

**TENDER FOR OUTSOURCING SERVICES
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



**TENDER No: IMU/2017/0006
Issue Date: 17th November, 2017**

Issued To,

Cost of Tender Form /Document	Rs.1000/- (Rupees One Thousand only) plus GST @ 18% per tender per tender should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Mumbai Campus" payable at Mumbai or Navi Mumbai
Issue of Tender Document	1000 Hrs 17th November, 2017 to 1100 Hrs 8th December, 2017
Last Date/Time of submission of the Tender	1330 hrs on 8th December, 2017
Date and Time of opening of the Technical Bids	1430 Hrs on 8th December, 2017 , IMU- Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	Will be uploaded in the website and the email will be sent to the Technically qualified bidder

All bidders are requested to visit IMU Mumbai Campus website: www.imunavimumbai.com for regular updates.

INSTRUCTIONS TO THE BIDDERS

1. General Information:

- i. Sealed open Tenders are invited by the Deputy Registrar (Admin.), IMU, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai- 400706 for and on behalf of IMU for OUTSOURCING SERVICES as per Scope of work in tender documents.
- ii. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I named 'TECHNICAL BID IMU/2017/0006' and Cover –II named 'FINANCIAL BID IMU/2017/0006', latest by 1330 hrs on **8th December, 2017**. Both the above said Sealed Covers i.e. Cover –I & Cover –II be then put in another separate big cover (Cover–III) and properly wax sealed.
- iii. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
- iv. Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, IMU-Navi Mumbai Campus, Nerul, Navi Mumbai or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- v. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- vi. The technical bids of the tender shall be opened by a committee nominated by the Director, IMU-Navi Mumbai Campus in the presence of the authorised representatives of the bidders, if present, at 1430 Hrs on **8th December, 2017** in the office of the Deputy Registrar (Admin), IMU-Navi Mumbai Campus.
- vii. The technical bids, which do not contain full information and documents called for, shall be rejected. The financial bids of only those bidders shall be opened, whose technical bids are qualified.
- viii. The financial bids of the tender shall be opened by a committee nominated by the Director, IMU- Navi Mumbai Campus in the presence of the authorized representatives of the bidders, in the office of the Deputy Registrar

(Admin.), IMU-Navi Mumbai Campus.

- ix. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, IMU- Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
- x. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- xi. All communications with regard to this tender to be addressed to

<p>The Deputy Registrar, Indian Maritime University Navi Mumbai Campus, Karave, Nerul, Navi Mumbai - 400706 Tel:022-27706804 Fax:022-27716805 Email: dradmin.navimumbai@imu.ac.in</p>
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- xii. IMU-Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU- Navi Mumbai Campus website and all bidders are requested to visit the website for latest updates.
- xiii. IMU-Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- xiv. IMU- Navi Mumbai Campus reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- xv. IMU-Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU- Navi Mumbai Campus will issue the Award letter to the successful bidder. This award letter shall indicate the details of services to be supplied by the bidder and the amount which IMU- Navi Mumbai Campus shall pay to the successful bidder in consideration of the execution of the contract by them.
- xvi. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – 'H'** of the tender documents at the earliest without any delay and complete all the formalities and submit the

same to IMU- Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of IMU- Navi Mumbai Campus.

