

E-TENDER DOCUMENT
PROVIDING MANPOWER TO
IISER THIRUVANANTHAPURAM



E-TENDER NOTICE

E - Tenders are invited through electronic tendering system under two-bid system <http://eprocure.gov.in/eprocure/app> from highly reputed, well established & professional agencies, capable of providing Unskilled / Semi-skilled / Skilled / Highly skilled / Technical / Professional / Managerial / Supervisory manpower to IISER TVM on outsourcing basis depending upon the requirements of the Institute from time to time as per the terms & conditions set forth in this tender document.

The tender documents consist the following

1. Bidders Eligibility Criteria
2. General Conditions of Tender
 - i. General Instructions to the Tenderer
 - ii. List Enclosures
 - iii. Selection Criteria
 - iv. Award of Contract
3. General Conditions of Contract
 - i. Scope of work
 - ii. Penalty
 - iii. Force Majeure
 - iv. Terms of Payment
 - v. Misconduct/ Misbehavior
4. Critical dates to remember
5. Scope of Work & other details
6. Forms forming part of Technical Bid
7. Financial Bid

BIDDERS ELIGIBILITY CRITERIA:

1. The bidder should be registered with the appropriate registration authority and should be in existence for not less than three years before 31/03/2022. Copy of Certificate of Incorporation should be attached.
2. The bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act). Copy of relevant registration certificates are to be attached.
3. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.



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4. The bidder 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. The bidder shall confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. The bidder has to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliance and declare any contract to the bidder to be null and void, if already awarded. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
5. The bidder should have successfully executed/serving at least three contracts of similar nature from the last two years from the date of publication of tender out of which two clients should be of GoK/GoI/Govt./PSU/Autonomous bodies in Kerala. The bidder should attach copies of the manpower supply orders / contracts and satisfactory report, which should indicate the number of personnel deployed. The details of the same along with supporting document are to be submitted as per the **Annexure-III**.
6. The bidder shall have an average annual turnover of the last three financial years from manpower services of Rs.30 Lakhs. Copies of audited statements/certificate in this regard to be submitted as per the **Annexure-IV**.
7. The Bidder should have its office in Thiruvananthapuram for operational conveniences. Proof of the same is to be submitted.
8. **Other Annexure:** Firm Incorporation Certificate, PAN details, GSTIN, EPF registration, ESI registration, Labor License etc. details are to be provided

9. GENERAL CONDITIONS OF TENDER

i. GENERAL INSTRUCTIONS TO THE TENDERER

a. General Instructions

- i) As per the directives of Govt., the Notice Inviting Tender (NIT) has been published on the Central Public Procurement Portal (CPPP) (Link:<https://eprocure.gov.in/epublish/app>).
- ii) Bidders who have not enrolled / registered in e-procurement portal will be required to enroll/register before participating.
- iii) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://etenders.gov.in/eprocure/app>.
- iv) Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://etenders.gov.in/eprocure/app> under the "Information about DSC".
- v) The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.

b. Registration

- i) Bidders are required to enroll/register on the aforesaid portal by clicking on "Online Bidder Enrolment", which is completely free of cost. As part of this, the bidders will be required to choose unique user name and password for their account.
- ii) While registering, bidders are advised to mention their valid email id & mobile number, which would be used for any communication from CPP Portal.
- iii) Upon enrolment, the Digital Signature Certificate (DSC) (Class II / Class III with signing key usage, issued by any certifying authority recognized by CCA India) of the bidder has



to be registered.

- iv) Only one valid DSC should be registered. Bidders are responsible to ensure that they don't lend their DSCs to others which may lead to misuse.

