

**भारतीय प्रबंध संस्थान इंदौर**  
**INDIAN INSTITUTE OF MANAGEMENT INDORE**

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निविदा क्रमांक / TENDER NO: IIMI/2019-20/54



दिनांक / DATE: March 02, 2020

**NOTICE INVITING TENDER FOR ENGAGEMENT OF MANPOWER-SERVICE-PROVIDER FOR PROVIDING  
MANPOWER FOR OUTSOURCED SERVICES AT THE PREMISES OF IIM INDORE AT INDORE AND AT NAVI  
MUMBAI**

**(E-PROCUREMENT MODE ONLY)**

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित सेवाओं के लिए पात्रता प्राप्त, अनुभवी और प्रतिष्ठित एजेंसीयों से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems for the following services from eligible, experienced and reputed agencies:

**निविदा का संक्षिप्त विवरण / Brief Details of Tender:**

सेवा का विवरण Description of Service	निविदा की वार्षिक अनुमानित कीमत Estimated Annual Cost of Tender (Exclusive of Service Charges and Applicable Taxes)	अग्रिम जमा Earnest Money Deposit	निविदा फीस सभी टैक्स मिलाकर Tender Fee (Inclusive of all taxes)
Engagement of Manpower-Service-Provider for Providing Manpower for Outsourced Services at the Premises of IIM Indore at Indore and at Navi Mumbai	9,80,00,000/-	20,00,000/-	2,500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

**निविदा की महत्वपूर्ण तिथियाँ / Critical Dates of Tender:**

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	02-03-2020	1730 Hrs.
02	पूर्व बोली बैठक / Pre-bid Meeting / Campus Visit	12-03-2020	1100 Hrs.
03	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	13-03-2020	1500 Hrs.
04	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	23-03-2020	1500 Hrs.
05	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing date & time for Submission of EMD & Tender Fee	23-03-2020	1500 Hrs.
06	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	24-03-2020	1500 Hrs.

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## 1) ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

## 2) SCOPE OF WORK

- (i) Providing manpower services i.e. providing manpower support services at the campuses of the Institute both at Indore and Navi Mumbai as per the estimated requirement and detail given in Table-1 of Annexure-A.
- (ii) Providing Uniform to the selected categories of manpower as per the estimated detail given in Table 2 in Annexure-A.
- (iii) Providing additional manpower services (over and above the estimated initial requirement as given in Table 1 of Annexure-A) as and when required by the Institute.

### ANNEXURE-A

TABLE 1						
Sr. No.	Designation	Skill Wise Category	Required Number at Indore Campus	Required Number at Navi Mumbai	Detail of Minimum Qualification Required	Detail of Minimum Experience Required
1	Assistant Driver	Skilled	33	NIL	8th pass with Valid Driving License for LMV, HMV, Bus etc. and ability to read and write in Hindi and English	Five years of relevant experience
2	Assistant Engineer (Civil)	Highly Skilled	3	NIL	1st class Diploma in Civil	Five years post qualification experience in similar building construction/maintenance works
3	Assistant Engineer (Electrical)	Highly Skilled	1	NIL	1st class Diploma in Electrical	Five years post qualification experience in building electrical installation/maintenance, HT/LT works related to Sub-station etc.
4	Assistant Engineer (Electronics & Comm)	Highly Skilled	1	NIL	1st class Diploma in Electronics & Communication	Five years of relevant post qualification experience
5	Assistant Engineer (Electronics)	Highly Skilled	1	NIL	1st class Diploma in electronics / electronics & communication	Five years of relevant post qualification experience
6	Assistant Manager (Accounts)	Highly Skilled	2	NIL	M.Com/CA/MBA(Finance)	Five years of relevant post qualification experience
7	Assistant Manager (Mumbai Campus)	Highly Skilled	NIL	1	Post Graduation / Professional qualification	Five years of relevant experience
8	Facilities Management Associate (AC)	Skilled	1	NIL	10th Pass. Preferably ITI Qualified	Three years of relevant post qualification experience
9	Facilities Management Associate (Carpentry)	Skilled	3	NIL	10th pass. Preferably ITI Qualified	Three years of relevant post qualification experience
10	Facilities Management Associate (Electrical)	Skilled	14	NIL	10th pass. Preferably ITI Qualified in Electrical trade & having Electrical works License	Three years of relevant post qualification experience
11	Facilities Management Associate (Masonry)	Skilled	1	NIL	10th pass. Preferably ITI Qualified	Three years of relevant post qualification experience
12	Facilities Management Associate (Plumbing)	Skilled	13	NIL	10th pass. Preferably ITI Qualified	Three years of relevant post qualification experience
13	Facilities Management Associate (Swimming Pool)	Skilled	1	NIL	10th pass with relevant certificate/diploma	Three years of relevant post qualification experience
14	Facilities Management Associate (Technician)	Skilled	1	1	10th pass. Preferably ITI Qualified	Three years of relevant post qualification experience
15	Photographer cum Technician	Skilled	2	NIL	10th pass with relevant certificate/diploma	Three years of relevant post qualification experience
16	Facilities Management Associate (Telephone & FAX)	Skilled	1	NIL	10th pass. Preferably ITI Qualified	Three years of relevant post qualification experience
17	Horticulturist	Highly Skilled	1	NIL	Graduate degree in Botany/Agriculture /Horticulture.	Five years or three years with PG Degree and relevant post qualification experience

Sr. No.	Designation	Skill Wise Category	Required Number at Indore Campus	Required Number at Navi Mumbai	Detail of Minimum Qualification Required	Detail of Minimum Experience Required
18	Instructor (Gym)	Highly Skilled	5	NIL	Graduate degree with relevant certificate/diploma. B.P.Ed. Desirable	Two years of relevant experience
19	Instructor (Physical Training)	Highly Skilled	3	NIL	D.P.Ed. / B.P.Ed. / Graduate with relevant course	Two years of relevant experience
20	Instructor (Racquet games)	Highly Skilled	1	NIL	Graduate degree with relevant certificate/diploma. B.P.Ed. Desirable	Two years of relevant experience
21	Instructor (Swimming)	Highly Skilled	4	NIL	Graduate degree with relevant certificate/diploma. B.P.Ed. Desirable	Two years of relevant experience
22	Jr Library Professional Assistant	Highly Skilled	2	1	Bachelor degree in Library Science or Library and Information Science from a recognised University or Institute on regular mode. Knowledge of computer application to library and information services. Proficiency in MS Office applications. Information retrieval skills	One year of professional experience in a management library
23	Communications Executive	Highly Skilled	1	NIL	Post Graduate preferably in Mass Communication	Five years of relevant experience
24	Media Consultant	Highly Skilled	1	NIL	Post Graduate preferably in Mass Communication	Five years of relevant experience
25	Medical Consultant	Highly Skilled	1	NIL	MBBS Degree	Five years of relevant experience
26	Multi Tasking Helper	Unskilled	NIL	1	8th pass with ability to read hindi	One year of relevant experience
27	Nursing Associate	Highly Skilled	3	NIL	BSc (Nursing) / GNM	Three years of relevant experience
28	Office Associate	Highly Skilled	29	3	Graduate degree	Two years of relevant experience / Fresher with a PG Degree
29	Office Associate (Marketing)	Highly Skilled	3	NIL	Graduate degree	Two years of relevant experience / Fresher with a PG Degree
30	Sr Office Associate	Highly Skilled	1	NIL	Graduate degree	Five years of relevant post qualification experience / Three years with PG Degree
31	Sr Office Associate (Marketing)	Highly Skilled	1	NIL	Graduate degree	Five years of relevant post qualification experience / Three years with PG Degree
32	Trainee Office Associate	Skilled	2	NIL	Graduation/BBA/ CA (Inter)	One year of relevant experience
33	Business Development Manager	Highly Skilled	1	NIL	Graduate degree	Two years of relevant experience and exposure to the field of liaisoning with government departments
34	Advisor (Security)	Highly Skilled	1	NIL	Graduate	Retired police officer of the rank of Dy.SP or above of MP State with twenty years of experience
35	Lady Care Taker	Skilled	18	NIL	10th pass and physically fit	Three years of relevant experience
36	Trainee Lady Care Taker	Unskilled	3	NIL	10th pass and physically fit	Preferably one year
37	Care Taker	Skilled	96	NIL	10th pass and physically fit	Three years of relevant experience
38	Trainee Care Taker	Unskilled	4	NIL	10th pass and physically fit	Preferably one year
39	Caretaker (ESM)	Highly Skilled	24	NIL	Ex Service personnel / Ex Paramilitary Personnel / Ex Police Personnel. Medically fit for civil duty as per service certificate / discharge book.	Five years of relevant experience
40	Care Taker Supervisor	Highly Skilled	13	NIL	Graduate. Ex Service personnel / Ex Paramilitary Personnel / Ex Police Personnel. Medically fit for civil duty as per service certificate / discharge book (Not below the rank of JCO or Sub- Inspector or equivalent).	Fifteen years of relevant experience
41	Estate Supervisor	Highly Skilled	1	NIL	Graduate	Five years of relevant experience
GRAND TOTAL			304			

**Important Note: This requirement of the manpower as shown in Table 1 above is the tentative initial requirement. The Institute may increase or decrease the number and/or designations as per actual requirement at the time of initiation of contract and/or anytime thereafter.**

# Indian Institute of Management Indore

## ANNEXURE-A

**Table 2**

<b>Detailed Requirement of Uniform</b>			
<b>Category of Worker</b>	<b>Tentative No. of Workers required</b>	<b>Required Two items each in one year</b>	<b>Required One item each in one year</b>
Multi Tasking Helper, Facility Management Associate, Assistant Driver, Photographer Cum Technician	72	Good Quality*, Collared, Light Blue Colored Full Sleeves Shirt with one pocket on front and Good Quality* Navy blue Colored Trousers	NA
Care Taker, Care Taker (ESM) and Trainee Care Taker	124	Good Quality*, Collared, Light Blue Colored Full Sleeves Shirt with two epaulets and two pockets with flaps on front with space for batch and Good Quality* Navy blue Colored Trousers, A pair of Cotton socks	Good Quality Belt, Cap, A pair of ankle length boots, Sweater, Lanyard, Name Badge
Lady Care Taker	21	Good Quality* Salwar, Kameez (with two epaulets), Duppatta and A pair of Cotton socks	Good Quality Belt, Cap, A pair of ankle length boots, Sweater, Lanyard, Name Badge
Care Taker Supervisor	13	Good Quality* Dark Grey Colored Safari Suit, A pair of Cotton socks	Good Quality Cap, A pair of ankle length boots, Jacket, Lanyard, Name Badge

\*Good Quality means cloth of Raymond/Mafatlal or of equivalent quality with nice appearance, made to measure fitting and stitching, all of which should last an year of normal to moderately rugged use at work. Good Quality in case of other items means items with nice appearance and with such quality as would enable them to last an year of normal to moderately rugged use at work.

