



**INDIAN MARITIME UNIVERSITY
(A Central University)
Ministry of Shipping, Govt. Of India
EAST COAST ROAD, UTHANDI
CHENNAI CAMPUS – 600 119**

**TENDER FOR
"PROVIDING OUTSOURCING SERVICES IN THE FORM OF
ACADEMIC SUPPORT STAFF FOR IMU CHENNAI CAMPUS"**

TENDER NO.IMU/CC/ADMN/OUT-SS/01/2018

VOLUME – I

TECHNICAL BID

Cost of Tender Form : Rs.2,500.00 per set

Last Date for Submission : 1500 HRS on 28.06.2018

Date & Time of Opening : 1530 HRS on 28.06.2018

NOTICE INVITING TENDER



**INDIAN MARITIME UNIVERSITY
CHENNAI CAMPUS
(A Central University)
EAST COAST ROAD, UTHANDI,
CHENNAI – 600119**

Sealed tenders are invited under **Two cover system**, from the Contractors who satisfy the eligibility conditions for the following work:

S. No	Name of work & Tender No.	EMD & Cost of Tender document	Sale period (working days)	Last date of Receipt of Tender Documents
1	IMU/CC/ADMN/OUT-SS/01/2018 Tender for "Providing Outsourcing Services in the form of Academic Support Staff at IMU Chennai Campus". Estimated cost: Rs.30.00 Lakhs per annum	Rs.1,00,000.00 & Rs.2,500.00	15.06.2018 to 27.06.2018	28.06.2018 upto 1500 HRS

Tender documents can be downloaded from IMU website & may also be obtained from the Office of Deputy Registrar (Admin) only on payment by Demand Draft drawn in favour of "**Indian Maritime University, Chennai**" payable at Chennai. Tender documents downloaded from the website "www.imu.edu.in" can also be submitted subject to the tenderer enclosing a separate DD towards the cost of the tender document. No cash payment will be accepted for issuing tender document.

The Tenders forms and other conditions / details can be obtained from our website www.imu.edu.in

INDEX

S.No.	Description	Page No.
1.	Notice Inviting Tender	1-2
2.	Tender Abstract	3
3.	Undertaking	4-5
4.	Section-I General Directions to Tenderers	6-12
5.	Section-II General Conditions of Contract	13-21
6.	Section-III Terms of Payment	22-23
7.	Section-IV Scope of Work	24-26
8.	Section-V Details of Penalties	27
9.	Section-VI Forms	28-33
10.	Section-VII Technical Bid Format	34-35

NOTICE INVITING TENDER

To,
The prospective bidder(s)

Dear Sir(s)

Indian Maritime University, hereinafter referred as IMU– Chennai Campus invites Sealed/Tamper Proof Tenders in two cover system from specialized experienced contractors, who have carried out works of similar nature and magnitude in last three years in respect of following work.

Name of work : TENDER FOR PROVIDING OUTSOURCING SERVICES IN THE FORM OF ACADEMIC SUPPORT STAFF AT IMU CHENNAI CAMPUS FOR ONE YEAR

Cost of tender document : Rs.2,500.00 (Non refundable)

Estimated cost of work : Rs.30.00 Lakhs

Earnest Money Deposit : Rs.1,00,000.00

Period of contract : 01 Year initially and further subject to another 02 extensions/renewals of 1 year each based on satisfactory performance, payment of revised minimum wages (if any) & by mutual consent.

Place of submission : Tender Box kept in the office of the Deputy Registrar (Admin), IMU-Chennai Campus

Last Date of submission : 28.06.2018 up to 1500 HRS

Date of opening : 28.06.2018 at 1530 HRS

Validity period of tenders for acceptance : 90 days from date of submission

You are requested to inspect the site and also to make the local inquiries

before filling this tender so as to acquaint yourself/yourselves with local conditions etc.

The tender documents are to be submitted in tender box kept in the Office of the Deputy Registrar (Admin), IMU-Chennai Campus. The bidder may also send the bid documents by Courier/Post, addressed to "**The Director, Indian Maritime University – Chennai Campus, East Coast Road, Chennai 600119**", so as to reach the University not later than **1500 HRS on 28.06.2018**. It is the responsibility of the tenderer to ensure that the tender should reach the Director's office before the scheduled Time mentioned above. Tenders received / submitted after the stipulated time will be summarily rejected. The tenders (Technical Bid) will be opened **at 1530 HRS on 28.06.2018** in Indian Maritime University – Chennai Campus, East Coast Road, Uthandi, Chennai 600119 and interested tenderers (only single representative from one firm is allowed to attend) may be present at the time of tender opening.

Tender must be accompanied by Earnest Money Deposit (EMD) of **Rs.1,00,000.00 (Rupees One Lakh only)** in the form of Demand Draft drawn in the name of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" from a nationalized or a scheduled bank payable at Chennai. The EMD will be returned to unsuccessful tenderers within one month of award of this contract. The earnest money of the successful tenderer will be adjusted against security deposit and will be kept as part of initial contract deposit for due execution of the contract. The security deposit/ EMD will not bear any interest. However, the firm possessing valid NSIC/MSME certificate are exempted from payment of EMD fee subject to enclosing the copy of such certificate in the technical bid cover.

The bid for the work shall remain valid for a period of 90 days from the date of opening of tender. The university shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD / Security Deposit, if any tenderer/contractor:

- (i) withdraws his offer before the aforesaid validity period or
- (ii) makes any modification in the terms and conditions of the tender
- (iii) fails to commence the work within prescribed time or
- (iv) abandons the work before its completion.

The IMU reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IMU to accept the lowest bid or any other bid.

Sd/-
DIRECTOR
IMU-Chennai Campus

INDIAN MARITIME UNIVERSITY
(A central University, Govt. of India)
East coast Road, Uthandi, Chennai-600119

TENDER NO. IMU/CC/ADMN/OUT-SS/01/2018
TENDER FOR "PROVIDING OUTSOURCING SERVICES IN THE FORM OF
ACADEMIC SUPPORT STAFF AT IMU CHENNAI CAMPUS"

TENDER ABSTRACT

<u>S.No</u>	<u>Subject</u>	<u>Remarks</u>
1	Name of the work & tender No.	Tender for providing Outsourcing Services in the form of Academic Support Staff to Indian Maritime University, Chennai Campus Tender No. IMU/CC/ADMN/OUT-SS/01/2018
2	Tender document cost	Rs.2,500.00 (Non-refundable)
3	Earnest Money Deposit (EMD)	Rs.1,00,000.00
4	Last date to submit bids	28.06.2018 up to 03:00 PM
5	Date of Technical bids opening	28.06.2018 at 03:30 PM
6	Address to submit bids	THE DIRECTOR, INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS, EAST COAST ROAD, UTHANDI, CHENNAI-600119
7	Contact person for clarification	Shri Anil Dhankhar Assistant Registrar (Admin & Purchase) Mob: 09211558866 Email: adhankhar@imu.ac.in Web: www.imu.edu.in Any clarification regarding the tender may be sought by sending an email to the above address on or before 25.06.2018 latest by 12 noon. Any query raised after the stipulated time and date will not be entertained by IMU Chennai campus. The consolidated list of queries raised by all the prospective bidders will be published on IMU website on 26.06.2018 for public information.

UNDERTAKING

From:

To

The Director,
INDIAN MARITIME UNIVERSITY,
Chennai Campus, East Coast Road,
Uthandi, Chennai 600119

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood all parts of the tender documents named "TENDER FOR PROVIDING OUTSOURCING SERVICES IN THE FORM OF ACADEMIC SUPPORT STAFF AT IMU CHENNAI CAMPUS" including Notice to contractors, General instruction to tenderer, Tender Form, Articles of agreement, General conditions, any corrigendum thereof and Material specifications etc. of INDIAN MARITIME UNIVERSITY.

I/We have also taken into consideration the nature and position of the site, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to execute the whole or the part of the work covered by the tender strictly in accordance with the above tender drawings & documents.

I/We enclose herewith Demand Draft No. _____ dated drawn on _____ bank as EMD for a sum of Rs. _____ (Rupees _____ only) in favour of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" payable at Chennai and in the event of your accepting my/our above tender, I/We agree to convert the earnest money deposit of Rs. _____ (Rupees _____ only) as security deposit. I/We understand that the EMD/Security deposit mentioned above shall not bear any interest. In the event of my/our tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IMU, as may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the whole scheme and the drawings attached to the tender.

I/We understand that IMU has the right to reject the work order without assigning any reasons and conditional tender of any sort will be summarily rejected. In case of my/our tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the University may fix from time to time depending on the circumstances.

Yours sincerely,

(Tenderer's Signature)

Date:

Address:

Witness signature:

1)

2)

Note: Strike whichever is not applicable

SECTION-I
GENERAL DIRECTIONS TO TENDERERS

1. Tender document should be submitted in sealed tamper proof cover super scribed with the name of the work i.e. **"TENDER FOR PROVIDING OUTSOURCING SERVICES IN THE FORM OF ACADEMIC SUPPORT STAFF AT IMU CHENNAI CAMPUS"**. All pages of tender documents, conditions, corrigendum if any and drawings etc. shall bear the signature of the tenderer at the lower right hand corner. The tender document must be bound & serially numbered and should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the tenderer along with the tender document.

2. Clarification of Tender Documents

A bidder requiring any clarification regarding the tender document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to adhankhar@imu.ac.in

IMU will respond to any request for clarification, received on or before 25.06.2018 latest by 12 noon. Any query raised after the stipulated time and date will not be entertained by IMU Chennai campus. The consolidated list of queries raised by all the prospective bidders will be published on IMU website on 26.06.2018 for public information.

Amendment to Tender Documents

At any time prior to the deadline for submission of tenders, IMU Chennai Campus may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda / corrigenda etc.)

Any amendments thus issued will be hosted on the website www.imu.edu.in up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by IMU, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate

notice / intimation of amendments will be sent to those who have downloaded the document from the web or who bought tender documents from IMU prior to the date of amendment.

3. The Tenderers are required to submit two separate Bids i.e. – Technical bid and Financial bid, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for Outsourcing Services in the form of Academic Support Staff in IMU Chennai Campus”** and **“Financial Bid for Outsourcing Services in the form of Academic Support Staff in IMU Chennai Campus”**. Both the above said sealed envelopes should be put in a third envelope sealed and superscribed **“Tender for Providing Outsourcing Services in the form of Academic Support Staff in IMU Chennai Campus”**.

The Technical bid envelop shall include the following documents.

- i) EMD – in the form of DD in favour of "INDIAN MARITIME UNIVERSITY, CHENNAI" payable at Chennai
- ii) Turnover for last three years duly certified by a Chartered Accountant.
- iii) Work completion certificates of similar nature of work executed in last 03 years.
- iv) Latest Solvency certificate issued by Scheduled / Nationalized Bank
- v) EPF & ESIC Registration with copies of payment challans of last 6 months.
- vi) Bank details of the firm (required to return EMD after award of contract).
- vii) Technical bid document -Volume I with the signature of the tenderer at the lower right hand corner in all pages.

All the documents should be duly notarized or self attested. Original document must be produced for verification, when demanded. In case Indian Maritime University requires any clarification, then the bidder has to produce all the required details within stipulated time period.

The second envelope containing "Financial bid" shall contain only the price bid as per the proforma.

The tenderer should quote his offer as item wise rate at the appropriate place in Financial bid envelope. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional. Conditional bids are liable to be rejected summarily.

Tenderers downloading tender document should submit necessary tender fee in the form of D.D. in favour of **"INDIAN MARITIME UNIVERSITY, CHENNAI,"** payable at Chennai, along with other required documents as mentioned above.

The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected.

4. The tenderer should write the rates of all the items mentioned in the bill of quantities in figures as well as in words. The amount for each items and the total bid amount should be worked out. In case of arithmetic mistakes in calculations of amounts and total, the rates of individual items will be considered as final. In case of discrepancies between the rates written in words and rates written in figures, the rates written in words will be considered as final.
5. IMU reserves the right to accept or reject the tender if the tenderer fails to submit the documents as per clause 3 of this section.
6. **Security Deposit**
Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). Since, the EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of **"INDIAN MARITIME UNIVERSITY, CHENNAI,"** Payable at Chennai, within ten (10) days of receipt of work order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. In addition to the ICD, 5% of bill amount will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 10 days of receipt of work order the same will be recovered from 1st RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.
7. The Price bids shall be exclusive of GST as may be applicable and is to be paid by the contractor for satisfactory completion of work and any claim for any extra payment on any such occasion shall not be

entertained. Bidders are required to furnish GST Registration Certificate and the tender is to be submitted with their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate. All statutory payments of Govt. duties such as ESIC/EPF etc. have to be borne by the contractor. It may kindly be noted that IMU-Chennai Campus GST Registration no. is **33AAAI2610K3Z2**.

8. **The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India**, as applicable for providing outsourcing manpower as on the date of issue of this Tender. ESI, PF and Bonus should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

However, if there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the currency of the contract, then for providing outsourcing manpower:

- (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
 - (ii) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.
9. Deductions on account of Income tax as applicable from time to time will be made from all bills whether running or final and certificate of deductions will be given to the contractor.
10. The entire work shall be carried out under the supervision of the staff/person employed/deputed by IMU.
11. The period of contract will be 01 year initially. The work order will be issued for twelve (12) months and further subject to another 02 extensions/renewals of 1 year each after reviewing the performance of the contractor and the work, at the sole discretion of IMU, subject to the satisfactory performance, payment of revised minimum wages (if any) & mutual consent. The Rate/ Price quoted by the tenderer must be exclusive of GST rates (applicable extra on prevalent rates) and the conditions governing minimum wages shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

12. Eligibility Criteria:

a) **ESI & EPF**

Tenderer should have E.P.F. & E.S.I.C. Registration and the firm shall submit copies of payment challans of last 6 months.

b) **Solvency**

Should have latest solvency certificate of not less than Rs.15,00,000.00 (Rupees Fifteen Lakh only) from any Nationalized or scheduled bank.

c) **Experience**

Should have carried out and completed similar works in Central Government/State Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Universities (Central, State, deemed to be status institutions)/ Banks/ Public Limited Companies etc. during last 03 years (period ending 31st March, 2018).

It must be noted that experience for ongoing works or incomplete works i.e. after the cut-off date of 31.03.2018 (mentioned above) shall not be counted for the purpose of three years' experience.

[Mode of Proof: Copy of agreement/Work Order & completion certificate or any similar documentary proof]

- i) at least 1 Work of similar nature costing 80% of estimated cost
OR
- ii) at least 2 Works of similar nature costing 60% of the estimated cost
OR
- iii) at least 3 Works of similar nature costing 40% of the estimated cost.

'Similar' work means providing outsourcing manpower services required under this tender.

d) **Turnover**

Should have had annual turnover of 50% of estimated cost in each year during the last 03 years period ending on 31st March 2017.

[Mode of Proof: Annual Accounts duly certified by Chartered Accountant /Income Tax Returns. It shall be IMU's prerogative to decide whether the document produced is valid evidence or

not and to call for additional proof if required].

e) Self-declaration regarding blacklisting status of firm

The firm is required to submit a self-declaration on the letter head that the firm has not been black listed during last 3 (Three) years (i.e. the period up to 31.03.2018) by any government department / agency on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Mode of proof: Self Declaration to this effect]

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

The Bidder must possess **ALL** the above mentioned 05 Qualification Criteria. If the bidder does not possess even one of these, he shall stand disqualified and his bid will not be taken up for evaluation. The details of services provided as stated above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

14. Evaluation Criteria:

The tender for providing outsourcing manpower services in the form of Academic Support Staff at IMU Chennai Campus is consisting of providing following manpower:-

S. No.	Name of the post	Outsourcing manpower requirement (in no.)
1	Hostel warden	4
2	Library Assistant	1
3	Senior Programming Assistant (Software)	1
4	Junior System Administrator	1
5	Senior Technician (Computer Lab)	2
6	P.T. cum Swimming Instructor	1

As provided in the price bid format (Volume-II), the prospective bidders have to quote the price for the entire manpower requirement and the L-1 firm shall be decided on the basis of grand total amount

quoted and work will be awarded accordingly.

The Price bid is to be quoted after considering **Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India**, as applicable for providing outsourcing manpower as on the date of issue of this Tender. ESI, PF, Bonus & other statutory requirements (for providing outsourcing manpower) should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

In addition to the above, the bidders may note that the applicable GST rates will be paid separately.

The amount quoted for providing outsourcing manpower services must be inclusive of all factors including manpower engagement, contractor's service charges and all other costs involved in execution of contract as per tender terms and conditions etc.

No ambiguity should be there in the quoted price and the rate must be strictly as per the price bid format.

**SIGNATURE OF TENDERER
NAME AND ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

SECTION-II

GENERAL CONDITIONS OF CONTRACT & OTHER DETAILS

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

1.1. The contractor will be asked to furnish IMU- CC the details of the Manpower (bio-data, identification proof, qualifications etc.) to be posted. IMU- CC reserves the right to reject any person posted in IMU- CC without assigning any reason.

1.2. Details of the Manpower required are as below:-

S. No.	Name of the post	Outsourcing manpower requirement (in no.)
1	Hostel warden	4
2	Library Assistant	1
3	Senior Programming Assistant (Software)	1
4	Junior System Administrator	1
5	Senior Technician (Computer Lab)	2
6	P.T. cum Swimming Instructor	1

The list is indicative only, IMU – CC reserves the right to vary the total number of persons to be deployed and also individual allocation to various places of IMU- CC will be decided by Director IMU-CC after award of work.

1.3. The specified number of personnel is to be deployed on all days except on one day weekly off and 12 National Holidays as would be communicated by IMU – CC and the responsibility for providing necessary relievers, whenever any employee is on leave or absent vests with the contractor. No additional payment would be made for providing relievers since leave wages is already included in the contract.

1.4. Working hours: The working hours will be intimated at the time of award of contract.

2. SCOPE OF WORK & QUALIFICATIONS (as provided in Section-IV):

2.1. Hostel Warden

2.2. Library Assistant

2.3. Senior Programming Assistant (Software)

- 2.4. Junior System Administrator
- 2.5. Senior Technician (Computer Lab)
- 2.6. P.T. cum Swimming Instructor

3. TENDERER'S REPRESENTATIONS AND WARRANTIES

The selected bidder hereby represents warrants and confirms to the IMU- CC that:-

- 3.1. The firm has the necessary skills, knowledge, experience, expertise, required capital net worth, adequate and competent staff, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the Agreement and to the satisfaction of IMU- CC, provided, however, that IMU- CC's judgment as regards the quality and skills of the Bidder and its Staff shall be final and binding on the Bidder.
- 3.2. The personnel deployed by the service provider for the job shall meet the following requirements:
 - i. Should be medically, mentally & physically fit, sincere, active and energetic
 - ii. Should not have any criminal records
 - iii. Should possess good conduct and discipline
 - iv. Aged between 21-45 years (as per Matriculation certificate) except in the case where it is specifically mentioned in tender document
 - v. Should have knowledge of English, Hindi & Tamil language and knowledge of English to the level that they are able to understand instructions imparted in English.
- 3.3. The execution of the Agreement and providing services hereunder by the bidder to IMU- CC does not and will not violate, breach any covenants, stipulations or conditions of any Agreement, Deed entered into by the bidder with any third parties.
- 3.4. Bidder shall abide by all laws of the land including, Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government), Companies Act, Tax Deduction liabilities, Welfare measures of his employees and all other obligations applicable to this contract regardless of whether such obligations enumerated and defined herein, any such onus shall be the exclusive responsibility of the bidder, and it shall not involve the IMU- CC in any way whatsoever.
- 3.5. There shall not be any Master-Servant or Employer-Employee relationship or any legal or Contractual relationship between the

University Campus 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 - CC, are the responsibility of the contractor and shall be solely complied with and met by the contractor. IMU - CC 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 - CC for loss, if any, suffered by / penalty imposed on IMU - CC in this regard.

- 3.6. 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.
- 3.7. In the event of any losses or damages to any Properties or effects of University Campus 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.
- 3.8. Personnel's deployed are prohibited from photography or exhibition of any sort unless specifically instructed by IMU - CC. The personnel so engaged are also prohibited to divulge official information/secrets of IMU-CC, other than available under public domain.
- 3.9. They should not be doing any private work during duty hours. They are also prohibited from unauthorised stay inside their working area after duty hours.
- 3.10. In any case of grouping or forming assembly, strikes, gheraoes, 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 - CC may

ask the service provider to replace any personnel, if found involved in such activity.

- 3.11. Manpower engaged shall be given proper training by the Contractor.
- 3.12. The selected Bidder shall arrange to have a Branch Office in Chennai, if not already existing.
- 3.13. The attendance of Outsourced workers has to be maintained in a Bio-metrics attendance system. The machine will be installed, maintained and managed by the bidder at their own cost. The biometric report has to be submitted to IMU-CC on monthly basis.

4. TENDERER'S COVENANTS

- 4.1. The selected Bidder will issue detailed working instructions to their employees which should have prior approval of the Director, IMU-CC. This, inter-alia, implies that each individual should know and execute his responsibilities, as per the instruction issued to them by IMU-CC. The administrative issues like leave, weekly off, discipline etc. of the employees are the responsibility of the contractor.
- 4.2. The contractor shall supply ID-cards to the persons engaged by him. The IMU - CC may not allow any employee to enter the IMU - CC Premises without ID Card.
- 4.3. Manpower on off duty will not be allowed to visit any duty points.
- 4.4. The right to increase/decrease the strength of Manpower posted at any time rests with the IMU - CC. The service provider should furnish two copies of the bio-data. The Service Providers are advised to read the bio-data carefully before submitting.
- 4.5. On their first deployment in the campus, no Personnel will be allowed to attend the duty without approved bio-data and without uniform, if applicable and all other accessories to be provided to them by the service provider.
- 4.6. The service provider should furnish to the IMU - CC the bio-data of any changes of the personnel posted in the IMU - CC within 24-hours of the deployment. IMU - CC reserves the right to reject any person posted in IMU - CC without assigning any reason. In such case the firm has to deploy the replacement within 24 hrs.
- 4.7. No Personnel can be deployed in IMU - CC :
 - a) against whom any police complaint (FIR or Diary) has been/was filed
 - b) against whom any disciplinary action is initiated,

- c) who is/was terminated on grounds of misconduct/misbehaviour by any employer/ outsourcing agency.
- 4.8. The antecedents of personnel deployed should be verified by the service provider from local police authority. **Police verification** report is needed to be submitted to IMU - CC within 60 days of commencement of contract. Medical Certificate of the deployed personnel should be produced indicating that they are medically, mentally & physically fit for deployment.
- 4.9. A separate Daily Attendance Register in addition to biometric attendance should be maintained by the Bidder. The attendance register should be put up to Deputy Registrar (Admin) for signature and verification on daily basis and/or whenever instructed.
- 4.10. In case of any loss / damage caused, not due to natural calamities, or an Act of God, to the property of the University where the complicity or laxity of the Manpower of the Contractor is suspected, a joint enquiry will be held to fix the responsibility and determine the quantum of compensation to be paid by the contractor. In this regards, the decision of the Director, IMU - CC will be final and binding on both parties.
- 4.11. Food and Accommodation arrangements for the service provider's personnel will not be provided by IMU - CC.
- 4.12. The selected Contractor shall be responsible and liable for, and keep IMU -CC indemnified, safe and harmless at all times, against:-
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 - CC directly or indirectly by reason of:-
- a) 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
 - b) any theft, robbery, fraud or other wrongful act or omission by the Contractor and / or any of his Staff.
- 4.13. 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 - CC 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 - CC and concerned authorities immediately of any serious or fatal accident. No amount will be reimbursed to the contractor by IMU - CC, in this regard.

- 4.14. The Contractor shall be responsible for the good conduct and behaviour of his employees. In the event of any misdemeanour like sleeping during duty, non observance of orders, being under the influence of liquor/drugs or indecent or insolent behaviour by any staff found misbehaving with the staff members / students of IMU - CC or found abetting with another person in any sorts of misdeeds, the service provider shall terminate the services of such of his employees on the recommendation of the Director or any other officer designated by the Director of IMU - CC. In all the above terminations, the contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU - CC, failing which it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU - CC will be imposed. The Contractor shall issue necessary instructions to its employees to act upon the instructions given by the Director or persons authorized by the Director, IMU - CC.
- 4.15. 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 - CC from time to time, relating to the Manpower Services.
- 4.16. All correspondences regarding payment of bills or any other matter shall be done only with the Director, IMU-CC or the officer designated.

5. GENERAL CONDITIONS

- 1) The contractor should not sub-contract fully or partly the tendered work to any other person/firm.
- 2) The tenderer must pay the minimum wages to their workers as per the central labour commission rules & regulation in force from time to time.
- 3) The various records maintained under various labour legislations, should be maintained and should be made available for scrutiny as and when required by the University or by any other Statuary Authorities.
- 4) The University or his representative may terminate the contract at its discretion, at any time, in case of unsatisfactory service and

non-rectification of any such deficiency, even after the communication from Office of Deputy Registrar (Admin), IMU Chennai Campus.

5) **Injury to person**

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

6) INDIAN MARITIME UNIVERSITY-Chennai Campus, shall have right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from him or their wages which are not justified by their terms of the contract or non observance of the regulations.

7) Under the provision of the Minimum Wages Act, 1948 and the minimum wages (central) rules, 1950 the contractors is bound to allow or cause to be allowed to the labourers directly employed in the works one day's rest for six days continuous work. The minimum rate wages shall include payment of such working day or rest. In the event of default by the contractor, the IMU shall have the right to deduct the sum or sums not paid on account of wages for weekly holiday to any labourers, and pay the same to the persons entitled thereto from any money due to the contractor by the IMU Chennai.

8) The contractor shall be primarily liable to all applicable statutory payments to be made under, and for the observance of the regulations without prejudice to the University's right to be indemnified from its contractor.

9) **Termination of Contract:**

The competent authority of IMU accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases :

- a) If the contractor have been given by Deputy Registrar (Admin) a 7 days notice to rectify, reconstruct or replace any defective work and in the opinion of Deputy Registrar (Admin) that the contractor will be unable to complete the work and secure completion of the work by the date of completion.
- b) If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.
- c) If the contractor commits breach of any of the terms and conditions of the contract.
- d) If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. The Director on behalf of IMU shall take action as under:
 - i) To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU.
 - ii) To carry out the balance work through another agency and recover the balance amount arising out of difference between the later rate and former rate from the original selected tenderer, from any amount payable to him including Earnest Money, any bills payable, Security Deposit or any amount payable to him for any other work.
 - iii) To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by auction on account of contractor at his risk and cost.

10) Settlement of Disputes:

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

- 11) Conditional tender will be rejected without assigning any reason.

12) Fire Precaution:

The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.

- 13) The contractor has to obtain CAR policy before commencement of the work and he should pay ESI and EPF contribution against the workers engaged by him and challans should be submitted along with the monthly bills for release of payment.
- 14) No mobilization advance will be given to the contractor.
- 15) If the contractor violates security rules and regulations of the University, a penalty up to 2.0% of the work order amount will be recovered from their dues on each occurrence.
- 16) IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work or to call any agency for negotiation without assigning any reason and without giving any reference to anybody and also to divide the work among two, three agencies.

I say and declare that I will carry out the work as per the conditions of contract attached to the said tender.

**SIGNATURE OF TENDERER
NAME AND ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

SECTION-III
TERMS OF PAYMENT

- 1) No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 2) The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the IMU-Chennai Campus GST Registration no. **33AAAI2610K3Z2**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. Monthly bill will be paid as per scope of work and amount of incomplete work will be deducted from the total monthly bill as specified in section-VI, Details of Penalties.
- 3) The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.
- 4) Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged in IMU, Chennai site and the said statement should be submitted along with bill to University.
- 5) The total security deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded after 60 days of completion of the contract after adjusting all dues. It must be noted that Security deposit shall be refunded only after submitting all dues clearance certificate from each manpower engaged. If the application for refund along with no pending dues certificate is not received within three years, the amount will be credited to University account and thereafter no claim will be entertained.
- 6) Income Tax will be recovered at the prevailing rates from the bills payable to the contractor.
- 7) Wages of outsourcing manpower shall be paid in their bank account through bank and necessary bank statement & Xerox copy of details of payment made to each manpower shall be produced to University along with the monthly bill for releasing the payment by IMU. In the absence of the payment proof in form of bank statement, payment will not be released. The contractor is also bound to make the payment to the manpower on or before 10th of every month. In case

there are official holidays during the period of disbursement of wages, then the salary must be paid by the contractor before 10th date of that particular month. In no case, the salary disbursement be delayed beyond 10th date, otherwise, the penalty as per the tender terms will be levied on the contractor.

- 8) Anti-Profiteering clause : The Contractor must agree unconditionally that any benefit arising, either directly or indirectly, out of implementation of GST is mandatorily passed on to Indian Maritime University, Chennai Campus.
- 9) In the event of any dispute over this contract between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

**SIGNATURE OF TENDERER
NAME AND ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

SECTION-IV
SCOPE OF WORK

(For providing outsourcing manpower services in form of Academic Support Staff as per the details provided in Section-II)

S. No.	Name of the post	Qualifications & Scope of work
1	Hostel warden	<p>A serving/retired personnel of the rank of Petty Officer in Seaman branch from Indian Navy/ Coast Guard (or) Havildar from Indian Army (or) Sergeant in Indian Air Force with age not exceeding 50 years.</p> <p>The scope of work primarily includes cadets' discipline and proper conduct inside the campus. It is warden's duty to ensure that no ragging or act of indiscipline in any form is being allowed among the cadets. They have to strictly ensure that the cadets undergo morning & evening physical trainings, parade & sports activities, for which the daily attendance of cadets will be submitted to Hostel Officer-In-Charge, which thereafter will be entered in the computer system for further submission to higher authorities. In addition they have to ensure proper fall-in of cadets for academic classes with proper uniform/haircut and night roll call. They also have to ensure that the hostel premises, rooms and toilets are cleaned properly by the housekeeping and maintenance staff. They are responsible for all the fixed assets of the hostel and for proper maintenance of the appliances/ equipment in hostel premises. Hostel wardens must also be present in rotational shifts in the dining hall/mess throughout the meal timings and to ensure proper discipline and decorum. They are also required to assist in serving of notices to the cadets; in the display of circulars and notices on notice boards and in distribution of Books, uniforms & accessories, sports items etc. to the cadets and maintain distribution records duly</p>

		signed by the cadets. They are also responsible for conducting guard of honour to the VIPs, staying arrangements for guest cadets/ students, auditorium sitting arrangements and discipline of cadets inside the auditorium during academic or cultural activities. No cadet is allowed to indulge in playing of loud music, gambling, fighting, smoking, drinking liquor or using drugs inside the hostel premises and it is also required to be ensured that no outsider stays inside the hostel. In addition to the above, they have to carry out all or any other additional duties as assigned by the Competent Authority from time to time.
2	Library Assistant	<p>A person holding Bachelor's degree in Library & Information Science with not less than 55% marks or its equivalent grade. Experience of handling University/College Library in equivalent position is desirable. The age must not exceed 45 years.</p> <p>The detailed scope of work will be provided at the time of awarding the contract.</p>
3	Senior Programming Assistant (Software)	<p>A person holding M.E./M.Tech. degree in Computer Science & Engineering/ Information Technology with First class (or) B.E./B.Tech. degree in Computer Science & Engineering/ Information Technology (or) M.C.A. with First class or its equivalent grade with three years experience in a reputed industry/organization/institute. The person must have three years experience in software administration (development and maintenance)/ database administration/ network management/ maintenance of computer centre. The age must not exceed 45 years.</p> <p>The detailed scope of work will be provided at the time of awarding the contract.</p>
4	Junior System Administrator	<p>A person holding B.Sc./B.E./B.Tech. degree in Computer Science &/or Engineering/ Information Technology (or) M.C.A. with at least 55% marks or its equivalent grade. The person must have one year experience in installation/ operation/</p>

		<p>maintenance of computer systems/ software/ hardware. The age must not exceed 45 years.</p> <p>The detailed scope of work will be provided at the time of awarding the contract.</p>
5	Computer Lab (Senior Technician)	<p>A person holding B.E./B.Tech. degree in Computer Science & Engineering/ Information Technology (or) M.C.A. with at least 55% marks or its equivalent grade. The person must have three years experience in installation/ operation/ maintenance of computer systems/ software/ hardware. The age must not exceed 45 years.</p> <p>The detailed scope of work will be provided at the time of awarding the contract.</p>
6	P.T. cum Swimming Instructor	<p>A serving/retired personnel of the rank of Petty Officer from Physical Training Branch (or) Petty Officer from Seaman branch with Life Guard certificate from Indian Navy/ Coast Guard with age not exceeding 50 years.</p> <p>The detailed scope of work will be provided at the time of awarding the contract.</p>

**SIGNATURE OF TENDERER
NAME AND ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

SECTION-V
DETAILS OF PENALTIES

S.No.	Default	Penalty
1	Employees not wearing neat and formal dress	Rs.500 per day per person
2	Employees absent from duty	Rs.1,500 per day per staff
3	Non - payment / disbursement of wages in the bank account of the outsourcing manpowers before stipulated date i.e. 10 th date of every succeeding month	5% of total monthly bill amount will be deducted for each delayed day in disbursement of wages to the labours

SIGNATURE OF TENDERER
NAME AND ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY

SECTION-VI
FORMS

1. FORM OF TENDER

To
THE DIRECTOR
INDIAN MARITIME UNIVERSITY,
CHENNAI CAMPUS,
EAST COAST ROAD, UTHANDI,
CHENNAI - 600119

Sir,

1. Having perused the Scope of tender for Providing Outsourcing Manpower Services in the form of Academic Support Staff at IMU Chennai campus and we, the undersigned submit our offer to IMU and hereby specifically undertake to do the following should our tender-bid be accepted.
2. We hereby undertake to furnish an Initial security deposit in the manner set-forth in the "Instruction to Tenderers" and to commence the work at site within 10 days from the date of issue of the work order.
3. We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 30 days from the date of issue of the work order.
4. Unless and until a formal agreement is prepared and executed, our tender-bid together with work order issued by IMU-Chennai Campus shall constitute a binding Contract between us.
5. We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 90 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.

6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU or in the event of our failing to furnish the Security deposit, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 30 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU.
7. We are aware and acknowledge that IMU is not bound to accept the lowest or any tender that IMU may have received.
8. Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.
9. Should our tender-bid be accepted, we undertake to perform the work of tender for the Providing Outsourcing Manpower Services in the form of Academic Support Staff at IMU Chennai Campus at the price quoted in the Tender-bid during the stipulated Contractual period of One year from the date of the execution of the Contract and shall strictly abide by the conditions of the Tender.

Dated at Chennai thisday of 2018.

Signature in the capacity of duly authorized to sign the tender-bid for and on behalf of

(IN BLOCK CAPITALS)

WITNESS

(1)

(2)

Address

2. FORM OF POWER OF ATTORNEY

Dated:

POWER OF ATTORNEY
To whom so ever it may concern

Mr. (Name of the personnel along with father/ husband's name, residing at..... (address), acting as (Designation and name of the Firm/Company), and whose specimen signature is attested below, is hereby authorized on behalf of (Name of the Firm/Company) to provide information and respond to enquiries etc.for Providing Outsourcing Manpower Services in the form of Academic Support Staff at IMU Chennai campus. The said Mr./Ms.is hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of the above.

(Attested signature of Mr./Ms.)

For.....(Name of the Firm/Company)

Attested by Notary Public

3. FORM OF AGREEMENT

STAMP PAPER
(VALUE Rs.100)

AGREEMENT NO.OF 2018

CONTRACTOR AGREEMENT for the work of _____

_____ Article of agreement made at _____ this _____ day of the

Two Thousand _____, between INDIAN MARITIME UNIVERSITY, Chennai Campus, A central University a body established by an Act of Parliament (Indian Maritime University Act – 22 of 2008) acting through its Director or any other Officer nominated by the IMU(Chennai Campus), (hereinafter called the IMU-CC) of the one part and

_____ whose Registered Office is situated at _____ (herein after called "the contractor") of the other part.

WHEREAS

The IMU, CC being desirous of having provided and executed certain works mentioned enumerated or referred to in the Volume –I [IMU TENDER DOCUMENTS] which interalia consists of seven sections (Section I-VII) to be annexed and are designed to form part of this contract and are included in the term "CONTRACT" herein used.

AND WHEREAS

The IMU –CC accepted the tender of the contractor for the provisions and the execution of the said work at the rate stated in the schedule of quantities of works (Herein after called "Schedule of Rates") upon the terms and subject to the conditions of contract.

NOW THIS AGREEMENT WITNESS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND AS FOLLOWS

1. In this Agreement, the words and expressions shall have the same meaning as are respectively assigned to them in the conditions of Contract hereinafter referred to.

2. The documents which form part of the contract will be the **Volume-I**

[IMU TENDER DOCUMENTS] which interalia consists of seven sections (Section I-VII) and **Volume-II [CONTRACTOR'S PRICE BID DOCUMENT]** which consists schedule of quantities of work and other documents constituting the Tender and acceptance thereof. It is further agreed that the work order No. _____ dated _____ shall constitute the contract between the parties. The total amount involved in award of work shall be Rs. _____

3. In consideration of the payments to be made to the contractor for the works to be executed by him, the contractor shall and will duly provide, execute and complete the work as per the time limit mentioned in the tender documents and shall maintain the same thereafter, perform all such acts and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said work and at the times and the manner and subject to the terms and conditions or stipulations mentioned in the contract.

4. In consideration of the due provision, execution and completion of the said work, the IMU do hereby agree with the contractor that IMU-CC, will pay to the contractor in the respective amount for the work actually done by him at the "schedule rate" quoted and accepted by IMU-CC such other sums as may become payable to the contractor under the provisions of the contract such payment to be made at such time and in such manner as provided for in the agreement.

5. In consideration of the due provision, execution and completion of the said work and contractor does hereby agree to pay to the IMU the sum as may be due to the IMU for the services if any rendered by the IMU to the contractor and such other sum or sums as may become payable to the IMU-CC towards loss, damaged to the IMU equipment, material, plant and machinery including these hired to the contractor if any as set forth in the said conditions of contract, such payment to be made at such time and in such manner as provided in the contract.

6. The contractor has to deposit with the IMU-CC the sum of 5% equal value of financial limit as Initial Contract Deposit (ICD) and remaining part will be recovered from contractor by allowing the IMU-CC to deduct from the bills payable to them at the rate of 5% of amount payable to the contractor. This security deposit will be retained until the expiry of the contract and refunded after 2 month form the payment of final bill for the due observance and performance of this contract.

7. All disputes arising out of or any in connection with this agreement or concerning thereto shall be deemed to have arisen in Chennai and the same will be referred to this sole arbitrator of Director or anybody nominated by the Director, IMU -CC for his decision and his decision will be final.

8. The several parts of this contract have been read by me/us and fully understood by me/us & shall be a binding on our firm till the completion of contract period.

IN WITNESS WHEREAS THE PARTIES HAVE ACCEPTED THESE PRESENT IN DUPLICATE THE DAY AND THE YEAR FIRST AS MENTIONED ABOVE.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE

INDIAN MARITIME UNIVERSITY, Chennai Campus

SIGNATURE:

DESIGNATION: _____

In the presence of witness

1) _____ (Address)

2) _____ (Address)

SIGNED AND DELIVERED FOR ON BEHALF OF

(Signature) _____

In the presence of witness

1) _____ (Address)

2) _____ (Address)

Section-VII
TECHNICAL BID

*(First sheet shall be on the letter head and
All pages have to be authenticated at the bottom)*

- (1) E.P.F & ESIC registration with copies of Payment Challans for the last 6 months.

Yes/No.

(a) Available at which page number of Bid Document: _____

- (2) Latest Solvency certificate for Rs.15,00,000 form any Nationalized bank /scheduled bank

Yes/No.

(a) Available at which page number of Bid Document: _____

- (3) GSTIN of the firm _____

(a) Available at which page number of Bid Document: _____

- (4) Whether the bidder has carried out and completed similar works in in Central Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Central Universities during last 03 years (PERIOD ENDING 31.03.2018).

Sl. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Period of the work	Mode of Proof	Available at which page of the document
1.							
2.							
3.							

- (5) Average annual turnover for the last 03 financial years i.e. 2014-15, 2015-16 and 2016-17.

Financial Year	Turnover in Rupees (Rs. In Lakhs)	Page number of document
2014-15		
2015-16		
2016-17		

- (6) Whether the Bidder has been debarred or black listed by any Government Department / agency in the past 03 (three) years up to the period 31.03.2018 on account of fraudulent or corrupt practices or inefficient/ineffective performance?

Yes / No

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Signature with Seal of Authorized Signatory

Place: