

National Highways Infra Trust

 National Highways Infra Trust	Request for Empanelment of Manpower Services Provider	Doc No.: NHIT/FY25-26/RFE/ Manpower Services
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Tender No. NHIT/FY25-26/RFE/Manpower Services Provider

Request for Empanelment ("RFE") issued by National Highways Infra Trust for Empanelment of Service Provider(s) for Manpower Requirement of National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities"

<u>BID SUMMARY</u>		
1.	Last date and time for receipt of Bidding Documents	20 February 2026 up to 17:00 Hrs
2.	Date and Time of Opening of Bids	20 February 2026 at 18:00 Hrs
3.	Place of opening of Bids	National Highways Infra Trust (NHIT) Unit No. 324, D21 Corporate Park, Sector-21, Dwarka, New Delhi, 110077-India

Note: Bids will be opened in the presence of bidders who choose to attend as above

NATIONAL HIGHWAYS INFRA TRUST

Unit No. 324, D21 Corporate Park, Sector 21,
Dwarka, New Delhi – 110077

Email: tender@nhit.co.in

Date of Issue: 27.01.2026

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Disclaimer

The information contained in this Request for Empanelment ("RFE") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of "NHIT-entities" by persons authorized to do so, is provided to the interested parties on the terms and conditions set out in this RFE and such other terms and conditions subject to which such information is provided.

This RFE is not an agreement and is neither an offer nor an invitation by NHIT-entities to interested parties who submit their quote (henceforth "Bidders") in response to this RFE. The purpose of this RFE is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for Empanelment of Service Provider(s) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities"

NHIT makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFE and any assessment, assumption, statement or information contained herein or deemed to form part of this RFE or arising in any way from this process.

A Bidder must warrant that all the information provided by it to NHIT-entities at the time of application & subsequently, is true to the best of its knowledge and belief and especially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies NHIIMPL and NHIT-entities from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

The issuance of this RFE does not imply that NHIT-entities are bound to select any Bidder(s) for any project/Evaluation. NHIT-entities may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFE for bona fide reasons, which will be notified to all the Bidders invited to tender. Further NHIT hereby reserves its right to annul the process at any time prior to issuance of Letter of Award without incurring any liability towards the Bidders.

The Bidders shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NHIIMPL/NHIT-entities or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and neither NHIIMPL or NHIT-entities shall be liable in any manner for the same or for any other costs or expenses incurred by a Bidders in preparation or submission of the Bid, regardless of the conduct or outcome of this RFE and the related processes.

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Section 1. Notice Inviting Tender

1. The National Highways Infra Trust (hereinafter referred to as “NHIT”) on behalf of National Highways Infra Investment Managers Private Limited (NHIIMPL), and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”, invites bids from eligible parties for Empanelment of Service Provider(s) for National Highways Infra Investment Managers Private Limited (NHIIMPL), and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”.
2. National Highways Infra Trust (NHIT) is seeking proposals from experienced Service Providers for Providing Manpower Services.
3. This is intended to ensure that the bids received from bidders fully comply with the qualification criteria prescribed in the RFE/RFQ documents, and that the documents submitted have not been altered, falsified, or fraudulently prepared for the purpose of meeting eligibility requirements.
4. After qualifying technically, the Service Provider(s) will be empaneled under Cost Based Selection Method as described in this RFE and in accordance with the practices of NHIT.
5. The RFE includes the following documents:
 - Section 1 – Notice Inviting Tender
 - Section 2 – Instructions to Bidders
 - Section 3 – Scope of Services
 - Section 4 – Form of Technical Proposal
 - Section 5 – Form of Financial Proposal
 - Section 6 – Undertakings
6. The RFE will be uploaded to the website of NHIT at www.nhit.co.in.

