

**NOTICE INVITING TENDER FOR PROVIDING MANPOWER SERVICES  
TO IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2020-21/MPS/08 dated: 30/09/2020**

Details	Date	Time	Venue
Date of issue of Tender Document	30/09/2020 (Wednesday)	18.00 Hrs. onwards	-
Pre-bid Meeting	12/10/2020 (Monday)	16:00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website on 11/10/2020 for online link.
Last date of Submission of Tenders	22/10/2020 (Thursday)	17.00 Hrs.	-
Opening of Technical Bid (Cover 1)	23/10/2020 (Friday)	16.00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website on 22/10/2020 for online link.
Opening of Price Bid (Cover 2) (Only those who qualify the technical evaluation)	30/10/2020 (Friday)	16.00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website on 29/10/2020 for online link.
Tender Document	The tender document can be downloaded from the IIM Trichy website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
Name of Work/ Service	Tender for Providing Manpower Services to IIM Tiruchirappalli		
Cost of Tender Document (Nonrefundable)	<b>Rs. 1,180/-</b> (inclusive of GST) has to be remitted through NEFT to <b>IIM Tiruchirappalli</b> , SB A/c. <b>No. 32170808935</b> , <b>IFSC Code: SBIN0071187</b> of SBI, IIM Tiruchirappalli. A copy of the payment transaction receipt has to be attached with the application form, without which the bid won't be considered.		
EMD Amount (Refundable to unsuccessful Bidder)	<b>Rs. 2,50,000/-</b> to be remitted through online mode to <b>IIM Tiruchirappalli</b> , SB A/c. <b>No. 32170808935</b> , <b>IFSC Code: SBIN0071187</b> of SBI, IIM Tiruchirappalli. A copy of the payment transaction receipt has to be attached with the application form, without which the bid won't be considered. EMD is exempted for MSME Bidders subject to production of valid documents, failing which the tender will be rejected.		
Security Deposit (SD) (Refundable)	<i>Rs. 6,00,000/- to be remitted to IIM Tiruchirappalli as SD. The SD amount, less the EMD amount already paid, will have to be remitted to IIM Trichy within ten working days along with the letter of acceptance from the receipt of the Work Order, failing which the work order will stand cancelled.</i>		

**Date:**

**Signature of the Bidder with seal**

**Page 1 of 34**

Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Trichy - 620 024.
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted to Dispatch Section of IIM TRICHY @ Administrative Wing – II Floor and obtain acknowledgement)

## Notice Inviting Tender

### OVER VIEW

1. Indian Institute of Management Tiruchirappalli (IIM Trichy), an Institute of National Importance, established by the Ministry of Education, Govt. of India, is the eleventh IIM and was instituted on 4th January 2011. More details about IIM TRICHY are available in our website [www.IIMTrichytrichy.ac.in](http://www.IIMTrichytrichy.ac.in).
2. IIM TRICHY invites sealed Tenders through advertised tender enquiry from competent and experienced Manpower Service Providers for providing Manpower Services to IIM Tiruchirappalli.
3. The bidder(s) should remit a Non-Refundable Tender document fee of **Rs. 1,180/-** (inclusive of GST) through online transfer to “IIM TIRUCHIRAPPALLI” as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application, without which the tender won't be considered for bidding process.

### BROAD SCOPE OF WORK

4. To provide Unskilled / Semi-skilled / Skilled / Highly skilled manpower services to IIM Trichy on outsourcing basis depending upon the requirements of IIM Trichy from time to time as per the terms & conditions set forth in this tender document.
5. Category Wise Indicative Manpower Requirement as of now, are as under;

Un-skilled	Nil as of now
Semi-Skilled	5
Skilled	24
Highly Skilled	6

6. The estimated requirement along with qualitative requirements are provided in the below mentioned table;

<b>Table 2 of ANNEXURE-II</b>	
<b>QUALIFICATION AND EXPERIENCE PRESCRIBED FOR VARIOUS MANPOWER SERVICES ON OUTSOURCING BASIS AT IIM TRICHY</b>	
<b>Categories</b>	<b>Eligibility</b>
<p><b><u>UN-SKILLED:</u></b> Office Peon, Peon, Attendant, Helper, Attender, any other Categories by whatever name called, which are of un-skilled in nature as decided by administration department.</p>	<p>Preferable 8th Standard Pass (one year of relevant, experience is desirable).</p>
<p><b><u>SEMI-SKILLED:</u></b> Senior Office Attendant, Supervisor or any other semi-skilled worker, any other Categories by whatever name called, which are of semi-skilled in nature as decided by administration department.</p>	<p>Minimum 8th Standard Pass. Having worked as an unskilled person for 7 years in any Government or Private Organization.</p> <p style="text-align: center;"><b>(or)</b></p> <p>A Person should be at least 10th Passed and have knowledge to read and write Hindi/English with 5 Years' experience in Government or private organization.</p> <p style="text-align: center;"><b>(or)</b></p> <p>Minimum 12th Standard Pass. Certificate of Vocational training/ license (for technical job) wherever applicable. Having worked as an unskilled person for 3 years in any Government or Private Organization.</p>
<p><b><u>SKILLED:</u></b> Driver, Electrician, Plumber, Electrician (Assistant), Shift-in-charge, Dispensary Attendant, Work (Assistant), Carpenter, Distemper, Electrician, Electrician (Grade II, Class II and Class III), Mason (Selection Grade, Grade II, III and Class B Mistry), Pump Operator/Driver, Mechanic/ Machinist, Accounts Clerk, Clerks, Store Attendant, Typist and other categories by whatever name called which are of clerical nature, M. C. Clerk, Store Keeper Grade I, Grade II, (Matriculate), any other</p>	<p><b><u>Technical Assistant (IT Dept.):</u></b> Diploma (CS/CT/IT/ECE/Electronics)/BCA/B.Sc. (CS/IT/ECE/Electronics) or other relevant higher degree having Minimum 2 years' experience in similar field.</p> <p><b>Certification –</b></p> <p><b>a.</b> MCP / CCNA is Preferable for Hardware, Desktop and Network Support.</p> <p><b>b.</b> Java/.Net/PHP Certification is Preferable for Software and Web Support.</p> <p style="text-align: center;">-----</p> <p><b><u>Technical Assistant (Estate Maintenance I):</u></b> Civil/ Electrical (Minimum B License is mandatory and C License Holder Preferable) or Any other technical cadre:</p> <p>ITI in related field with 5 years' experience in relevant field in Government or Private organization.</p> <p style="text-align: center;"><b>(or)</b></p> <p>Diploma Engineering or other relevant higher degree in related field</p>

