



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



Telephone: [044] 2257 9763  
E-mail: tender@iitmadras.ac.in

The Manager (Project Purchase)

Date: 12.01.2023

Open Tender Reference No: ICSR/REC/76/2023/MANPOWERSERV

**GeM Bidding No. : GEM/2023/B/2978359**

Note: It is mandatory that the Bidder should participate either through GeM portal or CPPP e-procurement, not through both. The lowest Quotation among the technically selected bids received in both GeM as well as CPP Portal will be awarded the contract. The tender called for in other Portal will be cancelled.

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system from Class-I local suppliers and Class II local suppliers, for the work of: **“Manpower Outsourcing Service”** Conforming to the specifications given in **Annexure -A**.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. 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.

<b>1)</b>	<b>Pre-bid Meeting Details</b>	:	The Pre-bid meeting will be held on 19/01/2023 @ 3.30 PM at ICSR Building, IIT Madras. Interested bidders are requested to write an email to <a href="mailto:smhr-icsr@iitm.ac.in">smhr-icsr@iitm.ac.in</a> with the Participant Name, Company Name, Email and Phone Number on or before 5PM, 18/01/2023 for participation.
<b>2)</b>	<b>ICSR Vendor Registration</b>	:	<b>Vendor registration code.</b> Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders.  <b>** For Vendor Registration &amp; Guidelines, Please follow the website :</b> <a href="https://icandsr.iitm.ac.in/vendorportal">https://icandsr.iitm.ac.in/vendorportal</a> ; Helpdesk: <a href="mailto:vendorhelpdesk@icsrpis.iitm.ac.in">vendorhelpdesk@icsrpis.iitm.ac.in</a>

**No manual bids will be accepted.** All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

<b>Last date for receipt of tender</b>	:	<b>02.02.2023 @ 3:00 PM</b>
<b>Date &amp; time of opening of tender</b>	:	<b>03.02.2023 @ 3:00 PM</b>

### 3. Instructions to the Bidder:

<p><b>A)</b></p>	<p><b>Searching for tender documents</b></p>	<p>:</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 “<b>My Tender</b>” 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>• The bidder should make a note of the <b>unique Tender ID</b> assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.</li> </ul>
<p><b>B)</b></p>	<p><b>Assistance to bidders</b></p>	<p>:</p>	<ul style="list-style-type: none"> <li>• 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.</li> <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>
<p><b>C)</b></p>	<p><b>Enrollment Process to Bidders</b></p>	<p>:</p>	<p><b><u>REGISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <a href="https://etenders.gov.in/e procure/app">URL:https://etenders.gov.in/e procure/app</a> by clicking on “Online Bidder Enrollment”. Enrollment on the CPP Portal is free of charge.</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> <li>• Upon enrolment, the bidders will be required to register their valid 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>• Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.</li> <li>• Bidder then may log in to the site through the secured log-in</li> </ul>

			<p>by entering their user ID / password and the password of the DSC / eToken.</p> <ul style="list-style-type: none"> <li>• 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 <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> <li>• Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> under the "Information about DSC".</li> </ul>
<b><u>D)</u></b>	<b>Preparation of bids</b>	:	<ul style="list-style-type: none"> <li>• Bidder should take into account any corrigendum published on the tender document before submitting their bids.</li> <li>• Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</li> <li>• Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.</li> <li>• 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 "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" 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.</li> </ul>
<b><u>E)</u></b>	<b>Submission of bids</b>	:	<ul style="list-style-type: none"> <li>• Bidder should log into the site well in advance for bid submission so that he/she can 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.</li> <li>• The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>• Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected.</li> <li>• A standard 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 bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the</li> </ul>