### **3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS**

- (i) **Tender Fee of ₹ 2,500/- (Rupees Two Thousand Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.

- (ii) **EMD of ₹ 20,00,000/- (Rupees Twenty Lakh only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- (iii) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- (iv) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- (v) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per **Sl. No. 14 (a)**.
- (vi) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- (vii) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- (viii) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

#### **4. ELIGIBILITY CRITERIA:**

##### **4.1 OID (Other Important Documents)**

- (i) A copy of Certificate of Incorporation, Memorandum / Article of Association, relevant documents.
- (ii) A copy of the PAN (Permanent Account Number) of the company/bidding entity.
- (iii) A copy of the GST registration number.
- (iv) A copy of any recent Labour Licence obtained under Contract Labour (R&A) Act from the Labour Office (Central).
- (v) A copy of the ESIC registration number.
- (vi) A copy of the EPFO registration number.

##### **4.2 Statutory Documents:**

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**

- b) The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- c) Three years' experience in the business of providing outsourced manpower (other than housekeeping/cleaning workers) as on 31-12-2019.
- d) Revenue / Billing of at least **08 cores per year\*\*** from this line of business (providing outsourced manpower other than housekeeping/cleaning workers) for each of the three years.
- e) **Of the Rs. 08 crores of Revenue / Billing**, at least **one of the contracts** should be for a value of more than **2 crores in each year\*\***.
- f) Of the contracts for outsourced manpower, the bidder should have provided more than 100 workers (other than housekeeping/cleaning workers) at least for six months to one of its clients in each of the three years\*\*.
- g) A copy of the Income Tax return for the financial years 2017-18 and 2018-19 duly certified by a practicing Chartered Accountant necessarily mentioning UDIN number issued to him on his certificate.
- h) A copy of the audited profit and loss statement / Income and Expenditure Account for the financial years 2017-18 and 2018-19 duly certified by a practicing Chartered Accountant necessarily mentioning UDIN number issued to him on his certificate
- i) Provided manpower services of least 300 workers (other than housekeeping / cleaning workers) for at least for six months \* in each of the previous three years\*\* to –
  - a. Central Government Offices or Departments (Govt.) or
  - b. Central Public Sector Undertakings (PSUs) or
  - c. Offices of the reputed Public or Private organizations in India (This would be organizations with a minimum of Rs. 250 crores of turnover in that year) or
  - d. Centrally Funded Technical Institutions or Institutions of National Importance or Autonomous Institutions (CFTIs) established by the Government of India.

\*The monthly bill raised must be for at least 300 workers in at least six of the 12 months in each year. \*\*The bidder can use the financial year or calendar for the purpose of counting one year for this condition.

The information for technical bid would be required to be provided in the following Tables (Table 4.1 and Table 4.2) as given hereunder:

**Table 4.1**

Name of the Bidding Organization / Entity:

<b>S.No.</b>	<b>Information</b>	<b>2016-17 or 2017</b>	<b>2017-18 or 2018</b>	<b>2018-19 or 2019</b>	<b>Whether Copy of the Work Order / Contract / Bills attached</b>
1	Whether provided manpower services (other than housekeeping, cleaning) during the year	Yes / No	Yes / No	Yes / No	Yes / No
2	No. of months where the billing was for a minimum of 300 Workers (except housekeeping / cleaning) as per point 4.2 (i) of the tender document				Yes / No
3	Total Value of all the Contracts for Manpower / Manpower Services (except housekeeping / cleaning) provided in each year (in Rupees) as per point 4.2 (d) of the tender document				Yes / No
4.	No. of Contracts of value more than Rs. 2 crores in the year as per point 4.2 (e) of the tender document				Yes / No
5	The number of contracts in the year where the number of workers provided to a client was at least 100, at least for six months, as per point 4.2 (f) of the tender document				Yes / No



**Table 4.2**

Information to be submitted for Technical Bid

S. No.	Names of the Govt. Offices / Departments / Institutes / PSUs / Pvt. Organizations / CFTIs etc. where the Manpower / Manpower Services (except housekeeping / cleaning) had been provided during each year (Maximum 5 names to be provided for each year)	Please write whether it is a Central Govt. Office or Department / Central PSU / Public or Pvt Organization / CFTI / Autonomous Institute established by Govt. of India	Whether Copy of the Work Order / Contract attached
<b>For the year 2016-17 or 2017</b>			
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
<b>For the year 2017-18 or 2018</b>			
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
<b>For the year 2018-19 or 2019</b>			
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No

- j) Copies of the latest ECR report and the latest challans paid towards the contribution for ESI and EPF.
- k) A copy of GST return filed for the financial year 2018-19, if any.

