



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

TENDER FOR PROVIDING OFFICE MANAGEMENT STAFFS SERVICES AT IIIT RANCHI



IIIT Ranchi
JUT Campus, Khojatoli,
Namkum, Ranchi.
Jharkhand: 834010
Email: dr.fa@iiitranchi.ac.in

Date of issue of tender document	13-03-2024
Due date and time for submission of tenders	27-04-2024
Date and time of opening bids on GeM Portal	29-04-2024



Table of Contents

Sl. No	Particulars	Page No
	PART - I Technical (Qualification) Bid	
1.	Notice Inviting Tender	4-5
2.	Pre-Qualification Criteria	6-14
3.	Instructions to bidders	15-16
4.	General instructions and General conditions of the Contract	17-22
5.	Special Terms & Conditions - Scope of Work	23-25
6.	Safety Conditions of the Contract	26
7.	Schedule-I – Requirement of Office Management Staffs	27
8.	Form of Tender	28-29
9.	Draft Articles of Agreement	30-33
10.	Annexure I – Specimen of Letter of Authorization	34
11.	Annexure II – Letter of Indemnity and Undertaking	35-36
	PART - II (Financial Bid)	
12.	Preamble to Schedule of Quantities	38-39
13.	Financial Bid- Cost per Shift per Month	40-41



PART - 1 Technical Bid



1.

NOTICE INVITING TENDER

Tender for Providing Office Management Services in the campuses of JUT, Namkum/ BSNL ARTTC & Khelgaon Complex of IIIT Ranchi

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI (IIIT RANCHI) intends to award the **Tender for Providing Office Management Staffs Services at IIIT RANCHI**. For this, a single stage bidding process under GeM i.e. Technical Qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from our website <https://iiitranchi.ac.in/> under the tender column. Contractors registered on GeM portal may only apply.

- 1) INDIAN INSTITUTE OF INFORMATION TECHNOLOGY Ranchi (IIIT RANCHI) has its campuses at 02/03 locations in Ranchi at present. The total number of required manpower and the services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. *The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from IIIT RANCHI before quoting their rates.*
- 2) Tenders will be applied on GeM portal only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid (**as per Section I, II, III& IV**), along with proof of having submitted EMD; and terms & conditions in prescribed tender document.
- 3) **The PART- II of the tenders shall contain only the financial bid in the prescribed format in GeM & in the bid document.** No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.
- 4) IIIT RANCHI reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the IIIT RANCHI to accept the lowest (L1) or any tender.
- 5) Tenders, which do not fulfil all or any of the IIIT RANCHI's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by IIIT RANCHI, are liable to be rejected.
- 6) Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to the "The Registrar, INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI" who will review the same and information sought if not clearly indicated or specified, IIIT RANCHI will issue clarifications to all the tenderers which will become part of the Contract Document. IIIT RANCHI will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of IIIT RANCHI before three working days prior to the date of submission of the Tender.
- 7) The tenderer shall deposit Earnest Money Deposit (EMD) amounting to ₹ 1,38,000 directly crediting the amount in our saving account as per the details given below, failing which, the tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders. We request you to give us a copy of the acknowledgement crediting our Account along with tender document failing which the tender will not be considered for acceptance. MSME, IIIT RANCHI empaneled vendors and other eligible



organizations will be exempted as per prevailing Govt. instructions upon submission of proof.

8) The details of account of IIIT RANCHI are furnished below: -

Name of Account: IIIT Ranchi

Account Number: 35551469248

Institute Name: IIIT RANCHI

Branch Name: SBI NAMKUM

IFS Code: SBIN0009011

9) Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to except only if the minimum wages are revised and contract rates are different from the revised minimum wage rates or change in GST / statutory taxes and **subject to other terms & conditions mentioned elsewhere in the tender.**

10) The successful tenderer will be required to submit @ 10% of the accepted value of tender (total value of the contract for one year), as Retention Money Deposit (RMD) within 15 days of award of work, which will be reckoned toward the Security Deposit and shall be refunded after 60 days from the expiry of the satisfactory contract period and will not bear any interest. The Earnest Money Deposit (EMD) of the successful tenderer shall be adjusted towards the RMD.

11) The Security Deposit/RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.

12) This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules/ provisions of this tender document and those of GeM portal, preference shall be given to the rules/ provisions given in our tender document.



