termination of contract.

xxxiv. For the information of the bidders the minimum qualification requirement for different categories of resources has been categorized as given in **Annexure VI** of this document, however, there can be other specialized requirements which may need specific qualifications and experience which would be intimated by UTIITSL from time to time without incurring of any charges.

xxxv. **Locations:**

The locations where the Skilled / Semi Skilled / Unskilled Manpower may be required are given in **Annexure VII of this document.**

- a. While the locations are mentioned in **Annexure VII**, the same may change /vary based on client/business requirements. **Agency / service provider must be in a position to supply resource at various locations in all the States under the Regional Offices as enumerated in Annexure VII after placing the work order within 30 days. If required, the agency / service provider may have to provide the manpower in PAN India with same terms and conditions.** UTIITSL is also in the process of expansion of network of Branches across the length and breadth of the Country. Agency should provide manpower as and when such Branches are opened in those states of Eastern Region.
- b. UTIITSL shall not be responsible for any amount/fees/ charges by whatever name called, which the agency may charge from the prospective resource.

### 3. Eligibility :

**Following are the minimum criteria which the bidder should fulfill to become eligible for bidding (Complete Information to be given in the Letter of Technical Bid Form and the Format of Information in Respect of the Bidder given as Annexure IV & Annexure V).**

1. The Bidder should have prior experience of not less than three years in the same area as put to bid, for supply of manpower services to other organizations with the certification of **ISO 9001 – 2015 QUALITY MANAGEMENT SYSTEM**. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
2. Manpower service provider, placement agencies, autonomous bodies, firms, and companies are eligible to participate in the bidding process.
3. The agency should have a minimum annual turnover of Rs. 25 crores in India consistently for the last three financial years in providing manpower to various clients/companies.
4. The certified copies of the Audited financial statement for last three years i.e. 2016-2017, 2017-2018 and 2018-2019 with Net worth certificate as on 31.03.2019 from CA should be submitted along with the Tender in Online and Offline document.
5. Letter from CA mentioning that the firm has no dues of GST and others if any as on September 30, 2019.
6. The agency should have independent EPF code, ESI registration no., PAN, GST registration, Profession Tax no. (if applicable) and registration under all applicable labour laws and should submit the certified copy of the same.
7. Consortium bidding shall not be allowed.
8. The agency should provide copies of Form -16 issued to its employees, deposit challans of Provident Fund Contribution and ESI subscription whenever asked for.
9. Self Declaration Letter from bidder/vendor regarding 3 years continuous Experience in providing the areas as above must be submitted (**Annexure III**) by online and offline document.
10. Bidder/Vendor having his/its office establishment/infrastructure set up in the same city where UTIITSL is having its Regional Office is an essential /mandatory condition of eligibility for participating in the bidder Process. The Said establishment should be in working condition along with the valid registration under the shop and Establishment. The Tender /Bidder should submit documentary evidence in support of the same. Location where UTIITSL is having its **Eastern Regional Office** is "**29, N. S. Road, Ground Floor, Opposite Gilander House & Standard Chartered Bank,**

**Kolkata-700 001.”** If this condition is not fulfilled, UTIITSL reserves the right to reject the Technical Bid. In case, after the award of the contract, if UTIITSL find that the Bidder/Vendor does not have a well set up establishment in the same city as that of Regional Office of UTIITSL, then UTIITSL reserves the right to reject the contract/terminate the Agreement and forfeit the Bank Guarantee and invoices if any.

11. The agency should submit the satisfactory performance report from their existing clients i.e. from Government Companies / PSUs / Reputed organizations.
12. Vendor/Bidder should have capabilities to provide manpower under all categories in all locations/Branches in the Eastern Region where he is submitting the tender bids. Names of Locations / Branches of UTIITSL are given in **Annexure VII.**

**4. Availability of requisite permissions and licenses and compliance with the statutory provisions:**

The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for resources supply / services for which they are bidding through this tender.

Further, merely by filling this tender, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and Municipal laws in force.

Valid registrations viz., GST No., ESIC no. along with Subcode, Provident Fund No., Profession Tax No. (If applicable) registered with Labour Office and with any other authorities as per requirement should be available with the agency and be produced as and when required. Wherever there are more than 20 Hired Resources/ contractual employees in the Office/ Branch, Agency has to obtain Labour Licence from the respective Labour Office.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling this tender indemnifies UTIITSL of any or all such consequences.

