

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

Sector 81, Knowledge City, P. O. Manauli, S.A.S. Nagar, Mohali, Punjab

Tender Notice

Advt. No. ADMN-2013-14-TN-1

Sealed tenders are invited on behalf of Director, IISER Mohali for Cleaning and Housekeeping of Academic Block and Lecture Hall complex, from Firms having local office and valid Labour License ESI, EPF code from tricity with work experience of at least 50 persons in a single contract in central/state Govt./PSU's and also having ISO 9000 rating. The last date of submission of tender is 15.07.2013 before 1.00 PM.

For complete details refer IISER web site: www.iisermohali.ac.in

Registrar
IISER Mohali

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

Sector 81, Knowledge City, P. O. Manauli, S.A.S. Nagar, Mohali, Punjab

Advt. No. ADMN-2013-14-TN-1

Date : July 01, 2013

Sealed tenders are invited on behalf of the Director, IISER Mohali from firms having Registered office in tricity with valid Labour license, ESI & EPF code from tricity with work experience of at least 50 persons in single contract in Central/State Govt./PSU's and also having ISO 9000 rating for providing cleaning and House-keeping services at IISER Mohali, Sector 81, Mohali. Tender documents may be submitted to Registrar's office with the following enclosures:

1. Letter Head of the firm/company with address and contact details i.e. Tel./Fax. Nos.
2. Affidavit that the firm is not black listed as per the specimen at Annexure II.
3. Copy of the valid labour license issued from tricity.
4. Copy of ESI registration from tricity.
5. Copy of continued experience of providing minimum 50 persons in a single contract in Central/State Govt. undertakings/ Autonomous bodies during the last three years.
6. Copy of the certificate issued by Organization(s) where such work was executed Certifying that the applicant firm has executed the contract satisfactorily.
7. Latest copy of IT Return
8. Copies of audited balance sheets for the last 2 years.
9. Signed copy of Undertaking as Annexure III of this tender.

A non-refundable DD of Rs. 500/- towards cost of Tender form, drawn in favour of Registrar, IISER Mohali payable Mohali/Chandigarh to be submitted alongwith the tender. Tenders without payment of cost of tender forms will not considered.

The last date of submission of tenders completed in all respect is 15.07.2013 before 1.00 p.m. The tenders will be opened on 15.07.2013 at 03.00 p.m. in the presence of tenderers, if any.

Registrar
IISER Mohali

Earnest Money for tender Rs. 15,000 (Rs. Fifteen thousands Only), DD to be drawn in favour of Registrar, IISER Mohali and should be enclosed to the tender. Tenders without earnest money will be summarily rejection.

TERMS AND CONDITIONS of the contract (to be sealed in common cover)

SCOPE OF WORK: contract for cleaning & House-keeping of Academic Block and Lecture Hall complex at Sector 81, Mohali including supply of Cleaning material required from time to time as per Annexure I.

NAME OF THE CONTRACT WORK: Contract for cleaning & House keeping of Academic Block and Lecture Hall Complex at IISER Mohali, Sector 81, Mohali.

PERIOD OF CONTRACT: The Contract shall be initially awarded for a period of two months and may be extended for full year, subject to satisfactory performance of services and compliance of all the terms and conditions of the agreement.

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 IISER Mohali is final in awarding the contract.

The Competent Authority may allot the contract in full or a part of such contract to the next firm out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working contractor or otherwise if it is deemed fit to do so in the public interest or in case of furnishing any wrong information/documents or concealing any material or vital facts, beside terminating the contract. IISER Mohali reserves its right to take appropriate legal course of action against defaulter, in order to ensure effective supply/supervision of these services by the contractors during and even after completion of the contract.

SECURITY DEPOSIT: The successful Bidder shall furnish a security deposit of Rs. 2.5 lakh in the form of DD/Bank guarantee.

GENERAL TERMS AND CONDITIONS

1. The successful tenderer shall be required to execute an Agreement Deed on the format approved by this Institute on stamp papers of appropriate value.
2. 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 only.

3. The Director IISER Mohali 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.
4. A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of allotment letter for every week or part thereof for the delay in the commencement of the contract.
5. The decision of the Director IISER 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 contractor shall, thereafter, rectify the defects so pointed out without any extra payment. The Director IISER 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 count 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 may think proper.
6. 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.
7. 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.
8. Wearing of uniforms and name plates by the employees of the Contractor deployed for cleaning during duty hours is compulsory.
9. The Director IISER 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 number of persons are deployed and that they are doing their duties satisfactorily.

