

TENDER DOCUMENT
FOR
SKILLED, SEMI-SKILLED AND
UNSKILLED MANPOWER SERVICES ON
CONTRACTUAL BASIS

ICMR – NATIONAL INSTITUTE FOR RESEARCH IN
ENVIRONMENTAL HEALTH, BHOPAL

(Indian Council of Medical Research, New Delhi)

Department of Health Research,

Ministry of Health and Family Welfare

Government of India

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ICMR - NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH

(INDIAN COUNCIL OF MEDICAL RESEARCH)

BHOPAL BYPASS ROAD, BHOURI, BHOPAL - 462030

PART – I

TECHNICAL BID

**DUE DATE FOR RECEIPT OF
QUOTATION IS ON OR BEFORE
18-02-2021 at 15.00 hrs.**

SUBJECT: QUOTATION FOR ENGAGEMENT OF AGENCY ON CONTRACT BASIS FOR HIRING MANPOWER SERVICES OF SKILLED, SEMI-SKILLED AND UNSKILLED PERSONNEL.

Gentlemen,

We intend to award Annual Contract for engagement of an Agency providing services of Skilled, Semi-Skilled and Un-skilled personnel as per table appended below with the following minimum staff. Agencies are requested to submit detailed quotation in the prescribed format **under two bid systems** in separate sealed covers i.e. **Part I- Technical Bid and Part II- Commercial Bid**, duly superscribed with our Enquiry Number, Due Date, Time and Subject, so as to reach this Institute well before the due date and time.

SN	CONTRACTUAL POSTS	CATEGORY	NOS. OF PERSONNEL	Remarks
1	Data Entry Operator (DEO) (HSc)	Skilled	1	For General Shifts
2	Laboratory Assistant (HSc, Science Stream)	Skilled	5	
3	Laboratory Technician (BSc, Science Stream)	Skilled	5	
4	Electrician / Assistant Lineman / Lineman (HSc, ITI Trade)	Skilled	2	For Shift duties
5	Driver LMV (SSC with valid Driving License)	Semi-skilled	2	
6	Mali / Beldar (SSC, ITI Trade)	Semi-skilled	1	
7	Supervisor for Housekeeping staff (SSC)	Semi-skilled	1	
8	Office Helper	Un-skilled	3	
9	Mali / Beldar	Un-skilled	3	
10	Housekeeping	Un-skilled	8	
	Total Contractual Personnel to be hired		31	
NOTE: Terms & Conditions are illustrated in enclosed sheet.				

Quotation may be submitted after inspection of site.

Yours sincerely,

Director

ICMR-NIREH, BHOPAL

CONTRACTUAL SERVICES OF SKILLED, SEMI-SKILLED AND UNSKILLED PERSONNEL

Scope of Work/Contract:

- The Housekeeping staff required for cleaning, dusting and mopping of all floors, wash rooms, Laboratories, Offices, buildings, all furniture & fixtures at ICMR-NIREH, Bhopal Campus. Maintenance of all land, gardens, cleaning of unwanted bushes, redundant trees, shrubs etc. regularly.
- The Electrician / Lineman / Assistant Lineman will have to work in shift duties and will look after operation and maintenance of Water Pump, Diesel Generator Set, Transformers, 33 kV Sub-station, UPS, LT Panel, LT Breaker, HT Breaker etc. other than work assigned by the Engineers in the campus which also includes residential quarters, guest house and hostel facilities.
- The agency will provide required numbers of Drivers on round the clock shift duty.
- The agency shall also supply Data Entry Operator (HSC level) to work in different Groups / Departments as and when required to carry out data entry work.
- The Laboratory Technicians and Laboratory Assistants with their respective qualification in the stream of Science are required to assist Technical and Scientific staff of the Institute in ongoing research activities.
- The Housekeeping Supervisor to monitor diligent services of housekeeping staff in the Institute campus, laboratories and any such area as has been detained for work.
- The Mali / Beldar required to maintain the garden area of the Institute, plantation and beautification of the overall garden area, watering to plants and upkeep of growing plants and trees, grass surroundings etc. Maintenance of all land, gardens, cleaning of unwanted bushes, redundant trees, shrubs etc. regularly.
- The Office Helper to assist in day to day activities of Administration, Director's Office and exclusively maintain sanitation and cleanliness of the Department etc.

TERMS AND CONDITIONS

- 1) Contract period will be initially for one year and extended up to three years to provide the above contractual staff at ICMR-NIREH, Bhopal campus, if services found satisfactory. Institute reserves all the rights to extend or reduce the period of contract at the discretion of the Director, ICMR-National Institute for Research in Environmental Health, Bhopal, which will be binding.
- 2) EMD amount will be considered on Grand Total of Price Bid @ 5% and Tender Fee (non refundable) amount Rs.1000/- (Rs. One Thousand only) should be submitted in separate enveloped in the form of two separate Demand Drafts drawn in favor of DIRECTOR, ICMR-NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH payable at Bhopal. Tender/Bid submitted without the EMD & Tender Fee would be summarily rejected. Micro & Small Enterprises registered under Single Point registration scheme of NSIC are exempted from payment of EMD and Tender Cost. Copy of such registration certificate may be attached.
- 3) Institute reserves the rights to terminate the contract by giving one-month notice at any time on the ground of unsatisfactory services provided by the contractor / agency or any other ground detrimental in the interest of the Institute. The Institute will be sole judge in this regards. Decision regarding whether the outsourcing staff availed on contractual basis services are effective / proper / timely maintaining etc. shall be with the Institute.
- 4) Agencies / Contractors may visit our campus on any working day between 14.00 to 16.00 hours, and quote their rates thereafter. The duly filled quotation should be accompanied by a certificate that the agency / contractor has visited the campus and understood the scope / nature of work.
- 5) Offer must be kept open at least for six months from the date of submission.
- 6) The Director, National Institute for Research in Environmental Health, Bhopal does not bind to accept only the lowest quotation and reserves the right to accept or reject any Tender without assigning any reasons. Parallel contract may also be awarded to other agency as per the discretion of the competent authority of the institute.
- 7) Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussion between the Institute and agency / contractor. The Director, ICMR-National Institute of Virology will be the final authority in resolving such disputes and his decision will be binding on the agency.
- 8) Providing proper, effective, fruitful and timely contractual personnel and their services by the agency / contractor shall be the essence of the contract. Cleanliness is a very essential part of this contract. Institute will decide the nature / scope of cleaning and its decision will be final.

- 9) Agency / contractor should possess the requisite registration license of Shop Act / Establishment, ESI, EPF, GST, Professional Tax, TDS etc., from state / central government departments as applicable from time to time. The agency / contractor will have to maintain registers / records as required under the provision of various acts and complete the formalities prescribed there under. Institute shall not be responsible in any way for any breach of these rules and regulations by the agency / contractor. The tender with service charge less than the TDS value shall not be entertained and consider for further bidding process.
- 10) Attendance muster cum wages register of personnel should be maintained duly signed with In-Out Timings by the individual contractual personnel and to be duly countersigned by the representative of the agency / contractor and ICMR-NIREH.
- 11) All employees have to be paid wages, special allowance at rates, not lesser than the minimum rates prescribed by the government under relevant rules. All the statutory payments and wages as per prevalent applicable Minimum Wages Act to its employee shall be the responsibility of the agency / contractor and the Institute shall not be responsible for any lapse on the part of the agency / contractor in this regard.
- 12) All the employees shall be covered by EPF & ESI as per the eligibility under EPF & ESI act and its revision / amendment from time to time and appropriate deductions may be made from the salary / wages as per the provision of the payment of Wages Act.
- 13) License under the provision of Contract Labour (R&A) Act have to be obtained / renewed and kept operative by the Agency / Contractor.
- 14) None of the contractual personnel / employees of the Agency / Contractor will have any right of facilities offered by the Institute to its permanent staff.
- 15) In case of loss of property due to the theft / negligence of the agency / contractor during the contract period, the cost of properties shall be borne by the agency / contractor and such loss of property shall be recovered from the monthly bills or security deposit of the agency / contractor.
- 16) A client list with their name, address and telephone numbers where the agency / contractor is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed.
- 17) The agency will deploy manpower on 8.30 hours' duty basis for six days in a week as per requirement of the Institute. If required they will be deployed on shift duties including on holidays.
- 18) The employees engaged by the agency / contractor should observe the discipline and office decorum during their course of employment.
- 19) Absence or deploying less personnel shall be liable for penal recovery from monthly bills.
- 20) Agency / Contractor should supply reliable person after thoroughly checking their personal identity with police verification of each person employed. The credential of the employed contractual staff will also be checked by ICMR-NIREH authorities. One set of verified documents must be provided for records.

