



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar  
Burla-768019, Sambalpur

**Tender No.: IIMSBP/2024-25/RP/28**

**Date- 04/03/2025**

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

Indian Institute of Management Sambalpur, having its office at Basantpur, Goshala- 7678025, invites **online bids in two bid system** from reputed, experienced and financially sound Service provider agency for providing Manpower Outsourcing services to IIM Sambalpur at the address provided above.

#### **Brief Details of Tender:**

| <b>Tender Description</b>  | <b>Estimated Contract Value (Rs.)</b>     | <b>EMD Value (Rs.)</b> | <b>Contract Period</b> |
|--|---|------------------------|------------------------|
| Tender for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur | Rs. 2,42,00,000/-<br>(Inclusive of Taxes) | Rs. 4,84,000/-         | Two Years              |

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:**

| <b>Sl. No</b> | <b>Particulars</b>                                     | <b>Date</b> | <b>Time</b> |
|---------------|--|-------------|-------------|
| 1             | Date and Time of online Publication/Download of Tender | 04/03/2025  | 05.30 am    |
| 2             | Pre-Bid query date & time (Online)                     | 10/03/2025  | 11.00 am    |
| 3             | Bid Submission start date & time                       | 05/03/2025  | 10.00 pm    |
| 4             | Bid Submission close date & time                       | 24/03/2025  | 4.00 pm     |
| 5             | Closing date & time for deposit of EMD                 | 24/03/2025  | 4.00 pm     |
| 6             | Opening of Technical Bid                               | 25/03/2025  | 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 operating at Basantpur, Goshala, Sambalpur (Odisha).

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

- a) The Contractor shall deposit Bid Security (EMD) for an amount of **Rs. 4,84,000/-** (Rupees Four Lakhs Eighty Four Thousand Only) through NEFT/RTGS from any Nationalized/ Scheduled bank in favor 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) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD. However, they must enclose valid self-attested registration certificate (s) along with the bid documents.

**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 bidder must have registered/branch/local office at Odisha (Proof should be submitted) and the agency officials need to visit the client office as and when required.
- d) The bidder should be recognized/registered under the State Govt./Govt. of India for providing Manpower Outsourcing Services. Copy of relevant firm registration certificate should be attached.
- e) The bidder must have minimum seven years of work experience in the similar services (Attach copy of relevant work order & performance certificates).
- f) The bidder must have atleast 7 years of experience of providing Manpower Outsourcing Services towards deploying of Technical Staff, Office staff, Executive staff & support staff (Group A, B, C

& D) at any NITs/IITs/IIITs/IIMs/IISERs/Central University. Copies of contract agreement along with the Work order & work completion/continuation report of the same must be attached clearly mentioning the number of manpower deployed and the annual value of agreement.

- g) The bidder must have served atleast 2 nos. of clients as Manpower Outsourcing Service Provider, particularly at educational institutions of National importance, such as, IIMs/NITs/IITs/IISERs.
- h) The bidder should attach list of 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 work of 80% of the estimated cost
- i) Bidder should enclose the copy of Income Tax Return of last three financial years (2021-2022, 2022-2023, 2023-2024).
- j) The bidder should submit the Audited balance sheet along with Income and Expenditure statement and Profit and Loss Account statement (CA Certified) of last three financial years (2021-2022, 2022-2023, 2023-2024).
- k) The annual turnover should be at least 50% of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024) to be submitted as per **Annexure- IV**.
- l) The bidder shall have the following Registrations, and a copy of relevant registration should be attached with the Technical bid:
- PF Registration
  - ESI Registration
  - GST Registration
  - PAN Registration
- m) 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.
- n) 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 PREPRATION 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 uploads 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 is 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 will be awarded the contract.
- b) In case of **Tie up**, then who has the highest turnover in last financial years (2023-24) will be awarded the contract.

