

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687764686929

अनुबंध तिथि | Contract Generated Date : 13-Jul-2026

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7407797](#)

खरीद का माध्यम | Procurement Mode: Bid

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्ररूप Type : Central Autonomous मंत्रालय Ministry : Ministry of Education विभाग Department : Department of Higher Education संगठन का नाम Organisation Name : Indian Institute of Technology (IIT) कार्यालय क्षेत्र Office Zone: Hyderabad	पद Designation : Assistant Registrar MS संपर्क नंबर Contact No. : 040-23016066-6066 ईमेल आईडी Email ID : buycon3939.iiti.ts@gembuyer.in जीएसटीआईएन GSTIN : 36AAAAI2661J1ZP पता Address : To, The Assistant Registrar (MS), Management Services Section, Room No. 204, Second Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2359 6773/6066, Medak, TELANGANA-502285, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : No प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval: Director, IIT Hyderabad वित्तीय अनुमोदन का पदनाम Designation of Financial Approval : Director	Role: BUYER भुगतान का तरीका Payment Mode: Offline पद Designation : Assistant Registrar MS ईमेल आईडी Email ID : buycon3939.iiti.ts@gembuyer.in जीएसटीआईएन GSTIN : 36AAAAI2661J1ZP पता Address: To, The Assistant Registrar (MS), Management Services Section, Room No. 204, Second Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2359 6773/6066, Medak, TELANGANA-502285, India

प्रेषिती विवरण Consignee Details			
क्र.सं. S.No	प्रेषिती नाम & पता Consignee Name & Address	सेवा विवरण Service Description	मात्रा Quantity
1	संपर्क Contact : 040-23016066-6066 ईमेल आईडी Email ID : buycon3939.iiti.ts@gembuyer.in जीएसटीआईएन GSTIN : 36AAAAI2661J1ZP पता Address : To, The Assistant Registrar (MS), Management Services Section, Room No. 204, Second Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2359 6773/6066, Medak, TELANGANA-502285, India	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others	2
		Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Others	23
		Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others	7
		Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others	93

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID :	E589200001414594
कंपनी का नाम Company Name :	M.SRINIVAS & BROTHERS
संपर्क नंबर Contact No. :	09949000356
ईमेल आईडी Email ID :	srinivasandbrothers@gmail.com
पता Address :	5-14-45/2/130 INDIRA NAGAR COLONY, APHB COLONY, MOUAL-ALI., HYDERABAD, Hyderabad, TELANGANA-500040, -
एमएसएमई पंजीकरण संख्या MSME Registration number :	UDYAM-TS-20-0012488
जीएसटीआईएन GSTIN:	36AAXFS6352E1ZP (R)
खरीदार द्वारा सत्यापित एमएसएमई स्थिति MSME Status as verified by buyer :	Verified
एमएसई सामाजिक श्रेणी MSE Social Category :	General
एमएसई लिंग श्रेणी MSE Gender :	Male

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Buyer

सेवा विवरण Service Details	
सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 01-Aug-2026	सेवा समाप्ति तिथि Service End Date : 31-Jul-2027
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage	

बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Highly-Skilled	2	3.85
Educational Qualification	Graduate		
Type of Function	Others		
List of Profiles	Instrument technician		
Specialization	Arts, Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	3 to 7 Years		
Zipcode	NA		
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	Telangana		
Minimum daily wage (INR) exclusive of GST	1094		
Bonus (INR per day)	0		
EDLI (INR per day)	2.9		
EPF Admin Charge (INR per day)	2.9		
Optional Allowances 1 (INR per day)	0		
Optional Allowances 2 (INR per day)	0		
Optional Allowances 3 (INR per day)	0		
Estimated Number of Overtime Hours per Resource per Month	0		
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)	0		
ESI (INR per day)	0		
Provident Fund (INR per day)	69.2		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	12		
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		888842.14	
कुल ऐडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		888842.14	
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage			
बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Skilled	23	3.85
Educational Qualification	Secondary School		
Type of Function	Others		
List of Profiles	Attendant		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	3 to 7 Years		
Zipcode	NA		
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	Telangana		
Minimum daily wage (INR) exclusive of GST	1008		
Bonus (INR per day)	0		
EDLI (INR per day)	2.9		
EPF Admin Charge (INR per day)	2.9		
Optional Allowances 1 (INR per day)	0		

Optional Allowances 2 (INR per day)		0		
Optional Allowances 3 (INR per day)		0		
Estimated Number of Overtime Hours per Resource per Month		0		
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)		0		
ESI (INR per day)		0		
Provident Fund (INR per day)		69.2		
Number of working days in a month		26		
Tenure/ Duration of Employment (in months)		12		
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))				
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)			9469704.35	
कुल एडऑन मूल्य Total Addon Value(INR)			0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)			9469704.35	
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage				
बिलिंग चक्र Billing Cycle: monthly				
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST	
Skill Category	Semi-skilled	7	3.85	
Educational Qualification	High School			
Type of Function	Others			
List of Profiles	Attendant			
Specialization	Not Required			
Post Graduation	Not Required			
Specialization for PG	Not Applicable			
Experience	0 to 3 Years			
Zipcode	NA			
District	NA			
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes			
Name of states/ UT for geographical presence is required	Telangana			
Minimum daily wage (INR) exclusive of GST	918			
Bonus (INR per day)	0			
EDLI (INR per day)	2.9			
EPF Admin Charge (INR per day)	2.9			
Optional Allowances 1 (INR per day)	0			
Optional Allowances 2 (INR per day)	0			
Optional Allowances 3 (INR per day)	0			
Estimated Number of Overtime Hours per Resource per Month	0			
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)	0			
ESI (INR per day)	0			
Provident Fund (INR per day)	69.2			
Number of working days in a month	26			
Tenure/ Duration of Employment (in months)	12			
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))				
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)			2642575.57	
कुल एडऑन मूल्य Total Addon Value(INR)			0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)			2642575.57	
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage				
बिलिंग चक्र Billing Cycle: monthly				
विवरण Description		Number of Resources to be	Percentage of Service charge inclusive	

		hired	of GST
Skill Category	Unskilled	93	3.85
Educational Qualification	Not Required		
Type of Function	Others		
List of Profiles	Attendant		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
Zipcode	NA		
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	Telangana		
Minimum daily wage (INR) exclusive of GST	827		
Bonus (INR per day)	68.88		
EDLI (INR per day)	2.9		
EPF Admin Charge (INR per day)	2.9		
Optional Allowances 1 (INR per day)	0		
Optional Allowances 2 (INR per day)	0		
Optional Allowances 3 (INR per day)	0		
Estimated Number of Overtime Hours per Resource per Month	0		
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)	0		
ESI (INR per day)	26.87		
Provident Fund (INR per day)	69.2		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	12		
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		35276445.01	
कुल ऐडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		35276445.01	
अनुबंध की राशि Amount of Contract			
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)		48277567.07	
एसएलए विवरण SLA Details			
Service Level Agreement Manpower Outsourcing Services – Minimum Wage Based 1 Agreement Overview This is a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Manpower HiringAgency/Service Provider. The purpose of this Agreement is to facilitate implementation of Manpower Hiring Service at the Buyer's premises, or any other premises approved by the Buyer. This Agreement outlines the scope of work, Buyer's obligations, special terms and conditions related to service delivery and payment of services. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless mutually extended by both the parties. The Services contracts placed through GeM shall be governed by following set of Terms and Conditions: I. General terms and conditions for Services;("GTC") II. Service Specific Standard Terms and Conditions ("STC") of the Services contracts shall include the service level agreement (SLA) for the service. III. BID/ Reverse Auction specific Additional Terms & Conditions (ATC) as specified by the buyer. The above terms and conditions are in reverse order of precedence i.e., ATC shall supersede Service specific STC which shall supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the scope of work and SLA as enumerated in this document shall be construed to be part of the Contract/Agreement between the Buyer and Service Provider. 2 Objectives and Goals The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this agreement are to: I. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties II. Present a clear, concise, and measurable description of services offered to the Buyer III. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified IV. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons This Agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. 3 Parties to the Agreement			

The main stakeholders associated with this agreement are below-

1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed

2. Service Provider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, permitted assignees, successors and nominees as described in the agreement

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ deductions in case of non-adherence to the defined terms and conditions.

