



**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "OUTSOURCING SERVICES" at IMU Mumbai
Port campus, Hay Bunder Road**

TENDER NO – IMU-MPC/PUR/2021-22/OS/23

VOLUME - I

TECHNICAL BID

Issue of Tender Document	: 03.11.2021
Last Date for Submission	: up to 1100 Hrs on. 17.11.2021
Opening of Technical Bid	: 1430 Hrs on 17.11.2021
Earnest Money Deposit (EMD)	: NIL
Estimated Cost	: 91 Lakhs

All bidders are requested to visit IMU Mumbai Campus website : www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

INDEX

Sl. No.	Description	Page No.
1.	Objective	3
2.	Pre-Qualification Criteria	3-4
3.	Earnest Money Deposit (EMD)	4
4.	Security Deposit	4
5.	General Instruction	4-5
6.	Validity	5
7.	Payment Terms	5
8.	Service Charges	5
9.	Agreement	5
10.	Clarification/ Information	6
11.	Resolution of Disputes	6
12.	Scope of Work	6-9
13.	Payment Terms	9-10
14.	Penalties and Fine	10-11
15.	Termination of Contract	11
16.	Evaluation of Bid	11-12
17.	Annexure - I	13
18.	Annexure - II	14-15
19.	Annexure - III (Form I to VI)	16-23
20.	Annexure - V	24
21.	Price Bid	25-26

INDIAN MARITIME UNIVERSITY
(A central University, Govt. of India)
Mumbai Port Campus,
Mumbai - 400033

TENDER NO. IMU-MPC/PUR/2021-22/OS/23
TENDER FOR PROVIDING "OUTSOURCING SERVICES" AT
IMU MUMBAI PORT CAMPUS

1. OBJECTIVE:-

IMU Mumbai Port Campus is inviting open tenders from qualified bidders for providing "Outsourcing Services" at IMU Mumbai Port Campus, Hay Bunder Road, Mumbai - 400033.

2. PRE-QUALIFICATION CRITERIA:-

2.1. a) The bidder should have satisfactorily completed three similar Outsourcing services works for providing Clerical/ Academic staff as given in the scope of work during the last two years each costing not less than 40% of **Rs. 91,00,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute; **(or)**

b) Two similar Outsourcing services works for providing Clerical/ Academic staff as given in the scope of work during last two years each costing not less than 50% of **Rs. 91,00,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute; **(or)**

c) One similar Outsourcing services for providing Clerical/ Academic staff works as given in the scope of work during last two years each costing not less than 80% of **Rs. 91,00,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

2.2. The firm should have average annual turnover of **Rs. 30 Lakhs** during the last 03 financial years (i.e. 2017-18, 2018-19, 2019-20).

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Turnover certificate authenticated by a Chartered Accountant].

2.3. The bidder should possess valid PF & ESIC Registration Certificate, trade license, PAN and GST Registration Certificate and A well-established agency within Mumbai and Maharashtra Region only. The Agencies should have a local office in Mumbai.

[Mode of Proof: Copy of PF, ESIC, trade license, PAN, GST Certificates should be submitted with application].

2.4. The bidder should submit Income Tax returns for the last three years (2019-20, 2018-19, 2017-18)

[Mode of Proof: Copy of Income Tax return for each of the 3 years].

- 2.5. The Bidder should NOT have been debarred or blacklisted by any government department/ agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ ineffective performance. [Mode of Proof: Self declaration in the format prescribed].

The Bidder must possess **all Five (5) (i.e. from 2.1 to 2.5)** Pre-Qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation.

3. EARNEST MONEY DEPOSIT (EMD):-

Every tenderer shall submit a bid security declaration in the attached format as Annexure III (Form – VI)

4. SECURITY DEPOSIT:

Successful tenderer shall have to give security deposit of 3% of the contract amount (i.e. the awarded cost of work) by way of Demand Draft in favour of "INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS," Payable at Mumbai, within Seven (07) days of receipt of work order. This Security deposit will not bear any interest.

Upon the complete fulfillment of the contract by the Contractor to the satisfaction of IMU-MPC, the security deposit will be returned to the Contractor.

5. GENERAL INSTRUCTION:-

5.1. Contract Period:

The successful bidder will be awarded contract of Providing Outsourcing Services at IMU-MPC initially for a period of one year and if the University is satisfied with the services provided by the contractor, then the contract may be extended for further period of maximum two years (on year to year basis) i.e upto a maximum of three years. The rates, terms and conditions for such extended period will remain same.

- 5.2. **Tender Documents:** The Tender document can be downloaded from the IMU website www.imu.edu.in, imumumbaiport.ac.in and CPP Portal.

5.3. Submission:

- 5.3.1. The Tender shall be submitted in tender box which will be placed at the Main Gate, addressed to **THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI-400033 up to date mentioned in Cover Page.**

- 5.3.2. The tenderer's shall seal the Technical-Bid and Price-Bid in separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as **"Cover-1-Technical Bid"** and **"Cover-2 – Price Bid"**. The two envelopes along with the covering letter, if any shall then be sealed in an outer envelope. The envelope shall contain the following:

Outer Envelope

- (a) Covering Letter;
- (b) Sealed Cover – 1; and
- (c) Sealed Cover – 2

Cover-1 – Technical Bid

- a. Duly filled in Tender-Document with relevant details and complete in all respects. (Except price bid)
- b. Copy of Income Tax Returns for the last three financial years.
- c. Profit and loss statement duly attested by the Tenderer's Chartered Accountant.
- d. Proof for the work executed as per the eligibility criteria clause.
- e. Copy of Registration Certificate of PAN & GST.
- f. Proof of average annual turnover.
- g. Annexure – II (Form of Tender)
- h. Annexure – III (Form I to Form VI)
- i. Annexure – IV (Mandate Form)

Cover –2 – Price Bid

PRICE BID/COVER duly filled in (both in figures and words).

- 5.3.3. The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.
- 5.3.4. The tenders will be opened in the presence of the representatives of the tenderers who choose to attend the tender opening (The maximum number of representatives attending the technical bid opening to be limited to 01 person).
- 5.3.5. Due to the present pandemic situation, the opening of the tenders may also be carried out through Video Conferencing.
- 5.3.6. IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any reason.

6. Validity:

The tender shall be valid for a period of **120 Days** from the last date for submission of the tender.

7. Payment Terms:

100% payment on monthly submission of bills/ invoice and acquaintance role duly signed and verified by representative of IMU-MPC. The attendance report, Challan of ESIC & PF, Salary disbursement sheet, Salary calculation sheet, bank statement showing transfer of the amount to the respective outsourcing staff and other required documents are mandatory to be submitted with bill.

8. Service Charges:

Service Charge @ **per person per month** will be paid to the Service Provider subject to number of days in the month actually worked considering 26 days in a month. Administrative holidays other than one day weekly off will be considered for calculating 26 days. Service charges so agreed shall cover all liabilities (Identity card, Salary slip, other charges, etc) and obligation as per the terms and conditions of contract and incidental expenditure required for Manpower services and all other liabilities of the service provider including profit margin of the service provider.

9. Agreement:

Upon receipt of the Work Order from IMU-MPC, successful bidder shall execute an agreement on stamp paper for value of Rs.500/- (Rupees Five Hundred only) within 07 days from the date of receipt of Work Order as per prescribed format in Annexure III (Form-V).

10. Clarification /Information:

Any clarification / Information can be obtained by email to **procurement.mumbaiport@imu.ac.in**. IMU-MPC will respond to any valid request for clarification, raised during or up to the pre-bid meeting.

11. Resolution of Disputes:

- 11.1. In case of any dispute, the decision of the Director, IMU-MPC will be binding to contractor/ agency.
- 11.2. Failing such settlement/ dispute the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-MPC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Mumbai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Mumbai.
- 11.3. 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 tender.

12. Scope of Work:

12.1. Details of personnel, Location, Numbers, Weekly off, Working hours etc.

- 12.1.1. The service provider should furnish to the IMU - MPC the bio-data of any changes of the personnel posted in the IMU - MPC within 24-hours of the deployment. IMU - MPC reserves the right to reject any person posted in IMU - MPC without assigning any reason. In such case the firm has to deploy the replacement within 24 hrs.
- 12.1.2. Details of the Manpower required are detailed in **Annexure-I**. The list is indicative only, IMU – MPC reserves the right to vary the total number of persons.
- 12.1.3. The specified number of personnel is to be deployed on all working days specified by IMU – MPC. The responsibility for providing necessary relievers, whenever any employee is on leave or absent vests with the contractor.
- 12.1.4. Working hours: 09:00 AM to 05:30 PM **or** 09:30 AM to 06:00 PM **or** as specified separate for each post. Certain categories i.e. Drivers, Computer Lab Assistant, Library Assistant, Marine Instructor, Warden cum Signal Instructor shall be required 6 days a week as per academic requirement.
- 12.1.5. Leave other than weekly off and public holiday may be applied as per the Ministry of labour and Employment.
- 12.1.6. The personnel deployed by the service provider for the job shall meet the following requirements:
 - 12.1.6.1. Submission of Bio-Datas to Director in 1:3 Proportion of required no.

- 12.1.6.2. Finalization of selection of staff by respective heads/authorities of university appointed by Director.
- 12.1.6.3. Selected list of candidates will be informed to agency.
- 12.1.6.4. Appointment letter will be issued to candidates by agency.
- 12.1.6.5. Procedure of Police Verification etc. by agency.
- 12.1.6.6. Joining of staff in University on outsourcing basis
- 12.1.6.7. Should be medically fit, sincere, active and energetic
- 12.1.6.8. Should not have any criminal records
- 12.1.6.9. Should possess good conduct and discipline
- 12.1.6.10. Aged between 20-60 years. (as per ESIC or Matriculation certificate)
- 12.1.6.11. Should have knowledge of Hindi, local language and knowledge of English to the level that they are able to understand instructions imparted in English.
- 12.1.6.12. The appointed Assistant staff should have knowledge of preparing office note, draft letter etc. and office procedure.
- 12.1.7. There shall not be any Master-Servant or Employer-Employee relationship or any legal or Contractual relationship between the University and Manpower of the contractor for any purpose including any claim, disputes, rights & duties etc between the contractor and his personnel. The manpower provided shall be the employees of the Contractor and all the statutory compliances, liabilities and obligations including the requirements to deposit contributions, file periodic returns and details of persons deployed under various labour legislations such as Provident Fund Act, Employees State Insurance Act, Minimum Wages Act (Contract Labour (Regulation & Abolition Act 1970), Workmen's Compensation Act, etc. and all other labour and legislations as applicable from time to time, during the currency of the contract, with regard to the personnel engaged by the contractor for service to IMU - MPC, are the responsibility of the contractor and shall be solely complied with and met by the contractor. IMU - MPC shall not bear any penalty / damage / claim, etc. Compensation of any nature arising out of non-compliance of various labour and other legislations as determined by concerned Government Authorities and the service provider shall indemnify IMU - MPC for loss, if any, suffered by / penalty imposed on IMU - MPC in this regard.
- 12.1.8. The contractor shall alone be responsible & entitled to act in pursuance of this Contract and the service provider shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.
- 12.1.9. In the event of any losses or damages to any Properties or effects of University by theft, Pilferage, the contractor shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University.
- 12.1.10. They are also prohibited from unauthorized stay inside their working area after duty hours.