7. Brief Description of Bidding Process

- a. NHIT has adopted a Single stage evaluation process for the empanelment of the Service Provider(s) i.e., the technical bid (the “Technical Bid”) containing the documents for satisfying eligibility criteria of the Bidder, shall be submitted in physical form in the prescribed format (To clarify, the documents should be serially numbered and hard/spiral bound) in the manner specified, and before the date and time specified herein.
- b. After the submission of the Bids, each of the responsive Bidders will be invited to make presentation of their proposal to NHIT. The date and time of presentations would be intimated to Bidders separately through email. The Presentation shall be made through either video- conferencing facility or in person meeting at NHIT office in New Delhi.
- c. Only those Bidders whose Bids are found to be responsive and meeting the Minimum Eligibility Criteria (hereinafter referred to as “**Technically Qualified Bidders**”) in terms of this RFE, shall be eligible for empanelment and may be invited to participate in the Financial Bid submission process as and when NHIT issues an invitation. The Bidders may send their authorized representatives along with authorization letters on the letter head of the bidder for participation in the opening of the Bid. Only one representative of the Bidder shall be allowed to attend the opening of the Bids.

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8. Any queries or request for additional information concerning the RFE shall be submitted in writing and/or e- mail to the officer designated below. The envelope / email communication shall clearly bear the following identification/title: "Queries/ Request for Additional Information: Request for Empanelment ("RFE") issued by National Highways Infra Trust for Empanelment of Service provider(s) for Manpower Services for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities".

9. Address for Communication:

To,

Shri Sandeep Khosa

GM, Procurement, NWPPL

National Highways Infra Trust,

Unit No. 324, D21 Corporate Park, Sector 21

Dwarka, New Delhi

E-mail: Tender@nhit.co.in

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10. Schedule of Bidding Process:

The NHIT shall endeavor to adhere to the following schedule: Any changes to the following schedule shall be informed to the Bidders through Website or email communication.

S. No.	Description of Events	Date
1.	Last date for receiving queries from bidders	4 th February 2026
2.	Pre-Bid Meeting	No pre-bid meeting. The bidders have to submit their queries through email which will be replied to at NHIT website/ through email.
3.	NHIT's response to queries latest by	6 th February 2026
4.	Bid due date (Last date for bid submission)	20 th February up to 17:00 Hrs
5.	Opening of Technical Bids	20 th February 2026 at 18:00 Hrs, at NHIT Office, New Delhi
7.	Letter of Empanelment (LOE)	Will be intimated later
8.	Technical Presentation	Will be intimated later
9.	Validity of proposals	120 days from Bid Due Date

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Section 2: Instructions to the Bidders

1. Introduction:

About the company: Please refer to our website <https://nhit.co.in/>.

2. Proposal

NHIT seeks proposals for the Empanelment of Service Provider(s) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities” as per scope of work given in Section 3 – Scope of Services of the RFE document (“Services”).

3. Clarification and Amendment of RFE Documents

3.1 Bidders may request clarifications on any of the RFE documents up to the time mentioned in Section 1. Any request for clarification must be sent in writing to NHIT’s address indicated in the RFE or by e-mail to Tender@nhit.co.in. NHIT will respond in writing, or by e-mail/ uploading responses on website or will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should NHIT deem it necessary to amend the RFE as a result of a clarification, it shall do so following the established procedure and inform the Bidders of the same through written communication or by uploading it on the website of NHIT.

3.2 At any time before the submission of the Bids, NHIT shall have the right to amend the RFE by issuing an addendum/ amendment in writing or by standard electronic means. The addendum/ amendment shall be uploaded on the website of NHIT at <https://nhit.co.in/> which will be binding on all Bidders. To give Bidders reasonable time for considering the addendum/ amendment in their Bids, NHIT may, if the addendum/ amendment is substantial, at its discretion, extend the deadline for the submission of Bids.

3.3 It will be the responsibility of the Bidders to keep track of any uploaded addendum/ amendment before submission of the Bid.

4. Submission of Proposal

4.1 The proposal shall be submitted as indicated below:

4.1.1 Envelope containing the Bid of the “Consultant(s)”. The proposal should be in the manner and format as prescribed in RFE Section 4 – Form of Technical Proposal. Please note that proposals with any conditionality will be summarily rejected.

