

**NATIONAL COMPETITIVE BIDDING**  
**ENGAGEMENT OF AGENCIES FOR PROVIDING**  
**SOFTWARE DEVELOPERS ON CONTRACT BASIS**

FOR

NATIONAL TEXTILE CORPORATION LTD  
Southern Regional Office

**Tender No : NTC-SRO-IT-MPO/JAN2019**



**NATIONAL TEXTILE CORPORATION LIMITED**  
**(SOUTHERN REGIONAL OFFICE)**  
(A GOVERNMENT OF INDIA UNDERTAKING)  
NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD  
COIMBATORE-TAMILNADU-641 009.  
Phone : 0422-2231665-69, Website [www.ntcltd.org](http://www.ntcltd.org)

**NATIONAL TEXTILE CORPORATION LIMITED**  
**(SOUTHERN REGIONAL OFFICE)**  
 (A GOVERNMENT OF INDIA UNDERTAKING)  
 NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD  
 COIMBATORE-TAMILNADU-641 009.  
 Phone : 0422-2231665-69, Website [www.ntcltd.org](http://www.ntcltd.org)

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

<b>S.NO</b>	<b>CONTENTS OF BIDDING DOCUMENTS</b>	<b>PAGENO.</b>
1	TENDER NOTICE	3
2	INSTRUCTIONS TO BIDDERS	4-10
3	TECHNICAL BID FORM	
	I. Schedule A: Scope of the work in Detail	11
	II. Schedule B: General Requirements	12
	III. Schedule C: General information of the Bidder	13-14
	IV. Schedule D: Terms and Conditions	15-16
	V. Schedule E: Technical Bid Questionnaire for Minimum Eligibility Criteria for qualifying in Technical Bid.	17
	VI. Schedule F: Declaration accepting Terms and Conditions By the Bidder	18
4	PRICE BID FORMS	19-20

**NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD

COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website [www.ntcltd.org](http://www.ntcltd.org)

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**TENDER NOTICE**

Sealed and super scribed tenders are invited in prescribed format, under two bid system (Technical Bid and Price Bid) for undertaking the contract for supply of software developers (on contract basis to National Textile Corporation Ltd – (SRO) Coimbatore. The works involved and terms & conditions are given in schedules of this tender document.

The Bidder should be experienced and registered under various required Acts & Laws in undertaking manpower supply contracts. The work requirements in details and other terms and conditions are given in the tender document. The tender document can be obtained from CPC, National Textile Corporation Limited, SRO – Coimbatore during office working days Monday to Saturday (Except Second Saturday) between 10.00 am to 05.30 pm on payment of the cost of the tender document. The cost of the tender document is Rs.1000/-. The cost of tender document is to be paid by way of demand draft on any Nationalized/Scheduled Commercial Bank. (Excluding co-operative/rural bank) to be prepared in the name of “**National Textile Corporation Ltd**” payable at Coimbatore. The tender document is also available at company’s website [www.ntcltd.org](http://www.ntcltd.org). Those who download the tender document from the website shall ensure that the Technical Bid contains demand draft for Rs. 1000/- (Rs. One Thousand Only) on any Nationalized/Scheduled Commercial Bank. (Excluding co-operative/rural bank) to be prepared in the name of “**National Textile Corporation Ltd**” payable at Coimbatore. Towards the cost of Tender document. The Technical bid not accompanied by the demand draft or receipt for Rs. 1000/- (Rs. One Thousand Only) will be summarily rejected. Tender fees are non-refundable.

**The time-line for issue and submission of tender document are as under:-**

1. **The date of issue of Tender Document (IST):** 02/02/2019
2. **Pre Bid Meeting at NTCL SRO Coimbatore (IST):** 12/02/2019
3. **The last date & time of receipt of Bids (IST):** 23/02/2019 up to 03.00 PM
4. **The date & time of opening of Technical Bid (IST):** 23/02/2019 at 04:00 PM
5. **Place of opening of Technical bid above office address.**
6. **Date & time of opening financial bid will be intimated later to the successful bidders.**

**(Bidders are advised to submit Price Bid by way of sending soft copy – duly signed and scanned to our E.mail ID : [purchase.ntcsro@ntcltd.org](mailto:purchase.ntcsro@ntcltd.org) on or before 23/02/2019 up to 3.00 P.M. Bidders are requested to check the auto acknowledgement mail from our above email id. Bidders are also requested to ensure your price bid email does not exceed 10 mb)**

NTC Ltd (SRO) Coimbatore reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the NTC Ltd Coimbatore in this regard shall be final and binding on all.

**NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD

COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website www.ntcltd.org

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**INSTRUCTION TO BIDDERS**

1. This bid is invited for engagement of agencies for supply of software developers on contract basis to National Textile Corporation Ltd – SRO, Coimbatore as mentioned in this Bid from reputed, experienced and financially sound Manpower Companies/firms/agencies for a period of one year commencing from the date of signing of agreement.
2. This is a TWO BID system comprising of:
  - (a) Technical Bid
  - (b) Price Bid.
3. The Technical Bid should accompany a demand draft of **Rs. 50,000/-** (Rs. Fifty thousand) refundable (without interest on any Nationalized/Scheduled Commercial Bank (excluding co-operative/rural bank) to be prepared in the name of “**National Textile Corporation Ltd**” payable at Coimbatore towards Earnest Money Deposit (EMD), Those bids that are not accompanied by EMD of Rs.50,000/- (Rs. Fifty thousand) & tender fees of Rs. 1000/- (One thousand) will not be eligible for consideration.
4. Technical bids shall be submitted in sealed cover separately and Price Bid shall be sent through email to **purchase.ntcsro@ntcltd.org** only. Technical Bid shall be super scribed with the Tender No., complete in all respect, addressed to CPC, National Textile Corporation Limited-SRO, NTC House, 35-B, Somasundara Mills Road, Coimbatore - 641 009 should reach us on or before the due date and time mentioned in the Tender notification. (NTC Ltd (SRO) Coimbatore shall not be responsible for the delay, in the delivery of the bidding documents or non- receipt of the same.)
5. (a) Demand drafts towards EMD & tender fees shall be kept in the envelope mean for Technical Bid.
  - (b) The last date and Time of receipt of Bids is **23/02/2019 upto 03.00 PM**
  - (c) The last date and time of opening of Technical Bid is **23/02/2019 at 04:00 AM**
- 5.1 The interested Bidders may present themselves at the time of opening of the technical bids at the stipulated date & time.
6. In case the date mentioned above is declared subsequently as holiday for the company’s office, the due date for sale/ submission and opening of bids will be the next working day at the same venue and time. Bids received after the last date and time for submission shall not be considered.
7. The Bidder is expected to examine all work requirement, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk. Incomplete bids shall be deemed as non-responsive bid & will be rejected.