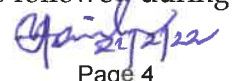
c. Searching for Tender Documents:

- i) 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.
- ii) 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 Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- iii) 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.

d. Preparation & Submission of bids

- i) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.
- ii) Both Technical Bid & Price Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions.
- iii) Before submission of bids, bidder should take any corrigendum published on the tender in to account. Bidders have to go through the terms of the tender and submit the tender accordingly along with the required documents in no. of covers as sought. Any deviation will lead to rejection of the bid.
- iv) Bidders should submit the tender documents as mentioned in the tender and its schedule. The format of the document PDF/XLS in general. Bid documents may be scanned with 100 dpi with black and white option.
- v) Bidders are advised to go through the menus available in the E-Procurement portal towards registration and provision for keeping the documents for uploading in My Documents etc. before submission of bids so as to save time & effort.
- vi) Bidders should log in to the portal and submit the bids on or before the last date & time of submission.
- vii) Bidder has to digitally sign all the required documents of the bids as mentioned in the tender and upload one by one.
- viii) Bidders are to submit their offers (Technical & Financial) in the prescribed format provided in the Annexure. No other format is acceptable. The format is found to be modified, the bid will summarily be rejected.
- ix) The server time will be considered as the standard time for referencing the deadlines for submission of bids by the bidder, opening of bids etc. The same has to be followed during




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- bid submission.
- x) Institute (Tender Inviting Authority) will not be responsible for any sort of delay or the difficulties faced during the time of bid submission online by the bidders. Upon its successful submission, a message & bid summary will be made available in the bidder's user environment.
- e. No tenderer will be allowed to withdraw or amend its/his tender or impairs or derogates from the tender in any respect after submission of the tenders within the bid validity period.
- f. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has been made himself aware of the scope and specifications for the work to be done.
- g. Opening of Tender:
- The online bid will be opened by a committee duly constituted for this purpose.
 - The technical bid will be opened online first and it will be examined by a technical committee (as per the eligibility criteria and requirement).
 - The financial offer/bids which technically qualifies all the eligibility criteria and requirements as per the Tender will be opened.
 - The bidder shall be required to furnish an EMD for an amount of Rs.2,40,000/- by transferring through SBI Fee Collect.
 - Technical Bids received without EMD will be summarily rejected. No excuse on submission of EMD will be entertained No bidder will be allowed to withdraw or amend its/his tender or impairs or derogates from the tender in any respect after submission of the tender within the bid validity period, otherwise the EMD remitted by the tendering firm will be forfeited.
- h. Assistance to Bidders:
- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
 - ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120- 4001002, 0120-4001005]
- i. Failure to comply with any of the instructions stated in this NIT or offering unsatisfactory explanations for non-compliance will lead to rejection of offers.
- j. IISER Thiruvananthapuram reserves the right to accept/reject the whole or any part of the tender without assigning any reason thereof.



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ii. LIST OF ENCLOSURES:

The bidder has to submit the bids through e-procurement portal <http://eprocure.gov.in>.

The technical bid (Cover 1) must be accompanied with the following documents and should be uploaded in the same manner as given below: -

1. Proof of payment of EMD made through SBI Fee Collect against Tender Document downloaded from the Institute website.
2. Annexure -1 Self-declaration certificate for acceptance of all terms & conditions of tender documents.
3. Annexure -2-Affidavit.
4. Annexure -3 - Proof of successfully executed/serving at least three contracts of similar nature from the last two years from the date of publication of tender out of which two clients should be of Govt. of Kerala/Govt. of India/Educational/Research Institutes/State/Central Autonomous Bodies in Kerala.
5. Annexure -4: Certificates of two running contracts in a prescribed format.
6. Annexure-5: Audited financial statements for last 3 years (2020-21, 2019-20 &2018-19). A statement from Chartered Accountant towards average annual turnover of the last three financial years from manpower service contract.
7. Annexure-6: Technical Compliance Sheet.
8. Other Annexure: Firm Incorporation Certificate, PAN details, GSTIN, EPF registration, ESI registration, Labor License etc.
9. Any other documents to strengthen your credentials as a bidder.

FINANCIAL / PRICE BID (COVER 2)

1. The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Ministry of Labour & Employment, Government of India. If the rates quoted found below the minimum wages, tender will be summarily rejected. Schedule of Financial/Price bid indicating percentage of service charge quoted to be uploaded in PDF format / BoQ.
2. The EMD of unsuccessful bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.
3. The EMD of successful bidder will be discharged upon receipt of acceptance of signing the contract from the bidder and furnishing the performance guarantee. No interest shall be paid on the EMD. If the successful bidder fails to sign the agreement within the stipulated time, the EMD shall be forfeited.



