



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 25-Aug-2026 01:44 PM

Print

Basic Details

Organisation Chain	Indian Institute of Information Technology Allahabad		
Tender Reference Number	IIIT-A/SP/NIT/1987/2879/2026		
Tender ID	2026_IIITA_923581_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	R-T-G-S
	3	FDR
	4	NEFT
	5	Bank Guarantee

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for the providing Manpower Service at IIIT-A on Outsourcing Basis
2	Finance	.xls	BOQ for the providing Manpower Service at IIIT-A on Outsourcing Basis

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	47,90,544	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Payable To	EMD Payable At	Payable At

[Click to view modification history](#)

Work /Item(s)

Title	Providing Manpower Service at IIIT-A on Outsourcing Basis				
Work Description	Providing Manpower Service at IIIT-A on Outsourcing Basis				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	23,95,27,224	Product Category	Manpower Supply	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	15
Location	IIIT-A , Prayagraj	Pincode	211015	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Store and Purchase Section

Should Allow NDA Tender	No	Allow Preferential Bidder	No
Tenderer Class	As per Tender Document		

Critical Dates

Publish Date	25-Aug-2026 02:10 PM	Bid Opening Date	16-Sep-2026 04:00 PM
Document Download / Sale Start Date	25-Aug-2026 03:00 PM	Document Download / Sale End Date	15-Sep-2026 04:00 PM
Clarification Start Date	25-Aug-2026 04:00 PM	Clarification End Date	30-Aug-2026 04:00 PM
Bid Submission Start Date	25-Aug-2026 04:00 PM	Bid Submission End Date	15-Sep-2026 04:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for the providing Manpower Service at IIIT-A on Outsourcing Basis	579.36	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_970541.xls	BOQ for the providing Manpower Service at IIIT-A on Outsourcing Basis	238.00

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	3	10
2.	3	7
3.	3	5

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	abhishekj@iiita.ac.in	Abhishek Kumar Jaiswal	Abhishek Kr Jaiswal
2.	manohar@iiita.ac.in	Manohar kumar kumar	Manohar Kumar
3.	manikchandra@iiita.ac.in	Manik Chandra	MANIK CHANDRA

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	There is no option on Gem to fixed the service percentage between 3.85 to 7 for the bidder.
Document Name	CPCMEMBERS.pdf
Document Size (in KB)	53.09

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
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1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	
Tender Inviting Authority			
Name		Deputy Registrar	
Address		Deputy Registrar, Store and Purchase IIIT-A	
Tender Creator Details			
Created By		Manohar kumar kumar	
Designation		JUNIOR SUPREINTENDENT	
Created Date		25-Aug-2026 01:36 PM	



Date: 25/08/2026

NOTICE INVITING TENDER (E-Tendering mode)

1. E-bids are invited through the Central **Public Procurement Portal (CPPP)** under the Two Bid system for the **“Providing Manpower Service at IIIT-A on Outsourcing Basis”**. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission’. No manual bids will be accepted. All quotations (both Technical and Financial should be submitted in the E-procurement portal).

TENDER SCHEDULE

Date of issue/publishing	: 25/08/2026
Document download/sale start date	: 25/08/2026 (From 02:00 PM)
Document download/sale end date	: 15/09/2026 (Till 04:00 PM)
Last date and time for uploading bids	: 15/09/2026 (Till 04:00 PM)
Last date and time for receipt of queries	: 30/08/2026 (Till 04:00 PM)
Date of issuing corrigendum, if any	: 01/09/2026 (Till 04:00 PM)
Date and time of Technical Bid opening	: 16/09/2026 (AT 10:00 AM)
Date and time of Price Bid opening	: Will be informed later
Bid Security (Earnest Money)	: Bid Security fee is Rs 47,90,544.00 (Rupees Forty-Seven Lakh Ninety Thousand Five Hundred and Forty-Four Only) (see Bid Security details given below). Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).
Performance Security	: The Agency shall furnish a Performance Security equivalent to 5% of the total Contract Value in favour of the Institute. The Performance Security shall remain valid beyond the two months of the entire contract period . The Performance Security shall be unconditional and irrevocable and shall be encashable by the Institute in the event of any breach or non-fulfilment of the contractual obligations by the Agency. The Agency shall ensure that the PBG remains valid and enforceable throughout the stipulated period.
Number of covers	: 2
Bid validity period	: 180 days from the date of opening of Technical Bid
Address for communication	: Deputy Registrar (Stores & Purchase), IIIT Allahabad, Jhalwa, Prayagraj – 211015
Venue of Pre-Bid Conference	: Room No. 1820, Conference Hall (Stores & Purchase Office), East Wing, Admin Building, IIIT Allahabad, Jhalwa, Prayagraj – 211015
Email address	: Bidders may submit their Queries/ Clarification, if any, latest by 30/08/2026 (Till 04:00 PM) through CPP portal. Queries/ Clarification sent to any Email ID will not be entertained.

Note: If any of the above days happens to be a IIIT-A holiday, the next working day shall be considered.



2. Details of Bid Security:

- a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Pincode-211015, Prayagraj. In the envelope super-scripted the Tender Id or tender reference Number and with the company full address.
 - b. Bids received without required EMD/Bid Security shall be summarily rejected & shall not be considered for further evaluation.
 - c. The details for payment are as follows:
Name of the Account Holder : IIIT A EMD and Security Deposit Account
Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600
Validity : The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.
 - d. **Exemption for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such a bidder needs to submit relevant certificates issued by competent authority along with technical bids of tender.
3. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and <https://www.iiita.ac.in/tenders.php> and it will not be published in newspapers.
 4. Bidders should regularly visit the above websites to keep themselves updated.
 5. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
 6. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

(Stores & Purchase Section)



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1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

1.1. REGISTRATION

- 1.1.1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.1.2. As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal
- 1.1.4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra / Capricorn etc.), with their profile.
- 1.1.5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.1.6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

1.2. SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1.2.1. There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 1.2.2. Once the bidders have selected the tender they are interested in, they may download the required documents schedules. These tenders can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3. The bidder should make a note of the unique Tender ID assigned to each Tender in case they want to obtain any clarification / help from the Helpdesk.

1.3. PREPARATION OF BIDS

- 1.3.1. Bidders/Tenderers should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2. Please go through the Tender / Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 1.3.3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.



- 1.3.4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidder. Bidder can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

1.4. SUBMISSION OF BIDS

- 1.4.1. Bidders/Contractor should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder/Contractor will be responsible for any delay due to other issues.
- 1.4.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3. A standard BOQ format has been provided with the Tender document to be filled by all the Bidders/Contractor. Bidders/Contractor are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and **complete the white colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4. The server time (which is displayed on the bidder’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5. All the documents being submitted by the bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6. The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.4.8. Kindly add a scanned PDF of all relevant documents in a single PDF file.

1.5. ASSISTANCE TO BIDDER

- 1.5.1. Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the Tender.
- 1.5.2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 23 7315.

1.6. GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1. The Tender will be received online through the portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2. Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.



2. INVITATION OF TENDER FOR PROVIDING MANPOWER SERVICE AT IIIT-A ON OUTSOURCING BASIS

The Institute has identified the requirement for engagement of outsourced manpower for deployment across various offices, sections, departments, and centers of the Institute to support administrative, operational, healthcare, and allied activities. The requirement includes deployment of **Administrative Staff, Supporting Staff, Consultants, and Doctors including Medical & Para-Medical Staff, technical manpower for various departments/centers of the Institute, and non-technical manpower for working in the offices of various sections, departments, and centers of the Institute**, as per institutional requirements from time to time.

In this regard, Indian Institute of Information Technology, Allahabad invites online bids (Technical Bid and Commercial/Price Bid) from eligible and experienced agencies/firms for Providing Manpower Services at IIIT-Allahabad on Outsourcing Basis.

The indicative initial requirement of manpower categories and their numbers is provided in the table below. The Institute reserves the right to increase, decrease, modify, or redistribute the manpower requirement during the contract period based on functional and administrative requirements.

Sl. No.	Category	Remuneration/ Wages /Pay Range	Tentative Number
1	Administrative Staff, Supporting Staff, Consultants, and Doctors including Medical & Para-Medical Staff	On Fixed Remuneration, as fixed by the Institute.	64
2	Highly Skilled	As per Central Minimum Wages	07
3	Skilled		40
4	Semi-Skilled		45
6	Un-Skilled		105
7	Un-Skilled, for Horticulture/Agriculture work		47

The manpower to be deployed under the contract should be well qualified and/or should have required experience for the job they may be engaged under the contract. Details of the Educational Qualification/Experience and their Job Description is given in Annexure - A.

The Designation, Educational Qualification, Experience, and Job Description mentioned in Annexure are indicative in nature and are intended to provide a broad framework for deployment of manpower personnel. The Institute reserves the right to add, delete, modify, or amend any of the designated positions, educational qualifications, experience requirements, job descriptions, or manpower requirements, wholly or partially, as per the operational requirements of the Institute from time to time. The Service Provider shall comply with such changes without affecting the continuity and quality of services, subject to applicable terms and conditions of the contract.



