

PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING, JABALPUR

TENDER NO: IITDMJ/Tender/2015/28/33, Dated 05/08/2015

## DOCUMENT FOR THE WORK OF MANPOWER OUT SOURCING



PDPM  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur  
Dumna Airport Road, PO: Khamaria  
Jabalpur- 482005

Last Date for Receipt of sealed Tender: ..... 2015  
Tender Document Sold to:

.....  
.....

Contain Total 16 Pages.

Tender Document Cost Rs. 500/- only  
\*- To be paid in the form of Demand Draft drawn  
in favour of PDPM- IITDM Jabalpur payable at Jabalpur

*Pachar*

*Smit*

*21/6/15*

Fact sheet accompanying the tender schedule

1	Name and the full address of contractor to whom the schedule is issued.	
2	Date of issue of tender document	05/08/2015
3	Last date for submission of Request for Tender Documents	08/09/2015 up to 2:00 Hrs
4	Pre bid conference schedule	20/06/2015 at 15:00 Hrs at Conference Hall of the Institute
5	Last date for receipt of sealed tender form	08/09/2015 at 15:00 Hrs
6	Date of opening sealed Tenders (Technical Bids only)	08/09/2015 at 16:00 Hrs at Conference Hall of the Institute
7	Date of opening the Financial Bids of Tenders (Those who qualify in Technical bids only)	Will be decided later

Registrar  
PDPM IITDM Jabalpur

Signature of Tenderer

*P. K. Singh*

*Smit*

*21/4/15*

PDPM  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur

**TENDER DOCUMENT FOR MANPOWER OUTSOURCING**

1. TENDERS ARE REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED COVERS 'A' & 'B'.

**(A) 1<sup>st</sup> COVER (ENVELOPE "A") SHOULD CONTAIN TECHNICAL DETAILS:-**

(Envelope "A") should contain the following documents:

- i. Registration certificate of the company.
- ii. Labour license of at least 90 employees.
- iii. Registration with commissioner EPFO (Copy of certificate to be attached).
- iv. Service Tax Registration number (Copy of certificate to be attached).
- v. Experience Certificate(s) of deploying at least 90 employees for last three financial years.
- vi. Audited statement of turnover of Rs. 1.0 Crore (Rupees One Crore only) per annum for last three years on average basis.
- vii. TAN Registration number (Copy of certificate to be attached).
- viii. Copy of PAN card and copies of IT Returns for the last three financial years.
- ix. Terms and Conditions of the tender duly signed and stamped on all the pages.
- x. The EMD of Rs. 50000/- (Rupees Fifty Thousand only) must be enclosed in the Technical bid cover only. Technical bid received without EMD will be summarily rejected.
- xi. Tender fee of Rs. 500/- (Rupees Five Hundred only) must be enclosed in the Technical bid cover only. Technical bid received without Tender fee will be summarily rejected.

**(B) 2<sup>nd</sup> COVER (ENVELOPE 'B') SHOULD CONTAIN PRICE BID DETAIL:-**

- i. Second cover (ENVELOPE 'B') should contain price bid only. Price bids of only technically shortlisted firms shall be opened on pre-notified date, time & venue of the Institute for which, Institute shall send necessary information by post/email/fax etc.

*Public*      *Smit*      *AK*

- ii. Services charges of the Agency must be quoted clearly in percentage of total value of wages to be paid for employees deployed (on monthly basis).
- iii. Services tax as applicable on the bill amount will be paid separately and need not be mentioned in the price bid.

## 2. ELIGIBILITY CRITERIA

- i. The agencies having three years' experience of manpower deployment/ outsourcing of at least 90 employees are eligible to apply. The relevant experience should be with reputed public, corporate or private organization.
- ii. Tenderer should have a turnover of Rs. 1.00 crore per annum for last three financial years on average basis.
- iii. Tenderer should have a valid labour license of at least 90 employees.
- iv. Tenderer should have all documents as mentioned in 1 (A).

## 3. GENERAL TERMS AND CONDITIONS:

- i. The technical bid should accompany the earnest money deposit (EMD) of 50,000/- (Rupees Fifty Thousand only) obtained from any Nationalized Bank payable by crossed demand Draft/Banker's Cheque in favor of PDPM-IIITDM, Jabalpur, payable at Jabalpur. Please note that Cheque will not be accepted in lieu of Draft/ Banker's Cheque. The EMD will be refunded to all the unsuccessful Tenderer (s) after finalization of the tender.
- ii. The tenderer should enter the amount quoted by him in appropriate column of the tender document only. The tender submitted in any other format shall not be considered and will be summarily rejected. The rates mentioned on the Price Bid of the tender document will be taken into consideration; no additional document provided or attached to the price bid will be taken into consideration. In case of erroneous entries in the tender document the tender is liable to be cancelled. Rates should be quoted both in figures and in words. However, in case of any discrepancy the rates written in words shall be entertained.
- iii. The Service provider will have to submit Bank guarantee of 2,50,000/- (Rupees Two Lakhs and Fifty Thousand only) as security deposit for performance guarantee before commencement of the contract. The validity of the bank guarantee should be 60 days beyond the validity of the period of contract. Security Deposit will be forfeited if the contractor prematurely withdraws or if the services are terminated for being unsatisfactory after giving him an opportunity of hearing.

*Paula* *Sunid*

*2/4/12*

- iv. The power of acceptance of the tender will rest with the competent Authority of the Institute. The competent authority may accept or reject any tender without assigning any reasons in the interest of the Institute.
- v. The service provider shall maintain all movable properties of the Institute to be used by him or his employees like furniture, electrical installation etc. in good condition during the contract period. The service provider shall return all articles entrusted in good condition at the end of the contract period or as and when the contract is terminated. The service provider shall compensate PDPM-IIIDM Jabalpur for damages in such properties up to the repair value or replacement value as decided by the Institute Authorities.
- vi. The Registrar PDPM-IIIDM may, if considers necessary, inspect the premises of the functional area of the service provider and rescind the contract whose performance has been found to be substandard/ unsatisfactory.
- vii. Institute shall not accept/consider/entertain any claim from the service provider/firm/ company or his contracted employees for regular employment/absorption in the Institute.
- viii. The validity of submitted tender shall be for 90 days which shall be reckoned from the last date of the receipt of tender.
- ix. The service provider /firm/company will not be permitted to sublet the work to any other agency.
- x. The service provider shall ensure that workers employed by him are properly, cleanly and neatly dressed and shall be "Disciplined and Polite" to the Institute personnel at all time. The service provider should provide suitable uniform to the workers at his cost. The color code of the uniform will be decided with the mutual consent of the Registrar and the service provider. They will also carry a photo identity card issued by the service provider on the left hand side of the uniform or hanging on their neck so that they can be identified during their duty hours.
- xi. The Institute shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employee, including their appointment, conduct/ discipline, termination, wages and terms and condition of work etc., which will be the sole obligation of the service provider. He shall furnish fitness certificate of the workers periodically issued by the medical officer.
- xii. The service provider shall furnish a list of all of its employees along with proof of their residential addresses and due police verifications report at the beginning of the contract to the institute. An undertaking will also be required to be submitted by the service provider to the effect that the service provider shall be responsible for any of the action of misconduct committed by its employees. In case of appointment of a new employee during the pendency of the contract, same details will required to be furnished by the service provider.

*Prabhu*

*Sunil*

*21/4/15*

- xiii. If the Institute is not satisfied with the conduct, behavior, etc. of any of the worker of service provider, the service provider shall replace the person concerned as per the advice of the Institute.
- xiv. Any dispute between the parties (as defined in the agreement) will be referred to the Director, PDPM- IITDM Jabalpur and his/ her decision will be binding on both the parties and shall be final.
- xv. The Director, PDPM- IITDM Jabalpur reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- xvi. The Service Provider shall have his own system of supervision and arrangements within the said premises for the deployment of suitable worker to the satisfaction of the Registrar, PDPM-IITDM Jabalpur or any officer (s) authorized by him/her. The Service Provider shall, however require to furnish details of such a system for approval of the Registrar or the Institute.
- xvii. The assigned work shall be inspected by the service provider on his own at least once a week and report be submitted to the Registrar, PDPM-IITDM Jabalpur or the officer/staff authorized by him/ her, regularly. The house keeping arrangements may also be inspected by the Director/ Registrar of the Institute or his/her authorized officers (s) from time to time.
- xviii. Behavior of the workers shall in no way be detrimental to the administration. The service provider shall provide personnel of good character, physically fit, efficient, well behaved and skillful in their duties.
- xix. The service provider shall withdraw any employee from the service of PDPM-IITDM Jabalpur whose conduct is not good in the opinion of competent authority of the Institute or/and found in any way unfit or unsuitable for the purpose. Failure to do so no remuneration for such employee shall be entertained. The decision of the Director, PDPM- IITDM Jabalpur in this regard will be final and binding.
- xx. The service provider shall arrange for reserve workers in lieu of workers on weekly off or periods of leave of the regular workers. All workers provided by the service provider should be healthy and not suffering from any contagious diseases.
- xxi. The service provider shall ensure that norms prescribed by the human rights commission, Government of India, Minimum wages act and industrial dispute act or any such other legislation are fully observed and the office is kept harmless and indemnified. If there is any noncompliance intimated by the competent authority to the Registrar, PDPM-IITDM Jabalpur, the service provider has to rectify it and indemnify.
- xxii. The service provided by the service provider shall conform to the academic standards of the Institute. Any deviation or deficiency shall be taken as violation of the contract and will make the contract liable for termination. The decision of the Director, PDPM-IITDM Jabalpur, in this regards shall be final and binding.
- xxiii. The quoted and accepted rates shall be final for the contract period.

*Dr. Pauline Sunit*

*21/4/15*

- xxiv. All legal disputes shall be within the jurisdiction of Jabalpur.
- xxv. A self-certified copy for the number of employees engaged by the service provider in the Manpower Deployment operation should be furnished.
- xxvi. Currently tentative 88 persons are required. The details are given in **Annexure 1**. Manpower deployment can be increased or decreased as per need of the Institute. Tenderer should hold a valid labor license of at least 90 employees.
- xxvii. The Institute reserves the right to cancel the tender process at any stage.
- xxviii. In the interest of the institute, the service provider may be advised/requested to retain existing employee(s).
- xxix. No dispute certificate(s) from existing and/or previous organization shall be attached and such certificates should not have been issued before date of issue of tender document.
- xxx. In case lowest quoted rate comes from more than one tenderer then tenderer having more experience of successful completion of work will be given weightage. In this regard decision of the Director will be final.

#### 4. CONTRACT PERIOD

- i. A formal agreement shall be made and the same will be valid initially for a period of one year and extendable for further period(s) if required as per the order of the competent authority and with consent of the service provider but not for more than 1 year at a time, subject to the satisfactory performance of the service provider.
- ii. The services shall be monitored by a committee constituted by the competent authority.
- iii. If the monitoring committee of the institute gives the report of unsatisfactory services during the contract period, the contract may be terminated by the Institute after giving an opportunity to the service provider for giving his justification. The loss to the Institute, if any, incurred on account of such termination will be recovered from the service provider. The decision of the Director, PDPM-IIITDM Jabalpur shall be final in this regard.
- iv. In case of any breach of the contract/agreement or any terms and condition therein by the tenderer, the Director, PDPM-IIITDM Jabalpur may terminate the contract/contracts for the remaining period of the contract/contracts after giving a show cause notice of a reasonable time as deemed fit by the Director, PDPM-IIITDM Jabalpur in writing to the service provider. In the event of such termination of contract security

*Pankaj Sunit*

*2/14/15*

deposit amount of the service provider will be forfeited. The decision of the Director of the institute shall be final in the matter.

- v. The Director of the Institute may at any time terminate the contract without assigning any reason after serving one month notice in writing.

## 5. WAGES, WELFARE AND PAYMENT CONDITIONS

- i. The service provider should pay wages as under :  
For Super Skilled it will be Rs.700/- per day and will increase by 10% per annum and for all other employees as per orders of Labour and Employment Ministry, Government of India.
- ii. The service provider shall comply with EPF, ESIC, Miscellaneous Provision Act, Minimum wages Act, Payment of Bonus Act and all other relevant statutory provisions at his/her own cost which are applicable to the outsourced employees of Central Govt.
- iii. The service provider shall abide by with all labour laws applicable from time to time to the outsourcing employees employed by the Central Government such as medical expenses, accidental benefits, workman compensation, minimum wages, bonus and other welfare measures and other statutory requirement as applicable.
- iv. The service provider shall be liable to pay any penalty at its own end which would be imposed by the labour department or any other department or court of law, for violation of any rule/law.
- v. Documents in support of EPF enrolment, ESI enrolment of its employees, Service Tax payment will have to be submitted by the service provider within 60 days of the commencement of the contract, failing which the contract shall be liable to be terminated. All workers will have to be provided EPF A/c Number and ESI Card.
- vi. No child labour shall be employed.
- vii. The payment to all workers shall be verified by a designated officer of the Institute and the same shall be made to the bank account of respective workers. A certificate to this effect must be enclosed with monthly bill for payment.
- viii. The service provider shall comply with all requirements under central and local tax laws and shall be responsible for payment of all taxes, fees and other statutory payment to the respective government authorities.
- ix. The service provider shall assure by producing valid document that they are registered under the contract labour (Regulation & abolition) Act 1970 and as amended thereafter.

*Paulie* *Sumit*

*21/4/12*



- x. The payments shall be made according to the attendance of employees on pro-rata basis.
- xi. The Institute shall pay Service Tax, separately to the service provider as per the prevailing rates at the end of the month, failing which appropriate action as deemed fit by the competent authority shall be initiated against the service provider.
- xii. Weekly off will be given to all deployed employees as per rules of Government of India/ Labour laws/ Minimum wages act.
- xiii. service provider will have to pay wages to all deployed employees as per rates prescribed by Government authorities in accordance with minimum wages act.
- xiv. Details of payments made to employees and statutory dues deducted and deposited shall be submitted with bill of next month, failing which appropriate action as deemed fit by the competent authority shall be initiated against the service provider.

*Pankaj* *Sund*

*21/4/15*

**TECHNICAL BID**

**Sub: Tender for “Manpower Outsourcing” at PDPM-IITDM Jabalpur.**

1. Name of the Tenderer/Concern .....
2. Address (with Tel & Mob No. ....  
.....  
.....
3. Registration Number of Company/Firm/ Partnership firm.....  
(Photocopy of registration certificate should be attached)
4. (i) PAN Number of Tenderer concern .....  
(Photocopy to be attached)  
(ii) Service Tax Registration No. ....  
(photocopy to be attached)
5. Earnest money: Demand draft No. .... dated ..... from  
Bank Name ..... Amounting Rs. ....
6. Annual turnover of firm..... ( attach proof)  
(It should be 1.00 crores on average of last 3 financial years (attach balance sheet of the  
firm duly signed by Registered Chartered Accountant).  
F.Y. 2013-14.....  
F.Y. 2012-13.....  
F.Y. 2011-12.....
7. Income Tax Returns (attach photocopies) for last three financial years.
8. (a) Labour License  
(Attach photocopy)  
(b) EPF  
(Attach photocopy)  
(c) ESIC  
(Attach photocopy)

*Pankaj*      *Sunil*

*[Signature]*  
21/11/15

9. Experience Certificates of providing at least 90 employees to Central/State Government/ PSU/ Government Autonomous Bodies/private organization for the last three financial years.  
(Certificates to be attached work order/ agreement will not serve the purpose)
10. No dispute certificate from existing/previous organization attached. Yes/ No.
11. Whether each page of Tender documents have been signed and stamped. Yes/ No.
12. Any other information important in the opinion of the tenderer.

Date: .....

(Signature of Tenderer/ authorized signatory  
with stamps of the firm/ Company)

*Pratik* *Sunit*

*21/4/15*

**PRICE BID**

**Sub: Tender for “Manpower Outsourcing” at PDPM-IITDM Jabalpur.**

(Please refer 1 (b) and general terms and conditions)

1. Services charges of the Agency must be quoted clearly in percentage of total value of wages to be paid for employees deployed/outsourced.
2. In case lowest quoted rate comes from more than one tenderer then tenderer having more experience of successful completion of work will be given weightage.

Name of tenderer	Rate (quote in percentage)

Date: .....

(Signature of Tenderer/ authorized signatory  
with stamps of the firm/ Company)

*Pooja Singh*

*21/4/15*

## UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm is not black listed by any of the Government Departments or Institution.
4. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

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

(Dated Signature of Tenderer  
with stamps of the firm)

*Pooja Singh*

*21/4/15*

## Sub: Tender for "Manpower Outsourcing" at PDPM-IIITDM Jabalpur.

S.N.	Category	Subcategory	Number of employees required sub category wise	Total number of employees category wise	Present prescribed wages as per min. wages act as on 25.03.2015 per employee per day
1	Super Skilled	Manager/Nursing Assistant/Programmer	11	11	700
2	High Skilled	Caretaker/Supervisor/Senior TA/Senior Office Assistant	12	12	404
3	Skilled	i) Driver	05	23	367
		ii) Conductor	01		
		iii) Lab/Technical Assistant	05		
		iv) Cook	02		
		v) Junior Office Assistant	10		
4	Semiskilled	i) Electrician	09	12	312
		ii) Plumber/ Carpenter	02		
		iii) Civil work assistant	01		
5	Unskilled	i) Attendant	13	30	276
		ii) Peon/Mali/Sweeper/Cleaner	17		
<b>Total</b>				<b>88</b>	

Note:

1. Any new subcategory may be added as and when required.
2. Refer Annexure 2 for subcategory wise qualification of employees.

*Pratik Saini*

*21/4/15*

## Sub: Tender for "Manpower Outsourcing" at PDPM-IITDM Jabalpur.

## Subcategory wise qualification

S.N.	Sub Category	Qualification (Education & Experience)
1.	Manager	Graduate with Experience of at least 05 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.
2.	Programmer	B.E. or B. Tech with 3 years' Experience in operating computer system and computer programmer.
3	Senior Technical Assistant	Degree from a recognized Institute/ University with 2 years' experience. Knowledge of computer and Modern Teaching Aids.
4.	Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.
5.	Care taker/Supervisor/Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer and Modern Teaching Aids.
6.	Nursing Assistant	Degree/ Diploma in Nursing/ Midwifery or similar field OR Nursing Technical Course conducted by Directorate of medical Services/Army/ Navy/Indian Air Force and recognized by Ministry of Health and Education family Welfare (Department of Health) which is equal to male Nursing in Civil. Experience of at least 05 years in the relevant field in Government/Public/Private Hospital/Nursing Home.
7.	Driver	1. Driver For Bus and Other Heavy Vehicles Minimum Qualification: 8 <sup>th</sup> Pass+ Driving License (HMT) with badge +3 years of driving experience on HMT. 2. Driver for Car/Jeep/ Ambulance/ Other LMTs

P. K. S.

S. K.

2/4/15

		Minimum Qualification: 8 <sup>th</sup> pass+ Driving License (LMV) with badge+ 3 years of relevant experience.
8.	Conductor	12 <sup>th</sup> passed with 3 years' experience.
9.	Lab/Technical Assistant	1. Lab Assistant Minimum Qualification: 12 <sup>th</sup> Pass with ITI or equivalent course in relevant course in relevant discipline OR degree/ Diploma from a recognized Institute/University. Knowledge of computers. 2. Technical Assistant Minimum Qualification: Diploma from a recognized Institute/ University with 4 year experience. Knowledge of computers.
10.	Cook	5 <sup>th</sup> pass with Certificate course in cooking/ Catering and 3 years of experience of working in Government organization/ reputed Hotel.
11.	Junior Office Assistant	Graduation Degree in any discipline. Knowledge of computers
12.	Electrician	10 <sup>th</sup> pass+ with ITI in electrical and 2 years relevant experience OR 10 <sup>th</sup> Pass with one year Certificate course in similar field and 3 years of experience OR 8 <sup>th</sup> pass license holder electrician with 5 years of experience.
13.	Plumber/ Carpenter	10 <sup>th</sup> pass with ITI/Certificate Course of at least 1 year duration in plumbing or carpentry or equivalent with 1 year relevant experience OR 8 <sup>th</sup> pass with at least 3 years of relevant experience in plumbing or carpentry or equivalent.
14.	Civil work assistant	10 <sup>th</sup> pass with ITI in similar field and 3 years relevant experience OR 10 <sup>th</sup> pass+ Diploma in similar field with 1 year of relevant experience OR Graduate Degree in the relevant discipline
15.	Attendant	At least 8 <sup>th</sup> Pass with some experience
16.	Peon/Mali/Sweeper/Cleaner	At least 8 <sup>th</sup> Pass with some experience

*P. K. S.*

*Sunil*

*21/4/15*