8. A declaration as given in Schedule-F stating that ALL TERMS AND CONDITIONS of this tender are acceptable should accompany the tender, failing which the tender will be summarily rejected.
9. The validity of the tender shall be for a period of one year.
10. The technical bid will be evaluated on the basis of criteria as prescribed in the tender (Schedule –E), and those Bidder who secure a minimum of 70% score in the prescribed Parameters will only be considered as “Qualified”. (Management will take a decision on this point)
11. The price bid of that Bidder who qualify in the technical bid only will be opened. The date and time of opening of price bid will be intimated separately. The EMD of the Bidders who do not qualify in technical/financial bid will be **returned** without interest.
12. The Bidder be kept informed that the management reserves the right to empanel the agency/agencies for respective category of post as per their lowest rates for each category of post. The lowest rate for each post shall be the total CTC to the NTC Ltd (SRO) Coimbatore. In case two or more agencies quote same rate (which found to be lowest) for any particular category of posts, then the right of selection of any one agency or different agencies on the basis of merit is reserved by NTC Ltd (SRO) Coimbatore.
13. The conditional bids shall not be considered and will be outrightly rejected in very first instance.
- 14. Bids, offering rate, which are lower than the minimum wages as prescribed by the respective state Govt. /Authority and as applicable to respective location, contribution towards EPF and ESI (as applicable) for the pertinent category of Manpower, would be rejected.**
15. The successful bidder shall furnish the following documents in respect of the individual category of person(s) deployed by it to National Textile Corporation Ltd – (SRO) Coimbatore before the commencement of work:
  - a. List of personnel shortlisted by the agency for deployment in NTC containing full details i.e. date of birth, marital status, address, photographs, identification mark etc;
  - b. Bio-data of the persons.
  - c. Certificate of verification of antecedents of persons by local police authority.
16. In case, the person employed by bidder commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risk, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the competent authority. The bidding company/ firm/ agency shall replace within two days any of its personnel who is found unacceptable by National Textile Corporation Ltd – (SRO) Coimbatore. Any loss caused to NTC by acts or omission of deployed manpower shall be indemnified by the bidder.
17. The Bidder Company shall provide identity cards to the personnel deployed in National Textile Corporation Ltd – (SRO) Coimbatore carrying the photographs of the personnel and personal information as to name, DOB, age and identification mark etc.
18. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in National Textile Corporation Ltd – (SRO) Coimbatore.
19. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, and loitering without work, chewing gum or any other material which may cause unnecessary spitting.
20. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different labour Legislations in respect of personnel so employed and deployed in the NTC. The persons deployed by the agency in the NTC shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against National Textile Corporation Ltd – (SRO) Coimbatore.

21. In case of termination of this contract or its expiry or otherwise, the person deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular post/ otherwise capacity in National Textile Corporation Ltd – (SRO) Coimbatore.
22. That all pages have been stamped and signed by the authorized person(s).
23. That all pages have been numbered.
24. That all the documents are legible (clearly readable).
25. The candidates shall be selected after the test/interview to be conducted at respective place of NTC Ltd (SRO) Coimbatore which is at the discretion of the Management only those who qualify the said test/interview shall be selected to work in the office. (Management will take a decision on this point)

### **IMPLEMENTATION OF INTEGRITY PACT IN NTC**

Bidders are requested to go through the implementation of integrity pact in NTC which is attached as ANNEXURE. This tender is hosted on our website: [www.ntcltd.org](http://www.ntcltd.org) along with the copy of the Integrity Pact, which may be downloaded and submitted dully signed with seal, along with the tender. "Only those venders / bidders, who commit themselves to Integrity Pact would be considered competent to participate in the bidding process.

The name of the independent External monitors (IEM) is Transparency International India. (TII). This tendering process is being monitored by Independent External Monitor, Sh. Kalyan Chand, IRS (Retd.),, at Corporation Office of NTC i.e. (5th floor, Core –IV Scope Complex, 7 Lodhi Road, New Delhi- 110003) M. No- 9968095320. If any party is aggrieved, they are free to approach the said IEM in terms of Integrity Pact".

**ANNEXURE****INTEGRITY PACT**

Between

**National Textile Corporation Limited (NTC)** hereinafter referred to as  
**“The Principal”**

and

.....hereinafter referred to as  
**“The Bidder/Contractor”**

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for .....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1- Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2- Commitments of the Bidder(s)/contractor(s)**

1. The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d. The Bidder(s) /Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the “Guidelines on Indian Agents of Foreign Suppliers” is placed at **Annexure-A**.
- e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3- Disqualification from tender process and exclusion from future contracts.**

If the Bidder(s)/Contractor(s), before award or during the execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the “Guidelines on Banning of Business Dealings”. Copy of the “Guidelines on Banning of Business Dealings” is annexed and marked as **Annexure-B**.

#### **Section 4- Compensation for Damages**

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 – Previous transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti- corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of Business Dealings.”

#### **Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors**

1. The Bidder(s)/ Contractor(s) undertake(s) to demand from his subcontractors a commitment in conformity with this Integrity Pact.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 – Criminal charges against violating Bidder(s) /Contractor(s) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 – Independent External Monitor / Monitors**

1. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.