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iii. SELECTION CRITERIA

a. **Technical bid (Cover 1):** Technical bid submitted online will be opened in the presence of tender opening committee (Bid openers). Technical bid will be opened online first to verify its contents as per requirements. If various documents contained do not meet the requirements and prove eligibility as per the eligibility criteria defined earlier in this tender, Technical Evaluation shall not be carried out.

The financial bids of Bidders who are qualified in the technical evaluation stage, will only be opened.

b. **Financial bid (Cover 2):** Financial bid of only those bidders who qualified in the technical bid (Cover 1) and whose original documents were submitted in the office within stipulated timeframe will be opened, on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "Document Decryption Failed" reason and if minimum three financial bids i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered as rejected. IISER Thiruvananthapuram shall not be responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/e-bid have been submitted in time.

c. **VALIDITY OF BID:** Bid submitted by Bidder shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the BID. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

iv. AWARD OF CONTRACT:

1. The contract for supplying manpower shall be awarded to the tenderer who quotes the lowest agency service charges rates whose tender has been found to be responsive, eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document

2. The Institute will communicate the successful bidder by email/post that his tender has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Intent") shall prescribe the amount which the Institute will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

3. The successful bidder will be required to execute an agreement within a period of 30 days from the date of issue of Letter of Intent.

4. The successful bidder on acceptance of the contract must submit all original statutory documents uploaded in the CPP Portal.



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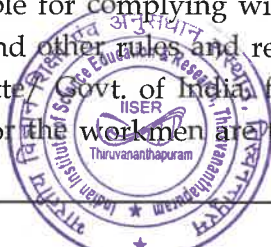
5. The successful bidder shall be required to furnish a Security Deposit within 15 days of receipt of LoI for an amount equal to three percentages (3%) of the total value of the contract in the form of an Account Payee DD/Direct Bank Transfer/Performance Bank Guarantee from any Nationalized Bank. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
6. The rates at which the contract is awarded will be valid throughout the contract period except for statutory payments, etc. However, if there is any downward revision of all the rates due to revision of govt. taxes etc., or any other reasons, the benefit shall be passed on to the Institute through appropriate reduction of the contracted rates. Further, any upward revision of Minimum Wages by the concerned authority, amount may be revised accordingly.
7. Failure of the successful tenderer to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award.
8. The Competent authority of the Institute does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected. The contractor shall obtain a license under Contract Labor(R&A) Act, 1970 and also submit a copy of such license duly attested to the Institute. No payments would be released till the contract license is submitted to the Institute. Moreover, the contractor shall abide by all the necessary provisions of various other Labor Laws/Acts viz. ESI/Bonus/Workmen's Compensation/ EPF and any other laws and rules applicable, in this regard.

10. **GENERAL CONDITIONS OF CONTRACT:**

1. **Scope of Work:** To provide Unskilled / Semi-skilled / Skilled / Highly skilled / Technical / Professional / Managerial / Supervisory manpower to IISER TVM on outsourcing basis depending upon the requirements of the Institute from time to time as per the terms & conditions mentioned in the NIT.
2. **Period of contract:** The contract shall be for a period of two years from the date of signing agreement extendable for subsequent year(s) subject to satisfactory performance.
3. **Tentative Manpower Requirement:** Approximately 40 - 50 Nos. in combination of categories mentioned above depending on the requirement of the Institute. Any additional requirement, reduction of manpower and qualifications etc. shall be communicated to the agency as and when required during the period of contract. Based on the requirement of each job, the bio-data of candidates forwarded by the agency for engagement/deployment will be shortlisted/finalized by the Institute and decision of the Institute will be final in this regard. In case the deployed person is not found suitable by the Institute, the Agency shall be liable to withdraw such person (s) forthwith and provide a necessary replacement acceptable to the institute by following the procedure as said above.



4. Deployment of manpower: Manpower finalized by the Institute to be deployed as per the following procedure:
 - a. The copy of a letter issued by the agency to the personnel
 - b. Bio-data of each personnel along with the duly verified testimonials of Educational qualifications, Identity and/or experience details etc.
 - c. Police verification report of the engaged personnel
 - d. Report of Medical Examination that the personnel are free from any communicable diseases and are medically fit to render their services at the Institute.
 - e. Photo identity card of the manpower agency issued to the engaged personnel
5. The personnel engaged by the agency shall be available for work on all office days subject to Govt of India norms.
6. The holidays will be in line with the Kerala Industrial Establishment (National and Festival Holidays) Act 1958.
7. An attendance register / biometric attendance shall be maintained by the agency for all the personnel deputed by them, who shall mark attendance daily in the Institute and the payment shall be made to the agency on the basis of attendance register / biometric attendance.
8. **Role and Responsibilities of the manpower agency:**
 - To assess & hire prospective personnel required to be deployed at the Institute
 - To check and verify qualifications & competence level of the persons to be supplied
 - The agency shall in no case pay its employee less than the minimum wages fixed by Central Government and a record of that should be kept in a register, which may be made available for examination to the Institute as and when required.
 - The personnel engaged by the agency shall be the sole employees of the agency and the Institute shall not have any relation whatsoever with the employees of the service provider. An undertaking in this regard is required to be obtained by the agency from the individual before deployment.
 - It will be the responsibility of the contractor to provide details of manpower deployed by him in IISER Thiruvananthapuram to the O/o Regional Labor Commissioner, Labour Department and other respective authorities.
 - It shall be the duty of the contractor to get EPF Code number allotted from the O/o the Regional Provident Fund Commissioner against which the EPF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month and report of the same along with the employees engaged is required to be submitted to IISER Thiruvananthapuram. In any eventuality, if the contractor fails to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the Institute is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement.
 - The service provider will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and other rules and regulations as applicable and notified from time to time in the official gazette Govt. of India for all its employees engaged in the Institute. All statutory requirements for the workmen are to be borne by service provider and



shall be the sole responsibility of them. The service provider should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a penalty cum warning and may further lead to termination of services. The rates so allowed to and paid to agency shall include all statutory liabilities and no excess amount shall be paid by the Institute.

- The agency has to maintain a systematic method/bio-metric/ID card punching system on which day to day deployment of personnel to be entered and the countersign has to be obtained on the printout of the same from the authorized official of the Institute on daily basis. While raising the bill, the deployment particulars of the personnel engaged during each month along with the daily attendance and deposit of statutory payment report should be submitted. The agency has to submit an undertaking regarding payment of wages as per rules and laws in force, before receiving the second payment onwards.
- The agency shall be responsible for all injuries and accidents to person engaged by them. They shall be insured against personal accidents arising out of and during course of their duties. In the event of injury, illness or accidents to any worker, Institute will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
- The agency will be required to depute one of its representatives as may be needed to supervise and guide their staff members for the proper execution of the work as per directions / instructions laid out by the competent official(s) to administer the contract.
- Agency shall disburse salary for the previous month to the personnel engaged within 7th of next month upon obtaining attendance details from the official(s) of the Institute.
- In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the agency, Institute shall have the right to claim the damages from the service provider. The decision of the Competent Authority at the Institute will be final and binding on the agency.

9. Role & Responsibilities of the personnel engaged by the agency:

- The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any confidential official information to any unauthorized person.
- The personnel deployed must maintain the highest discipline and behave politely with the faculty, staff, students and guests. They should not argue with anyone. The person deployed by the service provider should be reliable, trustworthy, alert, honest and efficient.
- The personnel deployed maintain personal hygiene with a decent dress code on duty.
- The persons employed by the service provider should not indulge in any unlawful or illegal activities that are against the interests of the Institute.
- The personnel so employed by the agency shall have no right to employment against any post of the Institute and their services are being taken on a purely on outsourced basis.

10. The Institute shall have the right, within reasons, to have any person removed that is considered to be undesirable or otherwise and similarly contractor reserves the right to change the staff with prior intimation to the Institute.