Service Conditions:

1. **Service Days in a Month:** 30 days
2. **Working Days in a Week:** 05 days for personnel engaged on fixed wages, subject to the functional requirements and nature of work of the concerned section, and 06 days for personnel engaged on daily wages (office attendant, Maintenance and horticulture staffs, sweeper etc.)
3. **Applicable Leave:** In case of services hired on annual basis and 5 working days, the manpower will be entitled to avail 08 days of casual leave per year on pro-rata basis and, in case 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 from the Service provider, if no replacement of manpower is provided
4. **Duty Hours:** As prescribed by the Institute from time to time and in accordance with applicable labour laws
5. **Deployment Requirement:** Personnel may be deployed as per operational requirements of the Institute

2.1. SCOPE OF SERVICE

The service provider/agency shall be responsible for providing and managing outsourced manpower services for deployment across various offices, sections, departments, centers, and functional areas of the Institute. The scope of work shall include, but not be limited to, the following:

- a. Deployment of suitable and qualified manpower comprising **Administrative Staff, Supporting Staff, Consultants, and Doctors including Medical & Para-Medical Staff, technical manpower for various departments/centers, and non-technical manpower for offices of various sections, departments, and centers of the Institute**, as per the requirements communicated by the Institute from time to time.
- b. Ensuring uninterrupted availability of manpower services for smooth functioning of academic, administrative, technical, operational, healthcare, and support activities across the campus.
- c. Providing trained, experienced, competent, and duly verified personnel possessing qualifications, skills, and experience as prescribed by the Institute for respective categories of manpower.
- d. Managing deployment, attendance, shift arrangements, replacement, leave management, and continuity of services to ensure that Institute activities are not adversely affected.
- e. Ensuring timely replacement/substitution of manpower in case of absence, resignation, unsatisfactory performance, or whenever directed by the Institute.
- f. Assisting various offices, sections, departments, centers, laboratories, healthcare facilities, and administrative units in day-to-day functioning and execution of assigned duties.
- g. Ensuring compliance with applicable labour laws, statutory obligations, wage regulations, social security provisions, and other applicable Government rules and regulations in respect of deployed personnel.
- h. Maintaining discipline, professional conduct, confidentiality, and adherence to Institute rules, regulations, policies, and instructions by deployed manpower.



- i. Coordinating with the designated Institute officials for workforce planning, deployment modifications, grievance handling, attendance verification, and operational requirements.
- j. Providing manpower support during examinations, official functions, events, emergency situations, special assignments, and other institutional requirements as directed by the Institute from time to time.
- k. Ensuring that deployed manpower does not engage in activities detrimental to the interest, security, reputation, or functioning of the Institute.
- l. Performing any other related duties/services incidental to manpower deployment and support services as may be assigned by the Institute within the scope of the contract.

Note: The scope of the services listed above is indicative only.

3. SCHEDULE OF SERVICES

DESCRIPTION OF SERVICES
Deployment of Manpower Personnel: The Service Provider shall deploy suitable and qualified manpower across various offices, departments, sections, centers, laboratories, healthcare facilities, hostels, academic areas, residential areas, administrative offices, libraries, computer centers, and any other locations within the Institute campus, as required from time to time. Categories of Manpower: Deployment shall include Administrative Staff, Supporting Staff, Consultants, Medical & Para-Medical Staff, Technical Manpower for various departments/centers, and Non-Technical Manpower for offices of various sections, departments, and centers of the Institute. Professional Conduct and Discipline: All deployed personnel shall maintain discipline, integrity, professionalism, confidentiality, and proper conduct while performing assigned duties. Personnel shall follow Institute rules, maintain decorum, and shall not indulge in misconduct or activities detrimental to Institute interests. Attendance, Shift Management and Handover: The Service Provider shall ensure proper attendance management, shift allocation (where applicable), duty roster preparation, and seamless handing over/taking over of responsibilities between personnel to maintain continuity of services. Replacement and Continuity of Services: In case of absence, leave, resignation, unsatisfactory performance, or any operational requirement, the Service Provider shall arrange immediate replacement to ensure uninterrupted functioning of Institute activities. Deployment Control: Deployment of manpower shall be regulated as per instructions of the designated Institute authorities. The Institute reserves the right to increase, decrease, relocate, or modify deployment based on functional requirements. Administrative and Office Support Services: Non-technical and administrative manpower shall support routine office functions including record maintenance, file processing, data entry, documentation, clerical assistance, office coordination, and other assigned institutional tasks.



Technical Support Services: Technical manpower shall assist departments, laboratories, computer centers, academic units, research centers, workshops, and other technical facilities in operation, maintenance, technical support, troubleshooting, and assigned technical functions.

Medical & Para-Medical Services: Medical and Para-Medical personnel shall support healthcare-related activities including operation of medical facilities, emergency assistance, health support services, first aid, and allied healthcare functions as assigned by the Institute.

Consultancy and Specialized Support: Consultants and specialized manpower shall provide domain-specific expertise and support services in their respective functional areas as assigned by the Institute.

Training and Skill Development: The Service Provider shall ensure that deployed manpower possesses the required qualifications, experience, skills, and job orientation/training necessary for assigned responsibilities. Refresher training, where required, shall also be organized periodically.

Verification and Fitness Requirements: The Service Provider shall ensure that all deployed personnel are adequately verified, medically fit (where applicable), and possess all qualifications, certifications, registrations, and experience required for the assigned role.

Statutory Compliance: The Service Provider shall comply with all applicable labour laws, wage regulations, EPF, ESI, social security provisions, statutory obligations, and Government rules applicable to outsourced manpower services.

Coordination and Reporting: The Service Provider shall coordinate regularly with designated Institute officials regarding attendance, deployment, performance monitoring, manpower replacement, grievance handling, and operational requirements

Support During Institutional Activities: Deployed manpower may be required to provide support during examinations, admissions, convocations, conferences, seminars, workshops, official events, emergencies, and special assignments.

Confidentiality and Data Protection: Personnel deployed in offices, departments, laboratories, and healthcare facilities shall maintain confidentiality of official records, documents, information systems, and institutional data.

Emergency and Special Assignments: Manpower shall provide support during emergencies, natural calamities, medical emergencies, or other situations requiring urgent institutional assistance.

Compliance with Administrative Instructions: All instructions issued by Institute authorities from time to time shall be binding upon the Service Provider and deployed manpower.

Performance Monitoring: The Institute reserves the right to assess performance and seek replacement/removal of any deployed personnel found unsuitable, inefficient, or involved in misconduct.

Additional Duties: Any other duties or responsibilities assigned by the Institute Administration from time to time, within the scope of outsourced manpower services, shall form part of the contract and shall be binding on the Service Provider.



4. SPECIAL CONDITIONS OF CONTRACT

4.1. Contract Validity Period:

The contract for supply of suitable and qualified manpower as per requirement shall be valid for a period of three (03) years from the date of issue of the Contract/Work Order. IIIT-A may consider extension of Contract beyond three years subject to satisfactory performance of the agency and such amendments as will be mutually agreed to.

Notwithstanding the above, the Institute reserves the right to terminate the contract at any time for violation of any condition of the contract or as per any other terms and conditions of the contract, in whole or in part, by giving a minimum of one (01) month's prior written notice, without assigning any reason thereof.

- 4.2. The manpower will have to be supplied by the agency within 15 days of award of contract.
- 4.3. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- 4.4. The persons supplied by the Agency should not have any Police records/criminal cases against them either in past or ongoing. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. Reports of the same will be provided by the service provider before engaging the personnel. The service provider will also ensure that the personnel deployed are medically fit and will keep a record of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request and provide their replacement immediately. A certificate to this effect should be submitted in the form of an Affidavit.
- 4.5. The service provider shall engage necessary persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category, as required by this office from time to time. The deployment of personnel is to be on a monthly basis. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any Rules as per Labour Laws
- 4.6. There is no Master and Servant relationship between the employees of the service provider and this office. Any dispute relating to labour shall be dealt with by the service provider directly and this office will not be a part of it at any stage.
- 4.7. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 as modified from time to time. Undertaking from the persons to this effect shall be submitted by the service provider to this Department.
- 4.8. 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 of confidential / secret nature.
- 4.9. The personnel engaged by the service provider should be punctual, hardworking, meticulous, polite, cordial, positive and efficient. They should attend the office in proper dress and maintain the office decorum while on duty. The service provider's personnel should follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent



any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in-charge of the Department on any matter arising under the clause shall be final and binding on the agency.

