



राष्ट्रीय पुस्तक न्यास, भारत  
शिक्षा मंत्रालय, भारत सरकार  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Government of India

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## JOB SPECIFICATIONS AND SCOPE OF WORK: TENDER FOR PROVIDING NEED BASED MANPOWER SERVICES

### **A. AREA COVERAGE FOR MANPOWER SERVICES**

1. NBT, India Head office premises, Regional Offices at Mumbai, Kolkata, Bengaluru and Book Promotion Center at Agartala, Guwahati, Cuttack, Chennai, Hyderabad, Kochi, Patna, Bhopal, Lucknow and Dehradun

### **B. BROAD DETAILS OF SCOPE OF WORK:**

National Book Trust, India, an autonomous organization under Ministry of Education, Govt. of India invites Tenders from registered Agencies through GeM Portal for providing need based manpower to National Book Trust, India in its premises at HQ Office, New Delhi, Regional Offices at Mumbai/Kolkata/Bengaluru and Book Promotion Center at Agartala, Guwahati, Cuttack, Chennai, Hyderabad, Kochi, Patna, Bhopal, Lucknow and Dehradun in the following categories, through placement agency, initially for one year. On Satisfactory performance and mutual consent job can be extended for two more years on the same terms & conditions of contract:-

All employees of the agency shall be issued with identity cards bearing their photographs. Cost of identity cards and photographs for identity cards shall be borne by the agency himself. The agency shall have the identity card format approved from the Competent Authority of the Trust. The contractor shall issue name badges to all his employees which the employees shall be required to wear while on duty.

The agency shall be responsible for the conduct and behavior of his employees. If any employees of the agency are found misbehaving with the staff, the agency shall take suitable action against employees in case of such mishappening. If the Trust finds any person/personnel provided by the Agency not fit for duty, the Agency shall be liable to change him/her promptly and replace without any cost to Trust.

**C. Categories of Manpower Staff along with essential Educational Qualifications and Experiences:**

S. No.	Name of the Staff Category	Minimum Qualification and Experience	Nos. Personnel Required
1.	Software Engineer	<b>Software Engineer Requirements:</b> <ul style="list-style-type: none"> <li>• A bachelor's degree in Computer Science, Software Engineering, or another related field.</li> <li>• 5 to 7 years of software engineering or software development experience, preferably in a related field.</li> <li>• Hands-on programming experience using relevant languages.</li> <li>• Experience using relevant tool suites.</li> </ul>	2
2.	Hardware Engineer	<ol style="list-style-type: none"> <li>a) Bachelor's degree in computer engineering or computer science.</li> <li>b) Minimum of 2 year's experience in a similar role.</li> <li>c) Analytical thinking with good problem-solving abilities.</li> <li>d) Ability to work to a strict deadline.</li> <li>e) Ability to work closely with the software development team.</li> </ol>	1
3.	IT Programmer	<ol style="list-style-type: none"> <li>1. BCA/ B.Sc in Computers.</li> <li>2. Minimum 5 years of programming experience in NET technologies using ASP.NET with C#,VB, MSSQL out of which 2 years in MVC model preferably using .NET framework. Preference will be given to full stack developer.</li> </ol> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> <li>1. B.Tech/B.E. in Computers, MCA, M.Tech in Computers, MS/M.Sc in Computers.</li> <li>2. Minimum 3 Years of programming experience in .NET technologies using ASP.NET with C#,VB, MSSQL out of which 2 years in MVC model preferably using .NET framework. Preference will be given to full stack developer.</li> </ol>	1
4.	Web Developer	<ul style="list-style-type: none"> <li>• B. Tech./B. E(IT) degree from a recognized institution.</li> <li>• Hand on of 03 years on:- <ol style="list-style-type: none"> <li>(i) Website development (NET and php).</li> <li>(ii) App development (android and ios)</li> <li>(iii) Search engine optimization</li> <li>(iv) Experience in e-commerce set up (website maintenance).</li> </ol> </li> </ul>	1

