

आयसीएमआर-राष्ट्रीय प्रजनन स्वास्थ्य अनुसंधान संस्थान  
ICMR-NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE HEALTH  
भारतीय आयुर्विज्ञान अनुसंधान परिषद  
(Indian Council of Medical Research)  
जे.एम. स्ट्रीट, परेल, मुंबई 400012  
J.M. Street, Parel, Mumbai-400012.

Tender No.: -C-11011/15/2013-Admn (Part-III)

Date: 17-11-2020

## Tender Notice

The Director, ICMR-National Institute for Research in Reproductive Health, Parel, Mumbai invites Tenders for outsourcing of **Data Entry Operators** and **Attendant (Services)** to work as Housekeepers for a period of one year (extendable yearly) as per Rule 198 of General Financial Rules (GFR) 2017 from the reputed, registered and government approved manpower providing Agencies /Firms/Companies having relevant experience. Tender form may be obtained from the Director, ICMR-NIRRH or can be downloaded from the website [www.nirrh.res.in](http://www.nirrh.res.in) or [icmr.nic.in](http://icmr.nic.in). Duly completed and sealed tender along with a Demand Draft of Rs. 50,000/- (Rupees Fifty Thousands Only) as Earnest Money Deposit may be submitted to the Director, ICMR-NIRRH, J.M. Street, Parel, Mumbai-400012 so as to reach on or before **08<sup>th</sup> December 2020, 11.00 AM** and the same will be opened on **08<sup>th</sup> December 2020** in the presence of tenderers at **3.00 PM** The Director, ICMR- NIRRH reserves the right to reject any one or all the tenders without assigning any reason thereof.

*Somahak*

Director  
ICMR-NIRRH, Mumbai

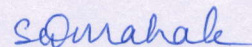
NOTICE INVITING TENDER (NIT)

1..	Tender submission start date:	18 <sup>th</sup> November 2020
2.	Last Date and Time for Submission of Tender:	08 <sup>th</sup> December 2020 before 11.00 AM
3.	Address for submission of bid documents/location of tender box. :	Administration Section, ICMR -National Institute for Research in Reproductive Health, J.M. Street, Parel, Mumbai-400012
4.	Duration of Contract:	One year an extendable upto 3 years.
5.	Earnest Money Deposit (EMD):	Rs. 50,000 /- (Rupees <u>Fifty Thousands</u> Only)
6.	Schedule and venue of Opening Bids:	08 <sup>th</sup> December 2020 at 3.00 PM. At ICMR-National Institute for Research in Reproductive Health, J.M. Street, Parel, Mumbai-400012

**Detailed tender notice can be downloaded from the website of the Institute at:**

[www.nirrh.res.in](http://www.nirrh.res.in) or [icmr.nic.in](http://icmr.nic.in)

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with ICMR-NIRRH without any obligation or liability whatsoever.



Director  
ICMR-NIRRH, Mumbai

## GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS

- 1) ICMR-NIRRH invites Open Tender Enquiry (OTE) for hiring of manpower at ICMR-NIRRH. Bid (along-with supporting documents) and Earnest Money Deposit (EMD) (in form of a Demand Draft drawn in favour of “Director, ICMR-NIRRH” payable at Mumbai shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed ‘Bid for hiring of manpower at ICMR-NIRRH’ All the pages of this tender document along with applicable Appendices (duly signed and stamped by the authorized signatory of the bidder).
- 2) The Price Bid as per the format Appendix ‘B’ with this tender document, should be duly filled, stamped and signed by the authorized signatory of the bidder and sealed in a separate envelope with ‘Price Bid for hiring of manpower at ICMR-NIRRH written over it along with duly filled Appendix ‘A’, Appendix ‘D’, Appendix ‘E’, Appendix ‘F’ and Appendix ‘G’.
- 3) The bid shall be send to Director, ICMR-National Institute for Research in Reproductive Health, J.M. Street, Parel, Mumbai by post/hand delivery before due date.
- 4) The bids shall be opened on 08 December 2020 at 3.00 PM at ICMR-NIRRH, J.M. Street Parel, Mumbai-12.
- 5) ICMR-NIRRH reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
- 6) The tender for hiring of manpower at ICMR-NIRRH, Mumbai shall initially be awarded for a period of three months from the date of issue of work order. After successful run of service for a period of three months and delivery of essential contractual obligations, the contract may be extended further for 9 months to complete one year. The contract may thereafter be extended on a year to year basis for a period of two years (maximum 3 years in total) based on mutual agreement and subject to providing satisfactory service by the bidder to ICMR-NIRRH, Mumbai. The option to extend contract beyond the initial three months or beyond the initial first year shall be solely depend upon Director, ICMR-NIRRH, Mumbai. It may also be noted that the rates quoted by the bidder, terms & conditions of the tender document shall remain unchanged throughout the contract.
- 7) For any query/clarification please contact Section Officer, Administration, ICMR-NIRRH, Mumbai during working hrs on phone no. 022-24192118 and at [tenders@nirrh.res.in](mailto:tenders@nirrh.res.in). bidders can seek clarifications only till the date of bid meeting. No query / input from bidders will be addressed from the point of view of modification in ICMR-NIRRH, Mumbai requirement after the bidding is over.
- 8) Bidders are invited to participate in the bid opening meeting scheduled on 8<sup>th</sup> December 2020 at 3.00 PM at ICMR-NIRRH, J.M. Street, Parel, Mumbai. In case the bid meeting is not held on the due date due to unavoidable reasons, the new schedule will be announced on ICMR-NIRRH website. The bidders must submit their bidding