4 Terms & Conditions:

4.1 Buyer's Obligations:

- i. The Buyer shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, the Buyer shall also arrange necessary gate/ entry pass to Buyer's premise/ designated premise for the manpower.
- ii. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.
- iii. The Buyer shall directly or in consultation with the Service Provider provide the necessary training to the manpower for Buyer specific tools, applications, and machinery etc., if required.'
- iv. The Buyer shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the Services. It may include use of stationery, printer, electricity, internet, Buyer specific servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.
- v. The Buyer shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc. for manpower working at Buyer's premise/ designated premise.
- vi. TA/ DA shall be payable directly by the Buyer, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- vii. In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.
- viii. The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning& justification.
- ix. The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.
- x. It is possible that due to nature of work in office/production units/fields operation, etc. the Buyer may want to retain some already trained resources of existing/old contract for new contract also. To facilitate retention of existing resources against the new contract, a functionality is already available on GeM. The Buyer while creating a bid document, can use this functionality to declare upfront in the Bid document, details of all such resources who are to be retained against new contract. In such case, the new service provider must retain the specified resources as mentioned in the bid document. The Buyer is responsible for ensuring that the retained resources meet the eligibility requirements as per the contract and for providing the necessary documentation and details related to EPF, ESIC, and other onboarding formalities. The Police verification of the retained resources if required will be the responsibility of the Buyer. The new Service Provider shall not levy any charges on the retained resources for onboarding them onto their payroll.

4.2 Service Provider's Obligations:

- i. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from buyer.
- ii. The service provider/contractor shall be responsible for paying wages as per The Code on Wages, 2019.
- iii. The service provider/contractor shall be responsible for paying bonus as per The Code on Wages, 2019.
- iv. The service provider/contractor shall be responsible for paying gratuity as per The Code on Social Security, 2020.
- v. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.
- vi. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- vii. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- viii. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- ix. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.
- x. The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- xi. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:
 - a. List of persons deployed (monthly)
 - b. Biodata/ resume with antecedents' details (at the time of deployment)
 - c. Copy of Aadhaar Card of the candidates (at the time of deployment)
 - d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
 - e. Identity proof and residential proof (at the time of deployment)
 - f. Copy of police verification certificate (at the time of deployment)
 - g. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
 - h. Details of PF Account Number of resources
- xii. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- xiii. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.
- xiv. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- xv. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to Buyer.
- xvi. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.
- xvii. In case of any resource permanently leaving the organization or taking leave for a longer duration, service provider shall communicate the same to buyer at least 1 month prior to the last working day of a resources. Suitable substitute(s) shall be provided by Service Provider as per mutual understanding with buyer.
- xviii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- xix. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which the Buyer can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- xx. In case of continuous work (24 hours or more than 26 days in a month), Service Provider shall be responsible to change the shifts and manpower in compliance with the labor laws.
- xxi. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- xxii. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.

- xxiii. The persons deployed shall treat as confidential all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- xxiv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.
- xxv. No deployed manpower shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without Buyer's permission.
- xxvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
- xxvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- xxviii. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.
- xxix. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- xxx. The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.
- xxxi. The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- xxxii. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.
- xxxiii. The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.
- xxxiv. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.
- xxxv. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
- xxxvi. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.
- xxxvii. The Service Provider shall ensure timely issuance of payslips to the deployed manpower in accordance with The Code on Wages, 2019 and rules notified thereunder. The payslip shall clearly disclose the components of wages, including basic pay and dearness allowance (and retaining allowance, if any), and shall also separately indicate amounts paid or payable towards statutory social security contributions such as Employees' Provident Fund (EPF), Employees' State Insurance (ESI) and bonuses where applicable, and all other statutory or permitted deductions and employer contributions.

4.3 Special Terms & Conditions:

- i. As per the Occupational Safety, Health and Working Conditions Code, 2020 and all applicable rules notified thereunder, the service provider/contractor shall be responsible for ensuring that wages are paid to the contract labour on time. The principal employer/buyer shall ensure that the wages are paid on time to the contract labour by the service provider/contractor. In case the service provider/contractor fails to pay the wages on time or makes short-payment, the principal employer/buyer shall be liable to pay the wages to the contract labour directly and recover the amount from the service provider/contractor.
- ii. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider. An indicative list of central labor laws is provided under Annexure 1. Please note that this list merely indicative and not exhaustive.
- iii. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
- iv. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
- v. No advance payment shall be made to the Service Provider.
- vi. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
- vii. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback.
- viii. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/ deduction in payment.
- ix. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- x. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
- xi. In case of any changes in the minimum wages or any statutory wage component as per the Applicable Laws during the Contract period, the Buyer shall pay the Service Provider the differential amount in wage. It is clarified that such increase in the wages will not have any impact on the service charges. The total value of the service charge to be paid by the buyer to service provider shall remain same as per the original contract value.
- xii. Service provider will submit the invoice & upload the supporting documents such as attendance sheet, logbook etc. on GeM portal
- xiii. Buyer will review the documents provided by service provider & may either accept or reject based on actual performance. If required, buyer may impose any non-delivery deductions, SLA deductions, over & above the invoice submitted by service provider.

5 Deductions

Deductions can be imposed by the Buyer for the following:

S. No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.		
2	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act	-	-

S. No.		Deductions	
3	Description If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act. Cancellation of the contract with cancellation charges @ 10% of the order value
4	If the employee is found responsible for disobedience/ misconduct	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act Cancellation of the contract with cancellation charges @ 10% of the order value
5	If the employee is absent or takes leave for more than 2 days without informing buyer or taking prior approval without substitute being provided by the service provider.	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 2 daywages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value Cancellation of the contract with cancellation charges @ 10% of the order value
6	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
7	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer Cancellation of the contract with cancellation charges @ 10% of the order value

6 Payment Terms

- The Payment procedure as specified in the General Terms and Conditions (GTC) of GeM will be applicable.
- Payment schedule to be as per payment terms specified in bid document/ATC by the buyer.

7 Undertaking

The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour and provide below undertaking:

"The Service Provider hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."

8 Formula Used

8.1 Cumulative Cost (Daily): -

"d" = "bp" + "esi" + "pf" + "edli" + "bonus" + "admin" + "nm1" + "nm2" + "nm3"

Where,

"d" = Cumulative Cost (Daily)

"bp" = Basic dailywage (INR) exclusive of GST

"pf" = Provident Fund (INR Daily)

"edli" = EDLI (INR Daily)

"esi" = ESI (INR Daily)

"bonus" = Bonus (INR Daily)

"admin" = EPF Admin Charge (INR Daily)

"nm1" = Optional Allowance 1 (INR Daily)

"nm2" = Optional Allowance 2 (INR Daily)

"nm3" = Optional Allowance 3 (INR Daily)

"m" = Cumulative Cost (INR Daily)

8.2 Total: -

"tcv" = (d * nd + "oth" * "otr") * (1.18 + sc / 100) * t * q

Where

"tcv" = Total Contract Value

"d" = Cumulative Cost (Daily) as calculated in 8.1 above

"sc" = Service Charge in %age, as quoted by service provider inclusive of GST

Factor 1.18 is to include 18% GST on the services provided by the service provider

"nd" = No. of working days in a month

"t" = Tenure for which service is required (In no. of months)

"q" = Quantity (No. of resources required by buyer)

"oth" = Estimated Number of Overtime Hours per Resource per Month

"otr" = Remuneration per resource per hour for Overtime Hours (Incl. all applicable allowance etc. & excluding GST)

Annexure - 1

1. The Code on Wages, 2019
2. The Industrial Relations Code, 2020
3. The Code on Social Security, 2020
4. The Occupational Safety, Health and Working Conditions Code, 2020

तकनीकी-वाणिज्यिक स्पष्टीकरण | Techno-Commercial Clarification : [Click here to download](#)

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years : As per tender document attached
2. The Bidder should have executed at least X No. projects with supply of xx.no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years : As per tender document attached
3. Scope of work & Job description : [click here](#)
4. In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority. :[click here](#)
5. Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required : [click here](#)
6. Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act : [click here](#)

अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Statutory Auditor Certificate : [click here](#)
2. Copy Of Labour Licence/pf/epf/esi Registration Letter/certificate : [click here](#)
3. Auditor Certificate For Profit Making Entity In Last 3 Yrs : [click here](#)
4. Registration Certificate For Geographical Presence As Required By Buyer : [click here](#)
5. Certificate (Requested in ATC) : [click here](#)
6. Additional Doc 1 (Requested in ATC) : [click here](#)
7. Project Experience And Certificates With Respect To Eligibility Criteria : [click here](#)
8. Copy Of Certificate For Incorporation/registration Of Bidding Entity Under Appropriate Act/authority In India : [click here](#)

मूल्य द्विभाजन एक्सेल फ़ाइल विवरण | Price Bifurcation Excel File details: [Financial Breakup Statement MP Services](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	State Bank of India
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):	5.00

बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा | The bidder shall furnish ePBG as applicable as per bid's terms and conditions

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

2. Buyer Added Bid Specific Terms and Conditions-

2.1 Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2.2 Buyer Added Bid Specific ATC:

Buyer uploaded ATC document [Click here to view the file.](#)

Note:

1. Service Providers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment processing, and will also contribute to improving their ratings.
2. The Excess settlement has been enabled for this contract. The service provider can claim additional charges, if applicable, in the invoice. Any additional charges must be supported with documentary evidence.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-04-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-04-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Indian Institute Of Technology (iit)
कार्यालय का नाम/Office Name	Hyderabad
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1500 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 500 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 500 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	53200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	1064000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director

Indian Institute of Technology Hyderabad, IITH Campus, Kandi, Sangareddy, Telangana, PIN-50-2284
(The Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the

date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Breakup Statement MP Services - [1775459945.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per tender document attached

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per tender document attached

Scope of work & Job description:[1775039916.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1775039946.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1775039952.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1775039957.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
As per attached document	100	60	View file	Yes

Total Minimum Passing Technical Marks: 60

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
13-04-2026 11:00:00	PreBid Meeting will be held in Hybrid mode. For Online Attendance: Prebid Meeting for Other than Housekeeping Services Monday, 13 April · 11:00am – 12:00pm Time zone: Asia/Kolkata Google Meet joining info Video call link: https://meet.google.com/mmq-sftw-duz Or dial: (US) +1 904-580-9448 PIN: 325 051 729# For Physical Attendance: Room No.406, Admin Building, IIT Hyderabad Campus, Kandi, Sangareddy, Telangana, PIN-502284

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Others (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Graduate
Type of Function	Others
List of Profiles	Instrument technician
Specialization	Arts , Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA

विवरण/ Specification	मूल्य/ Values
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Jameel	502285, To, The Assistant Registrar (S&P), Stores & Purchase Section, Room No. SF3, Street Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2301 6823 / 6072 / 6071	2	- Minimum daily wage (INR) exclusive of GST : 1094 - Bonus (INR per day) : 0 - EDLI (INR per day) : 2.9 - EPF Admin Charge (INR per day) : 2.9 - Optional Allowances 1 (INR per day) : 0 - Optional Allowances 2 (INR per day) : 0 - Optional Allowances 3 (INR per day) : 0 - Estimated Number of Overtime Hours per Resource per Month : 0 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 - ESI (INR per day) : 0 - Provident Fund (INR per day) : 69.2 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Others (23)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Jameel	502285, To, The Assistant Registrar (S&P), Stores & Purchase Section, Room No. SF3, Street Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2301 6823 / 6072 / 6071	23	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.9 • EPF Admin Charge (INR per day) : 2.9 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.2 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Others (7)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	High School

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Jameel	502285, To, The Assistant Registrar (S&P), Stores & Purchase Section, Room No. SF3, Street Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2301 6823 / 6072 / 6071	7	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.9 • EPF Admin Charge (INR per day) : 2.9 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.2 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (93)

तकनीकी विशेषताएँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Jameel	502285,To, The Assistant Registrar (S&P), Stores & Purchase Section, Room No. SF3, Street Floor, Administrative Building, Indian Institute of Technology Hyderabad, Kandi, Sangareddy-502 285, Telangana, India. Tel: 040 2301 6823 / 6072 / 6071	93	• Minimum daily wage (INR) exclusive of GST : 827 • Bonus (INR per day) : 68.88 • EDLI (INR per day) : 2.9 • EPF Admin Charge (INR per day) : 2.9 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 26.87 • Provident Fund (INR per day) : 69.2 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The

Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

TENDER NOTICE FOR PROVIDING OUTSOURCING SERVICES -OTHER THAN HOUSEKEEPING, AT IIT HYDERABAD.

Tender Notification No. IITH/103/MS/Outsourcing-2/2026



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్

भारतीय प्रौद्योगिकी संस्थान हैदराबाद

Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

KANDI, SANGAREDDY – 502 284, TELANGANA.

Tel: 040-2359 6773

Email: office.admin@iith.ac.in

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భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Tender Notice

1. The Director, Indian Institute of Technology Hyderabad, invites online bids for providing Outsourcing Services -other than Housekeeping (**Supply of Highly Skilled, Skilled, Semi-skilled and unskilled manpower**) at IIT Hyderabad.
2. The Tender Document can be downloaded from the Institute website- <https://iith.ac.in/tenders> and from the GeM portal <https://gem.gov.in/>. The bid is to be submitted online on GeM portal up to the last date and time of submission of tender. **No manual bids will be accepted.**

- Before filing the bids, the bidders are requested to consider all the amendments/ clarifications, if any, issued by this Institute and placed on its website/GeM.

Important Dates:	
Date of Online Publication/Download of Tender	As per GeM bid document
Pre bid Meeting	
Bid Submission Start Date	
Bid Submission Close Date	
Opening of Bids	

3. Interested bidders are advised to visit the IITH Campus on any working day between 10:00Hrs to 17:00Hrs and ascertain the nature and quantum of work before bidding. Details of campus visit are required to be submitted in Annexure 'J' before submission of bid. The declaration should be countersigned by the IITH officials (Management Services Section) designated for this purpose.
4. **Estimated value of the contract: Rs. 5.32 cr. (approx.).**
5. **Tender Fee:** A non-refundable tender processing fee of Rs. 1,180/- (Rupees One Thousand One Hundred and Eighty Only) including GST to be paid online to institute bank account, and upload scan copy of proof of payment along with their bid. **The tender fee is exempted for MSME/NSIC registered bidders.**
6. **Earnest Money Deposit:** The bidders are required to deposit Rs.10,64,000/- (Rupees Ten Lakhs Sixty-Four Thousand Only) towards bid security through online payment to institute bank account, and upload scan copy of proof of payment along with their bid. **The EMD is exempted for MSME/NSIC registered bidders.**
7. **IIT Hyderabad** bank account details are as follows:

Bank Name	SBI	Bank Account No	30412797764
IFSC Code	SBIN0014182	Account Name	Indian Institute of Technology Hyderabad
Branch	IITH Kandi		

8. **Performance Guarantee:** The successful bidder will have to submit a performance guarantee of 5% of the annual value of the contract (security deposit) in the form of Demand Draft or bank guarantee within 20 days of commencement of the contract. The Performance Guarantee shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG will have to be renewed for the extended period.
9. The IIT Hyderabad (IITH) through its Director, reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, IITH is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IIT Hyderabad in this regard shall be final and binding on all.
10. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the IITH reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the Institute.
11. The details of scope of work, eligibility and other terms and conditions of the contract may be perused in the following pages.

Check List for bid submission

The Bidders are requested to upload the below-mentioned documents mandatorily to ease the evaluation process. Those who failed to upload the below required documents, their bids will be deemed to be rejected.

S.No.	Name of the Document	Submitted (Yes / No)
1.	Financial Break up statement which can be downloaded from the GEM Bid document. The same must be uploaded on the GEM Bid	
2.	Firm Registration Certificate	
3.	Trade license	
4.	PAN	
5.	GST Certificate	
6.	Declaration of Registered office/Branch at Hyderabad/Sangareddy	
7.	Valid Labour license under Contract Labour (R&A) Act.	
8.	EPF Registration certificate	
9.	ESI Registration certificate	
10.	Annexures-A, B, C, D, E, F, G, H, I, J & K (should be filled in all respects)	
11.	Signed and Stamped (by the bidder) Tender document	
12.	*QAS-cum-Experience Certificates – on client letter head (in providing MANPOWER services - as per the eligibility criteria clause 2.b, pg.no.7, Format as per Annexure-B) [Note: GeM contract order, work order, Agreements will not be considered as experience]	
13.	Annual Turnover Certificate issued by Chartered Accountant	
14.	Income Tax Returns Acknowledgement for the years AY 22-23, 23-24 & 24-25.	
15.	Proof of Tender Fee and EMD. (In case of Exempted firms, please upload the certificate issued by the concerned authority.)	

I/We certify that all the required documents as mentioned above (sl.no. 1 to 15) are submitted on the GeM portal.

Bidders are advised not to upload GeM Contract Orders, Work Orders Agreements, as they are not considered as Experience certificates.

Only QAS-cum-Experience certificates issued by the clients on their letterhead with contract duration and contract value will be considered for evaluation purposes.

Signature of Bidder(s) with Stamp, Address

Note:

- The Director, IIT Hyderabad, reserves the right to reject any or all bids at any time before or after opening of the bids without assigning any reason, therefore.
- The terms and conditions of contract & instructions to bidders contained herein shall form part and parcel of and shall be taken as if they were included in the contract agreement to be entered into by the successful Bidder
- Violation of any terms and conditions by the successful bidder will lead to termination of the contract agreement and will result in forfeiture of Security Deposit to the extent as would be decided by the Director, IIT Hyderabad.

