

**REVISED / AMENDED / ADDITIONAL TERMS AND CONDITIONS / CRITERIA
FOR THE NIT FOR OUTSOURCING OF MANPOWER**

The correct NIT Sl. No. may be read as 'Notice Inviting tender (NIT) No. IIMKASHPUR/PUR DEPTT/NIT/05 / 2019-20 dated 21 Feb 2020'. The cost of the Contract shall be valid for initial contract period. The initial contract will be for two years and will be extendable for one year on satisfactory performance and mutual consent of both the parties. The bi-yearly total estimated cost/bid value/tender value of instant NIT is approximately **Rupees Four crore only**. No price escalation, other than minimum wages revision, shall be entertained by the Institute during the period. In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Institute shall pay the Contractor the difference in wage from the amount mentioned in the contract on pro rata basis. **The Total Price includes Minimum Wage, ESI, EPF, Admin Charge and GST on the mentioned components. Contractor will thus quote over and above the following components as a Service Charge and Special Allowance, if any.** Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Contractor will be entertained by the Institute. The contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Institute shall not have any liability whatsoever on this account. The contractor shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The contractor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the institute or any other authority under Law. The contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force. The contractor shall not employ any person below the age of 18 years old. Manpower so engaged shall be trained for providing services. The police verification, character and antecedent's verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Institute at the time of joining of the employees, if he/she so desires. In case the submission of monthly bills is delayed by the Contractor beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective contractor. The responsibility of effective and efficient delivery would rest with the contractor. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the contractor subject to them meeting the minimum qualifying criteria. The contractor would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the institute. The Buyer shall not be under any obligation for providing empanelment to any of the personnel of the Service Provider after the expiry of the contract. The institute does not recognize any employee employer's relationship with any of the workers of the contractor. Bids with nil charges or consideration will be treated as unresponsive. The working hours and days of the outsourced employees will be as per the existing applicable rules of the institute. However, they have to work on holidays, if necessary and required based on demand of work as and when required by the Institute. The contractor shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the contractor to the institute on demand. **The contractor shall nominate a coordinator as a point of contact to his office and provide his contact details who shall be responsible for regular interaction with the institute so that optimal services of the persons deployed could be availed without any disruption.**

Eligibility Criteria

1. The Contractor should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for tax liabilities GST/income tax along with the registration for PF, ESI and others statutory liabilities.
2. **Average Annual turnover of the firm in three years should be greater than or equal to 30% of the annual bid value and the bidder must own its office registered and situated in the vicinity of state of Uttarakhand state within 50 Kms distance from the institute premises and must possess property on its own name at least of the value equivalent to estimated yearly cost. The bidder's firm or its subsidiary with ISO certification shall be preferred. (Bidder to furnish relevant documents to support its sound financial status as part of bid submission. Institute will verify the documents submitted by bidder, if required).**
3. The bidder must have at least three years' experience of providing similar type of services and should have supplied minimum total of 400 manpower in that period to any of Central/State Government/PSUs. Documentary proofs for the services rendered with such Central/State/PSUs with duration of service shall be furnished indicating the number of manpower supplied. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. Institute will verify the documents submitted by bidder, if required)
4. **The bidder must have successfully executed similar services, over the last three years.** (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. Institute will verify the documents submitted by bidder, if required).
 - a) Three similar completed services costing not less than the amount equal to 30% (Thirty per cent) of the estimated yearly cost; Or
 - b) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated yearly cost; Or
 - c) One similar completed service costing not less than the amount equal to 70% (Seventy per cent) of the estimated yearly cost.
5. The Tender Fee is not exempted. It is mandatory to be paid along with the bid. EMD is not required to be submitted by those Bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.

ANNEXURE-II

FORM FOR FINANCIAL BID

Name of the Tenderer Firm: _____

Sl. No.	Type of worker / Category	Employee Category	No. of Labourers to engaged per day	Daily Wages / Rate	Other charges to be paid by Institute	Service Charge of Service Provider in %
1	Housekeeping	Semi-skilled	55	As per Directives issued from Chief labour Commissioner, Government of India time to time.	Statutory Charges / applicable taxes as per GoI Rules.	
2	Peon	Skilled	04			
3	Carpenter	Very Skilled	01			
4	Plumber	Very Skilled	01			
5	Supervisor	Very Skilled	02			
6	Cook	Very skilled	12			
7	Assistant Electrician	Very skilled	05			
8	Gardener	Semi-skilled	30			
9	Clerk-cum-Field Boy	Very-skilled	01			
10	Medical Assistant	Very-skilled	04			
11	Receptionist	Very-skilled	01			
12	Accounts Clerk	Very-skilled	01			
13	Audio Visual Assistant	Very-Skilled	01			
14	Administrative Staff	Very-skilled	02			

Signature of the Tenderer / Firm's Seal