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

- a) The contract for providing the manpower in outsourcing is likely to commence from the **1<sup>st</sup> April 2025** and would continue for a period of two years.
- b) IIM Sambalpur has initial requirement purely on a temporary basis of 65-70 High Skilled/Skilled/Semi skilled Manpower which should include Technical Staff, Office staff, Executive staff & support staff (Group A,B,C & D). 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 retain their continuation of services from 1<sup>st</sup> April 2025 under the newly empaneled Manpower Outsourcing Agency.
- d) The professional tax is to be deposited **in the home state i.e. Odisha only**.
- e) All employees need to be covered under EPF & ESIC, and subsequent challan need to be submitted along with the original challan copy.
- f) The agency needs to get the salary components approved by the client before releasing it to the outsourcing staff.
- g) The agency needs to provide the salary slip, EPF & ESIC & Professional Tax challan copy to all the employees working under the agency on a monthly basis along with the original invoice copy.
- h) The income tax deduction arises from the employee side needs to be settled by the agency and form-16 along with ITR certificate needs to be submitted to each of the employees working under the agency in the same financial year.

- i) Each employee/staff working under the agency to be provided with an identity card with the mentioned of client office address.
- j) **Leave Rules** - Outsourcing Staff are entitled to 18 days of leave per calendar year. However, the following conditions apply:
  - ❖ A maximum of 09 days of leave can be availed within Six-month period.
  - ❖ All accrued leave days can be availed together only with the prior approval of the competent authority, and solely under exceptional circumstances or special grounds.
- k) 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.

#### **10. 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 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 agency under this Contract.
- e) Agency will be fully responsible for any accident or mishaps involving staffs engaged by the agency and the Contractor would pay claims made by these victims, as permissible. The agency will fully indemnify the victims against all claims in this regard.
- f) 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.

#### **11. 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 needs to submit the original invoice along with supportive compliances document (EPF, ESIC, Professional Tax (Odisha Govt.) & Income Tax) to the IIM Sambalpur monthly for payment.
- b) 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 ESIC, EPF & Professional tax etc. and any other applicable taxes shall be attached with monthly bills by the Agency indicating the names of the employees and amount deposited in respect of each, failing which subsequent payment to the agency

shall be with hold.

- c) 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 monthly or in lump sum, providing the services to Associates by way of salary, statutory benefits such as EPF, ESIC. 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.

## **12. CONTRACT PERIOD:**

- a) That, service of the manpower provided by the contractor to the IIM Sambalpur shall be initially for a period of 2 years commencing from the award of contract. Based on the satisfactory performance contract may be extended maximum up to another two years on a yearly basis with mutually agreed all terms & conditions of work order which will be signed by both the parties. Subsequent extension on satisfactory performance will be at the sole discretion of IIM Sambalpur.
- b) Based on the work order issued to the successful bidder, a contract agreement should be signed on a legal stamp paper between the vendor and the client within 30 days of the issuing of the work order.

## **13. PERFORMANCE SECURITY: -**

- a) The successful bidder will have to deposit the performance security in the form of Bank Guarantee/ FDR @ 3% of the estimated contract value of the work order 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) In case the contract is being renewed/extended up to one/two years, the service provider must submit the renewed performance Security @ 3% of the estimated yearly contract value.

## **14. 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.
- b) 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.

- 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.
- d) In case of any inadvertent mistake in the process of evaluation, the Work Order may be cancelled at any stage even after the issue of the same, as the Institute Reserves the Right to modify/withdraw/cancel any communication including the Work Order issued to the bidder.
- e) Work Order issued by the Institute shall be provisional. The Institute may verify the documents submitted by the bidder and in case it is found that any of the facts/documents submitted by the bidder are found to be forged / falsified or tampered, or the bidder has doubtful antecedents/background and has suppressed the said information, then the issued Work Order will be cancelled, and services may be terminated with immediate effect, without any notice period.

**15. 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 these services. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

**16. 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.
  - ❖ 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.

**17. 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) The venue of the arbitration shall be the place from where the order is issued.
- c) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- d) All disputes shall be subject to Sambalpur Jurisdiction only.
- e) 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,

Administrative Officer (Purchase)  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Submission of Earnest Money Deposit (EMD)**

Ref:- Tender No. IIMSBP/2024-25/RP/28 dated 04/03/2025

(Notice Inviting Tender for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur)

Dear Sir/Madam,

The following DD/Banker Cheque/NEFT in favour of IIM Sambalpur are enclosed herewith towards EMD (Earnest Money Deposit):

| <b>Details of DD/Banker Cheque/NEFT</b> | <b>DD/Banker Cheque/NEFT Number</b> | <b>DD/Banker Cheque/NEFT Amount</b> | <b>DD/Banker Cheque/NEFT Date</b> | <b>Bank Name</b> |
|---|-------------------------------------|-------------------------------------|-----------------------------------|------------------|
| EMD                                     |                                     |                                     |                                   |                  |

I/we have gone through all terms and conditions of the tender document before submitting the same.

Thanking You

Yours faithfully,

**(Authorized Signatory with Seal)**

**ANNEXURE-II**

**LETTER FOR SELF DECLARATION**

*(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')*

To,

Administrative Officer (Purchase)  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Self Declaration Certificate for Tender No. IIMSBP/2024-25/RP/28 dated 04/03/2025 for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur**

Dear Sir/Madam,

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

I/ We also confirm that all the documents submitted, and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**ANNEXURE-III**

**DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM**

*(to be printed on the company/firm/agency's letterhead)*

To,

Administrative Officer (Purchase)  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Non-Blacklisting declaration in connection with IIM Sambalpur Tender No. IIMSBP/2024-25/RP/28 dated 04/03/2025 for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur**

Dear Sir/Madam,

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No. IIMSBP/2024-25/RP/28 dated 04/03/2025 for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur

In accordance with the above we declare that:

- a) In response to tender under reference, 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.
- b) I also certify that the above information is true and correct in every respect and in any case, later 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.
- c) If this declaration is found to be incorrect then without prejudice against any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**ANNEXURE-IV**

**DECLARATION REGARDING THE ANNUAL TURNOVER OF THE FIRM**

*(to be printed on the company/firm/agency's letterhead)*

To,

Administrative Officer (Purchase)  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Annual Turnover declaration of preceding three financial years in connection with IIM Sambalpur IIMSBP/2024-25/RP/28 dated 04/03/2025 for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur**

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit the Annual Turnover declaration of preceding three financial years (2021-22, 2022-23 & 2023-24) certified by the Chartered Accountant:

| <b><u>Evaluation Criteria</u></b>              | <b><u>Financial Year</u></b> | <b><u>Turnover in (Rs.)</u></b> | <b><u>Remarks</u></b>   |
|--|------------------------------|---------------------------------|---|
| Annual Turnover for last three financial years | 2021-2022                    |                                 | Supporting documents need to be attached along with the Annexure-IV |
|  | 2022-2023                    |                                 |   |
|  | 2023-2024                    |                                 |   |

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

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**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><br>Account Holder Name:<br>Account No.<br>IFSC Code:<br>Bank Name:<br>Branch Address: |                             |

**Date:**

**Authorized Signatory**

**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email Id:**

**ANNEXURE-VI**

**TECHNICAL BID**

*(to be printed on the company/firm/agency's letterhead)*

**Ref: Tender No. IIMSBP/2024-25/RP/28 dated 04/03/2025 for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur**

The following documents are to be furnished by the bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