2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidder(s)/Contractors as confidential. He reports to the Chairman, NTC.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/Subcontractor(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman, NTC within 8 to 10 weeks from the date of reference or intimation to him by the *Principal* and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairman, NTC, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NTC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
8. The word '**Monitor**' would include both singular and plural. Monitor would be entitled to receive such compensation as may be decided time to time by the CMD/Competent Authority.

### **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract or contract period (extended if applicable) whichever is later and for all other Bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of NTC.

### **Section 10 – Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
2. That a person signing IP shall not approach the courts while representing the matters to IEMS and he/she will await their decision in the matter.
3. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
4. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

- 5. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 6. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.”

\_\_\_\_\_  
 \_\_\_\_\_  
 (For & On behalf of the Principal)  
 (Office Seal)

(For & On behalf of Bidder/Contractor)  
 (Office Seal)

Place.....  
 Date.....

Witness 1 :  
 (Name & Address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Witness 2 :  
 (Name & Address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULE A****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)  
 NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD  
 COIMBATORE-TAMILNADU-641 009.  
 Phone : 0422-2231665-69, Website www.ntcltd.org

**Requisite skill sets and qualification required for Software Developer to be engaged through manpower agency.**

S.No	Name of Post	Educational Qualification	Age / Experience	Tech Domain/Tech Skills
1	Software Developer (ASP.Net/ MSSQL Server Tech.)	B.E (CS/ECE/Mech/EE E) / M.C.A / B.Tech (IT) / M.Sc (Comp.Science) / B.Sc (CS/CT)	Maximum 30 years  Minimum of 3 Years in developing enterprise class web based applications for a commercial organization (must to have) – with textile domain knowledge (preferred)	Technologies : ASP.Net / C# / AJAX / WebServices / WCF / WPF/XML / XHTML Database : MS SQLServer / MySQL Reporting Tool : Crystal Reports / Jasper Reports Others : Knowledge on SDLC,
<p>Other Requirements of Software Developer:</p> <ul style="list-style-type: none"> <li>• Shall be good team player – work with multiple teams at NTC Offices and Mills –</li> <li>• Shall maintain 'Say-Do Ratio' in development and delivery of software projects</li> <li>• Conducting System and Business Requirement gathering sessions with multiple stake holders to develop web-based software application</li> <li>• Ability to grasp the needs and existing process of dept/organization and convert in to process oriented automated software system</li> <li>• <b>Hard Core Programmer (Must to have) in above technologies – solving simple to complex issues and BPs through user friendly web-based applications.</b></li> <li>• Good Exposure to MS DB Technologies</li> <li>• Commitment to complete the development as per agreed schedules</li> <li>• Go Getter and Extra Mile Goer in achieving the IT vision of NTC.</li> </ul>				
<p>Job Location: NTC Ltd – Southern Regional Office, NTC House, 35-B, Somasundaram Mills Road, Coimbatore. There will be travel (very less) to Mills and other offices on account of User Training and Implementation but not regular</p>				
<p>Working Days in a Week: As per NTC – SRO HR Policy and Procedures</p>				

**SCHEDULE -B****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B,SOMASUNDARAM MILLS ROAD  
COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website www.ntcltd.org

**GENERAL REQUIREMENTS**

1. To provide required number of efficient Skilled Software Developer on contract basis by the Agency as and when required by the NTC-SRO without any delay (not beyond ten days of date of requisition). Failure in providing manpower in time will attract penalty and / or may result in termination of contract without prior notice, forfeiture of EMD / Security Deposit and legal action for recovery of loss or damage suffered by the NTC-SRO on account of failure.
2. The Agency shall ensure compliance of all statutory requirements, as applicable and suggested/instructed by NTC Limited (SRO) Coimbatore from time to time.

**3. HEALTH CONDITION**

All persons prior to employment shall be physically fit and shall be free from any contagious diseases.

**4. RECORDS MAINTENANCE:**

The Agency will be liable to keep updated Attendance Register, Wage Register and other Statutory Registers and any other Records to be maintained as required by National Textile Corporation Ltd – (SRO), From time to time, and as required by respective statutory requirements. The agency shall produce the same on demand to the concerned authority of the National Textile Corporation Ltd – (SRO) or any other authority under law.