- xvii. Quoted rates must be valid for 1 year from the date of issue of workorder .
- xviii. The contract will be initially for a period of one year, extendable by another one year, subject to the satisfactory performance of the **Outsourcing** Agency at the same rate, terms and conditions and at the sole discretion of IMU- Navi Mumbai Campus.
- xix. If successful bidder fails to enter into contract within 7 days, the next successful bidder may be awarded the contract as discretion of IMU-NMC.
- xx. Successful bidder will nominate a Officer/Manager as single point of contact to IMU- Navi Mumbai Campus to promptly address the issues raised by the Campus.
- xxi. At any time prior to the deadline for submission of tenders, IMU- Navi Mumbai Campus may for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda etc.). The bidders should keep on checking IMU – Navi Mumbai Campus website regularly.
- xxii. The bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable to the Outsourcing Staff and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- xxiii. The bidder must comply with all the requirements of the Statutory Authorities under Contract Labour Act and other statutory provisions.
- xxiv. Any amendment to the tender thus issued will be hosted on the website upto Two days prior to the last date i.e **8th December, 2017** as specified for submission of the bids. All the bidders shall verify if any such amendments(s) have been issued by IMU –Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to the bidders.
- xxv. Tenders shall remain valid for **120** days from the last date for submission of tender i.e **8th December, 2017**.

xxvi. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)

- a. Tenders will be opened at the Deputy Registrar's office, IMU- Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at 1430 hours **on 8th December, 2017**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
- b. The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
- c. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases IMU-Navi Mumbai Campus or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-Navi Mumbai Campus.
- d. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, financial bids of only technically qualified bidders will be kept and sealed in a separate cover.

The Cover- II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, If they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (a) & (b).

- e. After evaluating the price bids received under Cover II, the bidder who quoted the lowest (L-1) Price will be awarded the work.
- f. In case the financial bid of more than one bidder is same as L-1, then IMU-Navi Mumbai Campus may decide L1 on the basis of turnover of bidder for

last three years average.

- g. The contract period shall be deemed to have been commenced from the date on which the contractor takes over the site based on Instruction from IMU-Navi Mumbai Campus to commence or the 10th day of instruction by IMU-Navi Mumbai Campus to start the work whichever is earlier. IMU-Navi Mumbai Campus is likely to instruct to commence the Work from 1st January, 2018.

2. E.M.D, Guarantee and Damages

i. Earnest Money Deposit (E.M.D)

Earnest Money Deposit (E.M.D): Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) by way of D.D./ P.O in favour of IMU- Mumbai Campus payable at Mumbai or Navi Mumbai to be submitted to Dy. Registrar (Administration), IMU- Navi Mumbai Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalisation of tender.

Note: No interest will be allowed on the Earnest Money Deposite from the date of its receipt until it is refunded.

The EMD will be forfeited in the following cases :-

- a) In case the bidder withdraws his tender once submitted after opening tender document.
- b) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Purchase Order.

Security Deposit:

The amount of Security Deposit will be 10% of the tender value. IMU-Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.

The security deposit amount of 10% of the contract value so deposited, will be refunded within 30 (thirty) days from the date of complete of contract as per tender document.

In case security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest. The tender value calculated as; gross salary (Basic + VDA) of all outsourced employees + service charge quoted by bidder.

i. Cancellation of order/forfeiture of Security Deposit, Risk purchase clause:

In the event of failure to starts the Outsourcing Services within the stipulated date/period in accordance with the specification, IMU-Navi Mumbai Campus reserves its right: -

- To cancel the order.
- To forfeit the security deposit.
- To avail Outsourcing Services from next bidders at the vendors risk, responsibility and cost. Any extra cost incurred in the procurement of the material from the alternative source will be recovered from Security Deposit/Bank Guarantee as referred to earlier and if the value of the materials under risk purchase exceeds, the amount of Security Deposit/Bank Guarantee, same may be recovered, if necessary, by due legal process.

ii. Time Period

Within 10 calendar days from the date of receipt of Purchase Order, the Contractor shall start the services as specified in the tender document.

iii. Settlement of Disputes:

The Bidder shall make request in writing to the Director, IMU- Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the IMU- Navi Mumbai Campus. The decision of the Director, IMU- Navi Mumbai Campus will be final and binding on the parties.

Jurisdiction: The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes whatsoever arising out of this contract.

iv. Payment Terms:

- a) The salary and other payments to the outsourcing staff as claimed shall be paid into their bank accounts and proof of payment shall be submitted to IMU- Navi Mumbai Campus within 5 days of payment. The payment of salary shall not be below that of the minimum wages as fixed by the statues wherever applicable.