5.	Project Associate (for the E-Books project)	<ul style="list-style-type: none"> <li>• Graduate in Bachelor of Computer Application with 02-03 years of experience in the relevant field.</li> <li>• <b>Diploma in e-publishing</b></li> </ul>	1
6.	E-Book Assistant	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Graduate from a recognized university or equivalent.</li> <li>ii) Preference shall be given to Bachelors of Computer Application.</li> <li>iii) Minimum 3 Years' experience of having worked on e-book app/platform.</li> </ul>	1
7.	Admn. Executive	<ul style="list-style-type: none"> <li>a) Graduate from a recognized university or equivalent and 4+ years of specialized administrative support experience of an increasingly responsible nature at a senior level.</li> <li>b) The ability to maintain confidentiality is vital.</li> </ul>	1
8.	PR Assistant	<ul style="list-style-type: none"> <li>a) Graduation degree from a recognized university or Degree/Diploma in Journalism/Mass Communication</li> <li>b) At least 02 years experience of having worked in a position related to public relations, media coordination, social media etc.</li> <li>c) Experience of having handled successful digital and social media campaigns of various social media platforms for brand advertising and augmentation</li> <li>d) Computer proficient, knowledge of working on MS Office, Photoshop, database software etc.</li> <li>e) Excellent communication and writing skills and indepth knowledge of both English and Hindi.</li> <li>f) Strong interpersonal and organizational skills.</li> </ul>	1
9.	<p><b>Editorial Assistants</b></p> <p>English (Three ) Hindi (Four) Punjabi (One) Marathi (One) Nepli (One) Urdu (One) Gujarati (One) Kannada (One) Assamiya</p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>a. A Bachelor's degree from a recognized university.</li> <li>b. Proficiency in the specified language.</li> <li>c. Working knowledge of English &amp; Hindi.</li> <li>d. Editorial level working knowledge in the specified language.</li> <li>e. Three years' work experience with knowledge of proof reading, editing, translation, book assessment writing, content development, booklet layout designing etc.</li> </ul>	20

	(One) Bangla (One) Malayalam (One) Oriya (One) Tamil (One) Telugu (One) Braille Project (one)	f. Knowledge of working on PageMaker, Excel and other software. <b><u>DESIRABLE</u></b> Master's degree in the specified language.	
10.	Editorial Assistant (NCCL)	<b><u>ESSENTIAL</u></b> a. Bachelor's degree from a recognized university. b. Proficiency in both English and Hindi languages. c. Two years' work experience with knowledge of proof reading, editing, translation, content generation for magazines, newsletters, etc. <b><u>DESIRABLE</u></b> a. Knowledge of working on In-Design, Photoshop, Canva, MS Excel and other software. b. Experience of journalism and mass communication. c. Experience of having worked with a children's organization, children's publishing house and/or children's magazine. <b><u>Job Description</u></b> a. Work on the children's magazine of NCCL b. Edit / proof-read articles for the magazine c. Generate content d. Assist in organizing for children events and programmes (in NCCL) e. Assist in work on setting up of Reader's Clubs	1
11.	Business Analyst posts)	a) A Bachelor's degree from a recognised university b) Minimum 1 years' experience in data-analysis. c) Market research and MIS. d) Proficiency in MS Excel <b><u>DESIRABLE</u></b> a) Certificate/ Diploma in Data Analytics. Experience in BUSY Software, E-Commerce back-end sales, inventory management.	02
12.	Marketing Assistant	<b><u>Essential</u></b> a) A Bachelor's Degree in Marketing Business or related field from a recognized university b) Working knowledge of English, Hindi and Local language. c) Three years' experience in Administration or Sales	01

