

SHORT NOTICE INVITING TENDER (SNIT)

TENDER DOCUMENT

(No. IIHTV/Trg-32/2020)

Subject: **Short Tender for Rate Contract for Hiring of Faculty & Assistants on outsourcing basis at Indian Institute of Handloom Technology, Varanasi for the Academic Year 2019-20 (Feb. to June 2020)**

SECTION - I

**Information and instructions for Suppliers for e-Tendering forming part of NIT and to be posted on website
(Applicable for inviting open bids)**

The Director, Indian Institute of Handloom Technology, Varanasi invites online rate bids from approved and eligible agencies, **Rate Contract for Hiring of Faculty & Assistants for various posts on outsourcing basis at Indian Institute of Handloom Technology, Varanasi for the Academic Year 2019-20 (Feb. to June, 2020)**

NIT NO:	NO. IIHTV/Trg-32/2020
Date:	04.01.2020
Description:	Rate Contract for Hiring of Faculty & Assistants for various posts on outsourcing basis at Indian Institute of Handloom Technology, Varanasi for the Academic Year 2019-20 (Feb. to June, 2020)
Stage:	Two stage, Technical bid and Financial Bid
Place:	Indian Institute of Handloom Technology, Chowkaghat, Varanasi, Uttar Pradesh- 221002
Estimated Cost:	Rs. 23 Lakhs
Earnest Money Deposit:	Rs. 50,000/-

Critical Date Sheet:

1	Published Date	04.01.2020 at 18:30 hrs (06:30 PM)
2	Document Download Start Date and Time	06.01.2020 at 10:00 hrs (10:00 AM)
3	Pre Bid Meeting Date and Time	09.01.2020 at 14:30 hrs (02:30 PM)
4	Proposal Submission Start Date and Time	10.01.2020 at 18:00 hrs (06:00 PM)
5	Proposal Submission (Online) End Date and Time	17.01.2020 at 14:00 hrs (02:00 PM)
6	Technical Proposal Opening Date and Time	18.01.2020 at 14:00 hrs (02:00 PM)

1. The intending bidder must read the terms and conditions carefully. The bidder should only submit the bid if the bidder considers eligible and in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting of Terms and Conditions of various activities to be supplied and the set of terms and conditions of the tender to be complied with and other necessary documents can be seen and downloaded from website www.eprocure.gov.in or www.handlooms.nic.in at free of cost.
4. But the bid can only be submitted after deposition of original EMD in the office of IIHT, Varanasi within the period of bid submission. (EMD receipt document shall only be issued from IIHT Varanasi after receipt of same) and uploading the mandatory scanned documents such as Demand Draft/Bankers Cheque towards EMD in favour of SENIOR ACCOUNTS OFFICER, PAO (TEX), Ministry of Textiles, payable at New Delhi as mentioned in NIT.

5. The EMD can be paid in the form of Demand Draft or Banker's Cheque drawn in favour of **SENIOR ACCOUNTS OFFICER, PAO (TEX), Ministry of Textiles, payable at New Delhi, shall be scanned and uploaded to the e- Tendering website within the period of bid.** The original EMD should be deposited in the office of The Director, IIHT Varanasi, within the period of bid submission. After receipt of EMD, the office of The Director, IIHT Varanasi will issue a receipt of deposition of Earnest Money to the bidder in a prescribed format.
 - a. **The receipt shall also be uploaded in the e-tendering website by the intending bidder upto the specified bid submission date and time.**
 - b. A part of earnest money is acceptable in the form of bank guarantee also. In such case, **minimum 50% of earnest money shall have to be deposited in shape prescribed above, and balance may be deposited in form of Bank Guarantee of any scheduled bank having validity for six months or more from the last date of receipt of bids** which is to be scanned and uploaded by the intending bidders. The intending bidder has to fill all the details such as Banker's name, Demand Draft or Pay Order or Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee number, amount and date.
6. Those Tenderer who have not registered on the website mentioned above, are required to get registered before submitting tender document. If needed they can be imparted training on online bidding process as per details available on the website. The intending bidder must have valid class-III digital signature to submit the bid.
7. Contractor must ensure to quote rate for each post only in the column provided for the purpose in the BOQ . No other column be tempered.
8. Tenders with any condition including that of conditional rebates shall be rejected forthwith. Rates of such tenders shall neither be read out, nor entered in tender opening register at the time of opening of financial bid.
9. The rates for each post must be quoted in words as well as in figures. The bidder has to work out the total amount as well in words and figures both.
10. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
11. The NIT approving authority at the time of receiving the EMD shall fill and issue the following prescribed format -

Receipt of deposition of original EMD (Receipt No.....Date.....)	
1. Name or Work: 2. NIT No: 3. Estimated Cost: 4. Amount of Earnest Money Deposit: 5. Last date of submission of bid:	
1. Name of Tenderer: _____ #	
2. Form of EMD: _____ #	
3. Amount of Earnest Money Deposit: _____ #	
4. Date of submission of EMD: _____ #	
Signature, Name and Designation of EMD receiving officer along with Office stamp. (# To be filled by EMD receiving officer of IIHT, Varanasi)	

List of Documents to be scanned and uploaded within the period of bid submission

- a. Certificate of Registration.
- b. Copy of the Registration for GST.
- c. Copy of the TIN/PAN card issued by the Income Tax Department.
- d. IT returns copy of previous 3 years from the FY 2016-2017 to FY 2018-2019.
- e. Work orders for previous three years.
- f. Technical Details of the Services offered.
- g. ESIC and EPF registration copy.
- h. Demand Draft or Banker's Cheque any Scheduled bank against EMD.
- i. An undertaking that "The Certified copy of all the scanned and uploaded documents as specified in the NIT shall be deposited by me / us with **The Director, IIHT, Varanasi** calling the bid in case I / We become the lowest bidder within a week of the opening of financial bid otherwise department may reject the bid and also take action to withdraw my / our enlistment / debar me / us from tendering".
- j. Copy of receipt for deposition for Original EMD issued from The Director, IIHT, Varanasi.
- k. Certificate of Registration Form of MSME for claiming exemption of EMD.
- l. A scanned copy of the certificate on company letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government /ministry/department/ public sector organizations during the last three years, with company stamp and signed by authorized signatory, should also be uploaded.

SECTION - II

Eligibility Condition for the Tenderers

1. The Tenderer should be an established, reputed, reliable manpower outsourcing agency. A certificate to this effect shall be enclosed with the tender without which the tender shall be summarily rejected.
2. Annual turnover of the tenderer should not be less than **Rs 25 Lakhs** for each of the last three financial years. i.e., **FY 2016-2017 to 2018-2019**. A certificate to this effect duly certified by the Chartered Accountant must be enclosed. IT return for the above mentioned period shall also be enclosed.
3. The Tenderer should have valid GST registration with authorities and proof of Payment of GST as applicable for the last year. (A certificate to this effect must be enclosed)
4. The Tenderer should have PAN/GST number issued by the competent authority.
5. Tenderers should have minimum three years of experience in the field of manpower supply to Govt/ PSUs/ Societies/ reputed and large Pvt. Organizations. Work order for last three years along with certificate for successful completion of work must be enclosed with the tender.

SECTION - III

Instructions to the Tenderer to fill the Tender.

1. Tender should be valid for 2 years from the opening of financial bids.
2. Each page of the tender shall be signed by the authorized person of the firm. A letter of authorization by the firm shall be uploaded along with the tender.
3. The Tender document consisting of eligibility conditions of various posts to be served to this institute and the set of terms and conditions of the tender to be complied with and other necessary documents except Standard General Conditions.
4. After submission of the bid the Tenderer can re-submit revised bid any number of times but before last date and time of submission of tender as notified.
5. While submitting the revised bid, Tenderer can revise the rate of any posts but before last date and time of submission of tender as notified.
6. The EMD can be paid in the form of Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of The SENIOR ACCOUNTS OFFICER, PAO (TEX), Ministry of Textiles, payable at New Delhi) shall be scanned and uploaded to the e-tendering website within the period of bid submission. The original EMD should be deposited with The Director, IIHT Varanasi within

the period of bid submission. The EMD receiving officer at IIHT Varanasi shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format.

7. The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time. A part of earnest money is acceptable in the form of bank guarantee also. In such as case, minimum 50% of earnest money shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any schedule bank having validity for six months or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders. Copy of certificate of work experience and other documents as specified in the notice shall be scanned and uploaded to the e-Tendering website within the period of bid submission. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Original Earnest Money Deposit uploaded are found in order. Interested bidders, who wish to participate in the bid has also to make following payments within the period of tender submission. Only technically qualified bids will be considered for financial bid.

The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:

- a) The bidders are found ineligible.
 - b) The bidder who has not deposited Original EMD with the Director, IIHT Varanasi.
 - c) The bidder who has not uploaded all the documents (including GST registration) as stipulated in the Tender document.
 - d) Any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.
8. The Tenderer whose tender is accepted will required to submit a performance guarantee of 10% value of total service charge (i.e. Gross value of total amount payable to the service provider for one month) within one week. This guarantee shall be in the form of Deposit at call Receipt of any scheduled bank/ Banker's Cheque from any scheduled bank/ Demand Draft of any scheduled bank / Pay Order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any scheduled bank in accordance with the prescribed form. In case the tenderer fails to deposit the said performance guarantee within the period or the extended period if any, the earnest Money Deposited by the bidder shall be forfeited automatically without any notice to the tenderer. **The earnest money deposited along with tender shall be returned after receiving the aforesaid performance guarantee.** The competent authority on behalf of the president of India does not bind him to accept the lowest or any other tender and reserves him itself the authority to reject any or all the tenders received without the assigning any reason. All tenders, in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate put forth by the tenderer, shall be summarily rejected.
 9. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable to rejection.
 10. The competent authority reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
 11. This notice inviting Tender shall form a part of the contract document. The successful tenderer, on acceptance of his tender by the Accepting Authority shall within 07 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of bid and acceptance there of together with any correspondence leading thereto.
 - b) Standard specifications are as mentioned.
 12. **Conditional bid will be treated as non-responsive and will be rejected without consideration.**

Financial Bids:

1. The Financial Proposal/Commercial bid format is provided as **BoQ.xls** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify the format of downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
2. The Bids must be submitted online only at CPP website: <https://eprocure.gov.in/eprocure/app> on or before the due date
3. Rates for each category of post should be indicated separately in the BOQ for financial bid. The rates must be quoted on comprehensive basis i.e., inclusive of all charges including EPF, ESIC, Service charge, GST etc.
4. Rates quoted in the financial bid shall be treated as final rates and no escalation of rates shall be entertained. The rates must be quoted strictly as per the BOQ provided.
5. Rates shall be **valid for the period Feb. 2020 to June. 2020.**

SECTION - IV

Bid Evaluation and Award Criteria

1. The bid evaluation shall be done on the basis of lowest service charge on individual category of posts. The other charges are as per prescribed Government norms or the rate given by this institute.
2. The Indian Institute of Handloom Technology, Varanasi shall determine the lowest price and accordingly determine the L₁ Bidder based on the GPR.
3. The work order will be awarded to the successful Service provider(s) whose bid has been determined to be substantially responsive and has been determined as the lowest bid on the basis of rates.
4. The Institute shall not have any binding to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part.
5. The Institute shall reserve the right at the time of award of work to increase or decrease the number of persons for various post specified in the schedule of requirements, without any change in rate or other terms and conditions. The Institute shall also reserve the right to split the award of contract.
6. The Institute shall continue the contract in the subsequent year, subject to the performance of the service provider.
7. The Institute shall discontinue the contract at any time with prior intimation, if performance is not satisfactory.

SECTION - V

Terms and conditions and scope of work of the tender:

Terms and conditions:

1. The contract period for hiring the services of persons is purely outsourcing basis and will be from the date of their joining till further order.
2. **The suitability of the person with respect to nature of duty shall be assessed by the expert committee of IIHT Varanasi.**
3. **The rates are evaluated on the basis of lowest service charge.**
4. A specified / fixed rate of wages except GST will be for the whole academic year 2020-21. For providing such services, no further revision of rates shall be entertained on the grounds of revision of wages on contractual basis by the agencies within this period.
5. The person(s) hired through agency do not become liability for government in future once the contract period is over or the contract is terminated and the person(s) to be engaged on contractual basis will not be provided Quarters and they have to make their own lodging/ boarding arrangement.
6. The agency shall take all responsibility of personnel deployed by it and in case of any loss or damage to the property of the Institute by the personnel deployed by the agency. The agency will either be liable for the loss on the basis of value determined by the Institute or the same will be recovered from the performance guarantee / monthly payment of the agency.
7. The contracting agency shall deposit all statutory contributions like EPF/ESIC/GST for the personnel hired by it in time and shall maintain all statutory register under the law. **The agency shall produce the last month's statutory contribution, while submitting the current month's bill. In case the agency is not able to fulfill its statutory liability towards the personnel deployed, the Institute will have the right to deduct the same from the payment due to the agency and deposit it directly to the statutory organization.**
8. The agency shall make regular and full payment of salaries and other payments as due to its personnel's deputed under service contract and furnish necessary proof of the same as and when required. The payment of personnel by the agency would be made on or before **10th of every month**. In case 10th being a holiday, wages should be paid on the preceding day of the month.
9. In case IIHT Varanasi receives any complaints regarding non-payment of salary to the personnel's deployed, the amount payment to the employee will be recovered from the bill of the agency and paid to such personnel's and the contract will be terminated. In such case the performance guarantee will not be returned to the agency.
10. The agency will ensure the remittance of the salary to the personnel deployed by them in IIHT, Varanasi through Bank Account only. Cash / Cheque payment will not be permitted and if any such case is found in the later date, the contract will be terminated.
11. A sum of **Rs.50,000/-** shall be deposited by the Agencies in shape of Account payee Bank Demand Draft/ Bankers Cheque/ Fixed Deposit Receipt and Bank Guarantee from any of the Nationalized Banks drawn in favor of the **SENIOR ACCOUNTS OFFICER, PAO (TEX), Ministry of Textiles, payable at New Delhi** as Bid Security deposit. The Bid Security is normally to remain valid for a period of forty-five days beyond the final bid validity period. **After completion of Tender process, the amount will be refunded to unsuccessful Agencies.**
12. Also the successful Agency should submit performance guarantee of **10% value of total service charge** (i.e. Gross value of total amount payable to the service provider for one month) within one week in shape of Account payee Bank Demand Draft/ Bankers Cheque drawn in favour of the SENIOR ACCOUNTS OFFICER,

PAO (TEX), Ministry of Textiles, payable at New Delhi as performance Security deposit. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Agencies including warranty obligations. The Bid Security shall be refunded to the successful bidder on receipt of performance Security.

13. TDS@2% will be deducted by this institute and deposited in Income Tax department from the claim bill of Agency towards the Income Tax every month.
14. An agreement to be made for the services provided to this Institute.
15. The number of faculties may increase or decrease as per requirement.
16. The organization registered with MSME/NSIC are exempted from paying EMD. But they need to provide the certificate.

SECTION - VI

Requirements of Rate Contract for Hiring of persons for various posts on outsourcing basis at Indian Institute of Handloom Technology, Varanasi for the Academic Year 2019-20 (Feb. to June, 2020) are as detailed below :-

Sl. No.	Name of the Post	No. of Persons	Qualification	Period of Contract
1.	<u>Asst. Professor</u>		As per AICTE norms	01.02.2020 to 30.06.2020
	Engineering Mathematics	1		
	Engineering Chemistry	1		
	Engineering Physics	1		
	English/Professional Communication	1		
	Basic Electrical & Electronics Engineering	1		
	Basic Manufacturing Processes/ Environment & Ecology	1		
Computer Engineering	1			
SENIOR TECHNICIAN :				
2.	Lab Technician (Electrical & Electronics)	1	<p><u>Essential :</u> Diploma in Electrical & Electronic Engineering of three years duration from a recognized Institute. Or Matriculation with ITI Certificate in Electrical & Electronic Engineering Trade.</p> <p><u>Desirable :</u> 3 Years experience in handling Electrical & Electronic Engineering laboratory equipment and Engineering equipment and carrying out laboratory experiment in any University/College.</p>	01.02.2020 to 30.06.2020
3.	Lab Technician (Computer)	1	<p><u>Essential :</u> B.Sc. Computer Science or equivalent from a recognized Institute/University. (OR) Diploma in Computer Application/ Computer Science from a recognized Institute. (OR) Matriculation with Trade Certificate in Computer Application Science from recognized Institute/Organization.</p> <p><u>Desirable :</u> 3 Years experience in handling computer and related engineering</p>	01.02.2020 to 30.06.2020

			equipment and carrying out laboratory experiment in any University/College.	
4.	Lab Technician (Mechanical Engg./Workshop)	1	Diploma in Mechanical/Production Engineering of three years duration from a recognized Institute/University. <u>Desirable :</u> 2 years experience as Jr. Technician or 2 years experience in handling Mechanical/ Production engineering laboratory equipments and carrying out laboratory experiment in any University or College.	01.02.2020 to 30.06.2020
<u>JUNIOR TECHNICIAN</u>				
5.	Lab Technician (Physics)	1	B.Sc. Physics from a recognized Institute/ University.	01.02.2020 to 30.06.2020
6.	Lab Technician (Computer)	1	<u>Essential :</u> B.Sc. Computer Science or equivalent from a recognized Institute/University. (OR) Diploma in Computer Application/ Computer Science from a recognized Institute. (OR) Matriculation with Trade Certificate in Computer Application Science from recognized Institute/Organization.	01.02.2020 to 30.06.2020
7.	Lab Technician (Chemistry)	1	B.Sc. Chemistry from a recognized Institute/ University.	01.02.2020 to 30.06.2020
8.	Lab Technician (Carpentry)	1	Matriculation with ITI Certificate in Carpentry Trade.	01.02.2020 to 30.06.2020

Tender inviting Authority