INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

TENDER DOCUMENT

FOR PROVIDING

MANPOWER SUPPLY SERVICES
@
IIM TIRUCHIRAPPALLI CAMPUS

NO: EST-II/H-02/2019 **Date: 20th February 2019**

NOTICE INVITING TENDER FOR PROVIDING MANPOWER SUPPLY SERVICES AT IIM TIRUCHIRAPPALLI CAMPUS

Details	Date	Time	Venue
Date of issue of Tender Document	20.02.2019		-
Pre-bid Meeting	04.03.30219	1600 hrs	Dean's Office Committee Room, IIMT
Last date of Submission of Tenders	15.03.2019	1700hrs	-
Opening of Technical Bid (Cover 1)	18.03.2019	1600 hrs	Dean's Office Committee Room, IIMT
Presentation by the Vendors	18.03.2019	1630 hrs	
Opening of Price Bid (Cover 2) (Only those who qualify the technical evaluation)	Will be informed later		
Tender Document	The tender document can be downloaded from the IIMT website **www.iimtrichy.ac.in/tender**		
Estimated value of the Work	Rs.10 lakhs (Rupees Ten Lakhs only) (Approx.)		
Cost of Tender Document (Including GST) (Nonrefundable)	**Rs.1,180/- (including GST)** has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
EMD Amount (Refundable to unsuccessful Bidder)	**Rs.2,50,000/-** has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli - 620 024**.**		
Mode of Submission of Tender	Speed Post/Registered Post. Hand delivery – during office hours only (Submitted to Dispatch Section of IIMT @ Administrative wing – II Floor).		

Note:

EMD submitted by the successful bidder will be retained by the Institute as Security Deposit and the same will be refunded to the successful bidder, only on completion/termination of the contract after making required deductions, if any.

DIRECTOR

1. Introduction:

The Indian Institute of Management Tiruchirappalli (IIMT) is the eleventh IIM established by the Ministry of Human Resource Development, Government of India. IIMT constructed permanent campus in Trichy Pudukkottai main road next to Bharathidasan University.

IIMT invites sealed tenders from Manpower supply service providers who have their operations in Trichy for providing Manpower services for IIM Tiruchirappalli campus on or before 15.03.2019.

The Institute is looking for an agency to providing Manpower supply at IIM Tiruchirappalli campus. The contract includes supply of trained manpower for Managerial, Clerical, Technical staff etc. The Institute has adopted highest quality standards for all its activities and the bidder is required to render services meeting stringent standards.

2. Nature and Scope of work:

To provide the manpower supply for the following cadre.

- Highly Skilled - 03
- Skilled - 13
- Semi-skilled - 12
- Un-skilled - 05

3. Working Conditions:

Period of contract

- This contract shall be valid for an initial period of one year. Based on the satisfactory performance, the period may be extending on yearly basis for a maximum period of one year at the sole discretion of the Institute. The rate for next years will be based on indices (like minimum wages, cost index, etc.), as approved by the competent authority of the Institute.

Price

- Quoted rates shall be valid for the entire period of the contract. However, the increase of minimum wages as per the Govt. Notification shall be applicable.

Payment:

- Payment shall be made on monthly basis within fifteen (15) days from the date of receipt of bill duly certified & recommended by designated officer in charge.

Workmen Employed:

- The Bidder/agency shall be responsible for following all labour laws and statutory requirements, insurances pertaining to its employees. The agency shall indemnify IIM-T against any Claim on this account. It must retain sufficient reserve of manpower to cater for situations like leave, weekly offs, medical problems, holidays or any other exigencies etc.

Performance:

- The performance of the services will be continuously evaluated by the designated committee/user groups nominated by the Director.

Delay in payment:

- In case of delay in monthly payment the agency should make payment to its manpower & for consumable without affecting the work.

Replacement of Staffs:

- Any staff/employee may be required to be replaced immediately from the site without assigning any reason whatsoever.