- 12.1.11. In any case of grouping or forming assembly, strikes, gheraos, cessation of work or such other incidents by the deputed personnel, which will be deemed unsuitable to the atmosphere of the campus, the contract may be terminated with immediate notice. In case of such events the service provider will be imposed with penalty full service charge of the current and the previous month. IMU - MPC may ask the service provider to replace any personnel, if found involved in such activity.
- 12.1.12. The attendance of outsource workers to be maintained in a Bio-metrics attendance system.
- 12.1.13. The right to increase/decrease the strength and the wage category of Manpower posted at any time rests with the IMU - MPC.
- 12.1.14. Police verification, Bio-Data, AADHAR card, PAN Card and ESIC card of the personnel's to be submitted at the time of deployment of personnel at IMU-MPC.
- 12.1.15. Medical Certificate of the deployed personnel should be produced indicating that they are physically fit for deployment.
- 12.1.16. The selected Contractor shall be responsible and liable for and shall indemnify IMU - MPC and keep IMU - MPC indemnified, safe and harmless at all times, against:-
 - 12.1.16.1. Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature, whatsoever made or instituted against or caused to or suffered by IMU - MPC directly or indirectly by reason of:-
 - 12.1.16.1.1.any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations here under, service, act or omission of or by the Contractor and / or any of his staff, and/or
 - 12.1.16.1.2.any theft, robbery, fraud or other wrongful act or omission by the Contractor and / or any of his Staff.
- 12.1.17. The Contractor shall be responsible for meeting all liabilities and fulfilling all obligations, financial or otherwise, arising out of any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service of any of his employees deployed and shall not hold the IMU - MPC responsible in respect of any claim made by any person or their heir for any reason whatsoever. The contractor shall be solely responsible for reporting to IMU-MPC and concerned authorities immediately of any serious or fatal accident. No amount will be reimbursed to the contractor by IMU - MPC, in this regard.
- 12.1.18. For Drivers following is noted:
 - 12.1.18.1. At least 01 driver should be present in the campus 24/7
 - 12.1.18.2. 02 Nos. of drivers should be available from 08:00 AM to 09:30 AM & 03:00 PM to 06:00 PM.
 - 12.1.18.3. During the duty hours, drivers to be present in the main gate cabin.

- 12.1.18.4. In case of non availability/ emergency leave of a driver, the duties to be performed by the remaining drivers/ replacement driver.
- 12.1.18.5. Daily maintenance of log books for office vehicle(s).
- 12.1.18.6. Keeping the office vehicles clean.
- 12.1.18.7. Details of duties assigned to drivers/ timings to be submitted to IMU-MPC.
- 12.1.19. The scope of work, description and the terms and conditions maintained herein above are only indicative and not exhaustive and the Tenderer shall meet any other requirements of IMU - MPC from time to time, relating to the Manpower Services.
- 12.1.20. The grievance to be submitted by the agency through proper channel.
- 12.1.21. All correspondences regarding payment of bills or any other matter shall be done only with the Director, IMU - MPC or the officer designated.

13. Payment Terms:

The Service Provider shall be paid at the following rates:

- 13.1. Whenever Government of India revises the minimum wages, such revised wages will be applicable. **No increase in amount, other than the minimum wages in the present rate as increased by GoI will be considered by the IMU - MPC.** The Contractor should make payment to the deployed personnel at the above rates **for the period actually employed in a month before 7th of the following month.** The above base rate/minimum rates of wages include also the wages for weekly day of rest.

The Staff will be paid for each shift of Eight hour Thirty minutes duty per day. Office holidays will be considered for paying minimum wages as per the above para.
- 13.2. Applicable bonus at the minimum applicable rates, as per the GOI notification, for the period of deployment of staff is to be paid by the service provider and included / added to the bill for the month in which the bonus is so paid by the service provider and submit the proof and calculation of payment along with the bill.
- 13.3. The contractor should submit the bill to IMU - MPC on or before 15th day of the succeeding month along with supporting documents as determined by IMU - MPC including the following pertaining to the previous month:
 - 13.3.1. Proof of payment of the wages paid to the deployed staff proof of deposit of Employee & Employer's contribution towards EPF and ESIC remitted to the respective organizations within the due date as stipulated in the respective statutes.
 - 13.3.2. Wage Bill Register in format prescribed.

- 13.3.3. Copy of Bank advice memo for crediting to the individual SB account of the deployed staff.
- 13.3.4. Any other documents / proof as required by the Director or Authorized Officer for verification of Calculation sheet showing the total amount of Service Charges payable etc.
- 13.3.5. The contractor should ensure that the net amount as per the Wage Bill Register agrees with the amount deposited with the respective Savings Bank (SB) accounts of the deployed employee. The contractor should furnish a certificate to this effect. Difference, if any, between the net amount payable to the staff and amount credited to the Bank for reimbursement to the respective SB accounts of the staff, will be withheld from the bill of the service provider.

13.4. **Disbursement of Bills:**

- 13.4.1. IMU - MPC will, after verification of the claim for its correctness and completeness from the contractor, make payment within fifteen working days after the date of receipt of the claim. No interest is payable by IMU in case of any unavoidable delay in settling the bills. However IMU would endeavour to settle the bills within said date. TDS at the rates applicable shall be deducted.
- 13.4.2. Monthly payment must be disbursed by agency irrespective of approval/payment by IMU-MPC.

14. PENALTIES & FINES:

Penalties will be levied, as mentioned below subject to the ceiling limits mentioned therein for specific lapses found during the period of contract and will be recovered from the monthly payments.

- 14.1. In case any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty equal to double the wages of number of staff absent on that particular day may be levied by IMU - MPC and the same shall be deducted from the contractor's bills.
- 14.2. Staff found sleeping during the working hours /not doing the work as per required standard or negligent with regard to work or other related matters will be fined at the rate of Rs.500/- (Per staff) for each such incident.
- 14.3. No employees will be permitted to attend the duty 1 hour after reporting time. In case of late reporting (15 minutes max.) of more than 3 times in a month, half day pay cut per late reporting will be fined. IMU - MPC may ask to the service provider to remove the persistent late comers and frequent absentees and to provide replacement without affecting the work.
- 14.4. Any other lapse not covered above to be decided by the University, keeping in view of the seriousness and gravity of the lapse (please refer below for additional clauses).

- 14.5. In case of any unsatisfactory service, deduction up to 10% of the amount due for the month will be imposed on the service provider. In case of late attendance/absence during working hours by any personnel of the service provider, the Director or any person authorized by the Director reserves the right of reduction of any amount from the bill payable as it may deem fit.
- 14.6. In case any public/student/staff complaint is received attributable to misconduct/misbehaviour of contractor's personnel (including shouting and speaking in unacceptable volume), proved to the satisfaction of the Director, 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 may be removed from IMU - MPC's system immediately.
- 14.7. If any of the tender condition is violated, IMU - MPC has the right to impose any penalty as deemed fit by the IMU - MPC's administration.
- 14.8. Any liability arising out of any litigation (including those in consumer courts) due to any act or failure to comply statutory provisions of contractor / contractor's personnel shall be directly borne by the contractor including all consequential expenses/fines.

15. Termination of the Contract

In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect and any deficiency in service or any other reason whatsoever at the discretion of IMU. IMU-MPC reserves the right for termination of the contract at any time by giving **15 days written notice**, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. Similarly the contractor may terminate the contract by giving two month notice by assigning reasons.

16. Evaluation of Bids:

16.1. Technical Bid Evaluation:

The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened.

IMU- MPC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process.

16.2. Financial Bid Evaluation:

Since the Basic + VDA is fixed as per minimum wages statutory guidelines the same not required to quoted by the bidder. The bidder is required to submit their bids for:-

Service Charges:

The Service Charges will be taken for comparison among the bidders for evaluation and the bidder who quoted the lowest total cost (excluding GST) will be awarded the work.

Bidders Quoting rates less than Ministry Of Expenditure No.31/14/1000/2014-GA dated 17.09.2014 i.e 0.9999% will be disqualified.

However, mere quoting of low rates alone will not confer any right to such bidders seeking acceptance. In case the Price bid of more than one agency is same, as L-1, then IMU MPC will decide the L1 based on highest turnover.

Quoting unworkable rate of service charges will not be considered and is liable to be rejected. If the committee decides the rate as unworkable, the service provider will be asked to give write-up about justification as to how it will be able to fulfill its entire obligation with the quoted service charge. If the committee decides that the justification is not workable enough w.r.t quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU- MPC.

Read the Annexure I carefully before quoting your rates

The Latest minimum wages applicable as on the date of release of this tender will be the basis for calculation.

Outsourced Manpower Deployment			
Sl. No.	Role	Category	Required Numberof Manpower to be deployed.
1.	Assistant (Purchase, Training, Accounts, Training LBS)	High Skilled	04
2.	Assistant – IT	High Skilled	01
3.	Drivers for Heavy & LMV Car/Bus	Semi-Skilled/ Skilled	04
4.	Assistant (Stores, accounts, training LBS, Quality, Training MERI)	Skilled	05
5.	TelephoneOperator	Skilled	01
6.	Work Shop Assistant	High Skilled	01
7.	Computer Lab Assistant	High Skilled /Consolidated Wages	01
8.	Library Assistant	High Skilled /Consolidated Wages	01
9.	Assistant Tally	High Skilled /Consolidated Wages	01
10.	Marine Instructor	High Skilled /Consolidated Wages	03
11.	Warden cum Signal Instructor	High Skilled /Consolidated Wages	01
12.	Personal Assistant	High Skilled /Consolidated Wages	01
TOTAL			24

The notional Basic + VDA for categories on consolidated wages (Sr. 7 to 12) for evaluation of service charge will be as per the Highly Skilled Category.

FORM OF TENDER

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To
THE DIRECTOR,
INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS
HAY BUNDER ROAD
MUMBAI – 400 033.

Sir,

Being duly authorized to represent and act on behalf of
.....
hereinafter called "the tenderer" and having visited the sites and examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and Bill of Quantities for the Menu of Tender for "OUTSOURCING SERVICES" ; and

1. I / We offer to execute the work in conformity with the terms and Conditions of this tender/contract.
2. I / We undertake that, if our Tender is accepted, to do the OUTSOURCING SERVICES contract for the periods specified in this Schedule.
3. If my / our tender is accepted we will furnish a Security Deposit within 07 days of receipt of work order through a Demand Draft or Bankers Cheque from Nationalized Bank or a Scheduled Bank in India approved by Government of India for a sum equivalent to 3% of the value of contract of any Nationalized Bank or Scheduled Bank in India as Security deposit for the due performance of the Contract.
4. I / We agree to abide by this Tender for a period of 120 days from the date fixed for receiving the same or such further period as may be mutually agreed upon and it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of 120 days or such extended period as mutually agreed upon, the IMU shall be at liberty to forfeit the Earnest Money deposited by us.
5. Unless and until a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
6. (i) We understand that the IMU reserves the right to,
 - a. Amend the scope of tender and value of contract under this work at any time
 - b. reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.(ii) We agree that the IMU will not be liable for any such action and will be under no obligation to inform the tenderer of the grounds for such action as rejection, modification, delays, cancellation etc.

7. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract.

8. We agree to execute the OUTSOURCING SERVICES contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to therein and to carry out such deviations as may be ordered.

SIGNATURE..... FOR AND ON BEHALF OF.....

..... DATE

Witnesses:

1. Signature.....
Name.....
Address.....

2. Signature.....
Name.....
Address.....

CONTENTS OF QUALIFICATION FORMAT

	Description
Form I	Letter of application
Form II	Experience for executing similar works
Form III	Annual Turnover Data
Form IV	Declaration regarding Blacklisting/Debarring
Form V	Format Agreement
Form VI	Bid Security Declaration

Contents of Qualification Format
INDIAN MARITIME UNIVERSITY

TENDER FOR PROVIDING "OUTSOURCING SERVICES" AT IMU MUMBAI PORT CAMPUS
Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with DD for EMD of Rs...../-]

FORM – I
FROM

Name & Address of the Bidder

TO

THE DIRECTOR,
Indian Maritime University,
Mumbai Port Campus
Hay Bunder Road,
Mumbai – 400033.

Sir,

1. Being duly authorized to represent and act on behalf of hereinafter called "The tenderer" and having reviewed and fully understood all the qualifying information provided, the undersigned hereby applies to be qualified under Cover – I for the **Tender for providing "Outsourcing Services"** AT IMU MUMBAI PORT CAMPUS.
2. Attached to this letter are copies of original documents defining
 - i) The tenderer's legal status
 - ii) The Principal place of business and
 - iii) The place of incorporation or the place of Registration
3. (i) This tender (Under Cover-I and Cover II) is made in the full understanding that contents of Cover-I will be subject to verification of all information submitted therein along with the tender and authorize IMU or its authorized representative to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application.
(ii) We understand that the Employer reserves the right to,
 - Amend the scope of tender and value of contract under this work any time
 - reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.
- (iii) We agree that the Employer will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.
- 4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.
- 5) In the event of our being awarded the work, we undertake to remit the Security Deposit and execute the Contract with IMU within 07 (Seven) days from the date of issue of the Purchase Order failing which order/offer will be cancelled.
- 6) Our Price Bid is exclusive of GST and the price quoted shall be firm till the execution of the contract and for the extended period if any.

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "OUTSOURCING SERVICES" AT IMU MUMBAI PORT
CAMPUS**

FORM – II

**Experience on Contract for similar works (executed
during the last 2 years) as per clause 2.1 of Pre-
Qualification Criteria**

Sl. No.	Name and address of the Institution & Name of contact person & Telephone No.	Period of contract	Date of commencement of contract	Date of completion of contract	Work Cost	Mode of Proof enclosed

Note : Each item / contract listed under the above columns shall be supported by documentary evidence / Performance certificate issued by the competent authority in original or with a Xerox copy duly notarized or self attested, subject to production of the originals when demanded.

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "OUTSOURCING SERVICES" AT IMU
MUMBAI PORT CAMPUS**

Qualification Questionnaire

FORM – III

Annual turnover data form Audited Balance sheet and Profit and loss Account of the firm for the last three financial years shall be enclosed.

The information supplied should be the annual turnover of the tenderer in terms of amount billed for each financial year of work in progress or completed.

Annual turnover data for the last 3 financial years is to be provided in the following format.

SL.NO	FINANCIAL YEAR	ANNUAL TURNOVER
1	2017-18	
2	2018-19	
3	2019-20	

(The latest Income Tax Returns, duly attested by the Tenderer's Chartered Accountant, shall be attached)

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "OUTSOURCING SERVICES" AT IMU MUMBAI PORT
CAMPUS**

FORM - IV

**Declaration regarding Blacklisting/Debarring
(On company letter head)**

To
The Campus Director
Indian Maritime University,

Mumbai Port 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 by Union / State Government/ Autonomous organizations/universities in the past three years from
taking part in tenders in India.

There is no legal case presently against the Director or the firm and they have not been convicted by the court.

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, Mumbai Port Campus, and EMD/ Performance Security shall be forfeited.

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

[Name ,Signature & Seal] 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.

FORM – V

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.500/-)

IT IS THIS _____ day of _____ 2021 MUTUALLY AGREED between the IMU, Mumbai Port Campus, **hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors)** on the one part ANDM/sa 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) Security Deposit
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer 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

Official Seal

Place
Date

On behalf of the Contractor

Witness:

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

On behalf of Employer

Signature
Name
Address

Official Seal

Place
Date

On behalf of the Employer

Witness:

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

FORM – VI

FORMAT OF BID SECURITY DECLARATION

I/We-----
----- hereby states and understand that, if I/We -----

---withdraw/modify our tender during the period of validity of the tender, The Indian Maritime University, Mumbai Port Campus would suspend the bidder from participation in any future tenders of Indian Maritime University for a period of Six (06) months.

Signature _____

Name _____

Capacity in which signed _____

Date

Place

Seal of the firm to be affixed.

MANDATE FORM
(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager



**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "OUTSOURCING SERVICES" at IMU
Mumbai Port campus, Hay Bunder Road
TENDER NO – IMU-MPC/PUR/2020-21/OS/23**

VOLUME – II

FINANCIAL BID

All bidders are requested to visit IMU Mumbai Campus website : www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

**TENDER FOR PROVIDING OUTSOURCING SERVICES AT IMU MUMBAI PORT
CAMPUSES FOR THE YEAR 2021-22**

FINANCIAL BID

Sl. No.	Description of Work	Rate Quoted per month	Total Amount Quoted for the year
1	24 Nos. Manpower as per Minimum wages	Rate need not be quoted since Minimum wages (Basic + VDA) as per Statutory Guidelines	Rate need not be quoted since Minimum wages (Basic + VDA) as per Statutory guidelines
2	Service Charges (Per Person) (in figure)		

*Service Charge to be quoted as a fixed amount on per person per month basis considering 26 days in a month (Administrative holidays other than one day weekly off to be considered for calculating 26 days).

The notional Basic + VDA considered for categories on consolidated wages (Sr. 7 to 12) for calculation of service charge will be as per the Highly Skilled Category.

Yours faithfully,

Date

Place:

Signature with Seal of Authorized Signatory