**5. LEGAL COMPLIANCE:**

- (a) The Agency should have license registration under the contract Labour (R&A) Act 1970, PF code, ESIC Code, GST and any other law as applicable or statutory licenses wherever applicable. The agency should produce proof to the company of the items prescribed in the Schedule-E.

- (b) **The Agency should take insurance for their employees against any eventuality** of accident etc. NTC SRO Coimbatore will not be liable for any accident sustained to Agency's employees while on or out of the work during the contract period. The Agency has to cover personal accident insurance policy in respect of the employees engaged by him under Workmen Compensation Act/ or any other Act on the subject.

6. The agency shall also arrange periodical training to the employees engaged for updating of the skill and keep records of the same.
7. The technical bid evaluation will be made as per requirements given in Schedule-E, therefore any deficiency there will construed as incomplete tender & hence will be rejected.
8. **Data Confidentiality and Non-Disclosure Agreement (NDA):** will have to be agreed and signed by the bidder after receiving the contract. The NDA clauses will be as per NTC IT Policy and procedures with reference to software industry standards.

**SCHEDULE C****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)  
 NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD  
 COIMBATORE-TAMILNADU-641 009.  
 Phone : 0422-2231665-69, Website www.ntcltd.org

**(General information of the Bidder)**

1. Name and Address of the Bidder :
  - I. Telephone No
  - II. Landline Phone :-----
  - III. Mobile Phone :-----
  - IV. Fax :-----
  - V. E mail Address :-----
  - VI. Name of contact person with :-----
  - VII. Mobile No. if any :-----  
 (in case of organization)

Whether individual/Proprietor/  
 Partnership firm/Limited Co./Society/others :-----  
 (Give Details)  
 Details of Partners/Director/Proprietor/others :-----  
 (i) PAN :-----  
 (ii) Income Tax Return of last 3 years. :-----  
 (iii) Bank A/c. details :-----  
 (iv) Adhaar No. if applicable :-----
2. The code nos. of (Proof is to be enclosed)
  - (a) EPF Registration :----- (with certified photocopy of Regn.Certificate)
  - (b) ESI Registration :----- do-----
  - (c) G.S.T. Registration. :----- do-----
3. No & date of license obtained under the  
 Provisions of the Contract Labour (R&A) Act :-----  
 1970, if any. Please attach an attested  
 Photocopy of the license. :-----
4. Details of experience in carrying out :-----  
 Manpower supply contract in State /Central :-----  
 Government institution/PSUs and :-----  
 No. of persons engaged during last 3 years. Also attach the copy of : ----  
 Certificate in proof.
5. Are you ready to undertake and carry :-----  
 Out the work by engaging adequate manpower  
 Without fail as per the terms and conditions  
 Given in Tender Document?
6. On awarding the contract can you
  - I. Engage persons qualified and experienced :  
 as given in Schedule-A of this Bid ?
  - II. Ensure that the persons engaged by you :  
 are free from contagious diseases?
  - III. Ensure clean clothing to the persons :  
 engaged by you?
  - IV. Prohibit smoking , chewing, eating and :  
 Drinking in the work area.

7. Do you agree to follow the provisions of all relevant laws in respect of labour, Payment of Minimum Wages/Payment of Wages Act. and all other Laws applicable to such engagement. :
9. Have you read, understood and agreed to abide by the terms and conditions of the agreement to be signed by the Bidder and the company, once the work is awarded? :

**DECLARATION**

I/We confirm having read and understood the work requirements, instructions, forms, terms and conditions draft agreement and all relevant information regarding the Tender Document No. NTC-SRO-IT-MPO/JAN2019 and agree to abide by all without any deviation from what are stated and contained therein in the Tender Document and draft agreement.

**Place:**

**Signature**

**Date:**

**Name & Address**

**Seal (in case of Society/Organization/Firm)**

**SCHEDULE- D****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B,SOMASUNDARAM MILLS ROAD

COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website www.ntcltd.org

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**TERMS AND CONDITIONS**

1. The Tender should be complete in all respect. Incomplete tenders are liable to be rejected.
2. Unsealed tenders received are liable to be rejected and this will be at the sole risk of the Bidder.
3. The company shall have the right to inspect the existence and correctness of the details claimed in the technical bid, to determine the eligibility of the Bidder prior to opening of price Bid or the award of work and the Bidder shall extend all cooperation for this. If any information provided in the Technical Bid is found to be false or not correct at the stage of inspection, the Bidder may be disqualified. If any information provided in the Technical bid is found false at any point time during the contract period, the same shall result in termination of contract with the Bidder, disqualification of the Bidder from future tendering, forfeiture of EMD and security deposit paid besides Bidder being liable to payment of compensation towards loss or damage caused to the company on account of making false claims.
4. The bidder who does not meet the minimum eligibility criteria shall be considered as **DISQUALIFIED in Technical bid tender**. Their price bid shall be returned unopened to them.
5. The successful Bidder shall provide performance security by Demand draft/Bank guarantee on any Nationalized/Scheduled Commercial Bank.(excluding co-operative/rural bank) to be prepared in the name of “**National Textile Corporation Ltd**” payable at Coimbatore covering the period of contract for an amount of 10% of the value of the contract before commencement of the work. The performance security will remain with NTC Ltd (SRO) till the completion of contract.
6. A declaration (as given in schedule-F) from the Bidder that the offer being submitted is as per the requirement given in this Bid is to be attached along with the Technical Bid.
7. Persons engaged for the work as per this tender by the contractor will be employee of the contractor at all times and for all purposes and not of National Textile Corporation Ltd – (SRO) Coimbatore and there will not be any employer employee relationship between National Textile Corporation Ltd – (SRO) Coimbatore and the persons employed by contractor for aforesaid work.
8. The persons to be engaged for this work by the contractor should be in age between 21 and **30** years with qualification and experience as given SCHEDULE-A of this bid and physically fit. The Bidder shall ensure towards prohibit of consumption of alcoholic drink, paan, smoking, chewing tobacco etc. at work place by the persons provided and shall comply with all relevant legal provisions.
10. The contract awarded shall not be subcontracted to any other person/organization. In case the company finds at any point of time during the period of contract, that the contract undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement, resulting Bidder being liable for legal action, termination of contract, forfeiture of EMD, security deposit and disqualification from future tenders to NTC Ltd (SRO) Coimbatore
11. The manpower supply contract to be awarded as per this tender will be to meet temporary needs to complete the software development projects. The Bidder will be given specified direction regarding requirement of contract persons to be provided along

with place, time of engagement and any other instruction that may be necessary for the performance of the contract.

12. **PRICE BID**

The Bidder shall quote the lowest competitive rate to provide **ONE PERSON PER MONTH** to the NTC, separately for each category of person requisitioned in the SCHEDULE-A.

12. Before quoting the rate in the price bid, the Bidder should study well the nature of contract and skill sets, and job responsibilities specified in this tender. Thereafter **the bidder shall quote separately**
- (1) **The salary to be paid to the persons**
  - (2) **Contractor's PF and ESI contribution**
  - (3) **GST as applicable, Insurance coverage for his/her/its persons, Services charges and other statutory obligation.**

National Textile Corporation Ltd – (SRO) Coimbatore shall have no obligation with regard to statutory or other welfare measures of the contract persons provided by the contractor. The contractor shall bear and absorb the entire rise in wages or other monthly payment and other statutory levies in respect of the employees provided by him during the tenure of contract. He should comply with all statutory obligations in respect of manpower, etc.

13. The Bidder is kept informed that the management reserves the right to empanel the agency/agencies (i.e. one or different) for respective category of post as per their lowest rates for each category of post. The lowest rate for each post shall be the total CTC to the National Textile Corporation Ltd – (SRO) Coimbatore. In case of rates to be same/similar for different/one category of post that the selection of agency for the award of work will be chosen as per individual merit of the respective agency.
14. The price quoted by the tenderers shall be valid for one year and extendable upto further period of one year on the same terms & conditions, on mutual consent of tenderer & NTC.
15. On finalization, the Bidder shall execute an agreement as per draft agreement available in NTC Ltd (SRO) Coimbatore on a stamp paper worth Rs.100.00. The agreement shall contain the terms & conditions mutually agreed upon and this tender shall be part of the agreement. The agreement will be valid initially for a period of one year and extendable on same terms & conditions on mutual consent of Bidder & NTC Ltd (SRO) Coimbatore up to a period of one more year.
16. The rate quoted shall be valid till the completion of the contract. No enhancement in rate shall be claimed or payable during the period of contract except statutory payment based on submission by tenderer.

