



Indian Maritime University, Kochi Campus

(A Central University, Govt. of India)

SERA, NH-47A, Matsyapuri PO, W Island, Kochi-682029

Tel: (0484)2989402

**TENDER FOR OUTSOURCING MANPOWER
REQUIREMENT AT IMU KOCHI CAMPUS**

Tender No. IMU /KoC/T-004/MANPOWEROUTSOURCING/2018

TENDER NOTIFICATION



INDIAN MARITIME UNIVERSITY
Indian Maritime University, Kochi Campus

(A Central University, Govt. of India)

SERA, NH-47A, Matsyapuri PO, W Island, Kochi-682029

Tel: (0484)2989402

Sealed tenders are invited from Manpower Service providers under **Two Bid** system:

Name of Service	Annual Estimated cost & EMD (in INR)	Last date & time for Submission
Tender for providing manpower services at IMU Kochi Campus	Rs. 40,00,000/- & Rs. 1,00,000/-	27 th December 2018 -1430 Hrs.

Tender documents i.e. Tender forms and other terms and conditions / details can be downloaded from the website www.imu.ac.in w.e.f. 01-12-2018. Technical bid will be opened on 27.12.2018 at 3.PM. Bidders are requested to carefully read the tender conditions before submitting the tender. Tender submitted after the due time shall not be considered.

DIRECTOR , IMU-KOCHI

1. PREFACE

Sealed Tenders are invited by the Director Indian Maritime University Kochi Campus under Two Bid System- Technical Bid and Financial Bid-from reputed, experienced and financially sound Companies/ Firms/ Agencies for providing manpower to Indian Maritime University Kochi Campus for one year (extendable to further two years) on the terms and conditions mentioned in the tender document.

2. NAME AND ADDRESS OF THE AUTHORITY

Director,

Indian Maritime University, Kochi Campus,

South End Reclamation Area (Located on NH47- A),

Near Alexander Parambithara Bridge,

Matsyapuri P.O.

Willingdon Island, Kochi- 682029.

2.1 CONTACT PERSON(S) FOR ANY QUERIES RELATED TO TENDER

Tender related clarification may be obtained from:

Deputy Registrar/ Assistant Registrar
Indian Maritime University, Kochi Campus.

Written queries can be sent by email at:

dradmin.kochi@imu.ac.in

aradmin.kochi@imu.ac.in

Telephone:04842989402

3. BRIEF DETAILS OF THE TENDER

i.	Name of the work & location	Outsourcing of Manpower requirement at IMU Kochi Campus, Indian Maritime University, Kochi Campus South End Reclamation Area, Near Alexander Parambithara Bridge, Matsyapuri P.O. Willingdon Island, Kochi- 682029
ii	Tender fee:	Nil
iii	TenderNo.	IMU /KoC/T-004/ MANPOWER OUTSOURCING /2018
iv	Date of issue/publishing of Tender document	01-12-2018
v	Pre Bid Meeting	10-12-2018 @ 03.00 pm at IMU Kochi Campus
vi	Place of Submission of tender	Indian Maritime University Kochi Campus office
vii	Last date of submission of Tender	27th December 2018 at 02.30 pm
viii	Date and time of opening	27th December 2018 03 00 pm at Conference Hall of IMU Kochi Campus
ix	Earnest Money Deposit (EMD)	Rs.1,00,000/-in the form of Demand Draft drawn on any nationalised bank only in favour of "Indian Maritime University Kochi Campus" payable at Kochi (attach with technical Bid)
x	Type of Bid	Two bid system (Technical & Financial) in separate sealed envelopes
xi	Period of validity of tender	Three Months from date of opening of Technical bid
xii	Contract period	One year extendable up to two more years

3.1 EARNEST MONEY DEPOSIT(E.M.D.)

Every bidder shall submit the Earnest Money Deposit of Rs.1,00,000/-in the form of Demand Draft drawn only in favour of "Indian Maritime University, payable at Kochi in any nationalised bank. The EMD shall be submitted along with Technical Bid.

The EMD of all the unsuccessful and L-2 onward bidders will be returned on approval of lowest one bidder(L-1) by the competent authority.

4.0 ELIGIBILITY CONDITIONS

The bidder shall fulfill the following qualifying criterion.

