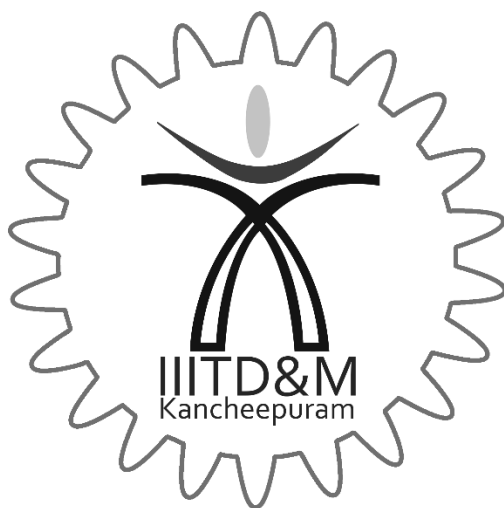


**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN and MANUFACTURING KANCHEEPURAM
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.**



**GeM - Notice Inviting Tender for Providing
Manpower Services at IIITDMK**

Notice Inviting E-Tender

IIITDM Kancheepuram invites online bids (e-tender) in two bid systems through the GeM portal, for the following service.

Service	:	GeM - Notice Inviting Tender for Providing Manpower Services on outsourcing at IIITDMK
Tender Enquiry No.	:	IIITDMK/2025-26/GSS/OSM/04 dated 18 Nov 2025
EMD	:	All participating vendors have to submit an EMD of ₹3,50,000/- (MSEs are exempted)

Important:

All communications are to be addressed in the name of the Registrar, IIITDM Kancheepuram only and not in the name of any officer, and emails have to be sent to the official email ID gss@iiitdm.ac.in

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About the Institute

The Indian Institute of Information Technology Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram), established in 2007, is an autonomous Institute under the Ministry of Education, Government of India. It is declared as an Institute of National Importance under the Act of Parliament of India. The Institute is functioning on its permanent campus spanning 51.75 acres in Melakottaiyur, Off Vandalur-Kelambakkam Road, Chengalpattu Dist., Chennai 600127.

IIITDM Kancheepuram invites bids from reputed, registered, and professional Manpower agencies for providing manpower services on an annual contract basis initially for a period of One year, which may be extended annually for a further period of Two years' subject to satisfactory performance of the work, under mutual agreement.

The Competent Authority also reserves the right to amend the scope of the work or the number of manpower required at any point in time. Any attempt on the part of any company/ organization/firm to influence or negotiate directly or indirectly with the Institute will result in exclusion from consideration. The Institute's decision in this regard shall be final.

Interested bidders are advised to refer to the eligibility, qualification, and scope of work criteria given in the tender document and are encouraged to submit their bids within the due date through the GeM portal. No hard copies of the documents are to be submitted in this regard.

I. General Instructions to the Bidders

1. Eligibility cum Qualification Criteria

- i. The agency/firm/company should have an office in Chennai (*GST registered certificate / Telephone bill to be enclosed as proof*).
- ii. The bidding agency/firm/company should have registration with Income Tax, EPFO, GST, ESIC, and all other relevant Departments.
- iii. The bidder should not have been declared ineligible/blacklisted by the Government of India or any other Government body or Private Corporation on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure /lapses of serious nature. A certificate attesting the same should be submitted along with the bid.
- iv. The bidding agency/firm/company should have an average annual turnover of **₹5,00,00,000** (Five crores only) for the last three years. Documentary proof of the same certified by a Chartered Accountant must be submitted along with the technical bid.
- v. The bidding agency/firm/company should produce a Bank Solvency Certificate for a minimum of **₹1,00,00,000** (Rupees One Crore only). The certificate should have been issued **on or after 01 Oct 2025**.
- vi. The bidding agency/firm/company should have a minimum of five years of experience in successful execution and completion of manpower services in Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments/ Private Managements, Public or Private Sector Companies/ Undertakings, Autonomous Bodies, etc. Documentary proof (work completion/ satisfactory performance/ performance appraisal certificates) of the same is to be furnished.
- vii. Work order(s) and satisfactory certificate from the client for the similar works carried out (1) one work for an annual value of ₹1.00 Crore excluding Taxes OR (2) two works each for annual value of ₹75.00 Lakhs excluding Taxes OR (3) three works each for annual value of ₹50.00 lakhs executed on or after 01.04.2020 in a single campus/Place/Unit.

- viii. The bidding agency/firm/company should have at **least one running contract for providing manpower services of at least 30 personnel in a single contract/work order as on 01 Oct 2025**. Documentary proof (work order copy) of the same has to be furnished.
- ix. The bidder shall submit a self-declaration towards accepting the terms and conditions of the bid along with duly signed Integrity Pact.

2. Documents required in support of Eligibility cum Qualification

The bidder should submit the following documents along with the Technical Bid. Non-submission will lead to the disqualification of their bid.

