



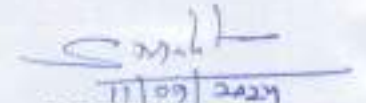
**INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL-759146**

No.IGIT/Estt- 851

Dated- 12.09.2024

Expression of Interest for Empanelment of Service Provider

Sealed tenders are invited from the proprietor, firm, company, partnership firm for manpower service providers of different categories of services for providing Manpower to IGIT, Sarang. The last date of submission of tender paper is on or before 19.10.2024 at 4.00 PM. The Technical bid shall be opened on dt- 21.10.2024 at 10.00AM. For details please visit Institute website www.igitsarang.ac.in


11/09/2024
DIRECTOR

No.IGIT/Estt- 852

Dated- 12.09.2024

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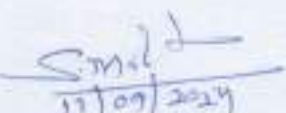
1. The Deputy Director, Information & Public Relation, Department Govt. of Odisha, Bhubaneswar with a request to publish the above advertisement in one issue of all Odisha daily edition of "THE SAMAJ", "Sambad" & "Prameya" (All Edition) at the I&PR approved/ lowest rate. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. Institute Notice Board of IGIT, Sarang.
3. Accounts Officer for information and necessary action.
4. PA to Director for kind information.
5. Professor, I/c Institute website for information and necessary action.

Notice Inviting Tender

Sub: Tender for Empanelment of manpower service provider of different categories at
Indira Gandhi Institute of Technology, Sarang-Dist-Dhenkanal,759146

Bid System	Technical Bid
Mode of submission of Bid	By Speed Post/ Registered Post only
Place of Receipt and opening of Tender	The Director Indira Gandhi Institute of Technology, Sarang -Dist-Dhenkanal,759146
Portal for Tender Document	www.igitsarang.ac.in
Date of commencement of downloading bid document	20.09.2024 onwards
Last Date of Bid Submission	On or before 19.10.2024 at 4.00.PM
Time and date of opening of Tender & Technical Bid	21.10.2024 at 10.00.AM
Technical presentation	This will be notified later

Agency


17/09/2024
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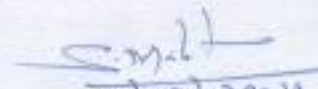
DETAILED PARTICULARS AND INSTRUCTIONS TO TENDERER FOR REGISTERED FIRMS FOR MANPOWER SERVICE PROVIDER OF DIFFERENT CATEGORIES IN INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, DIST-DHENKANAL-759146

A. GENERAL INFORMATION

- (1) **Indira Gandhi Institute of Technology, Sarang** located at Dhenkanal, AT/PO-IGIT, Sarang - Dist.- Dhenkanal, Odisha, 759146.
- (2) The Agency means Contractor/Agency whose tender has been accepted and work order issued.
- (3) Sealed tenders are invited from proprietor, firm, company, partnership firm for providing manpower service provider of different categories to IGIT, Sarang.
- (4) The tenders should clearly superscribe Empanelment Service Provider on the sealed envelope.
- (5) Tenderers/Bidders are advised to go through the tender documents carefully before submitting the tender forms. It will be presumed that the tender/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. Bid must be unconditional.
- (6) These tender documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this tender document. (This document should be printed on both side of the A4 size paper sheets).
- (7) The envelope containing the tender must be superscribed as "TENDER FOR EMPANELMENT OF MANPOWER SERVICE PROVIDER TO IGIT, SARANG" with due date & time of submission.
- (8) The following documents should be placed with the envelope containing Technical Bid:

Empanelment

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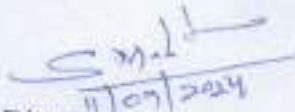

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- i. Self-attested copy of PAN card & GST Registration
- ii. Self-attested copy of Service Tax Registration Certificate.
- iii. Self-attested copy of Registration Certificate of the Agency for doing the business from Government and other agency as applicable.
- iv. Self-attested copy of Labour License for doing similar work.
- v. Proof to the effect that the tenderer has the experience of dealing with manpower during last three years.
- vi. The tender document with the terms & conditions duly signed by the authorized person of the agency with seal and date in each page.
- vii. Authorization certificate in favor of tender.
- viii. Undertaking to the effect that the agency has not been blacklisted by the Government or any other organization.
- x) Valid PF and ESI Registration/License.
- xi) Copies of Income Tax & GST return and for the preceding 3 years.

B. PROCEDURE FOR SUBMISSION OF BIDS

- (1) As this is one part bid the Technical Bid along with requisite documents should be packed in one packet of sealed envelope which will be super scribed as **"Technical Bid"**. For Empanelment **providing manpower to IGIT, Sarang."**
- (2) The tender should be submitted by Registered post/speed post only addressing to **"Director, IGIT, Sarang, Dist.- Dhenkanal, Odisha, PIN-759146"** which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all the envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.
- (3) The bid shall remain as valid for 60 days from the date of opening of financial bid.