- (i) The bidder shall have at least three years' experience in successfully providing skilled, semi-skilled and unskilled manpower to Government or Public Sector Companies/Banks etc. during the last 5 years.
- (ii) The bidder shall have financial turnover of atleast Rs.60 lakhs per annum in each of the last three years.
- (iii) The bidder shall have been a registered establishment.
- (iv) The bidder shall have a valid contract labour license under the Contract Labour (Regulation & Abolition) Act,1970.
- (v) The Head Office/Branch Office of the bidder shall be located in Kerala State.
- (vi) The bidder shall have GST registration.
- (vii) The bidder shall have been registered under Employees Provident Fund Act and Employees State Insurance corporation Act.
- (viii) The bidder has not been black listed by any Govt agency for bidding. A self declaration in this regard shall be submitted along with technical bid.

Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.

5.0. SCOPE OF WORK

The succesful bidder shall provide following manpower to IMU Kochi Campus.

Category	Nos
Senior Administrative Assistant	1
Personal Assistant to Campus Director	1
Marine Workshop Instructor	2
Computer Lab Instructor	1
Electrician	1
Hostel Warden (Male)	2
Admin./Academic/Finance Assitant	4

The number of manpower deployed may be increased or decreased at the option / requirement of the IMU Kochi Campus.

The contractor shall pay the wages prescribed by the IMU to the manpower deployed. The contractor will maintain proper record as required under the various Laws / Acts and their rules and regulations.

5.1 Details of post

Sl No	Post name and Job Description	Tentative Requirement	Qualifications	Experience & other requirements
1	<p>Senior Administrative Assistant</p> <p>To carry out various jobs related to Student Welfare and Scholarship matters, Liaising with agencies - CoPT, DGS, CSL, CPWD, etc.</p>	1	Post Graduate in any discipline from a University recognized by Central Govt or State Govt.	<p>Minimum 6 years in Educational institute preferably in a Marine educational institution.</p> <p>Familiar with MS Office Computer application, online data entry etc.</p> <p>Working knowledge in Hindi is desirable</p> <p>Age up to 50 years</p>
2	<p>Marine Workshop Instructor</p> <p>Imparting Practical training to students, Up keep & maintenance of tools, machineries and equipments.</p>	2	Diploma in Mechanical Engg or ITI (mechanical/turner)	<p>5 years Experience for ITI / 3 years for diploma holders in marine related Field.</p> <p>Age up to 40 years.</p>
3	<p>Computer Lab Instructor</p> <p>Maintenance and Upkeep of the Computer lab and other computers and peripherals at IMU, Audio Video systems, CCTV, Wi-fi and Biometric Systems; Liaising with IT Service providers</p>	1	Diploma in Computer Science/ Computer Applications	<p>3 yrs experience in maintenance/ trouble shooting Computers & Electronic systems</p> <p>Age up to 40 years</p>
4	<p>P.A to Director</p> <p>Taking dictations, typing and assisting the Director for preparation of reports, Attending phone calls,</p>	1	Graduate in Arts/Commerce	<p>Proficient in communicative English and sound knowledge in computer operations with knowledge of MS Word, MS Excel, etc. Candidates should</p>

	visitors and other secretarial functions			<p>have a Typing Speed 30 wpm in English. Proficient in data entry, reprography and record keeping. 3yrs experience as stenographer/ secretary is desirable.</p> <p>Age up to- 35 years</p>
5	<p>Hostel Warden (Male)</p> <p>Responsible for students discipline ,hostel room cleanliness, parade training to students, supervision of student mess ,uniform distribution etc</p>	2	10 +2	<p>Petty Officer in Seaman branch from Indian Navy/Coast Guard OR Havildar in Indian Army OR Sergeant in Indian Air Force</p> <p>Age up to- 45 years</p>
6	<p>Administrative/ Accademi c/Finance Assistant</p> <p>Clerical support to Officers in Secretarial Academics, Finance and Administration related jobs</p>	4	Graduate in any discipline from a University recognized by central Govt or state Govt.	<p>Should have sound knowledge in Computer Application, working with MS office,webpage data entry, reprography etc.</p> <p>Age up to- 35 years</p> <p>Minimum 1 year experience</p>
7	<p>Electrician</p> <p>(General maintenance and up keeping of DG set Electrical system ,Water supply, Sewage systems etc</p>	1	Diploma (electrical engg)/ITI(electri cian)	<p>2 years Experience for ITI holders in operation & maintenance of D.G sets and related systems or Diploma.</p> <p>Age up to 35 years</p>

6.0 GENERAL INSTRUCTIONS TO BIDDERS

6.1 Submission of Bids

Bidders are instructed to submit the Bid in two separate sealed covers. The bids shall not be accepted after 0230 pm of 27/12/2018 under any circumstances whatsoever.

Technical Bid(Cover-1) shall contain the following:

- 1) Duly filled up Technical Bid (Form I).
- 2) Demand Draft for an amount Rs. 1,00,000/-towards EMD.
- 3) Attested copy of the Certificate of registration/Certificate of incorporation of the bidder.
- 4) Attested copy of the valid Registration/Licence No. under Contract Labour (Regulation & Abolition) Act, 1970.
- 5)Attested copy of PAN/GIR Card.
- 6) Attested copy of the last 3 years Income Tax return filed by the bidder.
- 7) Attested copy of the GST registration certificate.
- 8) Attested copy of the PF registration letter/certificate.
- 9) Attested copy of the ESI registration letter/certificate.
- 10) Attested copies of Audited Profit & loss account and balance sheet for the last three years.
- 11) Attested Copies Certified documents in support of Experience.
- 12) Declaration regarding Black listing/debarring from taking part in Govt Bid.
- 13) The bid document and Model contract duly signed on each page by the bidder himself or by his authorized person.
- 14) Power of attorney if the bid is signed by an authorized person.

Financial Bid (Cover -2)

The bidders shall submit the financial bid in the prescribed Format (Form II).

The envelopes should be superscribed Tender No, name of the bidder and Technical Bid/Financial Bid.

At the time of bid opening, one authorized representative of each bidder will be permitted to be present. The representatives of the bidder should bring a letter of authorization to attend bid opening.

6.2 A pre bid meeting with prospective bidders is scheduled on 10-12- 2018 for any clarification of the eligible bidders. The tenderers are advised to examine the tender document carefully and if there be or appear to be any ambiguity and / or discrepancy in the documents or any clarification is needed in the tender document or if they require any clarification with regard to tender, these should be referred in writing during the pre bid meeting. No queries / clarifications shall be considered after the pre bid discussion.

6.3 In case of an unscheduled holiday on the prescribed closing / opening day of bid, the next working day will be treated as the scheduled prescribed day of closing / opening the bid. IMU Kochi shall not responsible for delay, loss or non-receipt of bid.

6.4 Technical bids will be opened and scrutinized first. IMU Kochi Campus reserves the right to accept price bids of only such bidders whose technical bids are qualified. The decision of IMU Kochi Campus in this regard is final and binding on the bidder. The price bid of the bidder whose technical bid is not qualified will neither be opened nor returned to the bidder. The conditional bids shall not be considered and will be outrightly rejected in very first instance.

6.5 IMU Kochi Campus reserves the right to accept, or reject any tender and to cancel the bidding process and reject all tenders at any time prior to award the contract without assigning any reason and thereby absolve any liability to the affected tenderers and no correspondence in this regard will be entertained.

6.6 The authorized signatory of the tender document will be deemed to have carefully read and understood the tender documents along-with the terms and conditions and thereafter he submit the bid for bidding. The EMD of the bidder will be forfeited if he withdraws from the bidding process before finalization of bid.

6.7 The bidder must not be a debarred or black-listed individual / Company/ Firm/ Agency or by any authority of any State Government or Central Government or any of their PSUs on the day of submission of bid. A declaration regarding above must be attached with the bid document in the format as prescribed.

6.8 Successful tenderer shall be required to execute an agreement with IMU Kochi Campus stipulating details of works to be executed, modalities of payments, dates of commencement etc. The draft of the contract to be executed is enclosed with this tender document.

6.9 A work order will be issued to the succesful bidder .The successful bidder shall submit a Security deposit cum Performance guarantee which shall be equivalent to 10% of the total annual contract value in the form of Demand draft .

Security deposit will not bear any interest. If the contractor fails to execute agreement and the start deployment of manpower after issue of work order, the EMD will be forfeited and the bidder will be black listed. If the contract is further extended, the performance security deposit have to be renewed by the contractor. Security deposit cum Performance guarantee will be released by IMU Kochi Campus after the successful completion of the contract. Performance guarantee can be forfeited (partly/fully) in case if ESI, EPF compliance is not met depending upon the cause,10% at first instance and in multiples of ten at every next instance.

6.10 The contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

6.11 The requirement of the manpower may increase or decrease during the period of contract also. In case of decrease in the requirement, the same will be informed to the contractor and additional manpower shall be withdrawn at the given time. If the requirement is increased, the contractor shall provide additional manpower on the same terms and conditions in reasonable time.

6.12 AMENDMENT OF TENDER DOCUMENT:

At any time prior to the deadline for the submission of Tenders, the IMU Kochi for any reason, whether at their own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender document by amendments. The amendment in the form of addendum will be posted on the website **www.imu.ac.in**. All the bidders who have downloaded the Tender Document shall note down amendment before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s) / modification (s) if any shall be binding on the bidders. No separate notice / intimation of amendments / modifications will be sent. The IMU Kochi at their discretion extend deadline for the submission of Tenders to enable prospective tenderers to take the amendment into account while preparing the Tender.

Draft CONTRACT shall be signed on each page by the tenderer as having understood the terms and requirements and enclosed with the technical bid(to be executed on non judicial stamp paper of Rs 200).

CONTRACT FOR MANPOWER OUTSOURCING

The agreement made on this ____ day of _____(month) _____ (year) between _____, herein after called “The Contractor” (which expression shall unless excluded by or repugnant to the context, include its successors, heirs, executors, administrative representative and assignees) on one part

And

Deputy Registrar (Admin) Indian Maritime University Kochi Campus , South End Reclamation Area, Near Alexander Parambithara Bridge, Matsyapuri P.O. Willingdon Island, Kochi- 682029 herein after referred to as the IMU Kochi on the other part, and

Whereas the contractor has consented to enter into agreement with IMU Kochi Campus for providing manpower to the IMU Kochi on the terms and conditions mentioned herein after and at the rates approved by the competent authority of IMU Kochi Campus.

Whereas the necessary Performance Security Deposit (PSD) has been furnished/ deposited/ submitted in accordance with the provisions of the Bid document, and Whereas no interest will be claimed on the PSD / EMD by the contractor.

Now, in presence of witnesses (as detailed at the bottom of this agreement document), it is, hereby, agreed and declared by and between both the parties as follows:

1. This Agreement shall be valid for one year from -----
2. This Agreement may be extended by one year on the same terms and conditions at the sole discretion of IMU Kochi Campus.
- 3 The contractor, during the validity period of this Agreement, shall carry out the

assignment of work by deploying the required number of manpower (employed at his own expense) as Specified in Schedule 1 of the contract.

4 The contractor shall not be allowed to transfer, assign, pledge or sub-contract it's rights and liabilities under the contract to any other agency.

5 The contractor shall ensure that the individual manpower deployed to IMU Kochi Campus confirm to the educational qualifications, skill qualification & age prescribed in the Schedule 1.

6 The contractor shall pay the wages to the manpower deployed as prescribed by IMU Kochi. The contractor shall maintain proper records as required under the various Laws / Acts and their rules and regulations.

7 The contractor shall provide Bio-data with antecedents of each person deployed by him in the format prescribed by IMU Kochi .The contractor shall obtain prior approval from the IMU Kochi for each person before deploying. The contractor shall issue the letter of deployment to all the deployed manpower and a copy of same shall be submitted to IMU Kochi Campus.

8 Manpower deployed by contractor except Hostel Warden and Electrician shall work from Monday to Friday from 9.30 to 06.00 pm . The timing for Hostel warden shall be from 0600am to 1000am and 0600pm to 1000pm or as decided by the Comptent Authority. For the Electrician, the timing will be on 9 hours shift basis as decided by the Comptent Authority. Single accomodation will be provided inside the campus for Electrician if required. The IMU Kochi campus observes Gazetted holidays notified by the Government of India and the manpower deployed by the contractor can avail the holiday.In case, person deployed is absent on a particular day or comes late/leaves early on more than three occasions in a month ,one-day wage shall be deducted on every such occasion as penalty.

9 The Contractor shall replace immediately any of its personnel found unacceptable to IMU Kochi Campus because of security risks, incompetence, conflict of interest, improper conduct etc upon receiving a notice from IMU Kochi Campus. In case, the person employed by the contractor commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the contractor shall be liable to take appropriate disciplinary action against such persons, including their removal from the site of work.

10 For all intents and purpose, the service providing agency shall be the "Employer" within the meaning of different Manpower Legislations in respect of the manpower deployed to IMU Kochi office. The persons deployed by the contractor in the office shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Competent Authority.

11 The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed.

12 The IMU Kochi Campus shall, in no way be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

13 The person deployed by the contractor shall not have any claim or be entitled to pay, perks and other facilities admissible to ad-hoc, regular/confirmed employees of Indian Maritime University during the occurrence or after the expiry of the contract.

14 In case of termination of this contract on its expiry or otherwise, the persons deployed by the contractor shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular/any other capacity in the office.

