

CENTRE FOR INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600036

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No.ICSR/023/SPLX

Date: 04.08.2017

Tender No.: ICSR/023/SPLX

DUE DATE: 31.8.2017 3.00 PM

**OPEN TENDER NOTICE FOR OUTSOURCING OF MANPOWER SERVICES ON
CONTRACT BASIS**

The Senior Manager, Project Purchase, Centre for IC&SR, Indian Institute of Technology Madras, Chennai-36 (a Central Autonomous Body under the MHRD), invites sealed Tender in Two Bid System from the experienced and reputed Manpower/Agencies for providing manpower (skilled/semiskilled) on outsourcing basis for its different Depts./Centres/Sections. The agencies shall have to supply manpower depending upon the requirements of the Centre for IC&SR from time to time. Interested agencies are requested to submit their tender in the enclosed format along with an EMD of Rs. 25,000/- (Rupees Twenty five thousand only) by Demand Draft drawn in favour of "The Registrar, IIT Madras", payable at Chennai which is refundable or adjusted against Performance guarantee.

1. Submission of Tenders:

- 1.1 The tenders should be submitted in two bid system (i.e. Part A – Technical Bid and Part B – Financial Bid) in separate envelopes and sealed. The EMD should be kept in the Technical bid only. The sealed cover duly super subscribed as "Tender for Outsourcing Manpower Service" should be sent to "SENIOR MANAGER - PROJECT PURCHASE, CENTRE FOR IC&SR, IIT MADRAS, CHENNAI – 600 036".
- 1.2 The pre-bid meeting is scheduled for 21.08.2017 at 2.30 pm.
- 1.3 The last date for submission of the tender on **31.8.2017 at 3.00 P.M.** The Institute will not be responsible for any postal or any other delay. Late bids will not be accepted.
- 1.4 The technical bid will be opened on **31.8.2017** at 3.30pm at the IC&SR Conference Room IIT Madras and the financial bids of those tenderers who are technically qualified will be opened at a later date under intimation to them.
- 1.5 The offer shall remain valid for a period of 90 days from the due date for submission of tender.

2. Pre-qualification for selection of Agencies:

- 2.1 Agencies meeting the required criteria as stated in this document at Annexure-I and Part A shall only be considered for Financial Bid. Further, agencies not furnishing the documentary evidence as required will not be considered.

- 2.2 Pre-qualification of the agencies shall not imply final acceptance of the Financial Bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of IIT Madras and decision in this regard shall be binding on the Agencies.
- 2.3 The Institute reserves the right to accept or reject any or all offers without assigning any reason. Incomplete offers are liable to be rejected.
- 2.4 The award of contract will be subject to acceptance of the terms and conditions stated in Annexure-I of this tender.


Senior Manager

Project Purchase
वी. सतिश नारायणन

V. SATHISH NARAYANAN
वसिष्ठ २५९ (वि.सं.सं.क्र.य)

SENIOR MANAGER (PROJECT PURCHASE)
आईआईटी मद्रास/I.I.T.MADRAS-600036

PART A – 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 along with contact details for verification and visit if needed) :

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

- a) Licence / Regn. No.: (issued appropriate authority) :
- b) Regn. No (under Shops and Establishment Act.) :
- c) EPF Reg. No :
- d) ESI Regn. No :
- e) GST 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 10 crores per annum) :
- c) Banker's details (Name, Branch, Account No and IFSC code. etc.,) :

Date:

(Authorized Signature with seal)

Name :

Designation :

PART B – FINANCIAL BID

Financial Bid for Providing Manpower on Outsource Basis

Sl.No	Item	
1.	02 Persons to manage the manpower (1 Senior & 1 Junior) along with Personal computers and internal software and also other required equipment's to execute the operations at the client side.	Amount in rupees per month
2.	<p>Service Charges by the Agency as % on the cost to company. The cost to company includes Gross Salary (as fixed by the Institute), employer's contribution towards EPF, ESI, Bonus, Gratuity etc. also inducting the personnel as per the requirement. Considering approximately persons to be employed with an average salary per month of about.</p> <ul style="list-style-type: none">• This will be used for the calculation of the total fees for choice of the lowest bid. (assuming the total CTC – cost to company of rupees _____ per annum)	

The above rates / terms are valid for a period of 90 days from the due date of this tender (excluding all applicable taxes)

Date:

(Authorized Signature with seal)

Name :

Designation :

TERMS AND CONDITIONS

A. Eligibility criteria for pre-qualification (documentary evidence to be furnished):-

- 1) The Agency must be registered for providing of manpower services under Companies Act 1956 I Regional Labour Commissioner.
- 2) The Agency must have registered with EPF, ESI & Service Tax authorities and also should have PAN/TAN No and GST Registration Number.
- 3) The Agency should have an office at Chennai.
- 4) The Agency should be in the business for at least 10 years in providing manpower to Govt. /Semi Govt. Organisations /Public Sector undertakings (enclose clients satisfaction certificate from atleast 5).
- 5) The Annual Turnover of the Agency should not be less than 10 crores during the last 3 Financial years.

B. Other terms and conditions:-

- 1) The period of contract will initially be for a period of two years subject to review of performance every six months and will be extendable at the discretion of the Institute after expiry of the contract.
- 2) An EMD of Rs. 25000/- (Rupees Twenty Five thousand only) to be submitted along with Technical Bid in the form of Demand Draft in favor of "The Registrar, IIT Madras", payable at Chennai failing which their bids will not be considered. The EMD of unsuccessful bidders will be returned after one week of award after contract and the EMD of successful bidders will be kept against furnishing a performance guarantee in the form of Bank Guarantee/Fixed Deposit.
- 3) The successful bidders should furnish a Bank Guarantee/Fixed Deposit for a value of 50 lakhs (Rupees fifty lakhs) immediately after award of the contract. The Bank Guarantee/Fixed Deposit shall be kept valid for a period of two years and shall be released after successful completion of the contract.
- 4) The Institute would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the staff that are needed purely on deputation. The role profile will clearly give the details of competencies / skills needed, educational qualification, relevant experience, compensation and duration of deputation. The number of staff needed would also be clearly indicated in this requisition.
- 5) The Agency would be required to send resumes of the candidates having relevant experience and qualification within 10 working days (or earlier as the case may be) of sending the requisition.
- 6) The Agency will facilitate interview of the short listed candidates on a date to be fixed by the Institute in consultation with the Agency.

- 7) Based on the performance of the candidate in the interview, suitability, experience and background in relation to the envisaged job requirement, the Institute will select the candidates and the Agency will facilitate deputation of such selected candidates to the company within a maximum period of 30 days.
- 8) The personnel deputed to IC&SR shall not be below the age of 18 years and should have a valid contract of employment with the Manpower Agency.
- 9) The personnel will be on a deputation period of 12 months or such other period as desired by the Institute. The period of deputation shall be reduced / extended upon mutual discussion between Institute & Agency.
- 10) The Institute will not be responsible or liable under the laws that are in to force and that may come in force from time to time in respect of the deputed employees.
- 11) The Agency will furnish to the Centre for IC&SR, IIT Madras the full particulars of the personnel deputed including details viz; Name, Father's/Husband's Name, Age, Photograph, Present/Permanent Address etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the services of Centre for IC&SR, IIT Madras.
- 12) The Agency will handover the 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.
- 13) The Agency will issue photo Identity cards to the deputees in the format as specified by the Institute for carrying out the works under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970 , within 15 days of appointment.
- 14) The persons supplied by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate enquires about the character and antecedents of the person whom they are recommending. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
- 15) The agency/service provider shall withdraw/replace such employee whose Performance is found not satisfactory by the Centre for IC&SR
- 16) The agency/service provider shall engage such number of required employees as required from time to time. 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 and any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 against the Institute.

- 17) The Institute shall give one month notice or pay one month 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.
- 18) Working hours would be normally 8.5 hours per day from 9:00 AM to 5:30 PM from Monday to Friday every week or as notified from time to time with a half hour lunch break in between. The personnel will be required to follow holidays of IC&SR, IIT Madras. The allowable leave is 2.5 days per completed calendar month.
- 19) In case of leave of the employees of agency/service provider, their applications should firstly be forwarded by the agency/service provider (either by written letter or by e-mail) and then it will be considered suitably by the competent authority of IC&SR, IIT Madras.
- 20) PAYMENT OF WAGES:- The Agency shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month. 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 not rendered/excess leave availed in the month shall be made in the subsequent month.
- 21) 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.
- 22) Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, such as PF Act, ESI Act, Gratuity Act, 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.
- 23) The Agency shall be responsible to complete all the statutory requirements with regard to their deputees, such as obtaining EPF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within one month from the date of their engagement.
- 24) The Agency shall make the payment of wages etc. to the persons so deployed in the presence of representative of the Project Recruitment Section, IC&SR, IIT Madras and shall on demand furnish copies of wages register/salary statement etc. to the Project Recruitment Section , IC&SR , IIT Madras for having paid all the dues to the persons deployed by him for the work under the Agreement.
- 25) Income Tax and other statutory levies as applicable from time to time will be deducted from the invoices of the Agency.
- 26) The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Company by this Ministry.

- 27) The Agency shall have their own internal website and provide the username and password to the individual to view their monthly wage slip, PF contribution made, leave availed & balance details.
- 28) The agency/service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
- 29) The service providing Company shall be solely responsible for the redressing grievances / resolution of disputes relating to persons deployed. Centre for IC&SR, IIT Madras, in no way, be responsible for settlement of such issues whatsoever.
- 30) Centre for IC&SR, IIT Madras shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company in the course of their performing the functions/ duties, or for payment towards any compensation.
- 31) The Agency shall ensure to protect the deputed Personnel who shall be covered under Health Insurance policy and shall be responsible to educate the personnel with reference to the same.
- 32) The Manpower Agency selected will be required to sign a two year contract/agreement with the Institute for providing manpower on deputation. The service charges payable shall remain constant during the contract period.
- 33) The contract can be terminated by the Institute by giving one month notice in advance.
- 34) On the expiry of the contract, unless the contract is renewed / extended, the agency will withdraw all their deutees 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 deutees, it shall be the entire responsibility of the agency to settle the same.

We agree to the above terms and conditions.

Date:

(Authorized Signature with seal)

Name :

Designation: