



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

**Bid Document
Seeking**

Expression of interest

For

**Empanelment of Companies / Agencies for
Undertaking Skilled/ Unskilled / Semi-Skilled
and Miscellaneous Jobs under Job Contract /
Outsourcing Mode for completion of the sundry
works related to Research & Development
Projects held**

By

DORD, IIT Kanpur

October 18, 2009



Indian Institute of Technology Kanpur Research and Development Office

Advertisement

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

The Office of the Dean of Research & Development (DORD) manages the industrial, research and consultancy work for Industries worldwide. These services are offered under “Project Mode” and the Institute has formulated norms & regulations in this regard. Each project is executed by one or more Principal Investigator who is a Faculty or Academic Staff and in general completed within a span of about 3 years.

The Dean of Research & Development (DORD) invites proposals in the form of tenders from reputed Companies /agencies having qualified skilled/Unskilled/Semi-Skilled and other trained employees who can be deployed for the projects undertaken under instructions from the Principal Investigator for completion of job works on short term basis. The Empanelment will be for a period of one year initially and that can be extended on satisfactory performance basis from time to time at the end of each year. The Empanelment can be done for more than one company or agency that fulfill the basic criteria. The maximum service payable will be restricted by the Empanelment committee from time to time.

Sealed quotations are invited from reputed companies /agencies for undertaking Skilled/ Unskilled /Semi-Skilled/Miscellaneous Jobs under Job Contract Outsourcing Mode for completion of the sundry works related to Research & Development Projects held by DORD, IIT Kanpur. The tender documents along with specifications, terms and conditions can be downloaded from IIT, Kanpur website and submitted along with a Demand Draft for Rs.1000/- and service tax @ 10.3% i.e. Rs. 103/-(non-refundable). The last date for the submission of tender is November 10, 2009, 1500 Hrs., and the tenders will be opened on the same day at 1700 hrs., in FB 212, IIT, Kanpur. The tender documents can be downloaded from our website: <http://www.iitk.ac.in/dord/>.

**Dean: Research & Development
Faculty Building 255**

Indian Institute Of Technology, Kanpur



Indian Institute of Technology Kanpur Research and Development Office

Expression of Interest

Indian Institute of Technology Kanpur (IIT Kanpur) an Institute of national importance created under an Act of Parliament is engaged in education & training for students to make them competent, motivated engineers and scientists. Over decades Institute has developed sophisticated labs equipped with state-of-the-art equipment.

The Dean of Research & Development (DORD) manages the industrial, research and consultancy work for Industries worldwide. These services are offered under “Project Mode” and the Institute has formulated norms & regulations in this regard. These projects are executed by Principal Investigator who is a Faculty or Academic Staff.

The Dean of Research & Development (DORD) invites proposals in form of tenders from reputed companies /agencies for undertaking Skilled/ Unskilled /Semi-Skilled/Miscellaneous Jobs under Job Contract Outsourcing Mode for completion of the sundry works related to Research & Development Projects held by DORD, IIT Kanpur

The companies/agencies should be able to get the short term or medium term jobs assigned by Project Investigators of DORD by way of either deploying the suitable on the job site or completing the work at their end and delivering the services/completed models at the site meant for project(s) operations.

Scope of Work:

- 1) To undertake the works of the following nature under Job Contract /Outsourcing Mode for completion of the sundry works related to Research & Development Projects held by DORD, IIT Kanpur.
 - Skilled
 - Unskilled
 - Semi-skilled
 - Miscellaneous
- 2) To assess & hire prospective personnel required to be deployed for the R&D Projects.
- 3) To identify and deploy Skilled/Semi-Skilled/Un-Skilled/Miscellaneous personnel in the R&D Projects after necessary approvals from the Principal Investigator of the Institute.
- 4) To check and verify qualifications & competence.
- 5) To pay wages and remunerations to the personnel deployed to IIT Kanpur.
 - To comply with all statutory obligations as required to such activities like minimum wages, Employee Provident fund, ESI, etc.
 - To do all acts required under the project as per instructions of the Principal Investigator of the Institute.