		<p>bidder, the bid will be rejected.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Tender Inviting Authority (TIA) 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.</li> <li>• The uploaded tender documents become readable only after the tender opening by the authorized bid openers.</li> <li>• Upon the successful and timely submission of bids, the portal will give a successful bid submission message &amp; a bid summary will be displayed with the bid no. and the date &amp; time of submission of the bid with all other relevant details.</li> <li>• Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.</li> <li>• More information useful for submitting online bids on the CPP Portal may be obtained at: <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>.</li> <li>• All tender documents including pre-qualification bid, Technical Bid &amp; Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. <b>No manual bid submission will be entertained.</b></li> </ul>
<b>F)</b>	<b>Marking on Technical Bid</b>	<ul style="list-style-type: none"> <li>• The bidder eligibility criteria, technical specification, and supply of item for this tender is given in Annexure A.</li> <li>• The Bidders shall go through the specification and submit the technical bid.</li> <li>• The Technical bid should be submitted in the proforma as per Annexure-B in pdf format only through online (e-tender). No manual submission of bid will be entertained.</li> <li>• The technical bid should have a page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</li> <li>• The technical bid should consist of bidder eligibility criteria details and all technical details along with catalogue/ pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified.</li> </ul>
<b>G)</b>	<b>Marking on Price Bid</b>	<ul style="list-style-type: none"> <li>• Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure-C in xls format through e-tender only. No manual or other form of submission of Financial Bid will not be entertained</li> </ul>

4)	<p><b>Preparation of Tender:</b> The bidders should submit the bids in two bid system as detailed below.</p> <p><b>Bid I _Technical Bid</b></p> <p>The technical bid should consist of bidder eligibility criteria and technical specification compliance sheet as per Annexure-B.</p> <p><b>Bid II _Price Bid</b></p> <p>The financial bid should be submitted in excel format (BoQ) as per the proforma (Annexure C) uploaded in the e-Tender web site. The Quoted price should be for providing manpower outsourcing service and inclusive of all cost and statutory levies at IIT Madras.</p>
5)	<p><b>Price:</b></p> <p>a) The rate quoted should be in <b>percentage</b> inclusive of all statutory levies &amp; taxes and exclusive of GST. No extra payment will be made other than statutory revisions as per the terms and conditions stipulated in this contract document.</p> <p>b) The offer/bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.</p>
6)	<p><b>Tenderer shall submit along with this tender:</b></p> <p>(i) Proof of having ISO or other equivalent certification given by appropriate authorities.</p> <p>(ii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p> <p>(iii) GST registration proof showing registration number, area of registration etc.</p> <p>(iv) All of your future correspondences including Invoices should bear the GST No. and Area Code.</p>
7)	<p><b>Period for which the offer will remain open:</b></p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
8)	<p><b>EMD:</b></p> <p>The EMD of <b>Rs. 30,00,000</b> be transferred to the account details mentioned in Annexure D and proof should be enclosed in the Technical Bid. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.</p> <p>The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD.</p> <p>EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy &amp; Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).</p>
9)	<p><b>Performance Security: -</b></p> <p>The successful bidder should submit Performance Security for 3% of the annual value of the contract/supply. The Performance Security may be furnished in the form of an Account Payee DD, FD Receipt in the name of “The Registrar, IIT Madras” from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India. The performance security should be furnished within 14 days from the date of the purchase order.</p> <p>Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.</p> <p>The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all</p>

	contractual obligations of the supplier including the warranty obligations.
10)	For the same tender, either the OEM or the authorized dealer/service provider can only quote. But both cannot quote separately for the same tender.
11)	The offers/bids should be sent only for a item/Equipments of latest version that is available in the market and supplied to a number of customers. A list of customers in India with details must accompany the quotations. Quotations for a prototype machine will not be accepted
12)	Original catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the technical bid.
13)	Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the principal/OEM.
14)	<p><b>Risk Purchase Clause</b></p> <p>In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.</p>
15)	<p><b>Payment:</b></p> <p>(i) No Advance payment will be made. However, 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved.</p> <p>(ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment is required, the Vendor must submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment.</p>
16)	<p><b>Acceptance and Rejection:</b></p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> <p>I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or rejects it in full without assigning any reason.</p>
17)	<p><b>Debarment from Bidding:</b></p> <p>In case of breach of Terms &amp; Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender.</p>
18)	<p><b>Disputes and Jurisdiction:</b></p> <p><b>Settlement of Disputes:</b> Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Dean IC&amp;SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&amp;SR IIT Madras, Chennai.</p> <p>a. <b>The Applicable Law:</b> The Purchase Order shall be construed, interpreted, and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.</p> <p>b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.</p>

