

icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/36/2019-Admn.II

Dated 02.07.2019

To

The Directors/Directors-in-charge of
Permanent Institutes/Centres of ICMR.

Subject: Streamlining the functioning of Guest House at ICMR Hqr. & Institutes/Centres –

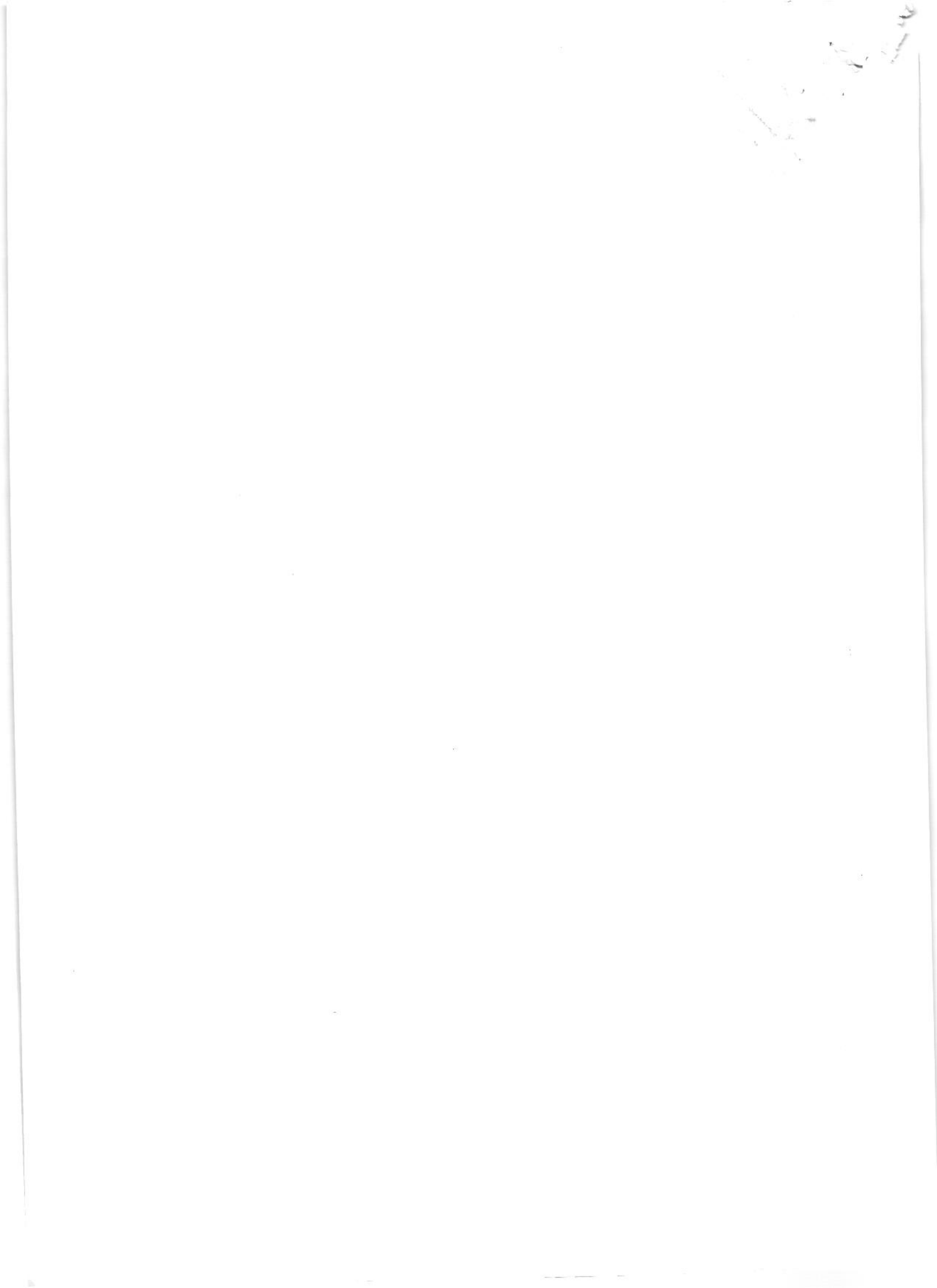
Sir,

With the approval of the Competent Authority, it has been decided to pursue the following steps so as to streamline the function of Guest House at ICMR Hqr. & its Instts./Centres:

1. All Guest Houses may be outsourced to suitable agencies through an open and transparent method for a period of 3 years to start with. The model tender document for outsourcing the catering services is enclosed as Annexure-1. Suitable modifications may be made to the said tender documents to meet the requirements of concerned Guest House by the Director of concerned of all the Institutes. The food bills may be fixed through an open and transparent tender procedure by each Institute separately.
2. The tender document should also include the sweeping/scavenging, upkeep/catering/watch & ward of the Guest House through the same agency.
3. There should be only 1 regular employee at each Guest House at the level of Head Assistant/Section Officer of ICMR to supervise the functioning of the outsourced agency that too as a part time job.
4. Keeping in view the category of Officers/Staff usually on tour and the entitlement of daily allowance on tour as approved by Department of Expenditure, Ministry of Finance, it is proposed that the minimum room rent in any Guest House attached to any Institute/Headquarters under ICMR may be fixed at Rs. 450 per day. Based on the amenities provided in any Guest House, the minimum rent per day may be increased suitably.
5. Online booking of rooms in different Guest Houses may be introduced in all Guest Houses with effect from 1st August, 2019 simultaneously.

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
V. Ramalingaswami Bhawan, P.O. Box No. 4911,
Ansari Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794
+91-11-26589336 / 26588707
Fax: +91-11-26588662 | icmr.nic.in





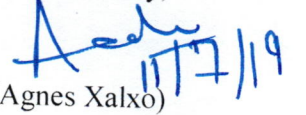
icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

6. 3 rooms in each of the Guest House in the premises of different Institutes may be kept at the disposal and discretion of the Director of the respective Institute.

Yours faithfully,


(Agnes Xalxo)

Asstt. Director General (Admn.)
for Director General.

Copy to:-

1. PS to DG/PS to Addl. DG/Sr. DDG(A)/Sr. FA.
2. All Divisional Heads,
3. Executive Engineer (AKS)/(SCP).
4. ADG (Admn.) (AX)
5. Dr. Chanchal Goyal, Scientist-E – soft copy of the same has been mailed at your email ID (drchicmr@gmail.com) for uploading on ICMR's website.

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
V. Ramalingaswami Bhawan, P.O. Box No. 4911,
Ansari Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794
+91-11-26589336 / 26588707
Fax: +91-11-26588662 | icmr.nic.in

INDIAN COUNCIL OF MEDICAL RESEARCH

V.RAMALINGAWAMI BHAWAN

ANSARI NAGAR, NEW DELHI -110029

NO. 16/36/2019-Admn.II

Date:

TENDER DOCUMENTS

FOR

PROCUREMENT OF GUEST HOUSE MANAGEMENT SERVICES

The Director General of ICMR invites an e-Tender in two-bid system (Technical & Financial) with Item-wise contract type through website ---- from reputed manpower providing agencies for outsourcing different categories of manpower on contract basis as detailed in the Tender document for its offices located at-----

A. INTRODUCITON:-

A.1 EMD in the form of Demand Draft for an amount of Rs.----- (Rupees drawn in favor of Director General, Indian Council of Medical Research, New Delhi from any Nationalized Bank must be furnished along with the Technical Bid failing which the tender will be summarily rejected. Vendor have MSME/NSIC registration from the Ministry will NOT be exempted from deposit of EMD.

A.2 Director General , ICMR reserves the right to accept or reject any tender without assigning any reason thereof.

A.3 In all matters of dispute relating to the contract, the decision of the Director General shall be final and binding upon the agency.

