



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar  
Burla-768019, Sambalpur

Tender No.: IIMSBP/2021-22/RP/21

Date- 11/03/2022

### Notice inviting Tender for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur

Indian Institute of Management Sambalpur, having its office at Sambalpur University Campus, Jyoti Vihar, Burla, Pin-768019, invites **online bids** in two bid systems from reputed, well established experienced and financially sound Manpower outsourcing agencies (no brokers, intermediaries or aggregators) for providing Manpower Outsourcing Services to IIM Sambalpur at the address provided above.

#### Brief Details of Tender:

Tender Description	Contract Value (Rs.)	EMD Value (Rs.)	Contract Period
Tender for Providing Manpower outsourcing Services to Indian Institute of Management Sambalpur	<b>Rs. 1.3 Crore</b> (Excluding Taxes)	<b>Rs. 2,60,000/-</b>	One Year

The tender document can be downloaded from institute website: <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bid is to be submitted online only through the CPP portal to the last date and time of submission of the tender.

#### Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	11/03/2022	11.30 am
2	Pre-Bid query date & time (Online)	15/03/2022	11.00 am
3	Bid Submission start date & time	11/03/2022	12.00 pm
4	Bid Submission close date & time	31/03/2022	4.30 pm
5	Closing date & time for deposit of EMD	31/03/2022	4.00 pm
6	Opening of Technical Bid	1/04/2022	4.05 pm

#### 1. ABOUT IIM SAMBALPUR:-

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by Parliament. IIM Sambalpur was established in 2015 by MHRD, Govt. of India and is currently operated at Jyoti Vihar, Burla-768019, Sambalpur.

#### 2. EARNEST MONEY DEPOSIT (EMD) DETAILS:-

- a) The Contractor shall deposit Bid Security (EMD) for an amount of **Rs. 2,60,000/- (Rupees Two Lakhs Sixty Thousand Only)** through NEFT/RTGS from any Nationalized/ Scheduled bank in



**Lakhs Sixty Thousand Only**) through NEFT/RTGS from any Nationalized/ Scheduled bank in favour of **Indian Institute of Management Sambalpur, payable at Sambalpur**. The EMD details should be submitted as per **Annexure-I**. The EMD should be valid for at least 90 days. The bank account details are mentioned below:

**Bank Details:**

Name: IIM Sambalpur

Bank Name- State Bank of India

Account No. 36134431122

IFSC Code: SBIN0002034

Bank Address: Burla Manin Branch, Sambalpur-768017

Email Id: [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)

- b) The Bid security (EMD) without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as Security deposit.
- c) The institute may accept bids without EMD from bidders who are registered with the MSME/NSIC. Valid certificate for the same must be enclosed with the bid document.

**The Bid Security will be forfeited in the following conditions: -**

- d) If at any stage, any of the information/declaration given by the bidder is found false.
- e) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- f) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
- g) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- h) The EMD shall be forfeited, if successful bidder fails to undertake the work.

**3. ELIGIBILITY CRITERIA:-**

- a) The bidder should provide Self declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- 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-III**.
- c) The agency must have registered/branch/local office at Odisha (Proof should be submitted).
- d) The bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing Manpower Outsourcing Services. Copy of relevant certificate should be attached.
- e) The bidder should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proof thereof.
- f) The bidder must comply with the statutory requirement, such as registration with ESI, EPF, PAN and GST etc. and submit proofs thereof.



- g) The bidder must have been in existence for the last seven years. (Attach copy of relevant certificates, Registration details etc.).
- h) The bidder must have atleast 7 years of experience of providing Manpower Outsourcing Services and implemented/implementing atleast three contracts of deployment of Technical Staff, office staff and Executive staff (Group A, B,C & D) to IITs /NITs /IISERs /IIMs /IIITs/Central University/Central PSUs. Copy of agreement / Work order must be attached and clearly mentioning number of manpower deployed and annual value of agreement.
- i) Should have served for minimum of 4 No. of clients as Manpower Outsourcing Service Provider out of which minimum 2 No. of clients should be of IITs /NITs /IISERs /IIMs / IIITs.
- j) The bidder should attach list of purchase order/work order where the similar type of work executed during the last 7 years as detailed below:  
(i) Three similar works of 40% of the estimated cost OR  
(ii) Two similar works of 50% of the estimated cost OR  
(iii) One similar works of 80% of the estimated cost
- k) Bidder should enclose the copy of Income Tax Return for last three financial years (2018-19, 2019-2020, 2020-2021).
- l) The annual turnover should be at least 50% of the estimated cost during each of the previous three financial years (2018-19, 2019-2020, 2020-2021) to be submitted as per **Annexure- IV**.
- m) The bidder should be submitted the Audited balance sheet of preceding three years along with Income and Expenditure statement and Profit and Loss Account statement (CA Certified) of last three financial years (2018-19, 2019-20, 2020-21).
- n) The bidder should have local operating office in Sambalpur. If not, office should be opened in Sambalpur within 30 days of the award of the work order.
- o) The bidder shall have the following Registrations and details of the same to be provided in the Technical Bid:  
(i) PF Registration  
(ii) ESI Registration  
(iii) GST Registration  
(iv) Firm Registration  
(v) PAN
- p) Each Agency/Bidder shall submit only one Tender for the entire scope of work. Agency/Contractor who submits more than one tender or part tender will be treated as non-responsive & rejected.
- q) The bidder should comply the tender criteria in all aspect, No deviations are acceptable. The detailed format is attached in **Annexure-VI**. The bidder is to complete the same in all aspect and submit accordingly.

#### **4. BID VALIDITY PERIOD:-**

The bid will remain valid for 30 days from the date of opening of financial bid as prescribed by IIM Sambalpur.



## 5. INSTRUCTION FOR PREPARATION AND SUBMISSION OF ONLINE BIDS:-

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

### a) Submission of Online Technical & Financial Bids:

- (i) Technical bid should be submitted in PDF format & financial bid should be submitted in Xls. format.
- (ii) In case of financial bids, a standard BOQ format has been provided in PDF/Xls format. Bidders are required to download the BOQ file and fill their financial offer on the same BOQ format. After filling the same, submit it online in PDF/Xls. format, without changing the financial template format. If the BOQ format file is found to be modified by the bidder, the bid will be rejected.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iv) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (v) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vi) Kindly upload scanned PDF of all relevant documents in a single PDF file like, compliance sheet, OEM/Principle Certificate etc.
- (vii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (viii) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- (ix) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the BOQ. If there is any separate cost then that will be not acceptable.

## 6. REGISTRATION:-

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.



- c) 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.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhraetc.), with their profile.
- e) 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 DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **7. SEARCHING FOR TENDER DOCUMENT:-**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

#### **8. BID EVALUATION:-**

- a) IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical qualification. The eligible bidder who will quote the lowest **Services Charges/ Management Charges** will be awarded the contract.
- b) In case of **Tie up**, then who has the highest turnover in last financial years (2020-21) will be awarded the contract.

#### **9. SCOPE OF WORK:-**

- a) The contract for providing the manpower in outsourcing is likely to commence from **1<sup>st</sup> April 2022** and would continue for a period of one year. The period of the contract may be further extended beyond the original term, provided the requirement of IIM Sambalpur for such manpower persists at that time. The Contract may be curtailed /terminated before the contract period, owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in IIM Sambalpur requirements etc. IIM Sambalpur, however, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.
- b) IIM Sambalpur has initial requirement purely on a temporary basis of 50-55 Skilled Manpower. The requirements may increase/decrease marginally in any/all the categories/designation or IIM



Sambalpur may seek deployment of personnel of any category designation as well.

- c) The staff member those who are working under the existing manpower outsourcing agency will retained their continuation of services from 1<sup>st</sup> April 2022 under the newly empaneled Manpower Outsourcing Agency.
- d) The agency need to provide the monthly salary slip, EPF & ESIC deposit slip to All the employees working under the agency.
- e) There will be no other deductions except EPF, ESIC, Professional Tax & Income Tax (those who are fall under the Income Tax Act).

#### **10. LEAVE RULES:-**

There will be provision of 15 days leave (Including 8 days casual leave and 7 days leave on the pattern of Earned Leave) in a Calendar Year (In addition to the gazette holidays applicable in IIM Sambalpur) Subject to prior sanction. No Carry Forwarding of any type of leave beyond a year is permissible. No other kind of paid leave will be admissible to the deployed manpower.

#### **11. OTHER TERMS & CONDITIONS:-**

- a) IIM Sambalpur 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.
- b) IIM Sambalpur 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.
- c) IIM Sambalpur 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 of contract if the Committee is not convinced with the details and proofs submitted by the Vendors.
- d) 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.
- e) That, the contractor will submit the EPF/ESI account 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.

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 provision of law. The service providers will be raising bill to IIM Sambalpur accordingly. Institute will have all rights to recover the amount paid in excess due to change in statutory provisions if any.

- f) Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IIM Sambalpur from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IIM Sambalpur against all claims in this regard.



## 12. PAYMENT TERMS:

- a) The agency will make payment to the staff on a monthly basis by the **last date** of every month in the individual bank accounts of the outsourcing staff and need to provide a proof of the same by 10th of the every month. The Agency will submit the original invoice/claim along with supportive compliances document (EPF, Income Tax) to the IIM Sambalpur on a monthly basis for payment. The payment to the Agency shall be released within 15 days from the date of receipt of invoice provided the claim of the Agency is found to in order from all angles. The Tax deducted at source and such other taxes/levies as are required by law to be deducted from the produced invoice by agency. The proof of payment of statutory obligations such as ESI, EPF etc. and any other applicable taxes shall be attached with monthly bills by the Agency indicating the names of the employees and amount deposit in respect of each, failing which subsequent payment to the agency shall be with hold.
- b) Client shall reimburse Manpower Outsourcing Agency every month cost of Services that shall include all amounts paid and payable by Manpower Outsourcing Agency to the Associates or on their behalf, whether on a monthly basis or in lump sum, providing the services to Associates by way of salary, statutory benefits such as Provident Fund, ESI and also other incidental expenses. In case due to any change on any Statute or Law extra benefit is to be paid to the Associates by whether in cash or otherwise, Client will reimburse to Manpower Outsourcing Agency such extra cost borne by Manpower Outsourcing Agency irrespective of the term of the agreement.

## 13. CONTRACT PERIOD:

That, service of the manpower provided by the contractor to the IIM Sambalpur shall be initially for a period of 1 year commencing from the award of contract. Based on the satisfactory performance contract may be extended maximum up to another two years on mutually agreed all terms & conditions of work order which will be signed by both the parties within 7 days of issue of letter of award. Subsequent extension on satisfactory performance will be at the sole discretion of IIM Sambalpur.

## 14. PERFORMANCE SECURITY:-

- a) The successful bidder will have to deposit the performance security in the form of Bank Guarantee/ FDR/Account payee Demand Draft @ 5% of the total value of the work order for 3 years within 10 days from the date of issue of the work order. No interest will be paid by the IIM Sambalpur on the deposit.
- b) Performance security will be refunded to the service provider, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be fortified 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 time period, the same services will be obtained from open market and the cost for the same will be recovered from the Performance Security or from the bills of from both in case the recoverable amount exceeds the amount of performance security.
- e) **TERMINATION OF THE CONTRACT:-**

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



- a) On the expiry of the contract period, without any notice.
  - i) On giving one 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 service.
  - ii) On assigning of the contract or any part thereof or any benefit or interest therein on there underby the Contractor to any third person for sub-letting the whole or a part the contract to any thirdperson, without any notice.
  - iii) On Contractor being declared insolvent by the competent Court of Law without any notice.
- b) 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 give the requisite notice as mentioned before, then his security deposit shall be forfeited and bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period.
- c) Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties before till the expiry of notice period.

**f) TERMINATION FOR INSOLVENCY:-**

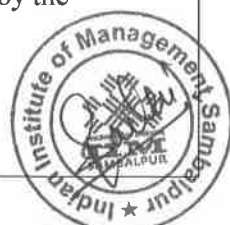
- a) The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right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

**g) FORCE MAJEURE:-**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**h) ARBITRATION:-**

- a) The event of any dispute or difference arising under this tender, the Director, IIM Sambalpur or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.
- b) IIM Sambalpur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
  - i) The venue of the arbitration shall be the place from where the order is issued.
  - ii) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
  - iii) All disputes shall be subject to Sambalpur Jurisdiction only.





iv) IIM Sambalpur 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 Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.



**ANNEXURE-I**

To

Procurement Department  
Indian Institute of Management Sambalpur  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - EMD Details**

Ref: - Tender No. IIMSBP / 2020-21/ RP/ 21 dated 11/03/2022

(Notice Inviting Tender for Providing Manpower Outsourcing Services to IIM Sambalpur)

Dear Sir,

The following NEFT/RTGS in favour of IIM Sambalpur are enclosed herewith towards EMD.

Detail of NEFT/RTGS	Amount	NEFT/RTGS No.	NEFT/RTGS Date	Bank Name
EMD	Rs. 260,000/-			

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)



**ANNEXURE-II**

To

Procurement Department  
Indian Institute of Management Sambalpur  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - Self Declaration Certificate**

Ref: - Tender No. IIMSBP / 2020-21/ RP/ 21 dated 11/03/2022

(Notice Inviting Tender for Providing Manpower Outsourcing Services to IIM Sambalpur).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Providing Manpower Outsourcing Services to IIM Sambalpur, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

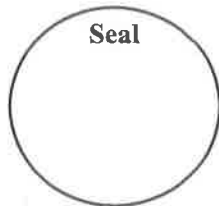
I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc. applicable as on date and are for IIM Sambalpur Campus, Jyoti Vihar, Burla, Sambalpur.

**Date:**

**Authorized Signatory**

**Place:**

**Name:**



**Designation:**

**Contact No:**

**Email Id:**



**ANNEXURE-III**

**CERTIFICATE**

**(To be provided on the Letterhead 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:**

**Authorized Signatory**

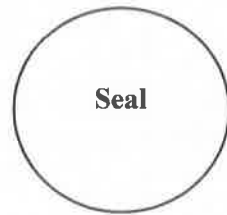
**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email Id:**



**ANNEXURE-IV**

**Annual Turnover Details:**

<i>Evaluation Criteria</i>		<i>Remarks</i>
Bidder's Annual Turnover of last three financial years	<b>Financial Years</b>	<b>Turnover in Rs.</b>
	2018-2019	
	2019-2020	
	2020-2021	

**Date:**

**Authorized Signatory**

**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email Id:**



**ANNEXURE-V**

**Bidder Details**

<b>Sl.No</b>	<b>Technical Criteria</b>	<b>Remarks with Details</b>
1.	Name of the Bidder:	
2.	Name of the Director/Partner:	
3.	Full Address of the Registered Office with contact no & Email Id.	
4.	Full Address of Operating Branch Office at Odisha with Contact no & email id:	
5.	<b><u>Bank Account Details</u></b> Account Holder Name: Account No. IFSC Code: Bank Name: Branch Address:	

**Date:**

**Authorized Signatory**

**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email Id:**



## ANNEXURE-VI

### Technical Bid

(To be submitted along with required supporting documents)

Sl.No.	Technical Criteria	Remarks with Details
1	The Bidder should provide Self declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency.	
2	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.	
3	The agency must have registered/branch/local office at Odisha	
4	The Bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing Manpower Outsourcing Services. Copy of relevant certificate should be attached	
5	The Bidder should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971	
6	EPF Registration No.	
7	ESIC Registration No.	
8	PAN No.	
9	GST Registration No.	
10	Firm Registration	
11	The bidder must have been in existence for the last seven year.	
12	The bidder must have atleast 7 years of experience of providing Manpower Outsourcing Services and implemented/implementing atleast three contracts of deployment of Technical Staff, office staff and Executive staff (Group A,B,C & D) to IITs / NITs / IISERs / IIMs / IIITs/ Central University / Central PSUs during the last 7 years. <b>(Work Order must be attached with the tender document)</b>	
13	The Bidder Should have served for minimum of 4 No. of clients as Manpower Outsourcing Service Provider out of which minimum 2 No. of clients should be of IITs/NITs/IIMs/IISERs/IIITs.	
15	The bidder should attach list of purchase order/ work order where the similar type of work executed during the last 7 years as detailed below: (i) Three similar works of 40% of the estimated cost <b>OR</b> (ii) Two similar works of 50% of the estimated cost <b>OR</b> (iii) One similar works of 80% of the estimated cost	



16	Bidder should enclose the copy of Income Tax Return of last three financial years (2018-19, 2019-2020, 2020-2021).	
17	The annual turnover should be at least 50% of the estimated cost during each of the previous three financial years (2018-19, 2019-2020, 2020-2021).	
18	The bidder should have local operating office in Sambalpur. If not, office should be opened in Sambalpur within 30 days of the award of the work order.	

**Date:**

**Authorized Signatory**

**Place:**

**Name:**



**Designation:**

**Contact No:**

**Email Id:**





## ANNEXURE-VII

### Financial Bid

Validate	Print	Help			
Tender Inviting Authority: < IIM Sambalpur >					
Name of Work: < Tender for Manpower Outsourcing Services at IIM Sambalpur >					
Contract No: <7064410817>					
Name of the Bidder/ Bidding Firm / Company :					
<b>PRICE SCHEDULE</b> (DOMESTIC TENDERS - RATES ARE TO GIVEN IN PERCENTAGE ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )					
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Service Charges in Percentage (%)	GST in Percentage (%)	TOTAL PERCENTAGE (%) in Figure	TOTAL AMOUNT in Words
1	2	7	8	13	16
1	Manpower Outsourcing Services				
1.01	Service Charges & taxes manpower outsourcing services in percentage to the total monthly salary bill			0.00	percent Zero Only
Total in Figures				0.00	percent Zero Only
Quoted Rate in Words			percent Zero Only		

The bidder will have to specify the amount to be charged towards service charges for providing manpower's on outsource basis. It may also be noted that in order to eliminate frivolous bids and disguised charges / deduction form salary of personal service providers bidding at zero percent service charges or below 2 percent service charges shall be disqualified.

If two or more agencies quote the same rate / fee then decision of tender committee will be final for selection of L-1 vendor based on Clause no.8 (b) higher eligibility criteria.

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

**(Signature of Bidder/ Contractor) with sealed stamp**

