

CENTRE FOR INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
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No.ICSR/TD01/2015

Date:16.01.2015

**Tender No.: ICSR/CTEO/001/2015**

**DUE DATE: 09.02.2015 : 3.00 P.M.**

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

The Special Officer, Project Purchase, Centre for IC&SR, Indian Institute of Technology Madras, (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.

**1.0 Submission of Tenders:**

- 1.1 The tenders should be submitted in two bid systems (i.e. **Part A – Technical Bid and Part B – Financial Bid**) in separate envelopes and sealed. The EMD should be kept in the Financial bid only. The sealed cover duly subscribed as "Tender for Outsourcing Manpower Service" should be sent to "**THE SPECIAL OFFICER, PROJECT PURCHASE, CENTRE FOR IC&SR, IIT MADRAS, CHENNAI – 600 036**".
- 1.2 The last date for submission of the tender is 3.00 p.m on 9<sup>th</sup> February 2015. The Institute will not be responsible for any postal or any other delay.
- 1.3 The technical bid will be opened on 11<sup>th</sup> February 2015 at 3.30pm at the IC&SR I Floor 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.
- 1.4 The offer shall remain valid for a period of 90 days from the due date for submission of tender.

**2.0 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 reasons. 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.

**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) :

**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) Service Tax 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. etc.,) :

Date:

(Authorized Signature with seal)

Name :

Designation :

**PART B – FINANCIAL BID**

**Financial Bid for Providing Manpower on Outsource Basis**

<b>Sl.No</b>	<b>Item</b>	<b>Amount in Rs.</b>
1.	Recruitment fee per person deputed, if identified and placed by the Agency.	
2.	Transfer fee per person deputed, if identified transferred by the Institute.	
3.	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.	

Service Tax as applicable.

The above rates / terms are valid for a period of 90 days from the due date of this tender.

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 / Regional Labour Commissioner.
2. The Agency must have registered with EPF, ESI & Service Tax authorities.
3. The Agency should have PAN/TAN No.
4. The Agency should have an office at Chennai.
5. 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).
6. **The Annual Turnover of the Agency should not be less than 10 crores during the last 3 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 favour 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 of 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 10 lakhs (Rupees ten 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 needed purely on deputation. The role profile will clearly give details of competencies / skills needed, educational qualification, relevant experience, compensation (the net amount payable) 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 15 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 candidates 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 maximum period of 30 days.

8. Alternatively, the Institute will identify suitable candidates for the required job and request the Agency for inclusion in their roll of deputees on paying a Transfer fee.
9. 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.
10. The personnel will be on a deputation period of 12 months or such other 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.
11. 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.
12. 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 EPF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within 15 days from the date of their engagement.
13. 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.
14. If a deputees provided by the Agency, leaves the services of the company prior o expiry of contract, the Agency will provide replacement within maximum period of 10 days without any further charges for the replacement.
15. 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 against 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.
16. The Agency will raise salary invoice to the Institute in advance on 20<sup>th</sup> of every month. The payment will be made within 10 days, enabling the agency to pay the deputees by 5<sup>th</sup> of following month positively. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
17. 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.
18. Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, 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.
19. The Institute will designate an officer who will deal with the Agency/Agencies. Similarly the Agency will designate a person who will be responsible for handling deputees affairs.

20. The Manpower Agencies which succeed at the Price Bid 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.
21. 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.
22. The contract can be terminated by either party by giving one month notice in advance.
23. 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.

We agree the above terms and conditions.

Date:

(Authorized Signature with seal)

Name :

Designation :