



**GUWAHATI SMART CITY LTD**  
(CIN U45309AS2016SGC017403)  
Staffed Building, Bhangagarh, Guwahati-781005

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No.

Dated

Guwahati Smart City Limited, the SPV formed to implement the Smart Cities Mission for Guwahati under the aegis of Ministry of Urban Development, requires services of Personnel in the following categories on outsourcing from eligible firms/contractors.

1. **Personnel Assistants – 2 nos.**
2. **Administrative Assistants (General)– 3 Nos.**
3. **Administrative Assistant (Civil Engineering)-1No.**
4. **Administrative Assistant (Computer Science/IT)-1No.**
5. **Accountant – 1 No.**
6. **Financial Assistants – 3 Nos.**
7. **Multi tasking Attendants – 2 Nos.**
8. **Messenger – 2 Nos.**
9. **Office Cleaners & Caretakers- 2 Nos.**

The employment shall be strictly on outsourcing basis and the terms and conditions of the contract are mentioned in the Annexure. The firms/contractors who wish to apply are requested to ensure that their organization fulfils all the terms and conditions mentioned in the Annexure before sending their proposals.

GSCL reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding agency.

GSCL reserves the right to change the designation, the remuneration component and criteria of qualification/age and experience for any post. New posts may be added and existing posts may be deleted.

Interested agencies may fill in the tender forms and send in two separate covers – First cover superscribed as “**Technical bid – Envelope A**” containing **Annexure I, II & III** and other supporting documents and second cover superscribed as “**Financial bid – Envelope B**” containing **Annexure IV**. **Both Envelopes A and B will be put in another/ Big cover along with EARNEST MONEY DEPOSIT** and should be **superscribed as “Open Tender for Providing Personnel on Outsourcing basis”** and addressed to the Managing Director, Guwahati Smart City Ltd, Bhangagarh, Guwahati-781005. The EMD should not be put in the cover containing “Financial Bid – Envelope B”.

Sealed Tenders must be put in the Tender Box placed in the Receipts and Despatch Section in the Office of GSCL at the address specified above not later than 3.00 P.M (GMT) on **31<sup>st</sup> March 2017**. **Tender box will be placed in the Office of GSCL from 20<sup>th</sup> March 2017 10.30 A.M. (during office working hours) to 31<sup>st</sup> March 2017 3.00 P.M. Tenders sent by Post / Courier / Email shall stand rejected**. The last date/time for the receipt of tender document shall be **31<sup>st</sup> March 2017 3.00 PM**. The tenders will be opened at 4.00 PM on **31<sup>st</sup> March 2017** at GSCL Office at the address mentioned above. Further, opening of Technical Bids will be done in the presence of Tenderers who wish to be present on the same day. But, the opening of financial bids will be done at a later date. **In case 31<sup>st</sup> March 2017 is declared as a holiday, then the tender will be opened at the same time / place on the next working day.**

**Manvendra Pratap Singh, IAS  
Managing Director  
Guwahati Smart City Ltd.  
Bhangagarh, Guwahati-05**

## ANNEXURE - I

### **TERMS AND CONDITIONS OF THE CONTRACT**

#### **9. TECHNICAL CRITERIA**

1. The applicant should be a reputed firm / contractors preferably having experience in providing manpower services for Central/State Govt. /Ministries/Govt. Departments/ PSU/Autonomous bodies/Reputed Companies/ International agencies like World Bank, UNDP etc. (Certificate for having performed the work/ service satisfactorily in the said ministry/ dept. /organization should be attached.)
2. The contractor should have a valid Provident Fund registration with the Regional PF Commissioner, PAN/TAN number/ESI registration /Service Tax Registration Numbers/ valid labour contract license with Government and details thereof should be provided.
3. Copy of IT return filed and financial accounts for the last three financial years i.e. 2014-15, 2015-16 and 2016-17 duly certified by Chartered Accountant should be furnished.
4. Copy of work orders/award letters showing the experience of work in the last three years i.e. 2014-15, 2015-16 and 2016-17 should be provided.
5. The applicant shall provide the reference list of the organization with contact address.
6. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.
7. The Manpower Agency / Service provider agency must have its registered office/well established office branch in Assam. **(Proof of existence such as rent agreement, certificate of incorporation etc should be furnished)**