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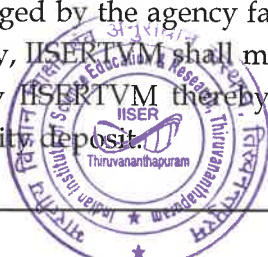
11. The Institute may seek contractor for withdrawal of any of their staff engaged on the following just causes:
- Lack of skills for the job resulting in poor performance
 - Serious misconduct
 - Willful disobedience
 - Habitual neglect of duties
 - Insubordination
 - Revealing secrets of establishment
 - Absenteeism
 - Political activities inside the campus
12. The agency shall ensure that any kind of disputes between them and their staff and/or with Trade Union is settled outside the Institute's premises, and they shall in no way utilize the office premises or property, etc., at any point of time.
13. The agency shall not engage any such subcontractor or transfer the contract to any other person in any manner.
14. The agency shall indemnify and hold the Institute indemnified from and against all claims, damages, losses and expenses arising out of, or resulting from the personnel engaged by the agency.
15. **Notice period:** Notwithstanding anything contained hereinbefore to the contrary, the Institute shall have full power and authority to terminate this Agreement without assigning any reason by giving 45(Forty-Five) days' notice in writing. Similarly, if the agency wants to rescind the contract he/she is required to give at least 90 days' notice for withdrawal of services.
16. In view of any dispute/claims raised by the personnel's engaged by the agency will be heard/settled only in the presence of the Regional labour Commissioner in the Jurisdiction of the Institute.
17. **Minimization of manpower:**

The agency has to minimize the manpower in the following circumstances as per the directions of the Institute and has to raise the bill only on actual basis:

- a) Lockdown as mandated by the Government.
- b) Curfew as mandated by the Government.
- c) Vacation Periods of the Institute (approx. 2 Months in Summer and one month in Winter).

18. PENALTY

- a. In the event of the personnel engaged by the agency failure to execute the work entrusted to it under this Agreement satisfactorily, IISERTVM shall make alternative arrangement to do it and the difference of cost incurred by IISERTVM thereby shall be recovered from the Agency's unpaid bills and contractor's Security deposit.



- b. The security deposit shall be forfeited in the event of any breach or negligence or non-observance of any terms/conditions of the tender document/contract or for unsatisfactory performance of contract.
- c. In case any public complaint is received attributable to misconduct/misbehavior of agency's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from agency's bill. Further the concerned contractor's personnel shall be immediately removed from the deployment to the Institute. Any damage or loss caused by agency's persons to the Institute in whatever form would be recovered from the agency.

19. FORCE MAJEURE:

- a. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
- b. In the event of any lockdown or the activities of the Institute stands closed due to any unforeseen situation or as declared by the Government/Competent authority of the Institute, the payment for minimum/no work done for the particular period will be as per the sole discretion of the authority.

20. TERMS OF PAYMENT

- a) The agency shall make regular and monthly payment of latest by 7th of every following month (e.g., wages for the month of June will be paid in July)
- b) The Institute will pay the agency (paid bill) within 15 Days of submission of the bill by the contractor along with the proof of challans/receipts issued by the PF commissioner for the payment made towards applicable provident fund, ESI and EDLI for previous month and proof of payment towards compliance of other statutory provision for the previous month.
- c) All payments will be subject to statutory deductions as per Income Tax Act, GST Act and other relevant acts.



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V. APPLICABLE LAW:

- a) The contract shall be governed by the laws and procedures established by govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings /processing.
- b) Dispute, if any, will be subject to the exclusive jurisdiction of the competent court at Thiruvananthapuram.
- c) If any disputes and differences cannot be settled and resolved by discussions and negotiation, then the same shall be referred to the sole Arbitrator appointed by the Competent authority of the Institute whose decision shall be final and binding on both the parties.
- d) Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Thiruvananthapuram. The decision of the Arbitrator shall be final and binding on both the parties.

11. CRITICAL DATES TO REMEMBER:

1.	Publishing Date of tender documents through e-procurement website http://eprocure.gov.in/eprocure/app .	22.02.2022
2.	Start Date for downloading of tender documents	22.02.2022
3.	Last Date and Time for downloading of tender documents	15.03.2022 (11.00 pm)
4.	Start date of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid) and EMD	22.02.2022
5.	Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid) and EMD	15.03.2022 (11.00 pm)
6.	Date and time for opening of Technical bids (Cover 1)	16.03.2022 (11.30 pm)
7.	Date and time for opening of Financial bids (Cover 2)	Will be intimated later

For Any Other Queries, Please Contact

O/o Deputy Registrar

Room No.2101B, Physical Sciences Block

Indian Institute of Science Education and Research Thiruvananthapuram

Maruthamala P.O, Vithura, Thiruvananthapuram - 695551

Phone: +91-471-2778146/8031 Email: hr@iisertvm.ac.in

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22/2/22



DETAILS OF EARNEST MONEY DEPOSIT

Name of the Bidder	
Address (Registered)	
Detail of the Tender	
Earnest Money Deposit (EMD) & remittance details	

Signature of the Bidder or His /Her authorized signatory with Seal

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27/2/22



Self-Declaration

To

The Registrar

IISER Thiruvananthapuram

From

Name of the firm/ Agency _____

Ref: Name of the tender _____ Due date: _____

Sir,

I/We hereby certify that I/we are bound/ready to accept all terms & conditions of tender documents.

Signature

(Name and Address of the Bidder)

Telephone/Mobile No.

Henry
21/2/22



Annexure -II

Affidavit

(to be provided in Bidders letter head)

To

The Registrar

IISER Thiruvananthapuram

Sir,

1. I/We hereby certify that we have not been blacklisted by any Government or any other organization in the last three years. An affidavit to this effect shall be given by the firm along with the Technical Bid failing which the bid shall be rejected.
2. I/We confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. I/We further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliant and declare any contract to the bidder to be null and void, if already awarded.
3. I/We confirm that our firm is not having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of PF/ESI/Minimum Wages Act or any other laws in force.
4. I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

Signature

(Name and Address of the Bidder)

Telephone/Mobile No.



[Handwritten Signature]
21/2/22

Annexure - III

EXPERIENCE DETAILS

Sl. No.	Name & Address Of Client	Period From To-	Description/ Nature of Services Completed Successfully	No. of Persons/employees Provided by the Contractor	Value of Contract	No. and Detail machines provided by contractor	Remarks

NOTE: - WORK ORDERS & COMPLETION CERTIFICATIONS FROM CLIENTS TO BE ENCLOSED ALONGWITH THIS PROFORMA.

Yairil
21/2/22



Annexure-IV

From

To

IISER TVM.

Sub: Details of running contracts - Providing manpower services - reg.

Dear Sir,

It is certified that M/s _____ is in contract with our Organisation for providing manpower services from _____. The annual contract value is Rs. _____.

Yours sincerely,

Authorised signatory

Place:

Date:

[Handwritten Signature]
21/2/22



Annexure-V

Audited financial statement for last 3 years

i.e. 2020-21, 2019-20 & 2018-19



Janil
21/2/22

Annexure-VI

Technical Compliance Sheet

Ser No	Description	Confir mation	Proof attached
		(yes/No)	at page no.
1.	The bidder should be registered with the appropriate registration authority and should be in existence for not less than three years before 31/03/2022. Copy of Certificate of Incorporation should be attached.		
2.	The bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).		
3.	The bidder 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. The bidder shall confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. The bidder has to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliance and declare any contract to the bidder to be null and void, if already awarded.		
4.	The bidder should have successfully executed/serving at least three contracts of similar nature from the last two years from the date of publication of tender out of which two clients should be of GoK/GoI/Govt./PSU/Autonomous bodies in Kerala. The bidder should attach copies of the manpower supply orders / contracts and satisfactory report, which should indicate the number of personnel deployed.		
5.	The bidder shall have an average annual turnover of the last three financial years from manpower services of Rs.30 Lakhs.		
6.	The Bidder should have its office in Thiruvananthapuram for operational conveniences.		
7.	Firm Incorporation Certificate, PAN details, GSTIN, EPF registration, ESI registration, Labor License etc. details are to be provided.		



Handwritten signature
21/2/22