

e-TENDER FOR OUTSOURCING OF MANPOWER

E-Tender No.:TISS-GHY /P & A/Man Power/2020

Estimated Cost: Rs. 3368421/-



WEBSITE: <https://www.tenderwizard.com/TISS>

Contract for providing Man-power for a period of **One year** for jobs of supplying and Providing Facility Manager, Electrical Supervisor, Electrical Wireman, Plumber, Cleaner Multi-Tasking Staff, etc (Total 11 Posts), for TISS Guwahati Campus

Schedule of Events / CRITICAL DATE SHEET

Published Date & Time	14.09.2020	(11.00 hrs)
Bid Document Download Start Date & Time	14.09.2020	(13.30 hrs)
Last Date for Online Submission	14.10.2020	(16.30 hrs)
Date of opening (Technical Bids)	15.10.2020	(11.30 hrs)
Date of opening (Financial Bid)	16.10.2020	(14.30 hrs)

The MSMEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.

Complete details of Scope Work and Terms & Conditions are also available on TISS website: www.tiss.edu. Bidders may kindly download the same from the Institute's website upto **14.10.2020**.

Security Deposit

Successful bidders shall pay towards Performance Security Deposit @ 10% of the total order value by way of Demand Draft in favour of the Institute at the time of finalization of the contract. The Security Deposit shall be interest free and refundable subject to due performance of the contract and in case of Contract default, or violation of any terms of the contract, the Security Deposit shall be forfeited.

Issued by:

Ms. Roja T. Pillai
Assistant Registrar
(Personnel & Administration)
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.
Email: roja@tiss.edu

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Name of the Work: Outsourcing of Man-power for a period of One year for jobs of providing and Supplying, Facility Manager, Electrical Supervisor, Electrical Wireman, Plumber, Cleaner Multi-tasking Staff, etc (Total 11 Posts) for TISS Guwahati Campus

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In case of any other requirements, it will be dealt as per GoI instructions.

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NOTICE INVITING TENDER

Online Tenders/Quotations are invited on behalf of Director, TISS from reputed NGOs / agencies / firms for entering into the Contract for Providing Man-power for jobs of Providing and Supplying, Facility Manager, Electrical Supervisor, Electrical Wireman, Plumber, Cleaner Multi-Tasking Staff, etc. and in case of any other requirement, it will be dealt as per GoI instructions for a period of **One year**. The tender should be submitted in Two-Bids System i.e. (i) Technical Bid and (ii) Financial Bid.

The prescribed tender form and the copy of Terms & Conditions can be downloaded from the TISS e-Procurement website of : <https://www.tenderwizard.com/TISS> and NIT will be on TISS (www.tiss.edu) .The duly completed tender forms along with EMD of **Rs. 84,211/- (Rupees Eighty Four Thousand Two Hundred and Eleven only)** can be paid through online on e-Procurement portal through e-Payment Gateway or in the form of Demand Draft from any Nationalised Bank drawn in favour of Registrar, TISS with required documents **should reach TISS** on or before **14.10.2020**, before 14.30 hours

The tenders (Technical bids) received shall be opened online in the **Committee Room, Mezanine Floor, Administrative Block on 15.10.2020** at **11.30** hours by the Tender Evaluation Committee (TEC) in the presence of bidding agencies or their authorised representatives, if any. The Competent Authority reserves the right to accept or reject any or all of the tenders without assigning any reasons thereof.

Note : **Online e-Payment Facility** are available on TISS e-Procurement Site for making the payment of **Tender Fees , EMD and Tender Processing Fees** . These fees to be paid through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS> . **The Tender Fees, Tender Processing Fees and EMD through e-Payment Gateway on portal**, the mode of payments is Credit Card, Debit Card and Internet Banking etc.

Complete details of Scope Work and Terms & Conditions are available on TISS website: www.tiss.edu.