19)	<p><b>Force Majeure:</b> The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
20)	<p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ <b>As per the Government of India Order, only "Class - I Local Suppliers" and "Class - II Local Suppliers" can participate in this tender.</b></li> <li>➤ <b><u>Bidder should confirm their acceptance that they comply with the provisions with report to "Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-F. The bidder should submit Certificate for "Bidder from/ Not from Country sharing Land border with India &amp; Registration of Bidder with Competent Authority" as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.</u></b></li> </ul>
21)	<p><b>Preference to "class I Local Suppliers":</b> preference will be given to "class 1 local suppliers" (subject to class -I local supplier's quoted price falling within the margin of purchase preference ) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the "class 1 Local Supplier" should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.( certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <ul style="list-style-type: none"> <li>➤ <b>'Class - I local supplier'</b> means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order. <b>Declaration to be provided as per Annexure-E per item/service/work.</b></li> <li>➤ <b>'Class - II local supplier'</b> means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order. <b>Declaration to be provided as per Annexure-E per item/service/work.</b></li> <li>➤ <b>'Margin of purchase preference':</b> - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: <b>P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As per the Government of India Order – "Margin of Purchase Preference" means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference.</b></li> </ul> <p><b>**Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 &amp; P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021</b></p>
22)	<p><b>Evaluation of Bids</b></p> <p>Bid evaluation will take place in two stages.</p> <p><b>Stage I Technical Bid evaluation</b></p> <p>All bidders who have fully complied with bidder eligibility criteria I, II and technical evaluation (Annexure A) will only be considered for opening of price bid.</p>

	<p><b>Stage II: Price Bid Evaluation</b></p> <p>The price bid evaluation will be based on price quoted by the bidder. The rate quoted for <b>Manpower Outsourcing Service</b> unit will alone be taken up for arrival of Lowest Bid (L1) value.</p> <p>In case one or more bidders quoted lowest price, if tie, the lowest bidder will be selected on the basis of the following conditions in sequence:</p> <p>a) Annual value of turnover: Bidder having a larger turnover will be given preference  b) Number of years of experience.  c) Value of similar works</p>
23)	<p><b>Selection of successful bidder and Award of Order</b></p> <p>The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.</p>
24)	<p><b>Period of Service:</b> The contract for Manpower outsourcing will be initially awarded for 1 year and shall extend the service for another 1 + 1 year on satisfactory performance. This can be done with the same terms and conditions of this tender.</p>
25)	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.</p>
26)	<p>The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.</p>
27)	<p>Pre-bid meeting will be conducted through offline. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.</p>
28)	<p>The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.</p>



## **ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF BIDDER ALONG WITH SEAL OF THE COMPANY  
WITH DATE**

## ANNEXURE – A

### Bidder Eligibility Criteria and Technical Specification for Manpower Outsourcing Service

Tender No. ICSR/REC/76/2023/MANPOWERSERV

#### Bidder Eligibility Criteria – I (Public Procurement – Preference to Make in India)

Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE-II) dated 16<sup>th</sup> September 2020 and other subsequent orders issued therein.

#### Bidder Eligibility Criteria – II

- i. The Bidder should have executed at least one “supply of manpower” contract costing not less than Rs.10 Crores per annum with at least 100 staff under skilled, un-skilled, semi-skilled, highly skilled staff category to Govt./Public Sector Undertakings/Autonomous Bodies in last three years from the date of publication of this tender. The bidder must submit proof of purchase order/work completion/Performance certification for the same.
- ii. The Bidder should provide a self-attested copy of valid manpower license from the Regional Labour Commissioner for specific number required for the contract under Contract Labor (Regulation & Abolition) Act, 1970.
- iii. The Bidder should have been registered with the Income Tax and Service/GST Tax Department. Valid Registration certificate of the same to be provided.
- iv. The Bidder should have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act within the state of Tamil Nadu. Valid Registration certificate of the same to be provided.