Scope of Work

1. In brief the job function is to **Supply of Highly Skilled, Skilled, Semi-skilled and Unskilled Manpower to IITH, Kandi, Sangareddy** for carrying out various jobs such as Drivers, OAT/AV Technicians, Life Guard (swimming pool), gardening, shifting of equipment/material, providing assistance in various offices, laboratories and classrooms etc.
2. The service provider shall be responsible for supplying qualified and suitable manpower for day to day work in IITH. The persons to be provided should be acceptable and meet the requirements of the Departments concerned. Only such persons as are approved by IITH shall be provided by the qualified bidder.
3. The number of workers may be increased or reduced during the tenure of the contract.
4. IITH through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
5. The contractor's workers will be present in the premises and carry out duty for the entire eight hours of a shift excluding lunch recess in shifts / staggered duties as assigned by competent authorities.
6. The contractor shall maintain area-wise maintenance registers. The register should specify the work allotted and completed with date and time duly signed by the Supervisor of the contractor. The registers should be submitted to Administration In-charge/Hostel In-charge for perusal and signature on a daily basis.
7. **REQUIREMENT OF WORKERS/MANPOWER:**
 - i. The present requirement of manpower is as follows. The requirement may vary by $\pm 20\%$ during the currency of this tender:

Sl. No.	Description	Number
1	Highly Skilled (Driver, OAT Technician)	02
2	Skilled workers: Drivers, Office/Lab Attendants, register Keeper cum Storekeepers and forklift operators.	23
3	Semi-skilled workers: Office/ Lab Attendants.	07

4	Unskilled workers: Office/ Lab Attendants.	93
TOTAL		125

The break-up of the total strength of supervisors and workers between male and female are as follow: -

Type of worker	Total strength	Male	Female
Highly skilled	02	02	0
Skilled workers	23	23	0
Semi-skilled workers	07	05	02
Unskilled workers	93	65	28

Note 1: On holidays, Saturdays and Sundays the deployment will be restricted to the minimum required number.

Note 2: The number of manpower requirements may increase or decrease during the contract tenure. As per the requirements from time to time, the successful bidders shall arrange the manpower on temporary basis during short term events such as daily/weekly/monthly basis with compliance of applicable statutory norms.

8. **DEPLOYMENT OF WORKERS, SUPERVISION OF WORK, AND PERFORMANCE:**
- Working timings are from 09:00 am to 05:30 pm, with half an hour lunch recess from 01:00 pm to 01:30 pm and wherever required staggered duty/shift duty/night duty for 8 hours' shift will be adopted. The service of the workers may be required on all days in a month irrespective of holidays and they should be prepared to work in shifts as may be required.
 - As and when any of the personnel comes late or proceeds on leave or absent himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute. It may please be noted that **NO** OTA will be paid by the Institute to any Manpower/ worker(s) unless and until specifically approved by the IITH.
 - The services of employees of contractor, should be made available on all days on a six -day week basis irrespective of holidays and Sundays, if required.
 - Supply of Uniforms:** The Service Provider shall supply stitched uniforms to all personnel deployed under this contract, based on the recommendations of the IITH Committee comprising representatives of staff/supervisory personnel associated with the contract. The fabric, colour, and design of the uniforms shall be finalized by IITH. All deployed personnel shall wear the prescribed uniform daily while on duty. Personnel shall maintain proper personal hygiene and adhere strictly to the uniform. Personnel not complying with these requirements shall not be permitted to perform duties. The deployed personnel shall maintain the highest standards of discipline and shall behave courteously

and professionally with faculty, staff, students, and visitors at all times. Any form of argument, misconduct, or inappropriate behaviour shall not be permitted.

- v. **Supply of Footwear:** The Service Provider shall procure and supply footwear to all personnel deployed under this contract, in quantities and specifications as recommended by the Committee constituted for the contract, comprising representatives of the staff/supervisory personnel. The design, type, and quality of footwear shall be subject to approval by IITH. All deployed personnel shall wear the prescribed footwear while on duty every day. Personnel not complying with this requirement shall not be permitted to undertake work at the site.
- vi. **Supply of ID Card:** The Service Provider shall issue standard identity cards to all personnel deployed under this contract, in accordance with the Service Provider's norms, clearly indicating "Place of Work: IIT Hyderabad." A sample of the ID card shall be submitted to and approved by the MS Section prior to issuance. All deployed personnel shall wear the identity card in a visible manner while on duty. Personnel failing to comply with this requirement shall not be permitted to enter the premises or undertake work. In addition, Service Provider shall arrange "Entry Pass" to all the staff deployed through IITH Security by paying the required charges.

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भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Special Terms and Conditions

1. **Period of Contract:** The contract will be for a period of one (1) year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period are not satisfactory, the contract will be terminated with One-month notice. The IITH may renew/extend the contract to such further period (s), as it may deem proper and in any case not exceeding three years from the date of commencement of work, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.

2. **Eligibility Criteria**

- A. The tenderer should be a registered Service Provider/firm/company/co-operative society having a valid license under The Contract Labour Act and should furnish proof of his experience of providing sanitation/MANPOWER services in Government/Private Organizations/Public Sector Undertakings/large hospital or any other similar organization of repute.

- B. **Experience:**

The service provider should have a minimum of five years' experience (in Govt., PSU, R&D organizations, or Educational institution of repute) of having executed/ completed similar MANPOWER Services during the last 5 years as follows: -

- a) Three contracts valuing not less than 40% of the annual estimated cost; OR
- b) Two Service contracts valuing not less than 50% of the annual estimated cost; OR
- c) One Service contract valuing not less than 80% of the annual estimated cost.

Note:

- I. The bidder must produce work done certificates for completed contracts or current running contracts from the clients. The work completion certificate (as per the QAS certificate format) should mention the details of work executed, the annual value of the contract, the date of commencement and date of completion of the contract.
- II. Those bidders having experience with IITH should mandatorily obtain Experience and QAS certificate from IITH and include the same in their bid, failing which the bid stands disqualified.
- III. The average score of the QAS of all eligible contracts submitted in support of eligibility must be 40 or more out of maximum score of 50. The bids with less than 40 will be rejected.

Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience (as per the QAS certificate format) is produced, such document will not be accepted as relevant. Tenders not accompanied by certificates of experience issued by the client will be automatically disqualified.

- C. **Annual Turnover:**

The service provider should have an annual turnover in the last three (i.e. till FY 2024-25) years not less than Rs.15 Crores, a valid certificate from the Chartered Accountant (with validated UDIN No.) should be submitted in this regard.

3. Bid Evaluation Process

Part-I (Technical Bid): Only the Technical Bid will be opened and evaluated by the Tender Committee at the time of Technical Bid meeting.

- After verification of Part-I (Technical Bid), Part-II (Price bid) of only those tenderers who satisfy all the eligibility criteria laid down in Part-I and this notification will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise. The final award of the work will be issued to the least-cost bidder.

- Marks for Evaluation: The below is the bid qualifying criteria.

Description	Marking	Max. Marks
QAS (Average QAS Score)	Average of the QAS of all eligible contracts submitted in support of eligibility	50
Turnover of the bidder in similar works	15 Marks for annual turnover of Rs.10 Crs and 1 Mark each for each additional 2 Crore of the average annual turnover over and above the minimum required turnover of Rs.10 Cr.	20
No. of Contracts	8 marks for each eligible contract of value 80% of estimated contract cost. 5 marks for each eligible contract of value 50% of estimated contract cost. 4 marks for each eligible contract of value 40% of estimated contract cost.	20
No. of Manpower	5 marks for 300 employees engaged for each contract, and 1 mark each for each 100 employees engaged over and above 300 employees in each contract. Supporting documents: 1) March 2025 EPF ECR and challan is to be enclosed. 2) Experience Certificate to be enclosed duly mentioning the Number of Manpower.	10
Total Technical Score		100

No scores will be awarded without if no proper supporting documents submitted.

- Minimum score for bid qualifying is 60 marks. The bids receive less than the 60 marks stands automatically disqualified.
- Those bids get 60 and above marks in technical bids, and will become eligible for financial bid opening. The L1 bid in financial evaluation will be identified as a successful bidder.

3. Reasonability of Service Charge:

- i. Uniform, etc.: For each year, the workers must be provided with [a] two sets of uniform, [b] two pairs of footwear (immediately after commencement of service). [c] Field officer wages and [d] Ground cleaning tools. Entire expenditure towards [a], [b], [c] and [d] should be borne by the Service Provider from his service charges.
- ii. Quoting unduly lower rate of Service Charge: The Service Provider has to quote service charge that takes care of TDS, expenditure towards items stated in 3.i, expenditure towards identity card, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the Service Provider from the workers, etc. thereby affecting the performance of the workers.
- iii. Details of expenditure vis-à-vis service charges: With a view to prevent instances briefly stated in 3.ii above, the Service Provider has to submit details of expenditure in Annexure-C along with documentary evidence like Estimates in support of expenditure, along with the price bid.

- iv. Decision on reasonability of service charge: Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation will be entertained and replied to.

4. Representative/Field Officer

Service provider shall appoint or deploy his representative/field officer at IITH, whose wages shall not be less than the minimum wages under skilled category. These wages are to be borne by the Service Provider from their service charges. The representative/field officer shall be a graduate level person, fluent in English and regional language, both writing and spoken. Knowledge of Hindi is preferred.

The representative/field officer shall report daily to the concerned at IITH and take instructions for the work to be done. A Register shall be maintained exclusively for this purpose. She/He shall preserve the said book and produce the same as and when required. She/He should approach the concerned Section, if he needs any instructions/help or has any difficulties. She/He should be available all the time at the work site during the course of his work. The Field officer is required to record attendance through biometric system without exception.

The Representative/Field Officer employed by the Service Provider shall be responsible for allocating duties and extracting work, managing work, maintenance of accounts of cleaning items, and for interaction with office-in-charge for the upkeep of the campus. It is the responsibility of the Field Officer to ensure that all workers are in full uniform, including appropriate footwear and identification cards. Any worker found without proper uniform will be subject to the penalties mentioned clause No.15 under Special Terms & Conditions.

He/she should coordinate between the Departments/Institute and Service Provider and support the workers in their regular ESI/PF/Medical etc., matters.

5. The Service provider shall depute experienced persons (Technicians) for execution of the job.
6. The Service Provider shall ensure the availability of additional skilled manpower as and when required, upon assessment of their technical competencies. Such manpower must be deployed within a maximum period of one month from the date of request. Failure to provide the required personnel within the stipulated time frame will attract a penalty equivalent to one day's wage for each un provided individual, per day of delay.
7. The Service Provider shall pay his workers' wages not less than the higher of the minimum wages fixed by the Central Govt. and all other statutory dues like EPF, ESI, bonus, etc. (wherever applicable), throughout the tenure of contract.
8. In the event of local problems arising while discharging the functions at IITH the Service Provider will deal with them appropriately and he will not bring IITH on the scene for such matters.
9. NO Overtime allowance shall be paid separately.

10. Report:

1. The Service Provider shall maintain area-wise maintenance registers. The register should specify the work allotted and completed with date and time duly signed by the Supervisor/Field Officer of the Service Provider. The registers should be submitted to Administration In-charge/Hostel In-charge for perusal and signature on a daily basis.
2. The Field Officer shall daily report to the Management Services Section, IITH to supervise the work under the contract and take instructions every day for the work on a Book/Register maintained by the Service Provider exclusively for the purpose. He shall preserve the said book and produce the same as and when required. For Hostel areas the Service Provider or his representative shall daily report to the Hostel Office to take instructions every day. Daily reports will be taken by the Hostel office against the account of work given.
3. The Service Provider or his representative/Field Officer should approach the Management Services Section, if he needs any instructions/help or has any difficulties.

4. The Service Provider or his representative/ Field officer should, all the time, be available at the work site during the course of his work. In case of non-availability of field officer, service providers shall arrange a suitable substitute under intimation to the IITH.
 5. A sufficient number of staff shall be posted by the Service Provider to attend the works on two shift basis and shifting of materials / instruments from one place to other, loading and unloading of materials / instruments from truck within IITH as and when required in the exigencies of work without any additional payment.
11. **Attendance:** The deployed manpower/ workers should attend the daily. Unauthorized absence will be viewed seriously.

12. **Penalties:**

Sl. No	Service Agreement	Penalties for breach		
		1 st Instance	2 nd Instance	3 rd Instance
1	Worker not attended in Uniform (per person) including footwear and ID card	1000 per person per day	2000 per person per day	3000 per person per day
2	Wrong attendance record	Daily wage on that particular day	-	-
3	Absence with information for more than 5 days each month in two consequent months	Warning	Warning	Termination
4	Absence without information for more than 5 days each month in two consequent months	Warning	Termination	-
5	Shortfall in staff by more than 25% in a day	200 per person per day	Number of MANPOWER x Daily wage Rate x 2	Number of MANPOWER x Daily wage Rate x 2
6	Rude and unpleasant behaviour of Service Provider's personnel with Faculty/Staff/ Visitor/Guests	200 per person per incident	Replacement	-
7	Rowdiness and/or rioting in campus	500 per person per incident	Replacement	-
8	Theft and/or carrying of items unauthorizedly	500 per person per incident in addition to the actual cost of item	Replacement	-
9	Inaction on complaint	100 per complaint per day	-	-
10	Damage to the Institute property due to negligence	Book value	-	-

Sl. No	Service Agreement	Penalties for breach		
		1 st Instance	2 nd Instance	3 rd Instance
11	Workers/supervisors/managers found sleeping /missing from the place of duty without any reason during duty hours	300 on each occasion	600 on each occasion	Replacement
12	Delay in payment of wages to workers within prescribed period	50% of Service Charges	100% Service charges and termination Notice	Blacklist for future service tenders
13	Non-Supply of Uniforms & Footwear within one month from the contract start date	25% of Service Charges	50% of Service Charges	Lump sum as decided by Institute
14	Non-supply of ID Card within 15 days from the contract start date	25% of Service Charges	50% of Service Charges	Lump sum as decided by Institute
15	Delay in deployment of Field Officer or Representative of the Service Provider	1000 Per day	-	-
16	Consuming Alcohol or Intoxication while on duty or coming to duty	Replacement	-	-

Note:

- The penalty shall be deducted from the Service Charge of the Service Provider from the monthly Bills or from the Security Deposit. In case of Sl.No.1 the person(s) not wearing uniform, the penalty shall be deducted from the payable bonus or other allowances, if any, of the work. In case no such amount is available in worker wages, then the penalty will be deducted from the service charges.
- 13. For any act of inadequate performance of contract not specifically stated herein, the person authorized by the Institute will determine the penalty based on the merits of each act after providing an opportunity to the Service Provider.
- 14. In the event of the Service Provider failing to execute the work under contract in whole or in part an alternative arrangement will be made by the IITH totally at the cost & risk of the Service Provider besides any suitable fine /penalty.
- 15. **HANDOVER THE MANPOWER PERSONNEL FILES:** The outgoing Service Provider should handover the ESI, PF and any other manpower Workers related information to the successful next bidder for smooth transition of the work. The Service Provider should submit a joint certificate within one-week after commencing a new contract.
- 16. The top management representatives of the successful bidder shall attend meetings whenever convened by IIT Hyderabad. Failure to attend such meetings without valid justification shall result in withholding of service charges, in addition to a penalty of 25% of the applicable service charges
- 17. The representative of the successful bidder shall attend monthly meetings at IIT Hyderabad along with its field officer
- 18. The contractor shall strictly comply with all applicable Labour Codes, Rules, and Regulations in force, including the Labour Codes, 2025, and any amendments thereto. The contractor shall be solely

responsible for ensuring full compliance with all statutory obligations relating to wages, social security, working conditions, safety, and the welfare of labour engaged for the work.

19. Any additional manpower required for a short duration shall be provided immediately by the contractor, in accordance with the terms and conditions of the tender document, at no additional cost.

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ભારતીય પ્રૌદ્યોગિકી સંસ્થાન હૈદરાબાદ
Indian Institute of Technology Hyderabad

General Terms and Conditions

(Please read the following carefully and give acceptance for the same in the prescribed format and submit along with the Technical Bid)

1. The tenderer submitting tender would be deemed to have inspected the IITH Campus, considered and accepted all the terms and conditions of tender. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. In case the tender opening date happens to be declared as a closed holiday, the tenders will be received and opened on the next working day without any change in timings.
3. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Director.
4. In case the Service Provider fails in fulfilling the obligations fully and in time, the IITH shall have the absolute right to take up the work at the Service Provider's cost and risk and recover any and all such expenses from the amounts due to the Service Provider including Security Deposit. The Institute shall have the right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
5. The Service Provider will be required to post skilled manpower as may be needed to supervise and guide the workers (Highly skilled, skilled, semi-skilled and unskilled) for proper execution of the work as per directions of the Officer-in-charge nominated by the Director of the Institute to administer the contract.
6. As the Institute core business is providing academic and research services, the Service provider shall ensure that no worker participates in any trade union activities or agitation on the premises of the Institute. Forming or joining of any Union/Association by the workers of the contractor is strictly prohibited. Any workers involved in such activities shall be immediately replaced.
7. All letters/emails posted to the Service Provider at the address given by him will be considered to have been delivered in time.
8. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated, and Security deposit forfeited. The Service Provider will have no claims whatsoever on the IITH.
9. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Service Provider shall remain liable to pay compensation to the Institute for the inferior works as determined by the IITH and in case all payments have been made to the Service Provider for this work, this amount may be deducted from any sum due to the Service Provider on any other work within the Institute.
10. Service Provider will be fully responsible for any accident or mishaps involving workers engaged by the Service Provider and the Service Provider would pay claims made by these victims. The Service Provider shall indemnify the IITH from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Service Provider. The Service Provider will fully indemnify IITH against all claims in this regard.
11. The Service Provider shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITH from any claims in this regard.
12. The Service Provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central] and specially Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Central Minimum Wages Laws, Contract Labour (Regulations Abolition Act) and any other relevant acts as applicable at present or in future (Uniform Labour Code) during the tenure of the Contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Bye-Laws/Regulations/Standards/Guidelines/Notification/Recommended Practices, etc. shall rest with the Service Provider only and the IITH will not be liable in any manner.

