



INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

GST No. 03AAAAI4829E1Z3

F.No. 5(7)/2016-INST

Dated : 08.01.2018

NOTICE INVITING TENDER

Sealed tenders (in two bid) are invited on behalf of the Director, INST Mohali from reputed firms having Registered office in tricity (Chandigarh/Mohali/ Panchkula) for providing Security Guards and other manpower services (Office Assistants, Assistant Engineer, sanitation, housekeeping etc.) at the Institute, its site and various laboratories at different locations in tricity. Tender forms/documents may be downloaded from the Institute website: www.inst.ac.in. The tender submitted should be in sealed envelopes containing Technical Bid and Price Bid separately in different envelopes.

i) **Important dates**

- a. Last date of submission of tender - **Thursday, 01.02.2018 till 1300 hrs**
b. Opening of tender in the presence of tenderer, if any - **Thursday, 01.02.2018 at 1500 hrs**

ii) **Eligibility Criteria**

- a. Registered Office in Tricity
b. 10 years working experience in the field
c. Valid Labour License
d. EPF and ESI Registration
e. Turnover of at-least Rs 70 lakhs per annum for last 2 years

iii) **Documents required to be enclosed:**

(a) Documents to be enclosed with Technical Bid

1. Details of bidder in **Annexure I**
2. Check List in **Annexure-II**
3. Affidavit that the firm is not blacklisted as per the specimen at **Annexure-III**.
4. Copy of the valid labour license issued from tricity and valid Pvt. Security agency license.
5. Copy of ESI & EPF registration.
6. Copy of continued experience of providing minimum 20 persons or more in a single contract in Central/State Govt. undertakings/ Autonomous bodies during the last five years.
7. Copy of the certificate issued by such Organization(s) where such work was executed and certifying that the applicant firm has executed the contract satisfactorily.
8. Copy of IT Return for the last 02 years (i.e. Assessment Year 2015-16 and 2016-17)
9. Copies of audited balance sheets for the last 2 years (i.e. Financial Year 2015-16 & 2016-17).
10. Signed copy of Undertaking as **Annexure IV** of this tender.
11. Copy of the Registration of office at Chandigarh/ Mohali/ Panchkula (i.e. Tricity)
12. Solvency certificate of an amount not less than 2 Lakhs issued by a schedule bank within the last six months.
13. Copy of the Service Tax registration certificate.
14. A non-refundable DD of Rs. 500/- towards cost of Tender form, drawn in favour of "Director, INST" payable at Mohali. It may also be deposited in the Institute bank account, as per following details:

Name	:	Director, INST Mohali
Bank Name & Address	:	Canara Bank, Sector 34-A, Chandigarh-160022
Account Number	:	2452201001102
IFSC Code	:	CNRB0002452

Tenders without payment of cost of tender forms and any of the above will not be considered.

15. Earnest Money of tender is Rs. 50,000/- (Rs. Fifty Thousand only), DD to be drawn in favour of "Director, INST" payable at Mohali and should be enclosed with the tender. It may also be deposited in the Institute bank account, as per bank details given at Sr.No. 14 above. Tender without earnest money will be summarily rejected.
- (b) Price bid is to be submitted in a separate sealed cover in the prescribed format i.e. **Annexure V** and marked as "**Price Bid for Tender Security and other manpower**". Price bid of only those firms will be opened, who qualify in the Technical Bid.
- (c) Minimum wages quoted in the Price Bid should be of latest rate of Deputy Commissioner, Chandigarh or as shown in Annexure-V, whichever is higher.

iv) **SCOPE OF WORK:** manpower contract for security and other services such as Security-Supervisor-Cum Caretaker (SSC), Office Assistants, Assistant Engineer, Security Guards, Safi Karamchari, Mali, Cook-cum-Helper, Attendants, Electrician (Jr. Technician) etc. The approximate different category of manpower is indicated in Annexure-V. This is indicative figure and may increase or decrease as per Institute's requirements.