		<p>&amp; Marketing. d) Working knowledge of Computer for a variety of task is must. <b><u>Desirable</u></b> MBA/PG Diploma in Marketing, Sales Distribution. Experience in Books Trade Sales.</p>	
13.	Marketing Executive for NRO & BPC, Lucknow, Bhopal, Dehradun, Agartala, Guwahati & North-East	<p><b><u>Essential</u></b> a) A Degree from a recognized university b) Working knowledge of English, Hindi and Local language. c) Three years' experience in Marketing /Sales. d) Working knowledge of Computer is must. <b><u>Desirable</u></b> MBA/PG Diploma in Marketing, Sales Distribution. Experience in Books Trade Sales.</p>	07
14.	System Analyst/Programmer	<p><b><u>Essential:</u></b> i) Master's Degree in Computer Application/ Computer Science or Master of Technology (M. Tech.) with specialization in Computer Application)/Computer Science/ Computer Technology of a recognized university or equivalent. ii) Three years' experience of website &amp; App development (Android &amp; iOS) OR i) Bachelor of Engineering (B.E.)/Bachelor of Technology (B. Tech.) in Computer Science or Degree in Electronics/ Electronics and Communication Engineering from recognized University or equivalent. ii) Five (05) year's experience of website &amp; App development (Android &amp; iOS) To look after the e-Books project.</p>	01
15.	Event Executive	<p>i) Post-Graduate degree in any discipline from a recognized university. ii) Diploma in Computer Application iii) Work experience of 10 years in a reputed book publishing organization or a recognized exhibition company. iv) Experience of having handled exhibitions on-site, and coordination with various vendors/fabricators for an exhibition set-up, managing logistics, etc. v) Knowledge and experience of international exhibitions and the related work from exhibitor's</p>	02

		<p>side.</p> <p>vi) Having managed database, contact list of exhibitors/participants in an exhibition.</p> <p>vii) Having experience of managing an exhibition website, uploading data, managing backend admn. Panel, etc.</p> <p>viii) Good communication skills.</p>	
16.	Sr. Event Executive for BPC, Deharadun	<p>i) Graduate degree from a recognized university.</p> <p>ii) Work experience – Adequate number of years of experience in event management, public relations, media, HNI sales/Govt. relations with proven track record of dealing with senior Govt. officials. Experience in publishing sector will be preferred.</p> <p><b><u>Desirable:</u></b></p> <p>Post-Graduate degree/diploma in Marketing/Advertising/Event Management/Mass Communication</p>	01
17.	Executive Coordinator	<p><b><u>Essential:</u></b></p> <p>i) Graduate from a recognized university or equivalent.</p> <p>ii) Certificate Course in DTP.</p> <p><b><u>Desirable</u></b></p> <p>3 Years as Office Co-ordinator in a Large Set-up. Experience of working on Book/ Thematic Exhibitions/ Coordination.</p>	02
18.	Social Media Executive	<p>Bachelor's degree from a recognized university.</p> <p>-Post Graduate degree/diploma in Mass Communication /Journalism.</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>- At least 4 years proven experience of working on social media platforms such as Facebook, Twitter, Instagram, LinkedIn, and Pinterest.</li> <li>- Proven experience of using social media for large scale campaigns.</li> <li>- Excellent verbal and written communication.</li> <li>- Proven record of media coordination for promotion and publicity.</li> </ul>	01