A.4 EMD of unsuccessful bidders will be released within 30 days of award of contract to successful bidder. The EMD of the successful bidder, after acceptance of tender and signing of contract, will be released after he/she furnishes the performance guarantee as prescribed in the terms and conditions. In case, the successful bidder backs out and/or fails, the amount of EMD shall be forfeited by the competent authority.

B. SCOPE OF CONTRACT:-

Supply of manpower fulfilling the eligibility criteria prescribed against each category of posts for manning the posts.

C. PERIOD OF THE CONTRACT:-

1. The contract will be initially for a period of one year and may be extended on satisfactory performance of the agency for a period of 1 year at the discretion of the Director General, ICMR, New Delhi,
2. The contract is liable to be terminated after giving at least one month's notice in writing with reasons from either side in the normal course.
3. In case of unsatisfactory performance, the contract of any person may be terminated at any time at the discretion of the Director General.
4. Agreement shall be executed by the vendor immediately upon acceptance of the tender and receipt of orders from the Director General.

D. TYPE OF TENDER, BIDDING SYSTEM & CONDITIONS:-

The above tender is Quality Cum Cost Based Tender. The tender documents shall be uploaded in ICMR Tender Portal by e-tender as shown below:-

Technical Bid-

1. Submit "Technical Bid for OUTSOURCING OF MANPOWER FOR OFFICE OF DIRECTOR GENERAL , ICMR, V RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI" and it shall contain the technical specifications along with EMD amount of Rs. in the form of Demand Draft/ Banker Cheque in favour of the Director General , ICMR, New Delhi, EMD dropped in the drop box kept for this purpose at the Reception counter of Office of ICMR, V Ramalingaswami Bhawan, East Ansari Nagar New Delhi-110021 or Registered Post with EMD at the risk and responsibility of the tenderer shall be addressed to the Director General, ICMR,, V. Ramalingaswami Bhagwan, Ansari Nagar, New Delhi-110029.

Financial Bid-

2. Submit "Financial Bid for OUTSOURCING OF MANPOWER FOR OFFICE OF DIRECTOR GENERAL, ICMR, V RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029.
3. Both these documents (Technical and Financial Bid) should be uploaded successfully on ICMR Tender website through Digital Signature on our websites.

4. The tender document and other details submitted by the participants tender should mention all the details in the Index and all pages should be numbered and signed by the Tenderer.
5. The technical Bids will be opened ----- in the office of the Director General , ICMR, V. Ramalingaswami Bhawan , Ansari Nagar, New Delhi-110021 by the tender committee authorized by the Director General in the presence of the tenderer or their authorized representatives. During opening of Technical Bids, the name of bidders who have submitted their offers along with details of EMD will only be read out and no other information/details whatsoever will be read out. The Technical Bids will be evaluated and the Financial Bids of only those bidders who stand qualified in the technical bid alone will be opened on the due date, that is----- . A Pre-Bid meeting will be conducted at ICMR Ramalingaswami Bhawan, Ansari Nagar, New Delhi on
6. The tender will remain valid for 3 months from the last date of receipt of the tenders.

E. Pre- qualification:-

1. The Outsourcing Agency (Service Provider) must be a registered legal entity, like a company, society , LLP (limited liability partnership), etc.
2. The company, firm or agency shall be registered with Registrar of Companies (R.O.C.)/ Registrar of Firms. A copy of registration certificate should be submitted.
3. Self attested copy of CA certificate with last three year balance sheet, Income Tax Returns and turnovers i.e 2016-17,2017-18 and 2018-19.
4. Detailed company profile with at least 3 (Three) years experience in supply of manpower to Central Government / State Government organizations/ Government of PSUs/ Undertaking/ Organizations with documentary evidence.
5. The bidders should have successfully completed at least one contract having average annual value of not less than Rupees ----- in Central Government/ State Government organizations / Government PSUs/ Undertaking/ Organizations each in the last three years i.e. 2015-16, 2016-17 and 2017-18 OR at least Two contracts having average annual value of not less than Rupees_____ each in the last three years i.e 2015-16 , 2016-17 and 2017-18 OR at least Three contracts having average annual value of not less than Rupees -- lakh each in the last three years i.e. 2015-16, 2016-17 and 2017-18 in providing housekeeping, catering, hospitality related staff etc., The experience shown should be for providing

continuous service for at least one year for each client. This should be given in the following format and it should be submitted on the Letter Head of Bidder:-

SI. NO	YEAR	Name of the client where the experience in providing House keeping Services is claimed (One year or more)	Brief nature of work	Whether the minimum period of one year completed (yes/no)	Amount of work order for one year	Copy of performance certification submitted (yes/no)
A	B	C	D	E	F	G
1	2017-2018					
2	2016-2017					
3	2015-2016					

The sample performance certificate to be attached by the bidder is given below and it should be issued by the client of the bidder (on client's letter head)

PERFORMANCE CERTIFICATE

It is certified that M/s (bidder) had provided Manpower Services (Details of service provided) to our firm/office for the premises located atfor the period from(date) to(date). The annual financial component of the House Keeping work contact the above said work is Rs.....(in words).

Signature of the client (of the bidder)

With Seal of the client firm of the bidder

NOTE:- The Technical Evaluation Committee may also accept performance certificate containing the requisite details in other similar Proforma and its decisions shall be and binding.

6. The bidder, should have at least a minimum staff strength of 100(one hundred) for the financial year 2017-18 on their rolls with similar prescribed qualifications and experience for the posts as mentioned in Annexure-1 (Challan/ Returns showing the deposit of EPF/ESI etc., and Return filed with Labour Department are to be submitted as proof.)
7. The bidders should have valid registration from the ESI, EPF and under GST (Proof to be enclosed.)
8. Copy of up to date remittance to ESI, PF and GST authorities for the financials year.

9. Copy of PAN/TAN Registration.
10. A company, firm or agency should be registered with/have requested license form the labor Dept. of Delhi government and should be valid at least 3 months as on date of opening of bid tender.
11. The firm should not have been black- listed by any Central Government/State Government organizations/Government PSUs/ Undertaking /Organizations or allies agencies. A certificate to be given to this effect on plain paper(Certified on Agencies own letter head)

All qualifications as mentioned in clauses 1 to 10 should be supported by sufficient documentary proof without which the claim of Tenderer for the prescribed qualification shall not be considered.

F. Marking scheme for Technical bid and Financial Bid

Technical bid will be given weightage of 70% while 30% weightage will be for Financial Bid. Marking system for Technical Bid will comprise of the following criteria;-

- (i) Amount of payment of EPF for last 5 months that is----- to ----- (proof should be PF returns and challans for past 5 months i.e. August 2018 to December 2018 in the name of Vendor. (20 Marks)
- (ii) Amount of payment of ESI for last 5 months that is-----to----- (proof should be PF returns and challans for past 5 months i.e-----to----- in the name of Vendor (20 Marks)
- (iii) Timeliness of payment of EPF. (10 Marks)
- (iv) Timeliness of payment of ESI. (10 Marks)
- (v) Total number of Manpower deployed in 2018-19 in NCR of Delhi to Government and allied organizations, PSUs etc. (10 Marks)
- (vi) Number of Contracts in financial year 2016-17,2017-18 and 2018-19 and still continuing with minimum Manpower of 30. (20 Marks)
- (vii) Amount of turnover for financial year 2016-17, 2017-18 and 2018-19. (10 Marks)

Minimum cut off marks for qualifying in Technical Bid:- 60 marks out of 100marks.

G. FINANCIAL BID- SPECIFICATIONS:- (ANNEXUR-III)

Annexure-3 specifies the financial emoluments/wages of all categories of Staff. ICMR will bear all increases in minimum wages as and when increased by the relevant statutory authority. Simultaneously, commensurate increase in fixed amount of salary in percentage terms in higher post will be borne by ICMR as and when minimum wages are increased by the concerned statutory authority. Also employers' contributions to statutory dues like EPF/ ESI will be borne by ICMR. Vendor must simply quote his financial bid in the form of administrative charge/service charge, in Rupees per month in numerical and words.

The malpractice of illegal deduction from wages of outsourced staff is strictly forbidden.

Entire salary/wages/employers contribution of statutory dues will be paid by ICMR on presenting challan of deposit of the same by the vendor, bank transfer statements. Financial bid shall remain valid for three months from the last day of receipt of bids.

H. Performance Guarantee:-

The successful tenderer should furnish an unconditional and irrevocable Bank Guarantee/Fixed Deposit for a sum of Rs.-----, as Performance Guarantee on receipt of the Work Order which will be forfeited in case the supply of Manpower is delayed beyond the requisite period and/or in case of penalties being imposed due to "unsatisfactory services" beyond 10 days.

I. BID EVALUATION CRITERIA AND SELECTIONS PROCESS:-

1. The Tender Committee as appointed by the Director General shall evaluate the Technical Bids based on the fulfillment of technical qualifications, and recommendations of the Tender committee will be subject to the approval of the Director General. The decisions of the Director General in this regard shall be binding and final. The tenderers will be then be informed about the date of opening of their Financial Bids, if required.
2. The financial bids of those bidders whose technical bids have been approved will be opened on the prescribed date and place in the presence of the bidders or their representatives of such bidders by the above mentioned committee and the rates quoted by the bidders will be readout. The committee after evaluation of these financial bids shall give its final recommendations on the successful bidder, to the Director General. The successful bidder shall be declared after approval of the Director General whose decision shall be final.

J. GENERAL TERMS AND CONDITIONS:-

1. The service provider shall make payment to the staff provided by him. All payment is to be credited directly into the bank account of the employees by RTGS/ any other agreed modus by 10th of every month. Any delay in payment will be penalized by Rs 2000/- (Two thousand) per day, EPF/ESI/all statutory dues/ taxes are to be deposited by 15th of succeeding month(or an earlier date if so specified by the statute). Payment Return and Challan will be presented to ICMR, on presentment of which the amount will be reimbursed to the vendor.

2. The document that is in this tender is in English language and uploaded documents of vendor should also be English.
3. As per the requirement, the monthly payment of an employee can be changed by order of the Director General at any time of the tender and also after awarding of tender to the vendor.
4. The vendor should cover his employees/establishment under EPF, Minimum Wages Act, ESI and any other relevant statutory provisions in force as per laws/rules/currently notifications at his responsibility which will be subsequently reimbursed by ICMR. Any penalties levies, fines, costs imposed due to late deposit, any other violation of Act/Rules etc will not be reimbursed by ICMR. Also ICMR will stand technically & statutorily indentified against any costs imposed by any Court, Tribunal, Statutory Authourity on Labour issues.
5. The Director General shall be under no obligation in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages, etc. These issues will be the sole responsibility of the vendor.
6. The vendor shall ensure that staffs deployed by him are properly and neatly dressed and shall behave in a disciplined and polite manner while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The service provider shall enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
7. ICMR will provide the specification of uniform to the vendor including colour/material of uniform and types of shoes etc. The vendor shall ensure that all staff are attired in the same except Receptionist/Housekeeping supervisor. Every person in the above categories engaged by the vendor shall wear the prescribed uniform according to season(i.e summer uniform in summer and winter uniform in winter season) and badge bearing his name and designation while on duty. The said uniform and badge shall be provided and maintained by the vendor at its own cost.
8. The vendor shall furnish medical fitness certificate for all his employees issued by a qualified R.M.P. periodically once in 6 months.
9. The Manpower supplied by agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
10. The vendor shall furnish Local Police verification certificate for all the employees, deputed by him to ICMR. This has to be furnished at the time of execution of contract and subsequently as and When he deploys new staff. No staff of the vendor will be allowed access to ICMR without the local Police verification certificate.
11. The vendor shall be held responsible for any case of theft, damage or misappropriation of the property of ICMR or of the guests staying therein by the staff of the vendor.

