

**Indian Institute of Information Technology  
Allahabad  
Bid Document**

**Engagement of Companies / Agencies for supply of  
manpower/Horticulture Labours and to undertake  
Miscellaneous Jobs under Job Contract / outsourcing mode for  
completion of the sundry  
Works at IIIT-Allahabad**

**02/03/2017**



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/DR(S&P)/555/ 2017

Date : 02<sup>nd</sup> March 2017

## Advertisement

Indian Institute of Information Technology Allahabad is an Institute of national importance by an Act of Parliament which is engaged in education & research for students to make them competent and motivated engineers & scientists.


The Indian Institute of Information Technology Allahabad invites proposals in the form of tenders from reputed Companies /agencies for supply of suitable manpower who can be deployed temporarily for completion of job works and other works from time to time. The engagement will be for a period of eleven months or shorter.

The tender documents along with specifications, terms and conditions can be downloaded from IIIT Allahabad website and submitted along with a Demand Draft for Rs.5,000/- (non-refundable). The last date for the **submission of tender is 22/03/2017, 1500 Hrs.**, and the **tenders will be opened on the same day at 1700 hrs.**, in the Board Room of IIIT Allahabad. The tender documents can be downloaded from our

website: <http://www.iiita.ac.in>

Deputy Registrar(S&P)  
Indian Institute Of Information Technology  
Allahabad





## Indian Institute of Information Technology Allahabad

Indian Institute of Information Technology Allahabad is an Institute of national importance created under an Act of Parliament which is engaged in education & research for students to make them competent and motivated engineers & scientists.

The Indian Institute of Information Technology Allahabad invites proposals in the form of tenders from reputed Companies /agencies for supply of suitable manpower who can be deployed temporarily for completion of job works and other works from time to time. The engagement will be for a period of eleven months or shorter.

The companies/agencies should be able to complete the jobs assigned by IIIT-A by way of either deploying the required manpower for delivering the services or to complete the job works in specified period.

### Scope of Work:

- (1) To supply the following types of manpower to undertake the completion of the sundry works related to IIIT Allahabad
  - High skilled
  - Skilled
  - Semi-Skilled
  - Unskilled
  - Man power for miscellaneous technical/ non technical jobs
- (2) To assess & hire prospective personnel required to be deployed for works.
- (3) To identify and deploy High skilled/Skilled/Semi-Skilled/Un-Skilled and Miscellaneous personnel in IIIT-Allahabad after necessary order.
- (4) To check and verify qualifications & competence level of the persons to be supplied.
- (5) To pay wages and remunerations as per Govt. of India's norms to the personnel deployed to IIIT Allahabad.
- (6) To comply with all statutory obligations as required to such activities like minimum wages, Employee Provident fund, ESI, etc.
- (7) To do all acts required as per instructions of the competent authority of the Institute.



## INSTRUCTIONS TO THE BIDDERS

### 1. GENERAL INSTRUCTIONS


1.1 IIIT Allahabad hereinafter referred to as the 'Institute' intends to hire persons for certain services i.e. the services of the following suitable manpower and other for its official purposes:

Sl. No.	Category	Numbers
1.	<b>Skilled</b>	<b>04</b>
2.	<b>Semi Skilled (Peons, Electrician, Plumber and Masson etc.)</b>	<b>29</b>
3.	<b>Unskilled (Including Peons, Sweepers and Workshop helpers)</b>	<b>124</b>
4.	<b>Horticulture Labour</b>	<b>60</b>

**Note :-** The requirement may increase or decrease from time to time depending on the prevailing circumstances at the time of Deployment/various events at the Institute like convocation, Effervescence, etc ..

- 1.2 The sealed bidding documents should be delivered in the Stores and Purchase Section of IIIT Allahabad at Jhalwa, Allahabad by the stipulated date and time. Tender Documents may be collected from the office of the Deputy Registrar (S&P.) at the Institute on payment of Tender Cost of Rs.5,000/- through Bank Draft/Pay Order in favour of The Director, IIIT Allahabad, payable at Allahabad on any working day between 3.00 pm to 5.00 pm (Saturday and Sunday are weekly off days).
- 1.3 The tender documents may also be downloaded from this office website <http://iiita.ac.in>. Those bidders who wish to download the tender documents from the office website should furnish an additional Tender cost of Rs.5,000/- through Bank Draft/Pay Order along with the Bidding Documents and EMD for Rs. 5,00,000/-
- 1.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully and seek clarifications, if any, before submission of tender and no claim on account of any errors , whatsoever, detected later in the tender documents shall be entertained.
- 1.5 **Each page of the Tender document must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender document including various conditions of contract. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the Institute. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- 1.6 The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.7 All Bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD & Tender Fees of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected.**



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- 1.8 The Bidding Company should be a Limited / Private Limited Company only registered under the Companies Act, 1956/duly constituted Legal entity.
  - 1.9 The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the IIT Allahabad.
  - 1.10 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered/speed post with acknowledgement due to The Director, IIT Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
  - 1.11 The requirements of various personnel/other manpower is tentative and may increase or decrease at the sole discretion of the competent authority of the Institute, at any point of time during the pendency of this contract.
  - 1.14 It shall be the responsibility of the contractor to depute its own Supervisor at the Institute to run & manage the day-to-day manpower deployment.
  - 1.15 In case of any specialized/new job as per Institute's requirement, the contractor/agency shall provide requisite manpower at mutually agreed rates & period