- b) Monthly bill will be reimbursed on the basis of the number of outsourced staff.
- c) The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily and monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and P.F., ESIC amount paid bank challans.
- d) Contractor should deposit the ESIC, Provident fund contribution to the concerned office separately for those Outsourcing staff engaged in IMU- Navi Mumbai Campus site and the said statement should be submitted alongwith bill to University.
- e) TDS will be recovered at the prevailing rates from the bills payable to the contractor.
- f) No advance payment against ensuring up-keeping bills will be made under any circumstances.

v. Advance Payments

Not Applicable

vi. The estimated cost of outsourcing services is approximately Rs. 60 lakh (Rupees Sixty Lakhs only).

Additional Instructions: -

- a. The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971 and other applicable Labour laws.
- b. The Contractor shall follow the minimum wages Act for area A.
- c. The Contractor shall adopt all safety measures on site/office.

- d. Fire Precaution: The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.
- e. The contractor has to obtain CAR policy before commencement of the work and he should pay ESI and EPF contribution against the workers engaged by him and challans should be submitted along with the monthly bills for release of payment.
- f. No mobilization advance will be given to the contractor.
- g. If the contractor violates security rules and regulations of the University, a penalty of 2.0% of the work order amount will be recovered from their dues.
- h. Sub-letting of work to other agency is not permissible, if found the said agency will be black listed by intimating to the other organization.

PRE-QUALIFICATION CRITERIA

1. The bidder should not have been blacklisted by the department / Ministries of the Government of India / PSUs / corporate Sectors / Educational Institutions / any other reputed organizations. **(Notarized Affidavit has to be submitted by the bidder)- as per Annexure – C.**
2. The bidder should submit copy of valid Trade License, PAN and GST/Sales Tax / VAT Registration No. with the Technical bid of Tender documents.
3. The bidder should submit the Income Tax return for last three previous years ending **31st March 2016** with the Technical bid of Tender documents.
4. The bidder should submit the Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.
5. The annual turnover in the business of Outsourcing of the bidder shall be Rs. 50,00,000/- (Fifty Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending **31st March 2016**. It should be duly attested by the bidder's Chartered Accountant.

6. The Bidder should have successfully implemented during **2013-14, 2014-15 and 2015-16** each, similar Outsourcing orders of value of 80% estimated value for single work and 60% estimated value for two works and 40% estimated value for three similar works.

[*Mode of proof:* Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.

7. The bidder should have a valid labour license as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The bidder shall also abide by the provisions of the child labour (Prohibition and Regulation) Act 1986.
8. The bidder should have solvency certificate of Rs 10 Lakhs from Nationalized bank.
9. The agency should have office at Mumbai.

Scope of Work

Work should be performed in IMU –Navi Mumbai Campus at below addresses:

Indian Maritime University, Navi Mumbai Campus, (TSC and H.Q.) Karave, Nerul, Navi Mumbai 400 706.

- ❖ The IMU- Navi Mumbai Campus would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the staff needed purely on outsourcing. The role profile will clearly give details of competencies/skills needed educational qualification, relevant experience, compensation (the net amount payable) and duration of deployment. The number of staff needed would also be clearly indicated in this requisition.

- ❖ The agency would be required to depute of the candidates having relevant experience and qualification within 15days (or earliest as the case may be) of sending the requisition. The sample roles are as given in below table;

Srl. No.	Post	Qualification
1.	Assistant	Should be Graduate having knowledge of Computer. Experience of office work will be preferred.
2.	Assistant (Finance)	A Bachelor's Degree from a recognized University with a minimum aggregate of 50% marks or its equivalent grade in Commerce or Mathematics or Statistics. Working knowledge of Information & Communication Technology, particularly in Accounting Software.
3.	Warden/Instructor	Should be Ex-Navy (Petty Officer) or Ex- Army Havaldar or equivalent with experience in discharging duty of maintaining discipline among cadets or Diploma Holder in Physical Education.
4.	PT Instructor	Should be Ex-Navy (Petty Officer) with minimum 1 year experience in disciplinary Training of Cadets or Diploma Holder in Physical Education
5.	Swimming Pool Instructor	Petty Officer from Seaman Branch with Life Guard certificate from Indian Navy / Coast Guard. The candidate must be physically fit and should meet the medical requirements of Indian Maritime University.
6.	Seamanship Instructor	Petty Officer in Seaman Branch of Indian Navy / Coast Guard. The candidate must be physically fit and should meet the medical requirements of Indian Maritime University.
7.	Lab Assistant	A Post-Graduate Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or equivalent grade) and a consistently good academic record with knowledge of computerization of library.
8.	IT Hardware	One year diploma in hardware and networking with relevant experience
9.	In addition to the above, other categories such as Driver, plumber, Electrician, Carpenter etc may be requisition as per requirement	Relevant experience in trade
10.	Unskilled staff (peon/mali/ Gardner)	

The approximate No. of outsourcing staff required in above categories is 30 to 35.

- ❖ The Agency will issue photo Identity cards to the Outsourcing staff in the format as specified by the IMU- Navi Mumbai Campus and also complete all the statutory requirements with regard to their Outsourcing staff, such as obtaining PF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within 15 days from the date of their engagement.
- ❖ The IMU-NMC shall give one month's notice or pay one month's remuneration in lieu of notice to the Agency, in the event the IMU-NMC wishes to reduce the number of outsourcing staff or discontinue with the services of any outsourcing staff.
- ❖ If outsourcing staff provided by the Agency, leaves the services of the company prior to expiry of contract, the agency will provide replacement within a maximum period of 10 days without any further charges for the replacement failing which penalty will be charged equivalent to consolidated remuneration paid to such staff.
- ❖ Every person deputed by the Agency shall be an employees of the said Agency and none of the outsourcing staff of the Agency shall have any claim whatsoever against the IMU- NMC. The Outsourcing staff should not claim any Master and Servant relationship with the IMU-NMC. The IMU- NMC will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees.
- ❖ In case any public complaint is received attributable to misconduct/misbehavior of outsourced personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU- Navi Mumbai Campus system immediately.
- ❖ The personnel engaged by the contractor shall be dressed in neat and clean uniform, failing which invites a penalty of Rs.500/- each occasions and habitual offenders in this regard shall be removed from the Campus. The penalty on this account shall be deducted from the Contractor's bills.
- ❖ The contractor shall ensure that its personnel shall not at any time, without the consent of IMU-Navi Mumbai Campus in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by IMU and shall not disclose to any information about the affairs of IMU-Navi Mumbai Campus. This clause does not apply to the information, which becomes public knowledge.
- ❖ Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

- ❖ The working timing to carry out various jobs shall be from 09.30hrs to 17:30 hrs (except Sundays) or any other timing as may be fixed by the University. The particulars like, name, photo, address, aadhar number of the personnel's engaged to be submitted with IMU. The biometric machine to be installed by the bidder at his own expense and monthly biometric of the approximate number of minimum people required to be engaged should be provided along with the pay bill.
- ❖ The various records maintained under labour laws, should be made available for scrutiny as and when asked for by the University or by any other Statutory Agencies.
- ❖ **Termination:**

The contract may be terminated with a 15 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever. Outsourcing agency to give 90 days' notice in case he wants to withdraw, failing which SD, EMD, Retention money and pending bills will be forfeited.
- ❖ **Injury to person:**

The contractor shall be liable and indemnify for any injury/ casualties, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of and in the course of or caused by carrying out the works and the contractor should give the ESIC benefit to the worker as per the Act of the Employee's State Insurance Corporation.