Categories by whatever name called, which are of skilled in nature as decided by administration department.

with 2 years' relevant experience in Government or Private organization.

**Technical Assistant (Estate Maintenance II) :**

**Plumber/Carpenter/Fitter/Mechanic/Pump Operator or Any other technical cadre:**

12<sup>th</sup> Std. with 7 years' experience in relevant field in Government or Private organization.

(or)

ITI or other relevant higher diploma/degree in related field with 5 years' experience in relevant field in Government or Private organization.

**Driver:**

Minimum 10th Standard pass from any recognized Board having ten years' driving experience with valid HMV driving license. Conversant with Tamil and English/Hindi.

(or)

Minimum 12th Standard pass from any recognized Board having six years' driving experience with valid HMV driving license. Conversant with Tamil and English/Hindi.

**Clerical Assistant:**

**A. Clerical Assistant (General):**

Minimum Graduate from any recognized university with proficiency in computer skills (E.g. MS Office/Internet etc.) and should have fluency in English (Read, Write and Speak). Should have minimum typing speed of 35 w.p.m.

**B. Account Assistant :**

Minimum Graduate (B. Com or Equivalent) from any recognized university with proficiency in computer skills (E.g. Tally/MS Office/Internet etc.) and should have fluency in English (Read, Write and Speak). Should have minimum typing speed of 35 w.p.m.

**C. Junior Library Assistant:**

Minimum Graduation/Post Graduation in BLIS/MLIS or Equivalent from any recognized university with proficiency in computer skills (E.g. MS Office/Internet etc.) and should have fluency in English (Read, Write and Speak).

**Nursing Assistant:**

Diploma in Nursing or Equivalent with 2 years' experience

**Should have a valid registration number from a respective state Nurses and Midwives Council.**

**Highly Skilled:**

Work (Assistant) Grade I, any other Categories by whatever name called, which are of Highly Skilled in nature as decided by administration department.

**Senior Assistant Grade I:**

Minimum Post Graduate in relevant field or equivalent from any recognized university having minimum 5 years' experience in the relevant field in Government or private organization. He / She should have proficiency in computer skills (E.g. Tally/MS Office/Internet etc.) and fluency in English (Read, Write and Speak). Should have minimum typing speed of 35 w.p.m.

(or)

Minimum Graduate in relevant field or equivalent from any recognized university having minimum 8 years' experience in the relevant field in Government or private organization. He / She should have proficiency in computer skills (E.g. Tally/MS Office/Internet etc.) and fluency in English (Read, Write and Speak). Should have minimum typing speed of 35 w.p.m.

**Nursing Assistant Grade I:** B.Sc. Nursing or Equivalent with 2 years' experience.

**Should have a valid registration number from a respective state Nurses and Midwives Council.**

**Technical Assistant Grade I (IT Dept.):** B.E/B.Tech in IT/CSE/ECE/Electronics, M.Sc.(CS/IT/ECE/Electronics) or MCA having Minimum 3 years' experience in related field in public/private/central/state government offices/Institute out of which one year post certification experience is mandatory.

**Certification –**

**a.** MCSE / CCNA / RHCE / BCNE / Fortinet - NSE:- Any one of these certifications is Mandatory for Servers and Network Support. CCNP Certification is Preferable.

**b.** Java/.Net/PHP :- Any one of these certifications is Mandatory for Software and Web related works.

(or)

Diploma in IT/CSE/ECE/Electronics/B.Sc. (IT/CS/ECE) having 6 years' experience in related field in public/private/central/state government offices/Institute out of which one year post certification experience is mandatory.

**Certification –**

**a.** MCSE / CCNA / Fortinet certification is Mandatory for Hardware and Network Support. CCNP Certification is Preferable.

**b.** Java/.Net/PHP Certification is Mandatory for Software Related.

-----  
**Technical Assistant Grade I (Civil):**

B.E in Civil having 4 years' experience in related field in public/private/central/state government offices/Institute. Hands-on experience in the relevant field is preferable.

(or)

Diploma in Civil having 6 years' experience in related field in public/private/central/state government offices/Institute. Hands-on experience in the relevant field is preferable.