- 5. Additional Information:** During the evaluation of appointment, UTIITSL may, at its discretion, ask the agency for a clarification. If the response to the clarification is not received, UTIITSL reserves the right to make its own reasonable assumptions at the total risk and cost of the bidder /vendor. As also, the bidder /agency is required to update UTIITSL on any developments which may affect the evaluation. During the period of appointment if the name of the firm/company (or its division) has undergone a change due to acquisition, amalgamation and merger etc., the firm/company shall inform UTIITSL. In such cases, all the obligations under the contract with UTIITSL should be passed on for compliance to the new company or division.

**6. One time Service Charge basis**

Agency shall also be required to provide manpower on one time Service charges basis as the skills, qualifications and experiences stipulated above. UTIITSL shall interview and select candidate as per requirement amongst the CVs provided by the agency and fix the

salary and communicate the same to agency. The candidate shall be directly put on the contract with UTIITSL for the project .The salary to the staff shall be paid by UTIITSL. UTIITSL shall pay the agency one time charge which would be 4 times the Service Charge quoted in this financial the selected candidate on successful joining.

Any delay in providing manpower on one time service charge shall also attract penalty as stated in Part I point 39.

If any candidate stops attending/ resigns/ absconds within a period 30 days, agency shall provide replacement. No additional service charge shall be paid for such replacement.

Any delay in providing manpower on one time service charge shall also attract penalty as stated above.

7. **Selection Procedure:** The Ranking of the agencies will be decided only on Service Charges quoted by the agencies in the Financial Bid form. Agencies who has quoted the lowest Service Charges will be ranked as L1 (Lowest Bid) and so on. UTIITSL reserves the right to appoint one or more agency or may not appoint any agency whatever the case maybe. UTIITSL reserves the right to appoint one or more than one agencies at the L1 (Lowest Bid) rate received from the agencies. UTIITSL has the right to deploy any resource from any agency/bidder anywhere.

In case the L1 or L2 or L3... vendor/s refuses to carry out the work (before or after placing of the work order or till the validity of the agreement), then the said agencies shall be blacklisted from the list of Agencies of UTIITSL / other Public Sector Undertakings and their EMD / BG will be forfeited.

In case of tie, i.e. if more than one agency quoting the same lowest rate i.e. (Service Charges) then they will be considered as L1 vendor. However the proportionate allotment of work will be decided by UTIITSL only. Please refer Part II- Clause no.7 (B).

However, UTIITSL does not guarantee that the work order will be placed for the supply of manpower to any agency as the requirement is based on the business of UTIITSL.

In the Financial Bid Form the Agency is required to quote for the Service Charges per manpower per month in Indian currency only.

The bidder if he has quoted for manpower supply, it implies that he is able to supply manpower as prescribed above. Also it implies that Agency complied all the statutory compliances as required under the respective region and satisfies the eligibility criteria as enumerated in the tender document.

#### **B. Right to place the orders in parts**

As indicated above, UTIITSL reserve the right to place the orders in parts with more than one vendor at L1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTIITSL will be final in the distribution.

Ranking	Rate	Percentage Allocation
L1 (1st lowest)	L1 rate	100 %

A ranking list will be prepared in which ranks would be given to each of the vendor with respect to the rates quoted by them. L1 will be given 1<sup>st</sup> rank. If there is more than one vendor in L1 Category, then the distribution pattern shall be as follows:

- (a) With Two L1 Vendors, the distribution shall be 50% Each.
- (b) With Three L1 Vendors, the distribution shall be 33.3% each and so on.

**Note: The Bank Guarantee amount shall not change in this case.**

UTIITSL reserves its right to empanel initially L2 agency/ bidder to match the L1 rate, if L2 is not willing to match the same then UTIITSL may offer the same L3, L4 and so on with the same terms and conditions stipulated to L1.

UTIITSL reserves the right to distribute the work. This condition would be more specified in the work order to be issued and the conditions in the work order would override these conditions.

