



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI

(An Institute of National Importance under MHRD, Govt. of India)

NIT CAMPUS, TIRUCHIRAPPALLI - 15

Email: sarmaiiitt@gmail.com

Contact No.: 0431-2500439

**(An Institute of National Importance under MHRD, Govt. of India)**

**OUTSOURCING OF MANPOWER SERVICES**

Sealed quotations are invited from **Reputed Manpower Agencies** for providing technical and non-technical manpower for various posts as per the requirements of IIIT Tiruchirappalli. **The last date for submission of Tender is 11.09.2019@ 2.00 P.M.** For further details, visit our website [www.iiitt.ac.in](http://www.iiitt.ac.in)

**Date: 19.08.2019**

**-S/d-  
Mentor Registrar**



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**Tender Document**

**for**

**Providing Technical & Non - Technical Manpower**

**at**

**Indian Institute of Information Technology  
NIT Campus, Tiruchirappalli – 620015**

Dated: 19.08.2019

Instruction to Bidders

Service	:	<b>Providing Technical &amp; Non-Technical Manpower at IIIT, Tiruchirappalli, Tamilnadu</b>
Tender Enquiry No	:	IIITT/ADMIN/MANPOWER/2018-19/01
Eligibility Criteria	:	<ol style="list-style-type: none"><li>1. The Tenderers should have prior experience in providing highly qualified Technical &amp; Non-Technical Manpower to specific assignments / research projects/office work</li><li><b>2. The prior experience of supplying technical &amp; Non-Technical manpower to Multinational Companies or Government Scientific / Educational Institution only will be considered.</b></li><li>3. The Tenderers should have successfully executed such contract on or after 01.01.2016 of one contract worth Rs.10 Lakh (or) above per annum (or) two contract worth Rs.5 Lakh each (or) three contract worth Rs.3 Lakh each (or) above per annum.</li></ol>
Earnest Money Deposit (EMD)	:	<p>Earnest Money Deposit (EMD) for <b>Rs.10,000/-</b> (Rupees ten Thousand only) <b>should be paid through RTGS/ NEFT to the Bank Account Details Mentioned below:</b></p> <p><b>Account Number : 35786906022</b> <b>Name : INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRIRANGAM</b> <b>Branch : R E C TIRUCHIRAPALLI(01617)</b> <b>IFSC Code : SBIN0001617</b></p> <p>Cheque / Demand Draft / Postal Orders / Etc will not be accepted. All the participating tenderers have to submit the EMD compulsorily and no exemption will be granted in this regard.</p> <p><b>Two Bid System:</b> Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and Commercial bid in <b>two separate sealed envelopes</b>. A copy of Technical bid and Commercial bid are provided at Annexure I and II respectively.</p>
Submission of Bid	:	<p>Envelopes containing Technical Bid and Commercial Bid should be securely sealed and stamped separately and clearly marked as <b>“Envelope – 1 : Technical Bid”</b> and <b>“Envelope – 2 : Commercial Bid”</b> respectively. <b>Proof of payment of EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope super scribing the tender number and descriptions.</b></p> <p>Please send the tenders in a sealed envelope superscribed as <b>“Providing Technical &amp; Non-Technical Manpower”</b>), Tender. Notification No: IIITT/ADMIN/MANPOWER/2019-20/02” so as to reach</p>

Place of Submission	:	<b>The Mentor Registrar</b>
		<b>Indian Institute of Information Technology</b>
		<b>Thiruchirappalli – 620 015</b>
		<b>India.</b>
Last date for submission of bids	:	<b>Date : 11.09.2019, Time :02.00PMHrs.</b>
		(Any bid received after the due date and time will be summarily rejected)
Opening of Technical Bid	:	<b>Date : 11.09.2019, Time : 03.00PMs</b>
Selection Process	:	All bids will be scrutinized. The bids meeting the eligibility criteria consisting of all relevant documents will only be considered for evaluation.
Opening of Commercial Bid	:	Firms / agencies shortlisted after the scrutiny process will be invited to attend the opening of Commercial Bid. The commercial bid of non-shortlisted firms shall be retained for records (In unopened condition) by the institute.



## **I. TERMS AND CONDITIONS OF CONTRACT**

1. The Institute desires to engage a manpower agency having experience in providing of qualified technical & non-technical manpower to specific assignments.
2. The firms having prior experience in providing qualified technical & non-technical manpower to Multinational Companies or Government Scientific / Education Institutions only will be considered.
3. The Tenderers should have successfully executed at least one contract worth Rs.10 Lakh or above per annum (or) two contract worth Rs.5 Lakh each or above per annum (or) three contract worth Rs.3 Lakh each or above per annum during the period falling on or after 01.01.2016.
4. Earnest Money Deposit of Rs.10,000/- (Rupees ten Thousand only) should be paid through RTGS/NEFT and the proof for having paid the EMD has to be submitted along with the technical bid. The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender. Cheque / Demand Draft / Postal Orders / etc will not be accepted. All the participating firms have to compulsorily submit the EMD and no exemption will be granted in this regard.
5. The tenderer shall quote only the service charges (as a percentage of basic cost excluding statutory charges) for providing manpower. The salary structure of manpower requested will be fixed by the Institute taking into account of their credentials / experience.
6. Tenders without EMD and incomplete tenders are liable to be rejected.
7. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or to execute the work on the date stipulated in the work order.
8. The tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance or to start the work on the date stipulated in the work order.
9. Before signing the agreement, the Contractor shall deposit Rs. 50,000/- as security deposit through RTGS/NEFT which would be released on successful completion of the contract / after adjustment of dues, if any.
10. The Contract is initially for a period of ONE YEAR which is likely to be extended for a further period of ONE YEAR subject to satisfactory performance of the work on the same terms and conditions at the discretion of the institute. The Contractor shall execute an agreement on a non-judicial stamp paper worth Rs.100/- before taking up the contract agreeing to abide by all the terms and conditions.
11. The persons deployed by the contractor for the work shall be the employees of the contractor for all intent and purpose and in no case, shall the relationship of Employer and Employee between the said persons and the Indian Institute of Information Technology, Tiruchirappalli accrue implicitly or explicitly.
12. The persons so deployed shall remain under the control and supervision of the contractor and he shall be liable for payment for their wages etc. and all other dues

that the contractor is liable to pay under various labour regulations and other statutory provisions.

13. The working hours of the persons engaged under the contract would be from 09:00 A.M. to 05.30 P.M. or as prescribed by the Institute. The work should be carried out on all days except Saturdays, Sundays and National Holidays or as prescribed by the institute.
  14. The Institute would raise an indent for Manpower requisition, clearly defining the role profiles including duties and responsibilities of the staff needed purely on contract basis. The profile will clearly give details of competencies/skills needed, educational qualifications, relevant experience, compensation (the net amount payable) and duration of deputation. The number of staff needed would also be clearly indicated in this requisition.
  15. That the contractor shall be required to maintain permanent attendance register for the persons employed by him which shall be open for inspection and checking by the authorized officers of IIIT Tiruchirappalli.
  16. That the contractor shall make the payment of wages, etc. to persons so deployed and on demand shall furnish copies of wage register.
  17. The contractor shall submit the bill after making payment to the persons employed by him.
  18. Income Tax at the prevailing rate will be deducted from the monthly bill of the Contractor.
  19. Extra manpower, if required, should be provided on the same terms and conditions.
  20. The Contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI, EPF & Service Tax towards the persons deployed their respective names before submitting the bill for the subsequent month. In case, the Contractor fails to do so, the amount claimed towards ESI and EPF contribution will be withheld till submission of required documents.
  21. The IIIT Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Contractor.
  22. **The IIIT Tiruchirappalli needs the manpower (technical and non-technical) like Stenographer, Data Entry Operator, Care Taker, Electrician, Technician, Plumber, Multi-tasking Staff (MTS) etc.,**
- II. Evaluation of Bid and Award of Work**
1. The tenderers are to submit Technical Bid and Financial Bid separately. A copy of Technical bid and Financial bid are at Annexure I and Annexure II.
  2. The technical bid that will be submitted by the bidder should consist of the following

three components in the sequence given below:

- (a) EMD: Proof of payment of **Rs.10,000/-** paid through RTGS/NEFT towards Earnest Money Deposit.
- (b) Certified copies of all the documents in support of meeting Eligibility Criteria.
- (c) Other relevant information, which forms part of Tender document.

3. **Bid Evaluation Scheme:**

- (a) All the technical Bids will be scrutinized and the firm/agency submitted all relevant documents as sought in the Technical bid and meeting the eligibility criteria will be considered for further evaluation.

**(b) Evaluation :**

S. No	Parameter	Maximum Marks
1.	Background of the Organization	10
2.	Past experience in carrying out similar works on or after 01.01.2016 (Scientific and Technical Manpower will be considered)	20
<b>Total Technical Score (TS)</b>		<b>30</b>

- (c) After evaluation of Technical bid, the financial bids of only those bidders will be opened who secured the minimum satisfactory marks of 20.
- (e) The scores awarded by the institute will be final and no correspondence will be entertained.

-S/d-

**Mentor Registrar**

**I. TECHNICAL BID**

Having read and accepted all the terms and conditions in the tender document and Scope of activities, we submit the details for providing technical manpower as follows:

**1. GENERAL PARTICULARS**

Name of the Manpower Agency :

Full Address :

Phone / Fax :

E-mail :

**Contact Person**

Name :

Mobile No. :

Registered Office :

List of major cities where agency has offices in India :

**2. STATUTORY REGISTRATION**

PF Registration No. (attach a copy of certificate) :

ESI Registration No. (attach a copy of certificate) :

Sales Tax CC/VAT (attach a copy of certificate) :

Income Tax (give PAN No.)  
(attach a copy of certificate) :

Service Tax and GST(give Fifteen digit Service Code  
No.)  
(attach a copy of certificate) :



**3. FINANCIAL STANDING**

Annual Turnover for last 3 years : Enclose Separate Sheets

**4. EXPERIENCE (Enclose Work Orders)**  
**( Scientific/Technical Manpower will only be considered)**

Name of the Major Client	Category of Manpower provided	Period of Contract	No. of Persons deployed	Contract Value

**5. OTHER INFORMATION**

Whether the Agency is ISO Certified : YES/NO

Has the Organization been black listed by any Public Sector Enterprise/any other organization : YES/NO

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 be barred from any dealing with the Indian Institute of Information Technology, Tiruchirappalli.

**Signature of the Tenderer**  
**Name & Address of the Tenderer with Office Stamp**

Place : .....

Date : .....

**II. COMMERCIAL BID**

**SCHEDULE OF RATES**

**SALARY STRUCTURE** : Will be provided by IIIT Tiruchirappalli at the time of award of contract to the successful tenderer.

**STATUTORY PAYMENTS** (ESI, EPF, Bonus, Service Tax etc.): will be reimbursed as per norms.

Kindly quote your Service Charges and any other charges only.

Service Charges (As percentage to the basic cost excluding statutory charges like ESI, PF, etc.)	
Other charges, if any	

Service Tax, applicable if any will be paid extra

**Signature of the Tenderer**  
**Name & Address of the Tenderer with Office Stamp**

Place : .....

Date : .....