13. Any liability arising on the IITH shall be deducted from the bills of the Service Provider and if the full amount is not recovered then the same shall be recovered from the security money of the Service Provider. There would be no liabilities towards the workers of the Service Provider by the IITH.
14. The Service Provider is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer to be nominated by the Director of the Institute from time to time. All such instructions received by the authorized representative on behalf of the Service Provider shall be deemed to have been received by the Service Provider within the scope of this work order.
15. The Service Provider shall be liable to pay compensation for any loss & damage caused to the property of the IITH or its Staff Members/Students/Visitors by the Service Provider or his workers.
16. The Service Provider shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the Service Provider will be under an obligation to replace the worker concerned within 24 hours when instructed by IITH authority. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IITH will not have any responsibility with regard to staff on the role of the Service Provider whatsoever.
17. The personnel of a Service Provider should observe only 10 (ten) closed holidays in a calendar year irrespective of the number of the holidays observed by the Institute. The closed holidays normally cover Republic Day, Independence Day, and Mahatma Gandhi's Birthday. In addition, they will be entitled to one day paid leave for every twenty days of work.
18. The Service Provider shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the Service Provider to provide a suitable substitute.
19. The service of the workers is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as may be required. The Service Provider has to ensure proper attendance and proper weekly off of the personnel deployed.
20. The persons deployed by the Service Provider should be reliable, trustworthy, alert and efficient.
21. The persons deployed for work should not be involved in any police case or any case should not be pending against them.
22. The Service Provider will be required to submit a list of the workers being deployed with their Bio-data, photo ID, address proof, police verification certificate. The Service Provider shall be solely responsible for the credentials/ acts of his staff /workers.
23. The contract personnel shall undergo medical examination at the expense of the Service Provider to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute.
24. The Service Provider shall consider the existing personnel engaged by the current service provider and should have minimum literacy level i.e. a pass in Standard VIII to the extent possible.
25. The Service Provider should not be an employee of IITH, or any other central/state Government. He should submit a declaration to this effect.
26. The Service provider and his staff will make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the Institute/Hostels during night or during non-functional hours.
27. The Service Provider's staff are not allowed to eat in the hostel mess at any point of time.
28. The Service Provider shall not lease or sub-contract the whole or any part of the contract to anybody.
29. All the workers, including Field Officers engaged by the Service Provider should give their attendance through the designated biometric machines installed in the campus. Apart from this the Service Provider must maintain daily attendance registers to keep record of the personnel on duty and a record of the work done at IITH.

30. The Service Provider shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all times. In case of absence/leave by any particular person, the Service Provider shall make alternate arrangements immediately.
31. That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and applicable taxes only by the appropriate Govt. (Central/State) from time to time shall be payable by the IITH to the Service Provider. No escalation of percentage of Service Provider's Service Charges shall be admissible during the term of the contract.
32. The Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the Contract.
33. The Service Provider shall deploy manpower to emergency works in time. No extra payment will be made for working on odd hours for emergency works. The Workers will not be allowed to leave the premises during the working hours without prior written approval from the concerned office of IITH.
34. The Service Provider's workers will be present in the premises and carry out duty for the entire eight hours of a shift excluding lunch recess in shifts / staggered duties as assigned by respective in charges.
35. The Service Provider shall cover its personnel for personal accident and death whilst performing the duty and IITH shall own no liability and obligation in this regard.
36. The Service Provider shall also provide at its own cost all benefits statutory or otherwise to its deployed personnel and the Buyer shall not have any liability whatsoever on this account.
37. The Service Provider shall employ only manpower who has completed eighteen years of age.
38. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by IITH and must ensure prompt replacement of the personnel without any additional cost to IITH. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with IITH.
39. Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
40. In an event that the Service Provider fails to deliver or fails to carry out tasks as per schedule due to absence of personnel or any other reasons, the Service Provider at his own cost shall make alternate arrangements by providing similar manpower for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions and IITH shall have the right to recover damages as per the provisions of the Contract.
41. The Service Provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of personnel so provided by him.
42. The Service Provider shall be fully responsible for the acts of their employees/ agents/ representatives / consultants/ team members and shall fully indemnify IITH for any kind of losses or damages caused by its employees/ agents/ representatives/ team members/ consultants. IITH shall not be responsible for any claim from any employees/ agents/ representatives /consultant / team member employed or engaged by the Service Provider. The Service Provider shall wholly and fully be responsible for any such claims.
43. In the event of local problems arising while discharging the functions at IITH the service provider will deal with them appropriately and he will not bring IITH on the scene for such matters.
44. COMMENCEMENT OF WORK: The Service Provider is required to start the works of Outsourcing services with effect from the date indicated by the Institute. In case it is found that the work has not been taken up from the date as indicated, the IITH at its sole discretion may cancel the Work Order and the EMD Security Deposit shall be forfeited without any further reference to the Service Provider.
45. The IITH with the consent of the service provider may modify terms and conditions of the contract as and when necessary, without affecting the basic nature of this contract.
46. When a bid price w.r.t scope of work appears so low, a concern is raised as to the capability of the bidder to perform the contract at the offered price, Institute may seek justification of price from the bidder with detailed price analysis of the bid price. If after evaluating the price analysis, the Institute

determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the said bid(s) will be rejected.

47. The successful bidder would be required to execute a contract agreement with IIT Hyderabad on a Non-Judicial stamp paper of Rs.200/- (Rupees Two Hundred Only).

48. PAYMENT TERMS:

- i. No advance payment in any case would be made.
- ii. The payment shall be made as per order. The prices quoted shall be complete covering all aspects.
- iii. The Service Provider will be responsible for making the payment of wages directly to its workers by 7th of every month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. The Service Provider shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/ECS statement duly certified by the bank, to the office with the bill for verification. The bill shall also carry the duly certified copy of EPF and ESI challans for the same month for which the bill has been raised for payment. The claim bill shall be submitted to the Officer-in charge of the Institute for certification for pro-rata payment. The officer on receipt of the bill will check the work record and thereafter accordingly certify the bill for payment.
- iv. All the Bills should be submitted on printed forms, duly signed and pre-receipted in triplicate/duplicate. Based on the requirement, the service provider must raise multiple invoices based on the location of services/source of funds.
- v. The Service Provider will be paid monthly upon submission of bills within first week of the succeeding month, in triplicate, along with the attendance sheets and certificates of satisfactory performance of work form the concerned officer of the IITH. A certificate to the effect that all labour laws including EPF, ESIC payments, etc., are being followed must be furnished with proof along with the bill for payment. Payment would be made to the Service Provider/Firm/Agency within 15 (fifteen) days of receipt of the bill, directly into the bank account of the Firm/Agency, TDS and any other Government levies applicable on bills as per Government Instructions/notifications issued from time to time shall be applicable and deductible from the Service Provider's bills.
- vi. The Service Provider would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the Service Provider's bill from the IITH.
- vii. The Service Provider should arrange to deposit the wages of his workers into their respective bank accounts preferably through ECS and tender a copy of the ECS statement to the Institute as proof of payment of wages failing which the bill of the current month will not be paid. The Service Provider shall facilitate his workers in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.

49. Security Deposit:

The successful bidder will have to submit a performance guarantee of 5% of the annual value of the contract (security deposit) in the form of Demand Draft or bank guarantee within 20 days of commencement of the contract. The Performance Guarantee shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG will have to be renewed for the extended period.

50. Cancellation of Contract:

- i. Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The service provider is not eligible for any compensation or claim in the event of such cancellation.

- ii. If at any later date, it is found that the documents and certificates submitted by the Service provider are forged or have been manipulated, the work order issued to the Service provider shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the service provider is liable for action as appropriate under the extant laws.
- iii. The IITH reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The Service Provider will also have to serve a notice of three months, if he wishes to terminate the contract.
- iv. The Bidder shall submit an Integrity Pact Agreement as given in the Annexure-H.

