

सत्यमेव जयते

# National Highways Authority of India

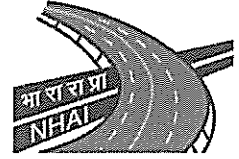
(Ministry of Road Transport & Highways, Government of India)

## Project Implementation Unit, Myanmar

Alone Tat Township, Alone Badon Kwat Thit Qtr, Bandula Road, (No. 11/30)

Monywa, Sagaing Region, Myanmar, P. No. 02301,

Tel. No. +95- 7130478 Email Id: piumyanmar@nhai.org



NHAI /PIU-Myan/NIQ/2022/2005

Date: 17.10.2022

**Subject: -Up gradation of Yagyi -Kalewa section (Milepost 40/0 to Milepost 115/5) in Myanmar to two- lane with Earthen Shoulders- Engagement of Manpower supply agency- reg.**

It is to informed that the NIQ floated vide PIU letter 1981 dated 21.09.2022 is cancelled. Quotation enclosed format is hereby re-invited with additional terms and conditions for experienced firms / organizations. Only, the scanned copies of documents are required to submit through email or physically. The last date for submission of the Quotation is 25<sup>th</sup> Oct 2022 (up to 1500 hrs.)

### Scope of Work

Facilitator shall provide qualified, trained and disciplined manpower as per the table given below as per terms and conditions and Annexure -A enclosed. The employment of these manpower will be with the facilitator as he is a service provider.

Sl No.	Category	No of Post	Minimum Educational Qualification	Salary (INR)
1	Accountant	01 Nos.	Graduate in Accounting/Business or Graduate cum LCCI (London Chamber of Commerce) Min. Level 2 Certification. 3 Years' Experience in Accounting.	40,000/-
2	Stenographer Cum Translator	02 Nos.	Graduate or 10+2 with 5 years' experience. Translator Burmese to English. Stenograph Certificate Good working knowledge of MS office.	45000/-
3	Peon	02 Nos.	10 <sup>th</sup> Standard Qualified.	18000/-
4.	Sweeper	01 No. (Part Time)	No Education Qualification required.	8000/-
4	Chowkidar/ Security Guard	3 Nos	No Education Qualification required.	18000/-

For any clarification, the PIU Myanmar office may be contacted.

PIU Myanmar

National Highways Authority of India

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Monywa, Sagaing Region, Myanmar, P. No. 02301,

Tel. No. +95- 7130478 / +959977168177

Email Id: piumyanmar@nhai.org

Thanking You,  
Your Sincerely,



**(Sonu Kumar)**  
**Project Director**  
**PIU - Myanmar**

National Highways Authority of India

Copy to:

- (i) RO-Guwahati.
- (ii) Director General, Department of Highways, Ministry of Construction, Nay Pyi Taw.
- (iii) CG, Mandalay, Embassy of India: - With a request to upload the NIQ on Embassy of India website for advertisement.
- (iv) Director, Ministry of Construction, Monywa.

Annexure - I

Financial Quotation for engagement of Manpower supply agency in Myanmar.

Sl. No.	Description of work	% Services Charges excluding commercial tax and taxes.
(1)	Facility Services in PIU Myanmar office, Monywa. (Providing Manpower viz. Stenographers cum translator, Accountant/ Peon/ Chowkidar/ Security Guards, Sweepers) for two years.	

I, the undersigned do hereby undertake that our firm is agree to abide by this quotation.

\_\_\_\_\_  
(Signed by an Authorized Representative of the Firm)

\_\_\_\_\_  
Name of the Representative

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
DATE

Annexure-A

Introduction and Credentials of Bidder's Technical Information (Proforma to be submitted with Technical Bid by the Bidder)

1. Name of Company:
2. Address of the Registered Officer:
3. Correspondence address:
4. Contact Details
5. Telephone No.:
6. Other, if any:

S. No.	Requirements	[Response] (Companies may attach separate sheets if required)
1.	a) Brief introduction of the company.	
	b) Previous experience in the field (minimum three years).	
	c) Total number of regular employees with the Company.	
	d) Annual turnover of the company for the last two years	
	e) Registration certificate and license for the services.	
2.	List of other Clients in Myanmar where the Company is providing similar services. Whether the company is providing similar services in other Embassies / UN organisations / big corporate house also?	
3.	What system does the company follow for real time checks for functioning of manpower?	

Supporting documents for all the above (if you have) are to be attached.

\_\_\_\_\_

Signature of bidder(NAME)

Stamp of bidder Company

Date

## GENERAL TERMS & CONDITIONS

### 1. Scope of Services:

- (a) The scope of services includes the following:

The provision for manpower as mentioned under Scope of Works for NHAI (Representative office), Monywa, Sagaing Region. The agency will provide additional manpower as and when requested.

### 2. Contract Terms and conditions:

- (a) The contract term shall be two (02) years starting from the date as agreed and signed in the contract. There will be no cost escalation during the two years contract period, unless there is a change in tax structure or government policy on minimum salary.
- (b) The manpower should possess minimum education qualification as mentioned the scope of work.
- (c) The security company would furnish information about its other clients including period and type of service rendered in broad terms.
- (d) The Company should agree to provide details of salary, gratuity, allowances, leave etc., its registration, licence etc. The Company, who is providing better service conditions to the manpower, would be preferred.
- (e) The service provider should agree and be able to provide a choice of persons three times our requirement to interview and choose from.
- (f) The Service Provider is to note that security agencies/companies must have proper license to provide manpower and paid wages that are in line with the prescribed wages under local laws.
- (g) The service provider is required to exercise firm control over the conduct of his personnel at the NHAI. The provider shall immediately dismiss any person whose continued employment thereon is undesirable in the opinion of NHAI. The service provider should have a system of undertaking supervisory checks of functioning of manpower.
- (h) The NHAI (Representative office) shall make payment to the service provider on satisfactory completion of services for a particular month. The bill for the services shall be submitted in the first week of following month along with a copy of attendance sheet and receipt of payment of wages to manpower deployed by the Servicer Provider. The payment will be made through bank transfer.
- (i) The service provider shall pay the full wages to manpower quoted in their bid. In case of any deviation to this, the contract will be terminated with immediate effect.
- (j) The agency, at its own expenses arrange for safety provisions as per rules, regulations and laws as applicable in respect of all manpower provided by the agency.

- (k) The personnel deployed by the Service Provider shall not be treated as employee of the NHAI in any manner whatsoever or under any condition whatsoever.
- (l) The Service Provider shall be responsible for all acts of commission, omission on the parts of its personnel deployed and it shall take such preventive measures and precautions as may be deemed necessary for the safety of the personnel / property / materials which contained in above mentioned premises.
- (m) The Service Provider hereby indemnifies and shall keep NHAI indemnified against all acts of omission or negligence, dishonesty or misconduct of the manpower engaged by the company at PIU Myanmar office. NHAI shall not be liable to pay for any damages or compensation to such person or to third party. The Service Provider shall at all times indemnify NHAI against any claim whatsoever which would arise under any statutory notification thereof or otherwise in respect of any damages or compensation payable in consequence of any accident, death of injury sustained to personnel / employees engaged by Service Provider, which may arise out and in the course of their duties in NHAI nor shall be liable to pay damages or compensation to such persons or to third parties.
- (n) The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the NHAI. The bidder to whom the contract is awarded is solely responsible to the NHAI for the completion of the awarded contract
- (o) In case of any dispute, the decisions of the NHAI shall be final.

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