- i. Self-attested copy of the bidder's Registration / Incorporation Certificate with relevant authority in India.
- ii. Statement of annual turnover for the latest three financial years in support of eligibility criteria mentioned in Para 1(iv) above duly certified by a registered and practicing Chartered Accountant. The details have to be furnished in Annexure-III.
- iii. Bank solvency certificate for a minimum value of **₹1,00,00,000** (Rupees One Crore only).
- vii. Proof of the payment of EMD as per Annexure-I. If exempted, the claim should be supported with the latest UDYAM certificate/Start-up Registration certificates.
- viii. Self-attested copy of the GST registration certificate of the firm.
- ix. Self-attested copy of the PAN issued under the name of the firm.
- x. Self-attested copy of the EPFO registration certificate of the firm.
- xi. Self-attested copy of the ESIC registration certificate of the firm.
- xii. Self-attested copies of work orders/contracts/work completion/satisfactory performance certificates/performance appraisal certificates fulfilling the qualifying criteria mentioned in the bid clauses 1 (vi to ix).
- xiii. Non-blacklisting undertaking as per Annexure-II.
- xvi. Bidder undertaking as per Annexure-IV.
- xvii. Acceptance of Integrity Pact as per Annexure-V.
- xviii. Duly signed Integrity Pact as per Annexure-VI.

3. Duration of the Contract

The contract shall be initially for a period of One year, which may be extended up to for another one-year subject to satisfactory performance of the work, and discretion of the Institute. The performance of the Service Provider shall be reviewed by an expert committee constituted by the Institute. In case of unsatisfactory performance, the contract will be terminated by giving one-month notice even before the completion of the contract.

4. Bid Validity

- i. The bid submitted shall be valid for 90 days after the due date of submission. A bid valid for a shorter period shall be rejected as nonresponsive.
- ii. In exceptional circumstances, before the expiration of the bid validity, the Institute may request the bidders to extend the bid validity for a further period as deemed fit following GFR 174.
- iii. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its EMD. A bidder, agreeing to the request, will not be required or permitted to modify their bid.

5. Bid Security/Earnest Money Deposit

- i. The bidder is required to submit **₹3,50,000** (Rupees Three Lakhs Fifty Thousand only) as Earnest Money Deposit through ECS (Bank transfer/ NEFT/ RTGS/ DD) in favour of the Indian Institute of Information Technology Design and Manufacturing Kancheepuram before the due date for bid submission. Any delay in remitting the EMD will result in the disqualification.
- ii. All the bidders are required to enclose the proof of payment of bid security along with their technical bid unless exempted. Technical bids without the proof of remitting EMD will be summarily rejected.

Please find below the steps for submission of Earnest Money Deposit (EMD) payments through **SBI E-collect** or **GeM Portal**.

Option-1

Visit the following link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

From the drop-down list, select the category “IIITDM-KANCHEEPURAM A/C”.

Choose the payment category: Earnest Money Deposit (EMD) and proceed with the payment.

Option-2:

Submission of EMD may also be done through the GeM portal (steps indicated in the portal itself).

- iii. The Bidders will have to upload a scanned copy of the Payment details towards EMD, and the same will be accepted only on verification and confirmation by the Institute. The Institute will not entertain any delay in credit. (As per the Annexure – I).
- iv. **Return of EMD:**
 - a. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the contract.
 - b. The earnest money of the successful bidder will be returned to them without any interest on receipt of the security deposit.
- vi. **Forfeiture of EMD:** If the successful bidder fails to submit the Performance Security Deposit within the prescribed period, the EMD will be converted into the security deposit.
- vii. **Bid Security Exemption:**
 - a. Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from Bid Security.
 - b. Bidders falling into the MSE category are required to enclose a valid self-attested UDYAM registration certificate issued for providing manpower services along with their technical bid services for availing the benefit under the MSE Procurement Policy.
 - c. This exemption shall be available only for Goods produced and Services rendered by MSEs. However, traders are excluded from the purview of the MSE Procurement Policy.
 - d. Start-up (s) as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Bid Security. Bidders falling under this category have to enclose valid self-attested registration certificate(s) along with the technical bid to this effect.
 - e. Eligible MSE and start up bidders who seek exemption from Bid Security, if they withdraw or modify their bids during the period of validity, or if they are awarded the

contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, will be suspended for three years or as decided by the competent authority from being eligible to submit bids for contracts with the Institute in future.

6. Inspection of Site

Bidders are encouraged to visit the Institute for a practical assessment of the work to be undertaken in the contract before submission of the bid, after intimating about the same.

7. Pre-bid Meeting

Interested bidders are encouraged to attend the pre-bid meeting on **26th November 2025** at 11:00 Hrs. in a hybrid mode.

8. Financial Bid

Bidders are advised to refer to the wages and service charge requirements mentioned in the bid document and quote their financial bids accordingly. The quoted amount will include wages, and service charges inclusive of all incidental expenses and liabilities towards the fulfilment of the contractual obligations.

9. Preparation and Submission of Bids

- i. Bidders who fulfil the eligibility criteria may upload their technical and financial bids along with the documents mentioned in Clause 2, failing which their bids will be summarily rejected.
- ii. The bidders are required to upload two separate bids, i.e., - Technical and Financial, on the GeM portal.
- iii. Each attached document should be signed and stamped by the bidder or its authorized representative.