### III. Technical Requirements for Manpower Outsourcing Service

S.NO	SPECIFICATION
1.	The IC&SR would raise an indent for staff 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.
2.	The successful bidder should depute two staff at IC&SR premises to handle the day-to-day operations for the entire duration of the contract. The cost of these two resources will be borne by the bidder. In addition to the above, these two staff should report to IC&SR at least 15 days before the start of the contract for the transition requirement.  The Deputed resource will be provided with workspace & basic IT requirements. In case if any other requirements are needed to execute the contract then the same needs to be arranged by the bidder.
3.	On demand by the IC&SR, the successful bidder shall be required to submit the eligible list of candidates with Curriculum Vitae and other supporting documents relating to educational qualifications & relevant experience within 10 working days (or earlier as the case may be) of sending the requisition.

4.	The successful bidder will facilitate interview of the short- listed candidates on a date to be fixed on the mutually agreed date and venue by the IC&SR and the bidder.
5.	Based on the performance of the candidate in the interview, suitability, experience, and background in relation to the envisaged job requirement, the IC&SR will select the candidates and the successful bidder will facilitate the deputation of such selected candidates to the IC&SR within a maximum period of 30 days from the date of the intimation.
6.	The staff deputed to IC&SR shall not be below the age of 18 years and should have a valid contract of employment with the bidder for a period of 12 months or any other period as desired by the IC&SR. The period of deputation shall be reduced / extended upon mutual discussion between IC&SR and successful bidder.
7.	The successful bidder will hand over the deputation letter / offer letter to the selected person (to be deputed person) giving details of his/her service conditions and details of salary with breakup and send a copy of the deputation letter/ offer to IC&SR
8.	The successful bidder should furnish to IC&SR, IIT Madras, the full particulars of the staff deputed including details viz; Name, Aadhaar & PAN, Photograph, Present/Permanent Address etc., and they will also ensure the verification of their previous employment records and ensure that they possess the requisite academic/technical qualifications and experience for rendering the services to IC&SR, IIT Madras
9.	The successful bidder shall withdraw such employee whose performance is found not satisfactory by IC&SR.
10	The IC&SR shall give one month notice or pay one month remuneration in lieu of notice to the successful bidder in the event if IC&SR wishes to discontinue services of any deputed person.
11	The successful bidder is responsible to complete all the statutory requirements with regard to their deputees, such as obtaining EPF No, issue of ESI Cards (Pehchan Cards), opening bank account for salary credit, issuance of Mediclaim card within one month from their date of engagement.
12	The successful bidder shall be liable for any issues arising in relation to Salary payout, EPF, ESI, PT, LWF, Insurance and shall deal with it taking responsibility of the related procedures.
13	The successful bidder will raise required invoice every month to the IC&SR within the agreed time limit.
14	The successful bidder should be capable to pay the salary to the deputees as per the agreed terms on the last working day of every month from their own resources.
15	Any adjustment for the services not rendered/excess leave availed in the month shall be made in the subsequent month.
16	The successful bidder shall issue a pay slip on monthly basis to each person deployed in IC&SR.
17	The successful bidder should submit the required proof of remittance to EPF, ESI, PT, LWF and Insurance for the staff deputed at IC&SR at agreed time limit. The Bidder shall submit the copy of salary statement with pay bill, along with UTR details for salary remittance within agreed time limit.
18	In case the successful bidder fails to do so, the amount claimed towards ESIC, EPF, PT, LWF and Insurance will be withheld in subsequent month's invoice, till submission of required documents.
19	The successful bidder will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed at IC&SR. The successful bidder should pay the exact amount to the outsourced staff without any additional deduction other than stipulated