### 4.3 Technical Criteria

Bidders should comply scope of work, eligibility criteria and technical requirement, No deviations are acceptable. The bidder is to complete the same in all respect and submit accordingly.

### 5. FINANCIAL BID CRITERIA AND INFORMATION

- a) The Financial Bid would be opened only in case of the Technically Qualified Bidders. the financial bid would consist of three components –
- (i) **Service Charge or Management Fee in percentage (without taxes)** to be charged on the total monthly wage bill for the manpower to be deployed by the successful bidder at Indore and Navi Mumbai campuses of IIM Indore. (For estimated initial requirement, please refer Table 1 of Annexure-A).
  - (ii) **The cost of uniform and related items (without taxes)**, for the selected categories of manpower as per the estimated detail given in Table 2 of Annexure-A, for each year.
  - (iii) **One Time Sourcing Fee (excluding taxes) to be charged** for the selected candidate who is finally deployed at IIM Indore after the initial deployment of manpower i.e. over and above the initial requirement given in Table 1 of Annexure-A.
- b) The format for submitting Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly, failing which the offer is liable for rejection. Kindly quote your offer on FOR IIM INDORE (exclusive of applicable taxes).

**Note 1-** Bidders are advised not to quote the Service Charge/Management Fee as *Zero percent* as such bids would be outrightly rejected by IIM Indore even after fulfilment of other technical qualifications by such bidders.

**Note 2-** (i) Statutory taxes and duties on the above will be reimbursed.

(ii) While making payment to the supplier, TDS and other statutory deductions will be made by the institute.

**Note 3-** The monthly wage bill shall consist of the following-

- (i) 'Basic Pay and Allowances' / 'Wages and VDA for the month', as applicable, and as agreed upon by IIM Indore.
- (ii) Employer's Contribution towards EPF/EPS, where applicable.
- (iii) Employer's Contribution towards ESI, where applicable.
- (iv) Monthly contribution towards pro rata premium amount for a group insurance policy taken by the contractor for providing benefits as per the Employee's Compensation Act, 1923 for the contract period, where applicable.
- (v) Pro rata payment towards the bonus to be paid under the Payment of Bonus Act, 1965, where applicable.
- (vi) Arrears of the previous month, if any.

Service Charge or Management Fee would be charged by the Contractor as a percentage of the total amount of all the components i.e. (i) to (vi) given above.

**Note 4-** All the quoted rates would be valid till the completion of the contract.

No increase/decrease other than due to change in any statutory/legal requirement as notified by Government or an increase/decrease due to increase/decrease in minimum wage or VDA rate as notified by the Central Government would be allowed.

## 6. TIME SCHEDULE

S. No.	Particulars	Date	Time
01	Date of Online Publication/Download of Tender	02-03-2020	1730 Hrs.
02	Pre-Bid Meeting	12-03-2020	1100 Hrs.
03	Bid Submission Start Date	13-03-2020	1500 Hrs.
04	Bid Submission Close Date	23-03-2020	1500 Hrs.
05	Closing date & time for Submission of EMD & Tender Fee	23-03-2020	1500 Hrs.
06	Opening of Technical Bids	24-03-2020	1500 Hrs.
07	Opening of Financial Bids	To be intimated later	

## 7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

## 8. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

## 9. PRE-BID MEETING

Pre-bid meeting will be held on 12-03-2020 at 1100 Hrs. in IIM Indore to address the queries of the bidders regarding the EOI. Interested bidders may send their query before the pre-bid meeting due date for addressing the same by concerned authority, if any.

## 10. BID SUBMISSION

### 10.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "Online Bidder Enrolment" on the CPP Portal. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

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.

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.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

## **10.2 Online Bid Submission Procedure:**

**OID:** The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned Certificate of Incorporation, Memorandum / Article of Association, relevant documents.
2. [Packet-2](#): Duly Completed Scanned PDF of PAN Card.
3. [Packet-3](#): Duly Completed Scanned PDF of the GST registration number
4. [Packet-4](#): A copy of any recent Labour Licence obtained under Contract Labour (R&A) Act from the Labour Office (Central).
5. [Packet-5](#): Duly Completed Scanned copy of the ESIC registration number.
6. [Packet-6](#): Duly Completed Scanned copy of the EPFO registration number.

**Cover-1:** The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (c).
4. [Packet-4](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (d).
5. [Packet-5](#): Duly Completed Scanned PDF copy documents as per clause no. 4.2 (e).
6. [Packet-6](#): Duly Completed Scanned PDF documents as per clause no. 4.2 (f).
7. [Packet-7](#): Duly Completed Scanned PDF documents as per clause no. 4.2 (g).
8. [Packet-8](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (h).
9. [Packet-9](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (i).

10. [Packet-10](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (j).
11. [Packet-11](#): Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (k).
12. [Packet-12](#): Duly Completed Scanned PDF copy of Annexure-III.

**Cover-2:** The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): Financial Bid in XLS version Filled with all relevant information.

### 10.3 Online Submission of Tender Fee & Earnest Money Deposit (EMD)

It is also required to submit Tender Fee & EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 23-03-2020 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

### 11. BID OPENING

- (i) Technical Bids will be opened on 24-03-2020 at 1500 Hrs.
- (ii) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.