15 The contractor shall provide a substitute within 5 days in the event of any person leaving the job due to his/her personal reasons. The delay by the contractor in providing a substitute beyond 5 working days will attract pre-agreed liquidated damages@ Rs.500/- per day on contractor.

16 The persons deployed shall observe all etiquette and protocol while performing duty and shall be in proper formal dress. The contractor shall ensure that all selected manpower wear Identity Card provided by the contractor every day during working hours.

17 The contractor shall not substitute the deployed person within six months of his engagement without proper approval from the authorised personnel of IMU. The contractor shall pay to IMU Kochi Campus 10 days wages of the appropriate category as penalty for violation of this Clause. However, IMU shall have the liberty to ask the contractor for replacement of employee.

18 IMU Kochi office shall provide the monthly attendance details of deployed manpower to prepare a bill by the contractor. On the basis of attendance, contractor shall pay the wages to employees deployed by the contractor, ESI and EPF to each employee. Contractor shall pay the wages to the employees before 7th of every month from contractor's own resources. After transferring the monthly wages, EPF and ESI to his deployed manpower, contractor shall submit the bill to IMU Kochi Campus with pay bill, EPF and ESI Details.

19 Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the IMU Kochi every month.

20 PAYMENT TO CONTRACTOR

The contractor shall submit the monthly bill, in triplicate, along with the following documents:

1 Photocopy of the biometric attendance sheet [duly verified by designated officer of IMU] in respect of persons deployed.

2 Documentary proof of payment of wages (corresponding to duty performed) of previous month to the persons deployed.

3 Documentary proof of remittances towards EPF, ESIC, GST in respect of previous month to the authorities concerned.

The claims in bill will be considered, if and only if, the documents as mentioned above are attached with the bill.

The payment to the contractor will be made on monthly basis corresponding to actual services rendered and as specified in Schedule II after deducting penalty if any and any statutory deductions within 15 days from the date of receipt of the bill provided the supporting documents are in order.

21 LEGAL

The contractor will be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, etc. in respect of the persons deployed in the IMU Kochi. The contractor shall be liable for depositing all taxes, levies, cess, GST, etc. to the concerned authorities from time to time as per extant rules and regulations on account of service rendered to IMU Kochi.

The contractor shall maintain all statutory records under the extant laws. The contractor shall produce the same, on demand, to the concerned authority of the office or any other authority prescribed under the respective law.

The TDS shall be deducted as per the provisions of extant Income Tax Act/GST and their Rules/Regulations, as amended from time to time.

In case, the contractor fails to comply with any statutory / taxation liability under applicable laws and as a result thereof I M U Kochi Campus is put to any loss/ obligation, monetary or otherwise, IMU Kochi will be entitled for recovery of the

same out of the outstanding bills or the Performance Security Deposit of the contractor, to the extent of the loss or obligation in monetary terms.

The contractor shall keep The Indian Maritime University, Kochi indemnified against claims, if any, of the workmen and all costs and expenses as may be incurred by the Indian Maritime University, Kochi in connection with any claim that may be made by any workmen.

22. Breach of Terms and Conditions of Contract:-

In case of breach of any terms and conditions of the contract, any or all of the following actions may be taken against the contractor:-

- a. the Performance Security Deposit of the contractor may be forfeited, and/or,
- b. the Agreement may be terminated at the risk and cost of the contractor, and/or,
- c. the contractor may be black-listed.

23 Settlement of disputes

Settlement of disputes, if any, will be done as per provisions of the Indian Arbitration and Conciliation Act and place of proceedings of Arbitration will be at Ernakulam.

24 TERMINATION

This agreement may be terminated by giving three months notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner.

The requirement of the manpower may increase or decrease during the period of contract and the contractor shall provide additional manpower on the same terms and conditions, or shall withdraw some of the deployed manpower.

25 FORCE MAJEURE

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

In presence of witnesses, both the parties set their respective hands and sign and seal this Agreement.

Signature
On behalf of IMU Kochi

On behalf contractor

Name
Designation
Seal

Name
Designation
Seal

Signed in presence of

Witness 1

Witness 1

Witness 2

Witness 2

Schedule 1

SCOPE OF WORK

Primary object of the contract is to deploy following qualified personnel at IMU Kochi Campus.

