

**NOTICE INVITING QUOTATIONS (NIQ)**  
**FOR**

**"Hiring of an Agency for Recruitment and Payrolling of Technical Manpower Deployment at NATRAX**

**NIQ No. NATRAX/PROC/A&IT/24/51**

<p>नेशनल ऑटोमोटिव टेस्ट ट्रैक्स (NATRAX), नेशनल ऑटोमोटिव बोर्ड (NAB) के तहत एक ऑटोमोटिव टेस्टिंग एंड सर्टिफिकेशन सेंटर है, जो भारी उद्योग मंत्रालय, भारत सरकार द्वारा गठित एक स्वायत्त निकाय है। NATRAX को लगभग 3000 एकड़ भूमि पर पीथमपुर, जिला धार, (मध्य प्रदेश, (सभी प्रकार के ऑटोमोबाइल के व्यापक परीक्षण और मूल्यांकन के लिए स्थापित किया गया है।</p>	<p><b>National Automotive Test Tracks (NATRAX)</b> is an Automotive Testing &amp; Certification Centre under National Automotive Board (NAB) which is an autonomous body under Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles ranging from 2 wheelers to heavy commercial vehicles.</p>
<p>कृपया ध्यान दें, NATRAX, आदेश संख्या P-45021/2/2017-पीपी (बीई-II) दिनांक 4 जून 2020, के अनुसार उद्योग और आंतरिक व्यापार, भारत सरकार के संवर्धन विभाग द्वारा जारी "सार्वजनिक खरीद (मेक इन इंडिया को प्राथमिकता), आदेश 2017- संशोधन" पर आदेश और इस संबंध में अन्य दिशानिर्देशों का पालन करेगा</p>	<p><i>Please note that, NATRAX shall follow the order on "Public Procurement (Preference to Make in India), Order 2017- Revision" issued by Department for Promotion of Industry and Internal Trade, Government of India, as per their Order Number P-45021/2/2017-PP (BE-II) dated 4th June 2020 and other guidelines in this regard.</i></p>

The details of the tender are as mentioned below;

<b>Particular</b>	<b><u>In Hindi</u></b>	<b><u>In English</u></b>
<b>न्यूनतम पात्रता मानदंड/ Minimum Eligibility Criteria</b>	<p>जिस बोलीदाता की बोली निम्नलिखित पात्रता मानदंडों को पूरा करती है, उसे ही उत्तरदायी माना जाएगा और उसका मूल्यांकन NATRAX द्वारा किया जाएगा।</p> <p>1. यह स्वामित्व फर्म / साझेदारी फर्म / निजी लिमिटेड कंपनी / लिमिटेड कंपनी के संदर्भ में एक वैध कानूनी इकाई होनी चाहिए।</p>	<p>The bidder whose bid meet the following eligibility criteria would only be considered as responsive and shall be evaluated by NATRAX.</p> <p>1. It should be a valid legal entity in terms of proprietorship firm / partnership firm / private limited company / limited company. (copy of registration certificate to be attached).</p>

