

# Institute of Infrastructure, Technology, Research And Management Ahmedabad

Date: 16/07/2025

Tender No: 2025/24

## INVITATION OF BIDS

### E-Tender for Techno-Commercial Bid Form for Providing Outsource Staff at IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research and Management (IITRAM) invites quotations for **Providing Outsource Staff** at IITRAM under two bid system in e-Tender format. Interested parties who wish to participate in this e-tender may obtain the tender documents from IITRAM website [www.iitram.ac.in](http://www.iitram.ac.in) or from <https://education.nprocure.com>. Bidders need to submit all the necessary documents online and in physical form as mentioned in this e-tender through RPAD, speed post or in person till the last date and time prescribed for submission. Hardcopy of Tender Document, EMD and other essential documents should be submitted on or before **08/08/2025 till 17:00 hrs.** in the office of the IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site.(<https://education.nprocure.com>).

#### E-Tendering Schedule

Date of issue	16/07/2025
Tender Fee	Rs. 5900/- (Including GST)
EMD	Rs. 1,80,000/-
Last date of online bid submission	07/08/2025 till 17:00 hrs.
Last date of physical bid submission	08/08/2025 till 17:00 hrs.
Opening of technical bid	11/08/2025 at 15:00 hrs.
Date and Time of Opening of Financial Bid	To be announced later
Tender inviting Authority and address	I/c. Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026 Phone- 9601451282
Bid Validity	90 days from opening technical bid

## **SECTION I**

### **INTRODUCTION**

Institute of Infrastructure, Technology, Research and Management has been established vide Act No.5 of 2013 in Gujarat. The Institute is providing education in the field of engineering, basic sciences, humanities and social sciences. The Institute is having campus at Maninagar (East), Ahmedabad. The Institute is having building comprising of basement, ground floor and six floors with workshop and cafeteria.

For the smooth official work, Institute requires personnel from outsourcing agency.

**SECTION II**  
**SCOPE OF WORK**

Agency will have to provide Outsource Staff as per following manner:

<b>Sr. No.</b>	<b>Name of the Premise</b>	<b>Qty.</b>
1.	Unskilled Labour (Attendant) – Daily wager	17
2.	Skilled Labour– Daily wager (a) Hostel Care Taker – Male (b) Hostel Care Taker – Female (c) Office Assistant – Computer/IT Network (d) Lab Assistant-Physics (e) Office Assistant (03) – General Admin	07

The number of Outsource Staff is indicative. Institute may ask to provide additional outsource staff (skilled / unskilled / fixed salary) like clerks, attendant, cook and such other outsource staff requirement for different reasons. In such case, the agency will have to provide the list of prospective candidates along with their resume; thereafter Institute at its own discretion short list and select the candidate. The Institute may downsize the deployment during summer and winter breaks. The payment for providing outsource staff services will be made as per actual deployment, as revised, from time to time. Agency interested in the said work may visit the Institute for a fair understanding of work.

All deputed outsource staff should be competent enough to execute the work assigned to them.

The Institute shall be free to cancel the tendering process at any stage without any liability whatsoever and reserves the right of accepting and / or rejecting the whole or any part of the bids without assigning any reason whatsoever.

### **SECTION III TENDER PROCESS**

1. This Tender document can be downloaded from website [www.iitram.ac.in](http://www.iitram.ac.in) or from <https://education.nprocure.com>. The tender document filled in/complete in all respect must be submitted with EMD in the form of Demand Draft in separate cover in favor of the Registrar, IITRAM payable at Ahmedabad. Please mention tender number and name of bidder on back side of DD.
2. The bidder has to submit the tender in two parts viz, (1) Technical Bid and (2) Financial Bid / Price Bid
3. The bidder has to submit the technical bid in two parts viz, (a) Technical detail and (b) EMD Cover in a single cover.
4. EMD cover shall contain DD of EMD as per tender document.
5. Technical bid shall consist of technical details as per INDEX. The duly signed tender form shall be submitted with this bid by the bidder.
6. Technical bid and demand draft should be sealed in different covers with the respective post-script on the cover and then both the covers should be sealed in a single cover.
7. The bidders have to submit all the required documents as mentioned in this e-tender in online and physical through RPAD, speed post or in person till the last date and time prescribed for submission. Bidders are required to submit INDEX (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.
8. The bidder has to submit Financial Bid / Price Bid (SECTION-VI) online only at n-Procure website : [\*\*https://tender.nprocure.com\*\*](https://tender.nprocure.com)
9. First, the technical bids will be opened.
10. It is assumed that the bidders submitting the bids have gone through all tender terms, has acquainted himself with scope of work and visited the Institute (if so needed) and agreed with all the terms of this e-tender.
12. Financial bids will be opened in online format of technically qualified bidders only.
13. The bidder, who is selected for the contract will have to execute a contract on a specified format using Rs. 300/- Non Judicial Stamp paper.
14. The bidder will be required to furnish Performance Security amounting to 3% of the contract value in accordance with the Conditions of Contract within 10 (Ten) days of receipt of the notification of award of contract in any one of the forms (1) D.D. of any schedule bank (2) Bank Guarantee of nationalized bank or bank approved by finance Department GR no. EMD/10/2013/655/DMO Dtd. 31/03/2014 (3) FDR of nationalized bank. DD and BG is required to submit in favour of the "The Registrar, IITRAM" payable at Ahmedabad. The Performance Security should remain valid for a period of 60 days beyond the date of all contractual obligations including warranty obligations.
15. Incomplete or Conditional Tender will not be considered.

**SECTION IV**  
**TECHNICAL BID**

All the bidders are required to submit the copy of following documents:

1. Copy of firm Registration, PF registration and PAN card is to be submitted.
2. Copy of Goods and Service Tax (GST) Registration is to be submitted.
3. The Agency must have a representative office in Ahmedabad, Gujarat. The proof of the same is required to be submitted.
4. The bidder will have to attach one attested copy of registration under labour department, where the agency has worked.
5. The agency has to submit a Demand Draft of Rs. 1,80,000/- in favour of Registrar, IITRAM as EMD.
6. The bidder will have to attach copy of **05 work completion certificate**, where it has provided Outsource Staff during **01/04/2021 to 31/03/2025**.
7. The bidder will have to attach copy of **02 work orders** of providing Outsource Staff with **minimum 10 persons** in each order for **the entire duration of 01/04/2024 to 31/03/2025**.
8. Agency will have to attach copy of work completion certificate of minimum 1 contract for at least one year of any Government agency of providing Outsource Staff with minimum 10 persons.
9. The firm should have minimum financial turnover in last three years for providing Outsource Staff as below:

One similar completed work order costing Rs. 40 Lakh                      OR  
Two similar completed work order costing Rs. 25 lakh each                      OR  
Three similar completed work order costing Rs. 15 lakh each

10. The bidder has to submit e-tender document duly filled & signed with the stamp on each page of the tender document (except Section-VI) and on the enclosures to show that the bidder have read and understood all the details and terms & conditions of the tender thoroughly.

**All the bidders must submit all the necessary self-attested documents both in online and physical form. Please note that the bidders submitting documents only in physical form or only in online form will be considered as disqualified.**

**Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.**

## SECTION V

### TERMS AND CONDITIONS

1. Bid Validity Period: 90 days.
2. The bidder must comply with all statutory requirements regarding labor law / welfare law as imposed by Government authorities from time to time.
3. The approved contract for providing Outsource Staff will be for a year. Wherein, the first three months will be considered as a probation period within which if the working system would be proved to be unsatisfactory, the contract will be assigned to the lower quoted next agency.
4. If the work will be proved as a satisfactory one after a year, the next contract will be of another one or two years with the same price. Although, due to administrative or any other reasons, if this service is required for termination, then intimation before a month is required to be given.
5. The bidder has to quote on agency charge per person.
6. Taxes should be paid as per goods and service tax (GST) norms.
7. The bidder will have to produce all necessary documents as mentioned in this e-tender and on the basis of their work experience, they will be preferred.
8. **Penalty:**
  - If the daily Outsource Staff is not deputed then Rs. 500 per day penalty will be deducted from the total payable amount.
  - If agency will not provide attendance register, then per day Rs. 500 as a penalty will be deducted from the bill.
  - If the attendant will be found without uniform, per day per attendant Rs. 50 as a penalty will be deducted from the bill.
  - Non-submission of bill by 10th day of every month may attract a penalty of Rs. 5000/- per monthly bill.
9. The bidder has to depute Outsource Staff who are mentally and physically fit and are more than 18 years of age. Their identity cards showing their names, residential addresses, with passport size photo has to be submitted in the office. If during the year any person is to be changed then their identity cards showing their name, residence address with passport photos are to be submitted in the office.
10. The bidder has to pay the prevailing minimum wages as fixed by the Labour Department, Government of Gujarat to all the staff appointed by the agency. Moreover, contractor has to follow the laws of Indian Government / Gujarat Government. Proof has to be submitted every month for the same.
11. Any of the Government / semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed at this Institute premises.
12. If the work of any of the agency person is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that worker has to be changed by the concerned bidder.