- 4.10. That the persons engaged under the contract shall ordinarily be between 18 and 60 years of age. However, the upper age limit may be relaxed, at the discretion of Competent Authority, in cases considered appropriate, subject to the individual's fitness and suitability for the assigned duties.
- 4.11. The functional control over the personnel deployed by the Agency will rest with the IIIT-A and the disciplinary / administrative / Technical control will be with the Agency.
- 4.12. The successful bidder shall ensure proper dress code to every personnel deployed by them in the Institute Campus at their own costs and expenses.
- 4.13. **Safety Equipment (PPE):** The successful bidder shall provide, at its own cost, all necessary Personal Protective Equipment (PPE) to the deployed personnel engaged in specialized, hazardous, or safety-sensitive works, including but not limited to safety helmets, gum boots, safety shoes, gloves, reflective jackets, safety belts/harnesses, goggles, ear protection, face shields, masks, and any other protective equipment as required for the nature of work. The type and specifications of the safety equipment shall be as prescribed by the Institute and/or in accordance with the applicable statutory safety regulations and relevant BIS/IS standards. The bidder shall ensure that the deployed personnel use the prescribed PPE at all times while performing their duties. Non-compliance with safety requirements may result in the removal of the concerned personnel from the work site and/or imposition of penalties as per the terms and conditions of the contract, without any additional financial liability on the Institute.
- 4.14. **Shift-wise Deployment:** The deployed manpower shall be assigned duties in one or more shifts as determined by the Institute from time to time, depending upon the operational requirements. The Institute reserves the right to allocate, modify, or reassign personnel to any shift, including general shift, morning shift, evening shift, night shift, rotational shifts, split shifts, or round-the-clock (24×7) duty, without any additional financial liability on the Institute. The successful bidder shall ensure the availability of adequate manpower for all shifts, including on weekends, holidays, and during emergencies, as and when required by the Institute. The shift timings and deployment schedule shall be communicated by the Institute or the designated Officer-in-Charge and shall be binding on the successful bidder.
- 4.15. **Group Insurance:** The successful bidder shall provide Group Insurance coverage to all personnel deployed under the contract, in accordance with the applicable statutory provisions and the terms of the contract. The insurance may be Contributory or Non-Contributory, as finalized by the Institute at the time of award of the contract. The successful bidder shall ensure that the insurance policy remains valid throughout the contract period and shall furnish documentary proof of such coverage to the Institute whenever required. Any premium payable under the policy shall be borne and administered strictly in accordance with the finalized terms. The Institute shall not be liable for any claims, compensation, or liabilities arising out of the bidder's failure to obtain or maintain the requisite insurance coverage.
- 4.16. **Life Insurance for Non-ESIC Personnel:** The successful bidder shall arrange and maintain a valid Group Life Insurance policy for all deployed personnel who are not covered under the Employees' State Insurance (ESI) Scheme, at its own cost or in the manner prescribed by the Institute at the time of award of the contract. The insurance policy shall remain valid throughout the period of deployment and shall provide coverage against death and other risks, as applicable under the policy. The successful bidder shall submit documentary proof of the insurance coverage to the Institute before deployment of such personnel and whenever required during the currency of the contract. The Institute shall not be responsible for any liability arising out of the bidder's failure to obtain or maintain the required insurance coverage.



- 4.17. **Suitability Test:** The Institute reserves the right to assess the suitability of the personnel proposed for deployment by the successful bidder. Such assessment may include, but shall not be limited to, verification of educational qualifications, experience, technical skills, communication ability, physical fitness, trade test, practical demonstration, written test, interview, or any other evaluation method considered appropriate by the Institute. Deployment of personnel shall be subject to their being found suitable by the Institute. If any deployed personnel are found unsuitable at any stage during the contract period, the successful bidder shall replace such personnel with a suitable substitute within the time specified by the Institute, without any additional financial implication to the Institute. The decision of the Institute regarding the suitability of the personnel shall be final and binding on the successful bidder.
- 4.18. The Contractor shall designate a **responsible and competent Single Point of Contact (SPOC)/Authorized Representative** for the entire duration of the contract, who shall be responsible for coordinating and handling all matters related to the outsourced manpower deployed at IIIT-Allahabad.
- 4.19. **Deployment of Additional Manpower during Exigencies and Special Events**
- 4.19.1. The Contractor shall, as and when required by the Institute, provide additional manpower over and above the regular manpower deployed under the contract to meet exigencies, special requirements, events, functions, or other Institute-related activities.
- 4.19.2. Such additional manpower may be required for, inter alia, Convocation, Alumni Meets, Independence Day, Republic Day, cultural/academic events, examinations, VIP visits, conferences, workshops, emergency situations, or any other activities/functions of the Institute.
- 4.19.3. The requirement for additional manpower shall be communicated by the designated officer of the Institute to the Contractor with reasonable advance notice, wherever practicable. In case of an emergency or unforeseen requirement, the Contractor shall arrange the required manpower at short notice.
- 4.19.4. The Contractor shall ensure that the additional manpower so deployed is adequately trained, suitably qualified, properly verified and compliant with all applicable statutory requirements. The additional manpower shall be deployed for the period and at the location specified by the Institute.
- 4.19.5. Payment for such additional manpower, if applicable, shall be made on the basis of the approved rates prescribed in the Contract/BOQ and actual deployment certified by the Institute. No additional manpower shall be deployed for payment without prior authorization of the Institute.
- 4.19.6. The Contractor shall maintain adequate manpower resources and shall have the capability to arrange such additional manpower without adversely affecting the regular manpower services being provided at the Institute.
- 4.20. The service provider will ensure that the staff deployed is not replaced unless required by IIIT-A in which case the service provider will provide replacement maximum within 7 days after approval of IIIT-A. This office may require the service provider to dismiss or remove from the work place (IIIT-A), any person or persons, employed by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall immediately replace any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.
- 4.21. The service provider has to provide Photo Identity Cards to the persons employed by him / her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.



- 4.22. Compliance of all statutory requirements in respect of each personnel engaged during the currency of contract shall be the responsibility of the service provider.
- 4.23. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and this office shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of the Act and keep this office informed about any amendment in the law from time to time. The agency shall arrange the issue of smart cards issued by ESIC, EPF to the personnel engaged and provide a copy of the same to this office.
- 4.24. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment with mutual consent.
- 4.25. No wage / remuneration will be paid to deployed persons for the days of absence from duty not covered by entitled leave. All the staff deployed in IIIT-A will be paid their wages on a monthly basis (by DBT / PFMS mode only) by the Service provider and the photocopies of salary slips will be submitted in IIIT-A.
- 4.26. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
- 4.27. The service provider shall provide a substitute well in advance if there is any probability of any 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.
- 4.28. The service provider shall be contactable at all times and messages sent by phone / email / Fax / Special Messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfilment of the contract from time to time.
- 4.29. This office 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 provider.
- 4.30. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
- 4.31. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages / remuneration will be decided in respect of the staff at the approved rates.
- 4.32. Working hours would normally be 8.5 hours per day from 9.30 A.M., including half hour lunch break during working days. However, the concerned person may have to work beyond office hours for which they will not be paid any extra remuneration, if there is any urgency. The persons deployed shall be punctual and shall abide by the directions of the IIIT-A in this regard.
- 4.33. The personnel may be called on non-working days (like Saturday, Sunday) and other Gazetted holidays, if required



- 4.34. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of IIITA
- 4.35. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the IIIT-A.
- 4.36. The Service Provider shall not assign, transfer, pledge, or sub-contract, in whole or in part, the performance of the services under the contract. The Service Provider shall submit a written undertaking to this effect, duly signed and stamped by its authorized representative, along with the bid/at the time of execution of the contract.
- 4.37. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procurer in writing of the fact of the delay, it's likely duration and its cause(s).
- 4.38. 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.
- 4.39. It is the responsibility of the bidder to have all requisite and valid Registration Certificates, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Service Tax Registration, PAN Card and TAN, any other registration /permission required, etc.
- 4.40. The service provider shall comply with all the Labour Laws / Rules / Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Government from time to time in compliance with the provisions of the Minimum Wages Act and the Contract Labour (Regulation and Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by DBT / PFMS only and a certificate on the Firms letter head be furnished to IIIT-A every month along with a copy of the Acquaintance Roll duly signed by the concerned employee, in confirmation of payment of minimum wages / agreed remuneration and compliance of Labour Laws etc., in each case.
- 4.41. The Bidder/Service Provider shall maintain and submit all requisite records, registers, certificates, licences, returns, and other statutory documents as required under the applicable labour laws, rules, and regulations in respect of all deployed manpower. Such documents shall be duly maintained and furnished to the Institute as and when required for verification of statutory compliance.
- 4.42. The Service Provider shall issue monthly salary slips to all deployed employees, clearly indicating the details of wages/salary, statutory deductions, EPF contribution, ESI contribution, and other applicable deductions, as prescribed under the applicable laws. The Service Provider shall also ensure that all eligible employees are duly registered under the applicable EPF and ESI schemes and are provided with the requisite EPF and ESI identification cards/details. Copies of salary slips and proof of EPF/ESI registration shall be furnished to the Institute as and when required.
- 4.43. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
- 4.44. Service provider shall ensure that wages of all engaged personnel is paid by 7th of each month for the preceding month by PFMS / DBT Mode.
- 4.45. The service provider will not charge any kind of administrative / registration charge / service charge from the deputed personnel.



- 4.46. In no case salary / wage payment to the deployed personnel would be correlated with the monthly bill / claim of the contractor, which are to be done / processed (or pending for payment) by IIIT-A i.e., if payment of contractor bill / claim is pending with IIIT-A due to unforeseen circumstances, the contractor will have to make payment of monthly wages to his deployed supporting staff in IIIT-A and will not have any right to stop / withhold the salary / wage payment of deployed staff in IIIT-A.
- 4.47. **Payment of Wages:**
The Service Provider shall pay wages to all personnel deployed under this Contract strictly in accordance with the Minimum Wages as notified by the Government of India for the respective categories of workers, as revised from time to time. **For the purpose of this Contract, the minimum wages as applicable and approved as on 30.03.2026 shall be treated as the baseline wages for payment, in accordance with File No. 1/(6)/2025-LS-II, Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (Central), New Delhi, dated 30.03.2026.** Any revision in minimum wages by the Government of India during the contract period shall be complied with by the Service Provider, as per applicable rules and provisions.
- 4.48. **Signing of Agreement:**
The successful bidder shall execute and sign the Agreement within 7 days from the date of issuance of the Work Order/Contract. In case of failure to execute the Agreement within the stipulated period, the Work Order/Contract shall be liable to be cancelled/annulled forthwith, without any further notice. Upon execution, the Agreement shall be binding on both the parties and shall be governed by the provisions of General Financial Rules (GFR), 2017, in particular Rule 225(v) and Rule 225, as amended from time to time.
- 4.49. **Submission of Documents for Deployed Personnel:**
Prior to commencement of work, the Service Provider shall submit the following documents in respect of each individual personnel proposed to be deployed at IIIT-Allahabad (IIIT-A):
- a) List of deployed personnel along with their bio-data and self-attested copies of certificates relating to educational and professional qualifications, wherever applicable.
 - b) Self-attested copies of valid documents indicating date of birth and proof of identity, including but not limited to Aadhaar Card, Driving License (if applicable), bank account details, proof of residence, and a recent passport-size photograph of each deployed personnel.
 - d) Medical fitness certificate of each deployed personnel, issued by a Competent Medical Authority, certifying that the individual is fit for deployment.
 - e) All the above documents shall be submitted to the Officer In-charge, Outsourced Manpower of IIIT-A before deployment of personnel. Non-submission or submission of incomplete documents shall result in non-acceptance of the personnel for deployment.
- 4.50. The Service Provider shall replace any deployed manpower personnel, as and when required, upon request of the Institute and based on mutual consultation and agreement between the Institute and the Service Provider. Such replacement shall be made promptly to ensure continuity and quality of services without disruption to the Institute's operations.
- 4.51. **Suitability Assessment Prior to Deployment:** The Institute reserves the right to assess the suitability of any manpower personnel proposed for deployment through an interaction, test, verification, or interview process, as deemed appropriate. Deployment of personnel shall be permitted only after approval by the Institute. In case any proposed personnel is found unsuitable or does not meet the



requirements of the Institute, the Service Provider shall provide a suitable replacement promptly without any additional financial implication to the Institute.

- 4.52. The Agency shall furnish the details of the personnel proposed to be deployed in the format mentioned below, in both hard and soft copies. The Agency shall also submit, for each deployed personnel, a Police Verification/Clearance Certificate issued by the local police authorities and a Physical Fitness Certificate issued by any local Government Hospital.

Sr. No.	Name and Surname of Workman	DoB (document type), Age, Sex, Photo	Father's/ Husband's Name	Qualifications, Nature of Employment, Designation, Qualifications, and Experience	Permanent Home Address of Workman and Mobile	Local Address
1	2	3	4	5	6	7

- 4.53. On revision of minimum wages by the Government of India, the Security Agency will be responsible for seeking approval of the revised rates from the Institute authority along with the copy of order of competent authority. Any liability arising on account of the delay in same will lie on the Security Agency.
- 4.54. **No Subletting / Assignment:** The Service Provider shall not sublet, assign, transfer, or delegate the contract or any part thereof to any other person, firm, or agency in any manner whatsoever, without the prior written approval of the Institute. Any such subletting, assignment, or transfer made without prior approval shall be treated as a material breach of contract and shall render the contract liable to termination, in addition to any other action as deemed fit by the Institute.
- 4.55. The bidder shall ensure compliance with all applicable labour laws, rules, and regulations in force and shall provide all requisite statutory documents under the respective labour laws for all deployed manpower. The bidder shall be solely responsible for fulfillment of obligations relating to wages, statutory contributions, and employment conditions, and the Institute shall have no liability whatsoever in this regard.
- 4.56. The bidder shall submit all relevant documents under the Goods and Services Tax (GST) Act, including a valid GST Registration Certificate. In case the bidder is exempted from GST, appropriate supporting documentary evidence for such exemption shall be furnished. The bidder shall also mention the applicable HSN/SAC code(s). Further, the bidder shall submit an undertaking stating that no disputes, demands, or litigations are pending against the bidder under GST claims as on the date of bid submission.
- 4.57. If any of the Service Provider's ongoing or previous contracts have been terminated due to non-compliance with contract terms, unsatisfactory performance, delayed payments, or fraudulent practices, such bidders shall be disqualified and their bids will not be considered.
- 4.58. **Payment Terms:**
- 4.58.1. The Service Provider shall disburse monthly wages to all deployed personnel by the 1st week of the succeeding month / latest by the 7th day of the month, directly into their respective bank accounts. Thereafter, the Service Provider shall submit the monthly bill (in duplicate) to the Institute along with supporting documents, including attendance sheets, wage sheets, and payment proofs, duly verified by the designated Institute authority.
- 4.58.2. The Institute shall operate an Escrow Account with a designated bank for routing the payment of firm. The Service Provider shall fully cooperate in operation of the Escrow Account and mandatorily update all required data on the respective statutory portals. In case of failure in payment of wages as



per the stipulated terms and conditions of the tender document, the wages amount will be paid through the Escrow Account to the agency.

- 4.58.3. The Institute shall release the wages component to the outsourced agency for disbursement of wages, and reimbursement shall be made based on verified documents, inclusive of approved service charges and applicable taxes.
- 4.58.4. The Institute shall endeavour to release payment to the Service Provider within fifteen (15) days from the date of actual payment of wages made by the Service Provider to the deployed manpower, subject to submission of complete bills and documents and after statutory deductions such as TDS, as applicable.
- 4.58.5. The monthly bill shall be accompanied by the following documents for verification and processing of payment:
 - 4.58.5.1. Proof of disbursement of wages/salaries to the deployed personnel;
 - 4.58.5.2. Relevant bank statements evidencing payment of wages/salaries;
 - 4.58.5.3. Attendance sheets duly verified by the authorized Institute officials;
 - 4.58.5.4. EPF and ESI challans along with proof of realization/payment;
 - 4.58.5.5. GST monthly payment challan/return, as applicable, along with proof of payment;
 - 4.58.5.6. A certificate confirming that satisfactory services have been rendered during the respective month; and
 - 4.58.5.7. Any other document as may be required by the Institute for verification of statutory and contractual compliance.
- 4.58.6. IIIT-Allahabad reserves the right to inspect and verify all payment-related and statutory records of the Service Provider at any time during the contract period. The Service Provider shall extend full cooperation during such inspections. Any misbehavior or non-cooperation shall attract appropriate action, including imposition of financial penalties.
- 4.58.7. While submitting monthly bills, the Service Provider shall mandatorily enclose:
 - 4.58.7.1. Proof of wage payment credited to individual bank accounts along with attendance duly verified by the Institute;
 - 4.58.7.2. Employee-wise proof of ESIC contribution with challan and proof of realization;
 - 4.58.7.3. Employee-wise proof of EPF contribution with challan and proof of realization;
 - 4.58.7.4. Proof of GST payment of the previous cycle, wherever applicable;
 - 4.58.7.5. A certificate confirming compliance with all applicable statutory labour laws.
- 4.58.8. The Service Provider shall issue monthly pay slips to all deployed personnel.
- 4.58.9. The Service Provider shall maintain all records as prescribed under the scope of work and statutory provisions, including those required by ESIC and other authorities from time to time.