**Comparison of bids and placing of orders:**

- a. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the "**Annexure-VIII**" (Financial Bid). Agencies who had quoted the lowest Service Charges for all the categories in '**Annexure VIII**' will be consolidated and ranked as L1 (Lowest Bid).
- b. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation.
- c. UTIITSL reserves the right to place the orders in parts with more than one vendor at L-1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTIITSL will be final in the quantum of distribution/location of distribution.
- d. After fixation of service charge the work order shall be given to the agency/agencies/ bidder. In all the cases, the decision of the UTIITSL regarding allocation of the work location wise to the agency/agencies/ bidder shall be final and binding to the bidders and no further discussion will be held with the bidder on this matter under any circumstances.

### **C. Validity of bids**

As mentioned in Part I- Clause 13 under the heading "Validity of the bids", in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for a minimum period of three years and the manpower supply will have to be made as per the orders placed from time to time. During this period of three years and extendable by one more year by performance of the agency and mutual consent, there shall be no increase in rates.

### **D. Unit Rate**

Service Charges are on per person per month basis.

**E. Till the time of execution of the agreement the terms and conditions specified in this document will be binding.**

### **IMPORTANT NOTE FOR FINANCIAL BID SUBMISSION**

1. Please read carefully all the terms & conditions of the tender, before filling up this form.
2. Complete the format in all respects with signature on each page with seal. The Bidder's signature on the bid shall be deemed to imply unqualified acceptance of the General Terms and Conditions. This tender document shall be submitted **online** and offline along with the Technical bid as mentioned in the tender.
3. If space provided in the format is not sufficient, please provide the information in a separate sheet, duly signing the same.
4. The service charges will remain fixed for the contract period and in no condition there will be increase in the charges during this period.
5. In case of any ambiguity between arithmetic calculations, the rates written in words in Financial bid will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the tender.



**Annexure I**

**(On the Letter Head of the Agency)**  
**TO WHOMSOEVER IT MAY CONCERN**

Date: -

To,

Vice President - HR  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur,  
Navi Mumbai -400 614.

**Subject:** Signing of Authority Letter

Dear Sir,

This is with reference to the tender for "**Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**" due on **03.06.2020**.

We hereby authorize \_\_\_\_\_ (Name of the bidder's official with designation) to sign the said bid on the behalf of \_\_\_\_\_ (Name of the Bidder Agency).

For \_\_\_\_\_ (Name of the Bidder Agency)

Authorized Signatory  
(Seal & Stamp)

Seal and Signature of the Bidder

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**(On the Letter Head of the Agency)**

**SELF DECLARATION LETTER**

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

To,

Vice President - HR  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur,  
Navi Mumbai -400 614,

**Subject: Self Declaration letter regarding "Not Blacklisted"**

Dear Sir,

This is with reference to the tender for "**Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**" of UTI Infrastructure Technology And Services Limited, we hereby declare that we have not been blacklisted / debarred by any government department / agency, Reserve Bank of India, Nationalized bank, or any Public Sector Unit or body.

For \_\_\_\_\_(Name of the Bidder Agency)

Authorized Signatory  
(Seal & Stamp)



**Annexure III**

**(On the Letter Head of the Agency)**

**SELF DECLARATION LETTER**

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

To,

Vice President - HR  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur,  
Navi Mumbai -400 614.

Dear Sir,

**Subject: Self Declaration letter regarding "Minimum 3 years and above experience in supplying of Skilled, Semi Skilled and Unskilled Manpower"**

This is with reference to the tender for "**Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**" of UTI Infrastructure Technology And Services Limited, we hereby declare that we \_\_\_\_\_(Name of the bidder company) have \_\_\_\_\_(Number of Years) of experience in supplying of Skilled, Semi Skilled and Unskilled Manpower to Reputed Organizations.

For \_\_\_\_\_(Name of the Bidder Agency)

Authorized Signatory  
(Seal & Stamp)

Seal and Signature of the Bidder

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**(To be submitted on the letter head of the Agency)  
LETTER OF TECHNICAL BID FORM**

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

Vice President - HR  
UTI Infrastructure Technology And Services Limited,  
Plot No. 3, Sector 11,  
CBD Belapur, Navi Mumbai 400614.  
Maharashtra.

**Sub: Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**

Sir,

This is with reference to e-tender released by UTIITSL in the **tenderwizard** portal on **14.05.2020** and I/We/ the undersigned am/are submitting this online **Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region** taking into consideration the above mentioned requirements and based on the terms and conditions mentioned in the online document as available on the website: <https://www.tenderwizard.com/UTIITSL> due on **03.06.2020**. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Reputed Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company /Firm empanelled in your organization for supply of Skilled, Semi-skilled, Un-skilled manpower for Eastern Region.

