

Bid Corrigendum

GEM/2024/B/5733435-C3

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. **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. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. **Consortium:** In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

4. Malicious Code Certificate:

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

5. 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
6. **WORLD BANK TERMS AND CONDITIONS:** Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.
7. **PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
8. Bidders can also submit the EMD with Account Payee Demand Draft in favour of
The Registrar, IIT Bhubaneswar
payable at
Jatani
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Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C The Registrar, IIT Bhubaneswar, Jatani
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date
10. Bidders can also submit the EMD with Banker's Cheque in favour of
The Registrar, IIT Bhubaneswar
payable at
Jatani
. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
11. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of
The Registrar, IIT Bhubaneswar
payable at
Jatani
. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
12. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of
The Registrar, IIT Bhubaneswar, Jatani
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
13. Text Clause(s)
 1. **Pre-Bid Meeting: Pre-Bid Meeting is mandatory for all the bidders, failing which their bid will not be considered.** The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorisation from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Maximum two representatives only allowed to attend at the Pre-Bid Meeting from the each firm/agency. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **01/01/2025** through mail ar.sp@iitbbs.ac.in & office.sp@iitbbs.ac.in. Details of Pre-Bid Meeting is as follows:

Date & Time of Pre-Bid Meeting	: 21.01.2025 @ 11.00 AM
Reporting Time	: 10.45 AM
Venue	: Admin Building, IIT Bhubaneswar, Argul - 752050, Odisha

2. **Geographical Presence:** The Agency must submit a documentary proof like GST certificate etc or having their operational Office / Branch office in Bhubaneswar / Cuttack / Puri / Jatani / Khordha. **Failing which such bid will be rejected.**
3. **Insurance Coverage:** The agency must provide a suitable group insurance policy with coverage of at least ₹2 lakhs per person per year for all deployed outsourced manpower, at the agency's own cost. In this regard, no extra payment will be made by the Institute. The agency may include this insurance Cover amount with their Agency Commission. An Undertaking should be submitted along with the bid without fail.

4. The Bidder shall deposit Bid Security (EMD) of ₹ 25,00,000/- (Rupees Twenty Five Lakhs only) in the form of an **Account Payee Demand Draft/FDR in Favour of Registrar IIT Bhubaneswar payable at Bhubaneswar** or **Direct Bank Transfer through NEFT/RTGS** to the Institute Account. No other form of Bid Security (EMD) Instrument is acceptable. Submission of Bid Security (EMD) is mandatory for all the bidders **failing which their bid will not be considered**. However, EMD is exempted for NSIC / SSI / SME units. Details are as follows:

(a) NSIC/SSI/SME Units are exempted for submitting Bid Security/EMD as per Govt. Of India order, amended time to time. Such bidders must submit UAM /NSIC clearly mentioning nature of activity as per Bid requirement along with Bid Securing Declaration as per Annexure V. Noncompliance will result in Bid rejection for non-submission of EMD.

(b) Original Bid Security (EMD) Instrument shall to send to Assistant Registrar, Stores & Purchase Section, 3rd Floor, Admin Building, IIT Bhubaneswar, Argul, Jatani, Dist. Khordha, Odisha - 752050, so as to reach before last date of Bid Submission and copy of the same instruments to be uploaded along with bid on CPP Portal in EMD details.

(c) IIT Bhubaneswar Account Details for Online payment of Bid Security (EMD) as under :

Name of Account Holder: Registrar, IIT Bhubaneswar
Bank A/c No- 006101055198 (Saving A/c)
IFSC code- ICIC0001985
MICR Code- 751229009

ICICI Bank Ltd., Jatani Branch.

14. File Attachment [Click here to view the file.](#)
15. 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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 20% of total value.
16. Preference to Make In India products (for bids greater than 200 Crore) (can also be used in Bids less than 200 Crore but only after exemption by competent authority as defined in Deptt of Expenditure OM dated 28.5.2020): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
17. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
18. Buyer uploaded ATC document [Click here to view the file.](#)
19. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
20. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
21. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
22. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a.

Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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.

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.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

F.6.3/121/2023-24 (S&P)
Date: 11.02.2025

Corrigendum cum Addendum – II

The following Corrigendum cum Addendum is incorporated in the GeM Bid No: **GEM/2024/B/5733435**, dated **13.01.2025** and Corrigendum cum Addendum, dated **23.01.2025** for **Manpower Outsourcing Services on fixed remuneration**.

<u>Sl. No.</u>	<u>For</u>	<u>To be Read as</u>
1.	Approximate requirement of Manpower	A total approximate requirement of Manpower is 129. However, exact required Manpower along with wage details will be provided by IIT Bhubaneswar after award of the contract to the L1 bidder. Tentative Manpower list along with Remuneration details are enclosed at Annexure – A”
2.	Quoting of Price Bid	Bidders may quote Agency Commission including of GST in Price Bid should be in Percentage (%) only (3.85% to 7%). If, bidders have no option to quote in Percentage (%) then calculate your Agency Commission on our estimated bid value.
		Our estimated Bid value for two years is ₹11.5 Crore (Rupees Eleven Crore and Fifty Lakh only). Hence, bidders may quote your Agency Commission (3.85% to 7%) including of GST on estimated Bid value only i.e., ₹11.5 Crore (Rupees Eleven Crore and Fifty Lakh only). Payment / Reimbursement will be made as per Actuals.
		Those bidders not quoted their Agency Commission on ₹11.5 Crore, such bidders bid will be rejected and recommend to the GeM for blacklisting.

All other Terms & Conditions of the GeM Bid document shall remain unaltered.

Sd/-
Assistant Registrar (S&P)

SCOPE OF WORK OF THE CONTRACTOR

1. The Agency / Firm / Company shall provide Manpower at Indian Institute of Technology Bhubaneswar by deploying adequately trained and well-discipline personnel having fair command on Hindi & English in respect categories as per the details given below:

ELIGIBILITY CONDITIONS AND QUALIFICATIONS

2. The Designation/ Number of Posts/Educational Qualification/Experience/Minimum Consolidated Remuneration / Job Description etc. as given in the table are indicative only. These may be amended/ changed by IIT Bhubaneswar as per requirement of the institute. Some posts may not be operative at all.

CONSOLIDATED WAGES

Sl. No.	Designation	Tentative required Manpower	Educational Qualification	Nature of Job	Consolidated Compensation inclusive of all statutory dues (in INR)
1	Junior Engineer	1	Degree in Civil Engg. with 4 years Or Diploma in Civil Engg. (3 years course) with 7 years Experience in execution & supervision of large Civil works, high rise Building construction etc. Knowledge of computer applications like MS Word, Excel, and Power Point is essential. Fluency in operating AutoCAD drafting package, report, writing skill & compilation of records etc. are desirable.	Maintenance and up-keep of sophisticated equipment/computers and management of Work shop/Engineering/Instrument/Analytical/Wet Laboratories.	Up to ₹45,000/-
2	Supervisor	2	Degree/ Diploma in Elect. Engg./ Mech./ Refrigeration & Air Conditioning Engineering with 5 years experience in handling HVAC plants and its accessories including O & M function.	Supervision of Maintenance and up-keep of sophisticated equipment/computers and management of Work shop/Engineering/ Instrument / Analytical/Wet Laboratories & any other work	Up to ₹40,000/-
3	Programmer	2	Degree (preferably BE/B.Tech in CSE/IT/ECE or MCA or M.Sc /PG Diploma in Computer Science or equivalent) with at least 3 years of demonstrated experience and knowledge in a reputed Organization, preferably in an educational institution.	<ul style="list-style-type: none">* Writing code in various computer languages* Debugging errors* Testing programs and applications* Designing and updating software solutions* Integrating systems and software* Analyzing algorithms* Modifying source code	Up to ₹60,000/-

			Desirable: Experience in the development of ERP/IMS/Software system development for academic operations in Engineering Institutions. Extensive experience with MySQL database, PostgreSQL, RDBMS, Object-oriented Programming, PHP, JavaScript, HTML, Perl, Awareness of threats relating to web application security.	* Writing system instructions * Maintaining operating systems	
4	Staff Nurse	2	Intermediate OR 10+2 OR equivalent and must have passed the examination held by Nursing Council with 3 years course in General Nursing and Mid-wifery, with 1st Division or equivalent grade, with 3 years of relevant experience in Govt./Semi Govt./ Central autonomous bodies/ reputed hospitals. Desirable: Experience in any reputed hospital recognized by the Central or State Nursing Council.	Admission and discharge of patient, Technical nursing care of patients, Administration of medicine, injections. Talaing and charling I.P.R., dressing's irrigations O2 therapy, preparing for and clearing up after procedure. Preparation for and assistance in clinical tests and medical procedure. Pre and postoperative care. Collecting labeling and dispatching of specimens. Escorting patients to and from departments. Giving and receiving reports.	Up to ₹35,400/-
5	Pharmacist	1	Relevant degree/diploma in Pharmacy from a recognized University. Registered Pharmacist under the Pharmacy Act, 1948. Minimum 2-years' experience as Pharmacist in a reputed Hospital/Clinic.	Dispensing medications, preparing sterile solutions and administering infusions. Having good knowledge on prescription drugs and their purity. Taking care of sick students, liasoning with contacted Medical/Hospitals and responding to any medical emergency of any students/faculties/staff of Institute.	Up to ₹32,500/-
6	Medical Attendant	1	Matriculation from a recognized school/ board with certificate course in Hospital Services/ First-Aid conducted by a recognised organisation (such as St. Johns Ambulance, IGNOU... etc.)	To assist paramedical staff of the SHC. To accompany critically ill patients in the ambulance to refereed hospital and provide local support in admission etc., at the hospital. To perform emergency procedures with doctor's guidance. To perform the duties as assigned by doctors of SHC.	Up to ₹18,000/-
7	MTSO (Executive Assistant)	19	Graduate with 2 year experience in relevant field and proficient in MS-Office.	To assist in Secretarial work and any other work assigned by Institute.	Up to ₹ 32,500/-

9	Life Guard	1	Should have successfully completed minimum 12th class from recognized Board. The candidate must be in possession of a lifeguard certificate from a reputed Institute with Experience: One(01) Year.	-	Up to ₹ 25,000/-
10	Yoga Instructor	2	Master Degree (Yoga Education) with two years of relevant experience or Bachelor Degree (Yoga) with five years of relevant experience or any bachelor degree with ten years of relevant experience.	1. Taking EAA class as per syllabus 2. Both theory and practical classes to be taken. 3. Conducting examination as per the academic curriculum.	Up to ₹ 25,000/- (payment made on hourly basis)
8	Full Time Coach (Cricket, Table Tennis, Squash, Lawn Tennis, Volleyball, Football, Badminton, Swimming, Hockey)	7	A Bachelor Degree in Physical Education/Bachelor Degree in Sports Science with at least 60% Marks having consistent good academic record. Represented India in relevant sports at international level / medal winner in University or State at national level / represented University or State at national level. Preference will be given to candidates who have participated in State OR National OR International level in their respective fields. Exp: Three year relevant experience in educational institute of repute handling young students. Age: Maximum 40 Year.	1. Taking EAA class as per syllabus 2. Both theory and practical classes to be taken. 3. Conducting examination as per the academic curriculum. 4. Accompanying students in local tournament and Inter IIT Sports Meet or like. 5. Team training for the students to participate in different sports competition. 6. Working hour would be as per the requirement.	Up to ₹ 35,000/-