	<p><b><u>Technical Assistant Grade I (Electrical):</u></b></p> <p>B.E in Electrical or equivalent having 3 years' experience in related field in public/private/central/state government offices/Institute. <b>License</b> – Minimum C License is Mandatory for Electrical <b>(or)</b></p> <p>Diploma in Electrical or equivalent having 6 years' experience in related field in public/private/central/state government offices/Institute. <b>License</b> – Minimum C License is Mandatory for Electrical.</p>
--	---

The above requirement of the manpower is the tentative as per the initial requirement. The Institute reserves the right to change the total number (can increase/decrease) of outsourced manpower and its mix at any point during the contract period and also may change the designation as per the actual requirement in the respective category at the time of initiation of contract and / or anytime thereafter.

7. Qualification and Experience Criteria as prescribed in Table 2 of the Annexure-II. In case suitable candidates are not found and the Institute is of the opinion that adequate efforts have been made by the supplier, the qualifications and experience criteria may be relaxed at the discretion of the IIM Trichy for workers having prior work experience in similar roles at IIMs or IITs/NITs or any other reputed Institutions either directly or through any manpower service provider. Certification (preferable & mandatory) acquired by the candidates related to their profile shall be revised from time to time as per the requirement of the Institute.

### **Working Hours**

8. General Shift: 09.00 am to 5.30 pm.
9. Shift work will be allotted for Estate Maintenance & IT Department staff on 24x7 basis.

### **Tentative Requirement of Manpower:**

10. Approximately 35 Nos. of Manpower from all the above categories, is the present requirement of IIM Trichy. The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of manpower including qualifications shall be communicated to the Service Provider at the sole discretion of IIM Trichy which will be final and binding as and when the need arises during the period of contract.

### **Technical Terms & Conditions**

11. Based on the requirement of each job, the candidates recommended by the Service Provider for engagement/deployment will be decided by IIM Trichy and decision of IIM Trichy will be final in this regard. In case IIM Trichy in its discretion finds any deployed person is not desirable and not suitable for whatever reasons will be at the sole discretion of IIM Trichy and upon so being notified by IIM Trichy, the Service Provider shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to IIM Trichy.

12. The copy of Appointment Letter and bio-data along with testimonials (Educational & Experience) of each personnel so provided for the outsourcing shall be provided to IIM Trichy along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to IIM Trichy. The service provider shall make sure that the manpower so provided by them shall be with Photo identity card issued by the service provider.
13. The personnel shall be available for work from Monday to Saturday from 9.00 a.m. to 5.30 p.m. and shift work will be allotted for Estate maintenance staff & IT Department Staff on 24 x 7 basis. However, depending upon the exigencies of work, the personnel shall be required to work late beyond office hours or on closed holidays.
14. An attendance register / biometric attendance shall be maintained by the service provider for all the personnel deputed by them, who shall mark attendance daily in the Institute and the payment shall be made to the service provider on the basis of attendance register / biometric attendance
15. The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any confidential official information to any unauthorized person.
16. The persons employed by the service provider will not indulge in any unlawful or illegal activities which are against the interests of the IIM Trichy.
17. The service provider should be responsible for all injuries and accidents to person employed by them. The worker should be insured against personal accidents arising out of and during course of their duties.
18. In the event of injury, illness or accidents to any worker, IIM Trichy will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
19. The service provider should in no case pay its employee less than the minimum wages fixed by Central Government and a record of that should be kept in a register, which may be made available for examination to IIM Trichy as and when demanded.
20. The service provider shall pay the wages to the employees as per the wage amount provided by IIM Trichy, which is not less than the Minimum wages fixed by the Central Government.
21. The service provider will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and other rules and regulations as applicable and notified from time to time in the official gazette/ Govt. of India, for all its employees deputed to work for IIM Trichy. The service provider should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination of recurring instances. This is without prejudice to any other right available to IIM Trichy.
22. IIM Trichy shall have no liability whatsoever towards any other personnel or equipment of the service provider. All statutory requirements for the workmen are to be borne by service provider and shall be the sole responsibility of them.
23. The service provider shall instruct and the train the people deployed by him to be cautious and vigilant while working within the premises of IIM Trichy. They shall not cause any damage or loss to persons or property within the premises of IIM Trichy in any way whatsoever. If any loss or damage is caused by the people so deployed to any property or people, the service provider shall keep IIM Trichy indemnified of any claim for such loss or damage on IIM Trichy and IIM Trichy shall be at liberty to recover such loss or damage from the amounts payable to the service provider on his bills.

24. The service provider will be responsible for opening individual EPF account of the employee if he/ she does not have one and provide him / her with PF passbook and ESI Card. Service provider needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
25. All the payments for the services rendered by the people deployed by the service provider shall be made directly to the service provider only including the wages to be paid to the people by the service provider. The service provider will pay the wages as advised by IIM Trichy to the persons on or before the due date and raise the bills including his service charges on monthly basis. No payments shall be made directly by IIM Trichy to the personnel so deputed by the service provider.
26. The service provider shall be liable for meeting all the statutory requirements as provided by the various Act governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act, Payments of Bonus Act 1965 etc. as applicable and as amended from time to time or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by service provider. The rates so allowed to and paid to service provider shall include all such statutory liabilities and no excess amount shall be paid by IIM Trichy.
27. Service Provider's employee will not be allowed to perform double duty / work for additional hours unless authorized by the Officer/s of the Institute.
28. No employee of the Service Provider shall work for more than 26/27 man-days in a month or as specified by Labour Laws, unless required by the Institute. Weekly off is mandatory for all as per labour laws.
29. Over time occasionally may be required for all deputed manpower and the payment shall be made on per hour rate as applicable for respective category of deputed manpower, which shall be calculated and provided by IIMT.
30. The personnel so employed by the service provider and deputed in the Institute shall have no right to employment against any post of the Institute and their services are being taken on a purely contractual basis/ outsource basis.
31. Disbursement of salary to the employees deployed shall be paid by the service provider on or before 5<sup>th</sup> of the next month.