4.2 Proposal (i.e. the aforesaid sealed envelope marked as **“Bid – Proposal for Empanelment of Service Provider(s) by National Highways Infra Trust (NHIT) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”** as per scope of work given in Section 3 – Scope of Services of the RFE document (“Services”).” should reach the undersigned, latest by date/time mentioned in the Section 1 – Notice inviting Tender, in hard copies/in original and shall remain valid for 120 days thereafter. The proposal should be signed by the authorized signatory of the Bidder, supported by the relevant authorization document. No Proposal will

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be entertained after the due time and date, as stated above. NHIT-entities shall not be responsible for any delay whatsoever in nature. The proposals received after the due date and time, will be summarily rejected.

- 4.3 NHIT-entities reserves the right to accept or reject any or all the offers received without assigning any reason. For any clarification, you may feel free to contact the undersigned.

5. **Modification/Substitution/Withdrawal of Bids**

- 5.1 The Bidder may substitute or withdraw its bid after submission prior to the Bid due date. No Bid shall be allowed to be substituted or withdrawn by the Bidder on or after the Bid due date.
- 5.2 Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by NHIT-entities, shall be disregarded.
- 5.3 Partial modification of the Bid is not allowed. The Bidder will have to submit the revised bid again in a sealed envelope, as per clause 4 above, mentioning "Revised Bid" on the top of the sealed envelope and the original bid envelope will be returned to the Bidder.

6. **Opening and Evaluation of the Bids**

- 6.1 The Technical Bids will be opened after the due date at the time prescribed in this RFE document in the presence of the Bidders who choose to attend. NHIT will subsequently examine and evaluate the Bids in accordance with the provisions set out herein.
- 6.2 After the submission of Bids, each of the responsive Bidders shall be invited to make presentation of their proposal to NHIT. The date and time of presentations would be intimated to Bidders separately by NHIT through email. The Presentation shall be made either through video-conferencing facility or in person meeting at NHIT office.
- 6.3 To assist in the examination, evaluation, and comparison of Bids, NHIIMPL/NHIT may, at its discretion, ask any Bidder for clarification of its Bid. The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by NHIT in the evaluation of the Bids.
- 6.4 The Bidders would be evaluated on the criteria mentioned in Section 4 of this RFE and shortlisted for the empanelment.
- 6.5 Except in case any clarification is asked for by NHIT, no Bidder shall contact NHIT on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded. If any Bidder wishes to bring additional information to the notice of NHIT, it should do so in writing at the address prescribed in the Notice Inviting Tender.

7. **Prior to evaluation of the Bids, NHIT shall determine as to whether each Bid is responsive to the requirements of this RFE document. A Bid will be declared non-responsive in case:**

- If a Bidder submits more than one Bid against this RFE.
- The physical bid submissions are incomplete/ inadequate to the requirements of the RFE Documents.
- Documents are submitted loose. (To clarify, the documents should be serially numbered or to be submitted in bounded form).

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- d. If in case the Power of Attorney or the Authority Letter is not provided as per Paragraph 17 of this Section.
- e. If a Bidder submits a conditional Bid or makes changes in the terms and conditions given in this RFE document.
- f. Failure to comply with all the requirements of RFE document by a Bidder.
- g. If the Bid is not submitted in the formats prescribed in the RFE document.
- h. If any requisite document/ certificate is not in the prescribed format the same shall not be considered while evaluating the bids and the same may lead to Bid being declared as non-responsive.
- i. If the envelope containing physical submission is not sealed and marked as prescribed in the RFE document.
- j. A Bid valid for a period of time shorter than prescribed in the RFE document.

8. **Conflict of Interest**

Bidders at all times shall provide professional, objective, and impartial advice and at all times hold the NHIIMPL, NHIT and SPVs under NHIT interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. No two Bidders can have same constituents or any such arrangement pursuant to which any third party is in a position to have access to confidential information of each other.