Registrar

Standard e-Tender Terms & Conditions For TISS e-Procurement .
TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "Enrolment" link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on :
 - Telephone: 080-49352000 (Bangalore) .
 - Sanjay KC – Mumbai & Maharashtra (09665721619) E-Mail Id : sanjay.kc@etenderwizard.com
 - Bangalore Off. E-Mail Id: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.
5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enroll for Vendor Registration on the TISS e-Procurement Tender Wizard Portal

(URL: <https://www.tenderwizard.com/TISS>) by clicking on the link "Enrolment" on the home page of e- Portal which is chargeable. (Rs.2000/- + GST (18%) (Non-Refundable) to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual " .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . **N.B:** Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website: <https://www.tenderwizard.com/TISS> . **KEY INSTRUCTIONS for BIDDERS** by clicking on "**Latest Circulars/Formats/Help Manuals/Faq**". **The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process"** "this details are available on TISS e-Procurement Website for e-

Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials. Online support through “Team viewer”, “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software, the downloading software links are available on home page of TISS E-Procurement Site

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. TISS requires the services of reputed, well established manpower companies/NGOs/Agencies to provide Man-power (etc.) for the Jobs of Providing and Supplying, Facility Manager, Electrical Supervisor, Wireman, Plumber, Cleaner Multi-Tasking Staff as per Annexure IX.
2. TISS requires manpower for its establishment at TISS Guwahati Campus – 781013. The Contractor will have to deploy the required manpower for TISS Guwahati Campus as and when required.
3. The tender should be submitted through online mode in **Two-Bids System** i.e. (i) Technical Bid and (ii) Financial Bid. The Tender Document can be downloaded from the website of TISS (www.tiss.edu).
4. Tender should be submitted in two parts. **Part I** should consist of all technical details including their previous experience, nature of work carried out, number of trained man-power provided from each work, etc and other commercial points as detailed in Annexure IV and V of the tender document. **Part II** should contain only the charges (price). Both Part I and Part II should be submitted through online e procure mode only , respective formats are available in xls format on e-Procurement portal.
5. **(Only Through online e-Procurement Mode)**
6. The tenure of the contract will be for a **period of One year** which may be extended for maximum of another two years on yearly basis subject to satisfactory services and mutual agreement.
7. Online submission of **EMD of Rs. 84,211/- (Rupees Eighty Four Thousand Two Hundred and Eleven only)** is a must and should be submitted along with the technical documents or pay through online on e-Procurement site by e-Payment Gateway. The EMD is to be furnished only in the form of DD from any Nationalised Bank drawn in favour of Registrar, TISS payable at Mumbai or pay through online on e-Procurement site by e-Payment Gateway. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be adjusted as part of performance guarantee. EMD submitted by other unsuccessful bidders will be returned after finalization of the contract. Tenders received without valid EMD will be summarily rejected.
8. For due performance of his/her/their obligations under the contract, during the validity, the successful bidder (s) shall have to deposit **Rs. 84,211/- (Rupees Eighty Four Thousand Two Hundred and Eleven only)** as performance guarantee, which will be free of interest, and **valid for a period of 15 months from** the date of

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commencement of the contract, immediately after the contract agreement and valid for a period of **15 months** from the date of commencement of work. The performance guarantee covering the period of contract is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks. The performance guarantee will be forfeited in case of breach of contract. After successful completion of the contract, the performance guarantee will be refunded after adjusting the dues, if any, to TISS from the Contractor. In case the contract is extended, the performance guarantee will have to be renewed by the Bidder.

9. The bidder should ensure that the amounts are written legibly in the financial bid document which are available in excel format on e-Procurement portal in such a way so as to prevent any possible manipulation. No blank space should be left.
10. Canvassing in any form/manner is strictly prohibited and the agency resorting to canvassing will be liable for rejection on that ground alone.
11. The NGO/agency shall not be permitted to bid if a relative is posted in TISS in the grade between Registrar and Section Officer. He/she shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Daughter's husband, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister) and Sister's husband.

12. The bids submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 120 days from the date of opening shall be by mutual consent.
13. The NGO/agency shall quote rates both in figures and words failing which the bid is liable to be rejected. He/she shall also work out the amount for each item of work and write in both figures and words. On checking if there are differences between the rates quoted by the agency in words and in figures or in the amount worked out by him/her, the following procedures shall be followed”.
 - (i) When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the bidder shall be taken as correct.

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(ii) When the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.

(iii) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.