### 12. FINANCIAL BID EVALUATION

**The Institute would assign weights to two of the three components. The rates quoted by the bidder for these two components would be multiplied by the assigned weights/numbers.** The selection methodology to be used for finalizing the successful bidder from the technically qualified bidders would be as given hereunder –

S. No.	For Component	The Amount to be arrived at for final Calculation would be
1	Service Charge or Management Fee (excluding taxes) In percentage to the total monthly wage bill	Service Charge (in percent) as quoted by the Bidder X Rs.10 Crore.
2	The cost of Uniform and related items (excluding taxes) for each year as per Table-2 in Annexure-A	The actual amount (in Rs.) quoted by the Bidder.
3	One Time Sourcing Fee to be charged for the selected candidate who is finally deployed at IIM Indore (excluding taxes) over and above and after the initial deployment of manpower as per the requirement given in Table 1 in Annexure-A.	The actual amount (in Rs.) quoted by the Bidder X 50.

The following example would provide more clarity on the selection method to be used: -

After Technical Evaluation, say there are only three technically qualified bidders, Bidder 1, Bidder 3 and Bidder 4.

**Bidder 1 quoted -**

2% for component 1 (Service Charge),  
Rs.5 Lakh for Component 2 (Uniform and related items), and  
Rs.1000/- for component 3 (One Time Sourcing Fee)

**Bidder 3 quoted -**

2.5% for component 1 (Service Charge),  
Rs.6 Lakh for Component 2 (Uniform and related items), and  
Rs.1500/- for component 3 (One Time Sourcing Fee)

**Bidder 4 quoted -**

1.5% for component 1 (Service Charge),  
Rs.10 Lakh for Component 2 (Uniform and related items), and  
Rs.2000/- for component 3 (One Time Sourcing Fee)

The working for the Successful bidder would be as per the following:

S. No.	For Component	The amount to be arrived at for final Calculation would be	Bidder 1	Bidder 3	Bidder 4
1	Service Charge or Management Fee (excluding taxes) In percentage to the total monthly wage bill	Service Charge (in percent) as quoted by the Bidder X Rs.10 Crore.	Rs.20,00,000/-	Rs.25,00,000/-	Rs.15,00,000/-
2	The cost of Uniform and related items (excluding taxes) for each year as per Table-2 in Annexure A	The actual amount (in Rs.) quoted by the Bidder.	Rs.5,00,000/-	Rs.6,00,000/-	Rs.10,00,000/-
3	One Time Sourcing Fee to be charged for the selected candidate who is finally deployed at IIM Indore (excluding taxes) over and above and after the initial deployment of manpower as per the requirement given in Table 1 in Annexure-A.	The actual amount (in Rs.) quoted by the Bidder X 50.	Rs.50,000/-	Rs.75,000/-	Rs.1,00,000/-
<b>GRAND TOTAL</b>			Rs.25,50,000/-	Rs.31,75,000/-	Rs.26,00,000/-
<b>Successful Bidder – Bidder 1</b>			<b>L 1</b>		

**Note:** In case more than one bidder obtains a similar grand total score, IIM Indore may select the bidder with the longest duration of experience in providing manpower service for outsourced manpower to the Institutes like IIM/IIT/IISER/NIT. If still there is a tie, local presence (having Office and contract for providing manpower in Indore) for longer duration may be considered by IIM Indore. Even these result in ties, it will be decided by the year of incorporation of the firm and one that has been incorporated earlier would be preferred.

### **13. PAYMENT TERMS**

- (i) No advance payment will be made in any case.
- (ii) All employees should get the salary on 1<sup>st</sup> day of the month for the preceding month as per applicable value and for the maximum days applicable. The salary should be made direct to the employee's bank saving account and no other mode of payment is acceptable. For the counting propose of number of man days you may consider the monthly cycle from 21<sup>st</sup> to 20<sup>th</sup> of each month attendance. Salary slip to be provided to all the employees on monthly basis.
- (iii) The payment will be made within 30 days on submission of original invoice based on the actual shift manned/operated by the personnel supplied by the contractor, along with documentary proof of attendance, payment of wages, PF and other relevant statutory levies etc.
- (iv) The contractors should make payment to the workers on 1<sup>st</sup> working day of the month and there should be no linkage between this payment and settlement of the contractor's bill from the Institute. Salary slip to be provided to all the employees on monthly basis.

### **14. PERFORMANCE SECURITY DETAILS**

- a) The successful bidders shall have to deposit the performance security of an amount equal to 10% of the total order value, valid for contract period plus three months, within 15 days from the date of issuance of order / LOI, in the form of DD / TDR / FDR / Bank Guarantee. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
- f) In the case of upward revision in the minimum wages rate, the proportionate amount of Performance Security will be enhanced by the Institute periodically.

- g) The Institute may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

## 15. CONTRACT PERIOD

- (i) The requirement of manpower would be initially for three years as per the detail provided in Annexure A. The contract would be extendable for another two years, one year at a time, on the same rate, terms and conditions, and on satisfactory performance of the Manpower Service Provider and its workers, and subject to the requirement of IIM Indore. However, IIM Indore does not guarantee the same volume of work throughout the validity period of the contract. IIM Indore may reduce the strength (no.) of the outsourced manpower deployed or may even increase the strength (no.) of manpower deployed as per the requirement of the Institute during the contract period.
- (ii) IIM Indore can terminate the contract with three-month notice in case the services are not found satisfactory. In such a case, IIM Indore will pay on actual work basis for the duration for which the services were used during the period in question.
- (iii) The service provider will be required to give three months' notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three month by the either side.