12. Unattended belongings of the guests should be reported and handed over to the concerned officials of ICMR.
13. The vendor shall indemnify the Director General against all claims arising out of his action under the Contract Act, Labor Act, Workmen Compensation Act, or any other Labor, Civil or Criminal laws in force, in so far as they relate to the staff employed by the vendor in the premises of the ICMR or claims arising out of such employment.
14. The vendor shall issue appointment letters to all the persons employed by him in connection with performance of his contract for Manpower supply, and furnish proof by submitting copies of such letters received by his employees is the employee of the vendor only and Director General. Government of India, East Ansari Nagar, New Delhi where services are rendered, has no obligation or any relationship to employment or other wise whatsoever with him/them. The out sourcing agency (service provider) shall also furnish undertakings from the staff provided to the effect and that they will not claim regularizations of services etc. the vendor will pay salary/allowances etc to his employees as per rules in force and Director General, Government of India, ICMR, East Ansari Nagar, New Delhi will not be responsible for payment to the employees of the vendor.
15. Any change of staff shall be discussed in advance with the designated nominee of ICMR.
16. The number of Personnel may be increased/decreased depending upon the requirement.
17. The outsourcing of services will be purely of temporary nature and may be dispensed with any time if not required or found unsatisfactory with one month's notice.
18. The Director General, Government of India, ICMR, East Ansari Nagar, New Delhi may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/their misconduct and service provider shall forthwith comply with such requirement.
19. The service provider has to provide the Photo Identify Card to the persons employed by him for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
20. All services shall be performed by persons qualified and skilled in performing such services.
21. The services provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
22. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
23. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

panel will be deployed. The vendor shall also, out of the same process, maintain a reserve panel of 1:1 so as to ensure replacement of staff as per timelines mentioned in Annexure-

G. OTHER TERMS AND CONDITIONS:-

1. The service provider shall comply with all the requirements under the Central/Local Tax, Service Tax and any other statutory payments to the respective authorities.

2. **Disputes & Arbitration:-** The Director General and the vendor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If a dispute of any kind whatsoever that cannot be resolved, the same shall be referred to the Director General of ICMR, New Delhi whose decision shall be final. Any further dispute shall be subject to jurisdiction of Delhi Courts.

3. The service provider shall maintain regular and proper books/registers of accounts/ staff details/ payments etc and the same shall be made available for inspection by any officer authorized by the Director General, Government of India, ICMR, New Delhi. Updated EPF pass books of staff deployed shall be made available for inspection once in 3 months by the officer authorized by Director General, Government of India, New Delhi.

4. In the first and third week of every month, the Proprietor of the Agency shall call on the designated representative of the management to get the feedback on complaints, lapses, shortcomings noticed in the performance of the contract for improvement in the performance, at mutually acceptable time.

5. The agency will pay the workmen, wages as per the minimum wages act approved by the Delhi Administration from time to time or higher, for posts so designated in Table. In addition to the minimum wages the agency will have to pay statutory benefits to all the workmen such as ESI, EPF etc. as per prevalent requirements. The agency should submit particulars of each workman such as ESI number, PF A/C Number etc. to the management. Compliance in this regard is the sole responsibility of the agency and any deviation noticed by management or other regulatory bodies will attract penalty as per the extant laws. Payment will ordinarily be made once a month within a week of submission of bill along with prescribed documents. While submitting the bill the contractor will submit proof of having made statutory payment of the employees for the previous month, without which the Competent Officer will not be duty bound to release payment for the bill raised.

K. DAMAGES/PENALTIES CLAUSES

(A) Penalty of unsatisfactory service

1. In case the services are found deficient on any one particular day in a month, a penalty of 1% (one percent) of the monthly contract amount for unsatisfactory service.

2. In case Services are found deficient for 2 to 4 days in a month, penalty of 2% of the monthly contract amount will be levied for each deficient day. If deficiency found more than 4 day and up to 7 days a penalty of 3% of the monthly contract amount will be levied for each deficient day. If deficiency found

more than 7 days up to 10 days , a penalty of 5% of the monthly contract amount will be levied for each deficient day.