#### **II. GENERAL CONDITIONS**

8. **TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED.** The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of an agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summary rejection without prejudice to any other right of GSCL under the law. The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. **The tender document should be duly signed on every page including annexures (total no. of pages 1 to 13).**
9. **All the terms and conditions as stated in the TENDER documents, Annexures and Acceptance conveyed by GSCL will constitute the contract between the Manpower Agency /Service provider and GSCL.**
10. *The successful bidder would be selected on the basis of technical qualification and lowest quoted amount of service charges per person as per the format enclosed at **Annexure - IV** (Do not quote the amount in percentage). The Offer shall remain valid for a period of 60 days from the last date of submission of tender documents.*
11. The selected agency is expected to commence the Assignment on the date and at the location i.e Guwahati, Assam to be specified in the work order to be issued by GSCL as per its requirement & on the term & conditions specified.

12. The Manpower Agency /Service provider agency will be engaged for one year from the date of issuance of letter of intent and which may be extended for another one year or less than one year on mutual consent. In case, the contract is extended by another one or more years and in case the same person is continuously employed in a position, considering his/her experience and satisfactory performance, GSCL may consider increasing the fixed remuneration payable by 5% to 10%. The service charges may also be increased in the same percentage as that of increase in fixed remuneration. However, this cannot be claimed as a matter of right.

13. GSCL does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

14. For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of GSCL and the Manpower Providing Agency/Service provider agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

- (a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and **(b)** has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Manpower Agency /Service provider agency is entitled to the payments for the service provider before the happening of any event constituting force Majeure culminating in termination of contract. Decision of GSCL in this regard will be final and binding upon the contractor / firm.

### **III. INDEMNITY**

15. The Manpower Agency /Service provider agency hereby agrees to keep indemnified and shall keep indemnified and hold harmless, GSCL and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Manpower Agency /Service provider agency or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or without the premises.

### **IV. EARNEST MONEY DEPOSIT**

16. The Manpower Agency /Service agency shall furnish a Earnest Money deposit (EMD) in favour of "Guwahati Smart City Ltd." Issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs. 40,000/- (Rupees Thirty Thousand only) at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Manpower Agency /Service provider agency will be refunded without interest on receipt of performance security.

### **V. OTHER TERMS AND CONDITIONS**

17. a) Offered rates should be valid for one year from the date of commencement of contract.

b) Manpower will be supplied by the Contractor as per actual requirement (fresh requirement other than replacement), which will be informed to the contractor generally with a notice period of more than 2 days. The contractor is bound to supply the required manpower within a maximum of week's time. **In case the contractor fails to supply manpower within a week, a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by GSCL.** In case of leave/absence of manpower, alternate arrangement will be made by the contractor.

**c) Manpower Agency/Service agency may provide GSCL with a list of candidates along with CV/Bio-data for each position requisitioned and interview may be conducted by GSCL if required to select a suitable candidate for the position. The firm/contractor is bound to supply the services of the person selected by GSCL.**

**d) Payment to the Contractor will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. The Performance of the outsourcing staff provided by the contractor will be reviewed periodically by a committee set up by Managing Director, GSCL & GSCL reserves the right to ask for suitable replacement in the place of persons whose performance are not satisfactory. The Contractor is bound to supply suitable replacement within a week in such cases. In case the contractor fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by GSCL.**

*Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Contractor.*

e) Verification of character and antecedents of the personnel to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.

f) The manpower supplied at no time will perform any such act that would lower the dignity of the GSCL.

g) The contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time.

h) The Contractor shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to GSCL to enable it to verify that the Contractor is complying with statutory requirements with regard to TDS of tax, PF, ESI and other labour laws, from time to time.