Restrictions:

- Smoking cigarette, bidi, chewing tobacco, pan, Gurkha or any other banned item is strictly prohibited inside the Institute's premises. Non-Compliance may lead to Suitable penalty /termination of contract, to be decided by the Institute.

Attendance registers:

- Agency shall be responsible to maintain records of daily attendance of the staff deployed by it. However, the Institute reserves the right to inspect the records & verify attendance as and when required or deemed tit.

Personnel:

- All staff would be in a neat, clean and well-groomed appearance.
- All staff to carry proper ID cards as provided by the service provider.
- The estate maintenance staff will ensure wearing respective work masks, safety gloves, shoes and belts as and when required.
- All legal & statutory compliances would be the responsibility of the service provider Continuous training of the employees would also be the responsibility of the service provider. Attendance of all staff at site to be recorded on daily basis and a report of the same should be provided to IIMT on regular basis.
- Background check for all employees deployed at IIMT is mandatory. None should be deployed at IIMT without police verification report seen and cleared by IIMT authorities.
- Misbehavior with any IIMT staff student guest other contract personnel of any magnitude.
- Impoliteness, loud talking inappropriate language, inappropriate gesture, any indiscipline.
- Group gatherings, disturbance involvement in any kind of activity at IIMT with malafide intentions (including theft) either directly or as a support to any third party.

Screening:

- Service Provider will depute any personnel at IIMT only after screening and approval by IIMT authorities. Any change in any personnel will be at an intimation of at least 1 week to IIMT. The new personnel will also be screened and approved by IIMT.
- If any personnel need in be changed by Service Provider due to some emergency which is beyond the Service Provider control, even then the new personnel will be screened and approved by IIMT first.
- In case of rejection of any personnel by IIMT, Service Provider will provide an option till the personnel is approved by IIMT.
- If Service Provider continues to provide sub-standard personnel which are not approved by IIMT and the work suffers, IIMT will impose penalties as defined ahead.

Safety guidelines:

- The service provider shall provide prior intimation to IIMT representative about any hazardous material being brought on the site and shall ensure security storage of such material.
- No work may be carried out above the heads of people or over gangway or roads or near power cables unless all precautions have been taken to ensure the safety of the person below, and until permission is given by IIMT.
- The service provider should ensure that their personnel do not consume alcohol / do not smoke / do not take drugs in IIMT premises.
- All workmen must have valid identifications cards verified by IIMT Security Department & shall display at all times during duty hours

4. Working Hours:

General Shift : 09.00 am to 5.30 pm
Shift work will be allotted for Estate maintenance staff.

5. Anticipated No. of manpower required per day

S.no	Particulars	No. of persons Per day
1	Highly Skilled	03
2	Skilled	13
3	Semi-Skilled	12
4.	Multi-Tasking Staff	05
Total		**33**

Manpower should be provided as per the requirements mentioned. Contractor has to make arrangement adhering to normal wages and working hours as per statutory provisions.

6. Earnest Money Deposit / Security Deposit

a. As detailed below, the bidders should remit towards EMD and Application Fee through Demand Draft in favour of "INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI" payable at Tiruchirappalli.
b. Demand Draft of INR Rs.2,50,000/- (Rupees Two Lakh Fifty thousand Only) should be submitted towards EMD and Demand Draft of Rs.1,180/- (Rupees One thousand one hundred and eighty only) should be submitted towards application fee.
c. The EMD amount will be refunded to the unsuccessful bidders, after issuing the work order to the successful bidder.
d. In respect of successful bidder, the EMD amount will be adjusted against the security deposit of **INR 6,00,000** (Rupees Six lakh only)
e. The security deposit and EMD will be refunded to the successful bidder, only on completion / termination of the contract after making required deductions, if any.
f. Without EMD, Technical Bid will be rejected

7. Statutory Requirements

a) The Contractor should obtain licence from Labour department for employing his staff in the Institute. Institute has already registered as principal employer with Labour Department. The details will be provided to successful bidder to get Labour department approval for employing their staff. Failing to get such permission within in a month on award of work order failing which the work order will be cancelled.
b) The contractor is responsible for meeting all the statutory requirements as per State / Central Government rules such as implementing of the Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should have proof for meeting these requirements. No additional payment shall be made by the Institute on any account. The Contractor should have registered with the following registration authorities by paying necessary fees, wherever required.

i. Registrar of Companies
ii. Manpower Services License
iii. Labour License
iv. Income Tax
v. EPF
vi. ESI

vii. GST
viii. Special registration, if any by the contractor.
ix. Any other registration which is required as per State / Central Government rules.

c) The contractor should remit PF, ESI in each worker's name in the same month and submit to the Institute in the subsequent month along with the bill.

d) The contractor should issue ESI card to every personnel.

e) The contractor should have First-Aid box at designated five places with necessary medicines etc. and periodically replace the expired medicines. Contractor should make necessary arrangements for taking injured persons to clinic / Hospital in the event of emergencies. Only emergency medical facility will be provided on reimbursement basis. Institute will not be responsible for any damages or cost for treatment of the injured person(s).

8. Special Conditions:

a. The contractor should execute an agreement in the non-judicial stamp - incorporating the various terms and conditions.

b. If the contractor's performance is not satisfactory, the contract shall be terminated by giving one month's notice.

c. The contractor shall recoup to the employer the cost of any damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.

d. Attendance registers and the salary registers for the laborers engaged per building and other registers required as per acts and rules may be verified by any official of IIM Trichy in the Building or assigned for this purpose or other enforcing agencies during their inspection.

e. The wages for the laborers to be fixed by the contractor should be at least protecting the minimum wages prescribed by the Minimum Wages Act of the Central Government and the entire amount of the wages left out after deduction for statutory benefits should be paid in full to the laborers.

f. Entire amount of the wages left out after deduction for statutory benefits should be paid in full to the persons engaged through bank.

g. Monthly bill should be submitted after the payment of wages monthly salary to the personnel, ESI and EPF remittance to individual person. Proof on payment of wages, ESI and EPF should be submitted. In the event of non-compliance of this condition, penalty will be imposed on the agency. The penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.

h. GST should be paid every month before the last date of remittance of GST. Failing which next month bill will not be paid and penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.

i. A certificate for wages paid to the laborers must be obtained from the official concerned and produced along the bills.

j. The contractor should employ at required number manpower per day.

k. The contractor must submit a report on Friday of every week giving details of weekly task performed in the following format. If Friday happens to be holiday to the Institute the report shall be submitted on the next working day.

9. Basic eligibility conditions for submitting bids:

a) The contractor should have at least 5 years of experience in providing manpower service to educational institutions, public buildings, hotels and factories. Copy of the registration certificates should also be attached.

b) The contractor should have operations in Tiruchirappalli (proof to be attached).

c) Should not have incurred any loss in more than two years during the last five years ending 31.03.2018.

d) The contractor should fulfill all the statutory requirements as per state/central Government rules such as to implement Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should enclose proof for meeting these requirements.

e) The agency should not have been debarred / blacklisted. Undertaking should be enclosed.

10. Processing of Tender (Applications)

a. Applications received within the stipulated deadline containing EMD, cost of application fee and the tender documents only will be taken for consideration.

b. Such of the applicants who satisfy the requirements as stated in (a.) above will be shortlisted for further consideration based on the eligibility criteria stipulated.

c. Only the pre-qualified application will be taken up for evaluation.

d. The Indian Institute of Management Tiruchirappalli reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

11. Technical Evaluation (Technical Bid)

a. **The Technical bid** should be furnished in the Application stipulated in the Annexure-I (Form A, B, C, D, E, E-1) of this tender document.