- 4.58.10. In the event of failure by the Service Provider to comply with any statutory, contractual, or taxation obligations, resulting in any loss or liability to IIIT-Allahabad, the Institute shall be entitled to recover the same from the pending bills and/or Performance Security Deposit, to the extent of such loss or liability.
- 4.58.11. IIIT-A shall have no responsibility, statutory obligation towards taxes, fees, all relevant and applicable Labour laws, Govt. Rules & Regulations in force related to Salary, Statutory payments, ESI, EPF, and bonus, etc., for the execution of the contract.
- 4.58.12. Wage payment Compliance & Penalty for Wage delay-Delay in statutory wage disbursement beyond the 7th of every month other penalty between between Rs. 10,000 and Rs. 20,000 per month or on case to case basis or as decided by Competent Authority, depending on severity and recurrence.
- 4.58.13. The Service Provider shall ensure timely registration/enrolment of all eligible employees under the applicable ESI and EPF Schemes and timely deposit of the requisite contributions in accordance with applicable statutory provisions. In the case of delay/default in payment of contribution under ESI Scheme and EPF Scheme, besides the recovery of the amounts due by the Service provider towards their contribution, penal interest and / or damages as may be levied by the ESI or PF Authorities, a penalty of 20% of the above amount would also be levied and recovered from their Security Deposit. In the event of cessation of the Contract due to any reason whatsoever, the Security Deposit shall be refunded only after due satisfaction as regards the above payments.
- 4.58.14. In case the bidder fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserves the right to impose the penalty as detailed below -
- 4.58.14.1. That if the Service Provider violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of the Designate Authority of IIIT-A on this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
- 4.58.14.2. The service provider provides their services within 15 days of execution of the agreement after allotment of contract, IIIT-A reserves the right to cancel the contract and withhold the agreement and get their job carried out, preferably from any other security agency/other Service Provider(s). The difference, if any, will be recovered from the Service Provider's bill and also shall be blacklisted for a period of 2 years to participate in such type of tender, and their earnest money/security deposit may also be forfeited, if so warranted.
- 4.59. **Termination of Contract:** Without prejudice to any other rights or remedies available under the Contract or applicable law, IIIT-Allahabad may, by issuing a written notice of default to the Service Provider, terminate the Contract in whole or in part under any of the following circumstances:
- 4.59.1. If the Service Provider fails to perform or comply with any obligation under the Contract or breaches any of the terms and conditions thereof.
- 4.59.2. If, at any stage, the involvement of the Service Provider in any undesirable, unlawful, or uncalled-for activity, either within or outside the Institute premises, is found to bring or likely to bring disrepute to the Institute, the Contract may be terminated by the Competent Authority by giving fifteen (15) days' prior written notice.
- 4.59.3. IIIT-Allahabad reserves the absolute right to terminate the Contract at any time, without assigning any reason, by giving a minimum of one (01) month's prior written notice to the Service Provider.



- 4.59.4. In addition to the above, in case of non-satisfactory performance or non-compliance with the terms and conditions of the Contract, and in accordance with Clause 8.15.1 of the Manual for Consultancy and Other Services, 2017, the Director, IIIT-Allahabad, reserves the right to terminate the Contract/Work Order at any stage.
- 4.59.5. If the services of the Service Provider are found unsatisfactory, a written notice for improvement shall be issued by the Institute. In case satisfactory improvement is not observed within two (02) weeks from the date of such notice, a final notice of one (01) month shall be issued for termination of the Contract, without prejudice to any rights or remedies available to either party. During the notice period, both parties shall continue to discharge their respective obligations under the Contract.
- 4.59.6. In case the Service Provider desires to terminate the Contract, it shall provide a minimum of two (02) months' prior written notice to the Institute.
- 4.59.7. Upon termination of the Contract, the Institute shall not be liable to make any payment or compensation for services not rendered beyond the effective date of termination.
- 4.59.8. In the event of breach of any terms and conditions of the Contract, the Performance Security Deposit of the Service Provider shall be liable to forfeiture, in addition to termination of the Contract and/or any other lawful action that may be taken by the Institute.
- 4.59.9. If, in the judgment of IIIT-Allahabad, the Service Provider has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in obtaining or executing the Contract—including any agreement or understanding among bidders intended to manipulate prices or restrict fair competition—the Institute may terminate the Contract, in whole or in part, by issuing a written notice of default, without prejudice to any other rights or remedies available under the Contract or applicable law.
- 4.60. **Time Line for various activities**

Letter of Acceptance Issued to the Service Provider	
Signed & Stamped LOA received from Successful bidder	Within 03 Days
Submission of Performance Bank Guarantee	Within 07 Days
Signing of Contract Agreement	
Deployment and Commencement of providing manpower services	Within 15 Days

- 4.61. **Performance Security:** The successful bidder must submit an irrevocable performance security of 5% of the total ordered/contract value within 7 days of contract award for the due and faithful performance of the contract along with the other terms and conditions agreed to, valid for a minimum period of sixty days beyond the date of completion of all contractual obligations. Any payment to the bidder will be released only after submission of PS by the bidder. Extension of time for submission of PS beyond 15 days and up to the date of submission of PS from the date of issue of contract may be given by the Competent Authority. However, a penal interest of 12% per annum of the amount of PS, or part thereof, shall be charged for the delay beyond 30 days, i.e., 30+1st day after the date of issue of contract. The interest on the delayed period shall be calculated on a pro rata basis for the number of delayed days. The



amount shall be recovered from any payment due or become due against bills / any other amount lying with IIIT-A. The delayed submission of PS by the bidder shall be recorded in substantial completion and final completion certificates. If contractor fails to submit the PS within 60-days from the date of issue of contract, then following actions may be taken against such bidder:

- I. The bidder shall be debarred/ banned from participating in the business dealings with IIIT-A for a period of two years.
- II. The name of the bidder shall be hosted on the IIIT-A website etc. as per existing norms of IIIT-A/ Govt. of India.
- III. Such defaulted bidder shall not be eligible to participate in the bidding process of re-tender of this bid.
- IV. Award shall be summarily terminated.
- V. EMD/Bid security shall be forfeited.

4.62. **Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably and if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with the above-mentioned clause.

4.63. **Right to alter Tender:**

4.63.1. IIITA reserves the right to alter the Tender terms and conditions at any time before the end date of bid submission.

4.63.2. IIITA reserves the right to modify, amend, alter (Partially or Fully) and/or cancel/reject the entire RFP at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).

4.64. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.

4.65. All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.

4.66. **Buyer Organization specific Integrity Pact:** Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid as per Annexure XI.

4.67. The Bid Security shall be returned to the bidder(s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. Unsuccessful bidders may collect the Bid Security (within next 10 days after finalization & award of the contract) from Purchase Section, IIIT-A between 3:00 PM and 5:00 PM on any working day after providing a copy of authorization letter and any Photo Identity Card. After these 10 days Bid Security will be sent by registered post to the postal address provided by the firm/bidder as mentioned in the tender document. Representatives may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.

4.68. Complete Postal address of tenderer/ bidder along with Email ID and mobile number (to dispatch the Bid Security to unsuccessful bidder).



- 4.69. Tenderers/Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tenders must be quoted in prescribed format on the company/firm letter head.
- 4.70. The firms blacklisted by any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India during the last 02 Years from this bid date need not to apply.
- 4.71. **Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement on any matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede de-novo. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also a term of the contract that the cost of arbitration shall be borne by the parties themselves. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
- 4.72. **Force Majeure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or Act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation
- 4.73. Bidders may please note that the received bids having matching/common IP address with either Bidder(s)/Seller(s) shall be outrightly rejected & shall not be considered for further evaluation.
- 4.74. **Debarment / Blacklisting :** The bidder should not be debarred, blacklisted, banned, suspended, or otherwise prohibited from participating in procurement by any Central Government Ministry/Department, State Government, PSU, Autonomous Body, or any other Government organization as on the last date of submission of bids. If, during the tendering process or during the execution of the contract, it is found that the bidder has been debarred or has concealed any material information regarding such debarment, the Institute shall have the right to reject the bid, terminate the contract, forfeit the Performance Security, and take any other action deemed appropriate in accordance with the provisions of the GFR, 2017 and the guidelines issued by the Department of Expenditure, Ministry of Finance.
- 4.75. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.76. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 4.77. Any conditional tender will not be accepted.



- 4.78. Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit <https://www.iiita.ac.in/tenders.php> and <https://eprocure.gov.in/eprocure/app> for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IIITA will not be responsible for ignorance of corrigendum.
- 4.79. ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION: The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti- competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 4.80. The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security & Performance Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 4.81. If the tenderer fails to execute the work order and informs IIITA about its inability to execute the order and non-compliance of the work order, the firm shall be liable for blacklisting for a period of not less than 2 years.
- 4.82. Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of the Director – IIIT-Allahabad shall be final and binding on all.
- 4.83. All disputes are subject to Jurisdiction of Allahabad Courts.