The indemnity bond and promissory note will be required to be submitted by the contractor for secured advance, if any.

ANNEXURE –A, Cover Letter Format (In letter head)

TENDERERS PARTICULARS FOR TENDER NO:

The Director
Indian Maritime University, Navi Mumbai Campus,
Nerul, Navi Mumbai.

Sir,

Being duly authorized to represent and act on behalf of _____ hereinafter called "The Tenderer" and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of **"TENDER FOR PROVIDING OUTSOURCING SERVICES AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706"**

I/ we here by submit my/our offer as follows:

a) Technical Bid– Annexure C (in separate sealed cover along with EMD of Rs. 1,20,000/- & other documents) (Cover I)

(b) Financial Bid– part of the tender document.

2. The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Cover III) as required.

3. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: IMU/2017/0006** (Copy, duly signed, enclosed).

We understand that IMU Navi Mumbai Campus reserves the right to,

- a) Amend the scope of tender
- b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
- c) We agree that the IMU Navi Mumbai Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
- d) I also certify that the details furnished in the bids, various enclosures and

- other documents are true and correct.
- e) This bid contains pages from _____ to _____ and all pages are serially numbered, signed and stamped.
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note: -Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE B

**ANNEXURE – B Format for Eligibility Criteria Evaluation
(To be filled by bidder)**

No	Criteria	Complied (Y/N) If No give Reasons for Non-Compliance	Supportin g Document s Required
1.	The bidder should not have been blacklisted by the department / Ministries of the Government of India / PSUs / corporate Sectors / Educational Institutions / any other reputed organizations. (Notarized Affidavit has to be submitted by the bidder)		
2.	The bidder should submit copy of valid Trade License, PAN and GST/Sales Tax / VAT Registration No. with the Technical bid of Tender documents.		
3.	The bidder should submit the Income Tax return for last three previous years ending 31 st March 2016 with the Technical bid of Tender documents.		
4.	The bidder should submit the Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.		
5.	The annual turnover in the business of Outsourcing of the bidder shall be Rs. 50,00,000/- (Fifty Lakhs only) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending 31 st March 2016. It should be duly attested by the bidder's Chartered Accountant.		

6.	The Bidder should have successfully implemented during 2013-14, 2014-15 and 2015-16 each, similar Outsourcing orders of value of 80% estimated value for single work and 60% estimated value for two works and 40% estimated value for three similar works. [Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.		
7.	The bidder should have a valid labour license as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The bidder shall also abide by the provisions of the child labour (Prohibition and Regulation) Act 1986.		
8.	The bidder should have solvency certificate of Rs 10 Lakhs from Nationalized or scheduled bank.		
9.	The agency should have office at Mumbai.		
10.	The bidder shall submit certificate for Pre Receipt For Refund Of Earnest Money. (Annexure-F)		

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Signature:

Name of Authorised Representative:

Date:

Place:

Seal:

ANNEXURE - C Declaration Regarding Blacklisting/Debarring

(On company letter head)

Ref. No. Date:

To
The Director,
Indian Maritime University,
Navi Mumbai Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.

Dear Sir,

I / We _____ Firm/Contractor/Manufacturer / Partner(s)/
Authorized Distributor /agent of M/s. _____
hereby declare that the firm/company namely
M/s. _____ has not been blacklisted or debarred in the
past by Union / State Government or organization from taking part in Government tenders
in India.

Or

I / We _____ Firm/Contractor/Manufacture / Partner(s)/
Authorized Distributor / agent of M/s.
_____ hereby declare that the
Firm/company namely M/s. _____ was blacklisted or
debarred by Union / State Government or any Organization from taking part in
Government tenders for a period of _____ years w.e.f. _____ to
_____. The period is over on _____ and now the firm/company is
entitled to take part in Government tenders.

2. In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Navi Mumbai Campus , and EMD/ Performance Security shall be forfeited.