We understand UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work, Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information from UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for Service Charges and L1 will be decided by UTIITSL.

An EMD of Rs.1,00,000/- (Rupees One Lakh Only) is enclosed vide Demand Draft /Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of UTI Infrastructure Technology And Services Limited, payable at Mumbai, drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch.

Seal and Signature of the Bidder

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**Yours faithfully,**

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

**Name of Firm:**

**PAN Number of the agency:**

**Address:**

**Location:** \_\_\_\_\_

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

Seal and Signature of the Bidder

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**Annexure V**

Format of Application for submission of Technical Bids (Continuation of Technical Bid Letter)

**The detail of the bidder and checklist for submission of bid along with below mentioned documents are as under:**

<b>FORMAT OF INFORMATION IN RESPECT OF THE BIDDER</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
1.	Name of the Company	
2.	Type of Organization / Certificate of Incorporation (Please provide copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment	
4.	Address of Corporate Office of the Vendor	
5.	Telephone / Telefax / Numbers, corporate email-ID and website URL name	
	<b>Online Documents and Offline Documents to be submitted</b>	
6.	Full Address of the Agency where UTIITSL has its Regional office located (Attach copy of Telephone / Electricity Bill/ Agreement copy- not more than three month old). Also provide name of the Contact Person, Telephone no. and Email id.	
7.	Addresses of all the Branches (Attach separate sheet if required)(Attach Copy of Telephone /Electricity Bill) of last 3 months.	
8.	Name and addresses of Directors / Partners / Proprietors / Key Managerial Personnel	
9.	GST Registration Number (with certified copy)	
10.	Provident Fund Code (with certified copy)	
11.	ESIC Code (with certified copy)	

Seal and Signature of the Bidder

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Sr. No.	Particulars	Details (to be filled in by the Bidder)
12.	Profession Tax Code (With certified copy, if applicable)	
13.	Shops and Establishment Code (With certified copy)	
14.	Company or Firm PAN Number. (Bidder/Vendor should necessarily have its own Office Establishment where UTIITSL is having its Regional office)	
15.	Name of the Bankers, Branch address with IFSC & MICR Codes (please attach photocopy of a cancelled cheque)	
16.	Account Number & nature of Account maintained	
17.	Names, Address and Email IDs & mobile numbers of Authorized Representatives / contact persons	
18.	Nature of present or previous association with UTIITSL for providing similar or any other nature of service	
19.	Furnish certified copy of the Audited Balance Sheet for the last three Financial Years i.e. 2016-17, 2017-18 and 2018-19 and Networth Certificate of the Company as on 31 <sup>st</sup> March 2019.	
20.	Copy of filing of return of GST – GST R 1 And GST 3B as on September 30, 2019 and no dues certificate from CA mentioning that the firm has no dues of GST and others if any as on September 30, 2019.	
21.	Annual Turnover of Rs. 25 Crore in India during the last three Financial years in providing manpower to various clients/ Reputed Companies – Certified copy from CA on his letter head.	
22.	Self Declaration letter on the letter Head of the Agency/Bidder regarding presence of their Office in Kolkata along with their respective office address. Attested.	
23.	Organizational Hierarchy Structure of Contractual Manpower in the Company (where Contractual Manpower is supplied by the Vendor) and Details of Staff Strength in each Hierarchy.	
24.	Copy of ISO 9001-2015 Quality Management System	
25.	Satisfactory Performance Letter from existing clients i.e. Government Companies/ PSU/ Reputed Organization.	