b. Technical bid consists of details on application, eligibility, list of documents to be provided.

c. The bidder needs to agree with all the terms and conditions of the tender document unconditionally without any alterations.

d. The bidder should submit an undertaking in the prescribed format Annexure-III in proof of having accepted all the terms and conditions of the tender document.

e. Technical bid should contain all the required enclosures which should be serially numbered and indexed. Any overwriting in the bid made by the bidder shall be signed by the person signing the bid.

f. The bidders are permitted to attach separate sheets wherever necessary along with the application of technical bid.

g. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself.

h. The Technical bid will be opened on 18.03.2019 at 1430 hrs.

i. At the time of opening of Technical bid, the name of those who have submitted their offers along with the details of EMD will be shared at this stage.

j. Mere submission of information does not entitle the bidders to meet the eligibility criteria. IIMT reserves the right to verify and vet, any or all the information submitted by the bidder.

k. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.

l. The IIMT reserves the right to shortlist the acceptable technical bid.

m. Covers of the Price Bid of the bidder who obtains 50 and above marks in the Technical Bid evaluation will only be opened and processed further.

n. IIMT reserves the right to shortlist/reject any or all tenders without assigning any reason at any stages of process.

o. Bidders will be shortlisted based on their experience, credentials, business turnover, financial strength and stability, contracts executed during the last three

years, contracts in hand, capacity, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the IIMT.

p. The IIMT representative(s) may visit the sites of the bidder to inspect the present contracts to receive on the spot information regarding quality of services provided etc.,

q. Besides, scrutinizing the documents submitted along with the technical bid, if found necessary the bidder will be interviewed by the Committee to assess the eligibility, capability and suitability of the bidder.

r. The bidders whose technical bid are not found acceptable will be informed of the same and their price bid will not be opened.

s. IIMT reserves the rights to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for short listing of bidders at later stages.

t. The decision of the IIMT is final in awarding the contract. IIMT reserves the right to negotiate or refloat the tender opened if L1 price is not acceptable to IIMT inter-alia, other reasons.

u. Canvassing in any form shall make the tender liable for rejection. If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the IIMT reserves the right to reject such tender at any stage.

v. IIMT reserves the right to cancel the contract, if a bidder or bidders obtains the contract as a result of cartel formation of tendering or by forged methods at any stage.

No IIMT employee and/ or their dependents are eligible to submit their offer against this tender. Should the bidder or a contractor has dependent / relative or in the case of partnership firm, any of its partners or dependents of partners employed in IIMT, the bidder should submit an undertaking, mentioning the fact at the time of submission of the tender failing which, tender may be disqualified or if such fact subsequently comes to light, the contract may be cancelled.

12. Price Bid

a. The **price bid** should be quoted in the prescribed format - Annexure – II of the tender document. Price bids which are not submitted in the prescribed format will be summarily rejected.

b. The Price to be quoted by the bidder against this tender shall be inclusive of cost of Minimum Wages, VDA, EPF, ESI, Uniform, other statutory benefits etc. including GST.

c. The Bidder who is technically qualified and quotes the "lowest rate (inclusive of GST)" as per the requirement, stipulated quality and all other terms and conditions will be considered for selection. IIMT will reserve its right not to consider L1 (lowest rate quoted), if in its assessment that the lowest rate is unreasonably low compared to minimum wages of Central Government of India.

d. In case of more number of agencies are found as L1 then agencies have more experience, credentials, business turnover, financial strength and stability, contracts executed during the last three years, contracts in hand, capacity, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the IIMT.

e. The Financial Bid should clearly contain the following details:

i) Full break up of Daily wage and other statutory benefits quoted

ii) Total Monthly Wages for the required service to be rendered by the agency.

iii) Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in (ii) above.

f. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

13. Instructions for submission of Tender:

Contractors are required to submit the Technical Bid and Financial Bid in the following manner:

a. Interested contractors may download prescribed applications from the official website of IIM Tiruchirappalli: www.iimtrichy.ac.in

b. The tenders should be accompanied by two crossed Demand Drafts. One for an amount of Rs.2,50,000/- towards Earnest Money Deposit (EMD) and another for Rs.1,180/- (Inclusive of GST @ 18%) towards the cost of Tender Documents. The Demand Drafts should be in favour of "INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI" payable at Tiruchirappalli. Tender documents received without EMD and cost of tender documents shall be summarily rejected.

c. The Tender should be submitted in Three Envelopes as detailed below:

1) Envelope-1: Superscribed as "EMD & Cost of Tender Documents for providing Manpower supply Services @ IIM Tiruchirappalli campus". This envelope shall contain the two separate demand drafts as stated in para (b) above.

2) Envelope-2: superscribed as "Technical Bid for providing Manpower Supply Services @ IIM Tiruchirappalli campus. This envelope shall contain the following:

- Various details regarding experience, financial standing etc. as detailed in the enclosed forms A to E1.
- Letter of Transmittal as attached with the document
- Self-attested copies of the following:

i. Certificate of Incorporation

ii. Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case may be, of the Company/Firm/Agency.

iii. Labour License of the Company/Firm/Agency

iv. PAN/GIR card of the Company/Firm/Agency

v. EPF Certificate of the Company/Firm/Agency

vi. ESI Certificate of the Company/Firm/Agency

vii. GST Registration Certificate of the Company/Firm/Agency

viii. Special registration, if any, by the contractor.

ix. Any other registration which is required as per State / Central Government rules.

x Experience Certificates, work orders etc.

xi. IT returns filed by the Company/Firm/Agency for the last five financial years

xii. Audited balance sheet and profit & loss account statement of the company/Firm/Agency for the last five financial years.

xiii. Tender document duly signed and stamped on all pages. At any point of time original documents may be asked for verification.

3) Envelope-3: superscribed as “Financial Bid for providing Manpower Supply Services @ IIM Tiruchirappalli campus. This envelope shall contain the tender (Financial Bid) for the work.

4) All the three envelopes shall be placed in an envelope written on the envelope as “Tender for providing Manpower Supply Services at IIM Tiruchirappalli campus”.

5) Director, IIM Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.

6) Duly completed tenders should be submitted to the Chief Administrative Officer of the Institute in the following address on or before 15.03.2019 at 1700 hrs.

Chief Administrative Officer i/c
Indian Institute of Management Tiruchirappalli
Pudukkottai Main Road
Chinna Suriyur Village
Tiruchirappalli – 620 024

7) For any clarification regarding the tender, please contact 0431-2505020/67.

Annexure-I

Form "A"

1. Financial Analysis

Details are to be furnished duly supported by figures in Balance Sheet / Profit and Loss a/c for the last five years duly certified by the chartered accountant, as submitted by the applicant to the Income – Tax Department (Copies to be attached).

Sl. No.	Details	Year ending 31st March of				
		2014	2015	2016	2017	2018
1.	Gross annual turnover in manpower supply work					
2.	Profit (+) / Loss (-)					

2. Financial arrangement for carrying out the proposed work

3. Income Tax, PAN, GST Registration Details

Signature of Applicant (s)

Signature of Charted Accountant with seal

Form – "B"

Additional Information for Completed Works

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work :

7. Value of work :

Signature of Applicant(s)

Form – "C"

Additional Information for Works under progress

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work

7. Value of work :

Signature of Applicant(s)

Form-"D"

Performance Report by the Clients for works referred to in form 'B' & 'C'

1. Name of the work & Location :

2. Scope of work :

3. Agreement No. :

4. Tendered Cost :

5. Value of work done :

6. Date of Start :

7. Date of completion :

   a. Stipulated date of completion :

   b. Actual date of completion :