19.	Programme Officer for BPC, Bhopal Lucknow Dehradun	<p>a) Graduation from a recognized University.  b) Fluency in Hindi, Working knowledge of English.  c) Three years' experience in organizing events/ managing projects related to books, schools/ education.  d) Working knowledge of computer is must.</p> <p><b><u>Desirable</u></b></p> <p>a) Post-graduation/ MBA (Marketing)  b) One year experience in sales and marketing of books in an organization of repute or a Publishing House.  a) Person has own conveyance.</p>	04
	Prog. Officer for BPC, Guwahati	<p>a) A good Bachelor or Master degree preferably in Science, Commerce, Arts or Social Science with Assamese as one of the languages at School and Graduation Level.  b) Minimum Five years experience in coordination work in a reputed Firm/Organization at National or International level or in a Publishing House in editorial, publishing or marketing of books.  c) Good oral and writing communication skills in English, Hindi and Assamese.  d) Working knowledge of Computer Applications.</p>	01
20.	RM (SRO)	<p><b><u>Eligibility-</u></b></p> <p>a) A Bachelor's degree from a recognised university.  b) Minimum 10 years' experience in Sales &amp; Marketing in a Managerial position in a reputed publishing house of the public sector or private sector.  c) Proficiency in English and Hindi and in at least one of the major Indian language.</p> <p><b>Desirable- MBA</b></p>	01
21.	Store Supervisor Sahibabad Store	<p><b><u>Essential</u></b></p> <p>a) A degree from a recognized university.  b) Three year experience in Inventory Management /Supervision of store.  c) Good Communication skill with knowledge of Noting and Drafting.  d) Working knowledge of Computer.  e) Supervision of Labour/ Housekeeping/Security Staff.</p>	01
22.	Store Manager , Main Store, Delhi and CWC, Sahibabad	<p>a) A degree from a recognized university.  b) Five year experience of Supervisor/Coordinator in an organization dealing with Production supply.</p>	02

		<p>c) Good Communication skill with knowledge of Noting and Drafting.</p> <p>d) Working knowledge of Computer and Inventory.</p> <p><b><u>Desirable:</u></b></p> <p>Preference will be given MBA Diploma from a recognized university</p>	
23.	Store Coordinator	<p>a) A degree from a recognized university.</p> <p>b) Five year experience in Sales and Marketing in a reputed publishing house of Public/ Private sector.</p> <p>c) Good Communication skill with knowledge of Noting and Drafting.</p> <p>d) Working knowledge of Computer.</p> <p>e) Supervision of Book Shop Staff.</p>	01
24.	Event Manager	<p><b><u>Essential</u></b></p> <p>Graduation degree from a recognized university.</p> <p>Work Experience – Adequate number of years of experience in event management, public relations, media, HNI sales/ Govt. relations with proven track record of dealing with senior Govt. officials. Experience in publishing sector will be preferred.</p> <p><b><u>Desirable:</u></b></p> <p>Post Graduate Degree/Diploma in Marketing/Advertising/Event Management/Mass Communication.</p>	01
25.	Public Relation Officer	<p><b><u>Essential</u></b></p> <p>a) Graduation degree fromn a recognized university.</p> <p>b) 3 years Experience Media or, public relations. Experience with PR campaigns and media, management.</p> <p>c) Excellent writing, oral presentation and communication skills.</p> <p><b><u>Desirable:</u></b></p> <p>Post Graduate Degree/Diploma in Marketing/Advertising/Event Management/Mass Communication.</p>	01
26.	Production Assistant	<p><b><u>Essential</u></b></p> <p>a) Matriculation pass or equivalent with three years. Diploma for Printing Technology from a recognized institute</p> <p style="text-align: center;">or</p> <p>A degree from a recognized university with two years Post graduate diploma in Book publishing with specialization in book production.</p> <p>b) Three years practical experience in production of</p>	03



		books in a press/ publishing house of repute. <b><u>Desirable</u></b> Knowledge of typography and layout.	
27.	Consultant (Estt.)	Persons retired from the post of Deputy Secretary/Under Secretary/(Deputy Director)/ Section Officer or equivalent. <b>Age: Below 65 years (in very deserving case the age factor may be extended with the approval of the Competent Authority).</b> <b>Experience</b> Administrative Matter, MACP, APAR, Pay fixation, Pensioner's Retirement benefit, Recruitment, Vigilance/ RTI and Court Cases of the Deptt./ Org. any other work which may be assigned by the Competent Authority.	01
28.	Creative Associate	<b><u>Essential</u></b> Bachelor degree <b><u>Skill requirement</u></b> Video Editing and Graphic designing alongwith training in similar field. <b>Minimum two years' experience.</b>	01
29.	Business Development	a) A degree from a recognized university. b) Three years' experience – In rural development/social welfare/sales/marketing/business development/govt. relations. c) Good Communication skill with knowledge of Noting and Drafting. d) Working knowledge of Computer.  <b><u>Desirable</u></b> Master in Social work/ MBA	01
30.	Accountants Royalty-2 Accounts -02	a) A Commerce degree from a recognised university. b) 3 Years' experience in accounts/ book keeping in public sector organizations or private sector organizations of repute. c) Knowledge & Work experience in Tally or other accounting software. d) Knowledge of Govt. Financial Rules, GST & Tax Compliance	04
31.	Artist 01 Art Cell and 01 Exh. Section	<b><u>ELIGIBILITY- ESSENTIAL:</u></b> a) A Bachelor's Degree from a recognised university b) Four/Five years Diploma/degree in commercial/Applied Art from a recognized institute.	02

