



**Indian Institute of Technology Kanpur
Research and Development Office**

**Bid Document
Seeking**

Expression of interest

For

**Empanelment of Companies / Agencies for supply of manpower
and to undertake Miscellaneous Jobs under Job Contract /
outsourcing mode for completion of the sundry
works related to Research Projects held**

By

Office of the Research & Development IIT Kanpur

July 11, 2013



**Indian Institute of Technology Kanpur
Dean of Research and Development Office**

Advertisement

Indian Institute of Technology Kanpur is an Institute of national importance created under an Act of Parliament which is engaged in education & research for students to make them competent and motivated engineers & scientists.

The Office of the Dean of Research & Development (DORD) manages the affairs of research and consultancy work done by Institute's faculty and students for various agencies including Government, Corporate & Industries worldwide. These services are offered under "Project Mode" for which Institute has formulated certain norms & regulations. Each project is executed by one or more Principal Investigator who is a Faculty or Academic Staff of the Institute. The projects are normally completed within a span of about 2 to 5 years duration.

The Dean of Research & Development (DORD) office invites proposals in the form of tenders from reputed Companies /agencies for supply of suitable manpower who can be deployed temporarily for the projects undertaken instructions from the Principal Investigator for completion of job works in specified period. The Empanelment will be for a period of one year initially and that can be extended on satisfactory performance basis year to other year/years at the end of each year. The Empanelment can be done for more than one company or agency that fulfils the basic required criteria. The maximum service payable will be restricted by the Empanelment committee from time to time.

The tender documents along with specifications, terms and conditions can be downloaded from IIT Kanpur website and submitted along with a Demand Draft for Rs.1000/- and service tax @ 12.36% i.e. Rs. 123.60/- (non-refundable). The last date for the submission of tender is July 25, 2013, 1500 Hrs., and the tenders will be opened on the same day at 1700 hrs., in the Conference Room of Dean of Research & Development office, IIT Kanpur. The tender documents can be downloaded from our website: <http://www.iitk.ac.in/infocell/tender/dord.htm>

**For Dean of Research & Development Office
Ground Floor, Faculty Building
Indian Institute Of Technology Kanpur, Kanpur**

**Indian Institute of Technology Kanpur
Dean of Research and Development Office**

Expression of Interest

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The companies/agencies willing for empanelment should be able to complete the jobs assigned by Project Investigators by way of either deploying the required manpower for delivering the services or to complete the job works in specified period required for project(s) operations.

Scope of Work:

- (1) To supply the following types of manpower to undertake the completion of the sundry works related to R&D Projects in IIT Kanpur;
 - High skilled
 - Skilled
 - Unskilled
 - Semi-skilled
 - Man power for miscellaneous technical/ non technical jobs
- (2) To assess & hire prospective personnel required to be deployed for R&D Project works.
- (3) To identify and deploy High skilled/Skilled/Semi-Skilled/Un-Skilled and Miscellaneous personnel in the R&D Projects after necessary approvals from the Project Investigators.
- (4) To check and verify qualifications & competence level of the persons to be supplied for R&D works through Project Investigators.

- (5) To pay wages and remunerations as per Govt. of India's norms to the personnel deployed to IIT Kanpur.
- (6) To comply with all statutory obligations as required to such activities like minimum wages, Employee Provident fund, ESI, etc.
- (7) To do all acts required under the project as per instructions of the Project Investigators of the Institute.

Technical Bid/Financial Bid:

- (1) The bid shall specify the percentage of service charges over and above wages & statutory payments, taxes & levies, etc.
- (2) This amount shall be mentioned in the Form for Expression of Interest.
- (3) The Institute can empanel any number of companies/agencies who fulfil the minimum criteria without any limitations on the number of companies/agencies to be empanelled. However, the office of Dean of R&D can put restrictions on the maximum Service charge payable from time to time.

Eligibility Criteria:

- (1) The applicant should be a Company registered under Companies Act.
- (2) The applicant should have minimum relevant experience of 5 yrs for similar jobs in a reputed organization/university/Institute.
- (3) The applicant should have requisite expertise in handling manpower related matters including Provident fund, EPF, ESI, insurance related matters and should be registered with relevant agencies.

Terms & Conditions:

The successful bidder shall be offered to enter into an agreement containing detailed Terms & Conditions; however some of the terms are as follows:

- (1) The personnel deployed at IIT Kanpur shall be hired and supervised by the Company or Agency to ensure the performance and duties as required for different Research & Development projects managed by different Project Investigators in the Institute.
- (2) The Company or Agency has to deploy supervisors to oversee & regulate the activities of their employees deployed at IIT Kanpur at various job/project sites.
- (3) The Designation, wages, qualifications shall be decided by Dean of R&D office and/or by the Project Investigators based on their requirement and specific instructions of the agencies funding for such R&D projects.
- (4) The projects undertaken by IIT Kanpur is expected to yield technical know-how that is commercially important, hence the Company or Agency has to ensure that their employees protect the Institute information received in discharge of their duties from any unauthorized disclosure to third party(ies) without permission. In case IIT Kanpur is sued by its sponsor on for the breach of this obligation by the agency's employee, the Company or Agency shall be blacklisted with a fine over and above the damages claimed by the sponsor.
- (5) The Dean of Research & Development Office, IIT Kanpur shall not be responsible for providing any office space or infrastructure to the Company or Agency by way of office accommodation or otherwise.