14. That the persons deployed by the contractor under the contract shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor (who is answerable to the Competent Authority of TISS i.e. Director, TISS or his representative) and in no case, shall an employer-employee relationship accrue/arise implicitly or explicitly between the said persons and the TISS. Subcontracting shall not be permitted.
15. The Earnest Money (EMD) will be forfeited if the contractor fails to commence the work as per the letter of award and the award letter will be cancelled.
16. Failure to fulfil any of the conditions given above shall render the bid/bidder liable for rejection.
17. The Director, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088, does not bind himself to accept the lowest or any bid and reserves to himself the right of accepting the whole or any part of the bid, and the bidder shall be bound to perform as agreed upon in the contract agreement at the quoted rates.

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TECHNICAL DETAILS

1. The tendering manpower Company/NGO/Firm/Agency should fulfil the following technical specifications:
 - a) The Registered Office or one of the Branch Office's of the manpower Company/Firm/NGO/Agency should be located in Guwahati;
 - b) The manpower Company/Firm/NGO/Agency should be registered with the appropriate registration authority;
 - c) The Company/Firm/NGO/Agency should have its own Bank Account;
 - d) The Company/Firm/NGO/Agency should be registered with Income Tax and Service Tax departments;
 - e) The Company/Firm/NGO/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - f) The Company/Firm/NGO/Agency should have a minimum financial turnover of Rs. 30, 00, 000/- (Rupees Thirty Lakhs Only) per year during last three preceding financial years.

2. The tendering Companies/Firms/Agencies/NGOs are required to enclose photocopies of the following documents (duly self attested) along with the Technical Bid in the earlier page, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
 - (a) Registration certificate;
 - (b) Copy of PAN/TAN card;
 - (c) GST No.
 - (d) Copy of the IT return filed for the last three financial years;
 - (e) Copies of EPF and ESI certificates;
 - (f) Copy of the Service Tax registration certificate;
 - (g) Valid Labour licence issued by the appropriate authority.

3. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

4. The bidder should furnish the proof of his/her experience of providing Man-power (skilled, semiskilled and unskilled service and other categories) in Government departments (State/Central/Autonomous bodies under Ministries) and other Public corporations. The contractor should furnish the details of staff strength, qualification and experience of his supervisory staff, office address for correspondence, contact telephone numbers, etc. along with an attested copy of Annual Returns filed by him in r/o his workers towards ESIC, EPF and copies of challan as on 1st April of current financial year.

5. Work done certificate for having successfully executed / completed similar works during the last 3 years ending last day of March of the current year i.e. 2019, should be either of the following:
 - a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost OR(Rs 1347368/)
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost OR (1684211/)
 - c) One similar completed works costing not less than the amount equal to 80% of the estimated cost. (2694737)***Similar work*** means supplying and Providing of Man-power (skilled, semi-skilled

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& un-skilled and other categories) and must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the date of commencement and date of completion of the work.

6. An Earnest Money Deposit (EMD) of Rs.84211/- (Rupees Eighty Four Thousand Two Hundred and Eleven only) will have to be furnished along with online tender documents in the form of DD from any nationalized banks drawn in favour of Registrar, TISS payable at Mumbai or can pay through online on TISS e-Procurement portal by e-Payment Gateway, which will be adjusted towards the Performance guarantee, if the contract is awarded to him / her / firm.
7. The bidder must have annual financial turnover of an amount of Rs. 30 Lakh during the last 3 years ending 31st March of the previous year in each financial year which shall be duly certified by a Chartered Accountant.
8. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black listed. The person deployed for the tendered work should not be involved in any police case or have any case pending against them. Police verification certificate for the persons deployed for work to be submitted on demand.
9. The entire tender document should be duly signed and sealed by the bidder.
10. The bidder shall submit the information regarding his / her firm in the format enclosed as Annexure "V" as part of Technical bid along with terms and conditions (duly signed).
11. The deployed personnel should be well-mannered and maintain the office decorum and discipline.
12. Bidder should note that different firms / agencies / NGOs having common partners / directors are not permitted to quote for more than one tender offer from any of such firms.
13. If in the opinion of the Director, TISS the performance of any of the persons deployed is not satisfactory or he / she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he / she should be replaced immediately.
14. The requirement of manpower will be purely need based. Therefore, the number of Contractor's workers may be increased or decreased any time. The Director, TISS will be under no obligation to engage any specific number of Contractor's workers during the period of contract.