- 21) The appropriate payment of wages and other benefits to the employees of the Agency / Contractor shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the Agency / Contractor shall have NO CLAIM whatsoever on the Institute.
- 22) Agency / Contractor should issue identity cards to their employees, strictly instruct them to wear clean, neat and tidy Uniform during working hours and make available for inspection at any time.
- 23) All personnel employed by the Agency / Contractor shall be medically fit at the time of employment.
- 24) The Agency / Contractor shall supply good quality uniforms to their employees and strictly instruct to wear during working hours. Any employees found improperly dressed will be treated as absent and Agency shall bind to provide immediate replacement in such cases.
- 25) Institute will not accept any claim in the event of any of the Agency's / Contractor's employees sustaining any injury, damages or loss of a life of a person either inside or outside of the Institute's premises.
- 26) In case the workers engaged by the Agency / Contractor have any grievances, the same should be resolved by the Agency / Contractor without creating any disturbance in the Institute. On the expiry of the contract the Agency / Contractor undertakes the responsibility to leave the premises in peace with all the workers without creating any disturbances to the Institute. The Agency / Contractor will be solely responsible if the employees misbehave or create problems to the Institute; such employees may be removed from his duties immediately and shall provide replacement.
- 27) Institute has a right to modify any conditions as and when required with the mutual understanding with the Agency / Contractor.
- 28) The proprietor or his nominee shall visit Institute at least twice in a month to ensure supervision and smooth functioning of the Agency / Contract.
- 29) The Agency / Contractor shall not be allowed to sub-contract any part of the contract without the prior consent of ICMR-NIREH. If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts / defaults and neglects of any sub-contractor, his agents or workmen as if they were the acts, defaults or neglects of the tenderer, agents or workmen.
- 30) In case of any ambiguity/ dispute in the interpretation of any of the clauses/ terms and condition, Director, ICMR-NIREH's interpretation of the clauses/ terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be Bhopal.

Signature, Date and Seal of the Agency / Contractor

ICMR-NIREH, BHOPAL

CONTRACTUAL SERVICES OF SKILLED, SEMI-SKILLED AND UN-SKILLED PERSONNEL

RATES / QUOTATION

- 1) The bidder has to submit the quotation in the enclosed **Annexure – I and II, Price Bid** along with statutory charges (with documentary proof in its support) and service charges. The bidder has to claim the GST as revised by the government from time to time.
- 2) Agency / Contractor shall not be entitled to any additional payment during the period of contract except revised special allowance / variable dearness allowance / basic pay etc. depending on the government orders from time to time, with permission of the competent authority.
- 3) Successful Agency / Contractor has to enter into agreement with the Institute as per detailed terms and conditions and to pay Bank Guarantee equivalent to one-month billing amount to the institute, which shall bear no interest.
- 4) The Bank Guarantee will be released to the agency / contractor on written request within a period of two months after completion and fulfilling all the liabilities of the contract.
- 5) Agency / Contractor can submit bills once in a month by 1st day of every month and payment will be made by Crossed Cheque / Demand Draft after thirty days after receipt of bill along with copy of ESI & EPF deposit list of previous month. TDS will be deducted as per prescribed rate every month. Agency / Contractor should make payment to its workers on or before 05th day of every month. The Agency / Contractor should pass on all the benefits offered by the Institute to the contractual staff and mandatorily make the payments to the staff through electronic bank transfer only and issue monthly pay slips separately.
- 6) Criteria for shortlist will be exclusive of GST.
- 7) The Agency / Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS @ 2% (current rate) on the total bill as Income Tax as per provision of the Income Tax Act, or as applicable from time to time. Apart from this, the Contractor shall also pay GST on the gross bill, if applicable, at the rates as applicable from time to time. The Contractor will submit a copy of the receipt to the office of the Director ICMR-NIREH, Bhopal.
- 8) All Tenders must be sealed and super scribed on the cover along with attested valid copies of their Labour Contract License, Shop Act / Establishment Certificate, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return / clearance Certificate, Present Client List along with satisfactory experience certificate and Profile of the agency. The above said documents are mandatory, failing which agency / contractor shall be treated as disqualified.

- 9) Offers made on conditions like “subject to execution” or “taxes as applicable” or such other vague conditions are likely to be ignored. Hence specific mention of conditions in the quotations must be ensured.
- 10) Agency / Contractor should submit their all documents mentioned in below acceptance form. The Agency / Contractor will be scrutinized by the committee for opening of commercial bid on the basis of their eligibility criteria.
- 11) The Agency / Contractor shall abide by this terms & conditions of ICMR-NIREH, Bhopal. No other terms & conditions of the Agency / Contractor are binding on ICMR-NIREH, Bhopal.

Acceptance from agency / contractor:

I have gone through the Terms and Conditions of the tender documents and the same are acceptable to me. I know that the Liveries / Uniforms of good quality are to be provided by me at my cost to all the staffs engaged in this contract. I have given the price bid / quotation after visiting / confirming the nature of work in National Institute for Research in Environmental Health, Bhopal.

Place: Bhopal

Signature :

Date:

Name of the
Proprietor :

Seal :

Enclosures:

Copies of the documents tick marked as (✓) hereunder, have been attached:

- () 1. Copy of valid Labour Contract License issued from the competent authority
 - () 2. Copy of valid Shop Act License / Establishment Certificate.
 - () 3. Copy of E.P.F. registration with Code No.
 - () 4. Copy of E.S.I. registration with Code No.
 - () 5. Copy of valid GST Registration Certificate.
 - () 6. Copy of valid Professional Tax Enrolment Certificates.
 - () 7. Copy of Agency & Proprietor PAN Cards.
 - () 8. Copy of the three years latest Income Tax Return / Clearance Certificate.
 - () 9. List of present client list along with contact details and copies of agreements.
 - () 10. Others. (Please specify)
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PART – II

COMMERCIAL BID

Agency / Contractor Details Form

Sub: Quotation for engagement of Agency on contract basis for “Skilled, Semi-Skilled and Un-skilled employees” at NIREH, Bhopal.

SN	Description	Details
1	Complete Name, Address, Telephone Nos. and E-mail Id of the agency	Name: Address: Tel. E-mail Id:
2	Name of the owner / proprietor / contact person with Designation and contact details	Name: Designation: Mob. No. E-mail Id:
3	Labour Contract License No. (Attach Proof with LIN No)	
4	Shop Act License No. (Attach Proof)	
5	PAN of the Proprietor and Agency (Attach copy of latest IT return)	Proprietor PAN: Agency PAN:
6	E.P.F. Registration / Code No. (Attach Proof)	
7	E.S.I. Registration / Code No. (Attach Proof)	
8	GST Registration No. (Attach Proof)	
9	Professional Tax Registration No. (Attach Proof)	
10	Total number of years’ experience in the same service providing.	

Signature, Date and Seal of the Agency / Contractor

Bill of Quantities

Cost breakup

Name of Work: Quotation for engagement of agency on contract basis for “Skilled, Semi-skilled and Un-skilled services” at NIREH, Bhopal.

SN	Description	Rate Per Month in INR	SKILLED MANPOWER				SEMI-SKILLED MANPOWER			UN-SKILLED MANPOWER		
			Lab Techn	Lab Asst	Electrician / Linemen / Asst. Linemen	DEO	LMV Driver	Mali / Beldar	Supervisor For House Keeping Staff	Office Helper	Mali / Beldar	House-keeping
1	2		3	4	5	6	7	8	9	10	11	12
I	Mandatory Payment as per Government norms											
	Per person											
a	Basic											
b	VDA / Special Allowance											
c	Any other allowance as per govt. norms											
A	Total (I) (a+b+c)											
II	Mandatory allowances as per Govt. norms (on 2 above)											
a	EPF @ 13.15%											
b	ESI @ 4.75%											
c	Bonus @ 8.33%											
d	Any other mandatory provision as per govt. norms											
B	Total (II) (a+b+c+d)											
C	Total (A+B)											
D	Required Quantity		05 Nos.	05 Nos.	02 Nos.	01 No.	02 Nos.	01 No.	01 No.	03 Nos.	03 Nos.	08 Nos.
E	Grand Total (-) (C X D)											

(*) Please round off to nearest rupee.

Signature, Date and Seal of the Agency / Contractor

PRICE BID

Name of Work: Quotation for engagement of Agency on contract basis for Skilled, Semi-Skilled and Un-skilled manpower services at NIREH, Bhopal.

SN	Description	Percentage	Amount (INR)
1.	Labour Cost as per as defined in Bill of Quantities		
2.	Service Charges to be paid over one above towards CP & OH which also includes tools and plants, training, Liveries, washing allowance, labour welfare / leave salary, any other payment to workers and miscellaneous expenditure of the contractor etc.		
3.	Total (1 + 2)		
4.	GST (on 3 above)		
5.	Other mandatory tax, if any (on 3 above), attach proof		
	Grand Total (* (3 + 4 + 5)		

(*) Please round of to nearest rupee.

Note: -

- 1) The rate quoted for service tax/other mandatory tax shall be filled up as applicable as per rule.
- 2) The service charges shall be filled up in percentage and amount both. Payment shall be made to the agency on the basis of rates in price bid quoted by the firm. The tender with service charge less than the TDS value shall not be entertained and consider for further bidding process.
- 3) If there is a difference of amount in words and numerical numbers, the lesser one will be considered.

Signature, date and Seal of the Agency / Contractor