Seal and Signature of the Bidder

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Sr. No.	Particulars	Details (to be filled in by the Bidder)
26	Details of various categories of manpower supplied for various organizations (Give names of organizations, strength and category of manpower (technical / administrative/clerical / Officer / Managerial Staff etc) giving details of Minimum Basic qualifications of each category manpower supplied etc. and number of years of continued business relationship with each of them – Bidders may attach separate sheets as well as supporting to authenticate their claims). Also give location details of manpower supplied.	
27	Any business association with any of the Central/State Government Organizations / Public Sector Undertakings / Quasi Government Organizations /Municipal /Local Government Authority for supply of various categories of manpower. Please give details of organization where manpower supplied, category and statistics for manpower and providing services since how long. Please enclose supporting documents in support of the same.	
28	Have you been blacklisted /debarred by any of the Government Undertakings / Companies /Organizations, and if so, name of the Company as well as period of debarring. – <u>This letter shall be submitted <b>online</b> along with the Technical bid. – <b>Annexure II</b></u>	
29	Reference Name and contact details of Persons in Client organizations for verification of credentials of the bidder.	
30	Signing Authority Letter / Power of Attorney (POA) ( <b>Submit the Signing of Authority Letter as Offline Document &amp; format given as Annexure I</b> ) or Power of attorney may be a standard document of Bidder company	
31	Bid Security / EMD (Earnest Money Deposit) (Submit the Bid EMD as Offline Document)	
32	Self Declaration Letter regarding Minimum 3 years experience ( <b>Annexure III</b> )	
33	Letter of Technical bid ( <b>Annexure IV</b> )	

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**Annexure VI**

**Essential Qualifications of Required Resources**

Category of Workers	Nature of Work being Done	Minimum Basic /Essential Qualifications Required of the Resource
Skilled Workers	A skilled employee is one who is capable of working efficiently of exercising considerable independent judgment and of discharging his duties with responsibility. He must possess a thorough and comprehensive knowledge of the trade, craft or industry in which he is employed.	Specialized Post Graduate Degree/Diploma, Professional Qualification in IT i.e. BE/B.Tech/MCA, M.Sc-IT, BCA, B.Sc-IT and for Non-IT BA, B.Com, B.Sc Medical (i.e. Nursing, BAMS and MBBS/Diploma Qualification. B.E/B.Tech/Diploma (Electrical & Civil), Chartered Accountants, Company Secretary, Architects, Fire Operator in a particular area of relevance with a Minimum of 1-5 Years of working experience and good typing speed. (Skill Set and Job Description shall be intimated separately) as per the requirement)
Semi-Skilled	A semiskilled worker is one who does work generally of defined routine nature wherein the major requirement is not so much of the judgment/skill and but for proper discharge of duties assigned to him or relatively narrow job and where important decisions made by others. His work is thus limited to the performance of routine operations of limited scope.	Graduate in Arts / Commerce / Science (for Administrative /Office Work) Semi Skilled - XIIth/10+2 and ITI / Trade License in the relevant field (For Technical Works on field /at Worksite) Generally these resources will have some exposure to the computers and should be able to carry out various office works but not limited to assignments like Data entry with good typing speed, scanning, processing, routine office works, manning the counter, receipt and dispatch etc. / General Technical Field Work. Certified Aadhar kit Operator.
Unskilled Category	An unskilled employee is one who does operations that involve the performance of simple duties, which require the experience of little or no independent judgment or previous experience although familiarity with the occupational environment is necessary. His work may thus require in addition to physical exertion familiarity with variety of articles or goods.	Non Matriculate and relevant experience in the field.



**Annexure VII**

**LOCATIONS:**

Skilled / Semi Skilled / Unskilled Manpower may be required in different Locations / Branches (as per **Branches in Eastern Region**) as given below-

<b>Sr. No.</b>	<b>States</b>	<b>Branches of Eastern Region</b>	<b>Approximately No. of Resources Required</b>
1.	<b>West Bengal</b>	Kolkata+ Eastern Regional Office	49
2.	<b>West Bengal</b>	Siliguri	2
3.	<b>Assam</b>	Guwahati	3
4.	<b>Bihar</b>	Patna	4
5.	<b>Odisha</b>	Bhubaneswar	3
6.	<b>Odisha</b>	Durgapur	1
7.	<b>Jharkhand</b>	Ranchi	2
8.	<b>Tripura</b>	Agartala	4

**Total Contract Value approximately is Rs. 1.25 Crore Per Annum.**

Vendor should necessarily have capabilities to provide all categories of manpower in all Branches of Eastern Region as determined by UTIITSL from time to time and also to comply the statutory compliances as per the requirement of the respective state. The locations of deploying of manpower may increase or decrease from time to time.

**PART III**

**Annexure VIII**

**FINANCIAL BID FORM**

(To be submitted on the letter head of the Agency)

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

Vice President - HR  
UTI Infrastructure Technology And Services Limited  
Plot No. 3, Sector 11, CBD Belapur,  
Navi Mumbai -400614.