9. **Fraud and Corruption**

- 9.1 Bidders would be required to observe the highest standard of ethics during the selection and execution of such work. NHIT defines:
 - 9.1.1 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - 9.1.2 "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the NHIT and includes collusive practices among bidders (prior to or after submission of proposals) and to deprive the NHIT of the benefits of free and open competition.
- 9.2 NHIT will reject a proposal for empanelment/ appointment if it determines that the bidder recommended for engagement has engaged in corrupt or fraudulent activities in competing for the work in question.
- 9.3 NHIT will declare a bidder ineligible, either indefinitely or for a stated period of time, to be engaged if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in the bidding process for engagement for the subject work.
- 9.4 The bidder declared ineligible for corrupt and fraudulent practices by NHIT in accordance with the above paras shall not be eligible for selection.

10. **Consortium of Bidders is not allowed**

11. **Minimum Eligibility Criteria**

- 11.1 The Bidder/Company should have cumulative Revenue/Turnover of minimum Rs 300.00

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Crores during the last three financial years ending 31/03/2023, 31/03/2024 and 31/03/2025. Certified copies of financial statements or certificate of turnover from Statutory Auditor/ Chartered Accountant/any other proof to be submitted along with the bid.

- 11.2 The Bidder should be managing/employing minimum 2,500 headcount at the time of submission of bidding.
- 11.3 Statutory Compliance: The bidder shall have a clean record of statutory compliance with EPF, ESI, GST, minimum wages, and other labor laws. An undertaking to this effect shall be submitted.
- 11.4 The bidder must have minimum 5 years' experience in providing manpower services.
- 11.5 The Bidder shall not be an associate of the Sponsor i.e., NHAI, or NHIMPL or IDBI Trusteeship Services Limited.
- 11.6 The Bidder should have a minimum technical score of 70 marks as per evaluation criteria mentioned in Section 4 including their presentation scores. Only those bidders who score minimum 70 marks shall be considered as Technically Qualified Bidder.

12. **Dis-Qualification Criteria:**

The NHIT may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent:

- 12.1 Submitted the proposal documents after the response deadline.
- 12.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 12.3 Failed to provide related clarifications, when sought.
- 12.4 Respondent or its directors declared ineligible by CPSU/ SPSU/ Government companies/ Government organizations/ regulatory authorities for corrupt and fraudulent practices or blacklisted.

13. **Technical Evaluation Criteria:**

- 13.1 Technical Evaluation shall be based on the Technical Bid submitted by the Bidders as per Section 4 – Form of Technical Proposal.
- 13.2 The evaluation of the Technical Proposals shall be carried out on a maximum score of 100 as per the methodology mentioned in Section 4 – Form of Technical Proposal.
- 13.3 The Technical Proposal shall be submitted in physical form along with all supporting documentation/ information as mentioned along with the criteria.
- 13.4 The Presentation may be made as per schedule communicated by NHIT and a copy of presentation to be submitted on email at the time of presentation if required by NHIT.
- 13.5 The Presentation shall cover the following and shall be evaluated accordingly:
 - Qualification, Experience and commitment: Detailed profile of the core and support teams (relevant experience of team members who will be deployed on the assignment in the event of selection)
 - Experience of working in Relevant fields.

14. **Procedure for Empanelment of Service Provider(s)**

- 14.1. Post qualification of the minimum eligibility criteria, the bidder(s) will be empaneled under the cost Based Selection method as described in this section and in accordance with the practices of NHIT.

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14.2. The score on the basis of Quality Based System (QBS) of technical proposals will determine the H1, H2, H3 and so on, and will be referred only to identifying the required number of additional Service Provider(s) for empanelment.

14.3. For the purpose of utmost clarity, RFE is only for the empanelment of Service Provider(s) and discover rates of bid evaluation. All such newly Empaneled Service Providers will be eligible to participate in the financial bid process for appointments for NHIT entities for each assignment, on a case-to-case basis, during the period of empanelment.