11	Technicians with Audio-visual background	2	<p>ITI in Electronics or Electronics and Communication Engineering or Computer Engineering or Electrical Engineering. Candidates holding a 3 year diploma/4 year degree in Electronics or Electronics and Communication Engineering or Computer Engineering or Electrical Engineering may apply. At least two years of experience in operating, maintaining and set-up of different audio visual related equipment/facilities in classrooms, meeting/conference rooms and providing audio visual related support for different events and live streaming different events.</p>	<ul style="list-style-type: none"> · Set up and operate audio visual related equipment/facilities for different events, online meetings/conferences/workshops as per the requirement. · Hands-on work experience in live streaming different events and live streaming technologies. · Experience with audio mixers, PA systems, audio amplifiers, video mixers/switches · Experience with basic signal flow for audio control. · Provide audio visual related support for different events in the Institute as per the requirement. · Experience in setting up and operating audio visual related facilities for conducting online events/meetings. · Experience in operating and maintaining recording equipment, sound systems, video cameras, video screens, speakers, microphones and projectors. · Installation and maintenance of audio video related devices as per the requirement. 	Up to ₹ 30,000/-
12	Accounts Executives	3	M.Com/ CA Inter with 2 year experience in relevant field. Proficient with Tally software and must have experience in GST matters.	To provide clerical assistance in Accounts or any work assigned by the Institute.	Up to ₹ 35,000/-
13	MTST	2	Diploma/Graduate with 2 year experience in relevant field.	To provide technical assistance or any work assigned by the Institute.	Up to ₹ 30,000/-
14	Electrician	17	Should have passed ITI diploma or equivalent qualification in the trade, electrical workman permit /workman's competency, certificate electrical workman/ lineman license or any other equivalent certificate. 2 years' experience in the relevant line.	This role is responsible for assisting the Electrician/ Lineman in the overall functioning of the department; installing electrical wiring, equipment and fixtures.	Up to ₹ 25,860/-

15	Pump Operator (Skilled)	2	Should have passed ITI trade Certificate course or equivalent in the trade. 2 years' experience in relevant field.	Will maintain and repair all kind of pump operating works. Will be responsible for proper maintenance & upkeep.	Up to ₹ 25,860/-
16	Pump Operator (Un-Skilled)	6	Should have passed ITI trade Certificate course or equivalent in the trade. 2 years' experience in relevant field.	Will maintain and repair all kind of pump operating works. Will be responsible for proper maintenance & upkeep.	Up to ₹ 19,530/-
17	Helper to Plumber & Helper to Carpenter	2	Should have passed ITI trade Certificate course or equivalent in the trade. 2 years' experience	Will maintain and repair all plumbing / carpentries structures. Will be responsible for proper maintenance & upkeep.	Up to ₹ 19,530/-
18	Cook	2	10th Pass and/or 2 year experience in relevant field.	Look after all the kitchen of Institute, Taking care of all the quality and delicious cooking with hygienic food. Surrounding of the kitchen area should maintained clean and neat.	Up to ₹ 25,860/-
19	Driver	1	10th Pass and/or 2 year experience in relevant field.	One is for Institute vehicle and other works as directed by the Institute.	Up to ₹ 22,020/-
20	MTSK	3	Semi-Skilled	As per Requirement of the Institute.	Up to ₹ 22,020/-

21	Weightlifting Cum Gym. Trainer	1	Diploma in Coaching from NSNIS (At least one year course)/ represented India in relevant sports at international level / medal winner in University or State at national level / represented University or State at national level. Preference will be given to candidates who have participated in State OR National OR International level in their respective fields. Exp: Three year relevant experience in educational institute of repute handling young students. Age: Maximum 40 Year. And/or A Bachelor Degree in Physical Education/Bachelor Degree in Sports Science with at least 60% Marks having consistent good academic record. Represented India in relevant sports at international level / medal winner in University or State at national level / represented University or State at national level. Preference will be given to candidates who have participated in State OR National OR International level in their respective fields. Exp: Three year relevant experience in educational institute of repute handling young students. Age: Maximum 40 Year.	1. Taking EAA class as per syllabus2. Both theory and practical classes to be taken.3. Conducting examination as per the academic curriculum.4. Accompanying students in local tournament and Inter IIT Sports Meet or like.5. Team training for the students to participate in different sports competition.6. Working hour would be as per the requirement.7. Taking care of all Gym inside campus.	Up to ₹ 20,000/-
22	MTS	50	10th Pass and/or 2 year experience in relevant field	As per Requirement of the Institute.	Up to ₹ 25,860/-
Approx. Required Manpower		129	Approx. Total Remuneration (including revision of wages) for two years		₹11.5 Crores
Note: 1. No. of Manpower, Designation and fixed remuneration may vary time to time. IIT Bhubaneswar have full rights in this regard.					
2. Agency Commission should be Quoted on ₹11.5 Crore only failing which bid will be cancelled and recommend to GeM for blacklisting.					

ADDITIONAL TERMS & CONDITIONS OF THE CONTRACT

1. **DURATION OF CONTRACT:** The contract shall be awarded for Two Years, subject to annual renewal basis on satisfactory performance.
2. **FACE RECOGNIZED BIOMETRIC ATTENDANCE SYSTEM:** Face recognized Biometric Attendance System will be installed in the various designated places in the campus like Administrative Building, all School Buildings, Guest House, Dispensary and any other place as and when required with free of cost.
3. The manpower requirement and consolidated wages as indicated in Scope of Work is tentative and may vary (increase or decrease) depending upon the volume of work, functional requirements etc. during the course of the contract, In addition to above IIT Bhubaneswar may also require manpower with new designation, qualification and remuneration which will be decided by IIT Bhubaneswar and the agency has to provide the manpower as per requirement of IIT Bhubaneswar.
4. During the contract, IIT Bhubaneswar have full rights to increase / decrease of wages to the manpower at any time with prior intimation to the agency. Accordingly, agency may ready to pay the increased wages or deduct the decreased wages from the respective individual manpower.
5. Qualifications for various category will be decided by IIT Bhubaneswar as per requirement. (Qualifications & Nature of Job mentioned in above table is indicative in nature and subject to Change at the discretion of the Institute).
6. The remuneration (wages) indicated above is payable by IIT Bhubaneswar to the Service Provider including statutory deductions as applicable.
7. The Service Provider/Agency shall not transfer, sub-lease the contract in any manner whatsoever.
8. All services shall be performed by persons qualified and skilled in performing such services as mentioned in Scope of Work. **The antecedents of staff deployed shall be verified by the Institute from the local police authorities and an undertaking in this regard to be submitted to the Registrar, IIT Bhubaneswar by the Agency.**
9. The Institute would be free to terminate the contract at any time after giving advance notice of one month in writing.
10. The agency should ensure that person deployed should be of good character and antecedents and agency shall submit police verification certificate to this effect.
11. The Service Provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of this office. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
12. The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as maintain harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible for any illegal action by the deployed personnel. Their deployment will be in general shift. The Agency will provide Identity Cards to all personnel deployed. The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the initial period of contract also.
13. The Institute may require the Service Provider to remove from the site of work, any person or persons, employed by the Service Provider, who may be incompetent or for his/her/their misconduct and Service Provider shall forthwith comply with such requirements.

14. The Service Provider/Agency shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
15. Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Providers.
16. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
17. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute.
18. The Service Provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
19. The person deployed shall not claim any Master & Servant relationship against this office.
20. The Service Provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
21. The Service Provider shall engage the necessary person as required by our office from time to time. The said person engaged by the Service Provider shall be employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month in time by the Service Provider. There is no Master & Servant relationship between the employees of the Service Provider/Agency and this Institute. Further the said person(s) of the Service Provider shall not claim any benefit. The Service Provider should not stop the payment of salary on account of delays not attributed to the engaged persons.
22. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Service Provider/Agency. This shall include payment of PF, ESI, and Service Tax and deduction of TDS etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the Service Provider. The Service Provider/Agency shall provide ESI card to the outsourced manpower.
23. A total 5 days working in a week and working hours are from 9.00 A.M. to 6.00 P.M. including an hour lunch break normally from 1.00 p.m. to 2.00 p.m. for those to engage in general shift.
24. The personnel may be called on beyond office hours and on holidays / Saturdays / Sundays, if required.
25. In case the outsourced personnel are absent, pro-rata deduction shall be made from his pay assuming a month of 22 days.
26. The Service Provider/Agency will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
27. The Service Provider/Agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider/Agency.
28. If for any reason the personnel deployed by the Service Provider/Agency proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The Service Provider shall provide a substitute in case the absence exceeds 5 days or even earlier, in

case the agency fails to provide substitute beyond five days liquidated damage shall be charged.
Detailed LD provisions are as per GeM SLA.

- 29.** The Service Provider/Agency shall provide the manpower within a week from the date of receipt of the requirement.
- 30.** The Service Provider/Agency shall make payment for the outsourced personnel only through their respective individual bank account by the 7th of each month and shall issue an emolument slip to that effect. A sample format is as follows:

Wage Slip for Month of :-----			
Name:- Designation:-		Number of Days present:-	
ESI Card No:		EPF No.	
Payment:-		Deduction:-	
Basic Wage including DA		EPF (Employer Contribution	
Overtime		EPF (Employee's contribution)	
Addl. Allowances		ESI (Employer Contribution	
Uniform Allowance		EPF –Employee's Contribution	
		Housing Facility	
		Recovery of Advances if any	
		Total Deductions	
Gross Amount		Net Payment	
In words: (Rupees_____)			

- 31.** The Service Provider/Agency would be submitted the following documents to the Nodal Officer, IIT Bhubaneswar for processing of Payment:
- (a) Attendance Report which to be generated through Face Recognised Biometric Attendance System duly signed by the concerned Head of the School / Section / Department.
 - (b) Proof of payment disbursal to the individual outsourced manpower.
 - (c) Proof of payment of statutory clearance like PF, PT and GST of current month.
 - (d) Tax Invoice along with Bank mandate form.
- 32.** EPF, ESIC & GST of preceding month to be submitted within 15 days of payment of wages for each month.
- 33.** EPF, ESIC & GST paid would be reimbursed on submission of documentary evidence of payment.
- 34.** The Service Provider/Agency shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone/SMS from the Institute to the Service Provider shall be acknowledged immediately on receipt on the same day.

35. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
36. **Being an educational institution, IIT Bhubaneswar is not covered under the Payment of Bonus Act. Bonus and leave salary, payable if any; is to be borne by the service provider.**
37. The Agency shall ensure that its personnel do not at any time, without the consent of the Institute in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Institute and shall not disclose to any information about the affairs of Institute. This clause does not apply to the information, which becomes public knowledge.
38. Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including all expenses/fines. The concerned Contractor's personnel shall attend the court as and when required.
39. During the course of contract, if any Contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Security.
40. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Institute may, failing payment of the said money by the Contractor, make payment of such claim on behalf of the Contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from the Contractor.
41. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Institute, such money shall be deemed to be payable by the Contractor to the Institute within seven days. The Institute shall be entitled to recover the amount from the Contractor by deduction from money due to the Contractor or from the Performance Security.
42. Institute will not accept any other levies like one time registration fee, stationary charges, Insurance charges, social security benefit charges, profession tax, fee on EPF & ESIC, etc. charges deducted from the workers' wages **except statutory dues**.