13. If any agency person is found drunk or taking drugs or gambling or found doing any misconduct then he will be required to be withdrawn. Institute's opinion in this regard will be considered final.
14. All the agency persons will have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the Institute as well as have to work in a way, so that the discipline of the Institute is maintained.
15. Agency will have to provide attendance muster, salary muster etc. registered under labour act whenever the Institute authority asks for examination.
16. During working hours, if the person of agency met with any sort of accident or physical injury / death occurrences etc., then the agency will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines etc. in this regard.
17. Agency will have to abide the rules of labour contract as well as PF contract. Proofs are to be submitted at regular interval of 3 months without fail. In case of, non submission of such certificates, payment for that month will not be sanctioned.
18. The successful agency only, who has been given the contract has to provide all the services. Any other party or sub-agency should not be given the task by the selected agency. If found doing so, the security deposit will be forfeited and the contract will be terminated.
19. During the tenure of the contract, if any of the agency person is found tormenting the rules of the contract, the contract will be terminated as well as the security deposit amount will be seized. In this case, agency with whom the deal is finalized will not have any right for legal action.
20. If any of the agency person during the working hours is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the agency and the agency will be responsible to compensate the harm besides facing penal action.
21. The agency will have to present two copies of bill and advance receipt every month for providing Outsource Staff. With this, documents like the satisfactory work certificate issued by designated authority of the Institute, attendance muster, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, the payment will be made within 10 days.
22. If any agency by one or other way will be found doing any sort of forcing or influencing on selection procedure, then such agency's tender will be disqualified.
23. At the time of opening the tender, the representative of the agencies can remain present if they wish as per schedule declared by the Institute.
24. The Institute may accept or reject any tender without assigning reasons thereof.
25. None of the agency person will use any of the rooms or compound area of the Institute as their residence or office.
26. Due to any adverse reason, if the authorized persons' death occurs, the contract will be automatically terminated. Even though, the final decision will be taken by the Institute.
27. If any of the agency person get harmed/ meets with any sort of accident or permanent physical deficiency, the contractor will be solely responsible and liable to meet statutory obligations.
28. If any of the person from the Institute will have any sort of material or physical harm by any of the agency person, the agency and the contractor will be solely responsible to

compensate the harm caused by their employees. The contractor will have to repay on his own. If it is not paid by the contractor, the payment will be done from the running bill amount or at the last it will be reimbursed as a revenue charge from the contractor to the office of the Institute.

29. Contract will be given with the sole purpose of providing Outsource Staff. So the purpose is limited to it's contractual tasks only. No other activities like other business or work will be tolerated if found.
30. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
31. After satisfactory completion of tasks, submission of the bill and after the necessary deduction of the tax, the payment will be done within 10 days.
32. The agency will have to give the uniform and i-card with specific logo fixed by the Institute to the attendant mandatorily (minimum 2 pairs for every calendar year i.e. 1 pair for every 6 months).
33. The agency must provide police verification certificate for all the persons deployed at IITRAM.
34. All the persons deployed at IITRAM by the agency will have to work for all days except Sunday and Public Holidays unless specified otherwise by the Institute.
35. In case of any function, occasion, extra-curricular activities planned on Sundays and Public Holidays, agency person will have to remain present as per instruction of Institute; no extra cost will be paid for the same.
36. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
37. In case of any third party claim against IITRAM for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this work contract.

