



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NICED
NATIONAL INSTITUTE OF
CHOLERA AND ENTERIC DISEASES

ICMR - NATIONAL INSTITUTE OF CHOLERA AND ENTERIC DISEASES

Department of Health Research, Ministry of Health and Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref: NICED/Admn/S&M/Manpower/Housekeeping /2023-24

Date: 12.02.2024

NOTICE INVITING TENDER

Sub: Tender Notice for engagement of 15 Nos. Human Resource Manpower Services (Admin) [07 no. DEO, 01 no. Skilled Worker, 06 no Semi-skilled Worker and 01 no. Un-skilled Worker] in ICMR-NICED, Kolkata

Open tenders are invited on behalf of The Director, ICMR-NICED, Kolkata from reputed/authorized firms/companies engaged in the business of supplying Manpower Services at similar facilities/Institutions pan India. Tender document (including additional documents) is available on the website of ICMR-NICED i.e. <https://niced.org.in/>. Bidders are advised to read tender document (uploaded on website) promptly and check their eligibility before participating in the bid.


ADMINISTRATIVE OFFICER

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TENDER SCHEDULE

| | |
|---|--|
| Name of the Work | Engagement of 15 Nos. Human Resource Manpower Services (Admin) [07 no. DEO, 01 no. Skilled Worker. 06 no Semi-skilled Worker and 01 no. Un-skilled Worker] |
| Estimated Cost for one year contract | As per Bid specification |
| Last Date & submission of E-Tender | 05:00 PM, 27.02.2024(Tuesday) |
| Date & Time of opening of online Tender | 10:00 AM, 12.02.2024(Thursday) |
| Earnest Money Deposit (EMD) in required form (Bank draft or Bank Guarantee) @2% of the totalestimated cost to be sent by Post / Delivered in hand on or before the last date of submission of Tender. MSME Registered vendors are exempted from payment of EMD. | Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020. |
| Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder | 3% of estimated contract value |



INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. Tender is being invited from reputed /authorized firms/companies engaged in the business of Supply and engagement of 15 Nos. Human Resource Manpower Services (Admin) [07 no. DEO, 01 no. Skilled Worker, 06 no Semi-skilled Worker and 01 no. Un-skilled Worker] in ICMR-NICED. Tender must be submitted to Director, ICMR-National Institute of Cholera & Enteric Diseases, Kolkata by Post/courier. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: <https://www.niced.org.in/tenders/NICED-Tenders.htm>.
2. The interested bidders shall submit their tender(s) with subject **“QUOTATION FOR HIRING OF CONTRACTUAL MANPOWER IN ICMR-NICED, KOLKATA”** both Technical bid and financial bid addressed to the Director, ICMR-NICED, Kolkata. The bidders shall submit all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.

EMD EXEMPTIONS:

1. Bidders have to submit a valid EMD declaration (Annexure-V) claiming for EMD exemption in the Technical bid.
2. For those not having MSME registration certificate and EMD declaration not provided, it is mandatory that they should provide EMD @2% of the total estimated cost in the shape of a Bank Draft/Bank Guarantee which should be sent to the Office so as to reach the same before the closing date of tender.
3. Bids received without EMD declaration will not be considered and summarily rejected.
4. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
5. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will not be considered and summarily rejected.
6. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
7. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
8. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
9. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not



be held responsible for any error/oversight of his own. Tenderer should quote the rates on FIRM & FIXED price basis.

ELIGIBILITY CONDITIONS

1. The tenderer must have a valid Labour Registration certificate issued from the State of West Bengal, a copy of registration need to be submitted with the tender documents
2. The tenderer must have its Office /Branch located in Kolkata, Address Proof for the office /branch is to be submitted with the tender documents
3. Minimum five years' experience in supplying Manpower Services(Admin) in a recognized Central/State owned organization/Institution. The tenderer shall fill in the required details in Annexure- III
4. Certificate in support of experience for supplying Manpower Services(Admin)along with a list of organizations where the Contractor is currently providing/has provided housekeeping personnel for routine activities.
5. The tenderer shall have a valid PAN/GST number. The copy of the PAN/GST number should be enclosed with the TENDER form.
6. Average annual turnover of the agency during each of the last three financial years should be as stipulated for current bid. The average annual turnover of bidders must bid duly certified by the appropriate CA agency/any other authority.
7. The bidder firm should not have been indicted for any criminal, fraudulent or any anti competition activity and not been blacklisted by any Govt. Department/Research Institute/Universities/PSUs.
8. The contractor must have a valid EPF registration and should submit valid documents regarding the same.

FINANCIAL BID/ EARNEST MONEY DEPOSIT

Estimated Bid value: Approx Rs. 54,00,000/-(Approximately Rupees Fifty four lakhs, twenty thousand only)

The Contract shall initially be for a period of one year and may be extended further for a period of one year or more subject to satisfactory performance, on the same terms and conditions.

Director, ICMR-NICED, Kolkata reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month's notice.

Bidders have to deposit Bid Security as Earnest Money Deposit (EMD) **@2% of bid value** in the form of Demand Draft or Bank Guarantee drawn in favor of "Director, NICED" payable at any scheduled bank in Kolkata. Following categories of Sellers shall however, be exempted from furnishing EMD:

- i. Micro and Small Enterprises who are manufacturer of the offered product category or service provider of that category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyog Aadhaar
- ii. Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
- iii. KVIC, ACASH , WDO, Coir Board, TRIFED and Kendriya Bhandar.
- iv. Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the particular product for which Bid / RA has been invited.
- v. Sellers/ Service Provider having annual turnover of Rs. 22 lakhs.



vi. Micro and Small Enterprises registered with NSIC for the particular product category whose credentials are validated through NSIC database.

vii. Micro and Small Enterprises registered with DIC for the particular product category whose credentials are validated through DIC database.

viii. Sellers / Service Providers holding BIS License for the particular product category whose credentials are validated through BIS database.

ix. Central / State PSUs.

x. Seller / Service Provider registered with designated

C. After execution of contract, The Contractor shall provide bio-data of all the persons engaged by it for working in the ICMR-NICED premises before commencement of the contract. Antecedents of the manpower to be engaged, such as 3 passport size photographs, details of qualification along with proof, experience certificate, Aadhar Card, Bank details needs to be submitted before commencement of the contract.

D. The agency shall be fully responsible for ensuring correctness of the documents submitted by the persons for engagement against various posts.

E. The agency shall submit undertakings obtained from each staff to be deployed that the employment is temporary in nature before commencement of the contract.

F. The successful bidder shall produce the certificate of License under Contract Labour Regulation and Abolition Act, 1970, within a period of one month from the date of commencement of the contract.



DOCUMENTS TO BE UPLOADED:

Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected.

- Copy of Audited Accounts Statement of annual turnover for last three financial years (2020-21, 2021-22 and 2022-23).
- Registration / Incorporation Certificate of firm.
- Scanned copy of EMD
- **Proof of registration with Central Labour Commission, EPF and ESI.**
- Copies of satisfactory work completion report in support of eligibility conditions number 1 and 4 above. Satisfactory Work Completion report shall be considered for determining the work experience of the bidder.
- Copy of PAN No. and GST Registration
- Declaration as per format at Annexure C.
- Scanned Bid Document containing all terms and conditions of the bid duly signed and stamped by the bidder.

OTHER TERMS AND CONDITIONS

Evaluation of technical and financial bid

1. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
2. Each and every page of attached document should be signed and stamped by bidder or its authorized representative of Bidders.
3. The minimum wages with latest VDA rate be fixed based on Ministry of Labour & Employment, O/o Chief Labour Commissioner, New Delhi with its latest order dated 26-09-2023.
4. Contract period is for of **one year** from which is proposed **01/03/2024 to 28/02/2025**. The contract can be extended for a maximum of two occasions additionally subject to performance satisfaction of the agency concerned.
5. The competent authority of ICMR-NICED reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof.
6. In case two or more agencies quote the same service charges, L-1 will be decided on experience of the agency. i.e. the agency which has maximum years of experience shall be considered as L-1 in circumstances.
7. In case two or more agencies quote the same service charge and having same years of experience the L-1 will be decided on turnover of the agency in the field of providing relevant services in last three financial years. Hence, bidder is requested to submit the overall along with the turnover in the field of providing relevant services in last three financial years.
8. In case two or more agencies quote the same service charge and having same years of experience and turnover in the field of providing relevant services in last three financial years, preference will be given to an agency having a comprehensive work force management system to track attendance, task management, geo-fencing etc. of the manpower deployed in ICMR and no. of

- organizations and duration where similar work has been carried out.
9. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of performance security deposit. No interest is payable on the EMD.
 10. A formal contract and a memorandum of Agreement shall be executed into with the successful Bidder.
 11. Bid with incomplete or Conditional in any form may be rejected out rightly.

Performance Security

The successful agency / bidder / company will have to furnish the performance security for an amount equal to **Rs. 1,65,000.00**(Rupees One Lakh sixty five Thousand only)(**approx. 3 % of the estimated contracted value of service**) in terms of Bank Guarantee (BG) of any nationalized bank within 20 calendar days from the date of acceptance of bid and which should be valid upto 15 months from the date of issue of BG. **The Service Provider has to extend the validity for the BG upto the extended period also at his own cost.** Deductions shall also be made from Service Provider's BG during implementation of the contract that may become due as **penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.**

Forfeiture of Security Deposit

- i. The Fixed deposit Receipt / Bank Guarantee / demand draft can be forfeited by order of the competent authority in the event of any breach or negligence or non observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Fixed deposit Receipt/Bank Guarantee/demand draft as may be considered by this office, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- ii. If the work is not commenced on the date of starting the work after work is awarded to the contractor.
- iii. Unsatisfactory performance
- iv. Non-performance of the contractor.
- v. No interest on Security Deposit and Earnest Money Deposit shall be paid by the ICMR-NICED to the bidder.

Jurisdiction: The courts at Kolkata only shall have the jurisdiction for the purpose of this agreement.

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 of Cholera & Enteric Diseases Officer or his nominee, whose decision thereon shall be final and binding on the parties thereto.

Indemnity and agreement clause: The successful bidder will be required to enter into an **agreement with ICMR-NICED, Kolkata** as per the prescribed format and execute a notarized indemnity bond on Rs. 500/- non-judicial stamp paper of appropriate value at his own cost to indemnify ICMR-NICED, Kolkata 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.

Risk Clause

The Bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. ICMR-NICED reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also



has the right to award the contract to any other contractor at the cost, risk and responsibilities of Contractor and excess expenditure incurred during the notice period on account of this will be recovered by ICMR-NICED from the Contractor's Security Deposit or pending bill or by raising a separate claim. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ICMR-NICED. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ICMR-NICED and shall not knowingly lend to any person or company any of the effects or assets of the ICMR-NICED under its control.

In the event of loss/damage of equipment etc. at the premises of the ICMR-NICED due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to ICMR-NICED.

The Contractor will also maintain a suggestion book for comments on the services rendered by it. The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ICMR-NICED's premises and shall indemnify ICMR-NICED for any loss or damage caused by any act of the Contractor or its employees or staff etc.

The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ICMR-NICED. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.

- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate.
- Licenses if any required for Manpower services at the site will be procured by the Contractor.

Dispute Settlement

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and Negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, ICMR-NICED, Kolkata, whose decision shall be final and binding on both the parties.

Termination clause

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit of deposited with ICMR-NICED or part thereof shall be forfeited in favour of ICMR-NICED and agreement will be terminated after giving 30 days' notice.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Bidder would be wholly responsible for the job to be performed.
2. The staff deployed by the Bidder should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.
3. To ensure the Health and safety measures of the employees.
4. The Bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipment used in wash rooms and other areas for housekeeping purposes.



5. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.

6. The Contractor at all times should indemnify against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. ICMR-NICED will not own any responsibility in this regard.

7. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ICMR-NICED besides annulment of the contract.

8. The staff shall be in proper dress as approved by ICMR-NICED and with their identity card properly displayed.

Variations

The ICMR-NICED, Kolkata may order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

Payment Procedure:

The contractor must pay the salary of the engaged staff within the 7th day of each month. The Institute will only release the payment for monthly raised bill after submission of payment bill in triplicate by attaching the attendance, bank statement, EPF and ESI contribution statements duly endorsed by the concerned authority. The institute shall reserve the right to release the payment within seven working days of receipt of monthly bill raised by the contractor.

The bill must be supported with the following documents:-

a. Attendance sheets with biometric attendance accompanied along with salary payment certificates supported by bank statement wages sheets of all the workers and staffs deployed along with details of deduction of each employees and GST challan.

b. Wages to staff shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.

c. As per sect. no. 32 (v) (b) & 32 (v) (c) of Payment of Bonus Act, 1965, payment of bonus is not applicable to the Institute. However, the Contractor is at liberty to pay bonus to the engaged staff which will under no circumstances is not claimable from this Institute.

d. In case of underpayment and non-payment of monthly wages to the employee, NICED, Kolkata 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.

After submission of monthly bill complete in all respect by the contractor. ICMR-NICED shall check the bill with the help of contractor & certify for payment. All the bills shall be paid on monthly basis. All the statutory responsibilities lie with the contractor and ICMR-NICED is not responsible for any statutory non-



compliance as per labour law.

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. The Service Charges to be paid by the buyer to service provider shall remain same as per the original contract value.

Payment will be remitted after tax deductions (IT-TDS) and GST deductions (GST-TDS) as per rule. Payment of income tax on profits of the Service Provider is the sole responsibility of the Service Provider.

Payment will be made after deducting the cost of damages, penalties if any and any taxes and dues as applicable.

It is mandatory for prospective bidders to mark numbering on each and every pages and the detail as asked at Annexure-II must be attached/uploaded with Technical Bid. It is clarified that if documents submitted by the bidders is damaged or unreadable, the bid may be considered as disqualified.

The bidder shall submit Self Declaration regarding Black-listing, Bankruptcy, Insolvency etc. as per the format given in Annexure-IV,V and VI.

Liquidated damages: As per GeM Service lease agreement. (SLA)



SCOPE OF WORK

MANPOWER:

The contractor shall provide the following on contractual basis for ICMR-NICED for a period of one year as per specification given below:

| Sl. No. | Name of Manpower Service | Quantity | Educational Qualification | Experience | Job Description |
|---------|--------------------------|----------|--|---|--|
| 01. | DEO | 07 Nos. | Graduate or equivalent examination from a recognized board and having proficiency in MS office with good communication skills and possess data entry speed of 8000 key depressions per hour on computer. | At least 1-year experience in working in Govt. Organization, Gem Portal for purchase of good & Service and knowledge of office procedure. | Store & Purchase, Establishment, Accounts Section, Pay Bill/Personnel Section/Project Cell Proficiency in MS Office such as Words, PPT, Excel etc. |
| 02. | Skilled Worker | 01 No. | 10th Pass with proficiency in the respective field. Should have valid LMV driving licence issued by transport authority. | Valid LMV Driving License 2 to 5 years of experience in driving LMV preferably in a Govt office/ Organization. | To drive Institute Vehicle as per need in addition to attending different activities in the Admin. |
| 03. | Semi-skilled Worker | 06 Nos. | 10 th pass | 01-02 administrative/guest house experience as an attendant in a Govt Organization. | All multi-tasking activities at different sections, to look after Guest House, miscellaneous administrative support works, etc. |
| 04. | Unskilled Worker | 01 No. | 8 th pass & above | 01-year experience as an attendant in a Govt. Organization. | Carrying file and official documents to different sections, photocopying official documents as and when required. |

Eligible Bidder has to submit resume of outsourced of personal alongwith required Educational Qualification & Work Experience.

The Contractor shall pay Minimum Wages, EPF contribution, ESI contribution to the contract employees engaged at ICMR-NICED premises. Contractor shall employ adult and skilled / trained labour only.

Contractor shall ensure timely payment of all statutory dues like ESI, EPF and service tax etc. and ensure compensation as per payment of Wages Act, Minimum Wages Act etc.

The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Hindi.

The Contractor shall provide photo-identity cards to the workers and it should be ensured that all the workers bear and displays identity card throughout the working hours.

The Director, ICMR-NICED reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct / misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ICMR-NICED.

The Contractor should ensure to maintain required no. of manpower and also arrange a pool of reserve housekeeping staff/supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff.

Note: - The number of manpower required is likely to increase or decrease depending upon the actual requirement.



(On the letter head of the Service Provider)

DECLARATION

“Whereas, I/We (Name of Agency) have submitted bid for (Name of work) I/We have submitted a Bank Draft/Bank Guarantee vide No..... drawn from.....(name of Bank) and payable at Branch

OR I/We hereby submit following declaration in lieu of submitting EMD towards MSME registered unit claiming EMD exemption as under

(1) If after the opening of bid, I/We withdraw or modify my/our bid during the period of validity of bid (Including the extended validity of bid) specified in the bid documents. OR (2) If, after the award of work, I/We fail to sign the contract or to submit the Performance Guarantee before the dead line defined in the bid documents. I/We shall be suspended for one year and shall not be eligible to bid for ICMR-NICED tenders from date of issue of suspension order.”

Date and place with seal

Name, signature of the authorized representative of the bidder



I. Company Details:

| Sr.No. | Particulars | Attached or Not (Yes or No) | Page No. |
|--------|--|-----------------------------|----------|
| 1 | Name, Email, Phone No. of Contact Person | | |
| 2 | Shops & Establishment Registration Details: | | |
| 3 | E.S.I. Registration Details: | | |
| 4 | E.P.F. Registration Details : | | |
| 5 | Profession Tax Registration Details: | | |
| 6 | PAN Registration Details: | | |
| 7 | GST Registration Details: | | |
| 8 | Labour License Details: | | |
| 9 | If Pvt. Ltd. Co. Registration Details: | | |
| 10 | Undertaking regarding suspended/blacklisting | | |
| 11 | Undertaking regarding bankruptcy, insolvency and defaulter | | |

II. Turnover details

| Sr. No. | Name of firm | Turnover | | | Average Turnover | Page Number |
|---------|--------------|--------------|--------------|--------------|------------------|-------------|
| | | FY 2020-2021 | FY 2021-2022 | FY 2022-2023 | | |
| | | | | | | |



III. Experience Details

| Sl. No. | Name and Address of Organization | Name, Designation and Telephone / Mobile No. of the officer concerned | Order No. & Date | Duration of Contract | | Contract Value (Rs.) | No. of Personnel Deployed | Supporting Documents Page No. |
|---------|----------------------------------|---|------------------|----------------------|------|----------------------|---------------------------|-------------------------------|
| | | | | To | From | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |



1. Cost breakup format of individuals to be submitted with bills

| Name | Designation | 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 | Extras | Relieving charges | Total Cost | Employee's ESI Contribution | Employee's EPF Contribution | Amount to be credited in account |
|------|-------------|-------------------------|------------|------------------------------|-------------------------|---|--------------------|--------|-------------------|------------|-----------------------------|-----------------------------|----------------------------------|
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | Total | | | | | | | | | | | | |

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

| Sl. No. | Charge for providing the manpower at ICMR-NICED for the Month of - | Cost | Qty (Nos.) | Sum total |
|---------|---|------|------------|-----------|
| a) | Cost towards providing 15 Manpower (admin)[07 no. DEO, 01 no. Skilled Worker. 06 no Semi-skilled Worker and 01 no. Un-skilled Worker] as per tender terms for one month | | | |
| b) | Cost towards profit margin of the service provider for providing service for the month/Service Charges per month | | As per bid | |
| c) | Total cost of providing Manpower | | | |
| d) | GST applicable to providing manpower service | Rate | NA | |
| e) | Total Amount | | | |
| f) | Total amount (in words): | | | |



(On the letter head of the Service Provider)

SELF-DECLARATION REGARDING “NO BLACKLISTING”

In response to the Tender Document for Engagement of 15 nos. Manpower(Admin)at ICMR-NICED, I/ We(name and address of the bidder) hereby declare that my/our company is having unblemished record and not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

I/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, my/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-NICED, Kolkata.

Date and place with seal

Name, signature of the authorized representative of the bidder



(On the letter head of the Service Provider)

SELF-DECLARATION – INSOLVANCY, BANKRUPTCY OR DEFAULTER

I/We, (Name of the Bidder) having registered office at our (address) represented by (Name of authorized representative) do here by solemnly declare that we are neither in any way Insolvent, Bankrupt or Defaulter in terms of rules & regulations presently invoke in India. In case of any such event is found during bids evaluation and award of contract, I/We have no objection if my/our tender is rejected.

Date and place with seal

Name, signature of the authorized representative of the bidder



(On the letter head of the Service Provider)

DECLARATION

1. This is to certify that I/We before signing the special terms and conditions have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves abide by the said terms and conditions.
2. I/We will abide by the Minimum Wages Act Contract Labour Act etc. as applicable from time to time for the workers employed. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. The number of persons employed will be adequate to provide quick and efficient service.
3. I/We shall provide quality services to the buyer with amenities as mentioned in the said terms and conditions.
4. I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.
5. I/we also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided by us are incorrect, any contract given to the above firm may be summarily terminated and I / We are liable to be debarred and blacklisted.

Date and place with seal

Name, signature of the authorized
representative of the bidder



Note :

*No overwriting /cutting and correction are allowed and such offers will be totally rejected.

*Manpower charges for per person per month in words and figures should be indicating. The relieving charge will be payable if arrangement of reliever is made during leave/weekly off days.

1. Payment shall be made for the actual man days of employment. Attendance will be verified by Caretaker/authorized official by Director, ICMR-NICED, Kolkata.

2. In case of absence of any of the above mentioned workers without providing suitable replacement, penalty shall be levied as per rules. However, penalty can be waived off by Director, ICMR-NICED, Kolkata in case of natural calamities or situations beyond the control.

3. All the above workers must be qualified & experienced in their relevant field & capable to perform their duties.

4. **Wages should not be less than the prescribed minimum wages by the Central Govt.**

5. Identity Cards, Name Plates have to be provided to each and every Staff. Bio-Data of each staff should be maintained and whenever asked for will have to be shown/provided immediately.

6. **Increase in minimum wages of workers will be paid extra accordingly as per Minimum wages Act & corresponding ESI/PF contribution.**



TECHNICAL BID CHECK-LIST
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

| Sl. No | Description of requirement | Yes/No | Page No. |
|--------|---|--------|----------|
| 01. | The firm is registered with the jurisdictional Labour Commissioner under provisions of contract labour Act and its validity date | | |
| 02. | Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA. | | |
| 03. | Companies Registration certificate or certificate of incorporation of a Firm or Partnership Registration Deed as the case may be. | | |
| 04. | Registration certificate of jurisdictional Provident Fund Commissioner along | | |
| 05. | Copy of Registration certificate/allotment letter of GST | | |
| 06. | Copy of Registration certificate/allotment letter PAN from Income Tax | | |
| 07. | Registration certificate of ESI | | |
| 08. | Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents) | | |
| 09. | DD as EMD as mentioned in Gem Bid | | |
| 10. | Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document. | | |
| 11. | Copy of Income Tax return for last 03 Financial Years | | |
| 12. | Undertaking by the bidder to the effect that there is no police case pending against the bidder/proprietor/firm/parties relating to previous service Contracts and that the bidder has not been black listed. | | |
| 13. | Undertaking by the Bidder to the effect that in case it does not have an office in Kolkata/West Bengal, the agency / bidder would open an Office in Kolkata/West Bengal, within 60 days from the date of issue of work order. | | |
| 14. | Office address | | |
| 15. | At least two currently valid contracts for similar work | | |

Declaration by the Tenderer/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 to abide by them.

Encls: 1. DD No.....

2. Terms & conditions (each page must be signed and sealed)

(Signature of Tenderer/Bidder with seal)

Name:

Seal:

Office Address:

Date:

Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected



FINANCIAL BID

Calculation sheet for supply of outsourced manpower with minimum wages

(Cost per DEO)

(to be furnished in Company Letterhead)

| Sl. No. | Particulars | Remarks | Rates/Percentage | Amount per month (Rs.)(For 26 days) |
|---------|---|---|---|-------------------------------------|
| (A) | Basic wages plus VDA | w.e.f. from 1 st October 2023 as per Chief Labour Commissioner (Central) Order No.F.No.1/8(3)/2023-LS-II dt.26/09/2023 | 915.00 | 23,790.00 |
| (B) | EPF on basic wages plus VDA | Restricted to maximum wage ceiling of Rs.15,000/- | 12% | 1,800.00 |
| (C) | EDLI on Basic Wages plus VDA | | 0.5% | 75.00 |
| (D) | Administrative charges (EPF & EDLI) On Basic Wages plus VDA | | 0.5% | 75.00 |
| (E) | ESIC | Calculated over Basic plus VDA (not eligible if it is more than Rs.21,000/-) | NA | 0.00 |
| (F) | Bonus | | NA | 00 |
| (G) | Total Mandatory payment per Skilled DEO/Multi-Task Skilled Worker per Month {Sum of (A) to (F) } | | | 25,740.00 |
| (H) | Service Charges on (G) | Office Memo No.F.6/1/2023-PPD dated 6th January, 2023 | Min 5% to max 7% as per ICMR Guidelines | |
| (I) | Total (G+H) | | | |
| (J) | GST on G | | | |
| (K) | Total cost per month (I+J) | | | |



FINANCIAL BID

Calculation sheet for supply of outsourced manpower with minimum wages
(Cost per Skilled manpower per month)
(to be furnished in Company Letterhead)

| Sl. No. | Particulars | Remarks | Rates/Percentage | Amount per month (Rs.)(For 26 days) |
|---------|---|--|--|--|
| (A) | Basic wages plus VDA | w.e.f. from 1 st October 2023 as per Chief Labour Commissioner(Central) Order No.F.No.1/8(3)/2023-IS-II dt.26/09/2023 | 915.00 | 23,790.00 |
| (B) | EPF on basic wages plus VDA | Restricted to maximum wage ceiling of Rs.15,000/- | 12% | 1,800.00 |
| (C) | EDLI on Basic Wages plus VDA | | 0.5% | 75.00 |
| (D) | Administrative charges (EPF & EDLI) On Basic Wages plus VDA | | 0.5% | 75.00 |
| (E) | ESIC | Calculated over Basic plus VDA (not eligible if it is more than Rs.21,000/-) | NA | 0.00 |
| (F) | Bonus | | NA | 00 |
| (G) | Total Mandatory payment per Skilled DEO/Multi-Task Skilled Worker per Month {Sum of (A) to (F) } | | | 25,740.00 |
| (H) | Service Charges on (G) | DoE, MoF, GoI O/M No. F. 6/1/2023-PPD dated 23.06.2023 | Min 3.85% to max 7% as per ICMR Guidelines | |
| (I) | Total (G+H) | | | |
| (J) | GST on G | | | |
| (K) | Total cost per month (I+J) | | | |



FINANCIAL BID

Calculation sheet for supply of outsourced manpower with minimum wages
(Cost per Semi-Skilled manpower per month)
(to be furnished in Company Letterhead)

| Sl. No. | Particulars | Remarks | Rates/ Percentage | Amount per month (Rs.) (For 26 days) |
|---------|---|--|--|--------------------------------------|
| (A) | Basic wages plus VDA | w.e.f. from 1 st October 2023 as per Chief Labour Commissioner (Central) Order No.F.No.1/8(3)/2023-I.S-II dt.26/09/2023 | 832.00 | 21,632.00 |
| (B) | EPF on basic wages plus VDA | Restricted to maximum wage ceiling of Rs.15,000/- | 12% | 1,800.00 |
| (C) | EDLI on Basic Wages plus VDA | | 0.5% | 75.00 |
| (D) | Administrative charges (EPF & EDLI) On Basic Wages plus VDA | | 0.5% | 75.00 |
| (E) | ESIC | Calculated over Basic plus VDA (not eligible if it is more than Rs.21,000/-) | NA | 0.00 |
| (F) | Bonus | | NA | 00 |
| (G) | Total Mandatory payment per Skilled DEO/Multi-Task Skilled Worker per Month {Sum of (A) to (F) } | | | 23,582.00 |
| (H) | Service Charges on (G) | DoE, MoF, GoI O/M No. F. 6/1/2023-PPD dated 23.06.2023 | Min 3.85% to max 7% as per ICMR Guidelines | |
| (I) | Total (G+H) | | | |
| (J) | GST on G | | | |
| (K) | Total cost per month (I+J) | | | |

Note 1: - Rates shall be quoted as "Total Cost per manpower (Skilled/Semi-Skilled/Un-skilled) per month".

Note 2: - For all calculation, there shall be 26 working days in a month and a year shall comprise of 12 months. The duty hours shall be 08 (Eight) hours per day i.e. as per Central Govt. Minimum Wage Act.



FINANCIAL BID
(Cost per Unskilled manpower per month)
(to be furnished in Company Letterhead)

| Sl. No. | Particulars | Remarks | Rates/Percentage | Amount per month (Rs.) (For 26 days) |
|---------|--|--|--|--------------------------------------|
| (A) | Basic wages (Un-skilled Manpower Services) plus VDA | w.e.f. from 1 st April, 2022 as per Ministry of Labour & Employment Order No.F.No.1/4(3)/2022-LS-II dt.29/07/2022 | 751.00 | 19,526.00 |
| (B) | EPF on basic wages plus VDA | Restricted to maximum wage ceiling of Rs.15,000/- | 12% | 1,800.00 |
| (C) | EDLI on Basic Wages plus VDA | | 0.5% | 75.00 |
| (D) | Administrative charges (EPF & EDLI) On Basic Wages plus VDA | | 0.5% | 75.00 |
| (E) | ESIC | Calculated over Basic plus VDA (not eligible if it is more than Rs.21,000/-) | 3.25% | 634.60 |
| (F) | Bonus | | NA | 0.00 |
| (G) | Total Mandatory payment per Unskilled manpower per Month {Sum of (A) to (E) } | | | 22,110.60 |
| (H) | Service Charges on (G) | DoE, MoF, GoI O/M No. F. 6/1/2023-PPD dated 23.06.2023 | Min 3.85% to max 7% as per ICMR Guidelines | |
| (I) | Total (G+H) | | | |
| (J) | GST on G | | | |
| (K) | Total cost per month (I+J) | | | |

Note 1: - Rates shall be quoted as “Total Cost per manpower (Skilled/Semi-Skilled/Un-skilled) per month”.

Note 2: - For all calculation, there shall be 26 working days in a month and a year shall comprise of 12 months. The duty hours shall be 08 (Eight) hours per day i.e. as per Central Govt. Minimum Wage Act.



Annexure A

DECLARATION

I,

Proprietor/Partner/Director/ Authorized Signatory of _____ am competent to sign this declaration and execute this Bid document;

i. I have carefully read and understood all the terms and conditions of the Bid and hereby convey my acceptance of the same.

ii. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.

iii. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

iv. Company/firm has done in past satisfactory/disciplined work and not blacklisted in past by any client.

Signature of Owner/Managing Partner/Director

Date:

Full Name:

Place:

Company's Seal:

N.B.: Scanned copy of the above declaration, duly signed and sealed, should be uploaded with Technical Bid.



Check list of documents (signed stamped and scanned copies to be attached)

| Sl. No. | Document | Yes/No |
|---------|---|--------|
| 1. | Bid document (all pages) signed by the authorized persons and stamped | |
| 2. | Audited accounts statement (2020-21, 2021-22, 2022-23) | |
| 3. | Registration/Incorporation certificate | |
| 4. | E.M.D. | |
| 5. | GST registration | |
| 6. | ESIC Registration | |
| 7. | EPFO Registration | |
| 8. | PAN Number | |
| 9. | Declaration as per annexure C | |
| 10. | Copies of satisfactory completion of work / Work Order indicating value of contract and number of personnel / Work agreement duly signed by both parties are attached or Not. | |

If the Answer to the above points are No, then the reasons for the same must be explained failing which the bid shall be treated as unresponsive and would be liable to be rejected.