10. Performance Security

- i. The selected Service Provider shall submit an irrevocable and unconditional Bank Guarantee for **5% of the Contract value** in favour of the Registrar, IIITDM Kancheepuram towards Performance Guarantee for due compliance of contractual obligations to the satisfaction of IIITDM Kancheepuram and to make good any loss or damage caused to IIITDM Kancheepuram owing to acts in pursuance/violation of terms herein. The Bank Guarantee will be valid for at least 14 months from the date of commencement of the contract. In case the period of the contract is extended based on performance appraisal, the validity of the Bank Guarantee should also be extended as may be required by the Institute.
- ii. After successful completion of the contract, the security deposit will be refunded after adjusting dues, if any, to the Institute from the Service Provider. In case, the firm fails to provide the required services within the specified delivery period, the same services will be obtained from the open market and the difference in cost, if any, will be recovered from Performance Security or the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- iii. In case of non-receipt of Security Deposit within the stipulated time, the EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

11. Evaluation of Bids

- i. The committee constituted by the Institute shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the bid document.

- ii. The financial bid of the bidders, whose technical bid is found to be responsive as per the eligibility and other tender conditions, will be opened.
- iii. The lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder.
- iv. **The bidders are requested to quote service charges covering all their incidental charges as per terms including profit margin. It should cover all the incidental expenses and any other charges incurred towards fulfilling the contractual obligations.**
- v. The minimum service charge should be **3.85%** according to the Office Memorandum No.F.6/1/2023-PPD regarding minimum floor price for minimum wage-based Manpower Outsourcing Services, issued by the Ministry of Finance, Government of India.
- vi. Quoting unworkable rate of service charges will not be considered and is liable to be rejected.
- vii. **Service Charges in the Financial Bid:** For calculation of Service Charges, “Basic Wages + Variable Dearness Allowance (VDA) + Monthly amount above wages (including allowances) + Statutory charges” is called the Base Rate.
- viii. While evaluating the financial bids, merely quoting low rates alone will not confer any right to such bidders seeking acceptance.
- ix. In case, multiple L-1 bidders have quoted the lowest allowed price for that service, the Institute shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by the GeM system, i.e Run L1 option.
- x. The EMD/bid security shall be refunded to the unsuccessful Tenderers after the finalization of the contract. It shall be refunded to the successful bidder on receipt of the performance security deposit. No interest is payable on the EMD.
- xi. Tender incomplete or conditional in any form will be rejected outright.
- xii. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), their EMD/bid security will be forfeited.

12. Statutory Licences and Compliance:

- i. The successful bidder shall obtain a valid Labour Licence under the Contract Labour (Regulation & Abolition) Act, 1970, from the appropriate authority, specific to this contract, as required under law.
- ii. The contractor shall comply with all statutory provisions relation to Minimum Wages Act, EPF Act, ESI Act, Payment of Bonus Act, Payment of Wages Act, Contract Labour Act, and all other labour laws as applicable from time to time.
- iii. The contractor shall be solely responsible for payment of wages and other statutory benefits to the deployed manpower, and the Institute shall not be liable in any manner. Proof of compliance (PF/ESI challans, wage registers, etc.) shall be submitted with the monthly bill.
- iv. The Institute reserves the right to **withhold or terminate the contract** if the contractor fails to produce valid licences, permits, or documentary proof of statutory compliance at any stage.

13. Termination of Contract

- i. Either party may terminate the contract by giving the other party three months prior written notice of the same and this Contract will stand terminated on the expiry of the three-month period provided always that the Service Provider has fulfilled and complied with all his obligations to IIITDM Kancheepuram in connection with and under this Contract up to the date of such termination.

- ii. In case of breach of any of the terms of this Agreement by the Service Provider, IIITDM Kancheepuram shall be entitled to terminate this Contract immediately without giving any written notice to the Service Provider for the same. In such a case, IIITDM Kancheepuram shall be entitled to retain hereunder or which become due after termination thereof, any amount which, according to IIITDM Kancheepuram is due and owing to it by the Service Provider arising directly under this Contract.

14. Termination for Insolvency

The IIITDM Kancheepuram may at any time terminate the contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

15. Post-Termination Responsibility of the Service Provider

- i. Upon termination of this Contract, the Service Provider shall immediately deliver to IIITDM Kancheepuram all the documents and any/all data, held by it and which are in possession/custody/control of its staff, to IIITDM Kancheepuram. The Service Provider shall also forthwith remove all his staff together with his machines/equipment whatsoever from the premises of IIITDM Kancheepuram as directed by the Institute. This is further subject to the fact that IIITDM Kancheepuram may at its option direct the Service Provider to finish any particular work/works which may at the date of termination be outstanding.
- ii. Any breach of the obligation or delay in its implementation shall without prejudice to IIITDM Kancheepuram's other rights at law result in the levy of compensation at the rate of Rs. 10,000/- per day with interest thereon at the rate of 18% per annum. This amount may without prejudice to all other rights of recovery vesting by law in IIITDM Kancheepuram be, also recovered from the outstanding amounts, if any, of the Service Provider which may at the date be outstanding and remain in the hands of IIITDM Kancheepuram.

16. Non-Exclusive

It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. Provided, however, the Service Provider shall ensure that his entering into agreements with other parties, shall not in any way conflict with or affect IIITDM KANCHEEPURAM's interests, rights, remedies under this Agreement or in law.

17. Force Majeure

If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (but not including negligence or wrongdoing, predictable/seasonal rain) provided notice of happening of such event duly evidenced with documents is given by one party to the other within 15 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Institute as to whether the deliveries have been so resumed or not, shall be final and conclusive.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (ninety) days, either party may, at its option, seek to terminate the contract without any financial repercussion on either side.

18. Arbitration

In the event of disputes, differences, claims, and questions arising between the parties hereto arising out of this Contract or any relating hereto or any term, condition, or provision herein mentioned or the construction or interpretation hereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by an Arbitrator appointed by IIITDM Kancheepuram. Such arbitration shall be held following the provisions of the Arbitration and Conciliation Act, 1996, or re-enactment thereof for the time being in force and shall be held in Kancheepuram. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chengalpattu.

19. Jurisdiction

The courts of Chengalpattu alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this contract. It is specifically agreed that no court outside and other than Chengalpattu Court shall have jurisdiction in the matter.

20. Secrecy

The bidder shall take all steps necessary that all persons deployed on any work in connection with the contract have notice that the Indian Official Secrets Act 1923 applies to them & will continue to apply even after the execution of such works under the contract. The contract is confidential and must be strictly confined to the bidder's use (except so far as confidential disclosure to sub-agencies or suppliers as necessary) and to the purpose of the contract.

21. Integrity Pact

- i. The Integrity Pact (IP) envisages an agreement between the prospective bidders/ vendors with the buyer committing the persons/ officials of both parties with the aim not to exercise any corrupt influence on any aspect of the contract. Only those bidders/vendors who are willing to enter into such an integrity pact with the purchaser would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification.
- ii. The bidder should give a self-declaration certificate for acceptance and compliance with the Integrity Pact as per Annexure-V.
- iii. Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc. as may apply to the organization concerned.
- iv. The integrity pact would be effective from the date of invitation of bids till the complete execution of the contract.
- v. As per the directives of the Central Vigilance Commission, IIITDM Kancheepuram has appointed Independent External Monitors (IEMs). The details of the same are mentioned below:
 1. Shri Umesh Kumar, IPS(Retd.)
House No.60, 2nd Floor, M.G. Road, River Front
Near Videkananda Kendra, Uzan Bazar
Guwahati 781001
Mail ID: umeshkumar84@rediffmail.com
 2. Shri Amrit Lugun, (IFS (Retd.)
D-1, External Affairs Hostel,

22. Disclaimer

The near relatives of the employees of IIITDM Kancheepuram are prohibited from participating in this tender. The near relatives for this purpose are defined as:

- i. Members of a Hindu Undivided Family.
- ii. Their spouses
- iii. The one related to the other in the manner as father, son(s), Son's wife (daughter in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law.

कुलसचिव/Registrar

II. Scope of Work

1. Around **40** manpower is required under various categories on an outsourcing basis as per the needs of the office during the period of the contract. The manpower requirement of the administration is as desired by the institute. The service provider agency shall provide additional persons if desired by the institute, during the period of the agreement, at the rates/service charges already agreed upon in this count. Essential qualifications and experience of the manpower are at the discretion of the institute.
2. **EMOLUMENTS:**
 - 2.1. The wages to be provided to the employees shall be decided by the IIITDM Kancheepuram.
 - 2.2. The Agency will make payments to the staff on a monthly basis by the 7th of each month into the individual accounts of the outsourcing staff.
 - 2.3. The Bank Accounts shall be opened in any Bank. The Agency shall open the bank Account of each employee so deployed within 15 days from the date of their engagement.
 - 2.4. The Agency will submit the invoice/claim to the IIITDM Kancheepuram every month. The payment to the Agency shall be released within 15 days from the date of receipt of the invoice, provided the claim of the Agency is found to be in order in all respects.
3. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by IIITDM Kancheepuram, and the decision of IIITDM Kancheepuram will be final in this regard. In case IIITDM Kancheepuram in its discretion finds any deployed person as not desirable and not suitable for whatever reasons in the sole discretion of the IIITDM Kancheepuram and upon so being notified by IIITDM Kancheepuram, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to IIITDM Kancheepuram. The Agency alone shall exercise control over the personnel deputed, and the personnel shall be governed by the rules and regulations of the Agency.
4. That the Agency will submit the EPF/ESI account of each individual employee appointed on an outsourcing basis, showing therein the total deposit of the EPF/ESI account in a particular financial year of the Institute for information. The bills for persons not covered under ESI/EPF as per the GoI rules would be raised accordingly. If any employee does not have any EPF/ESI accounts, then the Agency will open the account of the employee within 15 days from the date of engagement and submit the proof to IIITDM Kancheepuram. Moreover, if any employee does not have an EPF passbook and ESI card, the same will be provided by the Agency.
5. That it is further understood and agreed between the parties that any changes in the payment structure, viz. ESI, EPF, Bonus, gratuity, and GST, etc., as per the change in the law, are recoverable from the client within the said statutory provisions of law. The service providers will be raising bills to the CLIENT accordingly.
6. The Agency will raise the salary invoice to the institute by the first of the following month after approval of attendance. The Agency is required to pay the employees by the 7th of the following month, positively without waiting for the payment to be released by the institute. Any adjustment for the services rendered in the month shall be made in the subsequent month. In case the Agency fails to pay the salary by the 7th of every month, the penalty as deemed fit shall be imposed by IIITDM Kancheepuram.
7. The agency will ensure deposit of EPF/ESI contribution both employees and employer share in time and issue the salary slips & ESI cards to all the employees within 15 days after issue of LOI, if any discrepancy is found in this at any stage, the institute will impose the penalty as deemed fit.