v) **TERMS AND CONDITIONS OF THE CONTRACT:**

1. **PERIOD OF CONTRACT** : The Contract shall be initially awarded for a period of one year. The contract may be extended to another year, subject to satisfactory performance of services and compliance of all the terms and conditions of the agreement.
2. **SECURITY DEPOSIT** : The successful Bidder shall furnish a security deposit of Rs. **8 lakhs** in the form of Bank Transfer/FDR/DD/Bank guarantee in the name of "Director INST", Mohali payable at "Mohali/Chandigarh". The validity of this deposit will be beyond 60 days after expiration of contract period.
3. The successful tenderer shall be required to execute an Agreement Deed on the format approved by this Institute on stamp papers of appropriate value.
4. The applicant/ firm should be registered under the 'Contract Labour (Regulation and Abolition) Act, 1970 and Rules of 1971 made there under and have in their possession the EPF/EDLI and ESI Code Numbers' allotted from the tricity (Chandigarh/Mohali/Panchkula) only.
5. The Director INST, shall have absolute right and authority for the suspension/revocation of said security/bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
6. The work shall be allotted to the tenderer, whose quotes are viable / workable and shall fulfill all the other terms and conditions of the tender document. The decision of the Competent Authority of INST Mohali is final in awarding the contract.
7. The decision of the Director INST Mohali with regard to the determining quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director INST Mohali reserves the right to get the work/Services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this account shall be recovered from the contractor from his outstanding dues or by revocation of any or all parts of the security/bank guarantee, as he/she may think appropriate.
8. The contractor shall deploy required number of personnel to provide the said services and immediately communicate their names, parentage, residential address, age etc. within 10 days from the date of their deployment or any change about if from time to time.
9. For the purpose of proper identification of the employees of the Contractor deployed by him at various places, the contractor shall issue them identity cards at his own cost and his employees are duty bound to display the identity cards during duty hours. The Contractor will ensure that his employees are medically fit and free from communicable disease. The antecedents of the person to be provided by the Contractor will be got verified from the appropriate authority by the contractor at his own cost and level.
10. Wearing of uniforms and name plates by the employees of the Contractor deployed for during duty hours is compulsory at no separate cost.
11. The contractor will submit bill for the month on 1st of next month along with the proof of submitting EPF and ESI contribution of previous month, workers salary slips and ECRs. Incomplete bill in any respect will be rejected.
12. The contractor will make payment to workers by 5th of each month by cheque or transfer in their respective bank accounts.
13. The minimum wages will be revised as and when notified by the appropriate authority. The contractor will submit a copy of revision order.
14. The Director INST Mohali or any other officer(s) so authorized by him shall be at liberty to carry out surprise checks on the working of the persons so deployed by the Contractor in order to ensure that the required numbers of persons are deployed and that they are doing their duties satisfactorily.
15. The persons deployed by the Contractor for the execution of the contract shall be the employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the Institute either implicitly or explicitly.
16. The persons so deployed shall be under the overall control and supervision of the Contractor and the contractor shall be liable for payment of their wages and all other dues within the stipulated time which the Contractor is liable to pay under the various Labour Regulations and other statutory provisions. INST Mohali shall be absolved from any such liability at its own level.

17. The contractor shall fulfill all statutory obligations, payment of minimum wages/bonus etc. to eligible persons as per rules and submit the bill to the institute after making payments.
18. The Contractor will fulfill his commitments towards his employees so deployed under the various Labour Laws as mentioned in para 20. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.
19. The Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify INST Mohali from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify INST Mohali against all claims in this regard.
20. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - a) Employment of Children Act
 - b) Workmen Compensation Act
 - c) Employment of Labour/Contract Labour Act
 - d) Industrial Employment Act
 - e) Contract Labour Regulation & Abolition Act.
 - f) Minimum Wages Act
 - g) Employee Provident Fund Act
 - h) ESI Act
 - l) Payment of Bonus Act
 - j) Equal remuneration Act
 - k) Industrial Dispute Act
 - l) Any other act or legislation, which may govern the nature of the contract.
21. The contractor shall be liable to pay compensation for any loss & damage caused to the property of INST Mohali or its Staff Members/Students/Visitors by the contractor or his workers.
22. The contractor & his staff shall follow the rules & regulations of INST Mohali in force and instructions issued from time-to-time. INST will be free to take action against the contractor for violating the same.
23. The Contractor shall confirm 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% on the total bill as Income Tax as per provision of the Income Tax Act, or as applicable, at the rates as applicable from time to time. GST, on the gross bill, may also be deducted at source if there are any instructions from the concerned authorities in this regard.
24. The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed for the preservation of peace and protection of persons and property of the Institute.
25. In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties satisfactorily or indulges in any unlawful act or misconduct, the contractor shall take action of replacing such employee on the direction of the Director INST Mohali or any other officer so authorized by him in this regard.
26. Leave/ Weekly off: The Contractor shall allow leave/ weekly off etc. applicable to workers as per rules. No extra charges will be paid for weekly off or leave.
27. The Institute shall have further right to adjust or readjust or deduct any of the amount as aforesaid from the payment to Contractor under this Contract or out of the security deposits of the contractor.
28. **Termination of the Contract:**

The contract may be terminated in any of the following contingencies:-

 - a) On the expiry of the contract period, without any notice;
 - b) On giving 45 days notice at any time during the currency of contract, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;
 - c) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice;
 - d) On contractor being declared insolvent by the competent Court of law without any notice.
29. Jurisdiction for settlement of disputes if any : Mohali

INSTRUCTIONS TO FILL UP THE PRICE BID

1. The wages of Security-Supervisor-cum-Caretaker, Office Assistants, Assistant Engineer will be enhanced as decided by the Institute in due course of time whereas the wages of others will be as per minimum wages fixed by Deputy Commissioner, Chandigarh.
2. The services of Security Guards will be required 24 x 7, hence bidder should make provisions for substitutes on weekly off / holidays etc.
3. The service charges will include the following:
 - (a) Substitute Guards, if any
 - (b) Uniform and other accessories for the staff at Category 'B' and Category 'C'
 - (c) Profit margin for the bidder
 - (d) Any other
4. Before quoting the rates, the bidders are advised to visit the site and clarify doubts, if any. Shri J.N. Ahuja, Chief Security Officer (Ph. No. 0172-2210054) may be contacted on working days during working hours.

DETAILS OF BIDDER

- 1. Name of the Firm : _____
- 2. Office Address : _____

- 3. Phone Number : _____
- 4. Mobile Number : _____
- 5. Fax Number : _____
- 6. Email ID : _____
- 7. PAN No./TAN No. : _____
- 8. Service Tax Regn. No. : _____
- 9. Labour License No. : _____
- 10. EPF Regn. No. : _____
- 11. ESI Regn. No. : _____

I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.

Place : _____

Signature: _____

Date : _____

Seal

Check List to be attached with the Technical Bid

Sr. No.	Particular	Page No.	Document Attached (Yes/No)	Remarks (If any)		
1.	Details of Bidders in Annexure I					
2.	Details of Bank Transfer (Tender Fee / EMD)					
	Fees Type				Tender Fee	EMD
	Transaction ID					
	Date					
	Amount					
	Bank Name					
3.	Affidavit that the firm is not black listed as per the specimen at Annexure-III.					
4.	Copy of valid Labour License issued from Chandigarh/Mohali/Panchkula Authorities & License for Security Agency.					
5.	Copies of ESI & EPF registration from Chandigarh/Mohali/Panchkula Authorities					
6.	Copy of continued experience of providing minimum 20 persons or more in a single contract in Central/State Govt. undertaking /Autonomous Bodies during the last five years.					
7.	Copy of certificate(s) issued by such organization(s) where such work was executed during the last five as above certifying that the applicant firm has executed the contract satisfactorily.					
8.	Latest copy of Income Tax Return for the last 02 years (i.e. Assessment Year 2015-16 and 2016-17).					
9.	Copy of Audited Balance Sheets for the last 02 years (i.e. Financial Year 2015-16 and 2016-17).					
10.	Signed copy of the undertaking as per Annexure -IV of tender.					
11.	Copy of the Registration of office at Chandigarh / Mohali / Panchkula (i.e. Tricity)					
12.	Solvency certificate of an amount not less than Rs. 2.00 lacs issued by a schedule bank with in the last six months.					
13.	Attested copy of the Service Tax registration certificate.					
14.	Tender Document Fee details (Rs.500/-)					
15.	Earnest Money Deposit (EMD) Details (Rs.50,000/-)					

Signature with Seal

AFFIDAVIT

I/We _____ (Name) _____ Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not blacklisted by any Government Department or an autonomous body for last three years.

DEPONENT

DATE, THE **ADDRESS** _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefore.

DATED, THE **day of 20**___

DEPONENT

(NOTE : To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)

Undertaking

(To be sealed in common envelope)

I/We (Name of the firm) _____ Contractor do hereby solemnly affirm and declare that we shall abide the following, on award of the contract.

1. We shall issue detailed salary slips with payment to each worker along with ESI/EPF Sub code every month along with bill.
2. We shall make the payment on or before 5th of every month.
3. We shall provide separate challans for ESI/EPF Deposit in respect of Manpower provided to INST (IISER Workers) along with bills.
4. We shall provide ESI cards within 1 month from the award of contract.

Signature with rubber stamp

PRICE BID

(to be submitted in separate envelope, alongwith Technical Bid)
(Minimum wages as per Annexure-II)

- 1) Category 'A' – Security Supervisor-cum-Caretaker, Office Assistants, Assistant Engineer : without ESI/EPF/Uniform
 2) Category 'B' – Security Guards : ESI/EPF/Uniform
 3) Category 'C' – All other : ESI/EPF/Uniform

CATEGORY 'A'

S. No.	Category	No of Persons	Present wages	Service Charges In % of (A)	Total
			(A)	(B)	(A+B)
1	Security Supervisor-cum-Caretaker	01	35,138		
2	Office Assistant-1	01	29,282		
3	Office Assistant-2	01	22,000		
4	Office Assistant-3	01	29,282		
5	Office Assistant-4	01	29,282		
6	Office Assistant-5	01	24,200		
7	Office Assistant-6	01	26,620		
8	Office Assistant-7	01	20,000		
9	Office Assistant-8	01	17,050		
10	Office Assistant-9	01	22,000		
11	Assistant Engineer	01	35,000		

CATEGORY 'B'

S. No.	Category	No of Persons	Minimum wages	ESI (Employer Share)	EPF Employer Share	Uniform	Total (A+B+C+D)	Service Charges In % of (E)	Total (E+F)
			(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Security Guards	12							

CATEGORY 'C'

S. No.	Category	No of Persons	Minimum wages	ESI (Employer Share)	EPF Employer Share	Uniform (i) Cleaning & Sweeping: Green (ii) Attendants & others: Light Blue	Total (A+B+C+D)	Service Charges In % of (E)	Total (E+F)
			(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Safai Karamchari	07							
2	Mali	02							
3	Cook-cum-Helper	01							
4	Attendants	03							
5	Electrician (Jr. Technician)	01							

P.S. : All the columns of the Price Bid must be filled in properly. Incomplete/unviable bids will be rejected

Place: _____

Signature with Seal

Date: _____