51. Force Majeure:

- i. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the CONTRACT, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The service provider is not bound to provide services without break in such a situation. Similarly, the Institute is not bound to make payments to the service provider without appropriate deductions towards absence of services
- ii. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the CONTRACT, Flood and Acts and Regulations of respective government of the two parties, namely IITH and the SERVICE PROVIDER.
- iii. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IITH shall have the option of cancelling this CONTRACT in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

52. Arbitration & Jurisdiction:

- i. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The service provider agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
- ii. The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIT Hyderabad. The rates should be inclusive of all taxes. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- iii. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the bidders who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or staff of IIT Hyderabad shall block his/ her tender from being considered. Canvassing on the part or on behalf of the bidder will also make his tender liable to rejection.
- iv. The courts at Hyderabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Bidding Document
Part-I

A. Documents details to be mandatorily submitted:

Sl. No.	Particulars	Fill in the details	Submitted ? (Y/N)	Page No.
1	Name of Firm/Bidder/Company (in BLOCK letters) <i>[Firm registration certificate to be attached]</i>			
2	Full Postal Address, Telephone/Fax No. E-mail:			
3	Whether the firm/ agency has any office at Hyderabad, if so, Address, Telephone and email-id <i>[Attach separate sheet]</i>			
4	Details of infrastructure, persons employed, and number of offices/branches available <i>[Attach separate sheet]</i>			
5	Name of the bank, address, account number, IFSC code			
6	PAN No. <i>[copy to be attached]</i>			
7	GST No. <i>[copy to be attached]</i>			
8	Tender Processing Fee (Transaction ID and Date) <i>[copy to be attached]</i>			
9	EMD (Transaction ID and Date) <i>[copy to be attached]</i>			
10	Valid labour license issued by the State/ Central Labour Department under Contract Labour Act duly attested by the Service Provider. <i>[copy to be attached]</i>			
11	EPF Registration <i>[copy to be attached]</i>			
12	ESI Registration <i>[copy to be attached]</i>			
13	Profession Tax Registration <i>[copy to be attached]</i>			
14	Experience Certificates <i>[copies to be attached]</i>			
15	Income Tax Returns (for the last three Assessment years) AY 22-23, 23-24, and 24- 25. <i>[copies to be attached]</i>			

16	Annual turnover for FY 22-23, 23-24 and 24-25 certified by CA <i>[copies to be attached]</i>			
17	EPF and ESI Challans along with ECR copies for the last three months in the year 2025. <i>[copies to be attached]</i>			
18	Declarations as per Annexure-A, B, C, D, E, F, G, H, I, J & K. <i>[Copies to be attached]</i>			
	Any other relevant information <i>[copies to be attached]</i>			

B. Details of Experience: Should be furnished in the following format:

Name of the client and full address	E-mail and Telephone number of the client	Tenure of the contract	Value of contract & No. of Workers	Supporting documents to be attached as enclosure & refer here
				QAS cum experience certificate as per Annex-B per each contract

Important: Only certificates issued by the clients on letterheads with date of issue and containing requisite details will be considered. Copies of work orders, agreements, extension letters and bills will not be considered.

Part-II

C. Details of the Service Charges: Bidders are requested to quote service charges on Gem.

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read the terms and condition of the Tender for Manpower services on contract basis and have also understood the same and do hereby undertake to abide by the same without any reservation on any ground whatsoever. In case of any breach of the said conditions I/we shall be responsible for consequences of the same.

Date: _____

Name & Signature of the Authorized Signatory of the Bidder

Quality Assessment Sheet cum Experience Certificate
(TO BE PRINTED ON THE OFFICIAL LETTERHEAD OF THE CLIENT)

Date: _____

Important: The marks scored in this will be used in the Technical evaluation of tender.

Sl.No.	Particulars	Details
1	Name, Designation, Email address, and Phone number of the assessor:	
2	Name of the assessor's organization:	
3	Is your organization a Centrally Funded Institute (CFI)?	
4	Name of the Agency:	
5	Period of service availed from the agency:	From _____ to _____
6	Number of Supervisors/Field Officers provided by the agency:	
7	Number of Manpower workers provided by the agency:	
8	Value of work completed in contract:	

Quality Assessment Sheet: (Please tick ✓ numerical assessment – 5 being the maximum score)

Sl. No.	Description	1	2	3	4	5	Remarks / Justification
1	The Agency's response has been prompt and as required by the administration						
2	All the workers were professionally trained.						
3	The agency ensured proper dawning of uniforms by workers to protect the image of organization						
4	Supervisors employed by the agency have been competent and ensured proper service by workers						
5	All the workers have been punctual and performed their duties with complete responsibility						
6	There have been no removals/ replacements of workers on the grounds of indiscipline, negligence etc.						
7	The agency has been prompt in taking action against any complaints or suggestions of the management.						
8	All the workers employed have been as per the age prescribed by the organization.						
9	All the workers employed have possessed the required educational qualification as prescribed by the organization.						
10	The agency did comply with labour laws by ensuring timely contributions to EPF, ESI etc., and provided salary slips, PF slips, ESI cards etc., to individuals and the confirmation data on the same to the organization on a regular basis.						

PS: Those bidders having experience with IITH should mandatorily obtain Experience and QAS certificate from IITH and include the same in their bid, failing which the bid stands disqualified.

Signature of Head of Organization, Seal & address

Statement of Details of Expenditure

(To be submitted on Bidder's letter Head)

(To be downloaded from Financial Breakup Statement and upload the same on the GEM only)

Details of Expenditure like uniform, footwear, ID card etc.

Description	Material	Estimated Cost (Rs.)	No. of workers	Total Estimated Cost (Rs.)
[a] Uniform and Footwear				
Lifeguard	Cloth for 2 pairs of pants		01	
	Stitching charges for 2 pairs of pants			
	Cloth for 2 pairs of shirts			
	Stitching charges for 2 pairs of shirts			
	2 pairs of footwear			
	2 Sets of Swimsuits for Lifeguards			
Drivers	Cloth for 2 pairs of pants		07	
	Stitching charges for 2 pairs of pants			
	Cloth for 2 pairs of shirts			
	Stitching charges for 2 pairs of shirts			
	2 pairs of footwear			
Male Workers	Cloth for 2 pairs of pants		88	
	Stitching charges for 2 pairs of pants			
	Cloth for 2 pairs of shirts			
	Stitching charges for 2 pairs of shirts			
	2 pairs of footwear			
Female Workers	2 pairs of sarees		29	
	Cloth for 2 blouses (incl. Lining/Astar)			
	Petticoats 2 No's			
	Stitching charges for 2 blouses			
	2 pairs of Footwear			
[b] ID card	Card with Tag and Pouch			
[c] Field Officer Annual Salary			1	
[d] Workmen Compensation Policy Premium				

Note: Estimates from suppliers for each of the items must be enclosed with this statement. **Bids without enclosures (Estimates/quotations from suppliers) to Annexure-C stand automatically disqualified.**

Date: _____

Signature of the Tenderer with Seal and Address

Letter of Consent and Bid Submission
(To be submitted on Bidder's letter Head)

Date: _____

To
The Director
IIT Hyderabad

Sub: Providing Outsourcing Services- other than Housekeeping (Supply of Highly Skilled, Skilled, Semi-Skilled and Unskilled manpower) to IIT Hyderabad.

Ref: Tender Notice No. _____.

Dear Sir/Madam,

I/We hereby offer to provide the above cited Outsourcing Services on a daily hire basis and hereby accept all the terms and conditions of your Tender. Further, I/We understand the nature and quantum of work to be carried out and agreed to abide by the terms & conditions of the Tender Notice and hold our bid open and valid till 90 days from the date of opening of the same.

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature and quantum of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.
3. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract.
4. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIT Hyderabad if: -
5. I/We do not execute the contract documents within 7 (seven) days after getting information from IITH, or
6. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IITH,
7. This bidding document of mine/ours consists of _____ Nos. of pages in total.
8. Bidding documents and submission of Tender have been duly signed and attached herewith.
9. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Bidder(s) with Stamp, Address

Note: The formats have been made available for the convenience of bidders in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the bidders except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

No Relationship Certificate

(to be provided on letter head of the firm/agency)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IIT Hyderabad. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory with seal

Name:

Designation:

Contact No.:

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Declaration Regarding Clean Track/No Legal Action
(to be provided on letter head of the firm/agency)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I hereby certify that there is no police case/ vigilance enquiry pending against Partners of the firm or sole proprietor or company as the case may be, and that he has never been punished by any Hon'ble Court.

I also certify that the above information is true and correct in any respect, and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Bid Securing Declaration Form
(to be provided on letter head of the firm/agency)

Date: _____

Tender Ref. No. _____

To
The Director,
IIT Hyderabad,
Kandi, Sangareddy-502284

Dear Sir/Madam,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported with EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of IIT Hyderabad.

Integrity Agreement

This Integrity Agreement is made at on this day of 20.....