8. The Agency will hand over appointment letters to the employees, giving details of his/her service conditions and details of salary with breakup, and also send a copy of the appointment letter to the institute. The format of the appointment letter as such shall be approved by the IIITDM Kancheepuram
9. Contribution towards ESI, EPF, and other statutory obligations will be paid by the Institute as per rules to the Agency. The Agency's claim in bills regarding ESI, EPF, GST, etc. should be accompanied by documentary proof of remittance of the amount with respective authorities pertaining to the previous month indicating the name of employees and the amount deposited there against failing which subsequent payment to the Agency shall be withheld.
10. The GST on the bills raised by the Agency will be paid as per Rules applicable. However, the Agency has to attach the challan in support of proof of having remitted the same with GST authorities of the preceding month along with succeeding months' bill to the institute.
11. That all the payments to be made for the services provided by the Agency shall be made directly to the Agency who will raise the bill accordingly on a monthly basis. No payment shall be made directly to the personnel so deputed by the Agency.
12. The Agency shall not charge any amount from the employees recruited for IIITDM Kancheepuram.
13. The Agency will designate a person who will be responsible for handling the employees' affairs as respective contract manager who shall visit the institute twice in a month to attend the queries/grievances of the employees.
14. The personnel provided by the Agency to IIITDM Kancheepuram shall be available for work on all office days from 09:00 AM to 06:00 PM. However, depending upon the exigencies of work, the personnel may be required to work late beyond office hours or on holidays.
15. Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for the IIITDM Kancheepuram. The Agency should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination of contract on second instance.
16. IIITDM Kancheepuram shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
17. Agency shall not sub-contract the services of personnel sponsored by them.
18. IIITDM Kancheepuram reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be NOT satisfactory.
19. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the IIITDM Kancheepuram shall have the right to claim the damages from the Agency.
20. The Agency shall keep the Institute indemnified through a fidelity bond of Rs. 5.00 lakh issued by a reputed insurance company against any loss caused to the Institute by the employees deployed by the Agency at various points. He shall be liable for paying for any loss caused to the Institute. In case any employee of the Agency so deployed enters into dispute of any nature whatsoever it will be the sole responsibility of the Agency concerned to contest the same. In case Institute is also made a party and is required to contest the case, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the Institute by the Agency. Further, the Agency shall ensure that no financial or other legal liability of any nature comes to the Institute in this respect.

21. The Institute shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Agency under this Contract or out of the security deposits of the Agency.
22. The Agency shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Employees Provident Funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Private Security Agencies (Regulations) Act 2005, National, Casual, Annual Festival, Maternity Leave Acts as applicable and as amended from time to time and or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by Agency. The rates so allowed to and paid to the Agency shall include all such statutory liabilities and no excess amount shall be paid by IIITDM Kancheepuram.
23. It will be the full responsibility of the Agency to deposit the statutory liabilities as applicable as per rule to the concerned department of the Central / State Government or the controlling Agency, duly furnishing a copy to IIITDM Kancheepuram.
24. The Agency shall issue the Salary slips to the employees by 15th of every month in case of default the penalty as deemed fit shall be imposed by IIITDM Kancheepuram.
25. That the first party i.e. IIITDM Kancheepuram shall not be liable for any default on the part of the Agency on his failure to fulfil the statutory requirements and the liability shall be that of the Agency alone.
26. That no accommodation, any other allowance over and above the amount given to the personnel so employed shall be provided for by IIITDM Kancheepuram under this agreement. IIITDM Kancheepuram is at liberty to change this clause as and when needed.
27. That the Agency shall be responsible for any loss or damage caused or suffered by IIITDM Kancheepuram on any account of negligence of the personnel supplied for by the Agency. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of IIITDM Kancheepuram by any act or omission on the part of Agency's employees/ personnel shall be borne by the Agency. In the eventuality or such occurrence of loss or damage, the enquiry shall be made by the officers of the Agency in consultation with the Registrar of IIITDM Kancheepuram. The decision of the Director IIITDM Kancheepuram shall be treated as final in this regard after the said enquiry.
28. That the bio-data of each personnel so provided for the outsourcing shall be supplied to IIITDM Kancheepuram. Before changing any personnel so provided prior information shall be given to IIITDM Kancheepuram.
29. There will be a provision of 12 days leave in a calendar year (in addition to the gazetted holidays applicable in IIITDM Kancheepuram) subject to prior sanction. No carry forward of any type of leave beyond a Calendar Year is permissible.
30. The agency will install sufficient Biometric machines for attendance as per requirement of the institute. Agency will submit Biometric attendance of all the personnel deputed by the agency, who shall mark attendance daily at the beginning and at the end of completion of duties in the IIITDM Kancheepuram and payment shall be made to the agency on the basis of the attendance. The final attendance will be approved by the IIITDM Kancheepuram.
31. The persons provided by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and that the persons so deployed shall remain under the control and administration of the Agency and in no case, a relationship of employer and employee between the said employee and the IIITDM Kancheepuram shall accrue /arise implicitly or explicitly.

32. It is further agreed that the personnel so employed by the Agency and deputed in the office of IITDM Kancheepuram shall have no right to employment against any post of the Institute (IITDM Kancheepuram). It is further agreed that their services are being taken on a purely contractual basis/outsourced basis and IITDM Kancheepuram reserves the rights to do away with the agreement as and when so required without assigning any reasons.
33. No wage / remuneration will be paid to any staff for the days of absence from duty.
34. The Agency has to provide photo identity cards to the persons employed by him at IITDM Kancheepuram.
35. If an employee(s) provided by the Agency, leaves the services of IITDM Kancheepuram prior to expiry of contract, the Agency will provide the replacement within a maximum period of 10 days without any further changes for the replacement.
36. In case of any deficiency in services of staff so deployed on contract basis, provide lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Registrar, IITDM Kancheepuram or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit up to a maximum of Rs.500/- for each such occasion after giving him an opportunity of being heard in person. The decision of the Registrar, IITDM Kancheepuram shall be final and binding on the Agency.
37. No party shall be allowed to be represented by the lawyer during any investigation, inquiry, dispute or appeal.
38. The Agency shall provide the copies of the relevant records during the period of contract or otherwise even after the contract is over whenever required by the Department etc.

39. Penalty

- 39.1. Penalties will be levied as mentioned below subject to the ceiling limits mentioned therein for specific lapses found during the period of the contract and will be recovered from the monthly payments, i.e., reimbursement of wages and payment of Service Charges.

Lapses	Maximum limit of penalty (per occasion/day)
Delay in the payment of wages to the Security personnel on or before the 7 th of every month	Rs. 10,000/- per month for delays
Misuse of official telephone/ or computer	Rs.1000/- (in addition to recovering the actual cost of misuse)
Employee on duty and not involved in their assigned work	Rs. 500/-
Incidents of theft	Double the cost of the theft will be recovered
Incidents of Bribe	Immediately to be removed from service and also to be handed over to the Police.

- 39.2. Any other lapse not covered above is to be decided by the Institute, keeping in view the seriousness and gravity of the lapse (please refer below for additional clauses).
- In case of any unsatisfactory service, a deduction of up to 10% of the amount due for the month will be imposed on the Service Provider.
 - In case of late attendance/absence during working hours/loitering during working hours by any personnel of the agency, the Institute reserves the right of reduction of any amount from the bill payable as it may deem fit.
 - Any other penalty deemed fit to be imposed on the Service Provider with prior notice. This notice is only for those clauses which are not defined above.

Technical Bid Checklist

(To be provided on letterhead of the firm)

(To be mandatorily filled and uploaded along with the Technical Bid)

All the technical details shall be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to technical specifications given in our Inquiry. Price details should not be shown in this part.

1. General Particulars of the Bidder:

Sl. No.	Description	Fill in the Details	Copy Submitted (Yes / No)
1	Name of registered Contractor/Firm /Company (with Proof of Registration)		
2	Date of Incorporation / Establishment		
3	Permanent Address, Telephone/Fax No. E-mail:		
4	Full Postal Address, Telephone/Fax No. E-mail:		
5	Details of infrastructure, persons employed, and number of offices/branches available. (attach separate sheet).	[Attach as enclosure & refer here]	
6	Authorized Signatory Details: (Company/Firm Authorization by the competent authority, to be attached)	Name: Designation: E-mail: Mobile No.	

7	Details of Contact other than Authorized Signatory	Name: Designation: E-mail: Mobile No.	
8	Proof of the payment of EMD as per Annexure-I , if exempted details thereof		
9	A certificate duly signed and sealed by Partners of the firm or sole proprietor or Company as the case may be has never been declared ineligible/black-listed by the Government of India or any other Government body or Semi Government Body or Department or Private Corporation on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature and the name of the firm or company has not been changed shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. Annexure II		
10	Bank Solvency Certificate should be produced for a minimum of ₹1,00,00,000 (Rupees One Crore only). The certificate should have been issued on or after 01 Oct 2025 .		
11	The bidding agency/firm/company should have a minimum of five years of experience in successful execution and completion of manpower services in Large	[Attach as enclosure & refer here]	