Category	No
Senior Administrative Assistant	1
P.A to Director	1
Workshop Instructor	2
Computer Lab Instructor	1
Electrician	1
Hostel Warden	2
Admin/Academic/Finance Assistant	4

The details are as per the clause 5.1 of this document.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

- 1) Bio-Data of all the persons in the form as prescribed by the office.
- 2) Educational Qualification & Experience certificates Copies.
- 3) Birth proof of the candidates.
- 4) Letter of deployment from the contractor.
- 5) Copy of Aadhaar card of the candidates.
- 6) Contract agreement duly signed.
- 7) Identity Cards issued by the contractor bearing photograph.
- 8) .Identity proof and residential proof.

FORM – I

TECHNICAL BID

1. Name of the Tendering Company/Firm/Agency
(Attach certificate of registration)

2. Name of the Proprietor /Managing Director/Managing Partner
of Company/Firm/Agency
- 3 Status of the establishment (Public Ltd. / Pvt. Ltd. / Proprietary / Partnership/Society)

4. Full address of the Registered Office _____

Telephone Number: _____
E-Mail Address _____

5. Full address of Branch offices _____

- 6 Registration/Licence No. under
Contract Labour (R &Act) -----

7. EMD details -----

- 8 PAN/GIR No.
(Attach attested copy) _____
- 9 GST Registration No.
(Attach attested copy) _____
10. E.P.F. Registration
Number (Attach attested
copy) _____
- 11 E.S.I. Registration Number
(Attach attested copy) _____

12 Financial turnover of the bidder for the last 3 financial Years

Financial Year	2015-16	2016-17	2017-18	
Amount in lakhs(Rs)				
Remarks				

(Attach separate sheet if space provided is insufficient)

13 Experience details of Manpower Supply contract by the bidder

(Attach copy of Contract /Work Order)

Details of Client	Types of manpower provided	Annual Contract value	Duration of contract		
			From	To	Total no of years

14 Name of the authorised signatory in bid documents & Designation

(Attach Power of attorney if the authorised signatory is Not Proprietor/Managing Director/Managing partner)

15 Additional information, if any required

Date

Signature of authorized person

Place

DECLARATION

1. I _____ signatory of the Company/Agency/firm mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender including Contract Agreement and undertake to abide by them if the contract is awarded.

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date

Place

Signature of authorized person

Full Name _____

Seal: _____

FORM-II

FINANCIAL BID

(This format must not be replaced or modified by the bidder)

Name of the Bidder	
--------------------	--

Category (A)	No(B)	Monthly Amount/Person (in Rs)(C)	Service charges/Person (Rs) (D)	Total Monthly amount(in Rs) (E)*
Senior Administrative Assistant	1	35000-40000		
P.A to Director	1	20000-22000		
Workshop Instructor	2	25000-28000		
Computer Lab Instructor	1	25000- 28000		
Electrician	1	25000-28000		
Hostel Warden (Male)	2	25000- 28000		
Admin/ Academic/Finance Assistant	4	20000-22000		

* E=(Lowest of C+ D) X B

Total

(Rs) (F)

(F=Aggregate of Column E)

Any other liability including all legal liability

towards employees including Bonus etc (Indicate) per Month (Rs)(G)

Total amount quoted F+G

Total monthly Quoted Rate in Words (Rupees)	
---	--

Signature of authorized person

Date

Full Name_____

Place

Seal:_____

Total monthly amount is to be arrived on the basis of Lowest of each category.

The monthly amount mentioned in column C is inclusive of EPF & ESI employer and employee contributions.

For the purpose of evaluation of the bid, total monthly quoted rate shall be considered.

In case difference between rate quoted in words and figure arise, rates quoted in words shall be final.

Contractor's Administration/Service Charges cannot be "NIL" or "Zero".

GST will be paid extra.

DECLARATION REGARDING BLACKLISTING / DEBARRING

1) I / We, _____ Proprietor / Partner (s)/ Director (s) _____ of M/s _____ (Name of the organization) _____ do, hereby, declare that the firm / company/ Agency namely M/s _____ has not been blacklisted or debarred in the past by any other Government organization from taking part in Government Bids.

OR

2) I / We, _____ Proprietor / Partner (s)/ Director (s) _____ of M/s _____ (Name of the Organization) _____ do, hereby, declare that the firm / company/ Agency namely M/s _____ was blacklisted or debarred by _____ (Name of Govt. Dept./organization) from taking part in Government Bids for a period of _____ years with effect from _____. The period is over on _____ and now the firm/ company/ agency is entitled to take part in Government Bids.

I / We are fully aware that the Bid/ contract will be rejected/ cancelled by The Indian Maritime University and EMD/PSD shall be forfeited if the above information is found false

Signature _____

Name _____

Date
Place

Capacity in which signed -----

Seal of the firm to be affixed