Sir,

**Sub : Supply of Skilled, Semiskilled and Unskilled Manpower for Eastern Region**

This is with reference to your tender due on **03.06.2020**. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various Government/ Public Sector Undertakings / Reputed Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / Firm empanelled in your organization for supply of Skilled, Semi-skilled, Un-skilled manpower in Eastern Region.

We understand that UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work, Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have given all the required information by UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for items and L1 will be decided by UTIITSL.

**Comparison of bids and placing of orders:**

1. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the Financial Eastern Region.
2. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation in Eastern Region.

Seal and Signature of the Bidder

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3. Such lowest bids would be declared as the basic rates for the Eastern Region on which the order would be placed to the bidders.
4. After fixation of rates the lowest rates received, the orders would be placed to the agency who has quoted that lowest rate. On his (lowest bidders) inability to provide the required manpower either number wise or location wise or experience/qualification wise, within the specified time frame of 05 days for arranging the resources for confirming their candidature as per Clause no. 2 (sub clause vi) of Part II and clause 4 of Part II failure in providing the required statutory provision as per the state/ region then UTIITSL reserves the right to offer the assignment to any other agency/ bidder on the lowest rates so quoted for the said category.
5. UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

In case of difference in price quoted, the price in words will be taken as final.

**I am submitting my Tender for the Eastern Region.**

Financial Bid : OUR QUOTE

It is understood that salary and all other emoluments payable to the resource and all other statutory benefits as applicable as per actual would be on account of UTIITSL.

The Agency submitting the bid necessarily needs to quote a single rate of Service Charges for all categories of manpower for all the Branches in the region where he intends to supply manpower.

**FINANCIAL BID**

The Agency /Bidder has to bid only Service Charge in Indian Rupees Per Resource Per Month in below mentioned table:-

Sr. No.	Particulars	Only Service Charge to be quoted for Skilled, Semi Skilled and Unskilled staff (Only Single Rate to be Quoted for all Categories) (Rate quoted per month per Resource in Numerical and in words]
1.	Service Charge	Rs.(in Figure) _____ (Rupees in Words) _____ )

\* GST or other taxes shall be extra

One time Service Charge (which would be 4 times the Service Charge (Per Resource Per Month) quoted above)

Sr. No.	Particulars	Only One Time Single Rate which will be 4 times of the Service Charge quoted for all Categories) (Rate quoted in Numerical and in words]
1.	One time Service Charge	Rs.(in Figure) _____ (Rupees in Words) _____ )

**Bids shall be rejected if vendor/vendors are quoting service charges in percentage.**

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm & Agency Seal:

PAN Number of the agency:

Address:

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

Seal and Signature of the Bidder

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**CHECK LIST FOR SUBMISSION OF BIDS in Offline Mode**

Forms for Submitting Offline Bids	Yes / No
<b>Envelope No. 1</b>	
Envelope No 1 <b>with superscription as marked above and "TECHNICAL BID" should contain the following documents</b>	
a. Tender Document (Seal and Signed by Authorized Signatory on all pages of the Bid)	
b. Technical Bid Letter	
c. Technical Bid Form (Annexure IV & V)	
d. EMD of Rs.1,00,000/-	
e. Check if all the required documents certifying all the qualifying conditions has been enclosed in Envelope I as enumerated in <b>Annexure V</b> .	
Note: Signature on all the pages of tender documents conveying the acceptance of all terms and conditions is must.	
f. In case the bidder is a non-individual, then the letter authorizing the signatory to sign the tender documents must be enclosed. This letter would be on the Bidders Letter Head.	
Note: UTIITSL reserves the right to reject the tender documents in the event EMD is not enclosed during the bidding process.	

Seal and Signature of the Bidder

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## **Annexure -A**

### **Special instructions to Bidders for e-Tendering**

#### **General**

The Special Instructions (for e-Tendering) supplement 'General Instruction for the Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, UTIITSL has decided to use the portal:

<https://www.tenderwizard.com/UTIITSL> through Antares systems Ltd, This portal is based on the software from Electronic Tender<sup>®</sup>. A portal built using Electronic Tender's software is also referred to as **Tenderwizard**.

Benefits to Suppliers are outlined on the Home-page of the portal.