- (6) No accommodation or quarter shall be provided by Dean of Research & Development Office for the employees or personnel hired by the Company.
- (7) All the stationery and consumable charges shall be borne by the Company or Agency only.
- (8) The Company or Agency shall be responsible for the conduct and behaviour of the employees or personnel deployed at IIT Kanpur by the Company or Agency.
- (9) The Company or Agency shall provide group insurance cover to its employees including medical and accidental insurance for those deployed at IIT Kanpur.
- (10) The second party undertakes to render IIT Kanpur free from any kind of liability and any consequences resulting out of this agreement.
- (11) It shall be the duty of the Company/Agency to ensure compliance of the Contract Labour (R&A) Act and the Rules framed there under and in particular further the
- (12) Contractor should ensure strict compliance of Chapter V of the Act and Rules 40 to 62 falling under Chapter V of the Contract Labour (Regn. & Abolition) Central Rules, 1971.
- (13) The dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by Director, IIT Kanpur within the judicial jurisdiction of Kanpur Court.



**Indian Institute of Technology Kanpur
Research and Development Office**

Form for Expression of Interest

1. Name of the Company/Agency:
(Attach Memorandum & Articles of Association)
2. Registered Office:
- Phone:
Fax No:
Mobile Numbers:
E-mail:
3. Contact person with designation:
4. List of Directors/Partners with contact details:
5. CIN Number:
6. Date of incorporation:
7. Service Tax Registration Number:
8. Permanent Account Number:
9. ESI Registration Number:
10. EPF Registration Number & Date:
11. TIN Number:
12. Other statutory Registrations:
13. Regional Labour Commissioner Kanpur License No: with date:
.....
14. Gross turnover & Profit: (Attach an audited Balance Sheet Profit & loss accounts of last three years as on 31- March 2013)

Financial Year	Asset/Liability	Gross Turnover/Profit
2012- 13	Rs	Rs
2011- 12	Rs	Rs
2010- 11	Rs	Rs

15. Bank solvency certificate

16. Top five assignments: Name & address of client & Contract value & period, number and qualification of employees, & work assignment. (add extra sheets, if required under given heads).....

17. Technical & Scientific:

18. Non-Technical assignments:

19. Whether the applicant has been issued any notices or complaints from its clients, if yes then provide details:

20. Whether there is any court case pending against the Company/Agency or any of its Director/Partners,

21. If yes then give details:

22. Details of Earnest Money Deposit of Rs 1 Lac:

23. **Percentage of Service Charges** to be paid by the Dean of Research & Development office, IIT Kanpur (Excluding on statutory payments & levies on the wages paid):

24. **Quote:**

S. No.	Overheads	Amount
A	ESI	As per Statutory norms in accordance with the Govt. of India notifications from Time to time. The bidder need not quote anything in this column, since the rates will be notified by GOI from time to time and adopted by the IITK- R&D Division.
B	EPF	
C	Service Tax	
D	Other Statutory payments related to the jobs under various categories.	
E	To be Quoted by the bidder: (% of Service Charges payable by IIT Kanpur on the portion of monthly wages paid by the agency excluding Taxes and statutory payments)	(% of Service charges is to be quoted by the Bidder, but not amount) %

Declaration

I..... (Name & Designation) s/o

resident ofdo hereby declare as under:

1. That I am the authorized person to sign this tender form under a resolution no dated (Attached herewith).
2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein are true and nothing material has been concealed.
4. That the applicant shall ensure to submit all evidence or documents as requested by IIT Kanpur.
5. That the applicant undertakes to render IIT Kanpur free from all and any kind of liability and consequences resulting out of this present agreement.

Date:
Place

Signature:
Name:
Designation:
Common Seal:

Guidelines to the Bidder

1. Please fill all the columns. Add extra sheets if required.
2. Any Form having ambiguous or insufficient information shall be rejected out rightly and no further correspondence shall be entertained.
3. The bids duly completed and signed should reach to the office of Dean of Research & Development, IIT Kanpur before the last date as per the details available in the advertisement.
4. IIT Kanpur man modify the requirements as it deems fit.
5. The applicant shall deposit Earnest Money Deposit in the form of a demand draft of Rs.1,00,000 (One Lac only), in favour of Director, IIT Kanpur payable at Kanpur.
6. The applicant shall furnish Bank Guarantee from the banker as per the term of agreement.
7. The Bid should include certified copies of:-
 - A. Memorandum & Articles of Association.
 - B. Certificate of Registrations (Service tax, PAN, ESI, EPF Registrations, Company Incorporation)
 - C. Certified copies of Audited Balance Sheets, Profit Loss accounts.
 - D. Board's resolution authorizing the person to sign & represent the Company for all practical & legal purposes.

**For Dean: Research & Development
Ground Floor, Faculty Building
Indian Institute Of Technology, Kanpur**

Synopsis of the guidelines laid down in Contract Labour Law and Statutory promulgations

- Principal employer to get his establishment registered under the Act and the Rules.
- The Company or Agency must get Licences.
- Obligation of Principal Employers to provide certain Amenities to Workers:
 - a) Provision of canteens
 - b) Rest Rooms
 - c) Drinking water facilities and other facilities
 - d) First-aid facilities
 - e) Crèches
- Obligations of Principal Employers regarding Payment of wages.
- Prohibition regarding employment of Female workers during certain hours.
- Duty to maintain prescribed registers and records.
- Obligation to display abstract of the Act and the Rules.
- Obligation to Display notices in English, Hindi and Local language.
- Obligation to submission of half yearly Returns to Licensing Officer.
- Obligation to issue Service certificate.
- Note of Caution.
- Liability of Principal Employer in certain cases.
- Penalty for Obstructions.
- Punishment for Contravention of Provisions regarding employment of Contract Labour.
- Punishment for other Offences.
- Effect of Laws and Agreements inconsistent with this Act.