

- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk. The Contact numbers for the helpdesk are 1800 3070 2232.

Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing nBT/F3 11.9tailed g] T

The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA

Valid Licenses
 Employee count comparison
 Minimum Wages rates vs actually paid – Sample basis
 Compliances under EPF- Sample basis
 Compliances under ESIC - Sample basis
 Payment of Overtime
 Leave as per regulations
 Holidays as per regulations
 Maintenance of Registers
 Filing of Periodical Returns
 Timely Remittances
 Maternity Benefit as per regulations

List of applicable Labour Law

The Minimum Wages Act, 1948
 The Payment of Wages Act, 1936
 The Equal Remuneration Act, 1976
 The Payment of Bonus Act, 1965
 The Child Labour (Prohibition & Regulation) Act, 1986
 The Contract Labour (Regulation & Abolition) Act, 1970
 The Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
 The Payment of Gratuity Act, 1972
 The Maternity Benefit Act, 1961
 The Employees Compensation Act, 1923
 Employment Exchanges Act
 Industrial dispute Act 1947

And all other applicable Labour laws after mutually agreed on the additional commercials if any from time to time as applicable.

Sl. No.	Description	Remarks
1	Permanent Account Number (PAN) of Income Tax in the name of the Company or in the name of Proprietor issued by competent authority.	Relevant Valid current document needs to be submitted
2	GST Registration Certificate	
3	Proof of Registered Office/Branch Office at Kolkata	
4	PF Registration Certificate	
5		

8	The firm should have minimum 10 (ten) years of experience in offering advice/consultation related to labour laws – ESIC Act, PF Act, Bonus Act, Minimum Wage Act, governing Contract Labour and matters related to statutory compliances and implementation of the Contract Labours Act, etc. The bidder must have experience of similar work in any IIMs/IITs/NITs/	Relevant Valid document needs to be submitted
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the contract; (v) failure to perform contractual obligation during the currency of the contract.

statutory obligations arising there from.

2.Compliance in obtaining approvals/permissions/licenses:

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Contact No.:

Name:

Designation:

Declaration:

1. We confirm that we will abide by all the terms and conditions contained in

To,

Date:

Dear Sir,

Ref: -