

#### भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in

दूरभाषः (044) 2257 8285 / 8286 / 8287 / 8288 फैक्सः (044) 2257 8292 Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292 GSTIN: 33AAAAI3615G1Z6 TUV NORD To data Prosts Lit 30 go 01

G. Chitrapavai Deputy Registrar (Stores & Purchase)

Dated : 06.02.2019

Due Date:26.02.2019 before 2.00p.m

## Tender No. IITM/SPS /Admn./Manpower Services/010/2018-19

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited under the two bid system i.e., Technical Bid (Annexure – II) and Financial Bid (ANNEXURE –III) for

### "Manpower Services on Outsourcing basis at IIT Madras"

from the reputed firms conforming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <u>https://etenders.gov.in/eprocure/app</u>Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <u>https://etenders.gov.in/eprocure/app</u>. The portal enrolment is free of cost.Bidders are advised to go through instructions provided at **"Help for contractors".**[Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal"].

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website https://etenders.gov.in/eprocure/app as per the schedule attached.

The interested bidders may submit the online tenders in two bid system i.e., (I) Technical Bid (II) Financial Bid. All quotation both Technical bid and Financial bid should be submitted in the e-procurement portal.No manual bids will be accepted.

	LAST DATE for receipt of Tender	:	26.02.2019 before 02.00 p.m	
1	Date & Time of opening of Tender	:	27.02.2019 before 03.00 p.m	
	Pre bid meeting :		Date and Time : 15.02.2019 @ 3.00 pm Venue : 2 <sup>nd</sup> floor, Conference Room, Administration Building, IIT Madras Doubts if any on the specifications, tender conditions etc. may be raised and ge clarified during the pre-bid meeting for the above tender	
А	Submission of Tender	:	As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: <u>https://etenders.gov.in/eprocure/app</u> The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <u>https://etenders.gov.in/eprocure/app</u>	

B       Instructions for online bid submission       :       REGISTRATION         i.       Bidders are required Central Public Procedure Enrollment". Enroln         ii.       As part of the enrol a unique username         iii.       As part of the enrol a unique username         iii.       Bidders are advised numbers as part of any communication         iv.       Upon enrolment, t		<ul> <li>No manual bid submission is entertained.</li> <li>REGISTRATION <ol> <li>Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <ul> <li>URL:https://etenders.gov.in/eprocure/app</li> <li>by clicking on "Online Bidder Enrollment". Enrolment on the CPP Portal is free of charge.</li> </ul> </li> <li>As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.</li> <li>Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.</li> </ol></li></ul>
		<ul> <li>Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)</li> <li>v. <u>https://etenders.gov.in/eprocure/app?component=%24DirectLink&amp;pag e=DSCInfo&amp;service=direct&amp;session=T</u>with their profile.</li> <li>vi. Only one valid DSC should be registered by a bidder. Please note that</li> </ul>
	6	<ul> <li>the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.</li> <li>vii. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.</li> </ul>
Searching for tender documents		i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
		<ul> <li>ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.</li> <li>iii. The bidder should make a note of the unique Tender ID assigned to</li> </ul>
		<ul><li>each tender, in case they want to obtain any clarification / help from the Helpdesk.</li><li>i. Bidder should take into account any corrigendum published on the</li></ul>
Preparation of bids	:	<ul> <li>tender document before submitting their bids.</li> <li>ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.</li> <li>iii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in</li> </ul>
	ubmission Searching for tender documents	ubmission

				PDF format as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
			iv.	To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details,annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use <b>"My Documents"</b> area available to them to upload such documents. These documents may be directly submitted from the <b>"My Documents"</b> area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
			i.	Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.
E	Submission of bids	:	ii.	The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
			Ш.	Bidder has to transfer the EMD as applicable by online mode only. The EMD should be transferred on or before the closure date and time of the tender. If the EMD is not transferred before the closure date and time, the tender will be summarily rejected. The EMD transferred to IIT Madras (as per IIT Madras Account details given in Clause 1(I)) and the proof of transfer has to be submitted in the technical bid. Otherwise, the tender will be summarily rejected.
			iv.	A standard Bill of Quantity (BOQ) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detailwith their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.
			v.	The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
			vi.	The <b>Tender Inviting Authority (TIA)</b> will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
			vii.	The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
			viii.	Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
			ix.	Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
F	Assistance to bidders	:	i.	Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

			<ul> <li>Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]</li> </ul>	
G	General Instructions to the Bidders	:	<ul> <li>The tenders will be received online through portal <u>https://etenders.gov.in/eprocure/app</u>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.</li> </ul>	
			ii. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <u>https://etenders.gov.in/eprocure/app</u>	
			iii. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <u>https://etenders.gov.in/eprocure/app</u> under the "Information about DSC".	
H	Opening of the tender	:	The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with scanned copy of EMD (if any) will be opened as mentioned in the schedule of the tender document. Bid received without EMD (if applicable) will be summarily rejected. The technical bid will be opened online first and it will be examined by a technical committee (as per the eligibility criteria, specification and requirement). The financial bid will be opened only for the bid which technically meets all requirements as per the specification.	
I	Bid Security (EMD)	:	i. EMD for Rs.6,00,000/- (Rupees Six Lakhs only) should be transferred to the following bank account on or before due date 26.02.2019 before 2:00 p.m.	
			Name: Registrar IIT MadrasBank: State Bank of IndiaAccount No.: 10620824305Branch: IIT MADRAS	
			IFSC CODE : SBIN0001055	
			<ul> <li>IFSC CODE : SBIN0001055</li> <li>ii. The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within 10 days from the date of award of contract.</li> </ul>	
J	PerformanceSecurity		<ul> <li>The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within</li> </ul>	
J	PerformanceSecurity Marking on Technical Bid	:	<ul> <li>ii. The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within 10 days from the date of award of contract.</li> <li>Bank Guarantee of Rs.25,00,000/- (Rupees Twenty Five Lakhs only) has to be furnished by the successful bidder from any commercial bank. The Bank Guarantee shall be kept with Registrar, IIT Madras, Chennai for a period of one or any extended period, not beyond one year and shall be released after the successful completion of the contract or when bidder withdraws his offer</li> </ul>	
		:	<ul> <li>ii. The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within 10 days from the date of award of contract.</li> <li>Bank Guarantee of Rs.25,00,000/- (Rupees Twenty Five Lakhs only) has to be furnished by the successful bidder from any commercial bank. The Bank Guarantee shall be kept with Registrar, IIT Madras, Chennai for a period of one or any extended period, not beyond one year and shall be released after the successful completion of the contract or when bidder withdraws his offer before.</li> <li>The Technical bid should be submitted in the prescribed proforma as per Annexure II. The bidders shall go through the Scope of Work and Terms and Conditions as per Annexure- I and submit the Technical Bid. No manual</li> </ul>	
K	Marking on Technical Bid		<ul> <li>ii. The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within 10 days from the date of award of contract.</li> <li>Bank Guarantee of Rs.25,00,000/- (Rupees Twenty Five Lakhs only) has to be furnished by the successful bidder from any commercial bank. The Bank Guarantee shall be kept with Registrar, IIT Madras, Chennai for a period of one or any extended period, not beyond one year and shall be released after the successful completion of the contract or when bidder withdraws his offer before.</li> <li>The Technical bid should be submitted in the prescribed proforma as per Annexure II. The bidders shall go through the Scope of Work and Terms and Conditions as per Annexure- I and submit the Technical Bid. No manual submission of bid will be entertained.</li> <li>Financial bid should be submitted in the prescribed proforma as per Annexure III in pdf format through e-tender only. No manual submission of bid is</li> </ul>	

	The online technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the technical submission will be evaluated. Selection will be based on qualification in the technical bid and the lowest quote in the Financial Bid.
3	Signing of Tender:
	The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the terms and conditions enclosed herewith. Each page of the technical bid required to be signed and bears the official seal of the bidders.
	If the application is made by a firm in partnership, it shall be signed (with seal)by all the partners of the firm above their full typewritten names and current addresses. Alternatively, it may be signed by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
	If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.
4	Period for which the offer will remain open:
	The Tender shall remain open for acceptance/validity till:90 days from the date of opening of the tender
5	Rejection of offers :
	Failure to comply with any of the terms and conditions stated in the tender document will lead to rejection.
6	Right of Acceptance:
	IIT MADRAS reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.
7	In terms of Rule 173 (iv) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of its bid.
8	<b>Bidder shall submit along with his Tender:</b> Name and full address of the Banker and their swift code and PAN No. and GSTIN number.
9	Jurisdiction:
	All disputes or difference whatsoever arriving between parties out of or relating to means and operation of this contract or the breach thereof shall be adjudicated, in accordance with the Arbitration and Conciliation Act 1996, by a sole Arbitrator appointed by the Director of the Institute.
	The Courts of Chennai will have exclusive Jurisdiction for any issue/dispute arising out of or in connection with the contract.
10	<ul> <li>IITM may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or part:</li> <li>a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract.</li> <li>b) If the bidder fails to perform any other obligation(s) under the contract.</li> <li>c) If the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the</li> </ul>
	contract.

Yours Faithfully sd/-Deputy Registrar (Stores & Purchase)

### ANNEXURE I

## **SCOPE OF WORK**

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 holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPF, ESIC authorities, having GST registration and successfully carried out at least 10 years in providing manpower to clients including Govt./Semi-Govt./Central Autonomous bodies / Public Sector undertakings on contract basis are eligible.

### **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 & GST 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 clients including Govt./Semi Govt. / Central Autonomous bodies / Public Sector undertakings (enclose clients satisfaction certificate from alteast 5).
- 6. The Annual Turnover of the Agency should not be less than 10 crores per annum during the last 3 years.
- 7. Agencies who qualify in the technical evaluation shall only be considered for Financial Bid evaluation. Agencies not furnishing the documentary evidence will not be considered.

### B. Other terms and conditions:

- 1. **Period of Contract**: The contract will be initially for a period of one year from the date of signing the agreement. However, the contract period may be extended for another one year on mutually agreed terms & conditions subject to performing services in a satisfactory manner. The estimated Annual **cost of the work is Rs.3,00,00,000/- (Rupees Three Crores only)** which may vary from time to time.
- 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 the financial valuation. 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. The Institute reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.

- 4. The number of skilled & un-skilled manpower will be purely need based. Therefore, thenumber of Contractor's workers may increase or decrease as per requirement. The Institute will be under no obligation to engage any specific number of contractor's worker during the period of contract.
- 5. The Agency shall intimate the name(s) of near relatives posted anywhere in IIT Madras.
- 6. The Registrar, IIT Madras reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
- 7. The Registrar, IIT Madras reserves the right to alter / modify any or all conditions of this tender notice.
- 8. The Agency will designate a person who will be responsible for handling deputee affairs, as respective contract managers.
- 9. The Institute would raise an indent for manpower requisition, for the categories of deputees mentioned below, 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:

Un-skilled	Semi-Skilled	Skilled		
		Secretarial Assistant		
Helper	Motorist (Car)	Technical Assistant		
		Technical Associate		

- 10. 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.
- 11. The Agency will facilitate interview of the short listed candidates on a date to be fixed by the Institute in consultation with the Agency.
- 12. 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.
- 13. Alternatively, the Institute will identify suitable candidates for the required job and request the Agency for inclusion in their roll of deputees.
- 14. 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**.
- 15. The personnel will be on a deputation period of 12 months or such other period. The period of deputation shall be reduced / extended upon mutual discussion between the Institute & the Agency.
- 16. 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.
- 17. 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 and proof of

payment shall be submitted to the contract manager of 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.

- 18. If a deputee provided by the Agency, leaves the services of the company prior to expiry of contract, the Agency will provide replacement within a maximum period of 10 days without any further charges for the replacement.
- 19. Every person deputed by the Agency shall be an employee of the said Agency and none of the deputee of the Agency shall have any claim whatsoever against the Institute. The deputee 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.
- 20. 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.
- 21. The Manpower Agencies which succeed at the Financial Bid will be required to execute an Agreement / Contract for one year and extendable for another one year based on performance and mutual acceptance.
- 22. 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.
- 23. Agency will be responsible for compliance of all statutory provisions of Rules/ Regulations/ guidelines applicable to the deputees. The Agency shall also comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 24. The Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time.
- 25. The contract can be terminated by either party by giving one month's notice in advance.

-Sd/-Deputy Registrar (Stores & Purchase)

# <u>ANNEXURE – II</u> <u>TECHNICAL BID</u>

Having read and accepted all terms and conditions in the tender document, we submit the details for Providing Manpower Services on Outsourcing Basis as follows:

Name & address of the firm:

S. No.	Documents to be attached ( All documents must be duly signed)	Yes	No	If Yes Page No.
1	Duly signed tender document on all the pages.			
2	Proof of EMD submission to IIT Madras Account (transaction details)			
3	Attested copy of PAN Card & ITR for the last three years			
4	Attested copy of valid GST Certificate			
5	Attested copy of registration under EPFO			
6	Attested copy of registration under ESI			
7	Status : whether Proprietory Firm/Company			
8	Annual turnover of the contractor of Rs.10 Crores or more for the last three years (2014-15, 2015-16, 2016-17).IT Returns of Audited statement to be enclosed (Annual Accounts statement to be attached).			
9	<b>Satisfactory Performance Certificate</b> & other documentary proof of successfully executed/completed similar works for supply of skilled & unskilled workers in Govt./Semi Govt./Autonomous Bodies during last five years. Successfully executed/completed similar works means three, two or one work similar work as detailed below:			
	• 3 Similar Contracts each costing not less than Rs.1 Crores (or)			
	• 2 Similar Contracts each costing not less than Rs.1.5 Crores (or)			
	• 1 Similar Contract each costing not less than Rs.2.4 Crores.			
10	Attested copy of <b>registration certificate of Agency</b> issued by appropriate authority.			
11	Attested copy of <b>Valid Labour License</b> issued from Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970.			
12	An Undertaking that the Agency has not been blacklisted by IIT Madras or any other Government Organization from taking part in Government tenders.			
13	Declaration of Non-Black listing <b>only by successful bidders</b> , to be executed & attested by Public Notary / Executive Magistrate <b>on Rs.50/- stamp paper</b> of Bidder as per <b>Annexure – V</b> .			
14	Authority letter for signing of Tender document on behalf of firm.			

Certified that the above furnished information is true and correct.

# ANNEXURE - III (BILL OF QUANTITY – BOQ)

## **Financial Bid Submission Format**

S.	Item Description	Minimum wage (per worker) per month				
No.		Unskilled	Semi -Skilled	Skilled		
1	* Minimum wage					
2	#EPF (13%)					
3	#ESI (4.75%)					
4	Total					
5	Service Charge					
	Sub Total					
6	GST					
7	Any other duties /tax etc.					
	Total (In figure)					
	Total (in words)					

\* Central Minimum wages as notified by Ministry of Labour & Employment and where central wages are lower than the minimum wages from the State Government, such minimum wages shall be deemed to be minimum wages.

#As per Govt. of India orders as applicable from time to time.

The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words. In case of discrepancy in the two, **price quoted in words will be taken as valid**.

Signature of the Bidder Name & Address of the Bidder with office stamp

Place: Date:

# <u>ANNEXURE – IV</u>

### **DECLARATION OF THE BIDDER**

It is hereby acknowledged that I/We have gone through all the points listed under **"Scope of Work and Terms and Conditions**" of tender document, the same is abided and agreed to be executed. In case the above information found false I / We are fully aware that the render / contract will be rejected / cancelled by IIT Madras and shall be forfeited.

SIGNATURE OF BIDDER ALONG WITH SEAL OF THE COMPANY WITH DATE

# <u>ANNEXURE – V</u>

### DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER BY IIT MADRAS / GOVT. DEPT.

### (To be executed &Attested by Public Notary / Executive Magistrate on Rs.50/- Stamp paper by the bidder.)

I / We Proprietor / Partner (s) Director (s) of M/s. \_\_\_\_\_\_ Hereby declare that the firm / company name M/s. \_\_\_\_\_\_ has not been blacklisted or debarred in the past by IIT Madras or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor / Partner (s) Director (s) of M/s. \_\_\_\_\_ Hereby declare that the firm / \_\_\_\_\_ was blacklisted or debarred in the past by IIT Madras Government organization from taking part in Government tenders for a period of \_\_\_\_\_\_ years w.e.f\_\_\_\_\_

The period is over on \_\_\_\_\_\_ and now the firm / company is entitled to take in Government tenders.

In case the above information found false I / We are fully aware that the render / contract will be rejected / cancelled by IIT Madras and shall be forfeited.

In addition to the above, IIT Madras will not be responsible to pay the bills for any partially completed work.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity in which as signed:

Name & Address of the firm: \_\_\_\_\_

Seal of the firm should be affixed

Place:

Date:

## <u>SCHEDULE</u>

Name of Organization	Indian Institute of Technology Madras		
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN		
Tender Category (Services/Goods/works)	Services		
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service		
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	"Manpower Services on Outsourcing basis at IIT Madras"		
Source of Fund (Institute/Project)	IIT Madras		
Is Multi Currency Allowed	No		
Date of Issue/Publishing	06.02.2019		
Document Download/Sale Start Date	06.02.2019		
Document Download/Sale End Date	26.02.2019		
Last Date and Time for Uploading of Bids	26.02.2019 before 02.00 pm		
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EMD	Rs.6,00,000/-		
No. of Covers (1/2/3/4)	2		
Bid Validity days (180/120/90/60/30)	90 Days		
Address for Communication	The Deputy Registrar		
	Stores & Purchase Section		
	IIT Madras		
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Contact No.	For Queries : 044- 2257 8287/8288		
Email Address	adstores@iitm.ac.in		