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C. ELIGIBILITY OF TENDERER AND GENERAL INSTRUCTIONS

Those who fulfill the following criteria are eligible to participate in the tender:

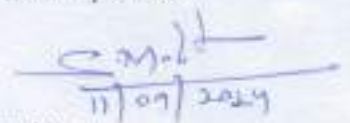
- (1) The Firm/Agency should have the experience of similar works during last three years in any of the Government Department/ PSU or educational institute etc. (proof to this effect is to be attached with the Technical Bid).
- (2) The Agency should have provided minimum 100 nos. of Manpower of different categories of Highly-Skilled, Skilled, Semi-Skilled & Un-Skilled in a Single contract in any of Govt. Sector, PSU or Educational Institute during last five years.
- (3) The Agency should have minimum average Annual turnover of Rs.2.00 Crores in last three years.
- (4) The Firm/ Agency should have Labour license with payment confirmation slip for last six months. The agency should have not been black listed by any Government or other organization.
- (5) The firm/agency must have Provident Fund Account No. in their name.
- (6) The firm/agency must have ESI code or no. in their name.
- (7) The firm/agency should have an office address in Odisha and a local office at IGIT,Sarang.

D. TERM AND CONDITIONS

- (1) The recruitment agency shall not assign, transfer or sub-contract without the prior written consent of IGIT,Sarang.
- (2) The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every six months and may be renewed at the discretion of the Institute after expiry of contract.
- (3) The successful bidder should furnish a Security Deposit in form of DD/ Bank Guarantee in favour of "IGIT,Sarang" immediately after the award of the contract. It may be invoked against dues of IGIT at the end of the contract.
- (4) The Agency should make adequate enquiries about the character and antecedents of the persons, whom they are deploying. The character and antecedents of each personnel of the recruitment agency will be verified recruitment agency before their deployment. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The recruitment agency shall replace or

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withdraw such employees who are not found suitable by the Institute for any reasons on receipt of such intimation.

- (5) The agency has to provide the Photo Identity Cards of the persons deployed by him/her for carrying out the work. These cards are to be constantly displayed.
- (6) The agency personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of the Institute. The service provider shall be responsible for any act of indiscipline on the part of persons deployed.
- (7) The agency shall replace immediately any of its personnel, if they are unacceptable because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from Director IGIT, Sarang.
- (8) IGIT shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
- (9) The agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters.
- (10) That the persons deployed shall not be below the age of 18 years and above 55 years and they shall not interfere with the duties of the employees of the Institute. Medical fitness Certificate of the deployed staff to be submitted by the recruitment agency.
- (11) The person deployed by recruitment agency shall not claim any benefit/compensation/ absorption/regularization of services in the Institute. In case of any agitation by the personnel deployed in the Institute, No Work No Pay rule shall have followed. He/She shall remain under contract period of contract.
- (12) The agency shall ensure proper conduct of his person in Institute premises, and enforce prohibition of consumption of alcoholic drinks, psychotropic substances, smoking, loitering without work.
- (13) Nonperforming or inadequately trained or improperly behaving personnel deployed by the service provider must be replaced within 15 days from the date of intimation from Institute.
- (14) The agency shall engage person as required by IGIT,Sarang from time to time. The said person engaged by the recruitment agency shall be employee of the recruitment agency and it shall be the duty of the recruitment agency to pay their wages every month in time. The employees of recruitment agency shall work under the administrative control of the Director, IGIT,Sarang.

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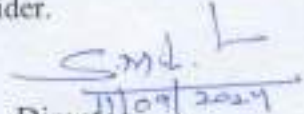
- (15) The agency shall comply with: -
- a) All labour laws as applicable to his establishment.
 - b) Must pay minimum wages as provided by government.
 - c) Must comply the provision of EPF, ESI.
- (16) The agency will submit the bill in triplicate along with wages payment sheet, compliance of ESI in the 1st week of following month to Director, IGIT, Sarang" for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction.
- (17) The agency wills the required personnel or additional manpower for a shorter period in case of any exigencies as per the requirement of IGIT.
- (18) The agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
- (19) Payments to the recruitment agency would be strictly on certification by the office with whom he is attached that his services are satisfactory and attendance.
- (20) The agency shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Institute to the recruitment agency shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.
- (21) On the expiry of the contract, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to settle the same.
- (22) The Institute may increase or decrease the number of persons to be engaged in the Institute. The Institute may also ask to provide additional manpower as and when required.
- (23) The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director of the Institute is the sole contract to decide the same and his decision is final and binding on both the parties. If differences persist even after conciliation it shall be referred to Arbitration as per Arbitration and Conciliation Act 1996.
- (24) The validity of the contract shall be for a period of 1 year from the date of work order and may be extended for another year subject to satisfactory performance unless terminated otherwise.
- (25) The agency shall be called for technical presentation after qualifying the technical bid.