## **2, MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection of bidders technically:

- a. **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity. A proof for supporting the legal validity of the Bidder shall be necessarily required to be submitted, along with the bid
- b. **Financial Capacity:** The bidder(s) should have the minimum turnover of Rupees One Crore each in the last 3 financial years (2013-14, 2014-15 & 2015-16) from business of similar kind. Relevant proof for supporting the above shall be submitted.
- c. **Registration:** - The Bidder should be registered under all the relevant Acts and Bodies viz. the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation. Relevant proof in support thereof shall also be required to be submitted alongwith the bid.
- d. **Experience:** The Bidder should have minimum of 5 years experience after registration in the similar field of providing manpower as above in the big organizations and / (or) Government Departments (or) Educational Institute(s) of repute. Relevant proof in support thereof shall be required to be submitted alongwith the tender document.
- e. **Manpower:** The Bidder should have at least one single work order for providing 150 Nos. of personnels to a reputed company/organization, preferably government /PSU /Educational/R&D Establishments for the last three financial years (2013-14, 2014-15& 2015-16).

### **2.1 Documents supporting the Minimum Eligibility Criteria**

- (i) In proof of having fully adhered to the minimum eligibility criteria at 2(a), attested copy of certificates of incorporation of firms/companies shall be attached.
- (ii) In proof of having fully adhered to minimum eligibility criteria at 2(b), attested copy of the audited balance sheets for the completed three financial years i.e. for (2013-14, 2014-15 & 2015-16. Also satisfactory work completion certificates from past organisations for having rendered similar services shall be required.
- (iii) In proof of having fully adhered to minimum eligibility criteria at 2(c), attested copy of PAN. Labour Registration copy, EPFO Registration Copy, ESIC Registration Copy shall be acceptable.
- (iv) In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copy of experience certificates issued by competent authorities of the respective Organizations and Government Departments shall be acceptable.
- (v) In proof of having fully adhered to minimum eligibility criteria at 2(e), attach attested copy of work order(s), along with certificates stating satisfactory work



execution. **Copies of only work orders, shall be treated as incomplete documentation and shall be liable for rejection.**

### **3. EARNEST MONEY DEPOSIT:**

- 3.1 The bid should be accompanied by an Earnest Money Deposit of **Rs.5,00,000/- (Rupees Three lakhs only)** in the form of Demand Draft of any nationalized bank. The Demand Draft shall be in favour of The Director, IIIT Allahabad, payable at Allahabad.
- 3.2 Once submitted, bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
- 3.3 The bids without Earnest Money shall be summarily rejected.
- 3.4 No claim shall lie against the IIIT Allahabad in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit

### **Technical Bid/Financial Bid:**

- (1) The bid shall specify the percentage of service charges over and above wages & statutory payments, taxes & levies, etc.
- (2) This amount shall be mentioned in the financial bid.

### **Terms & Conditions:**

The successful bidder shall be offered to enter into an agreement containing detailed Terms & Conditions; however some of the terms are as follows:

- (1) The personnel deployed at IIIT Allahabad shall be hired and supervised by the Company or Agency to ensure the performance and duties as required from time to time by the Institute.
- (2) The Company or Agency shall have to deploy supervisors to oversee & regulate the activities of their employees deployed at IIIT Allahabad at various job/project sites etc.
- (3) The Designation, wages, qualifications in case of Technical/Nontechnical man power shall be decided by mutual consent based on their requirement.
- (4) The IIIT-Allahabad shall not be responsible for providing any office space or infrastructure to the Company or Agency by way of office accommodation or otherwise, though an effort shall be made to assign a working space of about 100 sq. ft. to the contracting agency.
- (5) No accommodation or quarter shall be provided by IIIT-Allahabad for the employees or personnel hired by the Company/Agency.
- (6) All the stationery and consumable charges shall be borne by the Company or Agency itself.
- (7) The Company or Agency shall be responsible for the conduct and behaviour of the employees or personnel deployed by it at IIIT-Allahabad.
- (8) The Company or Agency shall provide group insurance cover to its employees including medical and accidental insurance for those deployed at IIIT Allahabad.
- (9) The second party undertakes to render IIIT Allahabad encumbrance free from all kind of liabilities and any consequences resulting out of this

Amx

agreement.

- (10) It shall be the duty of the Company/Agency to ensure compliance of the Contract Labour (R&A) Act and keep the Institute free from any encumbrance in this respect.
- (11) Contractor should ensure strict compliance of Chapter V of the Act and Rules 40 to 62 falling under Chapter V of the Contract Labour (Regn. & Abolition) Central Rules, 1971.
- (12) Any dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by the Director, IIT Allahabad whose decision shall be final and binding upon both the parties.
- (13) No Child Labour shall be pressed into any kind of service at the Institute.
- (14) None of the manpower deployed at the Institute shall be over the age of the 60 years. In case, it is found otherwise, at any stage, the work order/tender shall be liable for cancellation, without any consequential liability on the Institute/its officials, singularly or pluraly.



## Technical Bid

Annexure-A

### Indian Institute of Information Technology Allahabad

Name of the Company/Agency/proprietor firm/ partnership firm:

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(Attach Memorandum & Articles of Association if applicable)

1. Registered Office: .....
- Phone:  
Fax No:  
Mobile Numbers:  
E-mail:
2. Contact person with designation: .....
3. List of Directors/Partners with contact details:
4. CIN Number: .....
5. Date of incorporation: .....
6. Service Tax Registration Number: .....
7. Permanent Account Number: .....
8. ESI Registration Number: .....
9. EPF Registration Number & Date: .....
10. TIN Number: .....
11. Other statutory Registrations: .....
12. Regional Labour Commissioner Kanpur License No: with date:  
.....
13. Gross \*turnover & \*Profit: (Attach an audited Balance Sheet Profit & loss accounts of last three years as on 31- March 2016)

Financial Year	Asset/Liability	Gross Turnover/Profit
2015- 16	Rs .....	Rs .....
2014- 15	Rs .....	Rs .....
2013- 14	Rs .....	Rs .....

\*From business of similar kind. Any declaration being found incomplete/ misleading/ false/incorrect/ forged/fabricated/in deviation from any truth, shall render the firms/contractors for cancellation of the order/contract at any stage.



15. Bank solvency certificate
16. Top five assignments: Name & address of client & Contract value & period, number and qualification of employees, & work assignment. (add extra sheets, if required under given heads).....
17. Whether the applicant has been issued any notices or complaints from its clients, if yes then provide details: .....
18. Whether there is any court case pending against the Company/Agency/ or any of its Director/Partners/proprietor,
19. If yes then give details: .....
20. Details of Earnest Money Deposit of Rs 5,00,000/- .....

**Seal & Signature of  
Authorized Signatory**

## Financial Bid

### Annexure-B

Sl. No.	Overheads	Amount
A	ESI	As per Statutory norms in accordance with the Govt. of India notifications from Time to time. The bidder need not quote anything in this column, since the rates will be notified by GOI from time to time and adopted by the IIIT-Allahabad.
B	EPF	
C	Service	
D	Other Statutory payments related to the jobs under various categories. Please specify the payments heads.	
E	To be Quoted by the bidder: (% of Service Charges payable by IIIT Allahabad on the portion of monthly wages paid by the agency excluding Taxes and statutory payments as already covered under A.B.C. & D above	
		*(% of Service charges is to be quoted by the Bidder, but not amount) ..... %

- Those quoting 0% will be summarily rejected.
- **Percentage of Service Charges** to be paid by the IIIT-Allahabad (Excluding statutory payments & levies on the wages paid):
- As the central Govt. has exempted the educational Institute from Service Tax, hence Service Tax will not be paid.
- The statutory charges such as PF (13.61%), ESI (4.75%) etc. for the second month will be reimbursed on production of proof of payment of the first month. Institute shall not be liable for any payment on account of fines/penalties etc. arising on account of late/non timely compliances.

### Declaration

I..... (Name & Designation) s/o .....

resident of .....do hereby declare as under:

1. That I am the authorized person to sign this tender form under a resolution no ..... dated ..... (Attached herewith).



2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein are true and nothing material has been concealed.
4. That the applicant shall ensure to submit all evidence or documents as requested by IIIT Allahabad.
5. That the applicant undertakes to render IIIT Allahabad free from all encumbrances and any kind of liability and consequences emerging out of this present agreement.
6. In case, at any stage, any information furnished in this bid document or its supplementing documents is found to be false/incorrect/incomplete/misleading/forged/fabricated/in deviation from any truth, the tender is liable to be canceled, without the responsibility of any consequential losses on the Institute or any of its officers.

Date:  
Place

Signature:  
Name:  
Designation:  
Common Seal:

### **Guidelines to the Bidder**

1. Please fill all the columns. Add extra sheets if required.
2. Any Form having ambiguous or insufficient information shall be rejected out rightly and no further correspondence shall be entertained.
3. The bids duly completed and signed should reach to the office of the Jt. Registrar(S&P), IIIT Allahabad before the last date as per the details available in the advertisement.
4. IIIT Allahabad may modify the requirements as it deems fit.
5. The applicant shall deposit Earnest Money Deposit in the form of a demand draft of Rs.5,00,000/- (Three lakhs only), in favour of Director, IIIT Allahabad payable at Allahabad.
6. The applicant shall furnish Bank Guarantee from the banker as per the term of agreement.
7. The Bid should include certified copies of:-
  - A. Memorandum & Articles of Association.
  - B. Certificate of Registrations (Service tax, PAN, ESI, EPF Registrations, Company Incorporation/Agency registration)
  - C. Certified copies of Audited Balance Sheets, Profit Loss accounts.
  - D. In case of a company, Board's resolution authorizing the person to sign & represent the Company for all practical & legal purposes.

**Deputy Registrar(S&P)**  
**Indian Institute of Information Technology, Allahabad**