### **Earnest Money Deposit**

32. The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 2,50,000/-** (Rupees two lakhs fifty thousand only) through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application form, without which the tender won't be considered for the bidding process.
33. The EMD of the successful bidder will be adjusted against the interest free performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.
34. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.



35. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### **Eligibility Conditions for Bidders**

36. The tendering Agency must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid.

37. The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.

38. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years before 31/08/2020. Copy of Certificate of Incorporation should be attached.

39. The bidder(s) should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act). Copy of relevant registration certificates are to be attached.

40. Bidder(s) should have at least **three years'** experience in business of providing outsourced manpower as on **31 August 2020**. (Relevant documentary proof must be submitted with technical bid). Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2017-18, 2018-19 & 2019-20) should be submitted with the Technical Bid. In case the income tax return is yet to be filled for the financial year 2019-20, the copy of the unaudited financial statement shall be submitted.

41. The average annual turnover of the bidder(s) for the last 3 (three) years should not be less than **Rs. 2 crores**. Bidder(s) must also have an average annual turnover not less than **Rs. 70 Lakh** during the last three (3) financial years in the relevant field of manpower services covered by this tender (excluding Housekeeping/Gardening and Security Services). Documentary proof like work order related to the supply of related field of manpower to be submitted. The year in which no turnover is shown would also be considered for working out the average.

42. The bidders should not be blacklisted by any department of the Government of India and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per **Annexure-IV**.

43. The Bidder should have its office in Tiruchirappalli for operational conveniences. Proof of the same is to be submitted.

44. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-VII**.

### Technical Bid Criteria

45. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the bidder.

46. All information should be organized in logically structured form and submitted as technical bid with an index. Bidder is free to add any information that can help in assessing technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment. Bidders should comply with scope of work, eligibility criteria and technical requirements. No deviations are acceptable. The detailed format is attached at **Annexure-I**. The bidder is to complete the same in all respect and submit accordingly.

### Financial Bid Details

47. **The financial bid would consist of the following two components;**

- a. **Service Charge per person per month in rupees (without taxes)** to be charged on the total monthly wage bill for the manpower to be deployed by the successful bidder to IIM Trichy. (For estimated initial requirement, please refer **Table 1 of Annexure-II**).
- b. **The cost of uniform and related items (without taxes)**, for the selected categories of manpower as per the estimated detail given in the below table for each year.

<b>Table 3 of Annexure-II</b>			
<b>Details of Uniform Requirement</b>			
<b>Category of Worker</b>	<b>Uniform required for tentative number of workers</b>	<b>Two number of uniform required for each year</b>	<b>One number of item required for each</b>
Estate Maintenance	13	Uniform (Cotton T-shirt with logo of Service Provider) (Levi's/Nike/ Puma/Adidas)	Safety Shoes with two pairs of Cotton Socks

48. Wages / Remuneration for deployed staff will be paid taking into account of the following components:

Table 4 of Annexure-II					
Types of Manpower	Wages / Remuneration	EPF	ESI	Bonus	Agency Service Charge
Un-skilled, Semi-Skilled, Skilled & Highly Skilled	<b>To be decided by IIM Trichy</b>	As per prevailing Rule	As per prevailing Rule	As per prevailing Rule	To be quoted by the bidder in the Price Bid without GST.

**Note:**

- GST to be paid extra as applicable.
- **Wages/Remuneration will be decided by IIM Trichy based on the nature of work and professional requirement of the Institute.**
- The tenderer should quote only Service Charge for Manpower Services and supply of Uniform along with Safety Shoes & Cotton Socks in Financial Bid.
- The wages payable to the employees will be revised solely based on the revision of minimum wages as notified by GOI from time to time, wherever applicable.
- Payment to the manpower Service Provider will be made as per actual deployment based on requirement and working days of IIM Trichy.
- **If a firm/agency quoted NIL or negative charges / consideration, the bid should be treated as unresponsive and not be considered even after fulfilment of other technical qualifications by such bidders.**
- The rates quoted by the tendering service provider should be inclusive of all liabilities under Statutory/taxation provisions (other than ESI/EPF/Bonus as indicated above) in force at the time of entering in to contract.

Financial bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the **Annexure-II** failing which the offer will be rejected. The rates should be quoted in figures as well as words for all the items in the price bid. Wherever there is a difference in the two, the rates in words will be taken as final.

**Vendor should quote prices in BoQ (Annexure -II) only, bids indicating rates anywhere else will be rejected.**

49. **The monthly wage bill shall consist of the following;**

- ‘Basic Pay and Allowances’ / ‘Wages and VDA for the month’, as applicable, and **as agreed upon by IIM Trichy**. The details, in this regard will be communicated to the successful bidder by the Institute on finalization of tender.
- Employer’s Contribution towards EPF/ESI, where applicable.
- Pro rata payment towards the bonus to be paid under the Payment of Bonus Act, 1965, wherever applicable.
- Arrears of the previous month, if any.

50. Total premium amount towards a group insurance policy taken by the service provider for the people deployed at IIM Trichy as per the Workmen Compensation Act and Group Personal Accident cover for the contract period, wherever applicable, will be paid to the successful bidder on pro rata basis as a reimbursement on monthly basis.