8. Amount of compensation levied for delayed completion, if any :

9. Name and address with telephone no.: of Officer to whom reference may be made

10. Remarks (indicate whether any show : cause notice issued or Arbitration initiated during the progress of work)

10. Performance report based on : Very Good / Good / Fair
    Quality of work, time management and resourcefulness

Date: Executive Engineer /
Project Manager /
Or Equivalent

Form – 'E'

Structure and Organization

1. Name and address of the applicant :

2. Telephone No. / Fax No. / E-Mail address :

3. Legal Status (attach copies of original document defining the legal status) :

    a) An individual
    b) A Proprietary Firm
    c) A Firm in Partnership
    d) A Limited Company or Corporation

4. Particulars of registration with various Government bodies (attach attested photo-copy) :

    a) Registration Number
    b) Organization / Place of registration

5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.

6. Was the applicant ever required to suspend the manpower service for a period of more than six months continuously after the manpower service was commenced? If so, give the name of the project and give reasons thereof.

7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?

8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details.

9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.

10. In which field of Manpower service, specialization and interest is

11. Any other information considered necessary but not included above

Signature of Applicant (s)

Form – 'E-1'

Details of Key Technical and Administrative Personnel Employed by the Firm/Company

Sl No	Designation	Total No.	Names	Qualification	Professional Experience	Length of continuous service with the employer
1	2	3	4	5	6	7
Grand Total						

Note: Additional information about technical personnel, if any, may be submitted on separate sheet

Signature of Applicant(s)

Annexure-II

FINANCIAL BID

1.	Nature of Service	To provide Manpower supply services for IIM Tiruchirappalli Campus				
2.	Period of Service	One year. The selected contractors shall provide Manpower supply service for a period of one year. The contract may be extended for further period on year to year basis not exceeding two years' subject to the satisfactory performance on the same terms and conditions and at the sole discretion of the Institute.				
3.	No. of personnel to be engaged	33				
4.	**Wage Per Day Per Person** (including statutory benefits with full break-up (Basic & VDA, ESI, EPF, Bonus Gratuity and others) (Minimum wages prescribed by the Minimum Wages Act of the Central Government should be protected. However, Bidders are at liberty to quote higher than the minimum wages.)	**Detailed Break-up of Wages**	**Highly Skilled**	**Skilled**	**Semi Skilled**	**Unskilled**
		Basic Wages				
		Variable Dearness Allowance (VDA)				
		Employees Provident Fund (EPF)				
		Employees State Insurance (ESI)				
		Bonus				
		Gratuity				
		Others				
		Total				
	b. **Monthly Wages** (26 days)		**Highly Skilled**	**Skilled**	**Semi Skilled**	**Unskilled**
	c. Total Monthly Wages	Rs._____				
5.	Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in Item 4.c. above for providing manpower service	_____ %				
6.	**Total of 4.c & 5**	Rs._____				

I/We hereby undertake that the entire amount of wages left out after deduction for statutory benefits to the personnel engaged will be paid to them in full by RTGS/NEFT into the individuals Account and proof of the same will be submitted every month.

Date:

NAME & SIGNATURE OF THE CONTRACTOR WITH SEAL

Annexure-III

LETTER OF TRANSMITTAL

Date: _____

To:

The Director,
IIM Tiruchirappalli
Tiruchirappalli – 24.

Sub: Manpower Services in the IIM Tiruchirappalli campus for 12 months

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate and authorize the Director IIM Trichy or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, IIM Trichy or his representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Date

Signature(s) of the applicant(s)

Seal

ANNEXURE IV

NEAR RELATIVE ERTIFICATE

(To be given by all firm / agency service provider)

I_____S/o Shri_____

r/o_____

_____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature ……

Name in block letters of the signatory ……

In capacity of ……..……

NOTE:

- In case of Company/Institution/Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, "Near Relative Certificate" are required by all the Directors of Company / Institution/ Body corporate excluding Government of India
- Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.