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PAYMENT CONDITIONS:

1. The Contractor will submit the monthly pre-receipt bills along with a copy of challan toward EPF and ESIC payment in respect of his employees in duplicate after satisfactory completion of the work to the Officer of the Institute for certification for payment. The officer, on receipt of the bill, will check the work record, and there after process the bill for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipt.
3. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the concerned office(s) of the Tata Institute of Social Sciences. A certificate to the effect that all labour laws including EPF, ESIC payment, etc. are being followed has to be furnished with proof along with the bill for payment. The Contractor will have to submit the bill with a list of employees duly certified by him / her. Copies of the previous month statutory payment like ESIC, PF etc to be enclosed with the bill.
4. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the contractor.
5. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from TISS.
6. The contractor shall make the payment of salary, etc. to the persons so deployed by credited their bank account and shall furnish certificate of salary paid, etc. to TISS for having paid all the dues to the persons deployed by him for the work under agreement.
7. Under no circumstances, advance payment will be made. The Agency has to make payments to its staff, statutory and claim it from TISS along with proof.

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15. ARBITRATION

1. In the event of any question dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of Director, TISS or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is unable to act for any reasons whatsoever, the Director, TISS shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim awards(s) and / or directions, as may be required. Subject to the aforesaid provision, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

16. COMMENCEMENT OF WORK

The contractor is required to start the work with effect from **01.01.2021** In case it is found that the work has not been taken up from the above date, TISS at its sole discretion may cancel the work order / award and the EMD/ Performance guarantee shall be forfeited without any further reference to the Contractor.

Technical Details should be provided in the prescribed format i.e. **Annexure “V”** which should inter alia contain the specified documents

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TECHNICAL BID PERFORMA

Note: *This form is also available in EXCEL Format for online submission (Mandatory)*

1.	Name of the Firm/Company/Agency (Attach a copy of registration)		
2.	Name of the Director/Proprietor/Head etc.		
3.	Address of the Registered office, Local office in Guwahati		
4.	Registration under Private Security Regulation Act . Whether ISO certified. If so enclose the copy of relevant certificate.		
5.	Contact Details: Phone/Fax/Mobile Nos. Email Web Campus if any		
6.	PAN No./TIN (Attach a copy)		
7.	GST Registration No. (Attach a copy)		
8.	Labor Commission Registration No. (Attach a copy)		
9.	EPF Registration No. (Attach a copy)		
10.	ESI registration No. (Attach a copy)		
11.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each		
	(a) FY: 2016-17		
	(b) FY: 2017-2018		
	(c) FY:2018-19		
	<i>Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed</i>		
12.	List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)		
	Organization	Contract Value (Annual)	Duration
	1		
	2		
	3		
	4		
	5		
13.	EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid)		

Note: This Performa after filling up details has to be submitted with technical bid along with all supporting attachments. Please use more than one sheets to furnish the above information if required. Copies of supporting documents attached must be serially numbered from 1 to13.

Signature & Seal of the Bidder

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TECHNICAL DETAILS

SL	Particulars	Fill in the details
1	Name of NGO/Firm/Bidder/Company (in block letter)	
2	Permanent Address and Telephone/mobile No.	
3	Year of Incorporation of the NGO/Firm/Company	
4	Full Postal Address with Telephone/Fax No./E-mail	
5	Details of experience of providing services as indicated in <u>Annexure IV</u> at point 5 for the last three years (separate sheet may be attached). Names of the major clients with their address, telephone numbers(enclose completion certificates issued by such clients	
6	Details of infrastructure, person employed, number of offices/branches available (attach separate sheet)	
7	Copy of Annual Return along with challan form in r/o ESIC & EPF payment for his/her employees	
8	EMD details (Amount, Bank Draft No. & date, Banker's Name and Branch	
9	Proof of annual financial turnover from his/her firm's Chartered Accountant	
10	An affidavit duly certified by a Notary that the partners of the firm sole Proprietor or company has never been black listed.	
11	GST No./Udyog Aadhar No:	
12	Details of establishment Registration with date obtained from the concerned authorities (enclose photocopies).	
13	Details of E.S.I.C. Registration with Date	
14	Details of E.P.F. Registration with Date	
15	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	
16	Copy of Labour License issued by Appropriate Authority	

