



TENDER DOCUMENT

NAME OF WORK: RECRUITMENT OF ADMINISTRATION / SECRETARIAL AND LIBRARY CADRE POSTS

Tender Enquiry No: ICMR-NIN/ADMN. RECRUITMENT/2023-24

Tender published at

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Tender No. ICMR-NIN/ADMN.RECRUITMENT/2023-24

Date: 18-1-2024

TENDER DETAILS

Tenders are invited under two bid system from eligible bidders registered in India, **towards RECRUITMENT OF ADMINISTRATION, SECRETARIAL AND LIBRARY CADRE POSTS** for ICMR-NIN, Hyderabad.

Enquiry:

Tender publishing details	Dates
Bid Submission start date	18.01.2024
Bid Submission End date	07.02.2024 @ 5.30 PM
PRE-BID INTERACTION MEETING WILL BE HELD AT ICMR-NIN, HYDERABAD	30.01.2024 @ 11.00 AM to 01:00 PM

Important Notes:

1. Tender documents may be downloaded from NIN Website www.nin.res.in.
2. Bids must be submitted physical form in two bid system (i.e. Technical and Price Bid separately) through form sent through courier/post/delivered personally will be considered.
3. Any addendum/Corrigendum date extension in respect of above tender shall be issued on our website www.nin.res.in only and no separate notification shall be issued through press. Bidders are therefore requested to regularly visit our website to keep themselves updated.

Place: Hyderabad

Date : 18th January, 2024.



General Terms & Conditions:

For **RECRUITMENT OF ADMINISTRATION SECRETARIAL AND LIBRARY CADRE POSTS** in the Institute with detailed information as mentioned below:

Posts & Posts:

S/N	Name of the Post	Post Code	No. of Vacancies
1	LOWER DIVISION CLERK	LDC-01	6
2	STENOGRAPHER	STENO-02	3
3	UPPER DIVISION CLERK	UDC-03	7
4	LIBRARY CLERK	LIB-CLK-04	1
5	LIBRARY AND INFORMATION ASSISTANT	LIA-05	1
6	PERSONAL ASSISTANT	PER.ASST-06	8

* No of posts as mentioned are tentative, which may increase or decrease at any stage.

Scope of Work - I

- Designing of online application format
- Submission of day-to-day online application for screening the eligibility of the candidate.
- Sending of Hall ticket to the candidates for CBT Examination and Skill Test
- Conducting of Computer Based (online) Examination
- Conducting of Skill Tests for LDC, UDC and Stenographer posts for the qualified candidates in the CBT Examination as per cut-off marks (Typing and Stenography)
- To provide separate merit marks list for CBT Examination, Skill Test
- To provide combined merit marks list for the post having skill test
- Placing of response sheet in the web-site and reply to be provided to the candidate as per the direction of the Institute.
- Results view applicability to be provided to the candidate for his / her application only.
- The Normative and standard protocols and guidelines adhered by the firm as per DoPT, GOI Guidelines (**copy attached**)

***Note: The offer of contract is subject to the addition / modification to the above terms & condition, if any.

Scope of Work – II

Preparation of question **Syllabus/ Question paper** for the post of Lower Division Clerk, Stenographer, Upper Division Clerk, Library Clerk, Library & Information Assistant and Personal Assistant (Draft notification copy consisting of syllabus for CBT Examination (**attached Annexure IV**) for information.

A combined draft notification for filling up of the Administrative and Library Cadre post along with annexure(s) & sample online application format are attached herewith for your information (**Annexure II and III**)



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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR – National Institute of Nutrition
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Terms & conditions

- The tender should be submitted including all information / costs towards Recruitment process at ICMR-NIN.
- The MoU between NIN and the Party must be entered before initiation of the recruitment process.
- Collection of required data / information shall be made by the firm at its own cost
- Recruitment Notification will be uploaded in ICMR-NIN website. The link will be provided as per information received and the bidder has to upload the same from the Institute's website only.
- A person must be deputed at ICMR-NIN to look after receiving of applications, scrutinizing of applications, look after CBT exam process, evaluation etc. from initiation of work to till completion of recruitment process. The person must stay at the Institute in all working days from 9AM to 5.30 PM and as-and-when required by ICMR-NIN.
- The CBT (Computer Based Test) Examination should be conducted separately for each post in HYDERABAD, TELANGANA STATE ONLY as per guidelines / recommendations.
- The recruitment task must be completed in time bound manner as per requirement.
- The Director, NIN, reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
- The application fee Collected from the candidate must be made through ONLINE and it should be deposited at ICMR-NIN Account with all the necessary details.
- ICMR-NIN will not be responsible for any postal / courier / etc. delay under any circumstances to submit the proposal.
- Any doubt / query / clarification could be cleared at the pre-bid interaction meeting will be held at NIN on **30.01.2024 @ 11AM.**
- In addition, any other related works pertains to the above recruitment process must be done by the bidder without any extra charges.
- Three years experience in conducting CBT EXAMS for Government Organizations and atleast three projects must be completed worth not less than Rs. 30 Lakhs each (Preferably Government Organizations). Copies to be enclosed.



The tenders shall be submitted as per the terms and conditions mentioned in the Tender document.

Bid Submission and Opening:

- a. **Bids must be submitted physical form in two bid system (i.e. Technical and Price Bid separately) by the mode of Courier/Speed post/Deliver personally by hand will be considered.**
- b. Bidder will be responsible for any delay due to other issues.

Submission of offer:

The tenderer shall submit the proposal through **OFF-LINE** (i.e. courier / post / by hand) in two-bid system duly signed as per bidding terms.

A) Cover-1 (Technical Bid):

- a. Technical details

B) Cover-2 (Price Bid):

- a. The price must be quoted only in the price Bid format as attached **Annexure-I**

Validity of Tender:

- a. The tender shall be valid for a period of **180** days from the date of opening of the tender.
- b. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till completion of work.

Price:

- a. The quoted price shall includes all applicable taxes and other charges, if any.
- b. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price.

Performance Bank Guarantee:

The successful bidder shall be required to submit a performance Guarantee for Rs. 2.50 Lakhs in the form of Bank Guarantee/Demand Draft. The Bank Guarantee should remain validity for 2 months beyond the date of the completion of recruitment process.

Payment:

- a. Payment & other terms must be indicated Clearly in the bid document.
- b. No advance payment will be made.
- c. The bidder shall submit the documents which shall clearly indicate the details of work completion.
- d. After successful completion of work, the payment will be made by ICMR-NIN, Hyderabad by PFMS/NEFT/RTGS transfer to the bank account.

MOU

ICMR-NIN and the successful bidder must enter into a Memorandum of Understanding (MoU) before initiation of Recruitment Process as per recommendations of ICMR-NIN.



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COMPLETION OF WORK :

The process shall be completed within 3 **Months** from the date of order. Any delay by the bidder in the process of recruitment the Bidder is liable to penalty & other charges as per recommendations.

ASSIGNMENT, SUBLETTING AND OUTSOURCING

The whole work included in the Tender shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign sublet, the contract or any part thereof or interest therein without the written consent of ICMR-NIN.

ICMR-NIN may at any time during the Tendering process but before opening of the technical bid, ask the Bidders to submit revised Technical / Financial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

CASES WHERE NO SPECIFICATIONS PROVIDED IN TENDER :

In case of any work for which there is no specification in the Tender, such work shall be carried out in accordance with the directions of the NIN or its authorized representative.

CONFIDENTIALITY:

The "RECRUITMENT PROCESS" related activities as specified in this Tender document are confidential. It shall be the responsibility of the bidder to take all necessary precautions and measures to maintain utmost confidentiality / secrecy with regard to each and every stage of work. Further, Bidder shall not use or disclose any Confidential Information under any circumstances.

INDEMNITY :

The Bidder shall indemnify, defend hold and keep indemnified, the NIN from and against all actions, suits, decree proceedings, claims, damages, compensations, costs, expenses, liabilities and demands brought or made against the NIN in respect of any matter or thing done or omitted to be done by the Bidder or its employees, workmen, representatives, agents, servants or suppliers in the execution or in connection with the Work or the Bidder performance under this Tender and against any loss, compensations or damage to the NIN in consequence of any action or suit or proceedings being brought against the Bidder or its employees, workmen, representatives, agents, servants or suppliers for anything done or omitted to be done in execution of the Work under this Tender, including but not limited to non-compliance with the applicable laws, rules, regulations and directions, orders etc. of the government and local authorities, not obtaining the relevant licences and permits, infringing any patents rights.

CLAIM OF INTEREST :

No claim for interest shall be entertained by ICMR-NIN with respect to any money or balances, which may be in its hands owing to a dispute between itself and the Bidder.

The personnel employed / hired / engaged /whether permanent / regular / casual / contractual / temporary / daily wager or whatever be the status by the bidder for the execution of work as provided under this Tender, shall not be considered employees/officers of the ICMR-NIN for any purpose. None of such personnel of the Bidder shall have any right to claim anything against the ICMR-NIN. Nothing contained in this Tender Document shall be construed as constituting a partnership, joint venture, or agency with the ICMR-NIN. The acts/performance and actions taken by either party in furtherance of their respective activities of operation shall not bind the other except to the extent provided under this Tender Documents.



ARBITRATION:

In case of any of disputes, differences, claims and demands arising under or pursuant to or touching to or in relation to this tender, the authorised officials of the ICMR-NIN and the Bidder shall address the same for mutual resolution failing which the matter shall be referred for the arbitration to the sole arbitrator to be appointed by the Director, National Institute of Nutrition, Hyderabad. The award of the sole arbitrator shall be final and binding on both of the parties. The Venue/Place of such arbitration proceedings shall be at Hyderabad. All disputes arising out of this tender are subject to the jurisdiction of Courts in Hyderabad.

For any details/clarifications, Administrative Officer (Stores & Purchase) +91-040-27197471 / 210 / 366 / 339 or through an mail nintores@yahoo.com may be contacted.

FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of NIN as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract. Provided also that if the contract is terminated under the clause, NIN shall be at liberty to take over from the bidder at a price to be fixed by NIN, documents /materials in possession of the bidder at the time of such termination of such portions thereof as NIN may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of ICMR-NIN elect to retain.

PENALTIES FOR DELAYS' :

a) In case of any kind extension would be made in the recruitment process, in the Delivery, the recovery shall be made on the basis of following percentages of value of Contract / work completion is as follows:

1. Delay up to one fourth period of the prescribed period / completion of work: **2.5 %**
2. Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work: **5.0 %**
3. Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work: **7.5 %**
4. Delay exceeding three fourth of the prescribed period / completion of work: **10 %**

b) The maximum amount of liquidated damages shall be 10%.

c) If the agency requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, the agency shall apply in writing to the authority, which has placed the work order, for the same immediately on occurrence of the hindrance, with justifications, but not after the stipulated date of completion of work. Work completion may be extended with or without liquidated damages if the delay in the services is on account of hindrances beyond the control of the bidder.

d) Liquidated Damages would be deducted from the Payment due for that milestone as mentioned

TERMINATION OF THE CONTRACT

ICMR-NIN without prejudice to any other remedy and rights, reserves the right to cancel / terminate the tender / *Work Order* in whole or in part by giving at least 15 (fifteen) days' prior written notice thereof in case bidder fails to honour his bid / *Work Contract* or found guilty for breach of condition/s of the tender documents / *Work Order* or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by himself or by its employees, staff, agents, representatives etc. or by any other person directly or indirectly employed by him. In case of such termination, the NIN shall have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure being borne by NIN on this account be recovered from the Bidder from PBG (Performance Bank Guarantee). In additions to above, the NIN may also cancel / terminate the tender / *Work Order* in whole or in part for its convenience at any time for any reasons, by giving the Bidder at least 10 days' prior written notice thereof.



The notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender / *Work Order* is cancelled / terminated. In case of such cancellation / termination / *Work Order* or curtailment of the work by the NIN the Bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences of the full amount of the work not having been carried out. Neither shall he have any claim of compensation / damage for the loss suffered by him by reason of cancellation / termination of the tender / *Work Order* and of any alterations having been made by the NIN in the original specification or the designs and instruction which shall involve any curtailment of the work contemplated. However, the NIN shall pay the Bidder for such portions of the Work as are due and properly invoiced under the provisions prior to termination. In no event, shall the total payments made to the Bidder exceed the Contract Price.

BLACKLISTING

The ICMR-NIN without prejudice to any other remedy and rights, reserves the right to blacklist the Bidder for a suitable period in case he fails to honour his bid / *Work Order* or found guilty for breach / violation / contravention of terms(s) and condition(s) of the tender / *Work Order* or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by Bidder or by its staff, agent, employee or officer etc. or by any either by himself other person directly or indirectly employed by him.

TERMINATION FOR DEFAULT:

ICMR-NIN may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Agency, terminate this contract in whole or in part.

- (a) If the Agency fails to complete the work any or all of the services within the time period(s) specified in the Contract or any extension thereof granted by ICMR-NIN.
- (b) If the Agency fails to perform any other obligation(s) under Contract: and
- (c) If the Agency, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as ICMR-NIN may authorize in writing) after receipt of the default notice from ICMR-NIN.
- (d) In event ICMR-NIN terminates the contract in whole or in part, ICMR-NIN may process, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered and the Agency shall be liable to ICMR-NIN for any excess cost for such similar services. However, the Agency shall continue performance of the contract to the extent not terminated.

TERMINATION FOR INSOLVENCY:

ICMR-NIN may at any time terminate the contract by giving a written notice to the Agency, without compensation to the Agency, if the Agency becomes bankrupt or otherwise insolvent as declared by the competent court provide that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to ICMR-NIN.

GENERAL PROFILE OF THE BIDDER

1. Full legal name of the firm
2. Year of establishment
3. Registered Office Address & Other complete contact details:

EXPERIENCE SUMMARY

1. Give detailed write-up on experience/ order management, etc; with supporting docs
2. Enclose copies of order so executed/orders in hand



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APPROACH & METHODOLOGY FOR EXECUTING THIS PROJECT

Provide detailed information towards approach and methodology for executing this project.

IF ANY QUERIES, FEEL FREE TO CONTACT TEL . NO. 040-27197 471 / 210 / 366 / 339

**ADMIN. OFFICER (Stores) I/c
For Director**