17. **RECOVERY OF LOSS/DAMAGE TO COMPANY:-**

On awarding the contract, but before signing the agreement, the Bidder shall furnish security deposit by either demand draft or Bank Guarantee of 10% of the Value of the contract which will be returned without interest on completion of contract period. This Security deposit shall be forfeited in case the Bidder withdraws from the contract once it is awarded or fails in providing the sufficient number of persons in time as required by the company or in case any loss or damage is caused to the company by the contractor or by his/her /its persons or on breach of any of the conditions of the contract. Loss or damage caused to the company at the instance of the contract awarded to the contractor shall be recovered from Security Deposit in proportion to the loss or damage sustained by the company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the NTC Ltd (SRO) Coimbatore. The NTC Ltd (SRO) Coimbatore shall also have the right to recover such loss or damage from the movable or immovable properties of the contractor and his heirs and legal representatives if the loss or damage caused is in excess of security deposit.



18. **GENERAL**

This tender is liable to be suspended or cancelled at any time at the discretion of the Management, NTC Limited with or without assigning any reason. Also any technical Bid and Price Bid can be rejected or cancelled by him/her without assigning any reason.

**SCHEDULE - E****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)  
 NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD  
 COIMBATORE-TAMILNADU-641 009.  
 Phone : 0422-2231665-69, Website www.ntcltd.org

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**TECHNICAL BID****QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA MANPOWER SUPPLY ON CONTRCAT TO NTC – SRO – COIMBATORE**

			Qualifying Marks	Page No.
1	Do you have minimum 3 years' experience in engaging software developers with State/Central Government departments or PSUs/ Autonomous bodies (Attach Proof of exp.)	Yes/No	30	
2	Have you provided minimum 100 contract workers in any single industry per day throughout 12 Months? (Attach Proof)	Yes/No		
3.	Do you have an turnover of minimum Rs.0.50 crore per annum in last 3 years?(Attach Proof)	Yes/No	30	
4	If the above 1 is yes, have you enclosed the copies of Experience Certificate and copy of the proof '3' along with the technical Bid?	Yes/No	**	
5	Do you agree to provide Security deposit for an amount of 10% of the contract value by DD or bank Guarantee from a Nationalized /Scheduled bank before undertaking the work, if awarded?	Yes/No	**	
6	Do you have enclosed herewith the proof of Provident Fund Registration in your favour i.e. Bidder ?	Yes/No	20	
7	Do you have enclosed herewith proof of ESI registration in your favour i.e. Bidder?	Yes/No		
8	Do you have enclosed herewith proof of GST Registration in your favour i.e. Bidder?	Yes/No	10	
9	Have you attached the Declaration (as in Schedule-F) along with this bid?	Yes/No	**	
10	Will you meet all the legal/ statutory requirements like Minimum Wages Act, PF, ESI Acts, Workmen Compensation Act etc. with respect to this work?	Yes/No	10	
11	Have you enclosed demand draft for Rs.50,000/- (Rs. Fifty thousand) towards EMD in Technical Bid? If yes, furnish the demand draft details	Yes/No	**	

\*\*Mandatory, failing which the bidder will be discontinued.

All the information provided herein above are true and correct.

Note: -

1. Documents of the L1 bidder will be verified before placing the work order.
2. Prior turnover and prior experience conditions are relaxed for all Start-ups (whether MSEs or otherwise) subject to meeting of quality and technical specifications of the items. For claiming the relaxation under Start-up clause, bidders are requested to submit the "Certificate of Recognition issued by Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Govt. Of India".

