

Tender No –IIMBG/ NIT/Manpower Outsourcing/2020-21/05

Dated: 25-Apr-2020

Tender Document

For Outsourcing of Manpower Services for Highly Skilled, Skilled, Semi-skilled and Unskilled Manpower at IIM Bodh Gaya, Bihar, India

Issued By

IIM Bodh Gaya (Bihar)

(e-Tender mode only)

Chief Administrative Officer (CAO)

IIM Bodh Gaya (Bihar)

Tender Inviting Authority (TIA)

Phone: 0631-2200238, 8839292756

Mail Id : cao@iimbg.ac.in

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com> and <http://www.iimbg.ac.in> CPP Portal web site: www.eprocure.gov.in/epublish/app/epublish/app

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Bidders are also required to obtain Class-III (Signing + Encryption) Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to “ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of IIM Bodh Gaya (Bihar) the contractor shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mhrd.euniwizarde.com> with the help of Class-III (Signing + Encryption) Digital Signature by which they can participate in e-Tender of IIM Bodh Gaya .

For this intending bidder may contact following e-Wizard Helpdesk numbers.

1. E-Wizard Helpdesk Patna
1st floor, M-23, Road No. - 25,
Near SBI Sri Krishna Nagar, Patna-800001.
Phone No.: 0612-2520545 or 8448288982, 8448288984, 8448288985, 8448288986
MAIL ID – ewizardhelpdesk@gmail.com
2. E-Wizard Helpdesk Delhi
Phone No. 011-49606060

The intending bidder must have valid Class-III (Signing + Encryption) Digital Signature to submit the bid online. For this intending bidder may contact above mentioned helpdesk numbers

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Notice Inviting Tender for Outsourcing of Manpower Services for Highly Skilled, Skilled, Semi-skilled and Unskilled categories for Indian Institute of Management, Bodh Gaya, Bihar

Indian Institute of Management Bodh Gaya, having its office at Uruvela, Prabandh Vihar, Bodh Gaya- 824234, Bihar, India, invites e-tender in two bid systems from well-established experienced, professionally and financially sound Manpower Agency/Contractor/Service provider /companies (no brokers, intermediaries or aggregators) for providing both Technical and Non-technical Manpower Outsourcing Services to IIM Bodh Gaya at the address provided above.

Brief Details of Tender:

Tender Description	EMD Value (Rs.)	Contract Period
Tender for Providing Highly Skilled, Skilled, Semi-skilled and Unskilled Manpower Services to Indian Institute of Bodh Gaya, Bihar	Rs 1,25,000/-	One year from the date of award of contract, Extendable by another year, subject to satisfactory performance level

The tender document available on the Institute website: <http://www.iimbg.ac.in> and <https://mhrd.euniwizarde.com> and at the e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app>.

Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	25/04/2020	9.00 am
2	Pre-Bid Meeting Date & Time	05/05/2020	11.00 am
3	Bid Submission close date & time	20/05/2020	6.00 pm
4	Opening of Technical Bid	22/05/2020	11.00 am
5	Opening of Financial Bids	23/05/2020	11.00 am

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1. ABOUT IIM BODH GAYA

IIM Bodh Gaya is an institute of National Importance under MHRD as per IIM Act 2018 passed by Parliament. The temporary campus of IIM Bodh Gaya is located at Uruvela, Prabandh Vihar, Bodh Gaya- 824234, Bihar, India.

2. EARNEST MONEY DEPOSITS (EMD) DETAILS

The Contractor shall deposit Bid Security (EMD) for an amount of **Rs.1,25,000/- (Rupees One Lakh Twenty-Five Thousand Only)** in the form of Demand Draft/Banker's Cheque from Nationalized/ Scheduled bank in favor of **IIM Bodh Gaya, payable at Bodh Gaya** should be submitted as per **Annexure-I (Should be kept in separate envelope)**.

EMD Exemption

The Institute may accept bids without EMD from those bidders/ Agency/Contractor/Service provider who are registered with the MSME / National Small Industries Corporation (NSIC). Necessary Certificate indicating EMD Exemption should be kept in separate envelope.

3. PERFORMANCE GUARANTEE / SECURITY DEPOSIT DETAILS

That the contractor shall within 30 days of signing of this agreement submit Security Deposit at the rate of five percent (5%) of contract value for entire contract period in the form of DD / Banker's Cheque drawn in favour of Indian Institute of Management Bodhgaya.

In the event of the contract being determined or rescinded under provision of any of the clause/condition of the agreement. The amount towards Performance Guarantee shall stand forfeited in full and shall be absolutely at the disposal of the institute.

4. ELIGIBILITY CRITERIA

- a) The Bidder/Agency/Contractor/Service provider should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**.
- b) The firm should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- c) The Agency/Contractor/Service provider must have a registered /branch/ Local office at Bihar (Proof should be submitted).
- d) The bidder / Agency / Contractor / Service provider should be approved/ recognized / registered by Govt. of India/State Govt. for providing Manpower

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Services. Copy of relevant certificates/ licenses duly updated should be attached. Agency/Contractor/Service provider should have a **valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proofs thereof.**

- e) The bidder/ Agency/Contractor/Service provider **must comply with the statutory requirement, such as registration with ESI, EPF, PAN and GST etc. and submit proofs thereof.**
- f) The bidder/ Agency/Contractor/Service provider must have been in existence in the concerned business for the **last five years. (Attach copy of relevant certificates, Registration details etc.)**. Should have served minimum of four clients as Manpower Service provider /Agency/Contractor out of which minimum two of the clients should be of Govt/Central PSUs/Central Government Autonomous Institution/organisation. **Copy of agreement /Work Order must be attached indicating the same and clearly mentioning number of manpower deployed and annual value of agreement.**
- i) Each Agency/Contractor/Service provider shall submit only one Tender for the Highly Skilled/Skilled/ Semiskilled/ unskilled manpower outsourcing as prescribed. Agency/Contractor/Service provider who submit more than one tender will be treated as non-responsive & rejected. **However, Agency/Contractor/Service provider can also quote for any of the Four category of manpower being bided for by us ie if any Agency/Contractor/Service provider can provide only unskilled manpower, can also bid leaving other 3 categories.**
- j) Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years (2016-17, 2017-18, 2018-19) is to be submitted with tender
- k) Average annual turnover should be at least 30 % of the estimated cost during each of the of last three financial years (2016-17, 2017-18 & 2018-19) is to be submitted as per **Annexure-IV**.
- l) The **firm should survey the site to access the requirement and technical feasibility. A duly completed certificate to this effect is to be submitted as per Annexure-V**.
- m) The firm should not disclose any information gained by them or their representatives or agents, while interacting with the persons of IIM Bodhgaya. A duly completed certificate to this effect is to be submitted as per **Annexure-VI**.
- n) The firm shall abide by the provisions of the **Child Labour (Provision and Regulation) Act, 1986 and No labour below the age of 14 years shall be employed on the work. An undertaking to this effect is to be submitted as per Annexure-VII**
- o) **The bidder/ Agency/Contractor/Service provider will have to give breakup of the amount quoted in the Financial Bid or as given as per Government of**

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India wage list. Bids of the Agency/Contractor/Service provider failing to provide the breakup, tender is liable to be rejected.

- p) The Agency/Contractor/Service Provider should justifiably quote their **service charges in order to avoid unfair means post award of contract like paying less to employees, providing manpower below qualitative requirements etc. The service charges quoted by the Agency/Contractor/Service Provider below acceptable and practical percentage as per market would be out rightly rejected.**
- q) **The Institute reserves the rights to fix up Service Charges percentage for acceptance of tender and delivery of contract as desired by the Institute, post due Analysis by the empowered committee of the Institute . It is hereby further clarified that the Agency/Contractor/Service provider on award of the contract shall not receive more than the quoted value of service charges through any other heads such as enrollment charges, training charges, documentation charges etc.**
- r) **It may be noted that generally the Agency/Contractor/Service provider tend to show less service charges to quote less and get the contract and there after once the contract is secured resort to indiscriminate cutting into the salary of the employee on one or another pretext. This practice will not be permitted. The Institute, the Principal employer reserves the right to enquire into these details and if there is any infringement of these terms and conditions will reserve the right to terminate the contract without quoting any reasons thereof.**
- s) **The monthly statement of account of every employee reflecting credit of all deductions from his salary should be made available to the employee by 15th of every month, failing which, the Institute reserves the rights to take appropriate actions, as deemed fit, even amounting to stoppage of payment of monthly bill raised by the Agency. The Institute , as Principal Employer under all circumstances will protect the legitimate rights of the workers.**
- t) **The cost of the services will be governed by the minimum wages notified and amended by the Ministry of Labour & Employment, Government of India. The Agency/Contractor/Service Provider will notify the IIM Bodh Gaya increase/decrease in labour rates, as and when notified by the Ministry of Labour & Employment, Government of India without awaiting for any reminder from us.**
- u) **The agency has to cater for various expenses like Summer and Winter uniforms, as per norms, documentation expenses and such like expenses, if any while quoting Service Charges percentage. Nothing extra will either be deducted from workers salary or be paid by Institute on any account, whatsoever, it may be.**

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5. INSTRUCTION TO BIDDER/ AGENCY/CONTRACTOR/SERVICE PROVIDER

- a) Bidder /Agency/Contractor/Service provider should consider any corrigendum published on the tender document before submitting their bids.
- b) The tenders need to be submit through online only and hard copy send at IIM Bodh Gaya through courier/by post/ by hand well before the last date and time of receipt of the tender. Tenders received after the date will not be received by the office of IIM Bodh Gaya.

INSTRUCTION FOR PREPARATION AND SUBMISSION OF BIDS.

Two bids system will be followed i.e. Technical & Financial Bids should be submitted separately. There should be envelopes as per the following details:

1. The EMD should be kept in the separate envelope and should clearly state “ **EMD for Outsourcing of Manpower Services for Highly Skilled, Skilled, Semi-skilled and unskilled category for Indian Institute of Management, Bodh Gaya**”. In case, the firm is exempted from EMD, Necessary Certificate indicating EMD Exemption should be submitted instead of EMD.
2. submission of Technical Bid through online on <https://mhrd.euniwizarde.com> and hard copy with signatures on all pages should be kept in second envelope and should clearly state “ **Technical bid for Outsourcing of Manpower Services for Highly Skilled, Skilled, Semi-skilled and unskilled category for Indian Institute of Management, Bodh Gaya**” .
3. Submission of Financial Bid through online only on <https://mhrd.euniwizarde.com>
4. Both the envelopes (EMD & Technical Bid) shall be put in another envelope sealed and super-scribing thereon Tender for Providing the “**Outsourcing of Manpower Services for Highly Skilled, Skilled, Semi-skilled and unskilled category for Indian Institute of Management, Bodh Gaya**” **and** to be sent to the below mentioned address:

Chief Administrative Officer
Indian Institute Of Management Bodh Gaya
Uruvela, Prabandh Vihar Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200238, 8839292756
Email: cao@iimbg.ac.in

6. MODE OF SUBMISSION OF TENDER

Submission of Tender document through online on <https://mhrd.euniwizarde.com>
The Agency/Contractor/ Service provider must ensure that the submission of BID before or by due date.

a) Technical Bid (COVER-1)

Bidders should comply with the specification of the tendered item in all respect, no deviations are acceptable. The detailed format is attached at **Annexure-VIII**. The bidder is to complete the same along with supporting documents and submit accordingly.

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b) Financial Bid (COVER-2)

Financial bid given with tender is to be submitted after filling all relevant information. The cost factors should be mentioned clearly as per format given at **Annexure-IX** available with the tender failing which the offer is liable for rejection. Kindly quote your offer for all the stipulated service sought for IIM Bodh Gaya (inclusive of all taxes and charges). The final service charges (Both in %ge & amount) quoted category wise should be inclusive of in other charges except applicable GST.

c) Bid Evaluation

IIM Bodh Gaya will evaluate the Commercial Bid of Bidders who qualify the eligibility criteria and comply to technical parameters. The technical qualified bidders”, financial bids will be opened and eligible bidders quoting the justifiable service charges and found lowest fulfilling the terms and conditions of the institute will be awarded the contract.

However, IIM Bodh Gaya reserve the rights to reject friskily low Service Charges to eradicate malpractices by the Agency/contractor / Service provider during execution phase.

In case of tie, who has the highest average turnover in last 3 financial years (2016-17 2017-18, 2018-19) will be awarded the contract.

Bid Validity Period

The bid will remain valid for 4 months (120 days) from the date of opening of financial bid as prescribed by IIM Bodh Gaya. A valid bid for a shorter period shall be rejected, being non-responsive.

7. PAYMENT TERMS

- a) The Agency/Contractor/Service provider will arrange to make payment to the employees on a monthly basis calculated to the **last date** of every month. The salary will be credited before 07th day of the next month to the individual bank accounts of the employees under intimation to the institute. The Agency/Contractor/Service provider will submit the invoice/claim to the IIM Bodh Gaya on a monthly basis duly supported by proof disbursement of salary to the staff, in triplicate for payment. The institute shall be provided with complete breakup of the charges levied from the Institutes amounting to the gross and net total.
- b) **The payment to the Agency/Contractor/Service provider shall be released within 10 days from the date of receipt** of invoice provided the claim of the Agency/Contractor/Service provider is found to in order in all respects. The Tax deducted at source and such other taxes/levies as are required by law to be deducted from the produced invoice by Agency/Contractor/Service provider.
- c) **The proof of payment of statutory obligations such as ESI, EPF etc. and any other applicable taxes shall be attached with monthly bills by the Agency/Contractor/Service provider indicating the names of the employees with ESI/EPF code and amount deposited in respect of each, failing which subsequent**

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payment to the Agency/Contractor/Service provider shall be withheld and many evoke cancellation of contract.

- d) Payment will be made to the Agency/Contractor/Service provider on monthly basis. Monthly bills shall be forwarded to The Chief Administrative Office on receipt from the Agency/Contractor/Service provider every month and payment will be made direct to the Agency/Contractor/Service provider by IIM Bodh Gaya under intimation to this office.**
- e) Whether the bill is passed by IIM Bodh Gaya or not the Agency/Contractor/Service provider will have to ensure that timely payment is made to the employed manpower category wise, without fail. Complaint regarding non-payment from any of the employees shall be viewed seriously.**
- f) Agency/Contractor/Service provider will have to make payment to the employees through digital mode of payment ie NEFT/RTGS and a copy of the statement on account of wages paid to the employees will be submitted to this office every month by the Agency/Contractor/Service provider.**

8. CONTRACT PERIOD

That, services of the manpower provided by the Agency/contractor/service provider to the IIM Bodh Gaya shall be initially for a period of **One year commencing from the award of contract** with its date of effectiveness/ execution may be extended further by another year, subject to satisfactory performance and compliance of all terms and conditions of agreement which will be signed by both the parties at the earliest on issue of letter of award. The cost of stamp paper etc. will be borne by the Agency/contractor/service provider. Subsequent extension on satisfactory performance will be at the sole discretion of IIM Bodh Gaya.

9. SCOPE OF WORK

The contract for providing the manpower of various categories (Highly skilled, unskilled/Semi-Skilled/Skilled) is to commence from 1st August 2020 and would continue for a period of one year. However, requirement for all categories may not occur together and Institute reserves the right to stagger as per requirements. The Contract may be curtailed/terminated before the contract period, owing to any deficiency in service or substandard quality of manpower deployed by the Agency/Contractor/Service provider or because of change in IIM Bodh Gaya requirements etc. IIM Bodh Gaya, however, reserves the right to terminate this initial contract at any time after giving one month's notice to the Agency/Contractor/Service provider which may or may not be agreed by the Agency/Contractor/Service provider.

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IIM Bodh Gaya has following tentative requirements initially purely on a temporary basis:

Ser No	Description of Services Required	Category	Flexi Requirement Under Category
1.	<u>Highly Skilled Services</u> a. Multiple Category – 3 (Eg. Accounts Trainee/Library Trainee/Management Trainee/ Hostel Supervisor(M/F))	Highly Skilled	3
2.	<u>Skilled Services</u> a) Electrician - 1 b) Plumber - 1	Skilled	2
3.	<u>Semi-Skilled Services</u> (a) Gardener – 1 (b) Hostel Care Taker (F) - 1	Semi-Skilled	2
4.	<u>Un-Skilled Services</u> (a) Housekeeping Staff – 20 (b) Office Attendant - 5	Un-Skilled	25
5.	Total		32

The above mentioned numbers of manpower requirements categories wise may increase/decrease in any/all the categories/designation or IIM Bodh Gaya may seek deployment of additional personnel of any other category/ designation as well.

10. TERMS & CONDITIONS

- a) IIM Bodh Gaya reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
- b) IIM Bodh Gaya is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch of contract if the Committee is not convinced with the details and proofs submitted by the Vendors.
- c) The Institute shall have the right to adjust, readjust or deduct any of the amounts as aforesaid from the payment to be made to the Agency/Contractor/Service provider under this Contract.
- d) That, the Agency/Contractor/Service provider will submit the EPF/ESI account of each individual employee appointed on outsource basis showing therein the total deposit of EPF/ESI account in a particular financial year of the institute for information.

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That, it is further understood and agreed between the parties that any changes in the payments structure viz ESI, PF, Bonus, gratuity and taxes etc. as per the change in the law are recoverable from the client within the said statutory provision of law. The Agency/Contractor/Service provider will be raising bill to IIM Bodh Gaya accordingly. Institute will have all rights to recover the amount paid in excess due to change in statutory provisions if any. Please note that the gratuity will be paid at the time of occurrence only.

- e) Agency/Contractor/Service provider will be fully responsible for any accident or mishaps involving workers engaged by the Agency/Contractor/Service provider and the Agency/Contractor/Service provider would pay claims made by such victims. The Agency/Contractor/Service provider shall indemnify the IIM Bodh Gaya from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Agency/Contractor/Service provider.
- f) Agency/Contractor/Service provider or its representative must visit the institute once in a month or twice in a quarter or as required by the Institute.
- g) **The Principal Employer i.e. Indian Institute of Management Bodhgaya will have the rights to reduce / increase the number of employees, if felt necessary by giving 7 days notice to the contractor/Agency/service provider.**
- h) **The Agency/Contractor/Service provider will provide winter & summer uniform to the employees, as applicable without any financial burden to Principal Employer i.e. Indian Institute of Management Bodhgaya.**

11. QUALITATIVE REQUIREMENTS OF HIGHLY SKILLED & SEMI-SKILLED CATEGORIES:

Accounts Trainee

- Master Degree in Commerce (10+2+3+2) minimum with minimum 55% marks or its equivalent grade and consistently good academic record.
- Upper Age Limit: 30 years
- Experience: 1-2 years of relevant work experience. Experience in institute of repute and universities will be preferred.

Management Trainee

- Master's degree preferably in Management with minimum 60% marks or its equivalent grade and consistently good academic record. Proficient in MS Office is must.
- Upper Age Limit: 30 years
- Experience: 1-2 years of relevant work experience. Experience in institute of repute and universities will be preferred.

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Hostel Care Taker (Female)

- Upper Age Limit: Up to 50 Years
- Qualification: Matriculation or above. Should have good communication skills.
- Experience: She should have at least 5 years of experience.

12. LEAVE RULES

There will be provision of 15 days leave (Including 8 days casual leave and 7 days leave on the pattern of Earned Leave) in a Calendar Year (In addition to the gazetted holidays applicable in IIM Bodh Gaya) Subject to prior sanction. No Carry Forwarding of any type of leave beyond a year is permissible. No other kind of paid leave will be admissible to the deployed manpower. Every worker will be compulsorily granted at least a minimum of four days of leave in a month

13. TERMINATION OF THE CONTRACT

The contract may be terminated in any of the following contingencies:

- a) On the expiry of the contract period, without any notice.
- b) On giving one month's notice at any time during the currency of services, in case the services rendered by the Agency/Contractor/Service provider are not found satisfactory and in conformity with the general norms and the standard prescribed for the service as mentioned at para 10 above - Terms and condition.
- c) On assigning of the contract or any part thereof or any benefit or interest therein on there under by the Agency/Contractor/Service provider to any third person for sub-letting the whole or a part the contract to any third person, without any notice.
- d) On Agency/Contractor/Service provider being declared insolvent by the competent Court of Law without any notice.
- e) In case the Agency/Contractor/Service provider is not interested to continue the contract subject to the condition that the Agency/Contractor/Service provider shall give minimum three months' notice. If the Agency/Contractor/Service provider does give the requisite notice as mentioned before, then his security deposit shall be forfeited, and bank Guarantee/Demand Draft shall be encashed in proportion to the period falling short of the specified notice period.
- f) Provided that during the notice period for termination of the contract, in the situation contemplated above, the Agency/Contractor/Service provider shall keep on discharging his duties before and till the expiry of notice period.

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13. TERMINATION FOR INSOLVENCY

- a) IIM Bodh Gaya may at any time terminate the contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Gaya alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Gaya Court shall have jurisdiction in the matter.

14. FORCE MAJEURE

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form to the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

15. ARBITRATION

- a) In the event of any dispute or difference arising under this tender, the Director, IIM Bodh Gaya or his/her nominee is the arbitrator and the decision of the arbitration will be binding on both parties.
- b) The venue of the arbitration shall be the place from where the order is issued i.e Gaya
- c) All disputes shall be subject to Gaya Jurisdiction only.
- d) IIM Bodh Gaya shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD.
- e) **IIM Bodh Gaya may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Bodh Gaya will be posted on <https://mhrd.euniwizarde.com> Portal and IIM Bodh Gaya website. For the bidders, submitting bids on downloaded tender document, it is ‘bidders’ responsibility to check for any amendment / corrigendum on the website of IIM Bodh Gaya or check for the same <https://mhrd.euniwizarde.com> Portal before submitting their duly completed bids.**

16. SAFEGUARDS FOR EMPLOYEES TO BE ENSURED BY THE AGENCY / CONTRACTOR / SERVICE PROVIDER

- I. The Contractor will ensure the following:-
 - (a) Having labour license issued by competent authority (Enclose Copy).
 - (b) Ensuring safety standard/safety measures at the work place.

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- (c) Ensuring weekly off to the employee.
- II. Deposit of Employees Provident Fund dues and regular payment of Insurance Premium.
 - III. Ensure payment of prescribed monthly wages to the employee by 07th day of every month as per Nerrick Rates issued by the competent government authority from time to time failing which 1% penalty per person per day would be charged.
 - IV. Police verification of all contractual employee.
 - V. Issue of proper security/safety/hygienic safeguard to the contractual employee where required.
 - VI. Ensure maximum use of employee safety devices/equipment.
 - VII. Ensure effective Grievance Redressal Forum.

To

**Indian Institute of Management Bodh Gaya
Uravela, Prabandh Vihar
Bodh Gaya- 824234, Bihar
India**

Sub: - EMD Details

Ref: - Tender No. IIMBG/ NIT/Manpower Outsourcing/2020-21/05 dated 25 April 2020

(Notice Inviting Tender for Providing Manpower Outsourcing Services to IIM Bodh Gaya).

Dear Sir,

The following demand draft/banker's cheque in favor of IIM Bodh Gaya are enclosed towards EMD.

Detail of DD/ Banker Cheque	Amount	DD/Banker Cheque No.	DD/Banker Cheque Date	Bank Name
EMD	Rs.1,25,000/-			

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

To

**Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya- 824234, Bihar
India**

Sub: - Self Declaration Certificate

Ref: - Tender No. IIMBG/ NIT/Manpower Outsourcing/2020-21/05 dated 25 April 2020

(Notice Inviting Tender for Providing Manpower Outsourcing Services to IIM Bodh Gaya).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids towards the for Notice Inviting Tender for Providing Manpower Outsourcing Services of Indian Institute of Management Bodh Gaya, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya- 824234, India.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID:

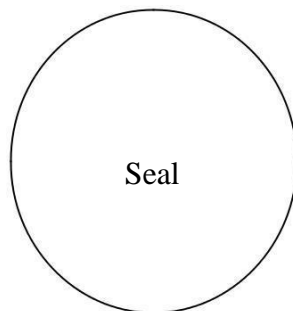
CERTIFICATE

(To be provided on letterhead of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central / State Government / Public Undertaking / Institute and there is no any criminal case registered/pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in every respect and, at a later date, it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Seal

Authorized Signatory

Name:

Place:

Designation:

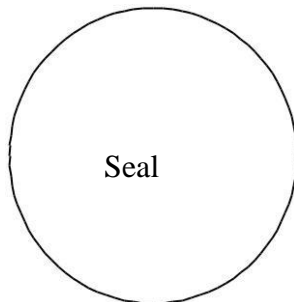
Contact No.:

ANNEXURE-IV

Annual Turnover Details:

<i>Evaluation Criteria</i>			<i>Remarks</i>
Bidder's Annual Turnover for last three financial years	Financial Years	Turnover in Rs.	
	2018-2019		Supporting Documents are to be attached along with the Annexure-IV
	2017-2018		
	2016-2017		

Date:



Authorized Signatory:

Name:

Designation:

Contact No:

Place:

CERTIFICATE: SURVEY & TECHNICAL FEASIBILITY
(To be submitted on firm's letter head)

M/s _____, hereby confirms that a survey of requirement at Indian Institute of Management Bodhgaya has been conducted by our firm for providing manpower services vide Tender Enquiry No. IIMBG/ NIT/Manpower Outsourcing/2020-21/05 **dated 25-Apr-2020.**

Date : _____ (Authorised signatory of Bidder with seal)

Place :

CONFIDENTIALITY CERTIFICATE

It is certified that the Company or any representative of the Company or agents authorized by them will not disclose any information gained by them or their representatives or agents, while interacting with the persons of The Indian Institute of Management Bodhgaya or any documents or any documents prepared in connection with the project or any documents received by them or any study carried out by them, directly or indirectly to any person or company or institution or press.

Company Seal

(Authorized signatory of company)

Date: 2020

Place:

UNDERTAKING

I, the undersigned, on behalf of my firm undertake the responsibility that our firm shall abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986 and No labour below the age of 14 years shall be employed on the work.

Place :

(Authorised Signatory of firm)

Date :

ANNEXURE-VIII

TECHNICAL BID (COVER-1)

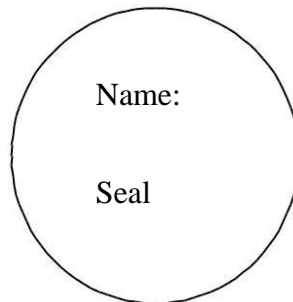
Sl. No.	Description	Information
1.	Name and address of Tendering Manpower Service provider /Agency/Contractor (Local/ Nearby office)	
2.	Date of Incorporation of Company (Attach ROC Registration certificate, Partnership Deed or any other relevant legal document)	
3.	Details of Earnest Money Deposit (Annexure – I)	DD No. _____ Date _____
4.	Name of the Director/ Partner	
5.	Full Address of Registered Office: Contact No: FAX No: E-Mail Address:	
6.	Full Address of Operating Branch/Office in Bihar: Contact No: FAX No: E-Mail Address:	

7.	<p><u>Bank Details</u></p> <p>Account Holder Name-</p> <p>Bank Name-</p> <p>Account No-</p> <p>IFSC Code-</p> <p>Branch Address-</p>	
8.	GST No. (Attached attested copy)	
9.	Employee Provident Fund Registration No: (Attached attested copy)	
10.	Employee State Insurance Registration No: (Attached attested copy)	
11.	The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents (Annexure II)	
12.	The firm should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted. (Annexure – III)	
13.	The bidder must have implemented/implementing at least three contracts of deployment of Technical Staff, office Staff and Labors etc. to IITs /NITs /ISC /ISSERs /IIMs/ AIIMs/IIITs/ Central University/ Central Govt. Institute/ Central Govt. Autonomous Institute/ Central Govt. Departments during the last 6 years. Copy of agreement / WO must be attached and clearly mentioning number of manpower deployed and annual value of agreement.	
14.	Should have served for minimum of 4 No. of clients as Manpower Service provider /Agency/Contractor out of which minimum 2 No. of clients should be of Govt/Central PSUs.	

15.	The firm should attach list of Work Orders/ documentary evidence where the similar type of work has been executed during previous seven years from the date of publication of tender as detailed below: (i) Three similar works of 40% of the estimated cost OR (ii) Two similar works of 50% of the estimated cost OR (iii) One similar work of 80% of the estimated cost	
16.	The firm should attach documents stating the Annual Turnover for last three financial years as per Annexure-IV	
17.	The firm should submit the Certificate for Survey & Technical Feasibility (Annexure-V)	
18.	The firm should submit the Confidentiality Certificate as per Annexure-VI	
19.	The firm shall abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986 and No labour below the age of 14 years shall be employed on the work. The Firm should submit an undertaking as per Annexure-VII	

Date:

Authorized Signatory:



Name:

Place :

Designation:

Contact No:

FINANCIAL BID (COVER-2)

Name of the Agency/Contractor/Service provider along with Address and Telephone No.:

Description of work: As given in the main document

AMOUNT QUOTED:

Category of Manpower	Minimum Wages as on date as per Central Government in Area C	EPF as per Government Norms. Currently @ 13%	ESI as per Government Norms. Currently @3.25	Service Charges* @ ____ %	GST as per Government Norms. Currently @18%	Total/Month
Non-Skilled	10478	1362.14	340.535			
Semi Skilled	12272	1595.36	398.84			
Skilled	14794	1923.22	480.805			
Highly Skilled	17316	2251.08	562.77			

Service Charges* - (In Words): _____ (In Percent)

The bidder/ Agency/Contractor/Service provider will have to specify the amount to be charged towards service charges for providing manpower's on outsource basis. It may also be noted that to eliminate frivolous bids and disguised charges / deduction from salary of personal Service provider /Agency/Contractor bidding at zero percent service charges or below the prevalent service charges, as analyzed by the Institute, shall be disqualified.

(If two or more agencies quote the same rate / fee then decision of Principal Employer ie IIM Bodh Gaya and its tender committee will be final for selection of L-1 vendor based on higher eligibility criteria or clauses mentioned in the tender document as above)

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents and agree to them in letter and spirit.

(Signature of Bidder/ Agency/Contractor/Service provider) with seal stamp