documents prior to 08<sup>th</sup> December 2020 before 11.00 AM. No request of participation will be entertained after that.

9) Earnest Money Deposit: - EMD of Rs. 50,000 shall be chargeable as bid security. The EMD will be released after receipt of Security Deposit from the successful bidder without any interest. The EMD will be returned to the unsuccessful bidders after the award of contract without any interest. Bidders will have to collect the same from Section Officer, Administrative Department ICMR-NIRRH, Mumbai. The EMD will be forfeited in the following conditions: -

- a) If a bidder withdraws his bid during the period of bidding process before the finalization process.
- b) In case of any lapse/default in honouring the terms and conditions at any stage after submitting the tender.
- c) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Security Deposit in accordance with the terms and conditions of the contract.
- d) If the bidder varies or modifies its proposal in a manner not acceptable to the ICMR-NIRRH after opening of Bid during the validity period or any extension thereof.
- e) If the bidder tries to influence the evaluation process or engages in canvassing.

10) Minimum eligibility Criteria. ICMR-NIRRH, Mumbai has set up minimum eligibility criteria for the bidders. All bidders must meet following criteria before they apply for the bid. The bidders meeting the criteria must enclose their supporting documents along with the bid: -

Sl. No.	Criterion	Documents to be provided
a)	The bidder shall be a company or partnership registered under the respective Indian acts i.e. Companies Act -1956, The Partnership Act – 1932 or a Proprietor, having their registered offices in India.	Copy of Certificate of incorporation for company, Partnership deed for partnership bidder and registered office document for the proprietor. All entities are to submit their bank details.
b)	Bidder should be registered with Income Tax and Goods & Service Tax departments	a) Attested copy of PAN/GIR Card b) Attested copy of Goods & Service Tax registration certificate in respect of providing manpower services.
c)	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as per Appendix “E”
d)	Bidder should have minimum 3 years’ experience in providing manpower service at any ICMR Institute or any other equitable research/ educational institutions /	Certified Work/ Supply Orders/ Agreements for the award of contract for providing manpower service.

	government organisations / reputed corporate entities.	
e)	At least 3 Successfully completed manpower service similar in scope and size as of the work at NIRRH, Mumbai at any ICMR Institute or other equitable research/ educational institutions/government organisations/ reputed corporate entities.	Satisfactory Work Completion Certificates of Works, similar in scope and size as of the work at NIRRH, Mumbai. For this, Satisfactory work Certificate of this requested to be sent to along with tender documents.
f)	Bidder should accept the tender document and sign all the pages of the tender document. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder. It must be noted that such representation be available till the currency of the contract. In case of companies, the change in representation will be informed along with a fresh Power Of Attorney/authorization.	All the pages of the tender document should be signed by the bidder. Power of attorney / authorization along with Name, contact details and designation of the representative, duly signed by the proprietor, all the partners and the board (as the case may be) must be submitted along with bid.
g)	In case the bidder has provided service to ICMR-NIRRH in past, the service should be satisfactorily completed.	A certificate of satisfactory service completion from competent authority of NIRRH must be attached

Note: - Any bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents shall be out-rightly rejected and the bid shall not be considered for further evaluation

#### 11) Evaluation Criteria.

- a) Bids will be opened first and evaluated based on the documentary validation and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document. Bidders are to give index of their documents as per represent Appendix 'A'
- b) The bidders will have to quote the price as per the format provided in the Appendix "B" and the L-1 bidder will be awarded the work. The L-1 bidder shall be decided on the basis of the lowest grand total rate offered (exclusive of GST, which shall be paid on actual as applicable).
- c) The Price Bid is to be quoted after taking into account - Minimum Wages for Zone 'A', as prescribed by Central Ministry of Labour & Employment, Govt. of India, as applicable on the date of issue of this Tender. ESI, PF & other statutory payments should not be less than what is stipulated by the statutory provisions / Acts by the Central Government.
- d) The rate must be as per the price bid format without any ambiguity. Conditional offers or proposals not furnished in the format attached at Appendix 'B' shall be considered non-responsive and are liable to be rejected.

12) Commencement of work: The Contractor is required to commence the work on the date specified in the Award Letter. In the event of failure, a Penalty prescribed in Appendix-D shall be levied.

## SCOPE OF WORK

- 1) Manpower requirements The agency will be required to deploy the following manpower: -

Manpower	Category	Qty	Qualification
Data Entry Operator	Skilled	04	At least should be a Graduate with 1-year experience in data entry operating at a reputed organization comparable to NIRRH, Mumbai in terms of area and size. DEO Must know Marathi, Hindi and English typing and working knowledge of MS Office.
House Keeping Staff	Unskilled	25 (21 males and 04 female)	Should have passed min 7 <sup>th</sup> std. and should preferably be able to understand Marathi, Hindi, English and read / write / speak at least two languages fluently. Should have at least 1 year experience of working as housekeeping staff and handling housekeeping equipment at a reputed organization comparable to NIRRH, Mumbai in terms of area and size.

- 2) The number of manpower requirement is indicative. The actual numbers required may differ at the sole discretion NIRRH, Mumbai. Institute may downsize or upsize the deployment. It should be noted that only eligible housekeeping staff will be deployed by the contractor after due verification by the Institute authorities. In case the staff is not as per the criterion provided in this document, Institute will not make any payment against such deployment. In addition, the contractor will have to replace the staff immediately failing which, penalty as per Appendix 'D' will be levied.
- 3) The bidder shall ensure wearing of smart, neat, clean and well ironed uniform, shoes and safety appliances (fully funded by the bidder) by the staff deployed at ICMR-NIRRH, Mumbai. The uniform is to be worn by the staff at all time during the deployment and shall be in good condition. The pattern and outlook of the uniform shall be identical. The bidder shall provide two pair of uniform to each housekeeping staff per annum.
- 4) ICMR-NIRRH is a total tobacco and alcohol free campus hence staff of contractor should not be smoking and chewing of tobacco and staff shall not be found intoxicated while on duty. In case of violation penalty will be levied as per the Appendix "D".
- 5) The staff should report to the designated authority at ICMR-NIRRH, Mumbai and should maintain Attendance Registers and should take signature from designated authority of ICMR-NIRRH, Mumbai.
- 6) Police verification and medical fitness certificate of DEO and ATTENDANT (SERVICES) should be submitted at the time of deployment.
- 7) The authorized representative has to keep in touch with the ICMR-NIRRH officials every day to take day-to-day duty, otherwise penalty will be levied as per the Appendix "D". If any staff fails to perform his/her duty, penalty will be levied as per the Appendix "D".
- 8) The Agency shall provide a substitute well in advance if there is any probability of the

persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

- 9) Scope of Services for practicing services of Attendants (Services) towards deployment of housekeeping and Data Entry Operator services.