<p>(पंजीकरण प्रमाणपत्र की प्रति संलग्न की जानी चाहिए)।</p> <p>2. इसका पीएफ, ईएसआईसी, जीएसटी आदि के लागू अधिनियमों के तहत पंजीकरण होना चाहिए। (सभी पंजीकरणों की प्रति संलग्न की जानी चाहिए)</p> <p>3. इसमें तकनीकी / आरएंडडी / परीक्षण / विनिर्माण प्रोफाइल के लिए भर्ती प्रक्रिया को संभालने का कम से कम 5 साल का अनुभव होना चाहिए, अधिमानतः इलेक्ट्रिक वाहन विनिर्माण या परीक्षण, पीएलआई-फेम, वाहन होमोलोगेशन, सीईई, एडीएस, और ऑटोमोबाइल परीक्षण एजेंसियों या ऑटोमोबाइल ओईएम के लिए ऑटोमोटिव परीक्षण सेवाओं जैसे विशिष्ट क्षेत्रों के लिए। (पिछले 5 वर्षों के कार्य आदेश / चालान / समझौते की प्रतियां न्यूनतम 3 संख्याएँ, जिनका मूल्य 5 लाख से कम नहीं होना चाहिए)। 4. इसके अतिरिक्त, यदि बोलीदाता को पेरोलिंग सेवाओं का भी अनुभव है, तो वह तकनीकी बोली में इसके समर्थन में कार्य आदेश / चालान / अनुबंध समझौते जैसे दस्तावेज प्रस्तुत कर सकता है।</p> <p>5. पिछले 3 वित्तीय वर्षों (2020-21, 2021-22 और 2022-23) में प्रत्येक वर्ष 50 लाख रुपये का टर्नओवर होना चाहिए, इसके समर्थन में ऑडिटेड बैलेंस शीट या सीए प्रमाण पत्र (दोनों मामलों में यूडीआईएन आवश्यक) की प्रति तकनीकी बोली में प्रस्तुत की जानी चाहिए।</p> <p>6. 3 संदर्भों के साथ ग्राहकों की सूची संलग्न करें।</p> <p><b>नोट:</b> न्यूनतम पात्रता मानदंड के समर्थन में दस्तावेज तकनीकी बोली में अनिवार्य रूप से प्रदान किए जाने हैं।</p>	<p>2. It should have registration under the applicable acts of PF, ESIC, GST etc. (copy of all registrations to be attached)</p> <p>3. It should have a minimum <b>5 years'</b> experience of handling recruitment process for technical/R&amp;D /Testing/manufacturing profiles preferably for niche areas such as Electric vehicle manufacturing or testing, PLI-FAME, Vehicle Homologation, CAE, ADAS, and Automotive testing services for Automobile testing agencies or Automobile OEMs. (copies of work orders/invoices/agreement minimum 3 nos. of value not less than 5 lakhs to be provided for last 5 years).</p> <p>4. In addition, if the bidder is having experience in payrolling services as well, may submit the documents like work order / invoice / contract agreement in support of the same in technical bid.</p> <p>5. It should have turnover of <b>Rs. 50 Lacs</b> each year, in the last 3 financial years (2020-21, 2021-22 &amp; 2022-23) in support the copy of Audited Balance sheet OR CA certificate (UDIN Required in both the cases) should be submitted in technical bid.</p> <p>6. List of clients with 3 references to be attached.</p> <p><i>Note: Documents in support of the minimum eligibility criteria are compulsorily to be provided in the technical bid.</i></p>
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<b>Contract Period</b>	<p>अनुबंध सेवाओं की शुरुआत की तारीख से एक वर्ष की अवधि के लिए वैध होगा। यदि आपूर्तिकर्ता की सेवाएँ उसके अनुबंध की शर्तों के दौरान संतोषजनक पाई जाती हैं, तो अनुबंध की शर्तों में कोई बदलाव किए बिना अनुबंध को समान नियमों और शर्तों के साथ एक और वार्षिक अवधि के लिए बढ़ाया जा सकता है। इस संबंध में NATRAX प्राधिकरण का निर्णय अंतिम और बाध्यकारी होगा।</p>	<p>Contract shall be valid for a period of <b>one year</b> from the date of start of the services.</p> <p>If the services of the Supplier are found to be satisfactory during his terms of agreement, the contract can be extended for another yearly term with same terms and conditions without any change in the conditions of the contract. The decision of NATRAX authority shall be final and binding in this regard.</p>
<b>Conditions for rejection of bids</b>	<p>बोलियाँ अस्वीकार की जा सकती हैं, यदि:</p> <p>I. निर्धारित समय और प्रस्तुत करने की तिथि के बाद प्राप्त होने वाले कोटेशन को नहीं खोला जाएगा।</p> <p>II. निर्दिष्ट पात्रता/योग्यता मानदंडों को पूरा किए बिना प्रस्तुत किए गए कोटेशन पर विचार नहीं किया जाएगा।</p> <p>III. तकनीकी मूल्यांकन में भी बोलियाँ अस्वीकार की जा सकती हैं, यदि बोली में दिए गए किसी भी संदर्भ से प्राप्त फीडबैक संतोषजनक नहीं है।</p> <p>IV. केवल प्रासंगिक क्षेत्रों में भर्ती सेवाओं में अनुभव होना और पेरोलिंग सेवाओं में अनुभव नहीं होना बोली को अस्वीकार करने का आधार नहीं होगा (तकनीकी मूल्यांकन की सभी शर्तों को पूरा करने के अधीन)।</p>	<p>Bids may be rejected, if;</p> <p>I. Quotation that is received after the scheduled time &amp; date of submission shall not be opened.</p> <p>II. Quotation submitted without fulfilling the specified eligibility/qualifying criteria shall not be considered.</p> <p>III. The bids may also be rejected in technical evaluation, if the feedback received from any of the reference given in the bid is not satisfactory.</p> <p>IV. Having experience only in recruitment services in relevant areas and not having experience in payrolling services shall not be a basis for rejection of bid (subject to meeting all conditions of technical evaluation).</p>
<b>Manner of bid submission</b>	<p><b>बोलियाँ दो भागों में दो लिफाफों में प्रस्तुत की जानी चाहिए:</b></p> <p>i. <b>तकनीकी बोली-</b> जिसमें पात्रता मानदंड, तकनीकी मूल्यांकन, पूर्ण निविदा दस्तावेज की हस्ताक्षरित और स्वीकृत प्रति, बोलीदाता के अनुभव और क्षमता को दर्शाने वाले अन्य दस्तावेज से संबंधित सभी दस्तावेज शामिल होने चाहिए।</p> <p>ii. <b>वित्तीय बोली-</b> जिसमें इस निविदा के पृष्ठ 13 पर संलग्न प्रारूप में दरें शामिल होनी चाहिए और इसे अलग से सीलबंद लिफाफे में प्रस्तुत किया जाना चाहिए।</p>	<p><b>The bids should be submitted in two parts in two envelopes:</b></p> <p>i. <b>Technical Bid-</b> consisting all the documents related to eligibility criteria, Technical Evaluation, signed and accepted copy of complete tender document, any other documents showing the experience and capability of bidder.</p> <p>ii. <b>Financial Bid-</b> Consisting the rates in the format attached on page 13 of this tender and same should be submitted separate sealed envelope.</p>

## Tender Documents

Period of issue of tender documents.	From 10.00 Hrs on 13/06/2024 to 17.00 Hrs on 21/06/2024.
The Last Date of receipt of pre bid queries if any,	20/06/2024 को 17.00 बजे तक। / Up to 17.00 Hrs on 20/06/2024.
Last date/Time for submission of Sealed Bids	21/06/2024 को 15.00 बजे तक मुख्यालय कार्यालय NATRAX में / Up to 15.00 Hrs on 21/06/2024, at HQ office NATRAX
Date/Time of opening of technical bids.	21/06/2024 को 15.30 बजे मुख्यालय कार्यालय NATRAX में / 15.30 Hrs on 21/06/2024 at HQ office NATRAX
<ul style="list-style-type: none"> <li>NATRAX बिना कोई कारण बताए निविदा को अस्वीकार/संशोधित/रद्द करने का अधिकार सुरक्षित रखता है।</li> <li>दस्तावेज़ हिंदी और अंग्रेजी दोनों भाषाओं में तैयार किया गया है; हालाँकि किसी भी विसंगति के मामले में अंग्रेजी मान्य होगी।</li> <li>सफल बोलीदाता को काम देने से पहले NATRAX के साथ एक अखंडता कोड समझौते पर हस्ताक्षर करना होगा। किसी भी बोलीदाता को किसी भी समय इस समझौते पर हस्ताक्षर करने से इनकार करने की अनुमति नहीं है; NATRAX के पास बोलीदाता की EMD (MSME फर्म के मामले में EMD राशि का दावा) जब्त करने का पूरा अधिकार होगा।</li> </ul>	<ul style="list-style-type: none"> <li>NATRAX reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</li> <li>The document has been prepared in both the language Hindi &amp; English; however in case of any discrepancy the English shall prevail.</li> <li>The successful bidder needs to sign an Integrity code agreement with NATRAX before awarding the work. No bidder is allowed to refuse to sign this agreement at any time if someone refusing; NATRAX shall have all the rights to forfeit the EMD of bidder (claim of EMD amount in case of MSME Firm).</li> </ul>

### National Automotive Test Tracks (NATRAX)

NH-52, Old Agra-Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur, Dist. Dhar (M.P.).

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website: [www.natrip.in](http://www.natrip.in); [www.natrax.in](http://www.natrax.in)

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**TERMS & CONDITIONS****1. GENERAL:**

- 1.1. The bidder whose bid meet the following eligibility criteria would only be considered as responsive and shall be evaluated by NATRAX.**

**Eligibility and qualification criteria to be met by the contractor for performing the services as required by the organization.**

- i. It should be a valid legal entity in terms of proprietorship firm / partnership firm / private limited company / limited company. (Copy of registration having date of commencement of business)
- ii. It should have registration under the applicable acts of PF, ESIC and GST (copy of all registrations to be attached)
- iii. It should have a minimum **5 years'** experience of handling recruitment and payrolling process for technical/R&D/Testing /manufacturing profile preferably for niche areas such as EV, PLI-FAME, Vehicle Homologation, CAE, ADAS, and Automotive testing services for testing agencies or Automobile OEMs. (copies of work orders/agreement minimum 3 nos. of value not less than 5 lakhs to be provided for last 3 years). In addition, if the bidder is having experience in payrolling services as well, may submit the documents like work order / invoice / contract agreement in support of the same in technical bid.
- iv. It should have the annual turnover of Rs. **50 Lacs in each year**, in the last 3 financial years (2020-21, 2021-22 and 2022-23).
- v. List of clients with 3 references to be attached.

***Note: Documents in support of the minimum eligibility criteria are compulsorily to be provided in the technical bid.***

- 1.2.** As the proof for having fully **adhered** to the minimum eligibility criteria, NATRAX shall accept the Work Orders/invoices/ Certificates issued by Govt. Dept./Autonomous Bodies/PSUs/Reputed Pvt Ltd/Ltd Organisation/Industries only, any other than the above will not be accepted by NATRAX. *in case of order pertaining to any private organization please submit the copy of form 26AS of the relevant period.*
- 1.3.** The Bidders are expected to carefully examine all the contents of the tender document including instructions, terms and conditions, etc. and take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bidders which are not responsive to the requirements of the tender/quotation documents will be rejected.
- 1.4.** While all efforts have been made to avoid errors in the drafting of the Tender/Quotation documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the quotation documents shall be entertained.

- 1.5. Bidders should study the tender documents carefully & thoroughly before quoting and get clarifications, if required, from NATRAX in this context.
- 1.6. The Tender/Quotation prepared by the Bidder and all correspondence and documents relating to the Tender/Quotation exchanged between the Bidder and NATRAX shall be in the English language.
- 1.7. Each page of the tender documents should be stamped and signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Tender/Quotation and Special Conditions of Quotation etc. as provided in the Tender/Quotation documents. Any Tender/Quotation with any of the Documents not so signed is liable to be rejected at the discretion of NATRAX.
- 1.8. The tender submitted on behalf of a Firm shall be signed by all the Partners of the Firm or by a Partner who is authorized on behalf of the Firm to enter into the proposed contract. Otherwise, the Tender may be rejected by the NATRAX.
- 1.9. The Bidder shall carry out all the work strictly in accordance with specifications, standard practices and instructions of NATRAX or NATRAX's authorized representative. If in the opinion of NATRAX, changes have to be made in the requirements and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
- 1.10. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a quotation and for entering into a contract, must inspect the site of the work, acquaint himself with nature of job, all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
- 1.11. The successful Bidder is bound to carry out any items of work necessary for the completion of the job even though such items are not included to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
- 1.12. The work shall be carried out strictly in accordance with the specifications made by NATRAX and also in compliance of the requirements of the Authorities concerned and deviation on any account will not be permitted.
- 1.13. The successful Bidder should make his own arrangement to obtain all inputs / information required for the work.
- 1.14. The successful Bidder shall enter into contract and duly sign an Agreement within 7 [Seven] days from the date of issue of letter of Acceptance (LoA). The LoA issued by NATRAX to a Bidder will constitute a binding Contract between NATRAX and the person so Bidding, whether such formal agreement is not subsequently executed. The successful Bidder shall accept the LoA within 3 days from the date of issue of such letter.

## **2.0 AMENDMENT TO QUOTATION DOCUMENT**

- 2.1 Addendum / Corrigendum to the quotation document may be issued prior to the date of

opening of the tender/quotation to clarify the documents or to reflect any modifications etc. All such addendum / corrigendum shall be treated as an integral part of the tender/quotation Agreement.

- 2.2 In order to afford prospective bidders reasonable time for preparing their quotation after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of quotation.

**3.0 PROCESS TO BE CONFIDENTIAL:**

- 3.1 Information relating to the examination, clarification, evaluation and comparison of quotation and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

- 3.2 Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of Tender/Quotations and in decisions concerning award of contract, may result in the rejection of the Tender/Quotation.

- 3.3 Strict confidentiality of the information, data and material collected, whether during or after the professional work shall be maintained.

**4. NATRAX's RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDDERS:**

- 4.1 NATRAX reserves the right to accept / reject or modify any tender/quotation, and to annul the quotation process and reject all tender/quotation, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action.

**5. SUBMISSION OF TENDER/QUOTATION:**

- 5.1 **Part -1: The Technical Quotation:** The Tender/Quotation containing the technical requirements (Technical Quotation) shall be submitted in a sealed packet as detailed below:

- i) Duly filled and signed on all pages of the Tender/Quotation documents as issued by NATRAX.
- ii) The documents in proof of meeting the minimum eligibility criteria as per para 1.1 (Self attested copies)
- i) Other relevant documents required to demonstrate that the bidder capable of undertaking the proposed assignment (Experience Certificate along with work details).



**5.2 Part-2: The Price Quotation**

- (a) The price quoted by the bidder in the format of Financial Bid (Annexure - B) containing part-A & Part-B, must be submitted in a separate sealed envelope.

Note – if a bidder is having minimum 3 yrs. of experience in payrolling services, may only fill the Part – B.

**6. COMMISSIONING AND GUARANTEE:**

- 6.1 The 'successful' bidder shall complete the recruitment for the total requirement within a period of 60 days from the date of LoA. The appointment letter shall be issued within 15 days of final interview and the candidates shall join within 30 days from the date of acceptance of appointment.
- 6.2 In case, any of the deployed manpower leaves the organization within 6 months of joining, the contractor / agency shall provide equivalent replacement within a period of 15 days without any additional cost to the organization. It is desired that the deployed manpower may be selected who are willing to serve NATRAX without break / leave except statutory / sanctioned leave of him / her. It is desired that the bidder shall provide the right skill set of manpower and continue to send the same manpower during the contract period.

**7. INDEMNITY:**

- 7.1 It shall be the contractor's liability to give a complete indemnity to this office in connection with any losses or damages sustained to the services by wrongful act; or negligence; or irresponsibility; or carelessness by the deployed Manpower at NATRAX during the work.

**8. CONTRACT PERIOD:**

- 8.1 Contract shall be valid for a period of **one year** from the date of Issuance of work order.
- 8.2 If the services of the Supplier are found to be satisfactory during his terms of agreement, the contract can be extended for another yearly term with same terms and conditions. The decision of NATRAX authority shall be final and binding in this regard.

**9. VALIDITY OF QUOTATION:**

- 9.1 Tender/Quotation shall remain valid and open for acceptance for a period of **60 days** from the last date of submission of Tender/Quotation.



9.2 If a bidder withdraws or revokes his offer or revises the quoted rate or condition for any item within the aforesaid period his Tender/Quotation may be liable for rejection.

9.3 In case NATRAX calls the bidder for negotiations then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

#### 10. TECHNICAL QUOTATION EVALUATION PROCESS:

10.1 The tender/quotation shall be opened in the presence of bidders or their duly authorized representatives at the time mentioned in the Tender/Quotation document, in the presence of the members of the NATRAX's Committee at site office.

10.2 A letter of authorization shall be submitted to NATRAX, by the Bidder's representative before the opening of Tender/Quotations.

10.3 Absence of bidders or their duly authorized representatives shall not impair the legality of the tender/quotation opening process.

10.4 All bidders or their duly authorized representatives shall be required to sign the main quotation envelopes by way of confirmation of sealed tender/quotation status at the time of opening of tender/quotations.

10.5 After identification signing, the NATRAX Committee representative shall open the main quotation envelope. The technical condition envelop shall be then opened. This will not give any right to the bidder to claim that he is successful in the bidding process. The Priced Tender/Quotation envelopes shall be required to be signed by all the authorized representatives and the same will be kept under the custody of NATRAX.

10.6 The technical evaluation shall be performed later in two stages; first the minimum eligibility criteria fulfillment is evaluated and secondly the technical evaluation is done on the basis of each parameter as given below and technical score worked out. The bidder shall score more than the minimum qualifying technical score on the evaluation sheet as under

S.No.	Evaluation Parameter	Max. Marks
1.	Profile of company	15
2.	Experience of recruitment in relevant areas as mentioned in MEC (in terms of no. of companies served in auto industry) (0-3 = 10 marks; 4-6 = 15 marks; 6-8 = 20 marks)	20

3.	<b>The number of job portals the company is registered with</b> (>10= 10 marks, 5-10=7 marks, <5= 5 mark)	10
4.	<b>Staff strength</b> (0-5 = 1 mark, 6-10 = 3 marks, more than 10 = 5 marks)	05
	<b>GRAND TOTAL</b>	<b>50</b>

**\*A bidder must score total of 35 or above to qualify technical evaluation .**

**\*\*The bidder shall enclose necessary documents in support of the above parameters in technical bid.**

- 10.7 Refusal to sign on any of the quotation envelopes by any of the bidder or his duly authorized representative may disqualify him from the process at the discretion of members of the NATRAX Committee present at the time of opening of the Tenders/Quotations.
- 10.8 The tenders/quotations shall be declared to be 'Valid' or 'Invalid' at the conclusion of preliminary scrutiny process, at the discretion of the members of the NATRAX Committee present on the spot.
- 10.9 Only those quotations who qualify in technical evaluations shall be considered for opening of the Priced Quotation. NATRAX shall intimate the bidders who will qualify technical evaluation.

## **11. FINANCIAL QUOTATION EVALUATION:**

- 11.1 After evaluation of the financial bids, the eventual bid price shall be ascertained after considering all the terms and conditions associated with the bid price specified in the financial bid.
- 11.2 If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected.
- 11.3 If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- 11.4 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

- 11.5 The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected.

**12. NOTIFICATION OF AWARD:**

- 12.1 Prior to the expiry of the period of Tender/Quotation validity prescribed, NATRAX will issue to the successful Bidder the "Letter of Acceptance" in duplicate, who will return one copy to NATRAX duly acknowledged and signed by the authorized signatory, within seven days of receipt of the same by him.
- 12.2 The Letter of Acceptance will constitute a part and binding to the contract.

**13. SIGNING OF AGREEMENT/ Non Discloser agreement (NDA):**

- 13.1 The successful Bidder shall enter into contract and duly sign an Agreement within 7 (Seven) working days from the date of issue of letter of acceptance. But the written acceptance by NATRAX of a Bid will constitute a binding Contract between NATRAX and the person so Quotationing, whether such formal agreement is not subsequently executed.
- 13.2 NATRAX shall prepare the Agreement, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder within two weeks of the date of receipt of the "Letter of Acceptance" duly acknowledged and signed by the successful Bidder. The successful bidder shall also sign a non-discloser agreement with NATRAX and shall be abide by it for non-disclosing of any information, images, videos, etc, which will be shared with him during execution of scope of works.
- 13.3 The successful Bidder will return both copies of Agreement duly signed by the authorized signatory within two days of receipt of the copies of Agreement from NATRAX. NATRAX will have both copies of Agreement duly signed by the authorized signatory. NATRAX shall also get the correct amount of stamp duty adjudicated by the registrar of Stamps, Indore and have the agreement duly stamped and executed. One copy of the Agreement duly signed by NATRAX and the Contractor through their authorized signatories will be sent by NATRAX to the Contractor.

**14. STATUTORY AND CONTRACTUAL OBLIGATIONS TO BE COMPLIED BY THE CONTRACTOR**

- 14.1 The contractor shall complete all the statutory compliance including applicable labour laws required to be fulfilled for deployment of persons at our site. Contractor shall also maintain a record of attendance/ leave of these persons and will submit the same to NATRAX on the preceding month.

- 14.2 Contractor / Agency shall work out the payment / salary breakup (Gross, net as well as take home salary) and shall take approval from the office.
- 14.3 On finishing the interview and final negotiations with the candidates, the final proposed payment (salary structures) shall be sent to office for formal approval before issuing offer cum appointment letters to the selected candidates.
- 14.4 Contractor / Agency shall not charge the candidate for recruitment services.
- 14.5 Office will provide the monthly attendance details of deployed manpower by 3<sup>rd</sup> of next month for preparation of invoices and release of salary.
- 14.6 Contractor shall pay the salaries of preceding month to the manpower by 07<sup>th</sup> of next month through bank transfer.
- 14.7 Pay-slip shall be provided to deployed manpower by contractor and pay statement shall be submitted to office along with the bill every month.
- 14.8 The contractor shall be liable for any issues arising in relation to EPF, ESIC etc. and shall deal with it taking responsibility of the related procedures under applicable acts/rules.
- 14.9 As per contract, contractual staff will be eligible to get the leaves as per the policy of NATRAX.

**15. Penalty clause:**

- 15.1 In case of any lapse on part of the successful bidder in term of delay in execution or inability to supply the regular and same manpower / quality output/services, NATRAX management reserve the right for deduction of penalty from invoice after discussion jointly.

**16. TERMS OF PAYMENT: (Compulsory)**

**16.1 Part – A: (Recruitment)**

- I. 75% payment on joining of the selected candidate/s.
- II. 25% payment on completion of 6 months after joining of the candidate. (In case the candidate leaves the organization within 6 months on his own, release of remaining payment on providing suitable replacement.

**16.2 Part – B: Payrolling (Optional)**

- I. Monthly payment on raising monthly invoices for payrolling outsourcing.

**Annexure – B**  
**Financial Bid /BOQ Format:**

*This document should be submitted on the letter head of bidder in saparate sealed envelope.*

**Financial Bid (to be submitted in separate sealed envelope)**

**Part A - Recruitment services**

**Recruitment services** ..... % (in numbers) of Annual CTC per person.

.....% (in words) of Annual CTC per person.

**Part B - Payrolling Services** **(Optional – if meeting eligibility criteria)**

**Payrolling Services** .....%(in numbers) of monthly CTC per person.

.....% (in words) of monthly CTC per person

*(Note: the rates quoted should be inclusive of all Taxes and duties applicable.)*

**(Signature of Bidder with stamp)**