



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

भारतीय प्रबंध संस्थान रायपुर

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

**आई.आई.एम., रायपुर में सहायता सेवाएँ प्रदान करने
के लिए निविदा दस्तावेज**

**Tender Document for Providing Support Service
at IIM Raipur**

Online tendering through GeM portal

(<https://gem.gov.in/>)

भारतीय प्रबंधन संस्थान रायपुर

अटल नगर, पी ओ - कुरु (अभनपुर),

रायपुर - 493 661, छत्तीसगढ़

वेबसाइट: <http://www.iimraipur.ac.in/>

Indian Institute of Management Raipur

Atal Nagar, P. O. - Kurru (Abhanpur), :

Raipur – 493 661, Chhattisgarh

Website: <http://www.iimraipur.ac.in/>



निविदा आमंत्रित सूचना NOTICE INVITING TENDER

आई.आई.एम, रायपुर में सहायता सेवाएँ प्रदान करने के लिए दो बिड सिस्टम टेक्निकल बिड (पार्ट- 1) और फाइनेंशियल बिड (पार्ट-2) के तहत प्रतिष्ठित और अनुभवी एजेंसियों से आई.आई.एम रायपुर, GeM पोर्टल के माध्यम से ऑनलाइन निविदा आमंत्रित करता है।

IIM Raipur invites online tender through GeM portal from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing support services at IIM Raipur.

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Tender Name	Providing Support Services at IIM Raipur
Period of Contract	The period of contract will be initially for 02 Years which may be extended further for the period of two years on one year extension + one year extension basis i.e (2 yr. + 1 yr ext.+1 yr ext.) subject to performance of the service provider.
EMD (Earnest Money Deposit)	Rs.5,00,000/- (Rupees Five lakh Only)- Demand Draft in favor of "IIM Raipur" payable at Raipur from any Scheduled Commercial Bank except Co-operative & Gramin bank. Tender Fee should reach physically through speed post/registered post/courier in an envelope & superscribed with subject, "GeM bid number and date" addressed to The CAO, IIM Raipur, Atal Nagar, Kurru, Abhanpur, Raipur, Chhattisgarh, INDIA 493661; on or before the Bid submission end date. Exemption of tender fees may be allowed for NSIC/MSME Vendor (Certificate for same/ similar category must be uploaded online for exemption). Traders will not be allowed for the exemption.
Location of the service	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh

Instructions:

1. Bids shall be submitted only at GeM Portal <https://gem.gov.in>
2. Intending bidders are advised to visit GeM Portal or the Institute website regularly till closing date of submission of bid, for any corrigendum.
3. Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.
4. **The contractor will ensure that no fee will be taken from any labours directly or indirectly in lieu of any registration fees/employee fees or similar. In case such an incident has been found, the contract will be terminated, and the contractor will be blacklisted from IIM Raipur.**



This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the GeM portal or Indian Institute of Management Raipur website [http: https://iimraipur.ac.in/](http://iimraipur.ac.in/).

This tender is required to be uploaded bids on the GeM portal and nowhere else as it will be opened online at this site only.

The contract will be valid initially for two years, which may be extended subject to satisfactory performance at the sole discretion of IIMR on an annual basis for a further period of up to two years on same rate and terms & conditions. However, minimum wage of will be revised as per notification of ministry of labor and employment, Govt. of India under minimum wage act. The tenderer shall deposit Earnest Money of Rs5,00,000.00 (Rupees Five Lakh Only) through **Demand Draft drawn** in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only. No other mode of submission of EMD will be acceptable.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

Chairperson Procurement Committee



भाग -1: तकनीकी बोली
PART-I: TECHNICAL BID

Annexure – I

Providing Support Services at IIM Raipur
आई.आई.एम., रायपुर में सहायता सेवाएँ प्रदान करने के लिए

1.Scope of Work काम की गुंजाइश

- 1) Providing support services at IIM Raipur by deploying required number (tentatively) of support daily wages manpower (monthly basis) which may be increased, decreased or can be removed if not necessary.

Sr. No	Particular	Qty
1.	Highly Skilled Support Staff 8 hrs. duty	-
2.	Skilled Support Staff 8 hrs. duty	13
3.	Semi-Skilled Support Staff 8 hrs. duty	19
4.	Un-skilled Support Staff 8 hrs. duty	35
	Total	67

Note: Final quantity / requirement of outsource labors will be provided at the time of signing the agreement / before execution of contract.

- 2) The illustrative list of manpower with approximate cost to the institute through outsourcing to be engaged by the IIM, Raipur during the period of contract shall be as under: -

QUALIFICATION AND EXPERIENCE PRESCRIBED FOR VARIOUS WORKERS / MANPOWER ON OUTSOURCE BASIS	
Categories	Eligibility
UN-SKILLED: Peon or Office attendants, Helper, Chowkidar, Mali (Mazdoor), Cleaner, Sweeper, Laborer or any other un-skilled worker as decided by administration department.	Preferable 8th Standard Pass with one year of relevant experience.
SEMI-SKILLED: Senior Office Attendants / Peon, Senior Mali(Mazdoor), Electric Meter Reader, Asst. Operator, Asst. Electrician, Asst. Carpenter, Asst. Plumber, Asst. Cook or any other semi-skilled worker as decided by administration department.	Minimum 12th Standard Pass. Certificate of Vocational training/ license (for technical job) wherever applicable. Having worked as an unskilled person for 3 years in any Government or Private Organization. Or A Person should be at least 10th Passed and have knowledge to read and write Hindi/English with 5 Years' experience in Government or private organization.



<p><u>SKILLED:</u> Technical Assistant (IT or Networking), Electrician, Plumber, Carpenter, Fitter, Mechanic, Operator, Driver, Cook, Hostel Care Taker, Multi-tasking Staff, Jr. office Assistant or any other technical worker or skilled worker as decided by Administration department.</p>	<p>Technical Assistant (IT or Networking): ITI/BCA/B.Sc.(CS/IT) having 2 years' experience in similar filed. Electrician /Plumber/Carpenter/Fitter/Mechanic/Pump Operator or Technical Job: ITI /B.Sc in related filed with 2 years' experience in relevant filed in Government or Private organization. Driver: Minimum 12th Standard pass from any recognized Board having five years' experience in driving heady duty vehicles. Multi-tasking or Jr. Office Assistant: Minimum Graduate (BCA/B.Com/BSC) from any recognized university having 3 years' experience in related filled in public / private / central/state government offices/institute. Cook: Minimum 12th Standard having 5 years' experience in related filed. Hostel Care Taker: Minimum Graduate having 3 years' experience in similar filed in reputed institute.</p>
<p><u>Highly Skilled:</u> Sr. Technical Assistant / Junior Engineer (Computer/ Electrical/ Civil), Staff Nurse, Head Clerk, Sr. office Assistant, Library Assistant, Accountant, Project Associates or any other highly-skilled job as decided by administration department.</p>	<p>Jr. Engg. (Computer/Electrical/Civil) : Diploma in Computer/Electrical/Civil having 3 years' experience in related filed in public/private/central/state government offices/Institute. For Sr. Technical Assistant: Min. qualification will be ITI with 8 years' experience. Sr. Office Assistant: Minimum Graduate (BCA/B.Com/BSC) or ITI as the case may be with knowledge of computer application having 8 years' experience in related filled in public/ private/ central/ state government offices/ institute. Staff Nurse: Intermediate or 10+2 or equivalent and must have passed the examination held by Nursing Council with 3 years course in General Nursing and midwifery. 2-year experience in hospital recognized by the central or state nursing council. Library Assistant: Diploma in Library Science from recognized university with 03 years' experience in a Library/Computerization of a Library. Project Associates: Min. Graduation in relevant filed with at least 3 years of relevant experience. Accountant: Graduation with MBA in relevant filed with at least 3 years of relevant experience.</p>
<p><u>Clerical & Supervisory Staff:</u> Clerk, Supervisor, Receptionist, Data Entry Operator, Asst. Accountant, Store Keeper or any other worker as decided by Administration department</p>	<p>Minimum Graduate (BCA/B.Com/BSC in Computer) from any recognized university. Proficiency in typing, Experience in Data Entry in MS Office. Proficient in Drafting, Accounting, Preparation of Bill, Store Records, Office records etc. having 5 years' experience in related filled in public/ private/ central/ state government offices/ institute.</p>

Remark: Above qualification and experiences are tentatively in nature which can be changed according to the requirement of the Institute.

Chairperson Procurement Committee



Annexure – II

General Terms and Conditions of Contract

- 1) ***Preparation and submission of Tender:*** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on GeM portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on [GeM portal](#) duly signed and sealed on each page of Tender. For details, kindly see Annex-VII of the tender: Instructions of Online Bid Submission.
- 2) ***Period of Contract:*** The contract period will initially be for 'Two years'. The contract may be extended subject to satisfactory performance at the sole discretion of IIMR on an annual basis for a further period of up to two years. In case performance of the agency in respect of one or more parts of the contract is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the tender, then the contract may be terminated by IIMR either in part or in full even before the scheduled time by giving advance notice of one month to this effect. In the event of premature termination of contract for reasons mentioned herein above, the security deposit shall be absolutely forfeited.
- 3) ***Exit Clause:*** The contract can be terminated by giving three-month notice period by the Institute and two-month notice by the contractor.
- 4) ***Contract Agreement:*** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIMR reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
- 5) ***Earnest Money Deposit (EMD):*** The tenderer shall deposit Earnest Money of Rs.5,00,000 /- (Rupees Five lakhs Only) through Demand Draft drawn in favour of "Indian Institute of Management Raipur" payable at Raipur". The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept up-till the time, the Bank Guarantee is not received.
- 6) ***Security deposit:*** The successful tenderer will have to deposit a security deposit (5 % of final order value) in form of DD which will be valid for 60 days beyond the expiry period of contract.
- 7) In the event of bidder backing out before actual award or execution of agreement, IIMR will have right to forfeit the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.



8. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done.
9. The IIMR will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.
10. The IIMR is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIMR reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIMR
Or
IIMR reserves the right for empanelment of vendors (more than one) on Annual Rate Contract basis against the lowest price received in financial bid.
11. **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
12. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
13. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
14. The persons employed by the contractor will be the employees of the contractor and the IIMR shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIMR and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIMR.



15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the IIMR. Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The staff employed by the contractor will not join any union of the IIMR nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIMR and shall have absolutely no claim to subscribe or for election in any of the unions of the IIMR.
18. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMR / Govt. of India / any State or any Union Territory.
19. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
24. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
25. In addition to the prescribed manpower, whenever required, contractor has to provide additional manpower and/or equipment at the rates quoted in the tender.
26. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
27. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
28. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the IIMR in the bid evaluation, bid comparison or contract award decision.



29. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, IIMR may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. **Access to SITE:** The contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/inspect, solely or jointly with the contractor.
32. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
34. **Payment of Bills:** The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer) to their account. GST (if applicable) will be paid extra as per actual at the time of billing. The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
35. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMR as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the IIMR shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

36. IIMR reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
37. IIMR reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
38. In the event of a tie between lowest evaluated bidder, the bidder having highest value of active work order in following preference in order shall be awarded the contract.
 - i IIMs (Indian Institute of Management)
 - ii IIMs + CFTIs (Central Funded Technical Institutes)
 - iii IIMs + CFTIs + CUs (Central University)
 - iv IIMs + CFTIs + CUs + PSUs (Public Sector Undertaking)
39. The decision of the Director of IIMR will be final in all respect and will be acceptable to all the tenderers.
40. **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur only.

Chairperson Procurement Committee



Annexure – III

Terms and Conditions of Contract

1. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** IIM, Raipur reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
2. **CONTRACT SECURITY DEPOSIT.** An amount equal to 3% of the annual contract value shall be deposited by the successful Agency/Contractor at the time of signing of the contract or within 15 days after signing of the contract. The EMD amount can be adjusted against the security deposit.
3. **TERMINATION:** Notwithstanding anything contained hereinbefore to the contrary, the IIM Raipur shall have full power and authority to terminate this Agreement without assigning any reason by giving 60 (sixty) days clear notice in writing. Similarly, if the Agency/Contractor wants to rescind the contract, he/ she are required to give at least 90 days' notice for withdrawal of services.
4. **PENALTY.** In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, IIM Raipur shall make alternative arrangement to do it and the difference of cost incurred by IIM Raipur thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by IIM Raipur shall also be levied and recovered.
5. **REVISION OF RATE.** Effect of revision of Minimum Wage as per Govt. notification will be considered with its pro- rata effect subject to submission of application along with notification by the Agency/Contractor.
6. **TAXES, DUTIES AND LEVIES.** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Agency/Contractor.
7. **PERIOD OF CONTRACT:** The contract shall be for a period of 02 (Two) years from the date of signing agreement which may be renewed annually on the basis of satisfactory performance up to 2 years further extension (2 years +1ext.+1 ext.).



- 8. AGENCY/CONTRACTOR SUBORDINATE STAFF AND THEIR CONDUCT:** If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of IIM Raipur.
9. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
10. The successful bidder should open a local office in Raipur or nearby area to IIM Raipur at campus. The complete address and contact person details shall be given and all correspondence will be made on this address only. At least one Representative/ Supervisor or above level personnel should be deployed in the Institute who can visit the Institute on regular basis.
11. With mutual consent between the IIM Raipur and the Contractor any other point can be included in the agreement at the time of its execution.
12. The contractor will supply the list of Personnel to be deployed with full particulars such as age, parentage, address, etc. before the commencement of the Agreement.
13. The contractor may be required to increase/decrease manpower at agreed rate and terms and conditions as and when required by the IIM Raipur.
14. There will be the provision of 3 national holidays.
15. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws namely Industrial Disputes Act, Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Shops & Establishments Act, Factories Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. **The contractor should be responsible for linking of UAN's and transfer if any.**
16. The Agency/Contractor shall employ adult staff as per the criteria decided by IIM Raipur.
17. The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.



18. The Agency/Contractor shall adhere to the State Minimum Wage Rules set by the Ministry of Labour, Government of India., and in the tender application the categories of the labour to be engaged should be specified. The Agency/Contractor will make payment to his staff engaged as per the minimum wages rates for these categories, from time to time and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.
19. The Agency/Contractor staff shall not be treated as the staff of IIM Raipur for any purpose whatsoever. The Agency/Contractor shall be responsible for strict compliance of all statutory provisions of relevant labor laws applicable from time to time in carrying out the above job.
20. The Agency/Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all staff employed by him and keep IIM Raipur indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and IIM Raipur or his authorized representative shall be entitled to inspect all such records at any time.
22. The Agency/Contractor shall disburse the wages to the workers through cheque/bank transfer and Non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency/Contractor will also be liable to pay the disputed outstanding amount. The IIM, Raipur shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency/Contractor to make regular payment to the workers engaged by him as per the minimum wages applicable to the Central Govt.
23. None of the employees of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.
24. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by IIM Raipur and decision of the IIM Raipur will be final in this regard. In case IIM Raipur in its discretion finds any deployed person as not desirable and not suitable for whatever reasons will be at the sole discretion of the IIM Raipur and upon so being notified by IIM Raipur, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to IIM Raipur.
25. Office timings will be as per Institute norms.
26. The agency must provide I-cards, appointment/experience letters to each employee, clearly mentioned the term and conditions of employment. Contractor should issue salary slips every month to each worker deployed by them. **Also, 2 sets of uniform each year should also be provided to the supplied manpower.** by the vendor. The color and texture of the cloth will be decided mutually.



27. The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
28. The persons employed by the Contractor will not indulge in any unlawful or illegal activities which are against the interests of the IIM Raipur.
29. The workers employed by the Contractor shall be his sole employees and IIM Raipur shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
30. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for IIM Raipur. The contractor should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination or recurring instances.
31. IIM Raipur shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
32. The Agency shall not sub-contract the services of personnel sponsored by them.
33. IIM Raipur reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
34. IIM Raipur is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the vendors.
35. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the IIM Raipur shall have the right to claim the damages from the Agency.
36. The Contract shall keep the Institute indemnified through a fidelity bond of Rs. 500000/- (Rupees Five lakh only) issued by a reputed insurance company against loss caused to the Institute employees deployed by the Contractor at various points. The contractor will be liable for paying for any loss caused to the Institute. In case any employee of the Contractor so deployed enters into dispute of any nature whatsoever it will be the sole responsibility of the Contractor concerned to contest the same. In case Institute is also made party and is required to counsel fee and other expenses shall be paid to the Institute by the Contractor. Further, the contractor shall ensure that no financial or other legal liability of any nature comes on the Institute in this respect.
37. The Institute shall have the right to adjust, readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the Security deposits of the Contractor.



38. In case of any deficiency in services by staff so deployed on contract basis, provide lesser number of manpower then the minimum required or in the case of disobedience by the staff so deployed on duty, the Director, IIM Raipur or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit up to Rs. 5000/- (Rupees five thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Director, IIM Raipur shall be final and binding on the contractor.

39. Termination of the Contract: -

The contract may be terminated in any of the following contingencies:

i) On the expiry of the contract period, without any notice;

OR

ii) On giving two month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;

OR

iii) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

OR

iv) On Contractor being declared insolvent by the competent Court of Law without any notice;

OR

v) In case the Contractor is not interested to continue the contract subject to the condition that the Contractor shall give minimum three months notice. If the Contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period”.

40. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Director, IIM Raipur may further deem fit in public interest or revoke the contract, namely:

- a. Legal heirs, in case of sole proprietor
- b. Next partners, in the case of company of firm
- c. Otherwise the Director or his nominee, IIM Raipur shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.

41. No party shall be allowed to be represented by the lawyer during any investigation enquiry, dispute or appeal.

42. The Courts at Raipur only shall have the jurisdiction for the purpose of this agreement.



43. In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Director, IIM Raipur or his nominee on mutual agreement between both the parties.
44. The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his/her office or resigning or refusing to work or neglecting his/her work or being unable to act for any reason whatsoever the Registrar, IIM Raipur shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996, shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Mandi.
45. The Contractor shall provide the copies of the relevant records during the period of contract or otherwise even after the contract is over when ever required by IIM Raipur.
46. The contractor will be responsible for opening individual PF account of the employee if he does not have one and provide him with PF passbook and ESI Card. He needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
47. The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same e.g. purchase of Non-judicial stamp paper etc. for furtherance of agreement with IIM Raipur.
48. Arbitration Clause: In the event of any dispute or difference(s) between the vendee Institute (IIM Raipur) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIM Raipur", who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.
- a) The venue of the arbitration shall be the place from where the order is issued.
 - b) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
 - c) All disputes shall be subject to Raipur Jurisdiction only.
49. That, services of the manpower provided by the contractor to the IIM Raipur shall be initially for a period of one year commencing from the award of contract and may be extended further by another two years subject to satisfactory performance and compliance of all terms and conditions of agreement which will be signed by both the parties within 7 days of issue of letter of award. The cost of stamp paper etc. will be borne by the Agency. Subsequent extension on satisfactory performance will be at the sole discretion of IIM Raipur.



50. The contractor alone shall exercise the control over the personnel deputed and beyond the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the contractor.
51. That, the contractor will submit a copy of Appointment Letter along with Bio-data to the Institute as and when the person is deployed at IIM Raipur for and up to the period of duration of his contract with the Institute.
52. That, the contractor will submit the EPF/ESI account of each individual employee appointed on outsource basis showing therein the total deposit of EPF/ESI account in a particular financial year of the Institute for information.
53. That, it is further understood and agreed between the parties that any changes in the payments structure viz ESI, PF, Bonus, gratuity and service tax etc. as per the change in the law are recoverable from the client within the said statutory provisions of law. The service providers will be raising bill to IIM Raipur accordingly. Institute will have all rights to recover the amount paid in excess due to change in statutory provisions if any.
54. The Contractor shall abide by and follow all the Local and Central Laws strictly.
55. That, all the payments to be made for the services provided by the contractor shall be made directly to the contractor who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the contractor.
56. That, the rates to be paid to the contractor should not be less than Minimum Wages Act. Other rules and regulations are applicable when notified from time to time in the official gazette/ Govt. of India.
57. In the case of highly deserving and experienced candidate (In the 'Highly Skilled' Category) may be paid higher wages above the minimum wage (As per Minimum Wages Act.) with mutual consent (In written form) between IIM Raipur & the successful contractor.
58. HRA (If applicable) may be paid for Highly Skilled Category as per notified by the GOI.
59. That the rates entered into between the contractor and IIM Raipur for the purpose of supplying the aforesaid services on outsource basis can be revised by mutual agreement during the currency of this contract of revisions of rates as applicable in case of Govt. of India.
60. The personnel shall observe such timings as are prescribed by IIM Raipur from time to time. In the absence of any specific times having been provided for by IIM Raipur normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no over time shall be payable.
61. That, the contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum wages Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payments of Bonus Act 1965, Payment of Gratuity Act 1972, private Security Agencies (Regulations) Act 2005, National Leave Acts as applicable and as amended from time to time or any other rule framed there under



from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by contractor. The rates so allowed to and paid to contractor shall include all such statutory liabilities and no excess amount shall be paid by IIM Raipur.

62. That, the outsourcing agency would be responsible for maintenance of the leave record of the personal engaged by the agency. The leave applications of the outsourcing manpower would be forwarded to the outsourcing agency and the agency would be responsible to keep record of their leave and follow the relevant rules raise the bill accordingly.
63. That it will be the full responsibility of the contractor to deposit the statutory liabilities as applicable as per rule to the concerned department of the Central / State Government or the controlling agency, duly furnishing a copy to IIM Raipur.
64. That, IIM Raipur shall not be liable for any default on the part of the contractor on his failure to fulfill the statutory requirements and the liability shall be the contractor's alone.
65. That no accommodation, any other allowance over and above the amount given to the personnel so employed shall be provided for by IIM Raipur under this agreement. IIM Raipur is at liberty to change this clause as and when needed.
66. That the contractor shall be responsible for any loss or damage caused or suffered by IIM Raipur on any account of negligence of the personnel supplied for by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of IIM Raipur by any act or omission on the part of contractor's employees/ personnel shall be borne by the contractor. In the eventually or such occurrence of loss or damage, the enquiry shall be made by the officers of the contractor in consultation with the officer of IIM Raipur. The decision of the Registrar IIM Raipur shall be treated as final in this regard after the said enquiry.
67. That the bio-data of each personnel so provided for the outsourcing shall be supplied to IIM Raipur along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to IIM Raipur.
68. An attendance register shall be maintained by the contractor for all the personnel deputed by him, who shall mark attendance daily at beginning and at the end of completion of the duties in the IIM Raipur office and the payment, shall be made to the contractor on the basis of attendance register.
69. That in case of any disciplinary inquiry to be conducted against any delinquent personnel provided for by the Contractor to IIM Raipur, the same shall be held by the Officer of the Contractor, in consultation with the Registrar of the IIM Raipur.
70. That in case of any dispute arising out of this agreement between the contractor and IIM Raipur, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Director IIM Raipur, who may him/her self take cognizance of the matter or depute/ nominate any officer of the said Institute or any other person who's decision shall be final and binding between the parties.



Such arbitrator shall give a seasoned award. An officer of IIM Raipur, in case he/she is nominated, as the sole arbitrator shall cease to be so in case he resigns, retires, suspended or his/her services are terminated or otherwise cease to be an officer Institute. A new arbitrator shall be nominated by the Registrar IIM Raipur in such as eventuality. Supply of services, personnel (manpower) shall however continue to be supplied by the contractor under the terms of this agreement. The submission of any dispute to the arbitrator shall not prejudice the rights of the contractor in any manner whatsoever.

- e) That the courts covering the area of IIM Raipur only shall have jurisdiction to entertain, try and to decide any dispute arising out of this contract/ agreement.
- f) That this agreement can be terminated by either party on giving prior notice in writing (without assigning any reason) as per corresponding terms of termination of contract.
- g) The persons provided by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and administration of the contractor and in no case, a relationship of employer and employee between the said employee and the IIM Raipur shall accrue/ arise implicitly or explicitly.
- h) It is further agreed that the personnel so employed by the contractor and deputed in the office of IIM Raipur shall have no right to employment against any post of the Institute (IIM Raipur). It is further agreed that their services are being taken on a purely contractual basis/ outsource basis and IIM Raipur reserves the rights to do away with the agreement as and when so required without assigning any reason.
- i) The Contractor will abide by all the terms and conditions stated herein and directions given to him from time to time as per the need of the hour.

Sd/-

**Chairperson, Procurement
Committee**

Aforementioned conditions are acceptable to me.
Signature of Contractor.

Annexure-IV

Eligibility Criteria

Only those agencies which meet the following minimum criteria will be considered for opening of financial bid:

1. There should have been no court case pending against the proprietor /firm / partner or the company (agency) in the labour court and GST office within the last five years; also the proprietor/ firm/ partner or the company (agency) agency should not be blacklisted by any Government agency within the last 5 years.

A certificate (As per Annexure-IV) to this effect certified by 'statutory auditor / chartered accountant auditor' having UDIN number must be uploaded online in technical bid part and name of the file/document should be mentioned "as eligibility criteria sr.no.01".

2. The seal and sign of each page of the Tender document.

A copy of tender document with seal & sign as token for acceptance of terms & conditions must be uploaded online in technical bid part and name of the file/document should be mentioned "as eligibility criteria sr.no.02".

3. The agency should be registered with the appropriate registration authorities (labor commissioner etc.), Goods and Services Tax and the agency should be registered with appropriate authorities under the Employees Provident Fund and Employees State Insurance Acts.

Sl	Type of service	Valid license	license Number / Document-number	Validity up-to	Copy of license attached (Yes/No)
	Please mentions	Labour commissioner certificate/document no. etc. 2.GST Number 3.EPF & ESI Registration Number -----		

A copy of registration of labor commissioner certificate/license, GST registration certificate and a copy of EPF & ESI Registration certificate must be uploaded online in technical bid part and name of the file/document should be mentioned "as eligibility criteria sr.no.03".

4. The agency shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMR before the last date & time for receipt of Bid. Photocopy of the same EMD and tender fee should be enclosed to support this along with the format given below.

Sl	Type of Fee	Details
a	Earnest Money Deposit (EMD)	DD No. _____ of 5,00,000/- (Rupees five lakh only) Dated _____ drawn on _____ Bank _____ Branch _____
b	*NSIC / MSME Certificate for Tender & EMD Exemption	NSIC / MSME No. _____ Please specify category of service mentioned in certificate ----- ----- Whether certificate is valid or not under the current provision of MSME / NSIC rule please specify 'Yes' or 'No' _____

- DD will be made in favor of "Indian Institute of Management Raipur" payable at Raipur.

- EMD will be exempted for the NSIC / MSME Agency/Vendor. Exemption in fees will be allowed only for those MSME/NSIC vendors which comes under the category of outsource /supply of labor related services i.e only certificate will be considered for the exemption of tender fee & EMD in which name of the service /activities or definition of activity/ service to be co- related with the above category. Exemption will not be allowed for other category MSME/NSIC Vendor.

A copy of DD of tender fee, EMD or valid certificate of MSME/NSIC must be uploaded online in technical bid part and name of the file/document should be mentioned "as eligibility criteria sr.no.04".

5. The agency should have experience of a minimum period of five (05) years for providing support services (supply of manpower in outsource basis) in the educational institutions such as IIMs, IITs, NITs or CFIs or CFTIs and CUs (A copy of contract/ agreement/work order/ experience certificate cum satisfactory performance certificate (issued by the said organizations) duration of contract and contract value per annum /average billing value in one year must be enclosed online in technical bid to support on this. Only those contract/ agreement/work order/ experience certificate cum satisfactory performance certificate issued by said organizations will be considered, whose contract / work validity period has/ ending after 31.03.2020 and average billing value /contract value of any one contract will be more than one crore eighty lakhs per year or average billing value /contract value of at least two contracts will be more than ninety lakhs each per year. Submission of a performance certificate will be the essential part of this criteria against satisfying the work order value of 1.80 crore (one contract) or 90 lakhs (two contracts each) per year.



Sr. No	Name of the organization/Institute where services were provided	Duration of contract		Total years of experience	Avg. billing value per year	Performance Remark (Poor/Satisfactory /Good/Very Good /Excellent/ Not satisfactory)	Certificate attached	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)				Copy of Certificate (Yes/No)	Reference Page Number
1.								
2.								
3.								
4.								
5.								
Total year of experience								

A copy of experience cum satisfactory performance certificate must be uploaded online in technical bid part and name of the file/document should be mentioned “as eligibility criteria sr.no.05”.

- The agency must have a minimum average annual turnover of Rs.8 Cr (Rupees eight crore only) during of the last three financial years. The agency must submit duly signed certificate with membership number from Chartered Accountant (CA) clearly showing financial year-wise turnover with audited profit & loss statement.

Financial Year	Total Turnover In INR	CA certificate & audited profit & loss A/c Statement enclosed	
		(Yes/No)	Ref. Page Number
2021-22			
2022-23			
2023-24			

A copy of CA certificate & audited profit & loss account statement must be uploaded online in technical bid part and name of the file/document should be mentioned “as eligibility criteria sr.no.6”.

- The agency must be a profit-making organization in any two years out of the last three consecutive financial years as on 31.03.2024 (For Financial Year 2021-22, 2022-23, 2023-24). Attached- CA’s certificate for Profit (Profit Before Tax) (IIMR may ask for audited P&L account statements also if required).



Financial Year	As per audited Profit Loss financial statement attached	
	INR before tax	Ref. Page Number
2021-22		
2022-23		
2023-24		

A copy of CA certificate must be uploaded online in technical bid part and name of the file/document should be mentioned “as eligibility criteria sr.no.7”.

8. The agency must have registered /branch/ Local office at Raipur (C.G.)-Proof should be submitted online in technical bid part and name of the file/document should be mentioned “as eligibility criteria sr.no.07” (Undertaking for opening of local office at Raipur within 30 days from date of signing the agreement will also be considered).

Note for exemption / relaxation in eligibility criteria: -

As per procurement committee meeting dated 30.01.2024 and subsequent approval received from Competent authority “No relaxation will be given for Startups and MSME in public procurement on prior experience and turn over” as IIM Raipur is being ‘Institute of national importance’ and the quality of product and services are our prime concern.

Certified that all above information’s are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place:

Date:

(Signature of the bidder with seal



Annexure – `IV`

Certificate

I/ We/ Auditor name/ CA name/ CA firm name/
..... declare
that agency name/ proprietor
name..... is not a
defaulter / backlisted to any Govt. organization since
last 5 years from the date of issue of this GeM bid no./
tender no.....
In addition to that 'No court case' has pending against
the agency (proprietor /firm / partner or the company)
since last 5 years in the labour court, GST office and
any other court'.

Seal and sign of
Statutory auditor / CA auditor
UDIN no.

*Note: Without seal of 'Statutory auditor / CA auditor' with UDIN number
the certificate will remain null and void.*



Annexure – V

Agency Details (Technical Bid Part)

I. Details of Tenderer		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Tendering Agency	
2	Name of the Proprietor/ Director/ Partner	
3	Full Address of registered office with pin code	
4	Mobile number of three top officials with name and designation	
5	E-mail ID of the three top officials with name	
6	Website of the agency, if any	
7	Name and designation of authorized person with mobile number (authorization letter to be enclosed)	
II. Registration and Other Statutory document details: The agency should possess all statutory requirement including labour License, PF, ESIC, GST, PAN etc.		
1	Name of the agency (Individual/ Pvt. Ltd./ Ltd Company etc.) and Month & Year of the Establishment (attach self-attested copy)	
2.	Local /registered office address at Raipur (C.G.) (Please submit proof or undertaking)	
3	Permanent Account Number	



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

4	GST Registration Number	
5	PF Registration No.	
6	ESI Registration No.	
7	Labour Licence No. of existing business	Labour Licence No-

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place:

Date:

(Signature of the bidder with seal)



Annexure – VI

Instructions for the ‘Online bid submission’ in GeM portal

Bids shall be submitted in the following format: -

- (i) Technical Bid
- (ii) Financial bid with ‘Price Break-up format in pdf’. as per format of Annexure-VIII.
- (iii) Earnest Money deposit of Rs. _____ (Exemption in EMD shall be given as per tender terms & conditions)”

Price Bid:

The bidders are advised to quote all-inclusive lump-sum amount for whole duration of contract i.e. 2 years, which shall be inclusive of all the price components as mentioned in ‘Price Break-up Format’ in ANNEXURE-VIII (Part B) i.e. Manpower Charges + service charge on labour cost+ GST on total cost etc.

Evaluation of bids (L-1) will be based on the total all-inclusive lump-sum amount quoted by the bidders.

- i. Price Break-up (Annexure-VIII-Part B) format filled up with all the details required to be uploaded in pdf. on GeM. The firm will be obliged to pay as per minimum wages and make all statutory contributions. If there is any upward/downward revision of minimum wages or statutory contributions (like EPF, ESI etc.) the firms will revise wages, and/or contribution accordingly. The firm will then inform the Institute about the same along with documentary evidence and then the minimum wages will be revised as per Govt. notification and or statutory provisions. The firms are advised to quote inclusive of all the charges as per the format of the price breakup format in Annexure-VIII.
- ii. The bidder may visit the site in co-ordination to see the quantum of work before submitting the bid.
- iii. Payment will be made to the firm every month subject to production of satisfactory performance report duly verified and signed by security in-charge or in charge of security service / CAO office with the certified bill.



Annexure – VII

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
Director
IIM Raipur

Date :

Sub.: Acceptance of Terms & Conditions of Tender.

GeM bid reference no. and date _____

Name of Tender / Work: _____.

Dear Sir,

1. I/We have downloaded I obtained the tender document (s) for the above mentioned 'Tender/Work' for the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Se

PART-II: FINANCIAL BID (FORMAT)**To be filled online****I. MANPOWER CHARGES INCLUDING 13 % PF, 3.25 % ESI AND PAID WEEKLY OFF (EXCLUDING BONUS)**

(Reference to be taken as per GOI, Ministry of Labor & Employment, office of Chief Labor Commissioner, New Delhi vide Notification number F.No.1/6(3)/2025-LS-I w.e.f. 01.04.2025)-

Area- B

	Type of Security	Rate per Month (Rs.)	Total Nos.	Amount per Month (Rs.)
A	Support Staff (Highly Skilled)	-	-	-
B	Support Staff (Skilled)	30,028.00	13	3,90,364.00
C	Support Staff (Semi-Skilled)	25,846.68	19	4,91,087.00
D	Support Staff (Un-Skilled)	23,799.73	35	8,32,991.00

II. MANAGEMENT/ SERVICE CHARGES ON MANPOWER WITH COST OF IDs, APPOINTMENT LETTER, EXP.CERTIFICATE, UNIFORM AND ALL OTHER (IF ANY) WHICH ARE NOT MENTIONED IN TENDER DOCUMENT.**(Amount per Month)**

E	Service Charge	
---	----------------	--

Total of I+II (Rs. / Month).**NOTE:**

- The tender will be awarded after taking into account all the components i.e. I to II above.
- For the evaluation purpose for the rate of manpower; bidders are advised to take reference from GOI, Ministry of Labor & Employment, office of Chief Labor Commissioner, New Delhi vide Notification number F.No.1/6(3)/2025-LS-I w.e.f. 01.04.2025).
- The number of support staff may be increased or decreased in any month as per quantum of work. Accordingly, service charge will be increased or decreased.
- The agency will have to provide one weekly off on paid basis to each security personal.
- Bonus (if applicable) will be paid extra as actual as per Govt. of India rule.**
- Revision of Minimum wages will be revised as per the notification received from GOI. Other rate and terms & conditions will remain the same for entire contract period.
- Highly skilled manpower may be taken in future as per requirement of IIM Raipur. The rates will be applicable as per notification of chief labour commissioner w.e.f the date of employment.
- Total price quoted in Price Break-up formats (in pdf) must match with the total all-inclusive lump-sum price quoted on GeM portal. In case of discrepancy/mismatch between the total all-inclusive lump-sum price quoted on GeM Portal and its price breakup format provided (in pdf) the price bids of all such bidders shall be rejected (If the price break-up format is not submitted by the bidder, in such case, the bid will also be rejected).**
- The service provider shall provide two pairs of uniforms to all employees deployed at IIM Raipur, twice a year, at no additional cost to the Institute.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Note:

(i) No other charges would be payable by Client.

(ii) There would be no increase in rates during the Contract period except provision under the terms & conditions.

(Signature of Bidder with seal)

Name :

Seal :

For reference purpose:

Calculation of minimum wages act

Minimum wages calculation sheet-Central Govt. Minimum Wages Act Month-June'25 (AREA B)

		Rate as per Min Wages	No. of days worked	No of paid weekoff	Total Days Worked in a mnth	Basic	Leave Salary	EPF @ 13%	ESI @ 3.25%	Total
Skilled	1	893.00	26.00	4.00	30.00	26790.00	1288.60	1950.00	0.00	30028.60
Semi Skilled	1	760.00	26.00	4.00	30.00	22800.00	1096.68	1950.00	0.00	25846.68
Un skilled	1	674.00	26.00	4.00	30.00	20220.00	972.58	1950.00	657.15	23799.73