A) CLEANING AND SANITATION SERVICES:

The supplier / service provider Agency shall render the following cleaning and sanitation service of the institute's campus and its vicinity.

a) Work on Daily basis

1. Proper and effective cleaning and sweeping and wet mopping of all the floors, staircases, corridors, lounges, and cleaning and sweeping other open spaces. Disposal and management of waste as per the approved norms of the local body or any statutory authority. The cleaning/ conservancy personnel should be deployed from 8.00 a.m. to 6.00 p.m. on six days a week basis.
2. Proper and effective cleaning and washing of toilets, urinals, wash basins, sinks, sanitary fittings and fixtures using VIM / Liquid soap / detergents, sprinkling of phenyle / surfexo, stain remover liquids, sanifresh naphthalene balls, deodorants etc. of the best quality like Harpic, Domex etc. filling liquid soaps like Dettol, Lifebuoy or other equivalent quality as provided by the Institute.
3. Cleaning, washing and positioning of dustbins, garbage bins etc.
4. Using sanitary cubes, air purifier (Odonil), Naphthalene balls, liquid soap, air fresheners etc., as provided by the Institute.
5. Cleaning of blockage in toilets, sewers, waste water lines, storm water pipes etc.
6. Dusting doors, windows, notice boards, floor vases, art objects provided in all the places in the space ahead of the time of opening of the office.
7. Spraying room freshener of best and approved quality and perfume in the Officer's room, conference room, seminar rooms, lecture halls daily and other places as directed and provided by the Institute.
8. Cleaning of immediate surroundings of the premises of the Institute.

b) On Bi Weekly Basis

*Conferences and Seminar Rooms*

1. Proper and efficient cleaning of floors and walls.
2. Dusting and proper cleaning with wet cloth and wax polishing of all items of furniture and their proper positioning.
3. Dusting and proper cleaning of floor carpet by vacuum cleaner. The vacuum cleaner will be stowed permanently in Institute campus premises in a space provided by the purchaser.

c) On Weekly Basis

1. Proper and effective washing, swapping of all floors, glazed tiles, skirting and dados and wax polishing of all terrazzo marble floor, replacing of furniture and other items



- in their proper position after cleaning and polishing of floors.
2. Proper and effective cleaning and polishing of the windows panes, Venetian blinds and pelmets etc.
  3. Brass polishing (of good quality) of all brass works, plaques, doors knobs, name plates, boards etc.
  4. Proper and effective cleaning of bars, light fittings etc. in the spaces.
- d) Monthly and also as and when necessary
1. Proper and effective cleaning of electrical fittings, electrical boards, electrical switches, fans, regulators etc.
  2. Proper and effective cleaning of ceiling and dusting and cleaning of cobwebs and webs of bees of all kinds.

## B) DATA ENTRY OPERATOR

- a) The services shall be performed by the persons with the following essential qualification/experience:
1. Graduate
  2. One-year experience (data entry/office work)
  3. The Candidates should possess:
    - i. Fluency of working with MS word, Excel and integrated databases.
    - ii. Experience of data entry/ office work.
    - iii. Competence in Documentation and preparation of reports.
    - iv. All works assigned by ICMR-NIRRH Authorities.

## SPECIAL TERMS AND CONDITIONS

- 1) The bidding bidders are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Bidders willing to participate in the tender may also visit ICMR-NIRRH, Mumbai and acquaint themselves with the nature and quantum of work involved before submitting the bids.
- 2) Payment will be remitted after tax deductions (TDS) as per rule. The TDS certificate will be issued by ICMR-NIRRH, Mumbai. Payment of income tax on profits of the bidder is the sole responsibility of the Service Provider.
- 3) The bidder should have a registered office in Mumbai, which should be capable to coordinate with ICMR-NIRRH, Mumbai.
- 4) Contract Implementation.
  - a. Sub-contracting of the work will not be allowed otherwise penalty will be imposed as per Appendix "D".
  - b. Persons below the age of 18 years shall not be engaged for the work. The bidder will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The bidder will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
  - c. Bidder will submit the police verification certificate of the all the staff to be deployed.
  - d. The bidder will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the bidder to effect payment to the affected person(s).
  - e. Institute reserves the right to terminate the contract at any time without assigning any reason. However, wherever feasible the institute may consider notification of the annulment in advance to the Service Provider.
  - f. The successful agency / bidder / company will have to deposit a refundable interest free security deposit in form of DD / Security Deposit in favour of Director NIRRH, Mumbai of Rs.6,00,000 (Rupees Six lacs only) (approx. 10% of the contracted value of service) at the time of award of work from a scheduled/ nationalized bank payable at Mumbai. This Security Deposit shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from Service Provider's Security Deposit during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- 5) Safety & Insurance.
  - a. The bidder shall follow safety procedures in all respects.

- b. The bidder will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The bidder should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- c. The bidder shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

#### 6) Security

- a. The bidder shall be bound by all security procedures followed at ICMR-NIRRH and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the bidder's employee shall be bidder's responsibility.
- b. The bidder will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- c. Institute reserves right to disallow any or all of the Service Provider's men from being deployed inside the institute campus without assigning any reason.
- d. In the event of any damage to the property of the institute or life of its employees and/or their dependents the bidder shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the bidder at market value.

#### 7) Statutory Obligations

- a. The bidder shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following:
  - i. Contract Labour (Regulation and Abolition) Act 1970
  - ii. Contract Labour (Regulation & Abolition) Central Rules 1971
  - iii. Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
  - iv. Minimum Wages Act 1948
  - v. Minimum Wages (Central) Rules 1950
  - vi. Employees' Compensation Act 1923
  - vii. The E.P.F. and Miscellaneous Provisions Act 1952
  - viii. Employees State Insurance Act 1948
  - ix. The Child Labour (Prohibition and Regulation) Act 1986
  - x. Any other labour law applicable or introduced during the currency of the contract
- b. Liability arising due to failure to adhere to statutory or other legal provisions attributable to the bidder shall be borne by the bidder himself.

- i. The bidder shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work.
- ii. If a bidder is found violating any statutory provisions concerning labour laws or has given incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, necessary action as per the tender document shall be initiated, that may include debarring of the bidder.

## 8) General

- a. The staff employed by the bidder, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the bidder for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- b. If any employee of the bidder is found to have committed misconduct or misbehaviour, the institute at its sole discretion, may direct the bidder to remove such employee and the bidder shall remove such employee(s) without questioning the decision of the institute.
- c. The personnel deployed by the bidder will not become member of any trade union of the Institute. If the personnel employed by the bidder indulge in union activities which affect the service obligation of the bidder or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and contract can also be considered for termination.
- d. Further, the personnel deployed by the bidder shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit.
- e. The personnel deployed by the bidder shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
- f. No housing/accommodation will be provided by the institute to the personnel deployed by the bidder unless otherwise specifically provided in the contract.
- g. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the responsibility of the Agency.

- 9) Jurisdiction: The courts at Mumbai only shall have the jurisdiction for the purpose of this agreement.
- 10) Arbitration: In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever the same shall be referred to the sole arbitration of the Director, National Institute for Research in Reproductive Officer or his nominee, whose decision thereon shall be final and binding on the parties thereto.
- 11) Indemnity and agreement clause. The successful bidder will be required to enter into an agreement with ICMR-NIRRH, Mumbai as per the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value at his own cost to indemnify ICMR-NIRRH, Mumbai against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this Tender Document will form a part of the Contract agreement.
- 12) Provision of periodic inspection. This document makes provision for joint monitoring of contract deliverables wherein the bidder / a suitable representative (Authorised by the bidder with power of attorney) shall meet NIRRH authorities on a monthly basis to manage the contract. Deviation from this will attract penalty as per Appendix 'D'.
- 13) Provision of payment of Wages to the staff:
- a. The cost breakup format worksheet (refer Appendix "C") shall be sent to NIRRH for verification on 1st day of every month. After due verification bidder shall release the payment of staff.
  - b. The bidder will pay the monthly wages to the staff by 7<sup>th</sup> day of the succeeding month irrespective of release of payment to him from ICMR-NIRRH, Mumbai. Absentee payment will be made within 2 days of the scheduled payment day.
  - c. The bidder will issue wage slips every month to his staff at the time of payment of salary and the scanned copy of wage slips must be sent to [tenders@nirrh.res.in](mailto:tenders@nirrh.res.in).
  - d. ESI & EPF remittance must be made by every 15<sup>th</sup> day of the month under intimation to NIRRH, Mumbai. The copy must be sent to [tenders@nirrh.res.in](mailto:tenders@nirrh.res.in) and said copy must be attached with next month bills.
  - e. The payment of wages shall be made in Bank Account of the staff with the proof of payment. Bank statements duly verified by banker has to be provided while submission of the Bill along with ESIC & EPF vouchers to NIRRH, Mumbai.
  - f. EPF and ESIC card must be issued to the staff within the 30 days of award of contract with a copy to NIRRH, Mumbai along with his bill.

- g. Wages to staff shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.
- h. In case of underpayment and non-payment of monthly wages to the employee , NIRRH, Mumbai will make the payment in accordance with serial 21(4), Chapter V of the contract labour (Regulation and Abolition) Act 1970 which provides that “In case the bidder fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the bidder and recover the amount so paid from the bidder either by deduction from any amount payable to the bidder under any contract or as a debt payable by the bidder”. In such cases penalty will be levied as per Appendix “D”.
- i. EPF: The bidder shall deposit both employee and employer’s contribution of EPF, in the respective accounts of the staff every month without fail.
- j. ESIC: The bidder shall deposit both employee and employer’s contribution of ESIC, in the respective accounts of the staff every month without fail.
- k. Variation in minimum wages during currency of the contract. Any increase/revision in the minimum wages or in the rates of social security provisions during currency of the contract shall be payable to the workmen. The bidder will make payment to his employees at the revised rates without waiting for a formal confirmation from the institute. The difference in payment shall be paid/recovered by/from the institute. The bidder shall present the necessary supporting documents to claim the variation.
- l. The bidder will maintain all registers as required under the relevant acts /rules and shall get inspected by the authorized representative of the institute every month before payment.

#### 14) Provision of Payment to the service providers.

- a. No advance payment will be made to the bidder.
- b. Payment for the work completed will be done on monthly basis and on submission of bill to the Contract & Services section as per bill format (Appendix “C”). The bill must contain the GST details and bank details of the bidder.
- c. The attendance of the staff must be jointly verified by the authorized representative of the bidder and the Institute officials.
- d. Payment will be made after deducting the cost of damages, penalties if any and any taxes and dues as applicable.
- e. The duly completed bills will be settled at the earliest. In case there are any observations/discrepancies in the bill, then the bill be returned for corrections & thereafter payment will be released upon re-submission.

- f. In case the bill for the month is submitted after 15<sup>th</sup> day of the month, ESIC & EPF vouchers must be submitted along with bill.
  - g. Payment to the bidder is liable to be held if he fails to make payment due to the workmen engaged by him within statutory time period. Payment will be held back, if the bidder fails to honour any of contractual obligations.
  - h. Variation in minimum wages during currency of the contract any increase/ revision in the minimum wages or in the rates of social security provisions during currency of the contract shall be payable to the workmen. The contractor will make payment to his employees at the revised rates without waiting for a formal confirmation from the institute. The difference in payment shall be paid/recovered by the institute. The contractor shall present the necessary supporting documents to claim the variation.
- 15) Documents required for the verification of the bill prior to the settlement.
- a. Bill as per the format mentioned in the tender document (Appendix “C”).
  - b. Salary calculation sheet / cost breakup format as per the format mentioned in tender document (Appendix “C”).
  - c. EPF voucher along-with challan and TRRN payment details document.
  - d. ESIC voucher along-with challan and double challan verification sheet.
  - e. For payment, salary transfer request along-with details of beneficiary (i.e. individual account no, names and payment amount), duly verified by the banker.
  - f. Bank account statements duly verified by banker.
  - g. Individual wage slip must be provided to each employee every month and a copy of wage slip must be submitted along with bill.
- 16) NIRRH, Mumbai shall be entitled to verify the individual account statements for verification of the payment made to the individual. Please note that the payment of bill will be withheld till the verification of payment to the individual is completed.
- 17) The bidder should give an undertaking allowing their bankers to verify bank statements and other related documents forwarded by the bidder on request of NIRRH, Mumbai