3. If unsatisfactory performance continues for more than a period of 10 days, the Director General reserves the right to terminate the contract without any further notice. In such an event, the Security Deposit of the Contractor shall be liable to be forfeited.

4. Unsatisfactory services/Deficiency in services includes, but is not limited to the following:

1. Late coming.

2. Coming in shoddy, dirty uniform.

3. Reporting drunk/ill/unkept.

4. Leave without 1 day prior information.

5. Fudging/Tampering attendance register/biometric machine

6. Rude, impolite behavior

7. Lazy, uncooperative in rendering duty

8. Damage to property of ICMR

9. any act so as to cause damage to prestige reputation of ICMR

10. Smoking/pan/bidi during working hours.

11. Attending personal phone calls during working hours.

12. Violence of any kind, infighting, gaurpism with fellow staff

13. Insubordination

14. Financial irregularity

15. Bringing/allowing unauthorized person into ICMR premises.

16. Coming without badge/ I card

17. Refusing to attend training course designated by ICMR etc.

(B) Penalty for shortage of manpower.

1. The vendor should ensure to maintain adequate number of manpower as mentioned in NIT. In case of shortage of manpower, the deduction will be made on pro-rata basis from the total contract amount.

2. Apart from pro-rata deduction as mentioned above, a penalty @ Rs. 500/- per worker per day will be deducted for the shortage upto 3 occasion/days in a month. If the manpower shortage is more than 3 occasion/days in a month and upto 7 occasion/days, a penalty @ Rs. 1000/- per worker per day will be deducted. If shortage of manpower is more than 7 occasion/days in a month, a penalty @ Rs. 2000/- per worker per day will be deducted.

Example: if the Contract is for providing of 50 manpower at the monthly rate of Rs. 5,00,000/- and their shortage of total 10 manpower on 03 occasions in a month containing 30 days, then penalty will be as under:

Pro rata deduction for shortage of total 10 manpower $\frac{500000 \times 10}{30}$

Penalty = $10 \times 2000 =$ Rs. 20,000/-

Thus the deduction will be Rs. 3333.30 + Rs. 20,000 = Rs. 23333.30/-

Commissions office his men during sweeping and cleaning work and this office will deduct suitable amount from the bills payable to him or recover the same from the security deposit.

5. If it is observed any time during the period of contract that the contractor has demanded bribe from the candidates for enjoining them or any complaint received in this regard, the contract shall be terminated immediately at the cost and risk of the contractor and no earnest money/bank guarantee shall be refunded.

L. Force Majeure

1. Director General or the bidder, as the case may be, in case of any failure or omission to complete the contractual liability or having delayed the performance of its work on account of natural calamities such as fires, floods, earthquake, hurricanes etc. and reasons beyond one's control such as civil strikes, lockouts, strikes, riots, civil war etc, shall not be held responsible for such omission, failure or delay and shall be relieved of their respective obligations to perform provided either party gives to the other party a notice within 21 days of the occurrence of such incidence.

2. Either party, as and when it gives notice of force majeure shall provide confirmation such events in the form of certificate from the Government Department or agency or Chamber of Commerce. The parties shall be relieved of their respective obligation to perform hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force Majeure is established as provided herein above. However, Director General reserves the right to terminate the contract if the performance against the contract is prevented by the event of strike, lockout etc. for a period exceeding 60 days.

M. Governing Laws and Settlement of Dispute:

Any claims, disputes and or differences (including dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its

terms shall be resolved through joint discussion of the authorized representative of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a period of thirty days, then the matter will be referred to the Director General. His decision shall be final in that regard. Any further disputes shall be referred to the jurisdiction of Delhi Courts.

N. Jurisdiction of Court:

This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the Court in Delhi.

OFFICE OF THE DIRECTOR GENERAL
GOVERNMENT OF INDIA, ICMR, ANSARI NAGAR,
NEW DLEHI

Manpower Details for Office of Director General,
ICMR, Ansari Nagar, New Delhi

1. Caretaker-01

The person deployed should be Matriculation or equivalent and having knowledge of computer operation and minimum 5 years experience as Housekeeping Supervisor in any Government Organization/PSU/autonomous Body/Private Firm.

2.. Cook (Senior Cook -/Junior cook-)

The person deployed should be 10th Class Pass with minimum 5 years experience for senior cook and 3 year experience for junior Cook in any Government Organization/PSU/Autonomous Body/Private Firm, Skill test will be taken of cooks. He must be skilled in various cuisines-Bengali, North Indian, South Indian etc.

4. Housekeeping Supervisor – no. (manager- and Supervisor-)

The person deployed should be 10+2 Pass and having knowledge of computer operation and minimum 5 years experience for manger and 3 year experience for supervisor as Manager / Housekeeping Supervisor in any Government Organization/PSU/Autonomous Body/ Private Firm. A desirable requirement would be a diploma in housekeeping from any Hospitality Management Institute.

5. Receptionist –

The person deployed should be 10+2 Pass and having minimum experience of 5 years as Receptionist in any Government Organization/PSU/Autonomous Body/Private Firm. Additional requirement is that of speaking fluently in English/Hindi.

6. Driver –

The person deployed must be holding a valid driving license with minimum 5 years experience of driving in any Government Organization/PSU/Autonomous Body/Private Firm (preferably 10th class pass).

7. Mali – 02 .

The person deployed should 8th Class Pass with minimum 5 years experience as a Mali in any Government Organization/PSU/Autonomous Body/Private Firm.

ANNEXURE-V

TENDER FORM FOR PROVIDING MANPOWER SERVICES

Affix duly Attested
P.P. Size recent
photograph of the
prospective Bidder

1	Names, address of Firm/Agency and Telephone numbers	
2	Registration No. of the Firm/Agency	
3	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with	
4	Please specify as to whether Tenderer is sole Proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/ Partners should be specified.	
5	Copy of PAN Card issued by Income Tax Department.	
6	Copy of Income Tax Returns of 2015-16, 2016-17 & 2018-19.	
7	Provident Fund Account No.	
8	ESI Number	
9	Licence Number	
10	Details of Earnest Money deposited:	
	(a) Amount	
	(b) FDR No. or DD No. or Bank Guarantee in favour of	
	(c) Date of issue	
	(d) Name of issuing authority:	
11	If registered with MSME Ministry then registration copy.	
12	Any other information:	
13	Declaration by the bidder	
This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.		

To,

Director General,
ICMR, East Ansari Nagar,
New Delhi.

I/we have read and understood all the terms and conditions of the contract for deployment of following staff as mentioned in the tender and do hereby submit my/our unqualified acceptance to the same and accordingly submit herewith the rates.

S.No.	Name of Post	Monthly Emoluments (in Rs.)	No. of Persons required	Total Monthly Emolument (in Rs.)
1.	Stenographer			
2.	Caretaker			
3.	Senior Cook			
4.	Manager			
5.	Junior Cook			
6.	Driver			
7.	Receptionist			
8.	House Keeping Supervisor			
9.	Mali			
10.	House Keeping Staff			

Total expenditure per month is excluding GST, EPF, ESI and Administrative Charges.

Fixed pay

Minimum wages (Skilled/Semi-skilled/Un-skilled)

PRICE BID FOR SECURITY SERVICES

S.No.	Designation	Number of Manpower required per day	Administrative or Service Charges of the Bidder (inclusive of training, inform, equipment charges, ID- Card, Stationery, etc.) but exclusive of GST/other taxes amount to be stated in Rs. Per month per manpower.
1.	Manpower		Upload in excel format in financial cover

Note:

1. The offers/bids which are not in compliance of Minimum Wages Act and nay other Labour laws will be treated as invalid.
2. The contract is for one year from the date of its commencement.
3. The number of manpower required shown above is indicative and the actual quantity may vary.
4. The Bidders may quote the rates in Indian Rupees.

NOTES

INDEX

Administrative ...
General ...
The ...
and ...
is ...
which ...

Number ...
Page ...

The ...

The ...

The ...

The ...

The ...

The ...

The ...

The ...