	Educational/ Research Institutions, Universities run by Central Government/ State Government Departments/ Private Managements, Public or Private Sector Companies/ Undertakings, Autonomous Bodies, etc.		
12	Work order(s) and satisfactory certificate from the client for the similar works carried out (1) one work for an annual value of ₹1.00 Crore excluding Taxes OR (2) two works each for annual value of ₹75.00 Lakhs excluding Taxes OR (3) three works each for annual value of ₹50.00 lakhs executed on or after 01.04.2020 in a single campus/Place/Unit.	[Attach as enclosure & refer here]	
13	The bidding agency/firm/company should have at least one running contract for providing security manpower services of at least 30 personnel in a single contract/work order as on 01 Oct 2025.	[Attach as enclosure & refer here]	
14	Undertaking by the Bidder Annexure IV		
15	Integrity Pact Declaration Annexure V & VI		
16	Office should be in Chennai (<i>GST registered certificate / Telephone bill to be enclosed as proof</i>).	[Attach as enclosure & refer here]	

2. Details of statutory compliance (enclose a copy of certificates):

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	EPF Regn. No		
2	ESIC Regn. No		
3	PAN Number		
4	GST Regn. No.		
5	Professional Tax No.		

3. Details of Financial Status:

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	Annual Turnover: The Average Turnover of the bidders for the last three financial years i.e. 2022-23, 2023-24 & 2024-25 should not be less than ₹5 crores for providing Manpower services. Financial statements with net profit duly audited/certified by a Chartered Accountant (CA) for the last three years (Annexure III).		
2	Bank Details of the Bidder Bank Name Name of the Branch Branch Code Bank Address Bank : : : : Type of Account : Account Number : NEFT/IFSC Code : RTGS Code : Digit MICR Code :		

4. Details of Experience: Should be furnished in the following format on the letterhead of the firm

Name of the client and full address	Telephone and Email address of the client	Order No. & Date	Type of Contract	Tenure of contract		Ongoing/ Completed	No. of the personnel deployed	Value of contract
				From	To			

Important: Only certificates issued by the clients on letterhead with the date of issue and containing requisite details will be considered. Self-certified certificates or bills and the like will not be considered.

The bidder should attach copies of Experience Certificates where a similar type of work was executed during the past five years from the date of publication of the tender, **out of which one should be a running contract.**

“Similar work” shall mean Manpower services as mentioned in the scope of the tender document.

5. Details of Offices:

[Information should be submitted in this format on the letterhead of the tenderer]

<i>Sl. No.</i>	<i>Description</i>	<i>Details</i>
1	Address of the Head/Registered Office	
2	Address of branch office(s), if any	

6. Details of personnel available in head office and branch office(s):

[Information should be submitted in this format on the letterhead of the tenderer]

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Duties Assigned</i>

7. Any other relevant details:

I/We certify that the above information is true to the best of my/our knowledge, and I/We do not have any relatives working in IIITDM Kancheepuram.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Seal of the bidder

BID SECURITY UNDERTAKING

(To be provided on the letterhead of the firm)

To
The Registrar,
IIITDM Kancheepuram
Chennai 600127

Tender No. IIITDMK/2025-26/GSS/OSM/04, dated: 18.11.2025

(Notice Inviting E-Tender for Providing Manpower Services on contract basis at IIITDM
Kancheepuram)

Sir,

1. I/we hereby submit our tender for providing Manpower Services on a contract basis at IIITDM Kancheepuram.
2. I / We hereby submit the details of Bid Security (EMD) paid to the Indian Institute of Technology Kancheepuram towards the tender cited above.

Particular	Amount (₹)	Payment Reference Details	Payment Date
Bid Security (EMD)			

3. I/We hereby reconfirm and declare that I/We have carefully read, understood, and complied with the above-referred tender document including instructions, terms and conditions, scope of work, general conditions of contract, and all the contents stated therein.

Date:

Authorized Signatory Place:

Name:

Designation:

Contact No.:

Seal of the bidder

(To be provided on the letterhead of the firm)

CERTIFICATE

To
The Registrar,
IIITDM Kancheepuram
Chennai 600127

Tender No. IIITDMK/2025-26/GSS/OSM/04, dated: 18.11.2025

(Notice Inviting E-Tender for Providing Manpower Services on contract basis at IIITDM
Kancheepuram)

Sir,

I / We hereby certify that our firm/company has never been declared ineligible/black-listed by the Government of India or any other Government body or Semi Government Body or Department or Private Corporation on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature and the name of the firm or company has not been changed.

I / We also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect the bid may be summarily rejected and in case any contract given to our firm may the same may be summarily terminated and the firm shall be blacklisted.