Evaluation of responsiveness

Sl. No.	Criterion	Documents to be provided	Whether provided Yes/No
1.	The bidder shall be a company or partnership registered under the respective Indian acts i.e. Companies Act -1956, The Partnership Act – 1932 or a Proprietor, having their registered offices in India.	Copy of Certificate of incorporation for company, Partnership deed for partnership bidder and registered office document for the proprietor. All entities are to submit their bank details.	
2.	Bidder should be registered with Income Tax and Goods & Service Tax departments	c) Attested copy of PAN/GIR Card d) Attested copy of Goods & Service Tax registration certificate in respect of providing manpower services.	
3.	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as per Appendix "E"	
4.	Bidder should have minimum 3 years' experience in providing manpower service at any ICMR Institute or any other equitable research/ educational institutions / government organisations / reputed corporate entities.	Certified Work/ Supply Orders/ Agreements for the award of contract for providing manpower service.	
5.	At least 3 Successfully completed manpower service similar in scope and size as of the work at NIRRH, Mumbai at any ICMR Institute or other equitable research/ educational institutions/government organisations/ reputed corporate entities.	Satisfactory Work Completion Certificates of Works, similar in scope and size as of the work at NIRRH, Mumbai. For this, Satisfactory work Certificate of this requested to be sent to along with tender documents.	
6.	Bidder should accept the tender document and sign all the pages of the tender document. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the	All the pages of the tender document should be signed by the bidder. Power of attorney / authorization along with Name, contact details and designation of	



	bidder. It must be noted that such representation be available till the currency of the contract. In case of companies, the change in representation will be informed along with a fresh Power Of Attorney/authorization.	the representative, duly signed by the proprietor, all the partners and the board (as the case may be) must be submitted along with the bid.	
7.	In case the bidder has provided service to ICMR-NIRRH in past, the service should be satisfactorily completed.	A certificate of satisfactory service completion from competent authority of NIRRH must be attached	

Date and place with seal

Name, signature of the Authorised Representative of the bidder

**PRICE SCHEDULE FOR MANPOWER SERVICES (INR)**

1. Monthly charge for providing the manpower at ICMR-NIRRH is to be quoted as following: -

Sl. No.	Description (charge for providing the manpower at ICMR-NIRRH)	Cost per Person	Qty (No. of Persons)	Total cost
a)	Cost towards providing Data Entry Operator (skilled) as per tender terms for one month*.	22,809/-	4	91,236/-
b)	Cost towards providing Housekeeping Staff(Unskilled) as per tender terms for one month**.	19,104/-	25	4,77,600/-
c)	Cost towards profit margin of the service provider for providing service for one month/Service Charges @ _____%	As per tender document		
d)	GST applicable to providing manpower service @ 18%	NA		
e)	Total Amount:			
f)	Total amount (in words):			

2. Quotes at Sl. No.1 (c) will be verified by the ICMR-NIRRH procurement committee. Nil consideration / Unrealistic quotes will be rejected.
3. Rates at Sl. No. 1 (a) & 1 (b) are minimum wages promulgated by Central Labour Commission (CLC) vide Order No.F.No.1/20(1)/2020-LS-II, Dt. 12-10-2020 of Office of Chief Labour Commissioner, Ministry of Labour & Employment, under Area 'A'.
4. It may be noted that the manpower staff is required to be deployed as per the Labour Laws. Additional staff shall be deployed to ensure a deployment (beyond 26 days).
5. The price should be quoted strictly as per the format and in Indian Rupees only. The bidders are to acquaint themselves with the scope of work, terms & conditions and penalty details etc. of the tender document before quoting the rates. The work / contract shall be awarded as per evaluation criteria of this tender document.
6. \* Please note that break up of Sl. No. 1(a) above should be given as follows: -

Sl. No.	Cost of Wages for Data Entry Operator [Skilled]	As per basic rates promulgated by CLC
a)	(Basic + VDA) per day	(637+140)=777/-
b)	(Basic + VDA) for 26 days	20,202/-
c)	ESI @ 3.25% paid up-to Rs 21,000/-	657/-
d)	EPF @ 13 % up-to Rs 15,000/-	1,950/-
e)	Total Wages for 26 days	22,809/-

- a) Relieving charges has to be paid towards extra working days as per daily minimum wage quoted by bidder.
- b) EPF and ESI also must have to pay on relieving charges.

7. \*\* Please note that break up of Sl. No. 1(b) above should be given as follows: -

<u>Sl. No.</u>	<u>Cost of Wages for Attendant (Services) [Unskilled]</u>	<u>As per basic rates promulgated by CLC</u>
a)	(Basic + VDA) per day	(523+116)=639/-
b)	(Basic + VDA) for 26 days	16614/-
c)	ESI @ 3.25% paid up-to Rs 21,000/-	540/-
d)	EPF @ 13 % up-to Rs 15,000/-	1950/-
e)	Total Wages for 26 days	19,104/-

- a) Relieving charges has to be paid towards extra working days as per daily minimum wage quoted by bidder.
- b) EPF and ESI also must have to pay on relieving charges.

Date and place with seal

Name, signature of the Authorised Representative of the bidder

1. Cost breakup format of individuals (ATTENDANT (SERVICES) and DEO) to be submitted with bills

Name	DEO / ATTENDANT (SERVICES)	Total No of days served	Daily wage	Total daily Wage for 26 days	Employer's share of ESI	Employer's share of EPF Limited on Rs 15000	Total Monthly wage	Extra days	Relieving charges	Total Cost	Employee's ESI Contribution	Employee's ESI Contribution	Amount to be credited in account
	Total												

2. Format of the bill to be submitted on a monthly basis

<u>Sl. No.</u>	<u>Charge for providing the manpower at ICMR-NIRRH for the Month of -</u>	<u>Cost</u>	<u>Qty (Nos.)</u>	<u>Sum total</u>
a)	Cost towards providing Data Entry Operator (skilled) as per tender terms for one month (cost breakup as Ser No.1 above is to be attached)		4	
b)	Cost towards providing ATTENDANT (SERVICES) (semi-skilled) as per tender terms for one month (cost breakup as Ser No. 1 above is to be attached)		25	
c)	Cost towards profit margin of the service provider for providing service for the month/Service Charges per month		As per tender document	
d)	Total cost of providing Manpower			
e)	GST applicable to providing manpower service	Rate	NA	
f)	Total Amount			
g)	Total amount (in words):			

Penalty Clause

(The penalty will be levied from the monthly bill or security deposit of bidder.)

1. Penalty for non-availability of DEO & ATTENDANT (SERVICES): The DEO & ATTENDANT (SERVICES) should be made available for all working days of the contract period. In case of non-availability of DEO/ATTENDANT (SERVICES) on any day or part thereof, a penalty of Rs. 1,500/- per person per shift or part thereof will be levied.
2. The Contractor is required to commence the work on the date specified in the Award Letter. In the event of failure, a Penalty at 1% of the monthly value of contract per day shall be imposed for non-commencement of work.
3. If Outsourced staff fails to perform his/her duty or misbehave during discharge of the duty, penalty of Rs.1000/- per incident will be imposed.
4. In case of non-payment / short payment to manpower employed, alternate payment arrangement shall be deducted from the bill of the bidder along with deduction of service charge/profit share for that month.
5. ICMR-NIRRH is a total tobacco and alcohol free campus hence outsourced staff should not be smoking and chewing of tobacco and staff shall not be found intoxicated while on duty. In case of violation penalty of Rs. 1,000/- per incident will be imposed.
6. In case of sub-contracting of the work ICMR-NIRRH shall be entitled to terminate the contract without giving any justification.
7. If a bidder is found violating any statutory provisions concerning labour laws or has given incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, debarring of the bidder shall be initiated.

Date and place with seal

Name, signature of the authorised representative  
of the bidder

SELF-DECLARATION – NO BLACKLISTING

Tender No.  
(Date)

The Director ICMR-NIRRH, Mumbai

Ref: Tender for hiring manpower at ICMR-NIRRH

In response to the Tender Document for hiring of manpower services at ICMR-NIRRH, I/ We hereby declare that (name and address of the bidder) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently (name and address of the bidder) is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future at ICMR-NIRRH.

Date and place with seal

Name, signature of the authorised representative of the bidder

TENDER FORM

Sr. No.	Particulars	Details
1	Name of the firm:	
2	Address of the Firm:	
3	Name of the Proprietor/Partners/Director:	
4	Shops & Establishment Registration No.:	
5	E.S.I. Registration No.:	
6	E.P.F. Registration No. :	
7	Profession Tax Registration No. :	
8	PAN No. :	
9	GST No. :	
10	Labour License No. :	
11	If Pvt.Ltd. Co. Registration No. :	
12	List of Clients:	
13	Any other Details:	

Date and place with seal

Name, signature of the authorized representative of the bidder

## DECLARATION

I/We certify that all the particulars furnished above are true and correct. I have read and understood the tender document. I undertake to accept and abide by the scope and all other terms and conditions of the tender document. 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 ICMR-NIRRH for at least 3 years.

Date and place with seal

Name, signature of the authorized  
representative of the bidder