3. In addition to the above, Indian Maritime University, Navi Mumbai Campus shall not be responsible to pay the bills for any completed / partially completed work.

[Name & Signature] for and on behalf of M/s. _____

Note: This letter of shall be on the letterhead of the company and shall be signed by a person competent and having the power of attorney to bind the company/firm.

ANNEXURE D

ANNEXURE - D Details Regarding Similar Orders

Sl. No.	Name of the Client	Nature of Job (Enclosed Purchase Orders)	Value of Purchase Order	Date of Commencement	Date of Completion

Note:

Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the Projects.

Signature:

Name of Authorized Representative:

Date:

Place:

Seal:

ANNEXURE- E, Details Regarding Annual Turnover

ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover In Rupees Lakhs
1	2013-14	
2	2014-15	
3	2015-16	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years **2013-14, 2014-15 and 2015-16** should be attached

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE-F

**ANNEXURE-F, Certificate, Pre Receipt for Refund of Earnest Money
CERTIFICATE**

PRE RECEIPT FOR REFUND OF EARNEST MONEY

Received with thanks from Accounts Officer (Cash) O/o IMU-Mumbai a sum of Rs...../-
(Rs.....
..... Only), towards refund of Earnest Money Deposit paid in respect of
Tender for "Outsourcing Services" for use in IMU Navi Mumbai Campus.

Tender No : IMU/2017/0006 Dated 17.11.2017

➤ Cancelled Cheque to be Attached

Date:
Place:

Signature of Bidder
(On one rupee revenue stamp)

(Note: Earnest Money will be returned to unsuccessful Bidder only after finalization/completion of the tender)

Name: _____

Address: _____

Bank A/c No: _____

IFSC Code: _____

ANNEXURE-G, Certificate, Declaration for Tempering of Tender Document

**CERTIFICATE
DECLARATION FOR NON TEMPERING OF TENDER DOCUMENT**

I / We /Proprietor/ Partner(s)/ Director(s) of M/s _____,
hereby declare that I /We have not tampered the tender document issued vide
TENDER NO. IMU/2017/0006 Dated 17th November, 2017, which is downloaded
from the website www.eprocure.gov.in

Signature -----

Name-----

Name & address of the firm: -----

**In case of proprietorship firm, certificate will be given by the proprietor,
and in case of partnership firm, certificate will be given by all the partners
and in case of Ltd. Company by all the Directors of the company or
company secretary on behalf of all directors**

ANNEXURE – H

ANNEXURE- H, FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____2017 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors) on the one part AND M/s a company/incorporated under the companies Act, 1956..... having its Registered office at herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called „The Works" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures`
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Contractee to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contractee to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractee hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms

and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.

5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor
Signature
Name
Address

On behalf of Employer
Signature
Name
Address

Official Seal

Place
Date
On behalf of the Contractor

Official Seal

Place
Date
On behalf of the Employer

Witness:

- i) Signature
Name:
Address:
Place
Date
- ii) Signature
Name:
Address
Place
Date

Witness:

- i) Signature
Name:
Address:
Place
Date
- ii) Signature
Name:
Address
Place
Date

**TENDER FOR OUTSOURCING SERVICES
AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS**



TENDER No: IMU/2017/0006
Issue Date: 17th November,2017

**FINANCIAL BID
FOR
PROVIDING OUTSOURCING SERVICES**

Last Date for Submission	1330 hrs on 08.12.2017 , IMU-Navi Mumbai Campus
Date & Time of Opening of Financial Bids	Will be uploaded in the website and the email will be sent to the Technically qualified bidder

Srl. No.	Item	Service Charges %
1.	Service charges excluding GST by the bidder as % for each Outsourced Staff on the Gross Salary. The Gross Salary is as per minimum wages (Basic + VDA) for level area 'A' for different categories.	

Signature _____

Name _____

Official Seal

Place :

Date :