9. The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.

j) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The GSCL shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. GSCL shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/ mis-happening taken place at GSCL premises.

**k) The personnel supplied by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the GSCL and personnel deployed. All the statutory liabilities and responsibilities will be that of the Contractor and GSCL has no legal responsibilities on the same.**

**l) The personnel supplied by the Contractor will be allowed to quit the service by one month prior notice or one month salary in lieu of notice period.**

m) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.

n) GSCL reserves the right to accept or reject any or all the TENDERS without assigning any reason, thereof.

## **VI. Commencement, Completion, Modification and Termination of Contract, effectiveness of Contract**

18. This Contract shall come into effect from the date of issuance of work order by GSCL. GSCL reserves the right for accepting the whole or any part of the tenders and GSCL decision in the matter shall be final and binding.

### **Commencement of Services**

19. The selected agency is expected to commence the Assignment on the date and at the location i.e at Guwahati to be specified in the work order to be issued by GSCL as per its requirement. If the Manpower Agency /Service agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

### **Expiration of Contract**

20. Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

### **Modification**

21. After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

### **Subletting**

22. The Manpower Agency /Service agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Manpower Agency /Service agency contravening this condition, GSCL shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Manpower Agency /Service provider agency. In such case the EMD of the selected Manpower Agency /Service provider agency, will be forfeited.

### **Termination**

#### **By GSCL**

23. GSCL may terminate this Contract, by not less than thirty (30) days written notice of termination to the Manpower Agency /Service agency, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):

(a) If the Manpower Agency /Service agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.

(b) If the Manpower Agency /Service agency become insolvent or bankrupt;

(c) If, as the result of FORCE MAJEURE, the Manpower Agency /Service agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) If GSCL, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited.

### **Liability for Personnel**

24. All persons employed by the Manpower Agency /Service agency shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the Manpower Agency /Service agency. The Manpower

Agency /Service providing agency shall indemnify GSCL against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

## **VII. OBLIGATIONS OF GSCL**

25. GSCL shall provide the Manpower Agency /Service agency such reasonable assistance as may be required in order to carry out the assignment.

## **VIII. SCOPE OF SERVICE**

26. In performing the terms and conditions of the Contract, the Manpower Agency /Service agency shall at all times act as an Independent Manpower Agency /Service agency. The contract does not in any way create a relationship of principal and agent between GSCL and the Manpower Agency /Service agency. The Manpower Agency /Service agency shall not act or attempt or represent itself as an agent of GSCL. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. **The employees of the Manpower Agency /Service agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the GSCL. There will no employer-employee relationship between GSCL and the persons engaged by the contractor.**

27. The Manpower Agency / Service agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.

28. The service provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments / Liabilities etc. Wherever applicable. The service charges shall be suitably quoted accordingly. The Contribution towards bonus payable will be made by GSCL.

## **IX. MODE OF PAYMENT**

29. Manpower Agency /Service agency will raise the bill separately for each categories of staff provided which include separate part of his/her salary and service charges (excluding tax). The bill should indicate the date of payment of salary to each staff.

## **X. ARBITRATION**

30. In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in Guwahati. The sole arbitrator will be appointed by Managing Director, GSCL whose decision in this regard will be final & binding.

## **XI. JURISDICTION**

31. The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Assam only in connection with any actions or proceedings arising out or in relation to this TENDER.

## **XII. Performance Guarantee**

32.i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Manpower Agency /Service agency to an amount of Rs 2,00,000 (Rupees Two lakhs only) in the form of an Bank Guarantee from a Nationalised bank in the name of Guwahati Smart City Ltd. as per the text provided by the Authority.

(ii) The performance security will be valid for a period of 60 days beyond the validity of the contract.

(iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

### **XIII. Payment terms**

33. Payment by means of ET/crossed cheque will be made on submission of monthly bills of claim on the 2<sup>nd</sup> week of next month by the firm/agency for the job performed during the preceding month. However, taxes at the rate applicable which are as per the rules shall be deducted at source from monthly payment.