		c) Experience in book designing, illustration printing and photography.	
32.	Jr. Artist	<p><b><u>ELIGIBILITY- ESSENTIAL:</u></b></p> <p>a) Matriculation Pass with minimum One year Certificate Course in Commercial/Applied Art from a recognized institution.</p> <p>b) 3 Years' experience of Commercial/Applied Art in an Advertising Agency/Publishing House/ Public Sector Organization with knowledge of Layout, Design, Final Art work, Calligraphy, Cutting-Pasting, Page Making etc.</p> <p><b><u>DESIRABLE:</u></b></p> <p><b>Experience of Dark Room</b></p>	01
33.	Book Shop Assistant– 02 SRO, Bangalore and 02 BPC, Kochi	<p>a) A Degree from a recognized University.</p> <p>b) Working Knowledge of English and Hindi.</p> <p>c) 03 years experience in book selling.</p>	04
34.	Hindi Rajbhasha Adhikari	<p>(i) Master's Degree of a recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at the Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in Hindi/English) with Hindi and English as Compulsory/Elective subject or either of the two as medium of examination and the other as a compulsory/Elective Subject or as the medium of examination at the Degree level.</p> <p><b>(ii) Experience:-</b></p> <p>Three years' experience of using/applying terminology work in Hindi and translator work from English to Hindi or vice versa, under Central/State Govt./ Autonomous Body/ Statutory organizations/PSU/Universities Educational Institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English Govt./Autonomous Body/ Statutory organizations/ PSU/Universities Educational Institutions.</p>	01

		<p><b><u>Desirable Qualifications:-</u></b> Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized Board.</p>	
35.	Consultant (Finance)	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>I. A Bachelor's degree in Commerce from a recognized university.</li> <li>II. Professional Qualifications: Member of ICAI or ICWAI of Chartered Accountant/ Cost Accountant/ OR</li> <li>III. Having passed SAS/ Equivalent examination of organised Accounts Cadre of Central/ State Government.</li> <li>IV. Three years experience in Finance, Accounts auditing work and Budget related Matters on supervisory level out of which 3 years should be in any PSU/ Govt. Organization.</li> <li>V. Officers with experience of handling matters relating to Audit/ Accounts/Financial/ Law etc. will be preferred.</li> </ol> <p><b><u>Desirable</u></b> Knowledge &amp; Work experience in Tally or other accounting software. Knowledge of GST &amp; Tax Compliances.</p>	01
36.	Creative Graphic Artist/Video Editor	<p><b><u>Essential Qualifications/Eperience:</u></b></p> <ol style="list-style-type: none"> <li>a. Bachelor's degree in any discipline.</li> <li>b. Two (2+) years' of professional experience of creating videos/molten graphics under fast turnarounds</li> <li>c. Proficiency in Adobe Premiere, After Effects, Illustrator, Photoshop, Colour Grading.</li> <li>d. Experience using Microsoft Office (Excel, Word, and Power Point) and Outlook.</li> <li>e. Good communication and presentation skills, verbal and written, in both Individual and group situations for the purpose of knowledge transfer and skill development</li> <li>f. Be a creative problem solver.</li> <li>g. Be able to maintain a positive attitude within a fast-paced environment.</li> <li>h. Research, discover and implement new tools, technologies and industry best practices to</li> </ol>	01

