

Dated: 04-09-2019

Tender Reference Number: ICSR/OUTSOURCE/031/2019

Clarifications based on pre-bid meeting held on 03rd September, 2019 11:00 am at IC&SR- 1st floor Annexure conference hall for the release of "Manpower outsourcing on contract basis" .The Tender documents have been accordingly revised.

- At present the requirement for the outsourcing is around 500.
- The norms & designation given in outsourcing at present are attached (IC&SR Norms).
- The minimum wages satisfy the Minimum Wages Act, as applicable.
- The service charges should be quoted as a Percentage of the cost.
- TDS will be deducted at source.. In case of lowering the TDS deduction, manpower agency should provide the exemption certificate.
- Manpower agency has to engage 1 Junior & 1 Senior staff to handle IC& SR work with the required dedication,. IC&SR can accommodate space for one coordinator inside the premises if needed but agency should provide a separate PC, Printer machine, ID card machine to that person.
- ID Card, Insurance card and other statutory compliance should be handled by the agency only.
- Group medical insurance should cover all the inpatient benefits including treatments that do not require hospitalization.
- The contract will be given initially for a period of 2 years with a performance review of every six months.
- Entire deployment process shall be carried out by the manpower agency.
- For submitting **EMD** (under Annexure-I, Point B. Other terms & conditions), the certificates obtained from Govt. Organizations such as DGS&D, MSME, NSIC are acceptable if the certificate is valid.
- Invoice payment mode would be RTGS.
- Based on discussion during Pre-Bid meeting , changes have been made in tender document's as follows:
Page 1, Pre-Qualification 2.1; Part-A Technical Bid Point Number-9, Part-B Financial Bid, in Annexure-I Terms & Conditions-Point Number 11,22, 24, 32. Revised Financial Bid attached.



**TENDER NOTICE FOR OUTSOURCING MANPOWER SERVICE
ON CONTRACT BASIS- (Revised 4th Sept 2019)**

List of Changes:

2. Pre-qualification for selection of Agencies:

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

Annexure-I: TERMS AND CONDITIONS

B. Other terms and conditions:-

11. The Manpower Agency will furnish to the Centre for IC & SR, IIT Madras the full particulars of the personnel deputed including details viz; Name, Aadhaar & PAN, 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
22. PAYMENT OF WAGES:- The Manpower 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 IC & SR in advance on 20th of every-month. The payment will be made within 10 days, enabling the agency to pay the deputees on the last working day of the month positively. Any adjustment for the services not rendered/excess leave availed in the month shall be made in the subsequent month.
24. Further, the Manpower 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 the previous month's statutory recoveries (copies of Challans) along with UTR for salary remittance to be attached to every invoice claiming salary for the deputed persons.
- 32) The Manpower Agency shall be responsible for any act of indiscipline on the part of persons deployed at IC & SR, IIT Madras, if applicable.

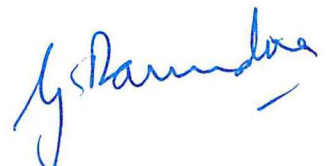


PART-A

TECHNICAL BID

S. No	Particulars	Document is attached (Yes / No)	Page number to be indicated clearly
4	Tender documents duly signed on each page		
5	List of Government / Semi- Government / Govt. of India Undertaking / Autonomous Body for which similar services are provided along with duration of service along with relevant documents. If any.		
6	Satisfactory service performance certificate/ reports of manpower services preferably from the Govt. organisations / PSU's (at least three reports on the letter head of the clients under signatures of the authorized signatory with seal & (attach separate list if necessary)		
7	List of awards / recognition received (if any) (attach separate list if necessary)		
8	Copies of Audited Annual Financial statements for the last 2 financial Years.		
9	A model copy of Group Health Insurance Policy (minimum 1 lac for self) & Group Personal Accidental Insurance (minimum 1.5 lacs for self) with detailed terms & conditions of the policy coverage for the current clients.		
10	Model of Employee Handbook		
11	FAQ list for the Employee		
12	Sample format of ID Card		
14	Sample format of Payslip		
15	Sample format of Fixed Term Contract Letter (IP agreement to be signed with IIT M)		
16	Total staff strength as on date, along with job category & qualifications.		

Note: All the above details sought have to be compulsorily attached.