## 16. COMMENCEMENT OF SERVICE

The successful bidder should commence the services in all respect as per scope of work tentatively from **01-April-2020** at IIM Indore Campus.

## 17. TERMS AND CONDITIONS

### 17.1 Termination for Insolvency

- (i) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- (ii) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

### 17.2 Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or



delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

### **17.3. Arbitration & Jurisdiction**

- (i) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.
- (ii) The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIM Indore. The rates should be inclusive of all taxes. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- (iii) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- (iv) The courts at Indore, Madhya Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

### **17.4 Dispute Resolution**

- (i) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director of the Institute.
- (ii) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Indore, Madhya Pradesh only.

### **17.5 General Terms and Conditions of the Contract**

- (i) The manpower provided by the manpower service provider (Contractor) to IIM Indore would work on the payroll of the manpower service provider (Contractor). The workers provided to IIM Indore would be the employees of the manpower service provider (Contractor) at all times and in all respects during the period of the contract of the manpower service provider (Contractor) with IIM Indore. There would be no Employee-Employer relationship between the workers of the Contractor and IIM Indore.
- (ii) No employee of the manpower service provider (Contractor) would be deployed at IIM Indore for a continuous period exceeding 11 months.

- (iii) No claim for regularization, direct appointment or any other such claim would be entertained by IIM Indore from the workers deployed by the manpower service provider (Contractor) at IIM Indore either during the validity of the contract or any time thereafter.
- (iv) The rate of wages (including VDA amount) to be paid by the manpower service provider (Contractor) to the workers deployed at the premises of IIM Indore would be as per Central Government Wage rates (Zone B for Indore and Zone A for Navi Mumbai) for appropriate skill categories, as notified and amended from time to time by the office of the Chief Labour Commissioner (Central), or as decided by the Institute, whichever is higher. The Institute may also decide to lower the wage rates in future, if there is any change in the applicable acts/rules.
- (v) It would be responsibility of the manpower service provider (Contractor) to necessarily disburse the wages for the month to the workers deployed by it at IIM Indore **latest by the 2nd day** of the next month. Failure to fulfil this responsibility on part of the Contractor may attract a daily penalty @ Rs.5,000/- per day from IIM Indore. In case the Contractor fails to pay the wages for a month to the workers by the seventh day of the next month, the Contract may be terminated, and in that case the performance guarantee/security deposit shall be forfeited in addition to an appropriate further action, as deemed fit by the Institute.
- (vi) Manpower Service provider (Contractor) shall necessarily provide to IIM Indore a copy of one-page bio-data of all the workers to be deployed at IIM Indore, along with copies of their documents in support of necessary qualification and experience as provided in Annexure A, proof of their identity, proof of their address and their police verification report.
- (vii) IIM Indore reserves the right to not accept deployment of a worker at its premises any worker who is not considered by the Institute as having minimum acceptable level of skill set or minimum required aptitude or knowledge for the role even after fulfilling the necessary qualification and experience criteria as provided in Annexure A.
- (viii) Manpower service provider (Contractor) would also have to necessarily provide the services of One Site Manager, who would be the Controlling, Disciplinary and the Leave Granting Authority of the Contractor's Staff deployed at IIM Indore. He/She would need to visit IIM Indore at least 14 working days in a month, as per mutual agreement, and would handle all the issues (labour, legal, statutory, EPFO, ESIC, Gratuity, employment, leave etc.) pertaining to the manpower service provider's (Contractor's) staff deployed at the premises of IIM Indore. The visit of the Site Manager may also be requested by the Institute on demand and at short notice of 2-3 hours on all working days. The Site Manager would necessarily be a managerial level employee of the manpower service provider (Contractor) and should be a post graduate with a minimum experience of five years.
- (ix) The Site Manager would also be responsible to ensure proper maintenance of the attendance registers of the workers deployed by the Contractor at the work site i.e. IIM Indore. No separate payment would be paid by the Institute to the Contractor for providing the service of the Site Manager.
- (x) All the workers deployed by the Contractor would have to necessarily mark their daily attendance in the register provided for the purpose. The Institute may also take Biometric Attendance of all the present workers daily. The monthly payment would be made to the Contractor based on the verified attendance of the workers.

- (xi) The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any confidential official information of the Institute to any unauthorized person.
- (xii) The workers deployed by the service provider will not indulge in any unlawful or illegal activities or any other activity which is against the interests of the IIM Indore.
- (xiii) IIM Indore would reserve the right to demand removal or replacement of any worker or workers or Site Manager deployed by the Contractor at the premises of IIM Indore without giving any reason to the Contractor or to the worker. The Contractor would have to fulfill such demand at the earliest.
- (xiv) Subletting/Transfer/Assigning of Contract, whether in part or full, by the Contractor will lead to termination of Contract and forfeiture of the performance guarantee/security deposit.
- (xv) Qualification and Experience Criteria as prescribed in Table 1 of the Annexure-A In case suitable candidates are not found and the institute is of the opinion that adequate efforts have been made by the supplier, the qualifications and experience criteria may be relaxed at the discretion of the IIM Indore for workers having prior work experience in similar roles at IIMs or IITs either directly or through any manpower service provider.
- (xvi) It would be the responsibility of the manpower service provider (Contractor) to ensure strict legal and statutory compliance to all the applicable Acts and the Acts that may become applicable in future during the validity of the contract (such as the ESI Act, 1948; the EPF & MP Act, 1952; the Payment of Bonus Act, 1965; the Payment of Gratuity Act, 1972; the Contract Labour (R&A) Act, 1970; the Maternity Benefit Act, 1961; the Equal Remuneration Act, 1976; the Payment of Wages Act, 1936; the Minimum Wages Act, 1948; the BOCW (RE & CS) Act, 1996, the Child labour (P&R) Act, 1986; the Industrial Disputes Act, 1947; the Interstate Migrant Workmen (RE & CS) Act, 1979; the Industrial Employment (SO) Act, 1946; the Sexual harassment of Women at Workplace (P, P & R) Act, 2013; the Employee's Compensation Act, 1923 etc.) as amended from time to time, Rules made thereunder, and all the subsequent Regulations, Ordinances, Orders and Instructions etc. issued from time to time regarding these matters by the central government or the concerned government offices. The service provider would have to indemnify IIM Indore against any obligation/payment/loss, or any demand other than the monthly management fee to be paid by IIM Indore to the manpower service provider (Contractor), made either by the workers of the manpower service provider (Contractor) or by the government authorities/departments in this regard. The contractor would fulfil all the responsibilities of an employer and also those of the Principal Employer with regard to payments, benefits and other entitlements of the workers deployed by the Contractor at IIM Indore. Contractor's failure to comply with any act/rule/regulation/ordinance/order/instruction etc. or non-payment of any wage, allowance, benefit or other entitlements due to the workers deployed by the Contractor would attract suitable financial penalty as decided by IIM Indore in addition to any financial obligation, arising out of a non-compliance by the Contractor, to IIM Indore in this regard. In case of non-payment of the penalty amount by the Contractor within fifteen days of communication by IIM Indore, subsequent additional penal charges @ Rs.2000/- per day may be charged by the Institute until the penalty amount is deposited in the bank account of IIM Indore.

- (xvii) The manpower service provider (Contractor) would also be responsible for any loss/theft/sabotage/damage caused to the Institute property/assets/items by the workers deployed by the Contractor. IIM Indore would be free to deduct appropriate amount for any such damage/loss from the monthly payment to be made to the Contractor.
- (xviii) The requirement of manpower may be in shifts (8.5 hours including break) and throughout the year including holidays for some of the services (primarily caretakers, caretaker supervisors, facility management associates, assistant drivers, instructors and medical consultant). Appropriate arrangement would be made by the manpower service provider (Contractor) to fill in the weekly off days/holidays/leave days with the replacement, if requested by the Institute. The requests for the replacement, if any, would be made by the Institute at least 24 hours in advance.
- (xix) It would be responsibility of the Contractor to necessarily provide a copy of the duly filled-in monthly wage register in Form B along with the monthly bill for providing manpower services to IIM Indore latest by the 2nd working day of the next Month. A copy of the ESI and EPF challans for the month would also be required to be submitted with the wage bill. The payment would be transferred online into the account of the Contractor within five working days of the submission of the documents (bill, wage register, EPF and ESI Challan etc.) after necessary verification by the Institute and if the documents submitted by the Contractor are complete and in order.
- (xx) The Contractor would be responsible for all the injuries and accidents occurring with the workers deployed by the Contractor. In this regard, the Contractor would have to necessarily purchase a group insurance policy providing benefits at par with the Employee's Compensation Act, 1923, as amended from time to time, for the workers who are not covered under the ESI Act and deployed by the Contractor at IIM Indore. A copy of the Insurance policy would be required to be submitted by the Contractor along with the bill for the first month. In case there is already a policy bought by the Contractor providing similar benefits, a copy of the same can be provided.
- (xxi) There would be no fee/charge paid to the Contractor at the start of the contract for the initial Deployment / enrolment / staffing of manpower of the Contractor at IIM Indore as per the requirement given in Annexure-A.
- (xxii) The Institute may ask the Contractor to provide a copy of the necessary documents/data/challan/report/return/appropriate forms or registers, updated copy of the Labour License etc. and it would be the responsibility of the Contractor to provide such documents/data/appropriate forms or registers etc. to the Institute within 48 hours, failing which, appropriate penalty as deemed fit by IIM Indore may be levied on the Contractor.
- (xxiii) All the important communications would be made through email. The Contractor would have to take appropriate necessary action on receipt of any communication sent by the Institute on email.
- (xxiv) As and when the Institute requires more manpower, the designation with brief job profile, minimum qualification and experience requirement and CTC range will be shared with the manpower service provider (Contractor). The manpower service provider (Contractor) would have to identify a suitable candidate and provide his CV and other

details to check his acceptability. The service provider can present more than one CV (upto 10 if necessary) to quicken the process of deployment. The deployment should be completed within ten days of receiving such communication from the Institute. In case any of the candidates suggested by the manpower service provider (Contractor) is deployed at IIM Indore, a one-time sourcing fee in absolute rupees per candidate finally deployed at IIM Indore, would be paid by the Institute along with the wage bill for the month in which the initial deployment of such candidate is made at IIM Indore.

- (xxv) The manpower service provider (Contractor) would also have to provide 2 pairs of the appropriate uniform each to all the Facility Management Associates, Photographer Cum Technician, Assistant Drivers, Multi-Tasking Helpers, Caretakers (including lady caretakers and ESM Caretakers) and Care Taker Supervisors annually. All Caretakers and Care Taker Supervisors would also be provided 1 pair of appropriate shoes, 2 pairs of cotton socks, 1 Sweater (for Caretakers) / 1 Jacket (for Caretaker Supervisors), Cap, Belt, Lanyard, Name badge etc. by the manpower service provider (Contractor) annually. The Institute may tell the manpower service provider (Contractor) to replace the uniform provided to any worker or all the workers if it is not appropriate or is worn out. The detail of the uniform to be provided by the manpower service provider is available in Table-2 in Annexure A. The payment would be made annually after all the workers have been provided the appropriate uniform and other necessary items required with it, within fifteen days of the submission of the bill.
- (xxvi) The payment towards the Management Fee or Service Charge would be made monthly along with the wage bill for the month submitted by the Contractor. The wages should necessarily have been paid to all the workers deployed at IIM Indore before submission of the wage bill. IIM Indore would have the right to deduct the penalty amount, if any and if it is not paid by the Contractor, from this payment.
- (xxvii) The requirement of manpower would be initially for three years as per the detail provided in Table 1 of Annexure A. The contract would be extendable for another two years, one year at a time, on the same rate, terms and conditions, and on satisfactory performance of the Manpower Service Provider and its workers, and subject to the requirement of IIM Indore. However, IIM Indore does not guarantee the same volume of work throughout the validity period of the contract. IIM Indore may reduce the strength (no.) of the outsourced manpower deployed or may even increase the strength (no.) of manpower deployed as per the requirement of the Institute during the contract period.

## **17.6 Other Terms and Conditions**

- (i) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- (ii) IIM Indore reserves the right to modify/delete/add any term or condition to/of this tender document with prior notice and can also reject all the bids or cancel this tender notice without assigning any reason therefor before the final selection.
- (iii) IIM Indore may share the contact details of the existing manpower deployed at the Institute by the current manpower service provider (Contractor) with the new manpower service provider (Contractor) on request (Only in case some of the workers are willing to join the new manpower service provider (Contractor) of the Institute and the new service provider

also has vacancy for them.) There would be no fee charged by the Institute for this purpose.

- (iv) The contractor should not charge any fee from those deployed at the institute. All such workers, if taken by the new manpower service provider (Contractor), would be taken free of charge i.e. without charging anything from them or from IIM Indore for their staffing or enrolment with the Contractor or for their deployment at IIM Indore.
- (v) Conditional tenders shall not be considered.
- (vi) IIM Indore shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- (vii) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time.
- (viii) The bidder should quote for all the services mentioned above, as part bidding is not allowed, failing which the bid will be rejected.**
- (ix) IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

## ANNEXURE – I

### Undertaking

To  
**Officer (Stores and Purchase)**  
Indian Institute of Management Indore  
Prabandh Shikhar,  
Rau – Pithampur Road  
Indore

Ref : - Tender No. IIMI/2019-20/54 dated 02-03-2020  
(Notice Inviting Tender for Engagement of Manpower-Service-Provider for Providing Manpower for Outsourced Services at the Premises of IIM Indore at Indore and at Navi Mumbai)

- Sir,
1. I /we hereby submit our tender for Engagement of Manpower-Service-Provider for Providing Manpower for Outsourced Services at the Premises of IIM Indore at Indore and at Navi Mumbai along with other required documents.
  2. I/ We are enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

Particular	Amount	Transaction No. & Date	Bank Name
Tender Fee (Including Tax)	₹2,500/-		
EMD	₹ 20,00,000/-		

3. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves abide by the said terms and conditions.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

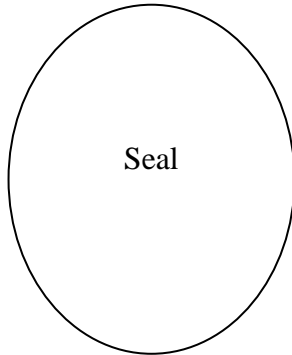
**ANNEXURE – II**

**CERTIFICATE  
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**ANNEXURE –III****BIDDING ENTITY DETAILS**

Name of the Company/Organization/bidding entity		<b>Supporting documents are to be attached mandatorily.</b>
Whether Individual, Company, Partnership, Proprietorship, HUF or others (with details).		
Address and Contact details of its Head Office in India with the name, designation, e-mail address and phone number of the contact person.		
Registered address, telephone number and e-mail address.		
Address and Contact details of its Office in Indore/Madhya Pradesh, if any, with the name, designation, e-mail address and phone number of the contact person.		
Name of the Contact person with mobile number and e-mail address	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of the Tenderer:****Name in Block Letter:****Designation:****Full Address:****Date:****Contact**