| <b>Sl. No</b> | <b>Technical Criteria</b>  | <b>Details (As per Supporting Documents)</b> |
|---------------|--|--|
| 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             | 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.   |  |
| 3             | The agency must have registered/branch/local office at Odisha (Proof should be submitted) and the agency officials need to visit the client office as and when required.   |  |
| 4             | The bidder should be recognized/registered under the State Govt./Govt. of India for providing Manpower Outsourcing Services. Copy of relevant firm registration certificate should be attached.  |  |
| 5             | The bidder must have minimum seven years of work experience in the similar services (Attach copy of relevant work order & performance certificates).   |  |
| 6             | The bidder must have atleast 7 years of experience of providing Manpower Outsourcing Services towards deploying of Technical Staff, Office staff, Executive staff & support staff (Group A, B, C & D) at any NITs/IITs/IIITs/IIMs/IISERs/Central University. Copies of contract agreement along with the Work order & work completion/continuation report of the same must be attached clearly mentioning the number of manpower deployed and the annual value of agreement. |  |
| 7             | The bidder must have served atleast 2 nos. of clients as Manpower Outsourcing Service Provider, particularly at educational institutions of National importance, such as, IIMs/NITs/IITs/IISERs.   |  |
| 8             | The bidder should attach list of Work Order where the similar type of work executed during the last 7 years as detailed below:<br>(i) Three similar works of 40% of the estimated cost OR<br>(ii) Two similar works of 50% of the estimated cost OR<br>(iii) One similar work of 80% of the estimated cost   |  |

|    |   |  |
|----|---|--|
| 9  | Bidder should enclose the copy of Income Tax Return of last three financial years (2021-2022, 2022-2023, 2023-2024).  |  |
| 10 | The bidder should submit the Audited balance sheet along with Income and Expenditure statement and Profit and Loss Account statement (CA Certified) of last three financial years (2021-2022, 2022-2023, 2023-2024).  |  |
| 11 | The annual turnover should be at least 50% of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024)  |  |
| 12 | The bidder shall have the following Registrations, and a copy of relevant registration should be attached with the technical bid: <ul style="list-style-type: none"> <li>• PF Registration</li> <li>• ESI Registration</li> <li>• GST Registration</li> <li>• PAN Registration</li> </ul> |  |
| 13 | 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.  |  |

**Date:**

**Authorized Signatory with Seal**

**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email Id:**

## ANNEXURE-VII

### FINANCIAL BID (BoQ)

|   |   |  |                           |
|---|---|--|---------------------------|
| <a href="#">Validate</a>  | <a href="#">Print</a>   | <a href="#">Help</a>                               | <b>m Rate BoQ</b>         |
| <b>Tender Inviting Authority: IIM Sambalpur</b>   |   |  |                           |
| <b>Name of Work: Notice Inviting Tender for Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur</b>   |   |  |                           |
| <b>Contract No: 7064410817/9668889590</b>   |   |  |                           |
| <b>Name of the Bidder/<br/>Bidding Firm /</b>   |   |  |                           |
| <b>PRICE SCHEDULE</b>   |   |  |                           |
| <b>( This BOQ template must not be modified/replaced by the bidder and the same should be uploaded 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 )</b> |   |  |                           |
| <b>NUMBER #</b>   | <b>TEXT #</b>   | <b>NUMBER #</b>                                    | <b>TEXT #</b>             |
| Sl. No.   | Item Description  | Service Charges in Percentage [%][upto 2 decimals] | TOTAL PERCENTAGE In Words |
| 1   | 2   | 13   | 55                        |
| 1.01  | Providing Manpower Outsourcing Services to Indian Institute of Management Sambalpur |  | Percentage Zero Only      |
| <b>Total in Figures</b>   |   |  | Percentage Zero Only      |
| <b>Quoted Rate in Words</b>   |   | <b>Percentage Zero Only</b>                        |                           |

1. No other extra/hidden charges payable would be payable to the service provider.
2. IIM Sambalpur may increase or decrease the no. of manpower as and when required and based on the requirement of the institute.
3. The minimum service charges should not be quoted less than 3.85% as per the GoI notification vide, DoE OM No. F/6/1/2023-PPD dated 17.01.2024. If a bidder is found to have quoted less than the minimum service charges, then the concerned bid will be summarily rejected.
4. In case of Tie up, then who has the highest turnover in last financial years (2023-24) will be awarded the contract.

#### **Declaration by the bidder:**

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

**Date:**

**(Signature of the bidder with seal)**

**Place:**