14.4. Further, the engagement/appointment of Service Provider(s) amongst the respective Empaneled Service Provider(s) will be done by NHIT Entities at its own discretion. Accordingly, NHIT has the right to award the work to any of the Empaneled Consultant(s), depending on the exigencies, nature and magnitude of the Work.

15. **Empanelment with NHIT**

15.1. NHIT proposes to empanel at least 2 (two) Service Provider(s) for a period of Three years, however number of empaneled vendors may be increased as per requirements of NHIT.

15.2. The respective employment may be extended further by two years by NHIT Entities subject to satisfactory delivery of services and approval from Competent Authority. Further, NHIT reserves the right to modify the number of Service Providers(s) to be empaneled at its discretion.

16. **Engagement for Future Services**

16.1. NHIT may appoint one or multiple Service Provider from the respective pool of empaneled Service Provider(s) for a single entity.

16.2. For the purpose of clarity, NHIT may choose not to appoint any Consultant from the respective empanelment pool created through this RFE for Services.

17. **Documents to be submitted along with the Bid**

17.1. Either power of attorney or an authority letter from Partner/ Board / Managing Committee of the Bidder entity should be provided for authentication of the authorized signatory signing the Bid document.

17.2. Bid in the form provided in the RFE duly signed by the authorized representative of the bidder on all pages.

17.3. Detailed profile of the Bidder certified by Authorized Signatory of the Bidder.

17.4. Documents in support of the claims of Bidder regarding eligibility/ experience duly signed by the authorized representative of the bidder on all pages. NHIT may ask for 3rd. party certificates from the Bidder(s), at a later stage.

17.5. Undertaking in the format provided in the RFE duly signed by the authorized representative of the bidder on all pages.

18. **Key Terms and Conditions of Empanelment**

18.1. NHIT reserves the right to curtail or extend the validity period of empanelment of a Financial Consultant.

18.2. NHIT will have the right to remove any Empaneled Consultant from the empaneled list

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without assigning any reason whatsoever and without any cost & compensation therefore NHIT also reserves the right to replace/remove/ appoint any new empaneled bidder as the Consultant for an ongoing or future Services at any stage of the Services or Empanelment Period.

18.3. The Empaneled Service Providers are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to NHIT's Interest.

18.4. Each Empaneled Consultant will maintain confidentiality on matters disclosed.

18.5. The reports/ opinions/ presentations submitted by Empaneled Service Providers as part of its Services shall be the property of the NHIT-entities and it can be repeatedly used by NHIT-entities for its disclosed and undisclosed purposes.

18.6. Each bidder should undertake that during the empanelment period, the Empaneled Consultant would make no change in the composition of the Proposed Team (as submitted in the Technical Proposal) and if any change happens, then the replacement should have higher or equivalent to the exiting member.

19. **Dispute Resolution**

Any dispute arising out of the RFE, which cannot be amicably settled between the parties, shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996 through a panel of three arbitrators, with each of NHIT entities and the remaining disputing party(ies) appointing one arbitrator and the two arbitrators so appointed appointing a third arbitrator. Provided that in the event that any disputing parties fail to appoint an arbitrator within 15 days from the dispute being referred to arbitration, the other parties shall be at liberty to appoint an arbitrator for such disputing parties(ies) and such appointment shall be final and binding on the other disputing parties. The venue of the arbitration shall be at New Delhi.

20. **Indemnification:**

The Agency shall hold the NHIT and SPVs under NHIT harmless and shall indemnify the same against all claims, penalties, fines, losses, damages, costs and proceedings arising from the breach or contravention of any laws, rules and regulations referred to in this order.

21. **Anti-Bribery & Corruption (ABC) Policy:**

It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to Bribery and Corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. Requested to report improper demands from the NHIT Employees. You may address the same through email at whistleblow@nhit.co.in.