PART B – FINANCIAL BID

Financial Bid for Providing Manpower on Outsource Basis

Sl. No	Item	Service Charges as Percentage (%) of CTC
1.	<p>Service Charges by the Agency as % on the cost to company. The cost to company includes Gross Salary (as fixed by the IC & SR), employer's contribution towards EPF, ESI, Insurance, Gratuity etc.</p> <ul style="list-style-type: none">• The total staff strength would be around 500, with average monthly salary of Rs. 25,000 to Rs. 30,000.	

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 :



Sample Salary Structure

EPF is applicable for the employees whose consolidated pay is \leq Rs.15, 000.

Ceiling wage limit for ESIC is Rs.21, 000 & Rs.25, 000 (For disabled/ differently abled employees)

Profession Tax will be as per the Tamilnadu State Government Slabs-Greater Chennai Corporation.

1) Without EPF

Designation- Junior Executive		
	Recommended Pay	18000
1	Consolidated Pay/Gross Pay	18000
	Deduction	
	ESI (0.75% of GP)	135
	Profession Tax	208
2	Total	343
	Net Pay (1-2)	17657
3	Contribution	
	ESIC (3.25% of GP)	585
	Insurance	200
	Total Employer Contribution	785
	(1+3)	18785
4	Service Charge of Agency	
5	Total	(1+4)
	GST (18%)	
6	Total	(5+6)
7	CTC (per annum)	[(5+6)*12]

2) With EPF

Designation- Office Assistant		
	Recommended Pay	13000
1	Consolidated Pay / Gross Pay	13000
	Deduction	
	PF (12% of BP)	1560
	ESI (0.75% of GP)	98
	Profession Tax	208
2	Total	1866
	Net Pay (1-2)	11135
3	Contribution	
	PF (13% of BP)	1690
	ESIC (3.25% of GP)	423
	Insurance	200
	Total Employer Contribution	2313
	(1+3)	15313
4	Service Charge of Agency	
5	Total	(1+4)
	GST (18%)	
6	Total	(5+6)
7	CTC (per annum)	[(5+6)*12]

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH

Norms to engage Project staff through outsource agency w.e.f 1st May 2019

DESIGNATION / EQUIVALENT POST	AGE LIMIT (Years)	PAY RANGE (per month)		ANNUAL INCREMENT	QUALIFICATION	RELEVANT EXPERIENCE
		Min Pay (INR)	Maxi Pay (INR)	Annual Enhancement in multiples of..		
SENIOR MANAGER	65	35,000	1,50,000	2000	Ph.D in Engineering / Science / Humanities / Management	-
					M.Tech / M.E.	Throo Years
					B.Tech / B.E / Master's Degree In Science / Humanities / Management.	Five years
MANAGER SENIOR SOFTWARE ANALYST SENIOR SOFTWARE DEVELOPER SENIOR SYSTEM ADMINISTRATOR	65	27,500	1,00,000	1500	M.Tech / M.E.	-
					B.Tech / B.E / A.M.I.E / Master's Degree in Science or Humanities / Management / MCA	Two years
SENIOR EXECUTIVE SENIOR ENGINEER SYSTEM ADMINISTRATOR SOFTWARE ANALYST SOFTWARE DEVELOPER	65	17,000	75,000	1000	A Bachelor's degree in Science / Humanities / Management	Five years experience in a regd.company / Academic Institution / Public & pvt sector
					B.Tech/B.E/ Master's Degree in Science/ Humanities/ Management/MC A or equivalent	Five years
					Diploma / ITI Certificate	Eight years
JUNIOR EXECUTIVE JUNIOR ENGINEER JUNIOR SYSTEM ADMINISTRATOR JUNIOR SOFTWARE ANALYST JUNIOR SOFTWARE DEVELOPER SENIOR TECHNICIAN	28 (UR) 30 (Reserved category)	16,000	50,000	1000	A Bachelor's Degree in Science / Arts / Humanities / IT B.E/ B.Tech	Nil
					Diploma / ITI Certificate	Six years
JUNIOR TECHNICIAN	28 (UR) 30 (Reserved category)	16,000	38,000	1000	Diploma in the relevant Engineering Field	Nil
					ITI Certificate in the relevant Trade	Three years
OFFICE ASSISTANT LABORATORY ASSISTANT	28 (UR) 30 (Reserved category)	13,000	25,000	750	Tenth standard exam appeared	Nil

G. Ramana

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