BETWEEN

Director, Indian Institute of Technology Hyderabad represented through the Designation of the Officer, IITH, (Hereinafter referred as the 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

..... Represented through
 (Hereinafter referred to as the (Details of duly authorized signatory) Bidder/Service Provider and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender No.....
 (hereinafter referred to as Tender/Bid) and intends to award, under laid down organizational procedure, contract for.....
 hereinafter referred to as the contract.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relation with its Bidder(s) and Service Provider(s). AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as Integrity Pact or Pact), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties. NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner 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 Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Service Provider(s)

- 1) It is required that each Bidder/Service Provider (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Service Provider(s) commits 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)/Service Provider(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owners employees involved in the Tender process or 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 of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Service Provider(s) will not enter with other Bidder(s) 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 cartelize in the bidding process.
 - (c) The Bidder(s)/Service Provider(s) will not commit any offence under the relevant IPC/ PC Act. Further the Bidder(s)/ Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/ Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/ Service Provider(s) of foreign origin shall disclose the names and addresses of agents/ representatives in India, if any. Similarly, Bidder(s)/ Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/ representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/ parallel tender for the same item.
 - (e) The Bidder(s)/Service Provider(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) 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.
- 3) The Bidder(s)/Service Provider(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Service Provider(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Service Provider(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/ Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights

in case of breach of this Integrity Pact by the Bidder(s)/ Service Provider(s) and the Bidder/ Service Provider accepts and undertakes to respect and uphold the Principal/Owners absolute right:

- i. If the Bidder(s)/Service Provider(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the Service Provider shall have powers to disqualify the Bid- der(s)/Service Provider(s) from the Tender process or terminate/ determine the Contract, if already executed or exclude the Bidder/ Service Provider from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- ii. Forfeiture of EMD/ Performance Guarantee/ Security Deposit: If the Principal/ Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/ determined the Contract or has accrued the right to terminate/ determine the Contract according to Article 3(1), the Principal/ Owner apart from exercising any legal rights that may have accrued to the Principal/ Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Service Provider.
- iii. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Service Provider, or of an employee or a representative or an associate of a Bidder or Service Provider which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anti-corruption approach or with Central Government or State Government or any other Central /State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Service Provider as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Service Provider can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Service Providers/Sub Service Providers

- 1) The Bidder(s)/Service Provider(s) undertake(s) to demand from all sub Service Providers a commitment in conformity with this Integrity Pact. The Bidder/Service Provider shall be responsible for any violation(s) of the principles laid down in this agreement/ Pact by any of its Sub- Service Providers/sub-vendors.
- 2) The Principal/ Owner will enter into Pacts on identical terms as this one with all Bidders and Service Providers.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Con- tractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is dis- charged/determined by the Competent Authority, IIT HYDERABAD.

Article 7- Other Provisions

- a. This Pact is subject to Indian Law, place of performance and jurisdiction is the Head- quarters of the IITH of the Principal/Owner, who has floated the Tender.
- b. Changes and supplements need to be made in writing. Side agreements have not been made.
- c. If the Service Provider is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- d. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- e. It is agreed (term and conditions) that any dispute or difference arises between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of the following witnesses:

..... (For and on behalf of Principal/ Owner)

..... (For and on behalf of Bidder/ Service Provider)

WITNESSES:

1 (signature, name and address)

2 (signature, name and address)

Place:

Date:

Bank Guarantee Bond in Lieu of Security Deposit

(To be executed by the State Bank of India or any other scheduled Bank recommended by Reserve Bank of India on non-judicial stamp paper)

To
The Director
IIT Hyderabad
Kandi,
Sangareddy – 502 284.

Dear Sir/Madam,

Sub: Your contract award letter no. _____ dated _____ for
_____ services” on contract basis at IIT Hyderabad.

- 1) The Registrar on behalf of Director IIT Hyderabad, have entered into a contract vide Agreement dated _____ with _____ Address: _____ (herein after referred to as the “Service Provider”) for providing _____ services” on contract basis at IIT Hyderabad (herein after referred to as Principal Employer) for the price and on the terms and conditions as contained in the said contract.
- 2) In accordance with the terms of said contract you have agreed to exempt the security deposit for the due fulfilment by the said Service Provider of the terms and conditions contained in the said contract, on production of a bank guarantee for Rs. _____ (Rupees) _____ Only) being _____% of the total value (Rs. _____) of the said services to be supplied by you.
- 3) In consideration thereof, we hereby at the request of the contactor, expressly, irrevocably and unconditionally undertake and guarantee to pay on written demand, without demur and without reference to the Service Provider, an amount not exceeding Rs. _____ (Rupees _____ Only) against any loss or damage caused to or suffered or would be caused to you by reason of any breach by the said Service Provider of any of the terms and conditions contained in the said contract or by reason of the Service Provider’s failure to perform the said agreement. Your demand shall be conclusive evidence to us as regards the amount due and payable by the Bank under this guarantee. However, liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ Payment by us to you will be made within thirty (30) days from receipt of your written request making reference to this guarantee and on demand.
- 4) We further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all your dues under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till you certify that the terms and conditions of the said contract have been fully and properly carried out by the said Service Provider and accordingly discharges the guarantee. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ Only) and the guarantee shall remain in force up to and including the _____ day of _____ 20__ being reported to us by you and returned to us duly discharged.
- 5) This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the Service Provider, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you

may have against the Service Provider and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our Bank from its obligation under this guarantee.

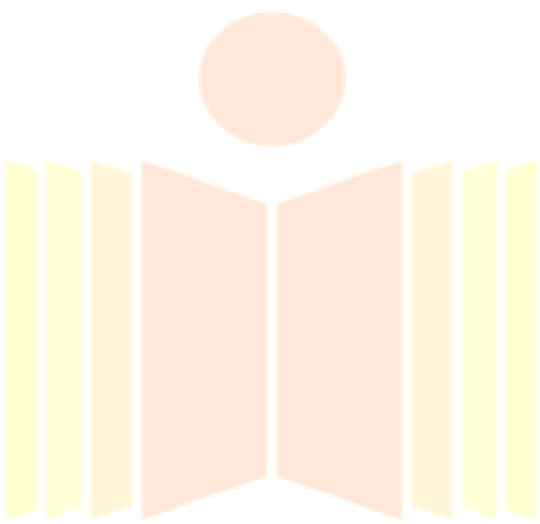
- 6) Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharged from the liabilities hereunder.
- 7) This guarantee shall not be affected by any change in the constitution of our Bank or of the Service Provider or for any other reason whatsoever.

Date: _____

Place: _____

Witness: _____

1.



Sd.....

Bankers

Seal of the Bank

2.

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Campus/Site Visit Declaration

(To be given on firm/agency Letter Head)

Date: _____

To,

The Director,

IIT Hyderabad -502284

Sub: Certificate for site visit.

Tender Reference No : _____

Tender ID: _____

Name of Tender / Work: -

"I/We have read the clause regarding Site Visit and hereby confirm that we have visited the site on Date: _____ Time: _____ at IIT Hyderabad before submitting the tender document.

We met Shri _____ of IIT Hyderabad in this regard during the site visit.

Yours Faithfully,

Verified by Shri _____

IIT Hyderabad.

**(Signature of the Bidder, with
Official Seal)**

Sample Wage Calculation Sheet
(To be submitted on Bidder's letter Head)

(To be downloaded from Financial Breakup Statement and upload the same on the GEM only)

Tender for providing outsourcing Services-Other than Housekeeping services (Supply of Highly Skilled, Skilled, Semi-skilled and unskilled Manpower) at IIT Hyderabad.						
AGENCY NAME						
Sample Wage (Minimum Wages as notified by CLC, New Delhi from time to time)						
S.No.	Parameters	Unskilled	Semi-skilled	Skilled	Highly skilled (Driver)	Highly skilled(OAT Technician)
1	Basic Wage + VDA	20930	23218	25506	27690	32552
2	Paid leave Wage	805	893	981	1,065.00	1252
3	Holiday wage	805	893	981	1,065.00	1252
4	EPF @13%	1950	1950	1950	1950	1950
5	ESI @ 3.25%	680	0	0	0	0
6	Bonus	1,743	0	0	0	0
7	Gross (sl.no. 1+2+3+4+5+6)	26913	26954	29418	29640	37006
8	GST @18% on Sl. No.7	4,844.34	4,851.72	5,295.24	5,335.20	6,661.08
9	Total (sl no.7+8)	31,757	31,806	34,713	34,975	43,667
10	Service charge @ _____% on (7) [inclusive of GST]					
11	Amount of Service charge	-	-	-	-	-
12	Per person, Per Month wage (9+11)	31,757	31,806	34,713	34,975	43,667
13	Number of personnel	93	7	23	1	1
14	Wages per month (12*13)	29,53,433	2,22,640	7,98,405	34,975	43,667
15	Total Wages per month (Unskilled + Semi-skilled + Skilled +Highly skilled)	40,53,119				
16	Total Wages per Annum (Unskilled + Semi-skilled + Skilled +Highly skilled)(excl.service charge)	48637434				

* WAGES WILL BE PAID AS PER GOI MINISTRY OF LABOUR AND EMPLOYMENT NORMS

** WAGES WILL BE PAID AS PER ACTUAL ATTENDANCE.

Date:

Signature of the Tenderer with seal and Address