		<p>maximize efficiency.</p> <p>i. Demo/show reel is must</p> <p><b><u>Desirable Qualifications</u></b></p> <p>a. Degree in Broadcast, Animation, Design, Media or Artistic related field.</p> <p>b. Computer technology experience with ability to administrate editing systems.</p> <p>c. Attention to deta H and a relentless desire for innovation.</p> <p>d. understanding of the video production process, equipment, technology and roles.</p> <p>Ability to ensure quality control and consistency on project.</p>	
37.	Type Setter/Graphic	<p>Associate's or bachelor's degree in graphic arts, communications, or design</p> <p>Ability to communicate, attention to detail, and strong sense of design</p> <p>Working knowledge of Typesetting publication materials such as books, magazines, brochures, or newsletters.</p> <p>Two years working experience in the relevant field.</p>	01
38.	Programme Assistant  Cuttack Chennai Hyderbad	<p>a) A degree from a recognized university.</p> <p>b) Three years' experience in coordinating events connected to books, art, culture and/or sale and marketing of books in an organization of repute or a publishing house.</p> <p>c) Working knowledge of computer is must.</p> <p>d) Preference will be given to person who has own conveyance.</p> <p>e) Working knowledge of Tamil, English &amp; Hindi</p>	03
39.	Consultant (Social Media)	<p>Bachelor's degree in Marketing, Business, or similar Post Graduate degree/diploma in Mass Communication /Journalism.</p> <p>Proven track record of successful social media work.</p> <p>Thorough understanding of all social media platform.</p> <p>Excellent content creation skill</p> <p>Deep Knowledge of social media analytics.</p> <p>Strong project management knowledge and skills.</p>	01

40.	Digital Marketing Executive	<p>a) A degree from a recognized university. Or Degree/Diploma in Digital Marketing/ Marketing/ mass communication.</p> <p>b) At least 3 years experience of having worked in a position related to digital marketing, media coordination, social media etc.</p> <p><b>Eligibility</b></p> <p>1.Experience of having handled successful digital and social media platforms for brand advertising and augmentation.</p> <p>2. Experience in Social Media content creation, social community management, SEO, SEM, Google Ads, Marketing Analytics.</p>	01
41.	Executive Sales (Graduate and above) Skilled	Should possess a Bachelor's Degree from a recognized university, should be fluent in English and Hindi, and should have at least 2 years' experience in sales and marketing of books, having good working knowledge of Computer.	04  The personnel shall be required to perform field duty within as well as outside Delhi
42.	Executive Assistants (Graduate and above) Skilled	<p>f) A degree from a recognized university.</p> <p>g) One year certificate in Computer Applications.</p> <p>h) Data Entry Operations (8000 Key depression per hour).</p>	50
43.	Secretarial Assistant (Sr Secondary and above) Skilled	Graduate in any stream with shorthand and typing speed of 80 wpm/40 wpm in English. The incumbent should have good knowledge of computer.	02
44.	Desk Assistant (Graduate and above) Skilled	<p>a) A degree from a recognized university.</p> <p>b) Training in the operation of EPBAX from a recognized university/department/institute.</p> <p>c) Fluency in Hindi and English.</p> <p>d) Clear voice and pronunciation and pleasing personality.</p>	01

45.	Clerical Assistant (Secondary but not graduate ) Skilled (IInd Category)	Senior Secondary with minimum typing speed of 30 wpm in English. Due weight age will be given to those who can type both in English and in Hindi. Should possess working knowledge of computer.	11
46.	Bus Operator (Heavy duty) Skilled	a) Should possess HTV valid Heavy Driving License without any disability and with full validity to drive such heavy vehicles. b) Minimum 3 years' experience in driving heavy vehicles for long distance.	07
47.	Helper (Bus operator) Semi-Skilled	Class Xth Pass	07 Personnel may also have to go on tour with the Exhibition vans to various parts of the country
48.	Packer Semi Skilled	Non Matriculate	03
49.	Helper/Peon Unskilled	Class VIII Pass	45
50.	Labour Unskilled	Class VIII Pass	96