**SECTION VI**  
**FINANCIAL BID**

(Format for Submission of Financial Details)  
(Data Sheet to be Submitted ONLY Online at n-procure website)

**(1) Costing of number of Unskilled Persons (Attendant):**

A	No. of labor (Unskilled) required by Institute per day at present minimum wages	17
B	Present Minimum Wages (Rs.) per day	
C	Statutory Obligations (Like PF, ESIC, Bonus) (Rs.) per day	
D	Agency Charges (in Rupees per day per person) (Fixed for the duration under contract)	
E	Total per day [B + C + D]	
I	<b>Total for month considering 26 working days</b> <b>[A x E x 26 days]</b>	

**(2) Costing of number of Skilled Persons**

A	No. of labor (Skilled) required by Institute per day at present minimum wages	07
B	Present Minimum Wages (Rs.) per day	
C	Statutory Obligations (Like PF, ESIC, Bonus) (Rs.) per day	
D	Agency Charges (in Rupees per day per person) (Fixed for the duration under contract)	
E	Total per day [B + C + D]	
II	<b>Total for month considering 26 working days</b> <b>[A x E x 26 days]</b>	

**Note:**

1. L1 will be considered on basis sum of prices offered for above I and II.
2. Agency will have to quote in Indian Rupees.
3. Institute may increase/ decrease Outsource Staff as per requirement of the Institute.

Authorized Signature  
With stamp, email address and fax number

Date:  
Time:

**Annexure-I**  
**FORMAT FOR SUBMISSION OF COMPANY DETAILS**  
**(DATA SHEET TO BE SUBMITTED AT IITRAM)**

Sr. No.	Particulars	Details to be filled by the organization
1	Name of firm/ organization/ establishment / company	
2	Registered Office Address: Telephone Number: Fax number: email:	
3	Correspondence Address : Telephone Number: Fax number: email:	
4	Details of the authorized person (Name, designation, address): Telephone Number: Fax number: email:	
5	Is the firm - <ul style="list-style-type: none"> <li>• Government/Public Sector Undertaking</li> <li>• Proprietary Firm</li> <li>• Partnership firm (if yes, give partnership deed)</li> <li>• Limited Company or Limited Corporation</li> <li>• Member of a group of companies (if yes, give name and address, and description of other companies):</li> <li>• Subsidiary of a large corporation (if yes, give the name and address) of the parent organization)</li> <li>• If the company is subsidiary, state what involvement if any, will the parent company have in the project</li> </ul>	
6	Permanent Account Number (PAN) of the firm	
7	GST Number of the firm	
8	Is the firm blacklisted in Semi Government/ State Government / Central Government / Government Undertaking? If Yes, provide the detail.	YES / NO

**Client's List:** Please attach Separate sheet showing the client list of only Govt./Semi Govt. department with name and addresses of the department.

Date:  
Time:

Name of Authorized Person  
with Sign and Stamp

(To be printed on Firm's Letter Head)

## **Annexure-II**

### **Declaration by the Agency**

1. I/We certify that I/We have gone through & agree to the terms & conditions of tender and undertake to comply with them during the currency of the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IITRAM in this connection including penalty etc.
5. I/We understand that IITRAM reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.

Date:

Name of Authorized Person

Time: with Sign and Stamp

## INDEX

All the bidders must submit all the necessary self-attested documents both in online and physical form. Please note that the bidders submitting documents only in physical form or only in online form will be considered as disqualified.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

Bidders are required to submit index (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in below table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.

Sr. No.	List of documents attached (self attested)	Please mention below Yes/No based on your submitted documents		Page Numbers
		Online	Physical	
<b>Name of your firm/Company:</b>				
1	Copy of firm registration			
2	Copy of PF registration			
3	Copy of PAN Card			
4	Copy of GST registration			
5	Proof of registered office in Ahmedabad / Gandhinagar, Gujarat			
6	One attested copy of registration under Labour department, where agency has worked			
7	Copy of atleast 05 work completion certificate, where outsource staff have been provided during 01/04/2021 to 31/03/2025.			
8	Copy of at least 02 work orders of providing outsource staff with minimum 10 persons in each order for the entire duration of 01/04/2024 to 31/03/2025.			
9	Copy of work completion certificate of min. 01 contract for at least 01 year of any Government agency of out source staff with min.10 persons			
10	CA statement showing annual turnover of last three years			
11	Duly filled, signed & stamped on each page of tender document & all enclosures (Except Section VI)			
12	DD of EMD			
13	Annexure-I			
14	Annexure-II (Declaration)			

**Authorized Sign & Seal of Firm/Agency/Company**