(Stores & Purchase section)

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative



5. MANDATORY PREQUALIFICATION CRITERIA FOR BIDDER

- 5.1. The bidder must be a legally valid entity in the form of a Public/Private Limited company registered under the Companies Act, 2013 OR a Partnership Firm/Association of Persons/ Society registered under relevant Act. The bidder has to be necessarily registered in India.
- 5.2. The Bidder must have the requisite licenses for providing manpower and must be registered under The Contract Labour (Regulation & Abolition) Act, 1970. The Bidder must be registered with EPFO, ESIC, and such other Tax Authorities as Income Tax and Goods and Service Tax for which the agency must submit necessary documents such as EPF, ESI, PAN, TAN, and GST Registration Certificate, etc.
- 5.3. The bidder should have 05 years of experience in supplying similar services in any reputed Institutes/Universities, OR Public Sector Undertakings (Central or State) OR Government Departments (Central or State), before the last date of tender submission for the purpose of consideration as technical experience. Completion Certificate / attested copy of experience certificate/ Satisfaction Performance Report issued from the concerned department is mandatory to be submitted.
- 5.4. **Bidder should have experience of having successfully completed a similar Nature of services.** For the purpose of consideration as technical experience bidder should Satisfying below condition within the span of last 3 years,
 - 5.4.1. One work completion Certificate costing not less than Rs. **18.91 crore.**
 - OR**
 - 5.4.2. Two works completion Certificate each costing not less than Rs. **11.82 crore.**
 - OR**
 - 5.4.3. Three work completions Certificate each costing not less than Rs. **9.45 crore.**

(Attested copies of all the above work Completion certificates must be submitted along with the tender, failing which the bids may be summarily rejected.).
- 5.5. **Statutory Registrations:** The bidder must possess valid **Provident Fund (PF)** and **Employees' State Insurance (ESI)** registration numbers, along with a **valid Labour License** issued by the competent authority. Copies of the relevant registration certificates/licenses shall be submitted along with the bid. **Non-submission, submission of invalid documents, or submission of documents with expired validity, as applicable, shall result in rejection of the bid.**
- 5.6. **The bidder must have its Head Office or a Branch Office located in the State of Uttar Pradesh and such office must have been operational for at least the last five (05) years as on the date of bid submission to ensure satisfactory fulfillment of contractual obligations.** The bidder shall clearly mention the complete address of the Head Office/Branch Office in Uttar Pradesh, along with contact person details, mobile/telephone number, and official email ID. Documentary evidence in support of the existence of such offices (such as address proof, registration certificate, electricity bill, or lease/rent



agreement) shall be submitted along with the bid. **Failure to comply with this requirement shall render the bid liable to rejection.**

- 5.7. **Solvency Certificate:** Solvency of the amount equal to 9.58 crore from any scheduled bank only. Preferably of the Current Financial Year, but not older than one year. **Or** Net Worth Certificate from certified Chartered Accountant as per Annexure-IX.
- 5.8. The bidder shall be required to submit a list of all currently running manpower supply/service contracts being executed by the bidder as on the date of submission of the bid. A self-certified copy of the corresponding Work Order/Contract Agreement for each of the currently running contracts shall be submitted along with the bid. The submitted Work Order/Contract Agreement should clearly indicate the scope of manpower services, contract period and other relevant particulars.

The bidder shall furnish the following details for each such ongoing contract:

Name of the Client/ Organization	Name & Nature of Manpower Services Being Provided	Contract/Work Order No. & Date	Contract Commencement Date	Contract Validity/ Completion Date	Total Contract Value (Rs.)	Approx. No. of Manpower Deployed	Name, Designation & Contact Details of Authorized Officer of Client

The Institute reserves the right to verify the authenticity of the submitted documents and the status of the ongoing contracts from the concerned client/organization. Failure to provide the required documentary evidence or submission of unverifiable/false information may result in rejection of the bid and/or action as per the applicable provisions of the tender.

- 5.9. The bidder should submit proof of average annual turnover of Rs. 11.82 Crore for the Last 3 financial years (2022-23,2023-24 and 2024-25). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.

Note: If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as 'Zero' and the average annual financial turnover shall be calculated accordingly.

- 5.10. Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies/ Central Universities in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid on company letter head as per Annexure-I.

- 5.11. The firm must have a valid GST Registration Certificate by showing the registered office address, GST no., Contact no. & person. (Attach self-attested copy)

Note: It is mandatory to provide all the valid & readable supporting documents as proof in respect of the mandatory eligibility criteria mentioned above



6. EVALUATION OF BIDS

6.1. EVALUATION CRITERIA (TECHNICAL BID)

Following are criteria for technical evaluation:

Bids of only those bidders shall be evaluated who have fulfilled the Minimum Eligibility Criteria (Technical Bid) mentioned in Clause 06: MANDATORY PREQUALIFICATION CRITERIA FOR BIDDER.

Bids shall be evaluated by the following marks-based system

<u>Sl. No.</u>	<u>Evaluation Criteria</u>	<u>Submission Requirement</u>	<u>Marks</u>	<u>Documentary Proof Required</u>	<u>Marks Allotted</u>	<u>Remarks</u>
1	Annual Turnover (Average of Last 3 Financial Years)	More than Rs.25 Crore per year	20	CA-certified Turnover Statement / Certificate		
		Rs. 18 Crore to Rs. 25 Crore per year	15			
		Less than Rs.18 Crore per year and greater than or equal to Rs. 11.82 crore	10			
2	Experience in providing outsourced manpower services in Government Departments / Autonomous Bodies / Educational Institutions / PSUs during last 05 years	More than 05 Eligible Works	15	Work Orders & Performance Certificates with value		
		05 Eligible Works	12			
		03 Eligible Works	08			
3	Experience of providing manpower services in Higher Educational Institutions / Centrally Funded Institutions / Universities	More than 03 Institutions	10			
		02–03 Institutions	08			
		01 Institution	05			
4	Currently running projects in consignee location (Uttar Pradesh)			Experience in providing outsourced manpower services in Government Departments / Autonomous Bodies / Educational Institutions / PSUs in Consignee location (Uttar Pradesh)		
		No. of Clients	Mark			
		1-2	2			
		3-5	3			
		6-7	4			



		More than 7	5			
5	Labour License / Registration under Contract Labour Act issued from Assistant Labour Commissioner (Central) Regional Labour Commission (Central)	More than 500 Number of manpower personnel currently deployed under ongoing contracts	03	Clear copy of valid Labour License issued by ALC (Central)/ RLC		
		More than 251 and less than 500 Number of manpower personnel currently deployed under ongoing contracts	02			
		251 Number of manpower personnel currently deployed under ongoing contracts	01			
6	Timely payment of Statutory deductions	Timeliness of payment of EPF & ESI	05			
7	ISO Certification	ISO-9001	01 Marks	Latest valid certificate to be submitted (Having at least 06 months validity)		
		ISO-27001	01 Marks			
8	Presence of Local/Regional / Branch Office / Registered Office Location	Within 250 km from IIIT-Allahabad	02	GST Registration / Address Proof		
		Beyond 250 km	01			
9	Awards/Recognitions	Awards/ Recognitions from Government Departments / Autonomous Bodies / Educational Institutions / PSUs	04	Proof to be submitted.		



10.	Software applications in managing Manpower Outsource	Bidder/Vendor should have software application/ Support in managing attendant, salary details etc.	04	Evidence of software being used to be submitted/ proved and presentation should be made to this effect.		
Total (A)						

11.	Interaction with Selection Committee		
i	Presentation and Document Verification The presentation shall be conducted only for those bidders who qualify the eligibility criteria as stipulated in the bid document for providing manpower services on an outsourcing basis. The presentation shall broadly cover, but not be limited to, the following aspects: company profile, organizational structure and strength, experience in providing outsourced manpower services, client portfolio, deployment capability, statutory compliance mechanism, manpower management systems, financial strength, service delivery methodology, grievance redressal mechanism, digital attendance/payroll systems, awards/recognitions, and any other relevant achievements related to the scope of work. The Designated Evaluation Committee, if deemed necessary, may undertake verification through a visit to the Branch Office/Regional Office/Registered Office of the bidder to assess infrastructure, manpower management capability, operational arrangements, and support mechanisms. The bidder shall produce original copies of all documents uploaded/submitted with the bid for verification at the time of presentation or as and when sought by the Institute. Failure to produce original documents may lead to rejection of the bid. The date, time, mode, and venue of the presentation/document verification process shall be communicated separately to the shortlisted bidders in due course.	30	Any of the Active Partner will be required to present himself/ herself before the Committee. Resource/ details to be present by the bidder. The quality of the technical proposals will be evaluated as per buyers requirement. Understanding of the Business Domain of Client- 10 Marks Proposed Methodology/Approach- 05 Marks Proposed Deployment Architecture- 10 Marks Proposed Resources and Technology- 05 Marks
	Total (B)	25	
	Total Marks (A) +(B)	100	

NOTE: The Price Bid shall be opened only for those bidders who secure the minimum qualifying marks of 60% in the Technical Evaluation. Accordingly, bidders must obtain at least 60 marks out of a total of 100 marks in the Technical Bid to be considered technically qualified. Bidders scoring less than 60 marks shall be treated as technically non-responsive, and their Price Bids shall not be opened.



6.2. **EVALUATION CRITERIA (FINANCIAL BID)**

For evaluation of Bids, only Service Charge (in %) quoted by each Bidder shall be considered for QCBS calculations.

NOTE: Bidder quoting Service Charge below 3.85% shall not be considered.

The Institute reserves the right to seek clarifications on any of the claims submitted by the bidders.

As per Office Memorandum (O.M.) No. F-6/1 dated 06.01.2023 issued by the Department of Expenditure, Ministry of Finance, Government of India, the service charges for commission-based manpower outsourcing services shall be not less than 3.85% and shall not exceed 7.00% in any case, in accordance with the applicable Government orders. Any bid quoting service charges outside this prescribed range shall be treated as non-responsive. The service charges should be inclusive of any profit and transaction charges.

7. **AWARD OF CONTRACT**

- 7.1. The final selection of the successful bidder from the technically qualified bidders be done by QCBS method with 70% weightage of Technical score and 30% weightage of Financial Score considering the technical bid and financial bid using the following criteria: -

TECHNICAL SCORE = $100 \times \frac{\text{TECHNICAL MARKS OF THE BIDDER}}{\text{HIGHEST TECHNICAL MARKS SCORED AMONG ALL BIDDERS}}$ (Adjust to two decimal places)

FINANCIAL SCORE = $100 \times \frac{\text{FINANCIAL PROPOSAL OF LOWEST BIDDER}}{\text{FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION}}$ (Adjust to two decimal places) THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = $(\text{TECHNICAL SCORE} \times 0.70) + (\text{FINANCIAL SCORE} \times 0.30)$ (Adjust to two decimal places)

- 7.2. **The firm with the highest composite score will be declared as a successful bidder.**

- 7.3. Tie Breaking Clause:

In case more than one bidder will obtains highest composite score, then the following criteria will be adopted for tie-breaking in order of merit:-

- a) The bidder having the highest average annual turnover for the last three financial years would be awarded the bid. For financial soundness, Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant must be submitted for the last three financial years. The Profit & Loss Account and Balance Sheet should be accompanied by supporting schedules.
- b) In case more than one bidder satisfies (i) as mentioned above, then the one having longer years of experience as a Security Agency will be awarded the bid.

NOTE

- a) The Institute reserves the right, without being liable for any damages or obligation to inform the bidder, to:
 - Amend the scope and value of the contract.
 - Reject any or all the applications without assigning any reason.



- b) Any effort on the part of the bidder or his agent to exercise influence or to pressurize the Institute official would result in rejection of his bid. Canvassing of any kind is prohibited.

9. AFTER AWARD OF CONTRACT

1. The successful bidder shall execute and sign the Agreement within Seven (7) days from the date of issuance of the Work Order/Contract. Failure to execute the Agreement within the stipulated period shall render the Work Order/Contract liable to cancellation/annulment forthwith, without any further notice.
2. The issuance of the Work Order to the successful bidder shall constitute the award of contract, with collateral and binding effect from the terms and conditions of the Tender Invitation Notice and the formal Agreement executed on non-judicial stamped paper, all of which shall collectively form the contractual obligations. Any non-performance or breach of these obligations shall make the bidder liable for consequential actions and effects as per applicable rules and terms of the contract.
3. The successful bidder shall be required to deposit with the Institute **Performance Security equivalent to 5% of the total Order/Contract Value**. The Performance Security shall remain valid for the **entire duration of the contract and for a further period of two (02) months beyond the expiry of the contract period**.
4. The successful bidder shall Deploy and Commence the Manpower Services at IIIT-A within 15 Days from the date of award of the Work Order/Contract. In the event of failure to commence the services within the stipulated period, the Institute shall be at liberty to forfeit the Earnest Money Deposit (EMD) and proceed to appoint another agency, as deemed fit, without any further notice to the defaulting bidder.



10. ANNEXURES

10.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated: / / 2026

To,
Registrar
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Submission of Bids against Tender Ref. No.: :- IIIT-A/SP/NIT/1987/2879/2026

We, the undersigned, declare that:

1. We have examined and accepted all the terms and conditions of the tender reference number _____ and are ready to offer the required services accordingly required in the tender document.
2. We offer to execute in conformity with the Bidding Documents for “ **Providing Manpower Service at IIIT-A on Outsourcing Basis** ”, at IIIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security within 15 days from the date of issuance of the work/supply order.
5. **We also declare that the Government of India / any other Government body/ any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.**
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)



10.2 ANNEXURE – II : CHECKLIST FOR BID SUBMISSION

NOTE:

It is mandatory to provide the desired information in the below format duly signed with date and seal of the firm, after page numbering on all the pages that is being uploaded for consideration during technical evaluation.

Please ensure to upload only required documents related to this tender. In addition, please do not upload any document more than once.

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
1	2	3	
1	Confirm that you have submitted your bid for “ Providing Manpower Services at IIT-A on Outsourcing Basis ” at IIT-A.	CONFIRMED / NOT QUOTED [Strike out whichever is not applicable]	
2	Confirm that you have attached the documentary evidence as desired in Special Conditions of contract for Sl No. 4.36.		
2	Confirm that you have attached the documentary evidence as desired in Mandatory Pre-Qualification Criteria for Sl no. 5.1 to 5.9.	CONFIRMED(YES/NO)	
3	Confirm that you have attached the documentary evidence as desired in Mandatory Pre-Qualification Criteria for Sl no. 5.7 (Solvency Certificate or Net worth Certificate)		
4	The bidder should have submitted annual turnover for the Last 3 financial years (2022-23, 2023-24 & 2024-25). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted for sl. No. 5.8 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO) Turnover in Rupees 2022-23 _____ (Rs), 2023-24 _____ (Rs), 2024-25 _____ (Rs)	
5	Confirm that you have attached the documentary evidence as desired in mandatory pre-qualification criteria sl. No. 5.6	CONFIRMED(YES/NO)	
6	Confirm that you have attached the documentary evidence as desired in mandatory pre-qualification criteria sl. No. 5.8	CONFIRMED(YES/NO)	
7	Confirm that the bidder must not have been blacklisted by any IIT/IIT/NIT/ Government Department /PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid for sl. No. 5.9 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO)	
8	Confirm that the company must have its GST Registration certificate for sl. no. 5.10 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO) GSTN NO _____	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
9	Copy of PAN, Income Tax Return certificate submitted.	CONFIRMED (YES/NO) PAN NO _____ (MENTION THERE), INCOME TAX RETURN CERTIFICATE LAST THREE YEARS AS PER TENDER DOCUMENTS.	
10	HSN CODE(if Applicable)	CONFIRMED(YES/NO)	
11	Confirm that the duly filled and scanned copy of all ANNEXURES submitted.	CONFIRMED(YES/NO)	
12	Confirm that Bidder's Bid is based on total compliance to the provisions of Tender document and subsequent amendment and corrigendum, if any, without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document	CONFIRMED(YES/NO)	
13	Confirm that the bidder accept all the terms and condition, methodology, General conditions of contract and all Annexure of entire tender documents.	CONFIRMED(YES/NO)	
14	Confirm that proof of remittance with transaction number of EMD / exemption certificate is attached.	CONFIRMED(YES/NO)	



10.3 ANNEXURE – III: BILL OF QUANTITY (BOQ)

**BILL OF QUANTITY FOR PROVIDING MANPOWER SERVICES AT IIT-A ON
OUTSOURCING BASIS**

BILL OF QUANTITY

MANPOWER WAGES (WAGES COMPONENT)

Sl No.	Category	Expenditure per Year # (in INR)	Percentage of Service Charges (To be Quoted by the Service Provider)
1	On Fixed Remuneration	25433664	Not to be Quoted here
2	Highly Skilled	54408744	Not to be Quoted here
3	Skilled		
4	Semi-Skilled		
5	Un-Skilled		
6	Un-Skilled, for Horticulture/Agriculture work		

Estimation is inclusive of EPF & ESI

1. The number of manpower resources may vary upto the 10% of the agreed numbers at any time.
2. Institute will deduct TDS as per rules on the bill amount alongwith all other statutory dues as applicable from time to time. Bidders may take care of the same while quoting Service Charges.
3. The quoted rates should be inclusive of all taxes; levies, statutory liabilities, bonus to the personnel employed for the work, if any, accidental expenses incurred by the company in execution of the work, minor equipment profit & overheads of the company and any other known and unforeseen expenses. The rates shall be net and nothing extra shall be payable over and above the accepted rates.
4. The rates of the individual items accepted by the Institute shall remain valid for the modified numbers also and no claim on account of curtailment / additional quantum of work shall be entertained by the Institute.
5. The institute has the right to engage any other firms too, any time whenever it felt its requirement.
6. Payment shall be as per rules of “The Minimum Wages Act 1948” applied for Central Government amended from time to time.
7. Quoted Service charges should be sufficient to meet out the statutory deductions.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



10.4 ANNEXURE – IV: UNDERTAKING

To,

Registrar

Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

UNDERTAKING

I, _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the “ **Providing Manpower services at IIIT-A on Outsourcing Basis**” during the period of validity of the bids.

I, further undertake to have understood that if my company M/s. _____ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security within the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period at least for two years from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.

I, further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



10.5 ANNEXURE – V: DECLARATION

DECLARATION

(Regarding ownership and / or employment of IIIT-A Employees)

(To be filled in by the tenderer, signed and submitted along with tender papers.)

Ref. No.: - IIIT-A/SP/NIT/1987/2879/2026

Date: / /2026

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A

Sl no	Name of person	Date of leaving IIIT-A	Reason for leaving IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl no	Name of person	Designation and Name of project or Office of IIIT-A	Relationship

Note: The near relative shall include wife, husband, parents and grandparents, children and grandchildren, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

(Signature of Tenderer)

(Name)

Witness Signature

Name:

Place:

Date:

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



10.6 ANNEXURE – VI: BIDDER DETAILS

Sl.	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.
		e.

(Signature of Tenderer/Contractor)

(Name)

(Seal)

Place:

Date:



**10.7 ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS
TRANSFER & DETAILS OF BID SECURITY TRANSACTION**

Ref. No.: - IIIT-A/SP/NIT/1987/2879/2026

Date: / /2026

To,
Registrar
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Authorization for release of payment/ dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.

1. Name of the Party/Firm/Company/Institute: _____
2. Address of the Party: _____
City: _____ Email ID: _____ Mobile: _____
Permanent Account Number: _____
3. Particulars of Bank:
Bank Name: _____ Branch Name: _____
Branch Place: _____ Branch City: _____
PIN Code: _____ Branch Code : _____
IFSC Code (11 Digit Alpha-Numeric Code): _____
Account Type: Savings/ Current/ Cash Credit: _____
Account Number: _____

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not affected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Details of BID SECURITY are as follows (if submitted, attach a photocopy)*:

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transfer online			If MSE (mention YES)
				Mention NEFT/RTGS	Transaction no.	Transaction date	

*Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate



10.8 ANNEXURE-VIII AGREEMENT

An agreement made this _____ day of _____ between Registrar, Indian Institute of Information Technology, Allahabad _____ (herein referred to as Employer) of the part and M/s _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipment's and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have here unto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri _____ For and on behalf of M/s _____ the contractor within named in the presence.

Authorized Signatory

Witness:

1. Signature

Name in Block Capitals _____

Address _____

2. Signature

Name in Block Capitals _____

Address _____

Signed and delivered at _____ by Sri _____ Registrar, Indian Institute of Information Technology, Allahabad in the presence of:

Registrar

Witness:

Signature

Name in Block Letter _____

Address _____

Signature

Name in Block Letter _____

Address _____



10.9 APPENDIX - IX: NET WORTH CERTIFICATE

(CERTIFIED BY CHARTERED ACCOUNTANT)

(To be printed in Letter head of Chartered Accountant)

This is to certify that as per the audited Balance Sheet and Profit & Loss statement of the account during the financial year, the net worth of M/s./Sh.....(Name & Registered Address of individual/ firm/ company) as on 31.3.2025 is Rs..... (Rupees.....) after considering all liabilities. It is further certified that the net worth of the company has not eroded by more than 30% in the last three years ending on 31.3.2025.

.....
(Signature of the Chartered Accountant)

.....
(Name of the Chartered Accountant)

.....
(Membership No. of ICAI)

.....
(Date & Seal)



11.10 APPENDIX - X: SITE VISIT REPORT UNDERTAKING

(On the letter head of the bidder)

I/We _____, the authorized representative of M/s _____ have visited the site for requirement gathering and to understand the existing infrastructure and on-ground conditions regarding **Providing Manpower Service at IIIT-A on Outsourcing Basis**.

The site visit was conducted on _____ (Date), to understand the scope of work, assess the actual site conditions, and gather relevant information necessary for the preparation and submission of our proposal in response to the Tender.

This declaration is made in full acknowledgment of the importance of understanding the work site prior to submission of Tender.

Signature of Bidder

Contact Number_____

Signature & Seal of Institute Official

Note: For this purpose, bidders/contractor shall communicate to Institute via (E-mail ID-officer.om@iiita.ac.in) indicating their intention to visit the site on working days (Monday to Friday-on working days) between 10:00 AM to 05:00 PM along with the intended date of visit and the details of their visiting representatives at least 1 (one) day before their intended visit. Institute shall communicate its response to the interested bidders/ proposers who are planning to visit the site at the earliest approving the date of visit or may specify another date as it may consider suitable.



10.11 APPENDIX - XI: INTEGRITY PACT

INTEGRITY PACT	IIITA
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To,

.....

.....

.....

Sub: Ref. No.- IIIT-A/SP/NIT/1987/2879/2026 for Providing Manpower Service at IIIT-A on Outsourcing Basis

Dear Sir/Madam,

It is hereby declared that IIITA is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject **Notice Inviting Tender** is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/ bid documents, failing which the tenderer/ bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIITA.

Yours faithfully,

Deputy Registrar (S&P)
IIIT-A



(to be printed on Supplier's letterhead)

To,
Deputy Registrar, (S&P)
IIIT, Allahabad

Sub: Submission of Tender for the work/supply of _____.

Dear Sir/Madam,

I / We acknowledge that IIITA is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender / bid document.

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

I / We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender / bid is finally accepted. I/ We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with the **Commitments of the BUYER** of the enclosed Integrity Agreement.

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

Yours faithfully,

(Duly authorized signatory of the Tenderer / Bidder)



(to be printed on Supplier's letterhead)

INTEGRITY PACT

General

This pre-bid pre-contract Agreement hereinafter called the Integrity Pact is made on day of the month of , between, on one hand, the **Indian Institute of Information Technology, Allahabad** acting through Faculty In-Charge Purchase, of Indian Institute of Information Technology, Allahabad hereinafter called the “BUYER” of the First Part and M/s..... represented by Shri , Director /Chief Executive Officer/ General Manager / Proprietor hereinafter called the “BIDDER/Seller” of the Second Part.

WHEREAS the BUYER proposes to procure

.....

(Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Autonomous Body/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE,

to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:



Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS :

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:
 - 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
 - 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the Contract or any other Contract with the Government.
 - 3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
 - 3.4 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.
 - 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
 - 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
 - 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
 - 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
 - 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.



- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.
The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

A. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

A. Earnest Money Deposit

- 5.1 While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIIT Allahabad through the following instruments:
 - (i) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the IIIT Allahabad shall be treated as conclusive proof of payment.
- 5.2 The Earnest Money shall be valid up to a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
- 5.3 In case of successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- 5.5 In case of successful BIDDER, EMD will be returned within 15 days from the date of submission of Performance Guarantee Bond.

6. SECURITY DEPOSIT /PERFORMANCE GUARANTEE :

- 6.1 Performance Guarantee Bond is mandatory.
- 6.2 Successful tenderer/ bidder should submit performance guarantee as prescribed above to be received in the office of Deputy Registrar (S&P), IIITA on or before 7 days from the date of issue of order acknowledgement. The performance guarantee bond to be furnished in the form of Bank Guarantee as per proforma or annexure of the tender documents, for an amount as mentioned in the tender document.
- 6.3 The Performance Guarantee should be established in favour of "IIIT Allahabad" payable at Allahabad.
- 6.4 Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms and conditions of acceptance to tender.
- 6.5 The successful tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.
- 6.6 The Performance Guarantee Bond shall remain valid and enforceable throughout the entire period of the Contract and shall continue to remain valid and enforceable for a further period of **60 days beyond the expiry of the Contract**, reckoned from the date of commencement of the Contract. The Service Provider



shall ensure that the Performance Guarantee remains valid for the stipulated period and shall extend/renew the same, if required, to maintain its validity as per the terms of the Contract.

7. SANCTIONS FOR VIOLATIONS

7.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- VI. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- A. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.
- b. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- c. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- A. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- a. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.
- b. To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- c. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- i. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at Para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act 1988 or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

8. FALL CLAUSE

8.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other department of State Government/ Central Government or PSU and if it is found at any stage that similar product/system or sub-system was supplied by the BIDDER to any other Department of State Government/ State Government or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

9. INDEPENDENT MONITORS

9.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Chief Vigilance Officer, Indian Institute of Information Technology, Allahabad).



- 9.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 9.3 The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.
- 9.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.
- 9.5 As soon as the Monitor notices, or believes to notice, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 9.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- 9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 9.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

10. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

11. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and Jurisdiction is the Seat of the BUYER.

12. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 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.

14. The Parties hereby sign this Integrity Pact at _____ on _____.

BUYER

Deputy Registrar, (S&P), IIIT Allahabad

BIDDER

Signature with seal

Witness

1. _____

(Indenter)

2. _____

Witness

1. _____

2. _____