**Note:**

- NBT reserves the right to increase or decrease (up to NIL for any specific job) the above Facility Management staff strength.
- Fixed wages will be paid at sl.no.1 to 40. and EPF, ESIC etc. are not applicable for them.
- All the Bidders applying through GeM portal for providing the need based manpower services to NBT, India is hereby informed that whom so ever will be selected for the said services shall have to retain the services of the manpower already deputed at NBT, Office.
- Educational qualifications & experience criteria and remuneration of fixed salary may be changed as per requirement of NBT, Office .

**D. Bidder have to upload following essential technical documents along with the Bid Application through GeM Portal:-**

<b>S.No f</b>	<b>Item</b>	<b>Essential Requirement</b>
1.	The firm/company should be registered having existence minimum for four years (Attested copy of Registration to be uploaded)	Essential
2.	a) Audited Balance Sheet and Profit & Loss Account for last four Financial years i.e. 2018-19, 2019-20, 2020-21 & 2021-22 b) Certified copy of Income tax return for last four financial years Financial years i.e. 2018-19, 2019-20, 2020-21 & 2021-22	Essential
3.	a) Attested copy of EPF registration. b) Attested copy of ESI registration c) "Affidavit to be provided for no case of compliance is pending"	Essential
4.	Attested copy of GST Registration and GST return for last quarter from April 2022 to June 2022	Essential
5.	Attested copy of PAN Card	Essential
6.	The firm has to declare the Company profile such as Partnership / proprietorship/ Memorandum & article of Association of the company. No consortium or any of partnership specifically formed temporarily to qualify for applying the tender shall be considered.	Essential
7.	Specimen & Signature, Name, Address, Contact No., designation / capacity of the person signing the tender document on plain paper on behalf of the bidder alongwith seal & signature of the Competent Authority.	Essential
8.	Certified copy of Annual Turnover : <b>Out of four financial years (2018-19, 2019-20, 2020-2021 &amp; 2021-2022) , turnover should be</b> showing minimum annual turnover of greater than or <b>equal to Rs, 4.5 crore of any three financial years.</b>	Essential
9.	The bidder must have successfully executed <b>similar services</b> , over the <b>last four years</b> , (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. NBT will verify the documents submitted by bidder, if required).	Essential
10.	The Firm should have valid ISO certificate.	Essential
11.	An notarized Affidavit on Rs. 100/- stamp paper in original on non-judicial stamp paper being noted that "Agency has not been black listed at any time by a Government, Semi- Government or any other PSU during the last three years. If blacklisted reason for blacklisting, period of blacklisting alongwith notification of blacklisting may be specified. If information is concealed or wrong facts are submitted, the bidder may be rejected even after award of the contract.	Essential
12.	Turnover certificate from CA	Essential
13.	The firm should have <b>at least four years' experience</b> of providing Manpower services and should have supplied <b>minimum total of 150 at single location in every year is mandatory)</b> to any Central/State	

	Govt./PSUs/ Govt. Bodies. Documentary proof for the service rendered with such Central/State Govt./PSUs with duration of service shall be furnished indicating with the number of manpower supplied. The work order copy/any valid documents may be attached specifying the category of manpower in quantity/value with a statement in chronological order with a certificate to justify the same.	Essential
14.	Acceptance letter for Tender terms and conditions <b>(To be given on Firm/Company Letter Head.)</b> .	Essential
15.	Integrity pact undertaking on firm/Company Letter Head as per Annexure-I	Essential
16.	The contractor shall indemnify and hold NBT harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor. A separate indemnity bond on Rs.100/- judiciary stamp certification from Notary has to be provided.	Essential
17.	The rates for service charges quoted by the Bidder in BOQ(Bill of quantities) /Service Charges performa should be uploaded on GeM Portal and also signed and stamped by the bidder.	Essential