### **XIV. CONDITIONS OF EMPLOYMENT**

34. **Services to be provided on all working days during the normal duty hours from 10.00 am to 05.00 p.m. Persons so engaged, may be called on 2<sup>nd</sup> & 4<sup>th</sup> Saturday / Sunday / Holidays as per requirement.** The outsourcing staff employed can avail leave at the rate of one day per month which can be accumulated upto the end of the calendar year. However, they are not eligible to encash the leave accumulated. The Manpower Agency /Service agency shall ensure that these leave benefits are available to the outsourcing staff and there should be no occasion for any complaint from the staff.

35. The Outsourcing contractor shall be responsible for any commissions and omissions of the persons employed through him.

36. The firm/agency shall be wholly responsible for making payment of monthly salaries to the persons employed and responsible for any accident/or compensation payable to the persons engaged by him working under this contract. He shall keep GSCL fully indemnified against any claims in this regard.

37. In case of loss or damage done to the property / vehicle of the GSCL by the personnel provided by the agency, full damages will be recovered from the Agency and decision of the competent authority of GSCL shall be binding on him.

38. In case the Manpower Agency /Service agency does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, GSCL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days time failing which, GSCL reserves the right to terminate the contract. In such an event, no compensation will be payable to the contractor.

39. The Manpower Agency /Service agency should have current labour license and if not should obtain Labour License within 30 days on award of Contract.

40. The Manpower Agency /Service agency shall decide employees to be deployed for execution of the work awarded to him and he or his authorized representative will solely be entitled to instruct such employees about the manner of carrying out the work as per the prescribed specifications in the Tender Document / Work Order.

41. The Manpower Agency /Service agency shall supervise the work, allotted to the employees.

42. The Manpower Agency /Service agency must ensure that the employees deployed are physically and mentally fit, non-alcoholic and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.

43. All the records relating to the payment of wages by him to his employees shall be preserved for a period of at least 3 years by the firm and should be made available even after the contract period is over, for any verification by the statutory authorities / GSCL authorities / Vigilance/ Govt.

44. Manpower Agency /Service agency to obtain insurance cover for his employees at his own cost. GSCL shall not be responsible for any loss, damage, pilferage of his property and/or his employees.

45. **The engaged persons need to be paid by 4<sup>th</sup> of every month, the above remuneration by ET/crediting in personal bank a/c only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed. The date of payment of salary to each outsourcing staff should be mentioned by the contractor in the bill submitted to GSCL for**



reimbursement. The Manpower agency / service agency shall strictly follow the payment schedule. If any undue delay i.e. Beyond 8<sup>th</sup> of every month in payment of Salary beyond the prescribed date is noticed by GSCL in the bill submitted by the contractor for five consecutive months and also on receipt of complaints from the outsourced staff, GSCL shall cancel the contract / blacklist the contractor.

46. The Manpower agency / service agency shall provide Identity cards and Appointment letter to the person employed him / her for carrying out the work. The ID cards are to be constantly displayed and their loss reported immediately. A copy of the Appointment letter shall be provided to GSCL.

#### **XV. SCOPE OF WORK AND RELATED DETAILS**

##### **General:**

- a. The person should be well disciplined in the organization.
- b. The person is required to maintain confidentiality of the organization's procedures and for any damage incurred by him/her should be reimbursed to GSCL.
- c. The age criteria of the candidate is below 32 Years.
- d. The minimum qualification and experience of the candidate in general is as per the below table:

Sl. No.	Name of Posts	No. Of Posts	Minimum Qualification & Experience	Brief Description of Job
1	Personnel Assistant	2	<ul style="list-style-type: none"> <li>• Graduate in any discipline (from a govt recognised University)</li> <li>• Knowledge of Modern Office Management.</li> <li>• Knowledge of Short Hand writing.</li> <li>• Proficiency in English and Assamese Typing</li> <li>• Proficiency in MS Office (Word, Excel, Power Point, Access) including Email, Internet etc.</li> <li>• Fluency in Spoken English, Assamese and Hindi.</li> <li>• Minimum 3 (three) years of experience as Personnel Assistant.</li> </ul>	Taking dictation and preparation of letters, statements, email etc. Maintaining MDs Calendar (i.e Scheduling appointments, travel plans etc.) Filing of official correspondence of MDs office. Preparation of various reports, spread sheets and presentations as and when required. Receiving all official correspondence and submission to MD. Custodian of MDs all official & personal correspondence, documents with utmost confidentiality. Should be capable of handling administrative works i.e. maintaining of office equipment, taking care of repair and maintenance, pantry requirements, maintaining guest relations.
2	Administrative Assistant (General)	3	<ul style="list-style-type: none"> <li>• Graduate in any discipline (from a Govt recognised University)</li> <li>• Proficiency in MS Office (Word, Excel, Power Point, Access) including Email, Internet etc.</li> <li>• Minimum 3 (three) years of experience.</li> </ul>	Excellent written and communication skills.
3.	Administrative Assistant (Civil	1	<ul style="list-style-type: none"> <li>• Graduate/Diploma in Civil Engineering. (from a Govt</li> </ul>	--

	Engineering)		<p>recognised University)</p> <ul style="list-style-type: none"> <li>• Proficiency in AutoCAD.</li> <li>• Minimum 3 years of experience in the relevant field.</li> </ul>	
4.	Administrative Assistant (Computer Science/IT)	1	<ul style="list-style-type: none"> <li>• Graduate/Diploma in Computer Science/IT. (from a Govt recognised University)</li> <li>• Proficiency in Managing Systems.</li> <li>• Knowledge of Networking.</li> <li>• Minimum 3 years of experience in the relevant field.</li> </ul>	--
5.	Financial Assistant	3	<ul style="list-style-type: none"> <li>• Graduate in Commerce</li> <li>• Proficiency in MS Office (Word, Excel, Power Point).</li> <li>• Knowledge of Operating Tally Software.</li> <li>• Knowledge of PFMS is desirable.</li> <li>• Minimum 3 (three) years of experience in handling financial matter in a Govt. Organisation or Govt/Central Govt. funded projects.</li> </ul>	Candidate should possess knowledge of various financial rules and guidelines of Govt.
6.	Accountant	1	<ul style="list-style-type: none"> <li>• Post Graduate in Commerce</li> <li>• In depth knowledge of Financial Management Procedure applicable for similar Govt. of India funded projects</li> <li>• Proficiency in MS Office (Word, Excel, Power Point).</li> <li>• Knowledge of Operating Tally Accounting Software.</li> <li>• Knowledge of PFMS is desirable.</li> <li>• Minimum 5 (five) years of experience in handling accounts in a Govt. Organisation or Govt/Central Govt. funded projects.</li> </ul>	Candidate should possess knowledge of various financial rules and guidelines of Govt.
7.	Multi tasking Attendants	2	<ul style="list-style-type: none"> <li>• Higher Secondary Passed.</li> <li>• Knowledge of handling Fax, Photo copier, Scanning, Intercom etc.</li> </ul>	Minimum 2 (two) years of experience
8.	Messenger	2	<ul style="list-style-type: none"> <li>• Higher Secondary Passed</li> <li>• Should have own two-wheeler with valid driving license.</li> </ul>	Minimum 2 (two) years of experience
9.	Office Cleaners & Caretakers	2	<ul style="list-style-type: none"> <li>• Class VIII Passed</li> </ul>	

**NOTWITHSTANDING ANYTHING STATED ABOVE, GSCL RESERVES THE RIGHT TO ASSESS BIDDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT SHOULD THE CIRCUMSTANCES WARRANT SUCH ASSESSMENT IN THE OVERALL INTEREST OF GSCL AND DECISION OF GSCL IN THIS REGARD SHALL BE FINAL. GSCL RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER WITHOUT ASSIGNING ANY REASON WHATSOEVER AND IN SUCH CASE NO APPLICANT SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.**

**ANNEXURE-II**

**Technical Bid**

**TENDER FOR PROVIDING PERSONNEL  
ON OUTSOURCING BASIS**

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-

From:-

To  
The Managing Director,  
Guwahati Smart City Ltd.,  
Bhangagarh, Guwahati  
Assam – 781005

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on job contract basis for GSCL, Guwahati and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV & V to this TENDER and I / we agree to hold this offer open till One year from the date of entering a job contract with GSCL. I / we shall be bound by a communication acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The offer shall remain valid for acceptance for a minimum period of 60 days from the date of Technical bid (opening).

Signature & Seal of Applicant with date  
Address

Name & Signature of witness  
Address

**ANNEXURE -III -TECHNICAL DETAILS (Technical Bid)**  
**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE**  
**AUTHORISED SIGNATORY)**

1. Name of the Firm/Agency & Address  
(with telephone/fax/e-mail/website)
2. Constitution of the Firm/Agency
  - a) Indian Companies Act 1956
  - b) Indian Partnership Act, 1932: (please give names of partners)
  - c) Any other Act, if not, the owner
3. For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the TENDER.
  - ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
  - iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Details of EMD(Amount/DraftNo. Or BG No./Date/issuing Bank):
5. Name and Full Address of their Bankers
6. ESI No. of Firm
7. EPF No. of Firm
8. Registration No. under Contract Act
9. Service Tax Registration no. of the firm
10. PAN Number
11. Experience in no. of years (Name and address of client departments may be indicated.) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients from Govt./PSUs)
12. Turnover of last 3 years. (Certified copy of CA to be attached)  
(i.e. 2014 -15, 2015-16, 2016-17)
13. Whether agency profile is attached

(All the above information must be accompanied with the certified copies of the documents, failing which the TENDER will be liable to be rejected.)

I/We hereby submit that the information submitted hereby is correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs for providing manpower during last 3 years. In case of any information/documents found to be false, fake or incorrect, GSCL is free to take action against my/our agency as deemed fit by them. I/we, \_\_\_\_\_do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of the Authorised person with seal)  
Name and seal of the bidder

**Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.**

**ANNEXURE -IV - FINANCIAL DETAILS**  
**(PROVIDING PERSONNEL ON OUTSOURCING BASIS)**  
**Financial Bid (i)**

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED AGENCY)

To  
The Managing Director,  
Guwahati Smart City Ltd.,  
Bhangagarh, Guwahati  
Assam – 781005

I / we wish to submit our TENDER for providing of personnel on job contract/outsourcing basis for GSCL, Guwahati, on the following rates:

Sl. No.	Name of Posts	Fixed remuneration in Rs. Per Month (all inclusive)	Amount of monthly service charge in rupees against each person to be provided in each category	Service tax on the amount of service charges	Total
1	Personnel Assistant [Scope of Work as per Annexure-XV (Sl. No. 1)]	25,000			
2	Administrative Assistant [Scope of Work as per Annexure-XV (Sl. No. 2,3,4)]	22,000			
3	Financial Assistant [Scope of Work as per Annexure-XV (Sl. No. 5)]	22,000			
4	Accountant [Scope of Work as per Annexure-XV (Sl. No. 6)]	30,000			
5	Multi tasking Attendants [Scope of Work as per Annexure-XV (Sl. No. 7)]	13,000			
6	Messenger [Scope of Work as per Annexure-XV (Sl. No. 8)]	13,000+2000 (Fuel Charge)			
7	Office Cleaner and Caretakers	9000			

(The rates quoted will be valid for a period of one year from the date of acceptance of the rates.) We have carefully read the terms and conditions and agree to abide by these in letter and spirit.

Signature of the Authorised Signatory  
Name and seal of the bidder

Place & Date