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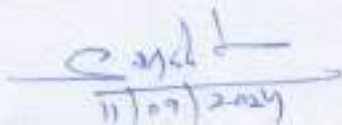
- (26) The above terms & conditions shall form part of the Contract. Bidder to sign on each page this tender document and return it along with the offer enclosing this part together with the Technical Bid. The Institute shall also not be bound to accept the lowest tender. The authority has all rights to accept/reject any or all tender without assigning any reasons thereof.
- (27) The authority has reserve the right to terminate the agreement during initial period after giving 15 days notice to the manpower Service Provider.
- (28) The entire financial liability in respect of manpower service deploy in the IGIT, Sarang, the service provider is responsible and the IGIT, Sarang, concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the IGIT, Sarang.
- (29) The payment of remuneration to the manpower has to be through Bank Account only. No cash payment can be made to them.
- (30) The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The IGIT, Sarang shall in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person is not attended to by the manpower service provider the deployed person can place their grievance before the authorized representative of the manpower service provider.
- (31) The IGIT, Sarang shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
- (32) The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
- (33) The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

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- (34) The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the IGIT, Sarang to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the IGIT, Sarang.
- (35) The tax deduction at source (T.D.S.) shall be done as per the provision of the income tax act/rule, as amended from time to time and certificate to this effect shall be provided by the IGIT, Sarang.
- (36) In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the IGIT, Sarang is put to any loss/obligation, monetary or otherwise, IGIT, Sarang will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
- (37) The Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The IGIT, Sarang will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the IGIT, Sarang concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the performance security deposit.
- (38) The successful Tenderer will have to deposit a Performance Security deposit of @5% on the order value of the contract value only in form of Bank Guarantee/ Bank Draft/ Bankers Cheque drawn in favour **Director, IGIT, Sarang** Payable at SBI, IGIT, Sarang to cover the contract period. Any dereliction of contract the P.S. shall be forfeited by the authority. In case, the contract is further extended beyond the initial period the Bank Guarantee will have to be accordingly renewed by the successfully tenderers. In case of renewal, the amount of performance security deposit is to be determined by the Principal, IGIT, Sarang taking in to account the contractual obligation of the manpower service provider.

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- (39) In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
- (40) The manpower service provider will be responsible for payment of wages/ remuneration/ salary to the personnel deployed by them. Each month the Agency shall furnish photocopy of Acquaintance Roll exhibiting payment released to each personnel, attendance sheet duly verified by the authority of IGIT, Sarang along with the bill (in triplicate). Thereafter it shall be **reimbursed** by Principal, IGIT, Sarang after verification.
- (41) The claim in bills regarding Employees State Insurance (ESI), Provident Fund (EPF), Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Principal, IGIT, Sarang.
- (42) The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- (43) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his/ her decision and the same shall be binding on all parties.
- (44) All disputes shall be under the jurisdiction of the High Court at Cuttack.
- (45) The successful bidder will enter into an agreement with Director, IGIT, Sarang for supply of suitable and qualified manpower as per requirement of IGIT, Sarang on the above terms and condition.

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E. BID EVALUATION

- a) There shall be a tender committee constituted by Director for Tender/Bid
- b) The tender committee shall first evaluate the technical bid keeping in view the eligibility condition and other qualifying criteria.
- c) A list of contractor whose technical bid is found in order shall be prepared by the committee and disqualified technical bid shall be deemed as rejected.
- d) All the tenders are to be opened by the committee in presence of representative of bidder may attend for the purpose.
- e) Successful bidder will be selected on the basis of satisfactory presentation.
- f) Work order will be issued to the successful bidder/Tenderer.
- g) Work order may be issued to more than one party if they match with other in the proper ratio of 60:40 ratio.
- h) The successful bidder has to advertise the posts to be deployed at IGIT, Sarang in daily ODIA newspaper.

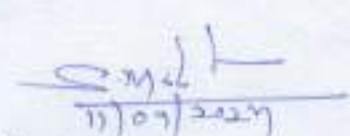
F. EVALUATION OF PROCEDURE AND SELECTION

- Bidders will be technically qualified based on information/documents provided by the Bidder.
- Decision of IGIT will be final for the evaluation of Technical Bids.

Procedure for Evaluation of Responsible Technical Bids and awarding Technical Score.

- Bidders will be technically qualified based on information/documents provided and Technical presentation done by the Bidder.
- Only those technical bids that are found compliant/suitable after technical evaluation done by IGIT will be called for Technical Presentation.
- The Service charge will decide by the authority and the amount of service charge will not be less than the rate prescribed by the Government of Odisha.

Agency


Director

ANNEXURE-1

BID/TENDER SUBMISSION

To:

The Director
Indira Gandhi Institute of Technology, Sarang
Dist.- Dhenkanal, Odisha, 759146

Sub: Submission of bid for Empanelment of manpower service provider of different categories at Indira Gandhi Institute of Technology, Sarang.

Dear Madam,

Irresponsive to the NIT No: - dated: - for Empanelment of manpower service provider of different categories in Indira Gandhi Institute of Technology, Sarang. We would like to submit our Tender as enclosed. We attach here with the refer ant documents as per the tender document.

Sincerely Yours.

Place:

Name of the Tenderer

Date:

Name of the Signatory

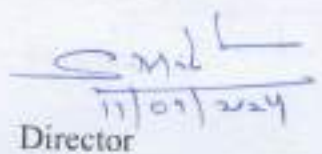
Signature with seal

Mobile No: -

Encl: As above.

Note: This is to be furnished on the letterhead of the Tenderer.

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Director

ANNEXURE-2

SUMMARY OF TECHNICAL BID

S/L	Description	To be filled in by the service provider
1	Name of the Service Provider/Agency	
2	Address with phone No./ e-Mail	
3	Contact Person(s) Phone No, Mobile No:	
4	GST No.	
5	Provident fund A/C No.	
6	ESI Details	
7	Experience Details (Add separate sheets, if required)	
08	Financial Turn Over (Annual) 2021-22, 2022-23 & 2023-24	
09	GST & IT return for last 3 months	
10	Up to date labour license	
11	Firm registration certificate	

This is to certify that, I have carefully gone through all the above contents of the tender document, thereby fully understood the terms & conditions therein and undertake myself/ourselves to abide by the same.

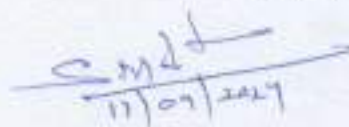
Place:

Name of the Service Provider

Date:

Name of the Signatory

Signature with seal



 S.M.D.

 11/07/2024

PROVIDE THE STAFF AS PER THE NOROMS GIVEN BELOW.

Sl.No	Post Name	Minimum Qualification	Minimum Remuneration as per Govt. Guideline
1	J.E Civil	Diploma in Civil Engg With 5 Years experience	
2	Electrician	Must have passed ITI Electrician trade with 2 years of working experience	
3	Electrician Helper	Must have passed ITI	
4	Supervisor	He must have passed in HSC Examination	
5	Pump Operator	3 Years experience in Operating work with ITI	
6	Plumber	3 Years experience in Plumbers work with ITI	
7	Welder	3 Years experience in Welding work with ITI	
8	Gardener (Mali)	5 Years experience in Gardening work	
9	Library Professional Assistant	Minimum Qualification of Library Professional Assistant will be Master in Library Science with one year experience in e-Granthalaya Library Management Software	
10	Tally Professional	Minimum Education Qualification of Data Entry Operator will be Graduate in any discipline with DCA/ PGDCA & having capability in typing 40 word per minutes speed in both Odia & English	
11	Data Entry Operator	Minimum Education Qualification of Data Entry Operator will be Graduate in any discipline with DCA/ PGDCA & having capability in typing 40 word per minutes speed in both Odia & English	
12	Bearer	He must have passed in HSC Examination	
13	Sweeper	Experience in House Keeping	
14	Sergeant (Ex-Police/Military)	Not below the rank of A.S.I/JCO	
15	Head Guard(Ex-Police/Military)	Not below the rank of Havildar	
16	Gun Man	Ex-Police/Military & HSC Passed	
17	Security Guard	He/She must have passed in HSC Examination	

He/ She should be above 21 years of age.

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Director

UNDERTAKING

Tender Call Notice No. _____

Date: - _____

- 1) This is to certify that my firm/agency/company named _____
Address _____ has
never been black listed by any of the Government or other organization and
no criminal case is pending against the said firm/agency/company or
persons to be deployed.
- 2) We declare and undertake that in the event any of our employee, worker,
deployed in IGIT is found indulging in unscrupulous activity or acting
against the interest of IGIT or his work/activity found detrimental to IGIT,
there is no impediment for IGIT to black list /Ban business dealing with our
company/firm establishment.

Place: _____

Name of the Service Provider

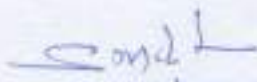
Date: _____

Name of the Signatory

Signature with seal

Agency _____

Director


11/07/2024