Date:
Place:

Authorized Signatory

Name:
Designation:
Contact No.:

Seal of the bidder

ANNUAL TURNOVER STATEMENT
(To be provided on the letterhead of the firm)

Annual Turnover and Profit Details:

Bidder's Annual Turnover for the last three financial years	Financial Year	Turnover in ₹	Whether the proof of the same is enclosed Yes/No
	2024-25		
	2023-24		
	2022-23		

Date:
Place:

Authorized Signatory

Name:
Designation:
Contact No.:

Seal of the bidder

TENDER ACCEPTANCE UNDERTAKING BY THE BIDDER

(To be provided on the letterhead of the firm)

Tender No. IIITDMK/2025-26/GSS/OSM/04, dated: 18.11.2025

(Notice Inviting E-Tender for Providing Manpower Services on contract basis at IIITDM
Kancheepuram)

1. I, _____ Son/Daughter _____ of Shri
Proprietor/Partner/Director/ Authorized Signatory of M/s _____ am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all terms and conditions of the tender and hereby
convey my acceptance of the same.
3. I /We (Tenderer) hereby also declare that the Firm /agency namely M/s. _____
has not had any pending criminal case against Partners / Proprietor / Others and we are not
blacklisted by any Government Agency for any fraudulent practices so far.
4. The information/documents furnished along with the above application are authentic
to the best of my knowledge and belief.
5. 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:

Place:

Authorized Signatory

Name:

Designation:

Contact No:

Seal of the bidder

INTEGRITY PACT DECLARATION

(To be provided on the letterhead of the firm along with the integrity pact)

To
The Registrar,
IIITDM Kancheepuram
Chennai 600 127

Tender No. IIITDMK/2025-26/GSS/OSM/04, dated: 18.11.2025

(Notice Inviting E-Tender for Providing Manpower Services on contract basis at IIITDM
Kancheepuram)

Sir,

I/We acknowledge that the Indian Institute of Information Technology, Design and Manufacturing Kancheepuram is committed to follow the principles thereof as enumerated in the Integrity Pact enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Pact, which is an integral part of the tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Pact in letter and spirit and further agree that execution of the said Integrity Pact shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by the Indian Institute of Information Technology, Design and Manufacturing Kancheepuram. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in line with enclosed Integrity Pact.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement while submitting the tender/bid, the Indian Institute of Information Technology, Design and Manufacturing Kancheepuram shall have the unqualified, absolute, and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Date:

Place:

Seal of the bidder

Authorized Signatory

Name:

Designation:

Contact No:

INTEGRITY PACT

This INTEGRITY PACT is made and executed at _____ on this day of _____ 2025

BY AND BETWEEN

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram), an autonomous organization under Ministry of Education, Govt of India having its campus at Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu (hereinafter referred to as “The Principal” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

AND

M/s. _____ a company incorporated under the Companies Act through its representative/ authorized signatory _____ (Name and Designation of the Officer) having its office at _____ (hereinafter referred to as “The Bidder/Contractor” which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

PREAMBLE

The Principal intends to award, under laid down organisational procedures, contract/s for _____. The Principal values full compliance with all relevant laws of the land, rules, regulations, and economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal had appointed the Independent External Monitors (IEMs), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1: Commitments of the Principal

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.
 - b) The principal will during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
 - c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2: Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contract

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4: Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section3, or if the Principal is entitled to terminate the contract according to Section3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other organization/ company in any country or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender

process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitors/Monitors

1. The Principal appointed competent and credible Independent External Monitors for this Pact after approval of Central Vigilance Commission. The task of the Monitors is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitors is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitors will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Director, IIITDM Kancheepuram.
3. The Bidder(s)/Contractor(s) accepts that the Monitors has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitors, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors.
4. The Monitors is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitors has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform the Director, IIITDM Kancheepuram.
5. The Principal will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitors the option to participate in such meetings.
6. As soon as the Monitors notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitors can in this regard submit non-binding recommendations. Beyond this, the Monitors has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitors will submit a written report to the Director, IIITDM Kancheepuram within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitors has reported to the Director, IIITDM Kancheepuram, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, IIITDM

Kancheepuram has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitors may also transmit this information directly to the Central Vigilance Commissioner.

Section 9: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Director, IIITDM Kancheepuram.

Section 10: Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the Principal i.e. Chennai, Tamil Nadu.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Buyer)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place : _____

Date : _____

Witness 1 (Name & Address):

Witness 1 (Name & Address):

Witness 2 (Name & Address):

Witness 2 (Name & Address):

FINANCIAL BID

shall be submitted in the electronic form through GeM portal only

(Quotation must be in rupees only)

Sl. No.	Particulars (1)	Monthly Quote (in Rs.) (2)	Period (3)	Price Quote for 12 Months (in Rs.) (4)
1	Wages of manpower as per the compliances of the Tender Document, including statutory payments like EPF and bonus	₹ 11,70,706.00	X 12 Months	₹ 1,40,48,472.00
2	Service Charges include the cost of deployment, all expenditure on providing supervisory/administrative services by all means to get the work done.		X 12 Months	
3	Total Price Quote (1+2) (in numeric)		X 12 Months	
4	Total Price Quote (in Words)		X 12 Months	

Note:

1. *Service charges quote below 3.85% for manpower outsourcing service will not be accepted.*
2. Bidders should not make any changes to the amount mentioned in Sl. No. 1 of the Financial bid.
3. GST extra as applicable.

Selection of the successful bidder and Award of Work

- a) L-1 will arrive purely based on the rate quoted for total price for 12 months on the Financial bid alone. No carry forward of marks/ credits of the Technical bid evaluation will be considered.
- b) This should contain only the price information along with commercial terms & conditions and shall be submitted in electronic form through the **GeM** portal only.
- c) Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.

Place:

Date:

Signature of the Bidder with Seal