NAME & SIGNATURE OF THE BIDDER

Place:

**SCHEDULE – F****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD

COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website www.ntcltd.org

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**DECLARATION**

I / We confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender in full and the offer being submitted is as per the requirements given in this bid and that I/we agree to abide by all without any deviation. I also confirm that my agency /firm have not been “blacklisted” by any Govt. Deptt./ PSE/Statutory organization.

SIGNATURE:

NAME &amp; ADDRESS OF AUTHORISED PERSON

(Seal of the Authorized Person)

**SCHEDULE – G****NATIONAL TEXTILE CORPORATION LIMITED – (SRO-COIMBATORE)**

(A GOVERNMENT OF INDIA UNDERTAKING)

NTC HOUSE, 35-B, SOMASUNDARAM MILLS ROAD

COIMBATORE-TAMILNADU-641 009.

Phone : 0422-2231665-69, Website www.ntcltd.org

**(Bidders are advised to submit Price Bid by way of sending soft copy – duly signed and scanned to our E.mail ID : purchase.ntcsro@ntcltd.org on or before 23/02/2019 up to 3.00 P.M. Bidders are requested to check the auto acknowledgement mail from our above email id. Bidders are also requested to ensure your price bid email does not exceed 10 mb)**

Tender No: NTC-SRO-IT-MPO/JAN2019

Date: 14/01/2019

**PRICE BID TENDER FORM**  
**RATE SCHEDULE FOR PROVIDING CONTRACT MANPOWER**

1. Name & Address of the Bidders .....  
 .....
  
1. The bidder shall quote his/their lowest competitive monthly rate in this price Bid, for providing software developers given in Schedule 'A'. The Bidders should essentially understand the tender conditions and other requirements with respect to this tender.
  - a) The bidder shall write the salary/wage and other charges separately for **ONE PERSON**
    - i. The salary/wage to be paid to the person for a month and separately of – Employer's contribution of PF & ESI – for ONE PERSON.
    - ii. The other Charges shall include Contractor contribution of PF ESI, GST, Service Charge and Income tax as applicable, and all other charges. For this, the Bidders shall study well all the financial commitments involved and subject individual tax/levies.
  - b) The Bidders should study well all the following before submitting the tender:
    - I. The salary/wage to be paid to one person for a month as per respective regional Minimum Wages Act (Payment of Minimum Wages Act 1948)
    - II. The liabilities and responsibilities of contractor on undertaking the work
    - III. In case any clarification is required, the bidder may contact to NTC Ltd (SRO), Coimbatore.
  - c) The contractor should provide the Software Developer on contract basis in time to National Textile Corporation Ltd – (SRO) Coimbatore complying with relevant statutory requirement as applicable from time to time and as directed by the National Textile Corporation Ltd – (SRO) Coimbatore and other statutory authorities in this regard.
  - d) Rate Quoted (Rate on Monthly Basis)

**Rate may be quoted for providing ONE PERSON for a month to the National Textile Corporation Ltd - (SRO) Coimbatore as per the category given in SCHEDULE-A of this Bid (The amount is to be rounded off to nearest rupee) (in Rs.)**

<b>Particulars &amp; Category</b>	Cost quoted for one person:	Other charges in total each head should be shown separately like PF, ESI, GST, Service Charge, other duties/Taxes quoted for one person: (separately for contractor contribution of PF & ESI, Service Tax, Insurance, Bonus and cost of other statutory liability to be discharged by the agency.	G.S.T Charges & other Charges, as to be made applicable by the agency.	<b>TOTAL MINIMUM RATE QUOTED (CTC)</b>

### **DECLARATION**

I/We am/are fully aware of the statutory obligation to be complied with respect to this offer and on awarding the contract to me/us. I/We will be responsible for all the statutory/legal aspects related to this offer. I/We have also fully understood the nature of contract and costs involved. The rates quoted by me/us in this bid are all inclusive and in case contract is awarded, during the period of contract I/We will not claim any upward revision in the rate.

**SIGNATURE OF THE BIDDER**

**NAME & ADDRESS**

**(SEAL OF THE BIDDER)**

**PLACE: -----**

**DATE: -----**