#### **Instructions**

##### **Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System<sup>®</sup> (ETS)
3. View Notice Inviting Tender (NIT) on ETS
4. Download Official Copy of Tender Documents from ETS.  
Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
5. Bid-Submission on ETS
6. Attend Public Online Tender Opening Event (TOE) on ETS  
– Opening of Technical Bid-Part
7. Attend Public Online Tender Opening Event (TOE) on ETS  
– Opening of relevant part (i.e. Financial-Part)  
(Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Tenderwizard.

## Digital Certificates

For integrity of data and 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 3 issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### Registration:

**To use the Tenderwizard portal:** <https://www.tenderwizard.com/UTIITSL>

Vendors need to register on the portal tenderwizard. Registration of each organization is to be done separately for the e-tendering activities. For further details, please visit the website/portal, and click on the 'Register Me' (on the Home Page), and follow further instructions as given in the help manuals on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and payment of Annual Registration Fee, please contact Antares Systems Ltd./ Tenderwizard Helpdesk (as given below), to get your registration accepted/activated.

**Important Note:** If any problems occurs during the use of Tenderwizard (including the Registration process), it is recommended that the user should read or follow the instructions given in the help manual which is uploaded in our Home Page, The instructions relating to 'Essential Computer Security Settings for Use of Tenderwizard' manuals has been uploaded in our portal.

Tenderwizard Helpdesk	
Telephone/ Mobile	Customer Support: 080-40482121/126/080-40482000 (From 9 AM to 6 PM Monday to Saturday except on Sunday and Govt. Holidays) Emergency Mobile Numbers: 7011974208
E-mail ID	<a href="mailto:utiitsletenders@gmail.com">utiitsletenders@gmail.com</a> , <a href="mailto:chandraprakash.t@antaressystems.com">chandraprakash.t@antaressystems.com</a> [Please mark CC: <a href="mailto:raghuprashanth@etenderwizard.com">raghuprashanth@etenderwizard.com</a> ]

UTIITSL Contact Person	(i) Mr. Rajinder Kumar (UTIITSL official, Telephone No: 022-67931288 / 1292, Mob. No. 9892593339) (ii) Email.id: rajinder.kumar@utiitsl.com
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### Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online only i.e. [www.tenderwizard.com/UTIITSL](http://www.tenderwizard.com/UTIITSL)

### Offline Submissions:

The bidder is requested to submit the documents in offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.




Vice President HR  
UTI Infrastructure Technology And Services Limited  
Plot No. 3, Sector-11,  
CBD Belapur,  
Navi Mumbai-400614.

The envelope shall bear (Name of the Bid), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).


Note: The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexure during Online Bid-Submission.

**Other Instructions:**

**Website:** <https://www.tenderwizard.com/UTIITSL>

<b>Web Registration</b>	<ol style="list-style-type: none"> <li>1. Type website address <a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a> under browser URL.</li> <li>2. Click "Register Me", provide all the details with Class III Digital Signature updating.</li> <li>3. Get the User id and password.</li> </ol>
<b>Tender Free View (Only Open Tenders)</b>	<p><u>To download the tender notifications and documents from website, follow the steps given below:</u></p> <ol style="list-style-type: none"> <li>4. Click "<b>Tender Free View</b>" under "<b>Go to Tender</b>" link on the home page.</li> <li>5. Provide all or any one of the options like "Department", "Tender Number", "Region", "Estimated Cost", "Tender Request Dates (From and To)", "Tender Submission date" or "any key words from Tender Description"</li> <li>6. Click "<b>Submit</b>" to view the results. A list of tenders shall appear on the screen.</li> <li>7. Click  to view the cost free documents.</li> <li>8. Click  to print the detailed tender notice.</li> <li>9. Click  to print the tender notice.</li> </ol>
<b>Login</b>	<ol style="list-style-type: none"> <li>10. Open any Browser (Microsoft Internet Explorer or Mozilla Firefox).</li> <li>11. Type website addresses <a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a> in the address bar, to access the Login Page.</li> </ol>
<b>Participation</b>	<ol style="list-style-type: none"> <li>12. Vendor should have User id, Password and Class III digital signature to participate in the tender online.</li> <li>13. Enter the website using user id, password and digital signature.</li> <li>14. Click "<b>UnApplied</b>" (if open tenders) to view / apply for new tenders.</li> <li>15. Click "<b>In Progress</b>" (if limited tenders).</li> </ol>
<b>To Upload / Attach the</b>	<ol style="list-style-type: none"> <li>16. To attach the additional documents to any tender</li> </ol>