2. **PRE-QUALIFICATION CRITERIA**

To be submitted along with EMD of Rs.1,38,000

(Approx. value of tender is Rs. 46 Lac annually)

**INSTRUCTIONS TO THE TENDERERS FOR FURNISHING INFORMATION
AS A PART OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA**

1. The work involved is **Tender for Providing Office Management Services at IIIT RANCHI**. Scope of work and services to be provided are indicated in the “**SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)**” and “**Scope of work (Part B) – Illustrative**” of this tender. *The tenderers are advised to visit all the sites, conduct survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from IIIT RANCHI before quoting their rates.*
2. The contractors should have experience of similar works during the last 7 years (ending) and who fulfill the following criteria are eligible to tender: -
 - Should have carried out **minimum 1 similar work** with Govt/ PSUs during last 3 years (on 31st March, 2023) with annual contract value (costing individually) not less than **Rs. 80 Lac.**

OR

- Should have carried out **minimum 2 similar works with** Govt/ PSUs during last 3 years (on 31st March, 2023) with annual contract value (costing individually) not less than **Rs. 60 Lac.**

OR

- Should have carried out **minimum 3 similar works with** Govt/ PSUs during last 3 years (on 31st March, 2023) with annual contract value (costing individually) not less than **Rs. 40 lacs.**
- The tenderers should have average Annual Turnover of **Rs. 1 crore** each year during the last three years (on 31st March, 2023) supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.
- The tenderers should have applicable registrations (PAN, GST, ESI, EPF etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid). Agency should have a valid license/registration as per GOI instructions or from any other competent authority to operate a manpower agency in the State of Jharkhand and similarly registration with appropriate competent



authority. Tenderers to note that copies of licenses and registration are to be submitted with the pre-Qualifying bid i.e. Part I. Tenders without required documents will be summarily rejected.

- Contractors should be registered under ESI and EPF act and should have a valid PF code number and all the employees of the contractor to be deployed by them should be enrolled as member of EPF and should have a PF number. Evidence of last 6 months EPF, ESI and GST challan for proving that the compliances are done on time as per norms along with updated EPF, ESI & GST Return on date of filing of tender. Documents relating to the same i.e. ESI & EPF should be submitted in the Technical Qualification bid i.e. Part-I of the tender.
 - Notary affidavit that the bidder has no case pending regarding compliance of EPF and ESIC.
 - Certificate of Manpower Services under Shop & Establishment Act of Jharkhand State.
 - ***Should have their own office within the city limits of Ranchi.*** (Evidence to be provided must be either Rent Agreement, Telephone Bill, Water Bill, etc.) Tenderers are requested to submit the following documents for examining their qualification/suitability:
 - i) Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/ State Government offices/ Public Sector Undertakings/ Public Sector Institutes/ Autonomous Bodies, etc. **during the last three years in Jharkhand state.** “Similar Works” means experience in providing Manpower **for Office Management Staffs services** in similar Government/ PSUs/ Public Sector Institutes/ Autonomous Bodies, etc. **having registered office or such similar setup in Jharkhand.**
 - ii) IT returns of last three consecutive financial years –2020-21, 2021-22 & 2022-23.
 - iii) References of clients/ particulars of institutes/ organizations, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.
 - iv) Information in Section-I, II, III & IV as per enclosed proforma.
3. Intending tenderers are required to submit their **full profile** giving details about their organization, experience, personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
 4. Notary affidavit that the bidder is not debarred/ blacklisted from any Govt. (Central/State), PSU’s or any tender inviting authority.
 5. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of tenderers to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
 6. If required, the Institute will obtain reports on past performance of the tenderer from his



clients and institutes/ organizations and evaluate the said reports before finalization of the bid. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/ or his performance reports received from his clients and/ or his institutes/ organizations are found not satisfactory, the Institute reserves the right to reject his offer even after qualifying on the basis of fulfilment of General Terms & Conditions of the tender. The Institute is not bound to assign any reason for rejecting the tender.

7. After scrutiny of bid, if any of the tenderers is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further and will be rejected.
8. Applications containing false and/or inadequate information are liable for rejection.
9. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
10. Clarifications, if any required, may be obtained from IIIT Ranchi, Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand: 834010

I/ We have read and understood the instructions contained herein above and are acceptable to us.

Date:

Place:

Signature of the Tenderer with seal Address



Section-I-Basic Information

Sr. No.	Particulars	Bidder's response
1.	Name of the Tenderer/agency/ contractor and address of the registered office, telephone no., mobile no., fax no., email-id, and website address.	
2.	Year of Establishment	
3.	Type of the agency/ contractor (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed	
4.	Name of the Proprietor / Partners / Directors of the agency/contractor / Firm etc.	
5.	Details of Registration, Registering Authority, Date of Registration, Registration No.	
6.	Whether registered/ empaneled for similar service with a Government/Semi-govt/ Municipal Authorities or any other public organization If yes, name of the authority and since when?	(Yes/ no)
7.	Work Experience Details of work experience in Office Management Staffs services Documentary evidence of previous experience if any, of carrying out works for IIIT RANCHI/ RBI/ Public sector institutes/ Government department/ Semi Govt. department/ Other Public Sector Undertakings at any other center should also be given.	
8.	a) Areas of business activities, other than Office Management Staffs services, if any, and b) Place and address of such business	



9.	a) Address of office through which the proposed work of the Institute will be handled; and b) Name & designation of In-charge	
10.	Adequate and satisfactory evidence to indicate financial capacity of the person/ agency/ contractor to undertake the said work	
11.	a) Names of bankers b) Full address of bankers Telephone (landline & mobile Nos), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by IIIT Ranchi, in case it is so needed)	
12.	Credit worthiness of the Tenderer & Turn Over during the specified period (Copies of IT deposit certificates such as copy of deposited Form 16 or any such other certificate along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed as proof of their credit worthiness and Turn Over for the last three years ending.)	<u>Annual turnover</u> Rs. _____ Rs. _____ Rs. _____ Rs. _____
13.	Number of supplementary sheets attached	
14.	a) Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last five years (Yes/No) b) If yes, please give following information (suit-wise/ project-wise): i. Name of the Project & Organization ii. Nature of work iii. Work Order No. and Date iv. Present stage of work v. Value of contract vi. Brief details of litigation	
15.	i. Permanent Account Number (PAN) ii. TIN iii. Goods and Service Tax Registration No. iv. EPFO Registration No. v. ESIC Registration No. Regional Labour Commissioner Registration (Copy of above documents to be enclosed)	



Notes: Please attach self-certified copies of the following documents:

- a) Latest Income Tax Clearance Certificate
- b) IT Returns OR Audited Balance Sheet and Profit & Loss Account for the past three years from FY 2020-21, 2021-22 & 2022-23.

Signature of the Tenderer with seal & date



Section-II -Previous Experience

a) List of important works executed by the firm during last three years costing **Rs.** and above with experience in executing works of similar work i.e. Office Management Staffs service in organizations/ institutes/ training establishments etc. (Please attach extra sheets if required).

S. No	Name of the work and Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt or PSU's	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

b) List of important ON HAND works costing **Rs.**.....and above in the field of Office Management Staffs service. (Please attach extra sheets if required).

S. No	Name of the work and Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or PSU's	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information.
(1)	(2)	(3)	(4)	(5)	(6)	(7)



Section-III –Office Management Staffs and their Experience

1. List of Office Management Staffs, giving details about their technical qualifications, experience, etc. including that in the applicant’s organization. (Please attach extra sheets if required).

S. No	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in the organization	Any other relevant information, if any



Section-IV - Details of Bank Account

1.	Name of the Vendor/ Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/ Firm	
4.	Name of the Branch and Address	
5.	Branch Code	
6.	IFS Code of the Branch	
7.	Type of Account (Saving/ Current/ Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of above account number



3

INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. IIIT RANCHI takes no responsibility for delay / loss in non-receipt of Tender Documents.
3. Intending tenderers shall deposit as earnest money a sum of ₹ 1,38,000 by crediting the amount into the current account of the IIIT Ranchi, the details of which are given below: -

Name of Account: IIIT RANCHI

Account Number: 35551469248

Branch Name: SBI NAMKUM, RANCHI

IFS Code: SBIN0009011

4. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest, after finalization of work order. In no case EMD shall bear any interest. Under no circumstances, earnest money deposit will be accepted in the form of fixed deposit receipts or Institutes or Insurance guarantee or cheque.
5. The Earnest Money Deposit of ₹ 1,38,000/- paid by the successful tenderer shall be held by the IIIT Ranchi as security for the execution and due fulfilment of the Contract. No interest shall be paid on the said deposit. In case of unsuccessful bidders, the EMD will be refunded only on award of Contract to the successful bidder. The EMD/ Initial Security Deposit (ISD) will not bear any interest. If the bidder withdraws his tender before expiry of the validity period of the tender or if the Contractor fails to execute/ complete the works satisfactorily, IIIT RANCHI reserves the right to forfeit the EMD/ ISD.
6. "Retention Money Deposit" i.e. RMD of 10% of accepted value of the tender (annual charges) shall be directly credited to our current account (details given above in Sl. No. 3) by the successful tenderer within 15 days of intimation to him of acceptance of tender. The EMD already furnished shall be taken into account while determining the RMD. In other words, EMD shall become a part of RMD. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.
7. The RMD will be released after 60 days from the expiry of the satisfactory contract period and will not bear any interest.
8. The Tender/ Quotation shall be submitted as per procedure of GeM as PART- I (Pre-qualification & Technical Bid) and PART-II (Financial Bid) as the case may be, should be submitted in the GeM portal.
9. Bids submitted by unauthorized agents and FAX/ Posts shall not be entertained.
10. Tenderers are advised to visit the site at their cost, conduct survey of existing



conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from IIIT RANCHI before quoting the rates.

- 11.If last date of receipt of Tender/ Quotation and opening date is a holiday, then submission and opening of Tenders/ Quotations shall be shifted to next working day without any change of time and venue.
- 12.The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional/ Deviatonal Tenders may be rejected without making any reference to the Tenderers.
- 13.No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/ her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.
- 14.Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, in such case the amount given in words will be considered final.
- 15.Notwithstanding anything stated above, IIIT RANCHI reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of IIIT RANCHI.
- 16.The value of the Price Breakup in Section 13 of the Bid document should be matched with the value entered in GeM Portal. The bidder will be disqualified if any variation is found. The bidder will upload/ submit an undertaking for the same that if any variation is found in the values then the candidature of the bidder will be disqualified.

DECLARATION BY THE TENDERER

1. I/ we hereby declare that I/ we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/ we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of finalization of bid.
3. I/ we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/ we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE:

SEAL & SIGNATURE OF THE TENDERER

PLACE:



4 GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS OF CONTRACT

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted Service Charges should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish an analysis for scrutiny of the Service Charges, as and when called for, by IIITRANCHI. Service charges should not be below 3.85% and bids quoted below 3.85% service charges will not be considered.
3. Rates should **include all Taxes** (Goods and Service Tax, VAT, IT, WCT etc.), Duties, Octroi, Levies, Wages as per relevant Act, Service Charges etc. as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision in minimum wages & taxes.
4. Monthly payment will be made based on bill submitted by the contractor and certified by the Associate Dean (Campus Administration)/ AEE to the effect that the services are provided as per the contract agreement. The Contractor has to get the Signature of the Associate Dean (Campus Administration)/ AEE after completion of the respective work on the formats enclosed/ given for respective work and should submit all these with the bill.
5. Separate orders will be issued by IIIT RANCHI in respect of additional works (if any) which are not covered under the comprehensive monthly charges. The bills for the same are to be submitted within a period of one month after completion of the work. IIIT RANCHI may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
6. GST-TDS, Income Tax, Works Contract Tax, Goods and Service Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
7. IIIT RANCHI will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate IIIT RANCHI in the event of any damage to person or material, injury/ damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and/ or his employees or workforce.



- 8. The contractor shall deploy such specified number of qualified and experienced staff as indicated in Schedule – I and financial bid by the contractor to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of IIIT RANCHI.**
9. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules.
10. The contractor shall pay the personnel deployed in IIIT RANCHI, their wages in accordance with the minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed in IIIT RANCHI. Tenders/bids not complying with the minimum wages' payment will be rejected.
11. The contractor shall, for all intents and purposes, be the “Employer” within the meaning of different Labour Legislations in respect of skilled, semi-skilled and unskilled personnel so employed and deployed in IIIT RANCHI and the manpower so employed and deployed in IIIT RANCHI shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in IIIT RANCHI shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/ her/ them and IIIT RANCHI nor have any Registrar and agent relationship with or against the IIIT RANCHI. The contractor's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.
12. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. IIIT RANCHI shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor. The contractor is advised to maintain attendance register of his staff employed at sites and wage register for payment (at least minimum wages as per Centre Govt.) with all records up to date as per the labour regulations. The contractor may be asked to submit the monthly payment records to the staff employed by him. The contractor is advised to ensure that the payment is regularly credited to the institute account of the individual staff employed within the time schedule of Labour laws and pay slips for respective payments are duly issued regularly. IIIT RANCHI may ask for past pay slips and payment records to be submitted along with the monthly bill.
13. The contractor should ensure payments to the employed personnel as per latest Minimum Wages Act and payment of bonus in terms of Bonus Act, 1965. Further, the payment to be disbursed to the contract staffs in the presence of the IIIT RANCHI's representative on or before seventh (7th) of every month irrespective of the fact that previous monthly bill is paid or not by IIIT RANCHI.



14. Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The rates quoted by the contractor should be inclusive of employer's share of ESI & EPF contributions for this contract. The contractor should submit proof of payment (counterfoils) as and when called for by IIIT RANCHI towards ESI & PF with monthly bill & other documents such as registration number, photo card etc.
15. The Contractor should be responsible to fulfil all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.
16. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the Institute the relevant records.
17. The manpower deployed by the contractor should be in neat uniform, polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of IIIT RANCHI. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.
18. The manpower deployed by the Contractor should report to site supervisor as per timings agreed upon and decided by the Institute. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the site supervisor at the time when contractor's worker arrives & sign at site. A copy shall be presented along with the Contractor's monthly bill.
19. The Contractor shall abide by all the requirements of maintenance from time to time and shall strictly follow the obligation required by IIIT RANCHI.
20. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
21. The Contractor or his authorized representative should visit the site frequently as required by IIIT RANCHI and meet Officials for any clarifications and to receive instructions.
22. The Contractor shall have whole/ sole responsibility for any damage / loss of life



and property of IIIT RANCHI on the part of any employee engaged by the Contractor resulting in any loss to IIIT RANCHI or any of its clients. The contractor shall fully compensate IIIT RANCHI for such damage/loss. The decision of IIIT RANCHI in this regard shall be final and binding.

23. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to IIIT RANCHI or any of its clients in kind or cash will be viewed seriously and IIIT RANCHI will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary without any notice.
24. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, IIIT RANCHI reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
25. If any dispute arises on any matter concerning this Contract, the decision of IIIT RANCHI shall be final and binding.
26. The Contractor should not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants/ visitors at site or near the site of work.
27. The work should be carried out with least inconvenience to the staff members of IIIT RANCHI. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by IIIT RANCHI in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card and uniform to its workers including the leave reserves. Any workman not maintaining discipline/ decorum inside the premises shall be immediately removed from site.
28. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist IIIT RANCHI fully in respect of any liaison with the Panchayat/Municipal/Police or any other authority for necessary approval/ permission with regard to providing manpower,
29. The Contractor shall provide documentary proof of police verification for each and every personnel deployed with IIIT RANCHI and replacement, if any, shall also be brought into effect.
30. **EXIT**
 - i) First two months will be on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 15 days, to improve his services. If the contractor fails to improve his services within the Notice period, IIIT RANCHI shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.
 - ii) The contract is liable for termination by giving one-month notice by the



Institute and three months' notice by the contractor.

31. The contractor shall arrange to provide mobile phone to all the personnel deployed at IIIT RANCHI premises.
32. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or on leave.
33. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of IIIT RANCHI.
34. No advance payment shall be made. Further, Contractor will not link payment to his manpower with the settlement of bills by IIIT RANCHI.
35. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.
36. If in the opinion of IIIT RANCHI the work done by the contractor is not satisfactory, IIIT RANCHI may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
37. Contractor shall extend necessary help to other Contractors engaged by IIIT RANCHI under separate contract for their respective work.
38. Contractor shall be required to furnish IIIT RANCHI, as and when required, the following:
 - (i) The Power of Attorney, name and signature of his authorized representative, who will be in- charge of execution of this contract.
 - (ii) Registration certificate copies.
 - (iii) Wage Book, Muster Book pertaining to staffs engaged under this contract.
 - (iv) Validity of Insurance Policies, Labour Contract License relating to staff engaged at IIIT RANCHI site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
 - (v) Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by him. The penalties mentioned in Service Level Agreement (SLA) given in GeM portal shall be applicable.
39. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of IIIT RANCHI.
40. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. IIIT RANCHI shall in no way be connected with such manpower and they shall have no claim whatever against IIIT RANCHI.
41. Notwithstanding anything contained therein the labourers, workmen, supervisors

and other employed persons by the Contractor for the purpose of the works shall



for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against IIIT RANCHI. IIIT RANCHI also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.

42. a) The tender is neither an agreement nor an offer and is only an invitation by the Institute to the interested parties for submission of their bids/ offers.
- b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of IIIT RANCHI is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.
- d) Institute makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Institute may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.
43. The **contract shall be valid up to one year**. The institute also reserves the right/option to **extend the validity of this contract at the same rates for a period of 01 year** and on the same terms and conditions, with consent from the vendor.
- **Forfeiture clause:** In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Institute and the security deposit/RMD shall be forfeited.
 - Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

I / We accept all the above Terms and Conditions in all respects without any reservation.

DATE:

PLACE:

ADDRESS:

Signature of the Tenderer

NAME AND SEAL



Scope of Work (Part A)

1. This contract shall be for a period of one year likely from **1 June, 2024 (OR ONE YEAR FROM DATE OF ACCEPTANCE)**. In the event of IIIT Ranchi requiring the services for further periods after the expiry of the initial period, it shall make a request in writing in this behalf to the Contractor one month prior to the termination of these presents and upon such request, the Contractor shall provide the services to the IIIT Ranchi for the said premises on the same terms and conditions.
2. No overtime allowance or any compensation of any other kind shall be payable by IIIT Ranchi to any person including supervisor employed by the Contractor for duties at the said premises.
3. IIIT Ranchi shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to IIIT Ranchi.
4. During the continuance of this contract or such extended time, the contractor shall provide Office Management Staffs at the said premises as per the requirement of the IIIT Ranchi. The present requirement and timings of duties are specified in Schedule I, which would be liable for change as and when considered necessary by the IIIT Ranchi. The requirement of number of staffs will be reviewed, if considered necessary, by the IIIT Ranchi. The contractor shall increase or reduce the number of staffs and charges as specified in financial bid will be increased or decreased proportionately.
5. The staffs posted by the contractor for the said premises shall be deployed in consultation with the Institute.
6. The staffs posted at the aforesaid premises of the IIIT Ranchi for duty shall be below **55 years of age** and be medically fit to perform the Office Management Staffs (***GeM-SLA mentions age of 65 years but it shall be below 55 years only***). The working and deployment of staffs will be monitored by any official authorized by the IIIT Ranchi for the purpose. They will be the employees of the contractors under their exclusive control and supervision and shall comply with the following: -
 - i) The supervisor/Office Management Staffs on duty shall comply with the directions and instructions given by the representatives of the IIIT Ranchi from time to time.
 - ii) The Contractor shall accede to the requests of the IIIT Ranchi's representatives for recall of any particular person from out of staffs and substitute him by another.
 - iii) The contractor shall ensure that the staffs provided by it are smart, educated and of high integrity and maintain proper discipline and they do not in any manner, cause any interference, annoyance or nuisance to the management



or the IIIT Ranchi or its business or work or its officers/ employees/ visitors, etc.

iv) They shall maintain adequate security and shall remain always on vigil.

7. The Contractor shall declare that they shall be responsible for the due compliance of all the legal provisions connected with requirement of the staffs posted at the said premises of the IIIT Ranchi.
8. The Contractor shall comply with all statutory requirements in respect of their staff such as ESI coverage, Provident Fund, payment of bonus, payment of minimum wages, dearness allowance, leave and gratuity benefits and other legal and statutory requirements in relation thereto and IIIT Ranchi shall accept no liability in this regard. All such liabilities shall be discharged by the Contractor promptly without any default. The contractor shall submit to the IIIT Ranchi documentary evidence of the payment paid to the staffs deployed as and when asked.
9. The contractor shall indemnify IIIT RANCHI against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The contractor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The persons including the supervisors, if deployed by the Contractor for duty in the said premises shall not be deemed to be the employees of the IIIT Ranchi in any manner and they shall not be eligible for any benefits like subsidized food etc. which the IIIT Ranchi often provides to its employees on case-to-case basis. The obligation, if any, for these benefits shall be the sole responsibility and rests entirely with the contractor. The contractor, before starting the work of execution of the service contract as described under scope of work, is required to submit a "Letter of Indemnity and Undertaking". A specimen of such letter is enclosed as Annexure II.
10. The contractor shall provide to the IIIT Ranchi Aadhar, photographs and residential address of the staffs deployed by them.
11. The IIIT Ranchi will not be under any liability to pay any compensation to the staff deployed by the Contractor for their sustaining any injury etc. while discharging the duties in the said premises. The contractor shall get the staffs posted for duty at the said premises, insured against accidents at its own cost.
12. **Applicable Leave:** - Successful vendor shall ensure leave to the staffs as per Contract Labour Act, 1970. It shall be ensured that service personnel are given at least 04 days holidays/weekly off days in a month.
13. The Office Management Staffs so provided shall endeavour to take all steps and precautions to prevent thefts, pilferage and other criminal acts in the said premises. The Contractor shall be liable to make good the loss suffered by the IIIT Ranchi in this regard. IIIT Ranchi shall be at liberty to recover the said amounts from the amounts payable to the contractor.
14. The IIIT Ranchi shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the IIIT Ranchi, be entitled to terminate this agreement by giving seven days' notice in writing and the Contractor shall not be entitled to any compensation for such termination.
15. On expiry of or early termination of the contract, the staffs shall vacate the said premises, _____



without in any way causing any damage to the said premises and the property therein.

16. In case of any dispute or difference between the parties under this agreement, the same shall be referred to The Registrar, IIIT RANCHI, Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand: 834010 or to the person nominated by him and his decision shall be final and binding on the parties.
17. Even if GeM asks for electronic inputs, it is advised that vendors may submit scanned copies of all documents in support of their claims / submissions, as asked for in the tender document of IIIT RANCHI, along with an undertaking that all documents submitted are correct and if found otherwise, in future, will be liable for termination of the tender/ contract without any notice.



6

SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

A. General

1. Smoking and chewing pan/ tobacco/ gutkha/ any other drugs, consumption of alcohol etc. are prohibited in the building.
2. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.

We/I agree to the safety conditions and to ensure compliance with the same fully.

Signature of the tenderer with seal and date:



SCHEDULE - I

7

Requirements of Office Management Staff

Present requirement and duty hours of Office Management Staffs for our Office Premises at Ranchi is indicated below:

Location	No of Staffs to be deployed	Duty Hours
JUT Campus, Namkum, Ranchi - 834010	Highly Skilled: 01 Skilled: 01 Semi- Skilled: 02	Will be specified by the IIIT Ranchi
BSNL ARTTC Campus	Highly Skilled: 0 Skilled: 02 Semi- Skilled: 03	Will be specified by the IIIT Ranchi
Khelgaon Complex	Highly Skilled: 01 Skilled: 0 Semi- Skilled: 05	Will be specified by the IIIT Ranchi

Note: Some of the works are for 5 days in a week and some of the works are 6 days in a week. This will be specified by IIIT Ranchi.



FORM OF TENDER

Tender for Providing Office Management Staffs Services at IIIT RANCHI.

Please Note: Works/Work here and elsewhere in the tender shall mean **Tender for Providing Office Management Staffs Services at IIIT Ranchi.**

The Registrar,
IIIT Ranchi
Science & Technology Campus
Khojatoli, Namkum, Ranchi.
Jharkhand: 834010
Email: dr.fa@iiitranchi.ac.in

Dear Sir,

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our bankers are: (i.)

(ii.)

3. Address of the firm

Tel. No:

Fax:

Email:

Mobile No(s):

i) _____ ii) _____ ii) _____

Name of the person(s) authorized to sign the contract

i) _____ ii) _____

iii) _____

4. Name of the partner(s) of the firm authorized to sign the contract

i) _____ ii) _____

iii) _____

5. The names of the Partners/Directors of our firm are

i) _____ ii) _____



iii) _____

- 6. I / We have examined and understood the Scope of Works and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.
- 7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
- 8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
- 9. I / We enclose herewith interest free Earnest Money Deposit receipts of (EMD) of ₹ **1,38,000** by e-payment and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in case of breach of contract in the event of our failure to execute the Contract when called upon to do so by accepting our Tender. I agree that EMD shall not bear any interest.
- 10. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender are inclusive of the same.
- 11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period (i.e. 1 year) except only if the minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.

NAME OF THE PERSON(S) AUTHORISED TO SIGN AND SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER with Seal)

Date:

NAME AND ADDRESS OF THE TENDERER AND SEAL

Place:



Draft Articles of agreement

THIS AGREEMENT is made at Ranchi on this.....day of 2023

BETWEEN

IIIT Ranchi, a body corporate incorporated under the IIIT(PPP) act, 2017 having its office at Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand: 834010

herein after referred to as “IIIT RANCHI” (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

AND

Shri./ M/s(Individual/ Proprietorship/ partnership firm/ Company) incorporated/registered underAct, or R/o, and having its (place of business or Office) at hereinafter referred to as ‘Vendor’ (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the IIIT RANCHI is desirous of carrying out the work of **Tender for Providing Office Management Staffs Services at IIIT RANCHI** and has caused specifications describing the work to be done and prepared by, IIIT RANCHI.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as “the said contract amount”).

NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES: -

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors shall upon and subject to the said conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that



all items of work specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.
5. IIIT RANCHI reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.
6. The Vendor shall provide to IIIT RANCHI a security deposit/RMD of 10% of the contract value (Interest Free).
7. In case of breach of any terms and conditions attached to this contract, the Security Deposit/RMD of the Vendor will be liable to be forfeited by IIIT RANCHI besides annulment of the contract.
8. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
9. The IIIT RANCHI shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
10. All payments by the IIIT RANCHI under this contract will be made only at Ranchi.
11. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.
12. The Vendor/Contractor shall indemnify and keep indemnified, defend and hold good IIIT RANCHI, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.
13. The Vendor/Contractor shall ensure proper conduct of its personnel in IIIT RANCHI's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
14. IIIT RANCHI shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.
15. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.
16. IIIT RANCHI reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
17. **DISPUTE RESOLUTION**
 - (a) In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with The Registrar, IIIT RANCHI, Ranchi and the same will be binding on the Vendor.
 - (b) In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.



(c) If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Ranchi. The language of arbitration shall be English.

(d) The award of the arbitrator/s so appointed shall be final and binding on the parties.

(e) Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by IIIT RANCHI. No payment due, or payable by IIIT RANCHI, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof

- 18. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof IIIT RANCHI may terminate the contract and forfeit the said security deposit/RMD and recover from the Vendor any loss suffered by IIIT RANCHI on account of the contract being terminated.
- 19. This agreement is being executed in duplicate, IIIT RANCHI shall keep the original and the Vendor shall keep the duplicate.
- 20. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.
- 21. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

IN WITNESS WHEREOF the IIIT RANCHI and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF the IIIT RANCHI has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED BY the IIIT Ranchi, the hand Of

Signature

Name & Designation

In the presence of.....

Signature



Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt. and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt.

Signature

Name & Address



Annexure-I

Specimen of Letter of Authorization

(to be given by bidder/tenderer)

To,
Director,
IIIT RANCHI,
Science & Technology Campus
Khojatoli, Namkum, Ranchi.
Jharkhand: 834 010
Dear Sir,

Subject: Letter of Authorisation

We (name of the company) have submitted our bid for participating in Institute’s Bid/Tender dated _____ for _____. We also confirm having read and understood the terms of Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr. _____, designated as _____ of our company to participate in the bidding process. IIIT RANCHI shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr. _____ on behalf of the company in the bidding process, failing which we will forfeit the EMD. We agree and understand that IIIT RANCHI may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name –	Name of Authorized Representative
Company / Organization –	Designation of Authorized Representative
Designation within Company / Organization –	Signature of Authorized Representative
Address of Company / Organization –	Verified by



Annexure II

Letter of Indemnity and Undertaking

(To be submitted by the successful bidder)

To
The Deputy Registrar,
IIIT Ranchi
Science & Technology Campus
Khojatoli, Namkum, Ranchi.
Jharkhand: 834010

Email: dr.fa@iiitranchi.ac.in

Sir

Subject: Letter of Indemnity and Undertaking

WHEREAS the IIIT Ranchi, an institute established under the IIIT Ranchi for Indian Institute of Information Technology (PPP) Act, 2017 (hereinafter referred to as 'IIIT RANCHI') has expressed desire to avail Office Management Staffs Services at IIIT RANCHI's as per this tender and which are hereinafter for brevity sake referred to as Office Management Staffs services, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the _____(contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to IIIT RANCHI and that the sale of the said service to IIIT RANCHI by us and the use thereof by IIIT RANCHI does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said _____(contractor/bidder) hereby agree to indemnify and keep indemnified and harmless IIIT RANCHI, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to IIIT RANCHI and will defend the same at our cost and consequences and will pay or reimburse IIIT RANCHI, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said _____(contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless IIIT RANCHI, its Officers, servants, agents and other authorized persons against any third-party claims in respect of any



damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully

(Name and Designation) of **Authorized Official**



PART II (Financial Bid)



PREAMBLE TO SCHEDULE OF QUANTITIES

The "Tender for Providing Office Management Staffs for its office premises at IIIT Ranchi, Science & Technology Campus, Khojatoli, Namkum, Ranchi, Jharkhand: 834010

1. Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
3. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
4. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of IIIT RANCHI.
5. All quoted rates shall be inclusive of all taxes including goods and service tax, wages, etc. as per minimum wages Act etc. unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
6. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.

7. RATES TO BE FILLED IN BILL OF QUANTITIES

The tenderer is requested to fill up rates both in figures and words. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

- a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.
- b) When the amount of an item not worked out by the contractor or it does not



correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.

- c) When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

8. The Institute do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
9. Before tendering, the tenderer shall assess himself the existing condition of the buildings and the site, level of the site and give due allowance in his item rate quotation for any provisions as necessary.

DECLARATION BY THE CONTRACTOR

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place:

Signature of Contractor (with Name and Seal)

Date:

Address:



13

Price Bid/ Financial Bid:

SECTION -A (For Manpower)

S.No.	Description	Highly Skilled (in Rs.)	Skilled (in Rs.)	Semi-Skilled (in Rs.)
1	Monthly Wages (Basic + VDA) for 26 Days			
2	EPF (12%)			
3	ESI (3.25%)			
4	Bonus (Minimum 8.33%)			
5	EDLI (0.5%)			
6	EPF Adm Charges (0.5%)			
7	Sub Total (1+2+3+4+5+6)			
8	Service Charges (Minimum 3.85%)			
9	Grand Total			

10. Total cost of 02 Highly skilled Staff:

11. Total Cost of 03 Skilled Staff:

12. Total Cost of 10 Semi - Skilled Staff:

Total Manpower Cost (including GST):

Note:

- a) Service Charges below 3.85% will not be accepted.
- b) The value of the Price Breakup in Section 13 of the Bid document should be matched with the value entered in GeM Portal. The bidder will be disqualified if any variation is found.



Note for Financial Bid:

1. Increase in Minimum wages as and when applicable will be paid by the Principal Employer (Govt. Order will have to be submitted by the contractor)
2. No. of manpower may be increased/decreased as per requirement of the institute.

Date:

Signature of the tenderer with seal

Place