22. **Force Majeure:**

A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). In the case of an FM, the contract frees both parties (NHIT & the Agency/Firm) from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. However, this does not excuse a party's non-

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performance entirely, but only suspends it for the duration of the FM. The parties have to give notice of FM as soon as it occurs, and it cannot be claimed ex-post facto. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, NHIT may at its option terminate the contract without any financial repercussion on the other side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the Agency/Firm would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

23. **Governing Law and Jurisdiction**

This RFE and the subsequent agreement between the parties shall be interpreted by and shall be governed and construed in accordance with the laws of India. The Courts at New Delhi, India shall have sole jurisdiction over all matters arising out of or relating to this agreement.

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Section 3: Scope of Services

Request for Empanelment of Service Provider for Manpower Services for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”.

The resources engaged through the Service Provider will be deployed across office and/or projects locations located at various parts of the company. The bidder(s) should provide the following services:

1. The company shall share the manpower requirements with the SPOC (Single Point of Contact) of the bidder. The bidder shall provide a pool of qualified and suitable candidates based on the experience, skill sets, academic qualification, etc. as per specifications provided by the company’s representative.

1. The Bidder shall Facilitate the Company / Authority/ wholly owned subsidiaries of the NHIT, as the case may be, from sourcing of the candidates till final selection of the suitable candidate.
2. On final selection of the candidate/s, the Bidder will complete the documentation of the selected candidate and will undertake the further process of recruitment which entails, background check especially Educational Certificates, Previous Employer(s), if any, Police Verification (one year antecedent report), Medical Fitness Certificate and provide the complete details/ certifications, to the Company / Authority/ wholly owned subsidiaries of the NHIT, as the case may be.
3. After recruitment process is completed and receipt of the confirmation from the company for the selection of the candidate, the selected bidder will offer appointment letter to the candidate (to be appointed on the payroll of the bidder) clearly detailing the terms and conditions of appointment, compensation structure, tenure of appointment (preferably one-year contract), etc.
4. On acceptance of offer of appointment, the selected bidder will arrange to train and deploy the candidate/s at the location specified in the communication shared by the company’s representative.
5. The selected bidder will be responsible for payment of all remuneration including processing of payroll, claims, wages, dues etc of its employees, agents, contractor in accordance with the statutory laws, regulations and ordinance of the country included but not limited to, Minimum Wages Act, PF laws, Workmen’s compensation Act, Labour laws, ESI, Professional Tax, etc. The company shall not have any direct or indirect liability or obligation to pay any charge, claim or wages, dues and contributions as applicable towards statutory benefits of any of bidder’s employee, agent and contractors. The bidder should establish and maintain all proper records required by the law as and when required for the inspection by the enforcement authorities.
6. The selected vendor will be responsible for payment of statutory and contractual obligations to the hired employee, as per provisions of law of the land/ terms of appointment. A certificate to this effect will be required to be given by the bidder to the company on a monthly basis along with the invoices.

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7. In addition to the above services, the bidder shall also provide the following:
- The bidder will be required to take Workmen Compensation (WC) Policy for all employees engaged with NHIT entities.
 - The bidder will be required to take Group Personal Accident (GPA) Policy with a sum insured of 20 lakhs for each employee engaged with NHIT entities.
 - The bidder must provide HRMS modules to process payroll, employee database management, leaves and attendance management and for other basic services to all the employees engaged with NHIT entities.

Notes:

- The above requirement is INDICATIVE in nature. Bidders to follow the RFE and corrigendum's (if issued) as part of price bid wise details.
- The commercial bid shall not be submitted, same will be called on later stage.
- NHIT entities reserve the RIGHT to Increase or decrease quantity of the staff for particular entity. The payment shall be made as per Work/Order and actual Capacities.

National Highways Infra Trust

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Section 4: Form of Technical Proposal

(On the letter head of the bidder)

Section A: General Information

- (i) Commitment(s) which shall act either as a constraint or as a conflicting interest in the proposed assignment (if any).

Section B: Technical Information

Sl. No.	Criteria	Maximum Points
I.	Experience in Similar works. a) Less than 5 years: Not Eligible b) 5 years to less than 7 years: 25 marks c) 7 years to less than 10 years: 30 marks d) More or equal to 10 years: 40 Marks	<u>40</u>
II.	Cumulative Turnover/Revenue (including salaries paid to the hired resources and the service/mark-up fee of the bidder) of the company in last 3 financial years: a) Less than 300 Crores: Not Eligible b) From 300 crore to less than 500 Crore: 10 marks c) From 500 crores to less than 750 Crores: 15 marks d) More or equal to 750 Crore: 20 marks	<u>20</u>
III.	Resources Managed by Company a) Less than 2500: Not eligible b) 2500 To 5000 Resources – 10 Marks c) 5001 to 10,000 Resources – 15 Marks d) Equal or more than 10,001 Resources – 20 Marks	<u>20</u>
IV.	Presentation by the Bidder: a) Approach & methodology – 10 Marks. b) Award and recognition – 10 Marks	20
Total points for technical criterion (ST)		100

- Minimum 70 marks will be required for consideration of financial proposal or eligible for empanelment.

We accept all the terms & conditions mentioned in the RFE. In the event of any contradiction in the terms and conditions mentioned in the RFE and our proposal/ offer to NHIT, NHIT's decision shall prevail.

Signature(s) and name(s) of the Authorized Signatory with Seal Date:

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Section 5: Form of Financial Proposal (For reference only)

(On the letter head of the bidder)

Subject: Request for Empanelment (“RFE”) issued by National Highways Infra Trust for Empanelment of Service Provider(s) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”

1. Fee:

S. N.	Description of Services	Professional Fees In INR Ex. GST
1	Management Fees/Service Fee for each Headcount per month as per scope mentioned in this RFE document, Corrigendum and Addendum thereof.	-----

2. Terms and Conditions

- The quoted fee shall be inclusive of all professional charges, administrative expenses, data verification costs, communication costs, HRMS, Insurance, WC, etc. and any other out-of-pocket expenses. No additional charges shall be payable unless specifically approved in writing by the Client.
- Applicable GST and statutory taxes shall be paid extra at prevailing rates, TDS shall be deducted at source as per applicable law.
- The Consultant shall provide all necessary tax invoices as per statutory requirements.

**Name, Signature & stamp of
Authorized Signatory**

National Highways Infra Trust

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Section 6: Undertakings

(On the letter head of the bidder)

To be provided with the technical bid

We undertake that: -

1. The proposal submitted hereunder shall remain valid for a period of at least 120 days from the last date for submission of proposal.
2. The Bidder has not been banned/ blacklisted/ de-listed/ disqualified/ debarred by any organization/ government agency/ quasi-government agency/ PSU to participate in their tenders for empanelment. We further certify that there is no investigation pending against us or the CMD/CEO/Directors of our Company and no action has been initiated against us/ our Directors by CVC/ RBI or any other government/ statutory agency with regard to any financial irregularities.
3. The Bidder does not have any conflict of interest which is prejudicial to the scope of services. Further, the bidder will ensure that no such business or professional activities will be carried out by it, which may affect the interest of NHIT.
4. The Bidder has adequate infrastructure, personnel, resources to carry out the required Services and are eligible for acting as Financial/ Consultant. The Bidder has understood the scope of services properly and shall comply with the terms of engagement.
5. No bankruptcy/ liquidation proceedings have been initiated against the Bidder by any entity/ government agency/ quasi-government agency/ PSU and there is no material case/ proceeding against the Bidder/ its Directors that is likely to have significant impact on its business as Empaneled Bidder / Appointed Consultant or on its deliverables pursuant to this bid/ RFE.
6. All the information submitted as part of the Bid is true and correct.

We accept all the terms & conditions mentioned in the RFE. In the event of any contradiction in the terms and conditions mentioned in the RFE and our proposal/ offer to NHIIMPL/ NHIT-entities, the NHIT/NHIIMPL's decision shall prevail.

Signature(s) and name(s) of the Authorized Signatory with Seal Date: