

	<p>भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फॅक्स: (044) 2257 8292 Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292</p>	
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Ref. No. SPG/ACAD(CRC)/17-18/Facility Mgmt/SPL

Date: 1/1/2018

Due date: 15/01/2018

Before 5.00PM

Tender for Outsourcing of Manpower Services for Facility Management at IIT Madras

Tenders are invited for services of manpower agency providing manpower for comprehensive maintenance of classroom facility in IIT Madras. The agencies shall supply manpower depending upon the requirements of the Institute from time to time.

- 1) Quotations are invited in **two bid system** and offers / bids should be submitted as Technical bid and Financial bid.
- 2) The Technical bid should consist of a write-up about the proposal in one page (The write-up should give the details of manpower suggested for the maintenance of the Facility), relevant documentary evidence for eligibility criteria, general particulars of the Manpower Agency as in Annexure B.
- 3) The Financial bid should indicate Cost to the Company, other charges if any and it should also contain all terms and conditions including taxes, payment terms, pricing terms etc. The financial bid should be submitted in the Annexure C. The Technical bid and Financial bid should be put in separate covers and sealed. Both the sealed covers should be put in a single cover. The Tender for **“Outsourcing of Manpower Services for Facility Management at IIT Madras”** should be written on the left side of the outer cover and sealed.
- 4) The quotations should be valid for ninety days from the due date and should be clearly indicated.
- 5) The rate of GST and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted.
- 6) The work should not be initiated without an official work order.
- 7) Late bids will be rejected.
- 8) The bidders shall visit the class room complexes on 8.1.18 between 9.00 am to 4.00 pm.
- 9) The contact person for the visit: Dr. C. R. Jeevandoss, Instrumentation Engineer, Central Electronic Centres.
- 10) The sealed quotation may be sent to:
The Deputy Registrar, Stores & Purchase Section
3rd Floor, Admin. Bldg, IIT Madras, Chennai 600 036 contact number: 2257 8287/88

General Terms and Conditions:

- 1) The Technical bid should consist of a write-up about the proposal in one page. The write-up should give the details of manpower suggested for the maintenance of the Facility.
- 2) The Technical write-up submitted in the technical bid should give the role and number of Facility in-charge proposed to be deputed for each Class Room Facility on-site, and Technical Staff to be deputed on-call to carryout both Regular Activity and Other Activity.
- 3) The Scope of Work in the tender document gives the details of the Class Room Facility, Activities to be supported & maintained by the Contractors.
- 4) The Agency has to designate a person who will be responsible for handling the whole of the Facility, as a Contract Manager. The Contract Manager should be responsible for overall management of Class Room Facility and he will be the pivotal person to coordinate and arrange required manpower as per our requirement described in the Scope of Work. The Contract Manager need not be on-site and no remuneration will be given from IITM for the Contract Manager
- 5) The Agency has to depute sufficient persons to render the services to IITM on site and the technical persons may assist us on call as per our requirement. The Schedule for regular classes/other regular activities will be provided by the academic section. Based on the above schedule the Agency shall provide their monthly schedule for the manpower supply.
- 6) The Institute will clearly define the role profiles including duties and responsibilities of the staff needed and the staff will be purely on contract basis.
- 7) The technical write-up should clearly give details of competencies / skills, educational qualification and relevant experience of the staff proposed to be deputed.
- 8) The personnel deputed shall not be below the age of 18 years and should have a valid contract of employment with the Manpower Agency.
- 9) The Agency will handover deputation letter to the deputees, giving details of his/her service conditions and details of salary with breakup and send the Institute a copy of the offer letter.
- 10) The Agency will issue photo Identity cards to the deputees in the format as specified by the Institute and also complete all the statutory requirements with regard to their deputees such as obtaining PF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within 15 days from the date of their engagement. The salary and other payments to the deputees as claimed shall be paid into their bank accounts by the manpower agency and proof of payment shall be submitted to IIT within 5 days of payment. The payment of salary shall not be below that of the minimum wages as fixed by the statues wherever applicable.
- 11) The Institute shall give one month's notice or pay one month's remuneration in lieu of notice to the Agency, in the event the Institute wishes to reduce the number of deputees or discontinue with the services of any deputees.
- 12) The Agency shall arrange for the deputees at all times even in the times of absence due to leave or for any other reasons and the agency shall ensure that the deputees are available at all times as per the requirement of IITM

- 13) Every person deputed by the Agency shall be an employee of the said Agency and none of the deputees of the Agency shall have any claim whatsoever against the Institute. The deputees should not claim any Master and Servant relationship with the Institute. The Institute will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees.
- 14) The Agency will raise salary invoice to the Institute in advance on 20th of every month. The payment will be made within 10 days, enabling the agency to pay the deputees by 5th of following month positively. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- 15) Agency must comply with all the provisions of Rules/Regulations, Statutory guidelines applicable to the deputees and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 16) Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax etc., including remittance of monthly contributions with authorities concerned in respect of the deputees. Proof of remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the deputees.
- 17) Tenure of Contract: The tenure of contract will be for a period of one year and the contractual period may be extended for another one year subject to the confirmation from the successful bidder. In case of unsatisfactory services offered by the successful bidder, IIT Madras reserves the right to cancel the contract period with a one month prior notice.
- 18) The Manpower Agencies which succeed at the Price Bid will be required to sign one year contract/agreement with the Institute for providing of manpower on deputation. The charges payable shall remain constant during the contract period.
- 19) The Institute may appoint more than one Agency, as its sole discretion and in such case; it will be the endeavor of the Institute to share the business with all appointed agencies.
- 20) The contract can be terminated by either party by giving one month's notice in advance.
- 21) On expiry of the contract, unless the contract is renewed / extended, the agency will withdraw all their deputees from this Institute and clear their accounts, by paying them all their dues as they are legally entitled. In case of any dispute on account of withdrawal of the deputees, it shall be the entire responsibility of the agency to settle the same.
- 22) All disputes or difference whatsoever arising between parties out of or relating to means and operation of this contract or the breach thereof shall be settled by Arbitrator.
- 23) The courts of Chennai will have exclusive Jurisdiction for any issue/dispute arising out of or in connection with the contract.

-sd/-
Deputy Registrar (S&P)

Annexure A

Scope of Work

1. Class Room Facility Details:

IIT Madras houses the following class room facility for which facility Management is required. These class room facilities have Ground + two floors.

Sl. No.	Class Room facility	No of Rooms
1	Class Room Complex	13
2	Raman Block	6
3	Ramanujan Block	6

The class rooms complexes have the following facilities.

- PA system - Mixer for connecting the Mikes, Wireless transmitter and receiver and Audio Accessories. There is a separate racking system inside all the rooms for the safety of these equipments so as to enable technicians to lock and open as per the need arises.
- Video - HDMI and VGA port facilities for connecting the PROJECTORS for visual presentation. All the rooms have Projection System.
- Camera control Unit – for combined classes
The camera control unit is used at the time of combined classes. At present, this facility is available for 5 rooms i.e. CRC-101, CRC-102, CRC-103 and CRC201-CRC-202, for 6 rooms in Raman Block and for 6 rooms in Ramanujan Block (RMN CRC-101, 102, 201, 202, 301 & 302 and RJN CRC-101, 102, 201, 202, 301 & 302). The camera control and camera are installed in CRC-102, RJN CRC 101, and RMN CRC 101.
- LAPTOP - for projecting power point slides and videos with internet to connection for the class oriented demos
- LAN port connections in all 13 rooms in CRC. It can be used using LAN cable.

2. Activities to be supported and maintained

- On everyday basis, antivirus software to run on the laptops and any other software updation on periodic basis.
- Cable problems, battery problems in projectors, laptops, mikes, replacement of battery in wireless transmitter to be properly resolved for smooth conducting of the sessions.
- Electrical faults for Lights and fans and ACs to be communicated through letter/phone and follow up works to be done if they are not attended in time.
- Civil works - for example: change of accessories in the toilet rooms, cleaning of class rooms, other wood repair works like fixing of faulty doors, windows and class room benches etc., to be communicated through letter/phone and followed up.
- Coordinating with housekeeping and security staff to ensure regular cleaning activity and timely opening and closing of classrooms.

The above work have to be carried out on all days.

I. **Regular Activity Regular Classes for the Students by Faculty for every one hour (7.30AM TO 5.45 PM) : (From Monday to Saturday)**

- Setting of collar mikes, Projectors and Laptops in each of the class rooms
- Setting of Audio accessories as and when required
- Setting and arranging of streaming using Camera control unit for combined classes

II. **Other Activity - after 5.45pm and/or in the Holidays :**

STUDENTS EVENTS like SHASTRA, SAARANG, CFI, FINANCE CLUB, NCC classes, English O' Level classes (June–December semester) and PLACEMENT LECTURES are conducted regularly in the Class Room Facility. The placement cell in IIT Madras is regularly conducting their online tests, PPTs, Interviews in Class Room Facility. Symposiums and other miscellaneous activities are occasional. The Other Activity are usually conducted in Holidays and during Semester after 5. Pm till late Night.

Annexure B
TECHNICAL BID

1. General Particulars of the Manpower Agency:

- a) Name of the Manpower Agency :
- b) Full Address :
- c) Phone / Fax :
- d) Email :
- e) Contact Person :
- (i) Name :
- (ii) Mobile No., Official Email ID :
- f) Registered office with
Reg. No: (Address with URL) :
- g) List of major cities where agency
has offices in India :
- h) Headed by
 - (i) Name :
 - (ii) Designation :
 - (iii) Phone No. :
 - (iv) Official Email ID :
- i) No. of years of experience in
supplying manpower :
- j) List of clients, including Govt./Semi Govt.
organizations/PSUs (enclose clients
satisfaction certificates from atleast 5) :

2. Details of statutory compliance (enclose copy of certificates):

- a) License / Regn. No.: (issued appropriate authority) :
- b) Regn. No (under Shops and Establishment Act.) :
- c) EPF Reg. No :
- d) ESI Regn. No :
- e) GSTIN Reg. No :

3. Details of Financial Status:

- a) PAN / TAN No. (enclose copy) :
- b) Annual turnover of last 3 years. Proof of IT Return
and Audited Statement of Accounts to be attached.
(Turn Over should be above 50 lakh per annum) :
- c) Banker's details (Name, Branch, Account No. etc.,) :

Date: (Authorized Signature with seal)

Name :
Designation :

Eligibility Criteria of Agency:

- a) The Agency must be registered for providing of manpower services under Companies Act 1956/Regional Labour Commissioner.
- b) The Agency must have registered with EPF, ESI & Service Tax Authorities.
- c) The Agency should have PAN,TAN, GST Numbers.
- d) The Agency should have an office at Chennai.
- e) The Agency should be in the business for atleast three years in providing manpower to clients including Govt./PSU organisations/education institutions/reputed firms and should have an annual turnover of at least Rs.50 lakhs/annum during the last three financial years. (as per FORM A)
- f) The bidders should submit documentary evidence for the previous work experience .Proof for registration of company, with EPF, PAN, TAN, GST to be enclosed with the technical bid.

FORM A

To be duly filled, signed and submitted along with the Annexure B by the tenderer

Details of all works of similar nature completed during the last three years.

S.No.	Name of work & location	Name of the Organization	Scope of Work	Cost of work in lakhs	Period of Work.	Name & Address of References

**SIGNATURE OF TENDERER ALONG WITH SEAL
OF THE COMPANY WITH DATE**

Annexure C

Financial Bid Submission Format

S. No.	Remarks	Total Cost (in Rs.)
1)	Cost to company. The cost to company includes Gross Salary employer's contribution towards EPF, ESI, Bonus, Gratuity etc for the proposed manpower to maintain the Class Room Facility.	
	Other charges if any	
	Taxes	
	Total Amount (in Rs.)	

**SIGNATURE OF TENDERER ALONG WITH SEAL
OF THE COMPANY WITH DATE**