20	The successful bidder shall ensure that the deputed Personnel shall be covered under Group Medical Health Insurance policy and Group Personal Accidental Coverage, in agreement with IC&SR norms. The premium amount of the insurance coverage will be added to the CTC of the deputed staff and the same will be reimbursed in actuals by IC&SR.
21	All the deputed staff including the successful bidder assigned staff at IC&SR must adhere to all the rules and regulations of IIT Madras.
22	The successful bidder will be required to issue photo Identity cards to the deputed in the format as specified by the IC&SR for carrying out the works within 2 days of appointment.
23	IC & SR will bear the cost of salary claims (Including employer contribution of EPF, ESI, LWF & Insurance), service charges and taxes thereof for every month. No other additional claims will be entertained.
24	The successful bidder selected will be required to sign a One-year contract/agreement including IP clause with the IC&SR for providing staff on deputation.
25	Employees Grievance Redressal Turn Around Time (TAT) must be agreed by the successful bidder and the IC&SR during the transition period.
26	Every person deputed by the successful bidder shall be an employee of the said agency and shall not have any claim whatsoever against IC&SR, IIT Madras. The deputed persons should neither claim any master and servant relationship, any benefit/ compensation / regularization of services under the provision of any existing labour laws against the IC&SR, IIT Madras.
27	On the expiry of the contract, unless the contract is renewed / extended, the successful bidder will withdraw all their deputed persons from IC&SR, IIT Madras 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 deputed person, it shall be the entire responsibility of the successful bidder to settle the same.

**SIGNATURE OF BIDDER ALONG WITH SEAL OF THE COMPANY  
WITH DATE**

**ANNEXURE: B**  
**TECHNICAL BID PROFORMA**

**Tender No.** ICSR/REC/76/2023/MANPOWERSERV

**Tender Name:** Manpower Outsourcing Service

**1.0 Bidder Eligibility Criteria:**

1	<b>Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India)</b>	<b>Class I / Class II</b>	<b>Local Content value</b>	<b>Reference, Page No.</b>
1	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 <sup>th</sup> September 2020 and other subsequent orders issued therein.			
2.0	<b>Bidder Eligibility Criteria-II</b>	<b>Compliance (Yes/No)</b>	<b>Reference Page No.</b>	<b>Remarks, If any</b>
1	The Bidder should have executed at least one “supply of manpower” contract costing not less than Rs.10 Crores per annum with at least 100 staff under skilled, un-skilled, semi-skilled, highly skilled staff category to Govt./Public Sector Undertakings/Autonomous Bodies in last three years from the date of publication of this tender. The bidder must submit proof of purchase order/work completion/Performance certification for the same.			
2	The Bidder should provide a self-attested copy of valid manpower license from the Regional Labour Commissioner for specific number required for the contract under Contract Labor (Regulation & Abolition) Act, 1970.			
3	The Bidder should have been registered with the Income Tax and Service/GST Tax Department. Valid Registration certificate of the same to be provided.			
4	The Bidder should have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act within the state of Tamil Nadu. Valid Registration certificate of the same to be provided.			

**\*\* Both ESI & EPF account should be registered in Tamilnadu Jurisdiction only.**

**2.0 Bidder Eligibility Criteria (continued):**

S. No	Particulars	Document is attached (Yes / No)	Page number to be indicated clearly
1	Name of Participating Manpower Agency (Attach the certificates of registration)		
	Bank Details (attach certified copy of statement of A/C for the last two years) & bank Solvency Certificate issued after the date of publication tender.		
2	<b>Particulars of Registered Branch</b>		
	Registered Address		
	Telephone Number		
	Fax No.		
	Email Address		
	PAN / GIR No. (attached attested copy)		
	GST Registration No. (attached attested copy)		
	EPFO Registration No. (attached attested copy)		
	ESIC Registration No. (attached attested copy)		
	Registration No. under Shops & Commercial Establishment Act (copy to be enclosed)		
3	<b>Particulars of Service Branch</b>		
	Registered Address		
	Telephone Number		
	Fax No.		
	Email Address		
	PAN / GIR No. (attached attested copy)		

	GST Registration No. (attached attested copy)		
	EPFO Registration No. (attached attested copy) (Should be Tamilnadu EPFO Registration only)		
	ESIC Registration No. (attached attested copy) (Should be Tamilnadu ESIC Registration only)		
	Registration No. under Shops & Commercial Establishment Act (copy to be enclosed)		
4	Tender documents duly signed on each page.		
5	Total permanent staff strength of the bidder as on date.		