51. The **service charge per person per month** to be quoted by the bidder shall include all other expenses like overhead, profit and any other expense including all taxes, except GST. IIM Trichy shall pay the GST separately, as per the invoice.

52. While making payment to the supplier, TDS and other statutory deductions will be effected by the Institute.

53. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract.

54. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

### **Procedure for Submission of Tender**

55. The tender document should be downloaded from the IIM Trichy website [www.iimtrichy.ac.in/tender](http://www.iimtrichy.ac.in/tender)

56. The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website.

57. All correspondence and documents relating to the tender shall be written in English.

58. No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.

59. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.

60. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the bidder with date.

61. The tender shall be submitted in two parts, viz., **Technical Bid** and **Financial Bid**. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.

62. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-VII** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.

63. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

64. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.

65. Since this tender is based on two bid system., **TWO SEPARATE SEALED ENVELOPES** as explained below need to be prepared:

**Technical Bid: (Envelope A)**

66. The following documents are to be furnished by the bidder(s) along with Technical Bid (*Annexure-I*), as per the tender document;

- a. Application form as per *Annexure - III*.
- b. Copy of PAN and GST Registration.
- c. Copy of constitution or legal status of the bidder service provider / Sole proprietorship /firm agency etc like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- d. Copy of work orders, testimonials/completion /performance certificate from the present and past clients of equivalent order sized (***received in the last three years***) with verifiable contacts need to be attached with the Tender document.
- e. A copy of the payment transaction receipts amounted to Rs. 1,180/- and Rs. 2,50,000/- towards tender fee and EMD, respectively, have to be attached with the tender application form, without which the tender won't be considered for evaluation process.
- f. The tenderer should submit a copy of the necessary license under the Contract Labour (Regulation and Abolition) Act 1970.
- g. A copy of Income tax returns filed and audited accounts statement for last three financial years (2017-18, 2018-19 & 2019-20).
- h. The Relationship Certificate (*Annexure-VI*) needs to be placed in the Technical bid cover.
- i. Duly Signed Tender document and it's all annexures.
- j. All other document mentioned in tender document, **except Financial Bid document**.

67. The **Technical Bid** Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: **"Technical Bid for providing Manpower Services at IIM Tiruchirappalli"**.

**Financial Bid - (Envelope B):**

68. **Price bid** (As per *Annexure-II* duly filled and signed) – Price must be quoted as per the format specified, failing which tender shall be rejected. The price quoted shall be for service charges and uniform **excluding GST**. The GST of item(s) shall be decided as per the prevailing GST act.

Only duly filled **Financial Bid** as per **Annexure-II** should be put in a separate cover and the cover should be in sealed condition. This envelope should be **SUPERSCRIBED** with the following text: **“Financial Bid for Providing Manpower Services to IIM Tiruchirappalli”**

69. Both these sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

**Tender for “Providing Manpower Services to IIM Tiruchirappalli” – Tender No:  
IIMT/2020-21/MPS/08 dated: 30/09/2020**

70. The master envelope containing the two envelopes should be delivered at the below mentioned address **on or before 22/10/2020 (Thursday) by 17.00 hrs;**

**The Chief Administrative Officer i/c,  
Indian Institute of Management Tiruchirappalli,  
Trichy – Pudukkottai Main Road,  
Chinna Sooriyur, Tiruchirappalli– 620024**

71. If the two inner envelopes and the one outer envelope (i.e., larger envelope) are not sealed and marked as instructed, IIM Trichy will assume no responsibility for the misplacement or premature opening of any of the envelopes. The bid whose envelope is opened prematurely before the scheduled date will be rejected from contention.

72. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Trichy in hand. IIM Trichy will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

### **Pre-Bid Meeting**

73. Pre-Bid Meeting with the intending bidders shall be held through video conferencing on **12<sup>th</sup> October** 2020 (Monday) at 4:00 PM to clarify doubts that may arise before submission of the bids. The bidders need to send the scanned copy of **letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Pre-bid meeting** as per format enclosed vide **Annexure-V**. Bidders are requested to mail the doubts to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

### **Opening of Master Envelope & Technical Bids**

74. The master envelope and technical bid (cover 1) will be opened by the Purchase Committee on **23/10/2020 (Friday) at 16.00 Hrs.** in the presence of the bidders or their authorized representatives through video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of **letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the meeting on 23/10/2020 (Friday), to participate in the opening of Technical Bid as per the format enclosed vide **Annexure -V**.**

## TENDER EVALUATION PROCESS

75. The Tender evaluation process consists of three stages.

1. **Stage - I - Pre Qualification Bid:**

The Bidders, who have remitted a non-refundable Tender document fee of Rs. 1,180/- and an Earnest Money Deposit of **Rs. 2,50,000/-** (Rupees two lakhs and fifty thousand only) to IIM Trichy and meeting all the basic eligibility conditions mentioned at page 9-10 of the tender document, will only be considered.

2. **Stage -II - Technical Bid:**

Detailed technical evaluation shall be carried out by the Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation.

76. The price bids of all the technically eligible bidders will be opened on **30/10/2020 (Friday) at 16.00 Hrs**, in the presence of technically eligible bidders or their authorized representatives through video conferencing mode. Bidders / Representatives have to send the scanned copy of **letter of authorization from their firm** (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price bid meeting on 30/10/2020 (Friday), to participate in the opening of Financial Bid as per the format enclosed vide **Annexure-V**.

## Financial Bid Evaluation:

77. The selection methodology to be used for finalizing the successful bidder from the technically qualified bidders shall be as under;

Table 5 to Annexure-II		
S. No.	For Component	The Amount to be arrived at for final Calculation would be
1	Service Charge (excluding GST) per person per month	Service Charge (per person per month) as quoted by the Bidder X 12 Months X Number of manpower indicated in the tender.
2	The cost of Uniform, safety shoes with two pairs of cotton socks and related items (excluding taxes) per person per year	Amount quoted by the Bidder X Number of manpower indicated in the tender.

78. Amongst the eligible bidders who has quoted the lowest in the financial bid will be awarded the work.

79. In case more than one bidder obtains a similar grand total score, IIM Trichy shall select the bidder with the longest duration of experience in providing manpower service for outsourced manpower to the Institutes like IIM/IIT/IISER/NIT. If still there is a tie, local presence (having Office and contract for providing manpower in Trichy) for longer duration may be considered by IIM Trichy. Even these result in ties, it will be decided by the year of incorporation of the firm and one that has been incorporated earlier would be preferred.

## General Term & Conditions

80. The workers employed by the service provider shall be their sole employees and IIM Trichy shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability

81. That no right, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on work at the Institute.

82. The Service Provider should not charge any fee from those deployed at the Institute. All such workers, if taken by the new manpower service provider, would be taken free of charge i.e. without charging anything from them or from IIM Trichy for their staffing or enrolment with the Service Provider or for their deployment at IIM Trichy.

83. Correction of errors in the Financial Bid. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the amount mentioned in the words shall be considered as valid. If the Bidder does not accept the correction of the errors, the bid shall be rejected.

84. **Award of Contract:** The Institute shall consider placing of orders for jobs to the bidder, whose offers have been found technically and financially acceptable. The Institute reserves the right to negotiate the price(s) against price(s) quoted by the L1 bidder, who has quoted the lowest in the Price Bid.

## Contract Period

85. *The selected Service Provider shall provide Manpower Services for a period of one year. However, the contract may be extended for a further period of up to two years on yearly basis, if services of the Service Provider are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute. The commencement date of the Contract will be reflected in the Work Order, which will be issued to the selected Bidder.*



86. IIM Trichy can terminate the contract with three-month notice in case the services are not found satisfactory. In such a case, IIM Trichy will pay on actual work basis for the duration for which the services were used during the period in question.

87. The service provider will be required to give three months' notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three months by the either side.

88. The service provider shall not be allowed to change its name after the award of the contract.

89. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.

90. **Signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 300/- (Rs. Three hundred only) within 10 working days from issue of the Work Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

## **PENALTY**

91. Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider. Quantum of penalty will be decided in individual cases and decision of the competent authority, shall be final and binding.

92. In case of failure to carry out the services to the satisfaction of IIM Trichy as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

93. The manpower service provider is accountable for providing the right type of manpower that satisfies the requirements of IIM Trichy. If the service provider does not provide the required manpower to the Institute and if the position lies vacant for a period of 15 days, the Institute reserves the right to penalize the service provider as deemed appropriate by the Competent Authority.

## **Performance Security Deposit**

94. The successful bidder will be required to remit an interest free Performance Security Deposit of **Rs. 6,00,000/-** (rupees six lakhs) through online transfer to IIM Trichy Bank Account mentioned at Page 1 of the tender document, within ten working days from receipt of the work order. The security deposit will remain with the Institute during the contract period and it will be refunded after 60 days on successful completion of the contact after adjusting applicable deductions, if any.

95. Performance Security will be refunded to the agency, after it duly performs and completes the contract/warranty period in all respect.

96. Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

97. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Trichy may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

98. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

99. The Service Provider shall be required to maintain permanent attendance register/roll within the Institute premises which will be opened for inspection and checking by the authorized officers of the Institute.

100. Monthly bill should be submitted after the payment of wages monthly salary to the personnel, ESI and EPF remittance to individual person. Proof on payment of wages, ESI and EPF should be submitted. In the event of non-compliance of this condition, the monthly bill will not be honoured.

94. Extra manpower, if required by the Institute, the service provider should provide the same on the same terms and conditions under all the categories.

101. No residential accommodation, subsidized food or transport will be provided to the Personnel deployed by the service provider.

102. Service Provider shall ensure that the persons are punctual, disciplined and vigilant in performance of their duty. The Service Provider shall engage medically and physically fit persons only and they shall be duty bound to display the same at the time of providing the service. The Service Provider shall not deploy personnel above the age of 60 years at the time of signing of the contract.

103. The Service Provider shall communicate the names, residential address, age etc., of the persons deployed for duties at the Institute. The Service Provider shall issue Identity Cards to the persons and they shall be duty bound to display the same at the time of providing the service.

104. That the Service Provider shall make the payments of wages, etc. to the employees so deployed at IIM Trichy by **5th of every month** through direct payment to their bank account. The service providers should on demand furnish copies of wages register/muster roll, etc. to the Institute for having paid all the dues to the person deployed by him for the work under agreement. This obligation is imposed on the Service Provider to

ensure that he is fulfilling his obligations towards his employees so deployed, under various statutory provisions.

105. The Service Provider shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and the regulations made thereunder from time to time in order to keep IIM Trichy indemnified from any liability or damages arising therefrom.

106. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

107. The Service Provider should place adequate and appropriate Medical first aid kit for the use of the persons deployed by him/her, at such appropriate places as required.

108. It will be the sole responsibility of the Service Provider to abide by the provisions of the following Acts as to the workers engaged by him for performance of this contract:

- ✓ Employment of Children Act
- ✓ Workmen compensation Act
- ✓ Contract Labour (Regulation & Abolition) Act
- ✓ Minimum Wages Act
- ✓ Employee Provident Fund Act
- ✓ ESI Act
- ✓ The Payment of Bonus Act
- ✓ Any other act or legislation as may be in force from time to time as applicable to him.

109. GST should be paid every month before the last date of remittance of GST and provide the proof of payment to IIM Trichy. Such proof should also be attached to bills raised by the Service Provider, failing which the respective bill will not be paid.

110. **Payment Term:** *No Payment shall be made in advance.* Payment shall be made on monthly basis within fifteen (15) days from the date of receipt of bill with all the supporting documents duly certified & recommended by designated officer in charge.

111. In respect of services rendered to IIM Trichy, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

112. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Trichy to the agency.

113. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Trichy is put to any loss / obligation, monetary or otherwise, IIM Trichy shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Trichy to initiate penal measures against the Service Provider including the termination of the contract.

114. **Arbitration:** In case of any unreconciled disputes between the parties IIM Trichy and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.

115. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. **The tender is not transferable. Only one tender shall be submitted by one tenderer.**

116. Bidder shall submit a copy of the tender document and addendum/corrigendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document. Bidder(s) shall also submit the Declaration Certificate duly signed as per **Annexure-VII** with technical bid.

117. IIM Trichy will not accept any group gatherings, disturbance involvement in any kind of activity at IIM Trichy with malafide intentions (including theft) either directly or as a support to any third party.

118. **Screening:**

- Service Provider will depute any personnel at IIM Trichy only after screening and approval by IIM Trichy authorities. Any change in any personnel will be intimated at least one week in advance to IIM Trichy. The new personnel will also be screened and approved by IIM Trichy.
- If any personnel need to be changed by Service Provider due to some emergency, which is beyond the Service Provider control, even then the new personnel will be screened and approved by IIM Trichy first.

119. **Safety guidelines:**

- No work shall be carried out above the heads of people or over gangway or roads or near power cables unless all precautions have been taken to ensure the safety of the person below, and until permission is given by IIM Trichy.
- The service provider should ensure that their personnel do not consume alcohol / do not smoke / do not take drugs in IIM Trichy premises. Anyone found consuming alcohol/smoke/drugs inside the premises or arriving at the premises after so consuming will be forthwith sent out of the premises. The Institute may also take further action on such behavior.

### **Termination of Contract:**

120. IIM Trichy may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:

- a. If the Service Provider fails to provide the manpower within the period (s) specified in the contract or any extension thereof granted by the Institute.
- b. If the Service Provider fails to perform any other obligation(s) under the contract.
- c. If the Service Provider being declared insolvent by the competent Court of Law without any notice.

121. **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:

- a. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
- b. When the successful tenderer does not deposit the security money after the work order is given or does not commence the performance under the contract within the stipulated time.
- c. If the successful bidder(s) fails to complete the work within the prescribed time after the confirmed orders.
- d. When information/certificate/document furnished is found to be false at any stage.
- e. When the bid documents have been manipulated or altered after they are downloaded from the website.

### **Jurisdiction:**

122. All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.

123. **Relationship Certificate**

- a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Trichy will not pay any damage to the company or firm or the concerned person.
- b. The company or firm or the person will also be debarred for further participation in the concerned unit.

- c. The near relatives for this purpose are defined as follows: -
- i. Members of a Hindu undivided family,
  - ii. Spouse,
  - iii. The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bid cover.

### **Amendment to bid document**

124. At any time prior to the date of submission of bids, IIM Trichy may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.

125. Such amendments shall be notified on IIM Trichy website only and these amendments will be binding on all prospective bidders.

126. The Institute may at its own discretion extend the last date for the receipt of bids/cancel the bids without assigning any reason.

127. IIM Trichy reserves the right to cancel the tender without assigning any reason at any stages of evaluation.

128. IIM Trichy also reserves the right to, at any time and in its absolute discretion the following:

- a. Accept or reject any or all bids.
- b. To obtain further clarification or supporting documents during the technical bid evaluation.
- c. To negotiate the price with Techno-commercially highest scorer.
- d. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
- e. To reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order.

### **Conditional Bids:**

129. Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

**ANNEXURE - I**

**TECHNICAL BID**

<p>Earnest Money Deposit (EMD) (Through NEFT/RTGS Only)</p>	<p>Transaction/UTR Number: _____</p> <p>dated _____ for <b>Rs. 2,50,000/-</b> (Rupees two lakhs fifty thousand only) toward EMD (Payment transaction receipt to be closed with Technical Bid)</p>
---	---

<b>PROFILE OF THE BIDDER</b>		
<b>Sr. No.</b>	<b>Required information</b>	<b>Description</b>
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Name, designation, and telephone nos. of the contact person. Fax No. E-mail d	
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (as per Shops and establishment act.). 2] PAN No. of the Agency 3] GST No. of the Agency	
7	Have your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	

**ANNEXURE- I (Continued)**

9	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.	
10	Specify whether there are any issues / disputes against your agency/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
11	Give details of Termination of previous contract, if any	
12	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/ firm/ company	
13	Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance made by your firm towards EPF.	
14	Details of bank mandate Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
15	Total experience (years/ months) Related work in Central Educational Institution: Institutional / Organizational	



**ANNEXURE- I (Continued)**

16. List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid (*Please use separate sheet if required without changing the format*). Please attach client *certificate and work orders etc.*, clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Nature or type of work undertaken	Period for which the contract is/was awarded	Work order Value INR	No. of employees worked under your organization
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

17. Turnover in the relevant field on contract basis during the last 3 years (from 2017 to 2020). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-2019	2019 – 20
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR_____in Lakhs		

**ANNEXURE-II**

**PRICE BID**

Name of the Tenderer Firm \_\_\_\_\_

**BoQ**

S. No.	Description	Unit	Indicative Number (Approximate)	Amount (without GST)	Formula for Calculation (on yearly basis)
1	Service Charge (excluding GST)	Per person per month	35		35 x 12 x Bid Rate (service charge per person per month)
2	The cost of Uniform (Cotton T-shirt), Safety shoes with two pair of Cotton Socks and related items (excluding GST). (The brand of the T-shirts should be from <b>Levi's/Nike/Puma/Adidas</b> )	Per person per year	13		13 x Bid Rate (cost of uniform)
3	<b>Total (without GST)</b>				---

Note :

This is only tentative Manpower requirement for a particular month. The requirement of the manpower may be changed as per the necessity during a month. The service charges will be made as per the actual Manpower provided by the Service Provider during the month.

**Date:**

**Signature of the Bidder with seal**

**Page 26 of 34**



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE-III

Application Form for submission of Tender Document

**The Chief Administrative Officer (i/c),**

Indian Institute of Management,  
Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli 620 024

Subject: **Tender for Providing Manpower Services to IIM Tiruchirappalli**

Reference: Tender Notice published in IIM Trichy website.

**Tender No: IIMI/2020-21/MPS/08 dated: 30/09/2020**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our tender in a required format. *Technical Bid in sealed envelope and Financial Bid in separate sealed envelope, put in one single master envelope.*

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Seal of agency / Firm / Company**

**Date:**

**Signature of the Bidder with seal**

Page 27 of 34



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE- IV

### UNDERTAKING CERTIFICATE

It is certified that I, \_\_\_\_\_ (name of the person) S/o Shri

\_\_\_\_\_

r/o \_\_\_\_\_

Here by certify that I am authorized to sign this document and that **our firm / company have never been blacklisted by any of the Government Organization / Agencies** in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature:

Date:

Signature of the Bidder with seal

Page 28 of 34



**INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI**

(An Institute of National Importance, Ministry of Education, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

**ANNEXURE- V**

**LETTER OF AUTHORISATION FOR ATTENDING PRE BID MEETING /BID OPENING**

To

The CAO (i/c)  
IIM Tiruchirappalli  
Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid Meeting / Opening of Technical Bid/ Price Bid on .....(date) in the tender for **Providing Manpower Services to IIM Tiruchirappalli**

Following persons are hereby authorized to attend the Pre Bid Meeting / Opening of Technical Bid/ Price Bid for the tender mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of bidder  
or

Officer authorized to sign the bid Documents on behalf of the bidder.

**Notes:**

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

**Date:**

**Signature of the Bidder with seal**

**ANNEXURE-VI**

**NEAR RELATIVE CERTIFICATE**

**(To be given by ALL Directors)**

I \_\_\_\_\_ S/o.Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ hereby certify

that none of my relative (s) as defined in the tender document is / are employed in IIM Trichy as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Trichy shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature .....

Name in block letters of the signatory .....

In capacity of .....

**NOTE:**

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per clause 8

**ANNEXURE VII**

**DECLARATION**

I, \_\_\_\_\_(name of the person) hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIM Trichy is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIM Trichy.
- 4) I understand that the IIM Trichy reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE-VIII**

**BANK ACCOUNT DETAILS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	



**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER**

Sl. No	Covers	Details	Remarks	Tick (✓)
1	Envelope – A (Cover 1)	All the documents and Annexures including copy of the payment transaction receipts amounted to Rs. 1,180/- and Rs. 2,50,000/- towards tender fee and EMD, respectively, <i>except Price Bid document.</i>		
2	Envelope – B (Cover 2)	Only Price Bid documents as per <b>Annexure- II</b>		
3	Main cover	All the above 2 covers put inside the cover “ <b><u>Tender for Providing Manpower Services to IIM Tiruchirappalli</u></b> ”		
4	Whether GST Registration Certificate is enclosed.			
5	Whether PAN is enclosed.			
6	Whether documents in support of meeting the basic eligibility conditions stipulated in page 9-10 Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical bid).			
7	Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) alongwith all the related enclosures have been enclosed with the Tender:  i. Registration/ Incorporation details of the bidding firm/Agency/ Company  ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.  iii. iv. Authorization / Power of attorney for signing the tender document  v. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2017-18, 2018-19 & 2019-20. If IT Return is not filled for 2019-20, unaudited financial statement should be attached.  vi. ESI/ EPF details of the bidding firm/Agency/ Company  vii. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.  viii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.  x. All other information/ details/ supporting documents/proof desired in the Tender document.			
8	Whether Technical Bid documents as per <b>Annexure-I</b> of the tender document are submitted.			

Sl. No	Covers	Details	Remarks	Tick (✓)
9	Whether Undertaking Certificate as per <b>Annexure-IV</b> to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.			
10	Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <b>Annexure-V</b> is submitted.			
11	Near Relative Certificate as per <b>Annexure –VI</b> is submitted.			
12	Whether declaration as per <b>Annexure-VII</b> regarding accepting all the terms and conditions of the tender document is submitted.			
13	Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?			
14	Whether an <b>Index or Table of Content</b> of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?			
15	Whether Tender documents have been signed with seal in all the pages by the bidder.			

**Signature of Bidder with seal**