Date
Signature of Bidder


Seal & Address

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FINANCIAL BID

(Only Through Online Mode: Fillable EXCEL sheet are available on TISS e-Procurement Site) (Below Format are for Reference Purpose only)

(Note: Bidders should have to download the Fillable EXCEL sheet from TISS e-Procurement site for quoting rates and same should be uploaded online)

 <p style="text-align: center;">TATA INSTITUTE OF SOCIAL SCIENCES V.N. Purav Marg, Deonar, Mumbai 400 088</p>			
Tender No.TISS-GHY /P & A/Man Power/2020			
Name of Work:e-TENDER FOR OUTSOURCING OF MANPOWER			
FINANCIAL BID FORM			
PURCHASE & STORES SECTION			
Name Of The Bidder (Mandatory):			
Sr.No.	Minimum Requirement of Technical Specification	Percentage of Service charges	Percentage In Words
1	Agency's / Service Provider's Percentage of Service Charges on Total wages including Overtime Allowance and exclusive of all Statutory dues/obligations, Employer's contribution towards PF & ESI etc. (Percentage of Service charges in both figures and words)		
Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.			
"This Is The Electronic Spread Sheet Singature Is Not Required"			

BIDDER'S DECLARATION

I, the undersigned _____ Son/Daughter of
_____ Shri _____ Proprietor /
Partner/Director/ Authorized Signatory of M/s _____ am
competent to sign this declaration and execute this tender document.

I have carefully read and understood all terms and conditions of the tender and here by convey my acceptance of the same.

I /We _____ (Tenderer) hereby also declare that the Firm / agency namely M/s. _____ has not having any pending criminal case against Partners / Proprietor / Others and we are not blacklisted by any Government Agency for any fraudulent practices so far.

The information/documents furnished along with the above application are true and 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 documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____ Signature of the Authorized Person
(With Seal / Stamp)

Place: _____

Name of the Person : _____
Mobile No: : _____
UID No: : _____

Note: This declaration must be submitted along with technical bid in the above mentioned format - Vendors need to fill up the form with stamp and signed on letter head and same should be uploaded online also}

UPLOAD DOCUMENTS **TO BE SUBMITTED (HARD COPIES)**

New Bidders/Vendors will be required to submit 'Vendor Registration Form' (hard copies) along with the aforesaid photocopy/documents to the TISS, Mumbai. Also hard copies of the following documents are to be submitted to the Section Officer, Purchase & Stores Section, V.N. Purav Marg, Deonar, Mumbai-400 088.

1. Shop & Establishment / Certificate of Registration
2. Manpower Strength (Total)
3. No. of Branches (Different Geographical Areas) (Total)
4. GST Registration Certificat
5. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
6. Copy of PAN Card
7. List of Clients (Govt. & Non-Govt)
8. List of Products / Goods & Services
9. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover

Financial Turnover in last Three FYs (in lakhs) - Attach a copy of Audited statement of each)

(a) FY: 2017-18 (b) FY:2018-19 (c) FY: 2019-20

Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed

10. Photo-copies of any two recent MOUs or Purchase Orders with similar organizations

List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)

(a) Name of the Organization (b) Contract Value (Annual) (c) Duration

11. Bank Details (Cancelled Cheque)
12. Copies of any two Offer Letters issued by any organization of similar tenders
13. EMD Payment Details – Bank Name, UTR No. Date etc.

EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid)

(a) Details of the EMD: (b) Amount: (c) Bank's Name: (d) Tracking No: (e) Date:

Once EMD paid, receipt will be generated by the Institute and the same will be mailed.

=== THANKS ===

OTHER TERMS & CONDITIONS

1. The Agency/service provider shall do the necessary background, antecedent and integrity check of the persons it deploys at their own effort and cause and a copy of such report shall be sent to the Institute, before the person is actually deployed on site. The Agency/service provider shall not deploy any person who is not acceptable to the Institute. No person who has been convicted or is facing criminal proceedings or charges shall be deployed in the Institute and any such person shall be barred from participating directly or indirectly in providing the services. The Agency/service provider shall ensure that persons deployed by them shall possess good behaviour and shall immediately withdraw persons with bad record. The decision of the Institute on such matters will be final. The Agency/service provider shall ensure that proper discipline and decorum is maintained by the person deployed at all times while on duty or otherwise during their presence in the campuses. The Agency/service provider shall suspend, remove or terminate the services of any of their persons to fulfil its obligations. The persons shall work at any place that the Institute requires them to work.
2. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
3. The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in the Institute.
4. The agency/service provider'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.
5. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative / organizational matters as most are of confidential / secret nature.
6. The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
7. The agency / service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
8. The agency / service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
9. That the persons deputed shall not be below the age of 18 (eighteen) years and not exceeding 60 years of age.
10. The agency / service provider has to provide Appointment letters and photo identity cards to the persons employed by it for carrying out the works.

11. The agency / service provider shall provide suitable uniforms consisting of shoes, Dress, etc. to all employees except Administrative Staff. Such Employees without complete uniform will be treated as absent.
12. Working hours for all employees would be normally 8.5 hours per day from Monday to Saturday and Monday to Friday for Administrative Staff every week or as notified from time to time with a half hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personal may be called on Saturdays, Sundays and other gazetted holidays, if required. The personnel will be required to follow holidays of TISS.
13. The employees will be entitled to 2.5 days Earned Leave for every completed month and 8 days Casual leave in a calendar year. There will be no provision for encashment of leave.
14. The agency / service provider shall pay salary as decided by TISS from time to time to all deployed staff. The agency / service provider shall issue salary slip to all deployed staff on monthly basis and salary revision letters as and when applicable. However, it should not be less than the minimum wages prescribed by Central Government.
15. The agency/service provider shall ensure medical and accident insurance cover for employees not covered under ESIC.
16. The agency/service provider shall ensure that all the employees receive the Individual statements of Provident Fund for the respective financial year.
17. Workmen's Compensation Insurance to be taken at agency/service provider's cost and obtains from the underwriter of such insurer a waiver of subrogation in favour of the Institute. The agency/service provider to register and pursue realization of all insurance claims.
18. Two pairs of uniforms and a rain coat, one pair of shoes and socks or chapel, shall be provided by the agency/service provider once in two years and it shall be maintained in good usable condition. One pair of Gum boots and Safety shoes shall be provided on functional basis. Prior approval of the Registrar shall be taken on the quality, quantity and pricing of the liveries that shall be provided to the employees. The Institute shall reimburse the expenditure towards the liveries provided to the employees by the agency/service provider on submission of bill. Alternatively, the Institute may decide to provide the liveries.
19. The agency/service provider will pay the Bonus as per Bonus Act and the same will be reimbursed by the Institute
20. No remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the employee.
21. The agency / service provider shall provide replacement of any person leaving the job within 7 (seven) days at no extra cost. In case of delay, a penalty amount equals to 1 (one) month salary of the concerned employee will be deducted from the payment of bills.
22. In case of leave of the employees of agency / service provider, their applications should firstly be forwarded by the agency / service provider (either by written letter or by e-mail or by FAX) and then it will be considered suitably by the Registrar, TISS. However, a long leave in excess of 7 (seven) days, suitable replacement should be provided by the service provider at no extra cost.
23. There will be a **penalty of Rs.100/- (One Hundred Only)** per day per person upon the personnel of the service provider for availing any unauthorized leave not considered by the competent authority. This penalty will also be applicable in case

- replacement manpower is not provided against persons availing 7 (seven) or more days of leave.
24. TISS will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency / service provider.
 25. That the agency / service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If TISS suffer any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency / service provider shall be liable to compensate for the same. The agency / service provider shall keep fully indemnified against any such loss or damage.
 26. The contractor will maintain an attendance by use of Biometric Attendance System in respect of the staff deployed by the agency / service provider on the basis of which wages / remuneration will be decided in respect of the outsourced staff at the approved rates, which shall be not below the minimum wages prescribed by Central Government.
 27. The agency / service provider and any individual assigned for the performance of the services shall comply with all of the Institute's standard operating procedures in place at the locations where the agency / service provider is performing work. the agency / service provider shall ensure the productivity and quality of performance of its persons deployed at the Institute.
 28. The agency / service provider shall open and maintain an office in the Institute at their cost and shall mandatorily appoint qualified supervisor each for TISS Guwahati Campus at their cost to manage the day to day requirements of the persons deployed by the agency / service provider at the Institute. All administrative matters including remuneration, attendance, absence, leave and removal of the staff deployed by the agency / service provider shall be managed by their office. No officer or staff of the Institute shall manage these affairs. For coordination they shall work with an official designated by the Institute for this purpose.
 29. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency / service provider directly or indirectly to any person, firm or whosoever.
 30. Stamp as per the Stamp Duty Act 1958 of Maharashtra has to be borne by the agency/service provider.
 31. Either party can terminate the agreement by giving 2 (two) months notice in advance. If the agency fails to give 2 (two) months notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited.
 32. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
 33. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Director, TISS whose decision shall be binding on both the parties.

34. The personnel of the agency / service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of TISS.
35. The contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of the **Mumbai High Court**.

SUMMARY OF EXISTING/REQUIRED STAFF

Sl No	Name of the Post	Educational Qualification	Age	Experience	Tentative requirement
1	Facility Manager	Degree/Diploma in Civil Engineering,	35-45 years	-Min. 5 years,	1
2	Electrical Supervisor	Diploma in Electrical Engineering/ITI (Electrical),	30-40 years	Min. 5 years	1
3	Electrical Wireman / Helper	ITI (Electrical)/Electrical Licence holder,	25-30 years	Min. 5 years	2
4	Plumber	H.S.L.C.,	25-30 years	Min. 5 years	1
5	Cleaner/sweeper	H.S.L.C	25-30 years	Min. 3 years	6

ESTIMATED COST

Calculation of Estimated cost (Last year expenditure/Statistical Method)

	Name of the Post	Educational Qualification	Age	Experience	Tentative requirement	For month	Salary Per Month Cost	Salary Yearly
1	Facility Manager	Degree/Diploma in Civil Engineering,	35-45 years	-Min. 5 years,	1	12	43846.40	526156.80
2	Electrical Supervisor	Diploma in Electrical Engineering/ITI (Electrical),	30-40 years	Min. 5 years	1	12	33446.40	401356.80
3	Electrical Wireman / Helper	ITI (Electrical)/Electrical Licence holder,	25-30 years	Min. 5 years	1	12	23046.40	276556.80
4	Electrical Wireman / Helper	ITI (Electrical)/Electrical Licence holder,	25-30 years	Min. 5 years	1	12	17846.40	214156.80
5	Plumber	H.S.L.C.,	25-30 years	Min. 5 years	1	12	17846.40	214156.80
6	Cleaner/sweeper	H.S.L.C	25-30 years	Min. 3 years	6	12	101850.84	1222210.08
	Total Cost						237882.84	2854594.08
	GST18%(9+9)						42818.92	513827.04
							280701.76	3368421.12

Selection and Evaluation Process

Technical bids will be scrutinized as per the eligibility criteria laid down in the bid document vis-à-vis the supporting documents submitted by the bidders. A bid will be rejected if any of the eligibility conditions are not met. Bids that are found eligible will be awarded marks. The parameters to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid are as under:

SL. No.	Parameters	Marking schemes	Maximum Marks	Min. marks required for Qualification
1	Credibility of the bidder (certification, turnover, ongoing contracts, performance certificate from clients etc.)	2 marks for ISO certification. 5 marks for annual Turnover between 2-5 cr. in last three FYs, 10 marks for turnover 5 cr or more. 3 marks for one ongoing contract of annual 50Lakh and 1 mark for each such additional contract subject to a maximum of 5. 2 marks for satisfactory performance report from 2 clients and 0.5 mark for each such additional report subject to a maximum of 3 marks	20	10
2	Past experience in carrying out similar works (Type and Number of Organization served, Contract value, Duration of service etc.)	5 marks for 5 years of experience, and 1 mark for each additional year subject to a maximum of 10 marks	15	5
3	Proposed Work plan and ability to extend quality service including Fire-fighting operation, rescue operation as elaborated in the demonstration/presentation before evaluation committee.	3-9 marks for overall satisfactory presentation on work plan. 2 marks for each add on services subject to a maximum of 6 marks	15	5
Total			50	25

Note:

1. A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 25 in the technical evaluation in order to be technically qualified.
2. Only the Financial bids of technically qualified bidders will be opened.
3. The bidder offering lowest price will be treated for awarding the contract. In case of a tie, the bidder with higher technical score will be declared as the successful bidder.