3.0	Technical Specification.	Compliance (Yes/No)	Reference Page No.	Remarks, If any
1	The IC&SR would raise an indent for staff 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.			
2	The successful bidder should depute two staff at IC&SR premises to handle the day-to-day operations for the entire duration of the contract. The cost of these two resources will be borne by the bidder. In addition to the above, these two staff should report to IC&SR at least 15 days before the start of the contract for the transition requirement.  The Deputed resource will be provided with workspace & basic IT requirements. In case if any other requirements are needed to execute the contract then the same needs to be arranged by the bidder.			
3	On demand by the IC&SR, the successful bidder shall be required to submit the eligible list of candidates with Curriculum Vitae and other supporting documents relating to educational qualifications & relevant experience within 10 working days (or earlier as the case may be) of sending the requisition.			

4	The successful bidder will facilitate interview of the short- listed candidates on a date to be fixed on the mutually agreed date and venue by the IC&SR and the bidder.			
5	Based on the performance of the candidate in the interview, suitability, experience, and background in relation to the envisaged job requirement, the IC&SR will select the candidates and the successful bidder will facilitate the deputation of such selected candidates to the IC&SR within a maximum period of 30 days from the date of the intimation.			
6	The staff deputed to IC&SR shall not be below the age of 18 years and should have a valid contract of employment with the bidder for a period of 12 months or any other period as desired by the IC&SR. The period of deputation shall be reduced / extended upon mutual discussion between IC&SR and successful bidder.			
7	The successful bidder will hand over the deputation letter / offer letter to the selected person (to be deputed person) giving details of his/her service conditions and details of salary with breakup and send a copy of the deputation letter/ offer to IC&SR			
8	The successful bidder should furnish to IC&SR, IIT Madras, the full particulars of the staff deputed including details viz; Name, Aadhaar & PAN, Photograph, Present/Permanent Address etc., and they will also ensure the verification of their previous employment records and ensure that they possess the requisite academic/technical qualifications and experience for rendering the services to IC&SR, IIT Madras			
9	The successful bidder shall withdraw such employee whose performance is found not satisfactory by IC&SR.			
10	The IC&SR shall give one month notice or pay one month remuneration in lieu of notice to the successful bidder in the event if IC&SR wishes to discontinue services of any deputed person.			
11	The successful bidder is responsible to complete all the statutory requirements with regard to their deputees, such as obtaining EPF No, issue of ESI Cards (Pehchan Cards), opening bank account for salary credit, issuance of Mediclaim card within one month from their date of			



	engagement.			
<b>12</b>	The successful bidder shall be liable for any issues arising in relation to Salary payout, EPF, ESI, PT, LWF, Insurance and shall deal with it taking responsibility of the related procedures.			
<b>13</b>	The successful bidder will raise required invoice every month to the IC&SR within the agreed time limit.			
<b>14</b>	The successful bidder should be capable to pay the salary to the deputees as per the agreed terms on the last working day of every month from their own resources.			
<b>15</b>	Any adjustment for the services not rendered/excess leave availed in the month shall be made in the subsequent month.			
<b>16</b>	The successful bidder shall issue a pay slip on monthly basis to each person deployed in IC&SR.			
<b>17</b>	The successful bidder should submit the required proof of remittance to EPF, ESI, PT, LWF and Insurance for the staff deputed at IC&SR at agreed time limit. The Bidder shall submit the copy of salary statement with pay bill, along with UTR details for salary remittance within agreed time limit.			
<b>18</b>	In case the successful bidder fails to do so, the amount claimed towards ESIC, EPF, PT, LWF and Insurance will be withheld in subsequent month's invoice, till submission of required documents.			
<b>19</b>	The successful bidder will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed at IC&SR. The successful bidder should pay the exact amount to the outsourced staff without any additional deduction other than stipulated			
<b>20</b>	The successful bidder shall ensure that the deputed Personnel shall be covered under Group Medical Health Insurance policy and Group Personal Accidental Coverage, in agreement with IC&SR norms. The premium amount of the insurance coverage will be added to the CTC of the deputed staff and the same will be reimbursed in actuals by IC&SR.			

21	All the deputed staff including the successful bidder assigned staff at IC&SR must adhere to all the rules and regulations of IIT Madras.			
22	The successful bidder will be required to issue photo Identity cards to the deputed in the format as specified by the IC&SR for carrying out the works within 2 days of appointment.			
23	IC & SR will bear the cost of salary claims (Including employer contribution of EPF, ESI, LWF & Insurance), service charges and taxes thereof for every month. No other additional claims will be entertained.			
24	The successful bidder selected will be required to sign a One-year contract/agreement including IP clause with the IC&SR for providing staff on deputation.			
25	Employees Grievance Redressal Turn Around Time (TAT) must be agreed by the successful bidder and the IC&SR during the transition period.			
26	Every person deputed by the successful bidder shall be an employee of the said agency and shall not have any claim whatsoever against IC&SR, IIT Madras. The deputed persons should neither claim any master and servant relationship, any benefit/ compensation / regularization of services under the provision of any existing labour laws against the IC&SR, IIT Madras.			
27	On the expiry of the contract, unless the contract is renewed / extended, the successful bidder will withdraw all their deputed persons from IC&SR, IIT Madras 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 deputed person, it shall be the entire responsibility of the successful bidder to settle the same.			

**Note:** All the above details sought required to be compulsorily attached with the Form, which are necessary to get qualified.

**SIGNATURE OF BIDDER ALONG WITH  
SEAL OF THE COMPANY WITH DATE**

**ANNEXURE : C****FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)****Tender Name: Manpower Outsourcing Service****Tender No. ICSR/REC/76/2023/MANPOWERSERV**

It. No	Description of work	Service Charge per month in Percentage
1	<p>Service Charges per Month by the Agency as % on the cost to company. The cost to company includes Gross Salary (as fixed by the IC &amp; SR), employer's contribution towards EPF, ESI, LWF, Insurance.</p> <p>Note: The bidder Can consider the average Cost to the company per month of Rs. 30000/- approximately for 400 employees for quoting.</p>	

Note: The bidder must quote only the service charges in percentage and all applicable taxes will be paid extra as per the below table.

**Sample Invoice calculation:**

Staff details	Total CTC (A)	Service charges (B = A * Service charge %)	Sub Total (C=A+B)	GST (D = C*18%)	Final Invoice Value (C+D)
CTC considering for 400 staff @ Rs. 30000/ pm	Rs. 12000000				



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI 600 036



**ELECTRONIC CLEARING SERVICE (Credit Clearing) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**A. Details of Account Holder**

Name of the Institution	Indian Institute of Technology - Madras
Complete Contact Address	Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
Telephone No./ Fax No.	Tel - 044-2257 8356
E- mail ID of the FO/AO/REG/DIR	dricsr@iitm.ac.in

**B. Bank Account Details:**

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101003872
Account Print Name	IIT F A/C , The Registrar IIT Madras
IFSC CODE	CNRB0002722
Bank Name (in full)	Canara Bank
Branch Name	IIT-Madras Branch
Complete Branch Address	Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
MICR No.	600015085
Account Type	Savings Account

Certified that the Institute's account is in an RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Signature of the Competent Authority  
of the Institution with seal.

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA – PER ITEM**

**Tender Reference Number:**

**Name of the item / Service:**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ S/o, D/o, W/o, \_\_\_\_\_

Resident of \_\_\_\_\_

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

<b>Tick ( ✓ ) and Fill the Appropriate Category</b>	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under <b>“Class-I Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under <b>“Class-II Local Supplier”</b> category.

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address \_\_\_\_\_ Percentage of Local content: \_\_\_\_\_%

For and on behalf of ..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

**This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.**

**Annexure – F**

(To be given on the letter head of the bidder)

No. \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE**

*(Bidders from India)*

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

**OR (*whichever is applicable*)**

*(Bidders from Country which shares a land border with India)*

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Signature of the Bidder

Date: