

PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING, JABALPUR

TENDER NO: IIITDMJ/Tender/2018/07.50, Dated 19/07/2018

# TENDER DOCUMENT FOR THE SERVICES OF MANPOWER OUTSOURCING

PDPM  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur  
Dumna Airport Road, PO: Khamaria  
Jabalpur- 482005

Last Date for Receipt of sealed Tender: August 13, 2018 before 1500 Hrs  
Tender Document Sold to:

.....  
.....

Contain Total 27 Pages.

Tender Document Cost Rs. 1000/- only  
\*- To be paid in the form of Demand Draft drawn  
in favour of PDPM IIITDM Jabalpur payable at Jabalpur



PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING JABALPUR

---

Fact sheet accompanying the tender schedule

1	Name and the full address of service provider to whom the schedule is issued.	
2	Date of issue of tender document	July 19, 2018
3	Pre bid conference schedule	<del>August</del> <sup>July</sup> 30, 2018 at 15:00 Hrs. at Conference Hall of the Institute
4	Last date for receipt of sealed tender	August 13, 2018 at 15:00 Hrs.
5	Date for opening of sealed tenders (Technical bids only)	August 13, 2018 at 16:00 Hrs. at Conference Hall of the Institute
6	Date for opening of financial bids (Only for those who qualify in technical bid only)	Will be decided later (Tentative August 23, 2018)

**Registrar**  
PDPM IIITDM Jabalpur

**Signature of Tenderer**







PDPM  
**Indian Institute of Information Technology,  
Design & Manufacturing, Jabalpur**

**TENDER DOCUMENT FOR MANPOWER OUTSOURCING**

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, an Institute of National Importance through an Act of Parliament, was established by Ministry of Human Resource Development, Government of India in 2005. The institute invites Sealed Offers/Tenders from reputed and highly professional agencies, who fulfills the eligibility criteria as enunciated herein after for "Deployment of Manpower and Supervision at work spots of the Institute purely on contract basis" for a period of three years as per the scope of work and terms & conditions set out in the tender document.

**1. Scope of Work:**

**(a) Work:**

Brief description of Job work and an illustrative list of manpower likely to be deployed is indicated in **Annexure – I & II**. The list is illustrative not exhaustive. The number of persons and related criteria to be outsourced may vary depending on the actual requirement of the Institute time to time.

**(b) Method:**

- (1) Agency shall be responsible for all activities related to deployment of manpower and supervision at the institute through various steps i.e. advertisement in newspaper, electronic media etc., shortlisting of application list/ interview, etc.
- (2) The cost of advertisement in newspaper (s) shall be reimbursed by the institute subject to prior approval before release of the advertisement.
- (3) The institute may release advertisement through its empanelled advertising agency also.

**2. BIDDING PROCEDURE:**

Two bid system will be followed for the tender.

**2.1. The Bidders are requested to give detailed tender in two Parts:**

**Part - I: Technical Bid.**

**Part - II: Financial Bid.**

**2.1.1 Technical Bid:**

Technical Bid is to be submitted in a sealed cover, superscribing "**Part I: Technical Bid for Manpower Outsourcing**" in the pro-forma prescribed at **Annexure-III** along with the following documents:

- a) Tender document cost by demand draft of Rs. 1000/- drawn in favor of PDPM IIITDM Jabalpur payable at Jabalpur
- b) EMD of Rs. 2,00,000/- (Two Lakhs only) in the form of crossed Demand Draft/Banker's Cheque/ FDR in favor of PDPM IIITDM, Jabalpur, payable at Jabalpur
- c) Attested copy of Certificate of Incorporation / Registration of agency;

- d) Work experience of similar work during last 3 financial years (any three consecutive out of FY 2014-15, 2015-16, 2016-17 and 2017-18);
- e) Attested copy of the IT return filed for the last 3 financial years (any three consecutive out of FY 2014-15, 2015-16, 2016-17 and 2017-18);
- f) Annual turnover certificate from Chartered Accountant
- g) Attested copy of requisite Certificates, i.e. ISO 9001, 14001, OHSAS-18001)
- h) Attested copy of ESI and EPF registration certificates;
- i) Attested copy of PAN card
- j) Attested copy of the Service Tax registration certificate;
- k) Attested copy of Registration certificate under Contract Labour (Regulation & Abolition) Act, 1970 for minimum 105 contract employee
- l) Attested copy of GST registration
- m) Declaration as prescribed in Annexure-IV;
- n) Undertaking as prescribed in Annexure-V;
- o) Power of Attorney / Board Resolution in favour of signatory of the Tender on behalf of Tenderer;
- p) Proforma for technical bid evaluation sheet in Annexure-VI.

**Note 1:** No brochures/leaflets/CDs etc. should be submitted in loose form.

**Note 2:** Please indicate page nos. on your tender document.

**Note 3:** The technical offer should not contain any price information. Any price information will lead to cancellation of the submitted bid.

### 2.1.2 Financial Bid:

Financial Bid is to be submitted in a separate sealed envelope, superscribing "**Part II: Financial Bid for Outsourcing of Manpower**" In the proforma prescribed at **Annexure-VII**.

**Note 1:** The Price Bid shall contain Agency's Overhead/ Service Charges, and other Statutory Tax/Liabilities. The price should be same for all categories and shall be quoted in terms of **%age**. In case statutory taxes are not mentioned separately it will be assumed that the price includes all statutory tax/ liability.

**Note 2:** In case financial bid is not submitted separately and combined with technical bid, the bids will be summarily rejected.

**Note 3:** In the Financial Bid, if an agency/ bidder quotes impracticably low service charges i.e. less than 1.5%, the bid shall be treated as unresponsive and will not be considered. The service charges are to be quoted in whole number or decimal number, not in fraction. If quoted in decimal maximum one digit after decimal point is to be considered e.g. if bid is quoted as 2.17%, only 2.1% will be considered and number 7 will be discarded.

**Note 4:** The Institute may ask for the justification of the service charges quoted by the agency/ bidder for accessing practicability of the quoted service charges.