10. 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.

11. The persons so deployed shall be under the over all 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. IISER Mohali shall be absolved from any such liability at its own level.

12. The contractor shall provide salary slips to employees with full information in respect of the wages paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made thereunder.

13. The contractor shall furnish details of disbursement of salary to the Director IISER Mohali within 5 days. This obligation is imposed on the contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under the various Labour Laws. The Contractor shall comply with or cause to be complied with the Contractor's Labour Regulations made by the Institute from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and unauthorized deductions made. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.

14. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the minimum wages Act., EPF Act, ESI Act, Bonus Act, Maternity Benefit Act as stipulated by the Central Labour Commissioner.

- I. 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. The Contractor will submit a copy of the receipt in the office of the Director IISER Mohali. Service tax, on the gross bill, may also be deducted at source if there are any instructions from the concerned authorities in this regard.

- II. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, and the Contractor shall report the compliance there of to the Director IISER. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
- III. 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.
- IV. 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 suitable action against such employee on the direction of the Director IISER Mohali or any other officer so authorized by him in this regard.
- V. In case of any complaint/defect pointed out by the Institute authorities, the Contractor shall immediately replace the person so deployed.
- VI. Leave/Weekly off : The Contractor shall add all charges towards leave/weekly off etc. applicable as per rules in the bid. No extra charges will be paid for weekly off or leave.
- VII. The Institute shall have further right to adjust or readjust or deduct any of the amount as aforesaid from the payment to be Contractor under this Contractor or out of the security deposits of the contractor.

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; OR
- b) On giving three month's notice at any time during the currency of services, 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; OR

c) On unsatisfactory performance during the first two months.

OR

d) 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;

e) On contractor being declared insolvent by the competent Court of law without any notice.

ANNEXURE – I

To be sealed in common envelope

Cleaning of Academic Block and Lecture Hall complex with cleaning material to be supplied by the contractor as per requirement.

Cleaning schedule:- The cleaning of both are to be done as per the schedule mentioned below plus whenever it is felt necessary during the day.

Timings : 7.30 a.m. to 3.30 p.m. (Subject to change as and when required)

The rooms, toilets, labs, corridors, offices, Pantry, surroundings/stairs, lifts, glass panes & Railing etc. are required to be cleaned from 7.30 a.m. onwards in the morning with all the cleaning materials supplied by the contractor as per requirement on all days including Sundays and Holidays as per instructions of the supervising official of the IISER Mohali. All the cleanable surfaces including furniture items are to be cleaned. Further common areas i.e. corridors, passages, stairs, toilets etc. are to be scrubbed/cleaned once in a week with the scrubbing machine.

Manpower Deployment

The contractor shall deploy 25 persons in total including leave reliever.

ANNEXURE - II

AFFIDAVIT

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

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.

DATE, THE **day of 2013**

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.
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 IISER Workers along with bills.
4. We shall provide ESI cards within 1 month from the award of contract.

Signature with rubber stamp.

(To be sealed in separate envelope marked as “Price Bid”)
For Cleaning and House-keeping of Academic Block and Lecture Hall complex

PRICE BID

(CLEANING OF ACADEMIC BLOCK AND LECTURE HALL COMPLEX AS PER SCOPE OF WORK (ANNEXURE I) RATES TO BE QUOTED AS LUMP SUM (MINIMUM WAGE/ESI/EPF/SERVICE TAX/LEAVE RELIEF/UNIFORM/SERVICE CHARGES AND COST OF CLEANING MATERIALS).

(RUPEES in figures _____) (RUPEES in words _____).

Break up of the lumpsum amount:-

1. Minimum wages Rs. _____ p.m. (Per person)
2. ESI ____ % Rs. _____ p.m. (Per person)
3. EPF ____% Rs. _____ p.m. (Per person)
4. Leave Relief Rs. _____ p.m.
5. Service Tax ____% Rs. _____ p.m.
6. Cleaning Material Rs. _____ p.m.
7. Scrubbing/cleaning with machine _____ p.m.
8. Service / Administrative charges ____ % Rs. _____ p.m.

Total of Sr. no. 1 to 8 : _____

(Note the lumpsum amount quoted should match the total break up amount)