



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
Chennai 600 036



Telephone: [044] 2257 8110 // 22578105

FAX: [044] 2257 0509

**NOTICE INVITING TENDER**

**Tender Reference No:** Admn.I/AAC/2012

**Date:** 01.10.2012

**Tender for Empanelment of Manpower Agencies for providing manpower on outsourcing basis in IIT Madras.**

Indian Institute of Technology Madras, a Central Autonomous Body under the MHRD, invites sealed bids from experienced and reputed Manpower/Agencies for providing manpower (Skilled/Semiskilled) on outsourcing basis for its different Dept/Sections/Centres. The agencies shall have to supply manpower depending upon the requirements of the Institute from time to time. Interested agencies are requested to apply in the enclosed format along with an **EMD of Rs.5000.00 (Rupees Five Thousand only)**. The agencies are requested to submit their applications to "**The Registrar, IIT Madras, Chennai - 600036**, so as to reach by **26.10.2012 - 2.00 p.m**

**1.0 Scope of Service**

The complete details of services to be provided and related procedure to be followed by the agency for providing these services are indicated in Annexure-I & II to this note.

**2.0 Pre-qualification Criteria for selection of Agencies**

**2.1** Agencies meeting the required criteria as stated in this document at Annexure-I; Part A shall only be considered for Price 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 Finance 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.

**3.0 Validity**

The offer shall remain valid for a period of 90 days from the date of receipt of Techno-Commercial offer.

#### **4.0 Submission of offer**

The offer must be submitted in two parts comprising of **Part A** which would be "**Technical Bid**" and **Part B** the "**Financial Bid**". Both the offers shall be given in the prescribed format only. Each part shall be sealed in separate envelope and superscribed as '**Technical Bid**' and '**Financial Bid**' as applicable, accompanied by an **Earnest Money Deposit of Rs.5000.00 (refundable) by D.D.drawn in favour of Registrar, IIT Madras, payable at Chennai.**

Both the envelopes shall however, be sent to the Institute in a common envelope sealed and superscribed as "**Tender Enquiry No. Admn./AAC/2012 due on 26.10.2012.**"

- 5.0** The Institute reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.
- 6.0** The last date of submission of offer is **2.00 PM on 26.10.2012.**
- 7.0** The Institute will not be responsible for any postal delay or any other delay.
- 8.0** The technical bid will be opened on **26-10-2012 at 3.00 PM** at the Administration block, 2nd Floor, Conference room.

**TECHNICAL BID**

**1.0 General Particulars of the Manpower Agency**

- a) Name of the Manpower Agency:
- b) Full address:
- c) Phone / Fax:
- d) E-mail:
- e) Contact person:
  - i) Name
  - ii) Mobile No, Official E-mail Id :
- f) Registered office with  
Reg.no: (Address with URL) :
- g) List of major cities where agency has offices in India:
- h) Headed by
  - a) Name :
  - b) Designation :
  - c) Ph.no. :
  - d) Official E-mail id :
- l) References of any two Clients:
  - a) Client No: 1
    - Name :
    - Contact no :
    - Organization Name :
    - Official e-mail Id :
  - b) Client No: 2
    - Name :
    - Contact no :
    - Organization Name :
    - Official e-mail Id :

## 2.0 Details of following Items

Sl.no	Particulars`	Deatails	Attach a copy of certificate (Strike off which is not application)
2.1	PF Registration No.		Y/N
2.2	ESI Registration No.		Y/N
2.3	Registration under Contract Labour & Regulation Act		Y/N
2.4	Income Tax (give PAN No.)		Y/N
2.5	Service Tax (give Fifteen digit Service Code No.)		Y/N
2.6	Professional Tax Registration No.		Y/N

## 3.0 Financial Standing

3.1 Turnover details for last five years (To be furnished separately):

## 4.0 List of Major Clients, including Govt. Organizations/Academic Institutions.

S. No	Name of Client	Category / Nature of manpower supplied	Period for which supplied	No. of persons supplied
1				
2				
3				
4				
5				

**5.0 Details of Skills/Competencies/Jobs for which the Agency is keeping /Maintaining Updated/extensive Manpower Data Bank**

<b>S. No</b>	<b>Nature of Skills / Competencies / Job</b>			
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**6.0 Total Manpower, Qualification, Average Length of Service (Category Wise)/Employee strength of the Branch/Organization .**

**7.0 List of key Personnel and their details**

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone / Mobile No. / Official Email id</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

## 8.0 Details of Bankers

1	Name of Banker	
2	Name of Branch and Banker's code	
3	Address	
4	Telephone No.	
5	Type of Account (SB , Current or Cash Credit) with code	

## 9.0 Other Informations

- 9.1 Whether the Agency is ISO Certified : **Y/N**
- 9.2 Has the Agency been cleared by Income Tax for the last two years: **Y/N**
- 9.3 Has the Organisation been black listed by any : **Y/N**  
Public Sector Enterprise/any other organization
- 9.4 Does the organisation have business with any : **Y/N**  
other IITs/IIMs/IISc.
- 9.5 The firm should have Zonal or Regional Head Quarters in Chennai. **Y/N**

## 10.0 Declaration:

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of any false declaration, the company will be blacklisted and will not have any dealing with the Indian Institute of Technology Madras.

## (AUTHORISED SIGNATORY WITH STAMP)

Name:

Designation:

Date:

Place:

**FINANCIAL BID**

**The Registrar  
Indian Institute of Technology Madras,  
Chennai - 600 036.**

**Financial Bid-Providing/Supplying of Manpower on outsource basis**

In response to your Tender Enquiry No. Admn.I/AAC/2012 due on 26.10.2012, we are glad to offer our best possible rate offer as under: -

S.No	Items / Heads	Rs.
1	Sourcing/Recruitment fee to be paid for each personnel placed, (if identified and placed by the agency)	
2	Transfer fee to be paid for each person, if identified & transferred by the Institute	
3	Service Charges to be charged by the Agency (as % to the cost to company)*	
4	Any other charges (if no details are specified the amount will be treated as nil) i) ii) iii)	

\* Please furnish the details of components included in cost to company.

We agree to keep the above price valid for acceptance for a period of 90 days from the date of submission of our offer.

**(AUTHORISED SIGNATORY WITH STAMP)**

Name:

Designation:

Date:

Place:

## ANNEXURE - II

- 1.1 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 qualifications, relevant experience, compensation (the net amount payable) and duration of deputation. The no. of staff needed would also be clearly indicated in this requisition.
- 1.2 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.
- 1.3 The Agency will facilitate interview of the short listed candidates on a date to be fixed by the Institute in consultation with the Agency.
- 1.4 Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirements, 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.
- 1.5 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.
- 1.6 The personnel deputed to company shall not be below the age of 18 years and should have a valid contract of employment with the Manpower Agency.
- 1.7 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/consent between Institute & Agency.
- 1.8 The Agency will handover deputation letter to the deputees, giving details of his/her service conditions and send the Institute a copy of the acceptance letter within 3 days of his/her joining our Institute.
- 1.9 The Institute shall give one month's notice or pay one month's remuneration in lieu of notice to the Agency, in the event company wishes to reduce the no. of deputees or discontinue with the services of any deputee.



- 1.10 If a depute provided by the Agency, leaves the services of the company prior to expiry of contract, the Agency will provide replacement within maximum period of 10 days without any further charges for the replacement.
- 1.11 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 depute affairs.
- 1.12 Every person engaged by Institute on deputation from Agency shall be an employee of the said Agency and none of the depute of the Agency shall have any claim whatsoever against the Institute. The Institute will not be held 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.
- 1.13 The Agency will raise 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 depees 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.
- 1.14 Agency will comply with all the provisions of Rules/ Regulation Statutory Guidelines applicable to the depees and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws. Further, the Agency will 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 monthly contribution to be deposited with authorities in respect of the depees.
- 1.15 Agency will be required to constantly update and maintain an extensive data bank of prospective candidates for jobs in the Institute, enabling it to respond to job queries promptly.
- 1.16 The Manpower Agencies which succeed at the Price Bid will be required to sign a two year contract/agreement with the Institute for supply of manpower on deputation. The monthly manpower service fee shall remain constant during the contract period.
- 1.17 The Institute may appoint more than one Agency, at its sole discretion and in such case; it will be the endeavor of the Institute to share the business with all appointed Agencies.