Technical bid:

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

Eligibility Criteria:

- The applicant should be a Company registered under Companies Act.
- The applicant should have minimum relevant experience of 5 yrs.
- The applicant should have requisite expertise in handling Provident fund, EPF, ESI, insurance related matters and should be registered with relevant agencies.

Terms & Conditions:

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

- The personnel deployed at IIT Kanpur shall be hired by the Company or Agency and supervised to ensure the performance of duties as required for different Research & Development projects.
- The Company or Agency has to deploy supervisors to oversee & regulate the activities of their employees deployed at IIT Kanpur at various job / project sites.
- The Designation, wages, qualifications shall be decided by IIT Kanpur from time to time in respect of the personnel required as per the Govt. of India norms.
- The projects undertaken by IIT Kanpur is expected to yield technical know-how that is commercially important, hence the Company or Agency has to ensure that their employees protect the Institute information received in discharge of their duties from any unauthorized disclosure to third party(ies) with-out permission. In case IIT Kanpur is sued by its sponsor on for the breach of this obligation by the employee the Company or Agency shall be blacklisted with a fine over and above the damages claimed by the sponsor.
- The dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by Director, IIT Kanpur within the judicial jurisdiction of Kanpur Court.
- The Dean, Research & Development, IIT Kanpur shall not be responsible for providing any office space or infrastructure to the Company or Agency.
- No accommodation or quarters shall be provided by Dean, Research & Development, and IIT Kanpur for the employees or personnel hired by the Company.
- All the stationery and consumable charges shall be borne by the Company or Agency only.

- The Company or Agency shall be responsible for the conduct and behavior of the employees or personnel deployed at IIT Kanpur by the Company or Agency.
- The Company or Agency shall provide group insurance cover to its employees including medical and accidental insurance for those deployed at IIT Kanpur.
- The second party undertakes to render IIT Kanpur free from any kind of liability and any consequences resulting out of this present agreement.



Indian Institute of Technology Kanpur Research and Development Office

Form for Expression of Interest

1. Name:
- (Attach Memorandum & Articles of Association)
2. Registered Office:.....

Phone :
Fax No:
Mobile Numbers:
E-mail:
3. Contact person:.....
4. CIN Number:
5. Date of incorporation:.....
6. Service Tax Registration Number:
7. Permanent Account Number:
8. ESI Registration Number:
9. EPF Registration Number & Date:
10. TIN Number:.....
11. Other statutory Registrations:.....
12. Regional Labour Commissioner Kanpur License No: with date:
.....

13. Gross turnover & Profit: (Attach an audited Balance Sheet Profit & loss accounts of last three years as on 31- March 2009)

Financial Year	Asset/Liability	Gross Turnover/Profit
2008- 09	Rs	Rs
2007- 08	Rs	Rs
2006- 07	Rs	Rs

14. Top five assignments: Name & address of client & Contract value & period, number and qualification of employees, & work assignment. (add extra sheets, if required under given heads).....
15. Technical & Scientific:
16. Non-Technical assignments:
17. Whether the applicant has been issued any notices or complaint from its clients, if yes then give details.....
18. Whether there is any court case pending against or by applicant,
19. If yes then give details
20. Details of Earnest Money Deposit of Rs 1 Lacs:.....

21. **Percentage of Service Charges** to be paid by the Dean, Research & Development, IIT Kanpur (Net amount excluding statutory payments & levies on the wages paid):

22. **Quote:**

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

Declaration

I (Name & Designation) s/o resident ofdo hereby declare as under:

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

Date:
Place

Signature:
Name:
Designation:
Common Seal:

Guidelines to the Bidder

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

**For dean: Research & Development
Faculty Building 255**

Indian Institute Of Technology, Kanpur

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

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

Annexure – II

Model Agreement to be entered in with the Dean, R&D by the Empanelled Company / Agency as per the enclosure.