<p><b>Additional Documents</b></p>	<p>click "<b>Document Library</b>" and upload the same. 17. Attach the required documents to the concerned tenders from document library section to the tender document screen. (<b>More explanations can find in "detailed help Manual</b>).</p>
<p><b>Download Documents</b></p>	<p>18. Click  "<b>Edit Attachment</b>" to view the tender documents which are received by the user. 19. Tender document screen appears. 20. Click "<b>Download (empty Document)</b>" to download the documents.</p>
<p><b>Upload Files – Technical Sheet/Price or Commercial Sheet/ EMD/Mandatory Documents</b></p>	<p>21. Click "<b>Attach</b>" to attach all the documents which are already saved in the uploaded in Document Library. This is the important and first step to be performed to avoid disqualification. 22. Click "<b>Update EMD Details</b>" to feed the EMD details and upload the scanned EMD. 23. When the user finishes with the filling and uploading of scanned BG/DD, the "<b>Red Color</b>" will automatically turn to "<b>Black Color</b>" which reflects that the user is two steps ahead for the submission. 24. Click "<b>Download (empty Document)</b>" to download the Technical/Price Sheet and fill the same without changing the "<b>File Name</b>" and save on to the computer. 25. Click "<b>Upload (Filled Document)</b>", select the filled file which was already filled and saved in the same name. Click "<b>click here to digitally sign and upload</b>" to upload the filled Technical/Price Sheet to the tender. 26. Note that when the user uploads the filled Technical/Price Sheet, the "<b>Red Color</b>" will automatically turn to "<b>Black Color</b>" which reflects that user is ready for the final submission. 27. Provide all the mandatory documents required for the tender.</p>
<p>To Submit the Tender</p>	<p>28. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender. 29. Note down / take a print of Acknowledgement copy once it displayed on the screen</p>
<p>To Participate for the Opening</p>	<p>30. Tender opening event can be viewed online. 31. Competitors bid sheets are available in the website for all the participated bidders.</p>
<p>E-Tender Support Help Line</p>	<p>Customer Support: 080-40482121/126/080-40482000 (From 9 AM to 6 PM Monday to Saturday except on Govt. Holidays) Emergency Mobile Numbers: 7011974208 Email ID: utiitsletenders@gmail.com, chandraprakash.t@antaressystems.com [Please mark CC: raghuprashanth@etenderwizard.com</p>



UTIITSL Contact Person	Mr. Rajinder Kumar (UTIITSL official, Telephone No: 022-67931288 / 1292, Mob. No. 9892593339 email.id: rajinder.kumar@utiitsl.com)
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**Minimum Requirements at Bidder's End**

1. Computer System with good configuration (Min PIV, 1 GB RAM, Windows7 or above)
2. Dedicated Broadband connectivity
3. Microsoft Internet Explorer 7.0 or above
4. Class III Digital Signature Certificates.

**DETAILS OF THE BID**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Name of the Company and Address	UTI Infrastructure Technology And Services Limited (UTIITSL) Plot No. 3, Sector 11, CBD Belapur-400614
2	Date of Issue of the Bid Document	<b>14.05.2020</b>
3	Last date for Submission of Queries	<b>20.05.2020</b> (Upto 12.00 PM)
4	Seeking clarifications on the Bid Document	<a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a>
5	Date and Time for submission of Technical bid in Hard Copy	<b>03.06.2020</b> upto 03:00 PM Address : (Same as at Sr. No. 1)
6	Date , Time and Address of Opening of Eligibility Criteria & Technical Bid	<b>03.06.2020</b> at 03:30 PM Address : (Same as at Sr. No. 1)
7	Date and Time of Opening of Financial Bid	The technically qualified bidders will be notified of the date and time of the Financial Bid opening through the posting on the website <a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a>
8	Bid EMD Amount	INR 1,00,000/-

Please note carefully the requirements for submitting bids as set forth in this bid document, and the date and time for submission of bids. Late or delayed bids shall not be considered for evaluation and shall either not be received or returned unopened.

UTIITSL reserves the right to reject any or all bids without assigning any reason thereof at anytime.