

National Agri-Food Biotechnology Institute (NABI)

C-127, Industrial Area, Phase-VIII, SAS Nagar, Mohali (Punjab).

NAME OF WORK: Supply of manpower for various services at NABI, Mohali.

CONTENTS

Sr.No.	Description	Page No.
1	NIT	2-3
2.	Instruction to bidders	4
3.	General Terms & Conditions	5-12
4.	Affidavit	13
5.	Undertaking by the contractor	14
6.	Letter of Acceptance	15
7.	Scope of work	16-18
8.	Checklist to be attached Technical Bid	19
9.	Price Bid (To be submitted sealed, separately)	20
10.	Tender Agreement Letter	21
11.	Specimen of the Agreement	22-28

Note: Tenderer should confirm that they have received all the above papers from Sr.No.01 to Sr.No.11 and seen and understood all items. All the documents are to be returned duly signed by the tenderer.

TENDER ISSUED TO:

M/s _____

Telephone No. (If any) _____

Signatures of the Officer Issuing Tender

Pay Order/Demand Draft No. _____ dated _____ from the Bank
_____ drawn in favour of the
Executive Director, National Agri-Food Biotechnology Institute, Mohali for
Rs. _____

(Rupees _____) is enclosed herewith.

I/We have read and understood all the terms and conditions and all other relevant documents and seen the drawings if any and visited the site before quoting the rates.

**Signature of the Contractor
with seal**

Address _____

Telephone/Mobile No. _____

Email(s) _____

NOTICE INVITING TENDER

(NABI/6(5)/2010-Gen; Sept 30, 2013)

Sealed Tenders on behalf of Executive Director, NABI are invited under Two Bid system (TECHNICAL BID & PRICE BID) from the firms providing manpower services, having registered office at Chandigarh/Mohali/Panchkula (Tricity), and holding valid Labour License, ESI and EPF code with a work experience of engaging atleast 25 persons or more in a single contract continuously over a period of atleast 03 years in Central/State Govt./PSUs and having executed atleast One work of similar nature of annual value Rs.50 Lakh or Two works of similar nature of annual value of Rs.25 lakh each or more than two of similar nature of annual value of Rs.15 Lakhs each during the last 03 years.

S. No	Tender No	Name of work	Cost of tender document (Rs./-)	Earnest Money Deposit (Rs).
1.	NABI/6(5)/2010-Gen	Supply of Manpower to NABI for various services of Housekeeping, office and Farm operations under the Minimum Wages Act	Rs.550/-	Rs. 50,000/- in the form of Demand Draft in favor of National Agri Food Biotechnology Institute payable at Mohali

The Tender Form(s) may be obtained from the office of NABI on payment of Rs. 550/- (Rupees Five Hundred Fifty only) towards the cost of tender document(s) between timing 10.00 a.m. to 5.00 p.m. (on all working days only). The tender downloaded from the website shall be accompanied by a Demand Draft amounting to Rs.550/- drawn in favour of 'National Agri Food Biotechnology Institute payable at Mohali'.

The 'Technical Bid' in a sealed cover superscribed as the "Technical Bid" alongwith the tender documents and checklist as mentioned at Annexure-B, Page No. 19 of the Tender Document with proper marking and also putting up signatures on each page should be submitted at NABI on the specified date or before i.e. 11th October, 2013 by 03:00 PM.

NOTE: The bidder(s) should provide the checklist with supporting documents with page nos. alongwith the technical Bid. Failing in submitting the checklist alongwith Technical Bid will cause cancellation of the bid without any further notice / information.

The received tenders will be opened on the same date at 03.30 PM in the presence of tenderers and their representatives who wish to be present on that day. Successful technical bidders may be asked to give a presentation before opening of their price bids. Such a presentation, if any, may if found necessary form the basis of shortlisting firms for opening of the price bids.

The 'Price Bid' should be submitted in the prescribed proforma in a sealed envelope, superscribed as the "Price Bid" as given in the Annexure 'C' of Tender Document. The Price Bid should be separately sealed and kept separate from the envelope of the Technical Bid.

The Earnest Money Deposit (EMD) is to be submitted in the form of Demand Draft/Bankers cheque drawn in favour of National Agri Food Biotechnology Institute payable at Mohali from any Scheduled/Nationalised Bank preferably State Bank of India (SBI). EMD in any other form is not acceptable. Late and delayed tenders even received after 03.00 PM on

October 11, 2013 will not be entertained, opened and summarily rejected. Offer by Fax/E-mail will also be summarily ignored.

* “Any Bid where in service charges quoted are such that after deduction of statutory payments viz. TDS etc. it becomes zero/negative, such a Bid shall be summarily rejected without any communication. Also NABI reserves the right to calculate the minimum threshold value of the commission as to what is deemed workable by NABI and any bid lower than the Minimum Workable Commission is liable to be summarily rejected.”

Incomplete tender or tenders received without EMD shall be summarily rejected. Canvassing in connection with tender/quotation is strictly prohibited. The Executive Director, NABI reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

Schedule for Submission & Opening of Bids:

Submission of Bids	Due Date & Time
a) Part – I Technical Bid and b) Part – II Price Bid	11.10.2013 - 03.00 pm
Opening of Part I (Technical Bid)	11.10.2013 - 03.30 pm
Tender Evaluation	Shall be intimated later

(ADMINISTRATIVE OFFICER)

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE

INSTRUCTION TO TENDERERS

Tender should be submitted in double bids duly marked as the **Technical Bid** and the **Price Bid**. The price Bid should contain only the “**per person service / administrative charges in lumpsum including TDS**”. The tender should be superscribed as “Tender for Providing Manpower for various services for One Year. EMD should be kept in a separate sealed cover super-scribed as “EMD”.

a. **Submission of EMD is a must and should be submitted along with the Technical Bid.** The EMD is to be furnished only in the form of DD/Banker's cheque from any schedule/Nationalised Bank drawn in favour of National Agri Food Biotechnology Institute payable at Mohali. EMD in any other form including cheque/Banker's Guarantee etc. will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD will be summarily rejected.

b. For due performance of his/their obligations under the contract, during the validity, **the successful tenderers shall have to deposit 10% of the annual contract value as Security Deposit immediately after conclusion of the award of contract.** This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or from any one of the scheduled banks. The Bank Guarantee shall be invoked in case of breach of contract. After successful completion of the contract, the BG towards the security deposit will be released after all adjustments whatsoever.

c. The tenderer should read the ‘**General Terms and Conditions**’ & ‘**Notes**’ of the Lab annexed hereto and give their acceptance at the end. The tenderer is advised to visit the Lab/site **on any working day between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering and ascertain details from the Nodal Officers of these services.

d. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

f. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

g. The Executive Director, NABI does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

A. GENERAL INSTRUCTIONS

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. Any bid wherein service charges quoted are such that after deduction of statutory payment vis TDS etc. the service charges become zero/negative, such a bid shall be summarily rejected without assigning any reason thereof.
3. NABI reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
4. Any action on the part of the tenderer to influence any officer of NABI or canvassing in any form shall make the tender liable for rejection.
5. The work/tender shall be allotted to the tenderer whose quotes are viable, workable & shall fulfil all the other terms & conditions of the tender document.
6. 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 any time in the event of non-compliance or breach of any terms & conditions of this contract by the working contractor/firm 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 fact. Besides terminating the contract NABI, Mohali reserves its right to take appropriate legal course of action against defaulters.
7. The contract will be for a period of one year initially, which can be extended for one more year on satisfactory performance of the initial period of the contract on the same terms and conditions, if acceptable to both the parties.
8. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Executive Director.
9. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, NABI shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, which shall be recovered from the bill of the contractor.
10. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify NABI from any claims in this regard.

11. The applicant/firm should be registered under the 'Contract Labour (Registration & Abolition) Act, 1970 & Rules of 1971 made there under & have in their possession the EPF/EDLI & ESI code numbers allotted from the tri city of Chandigarh/Mohali/Panchkula only.

12. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.

13. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on NABI.

14. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by NABI and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.

15. Water and Electricity required for the work may be used free of cost from NABI.

16. 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 NABI 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 NABI against all claims in this regard.

17. The contractor shall identify the personnel to be deployed exclusively for the horticulture services.

18. 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
- i. 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.

20. Any liability arising on NABI shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor. There would be no liabilities towards the workers of the contractor on NABI.

21. NABI through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

22. The Contractor is required to nominate his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Executive Director) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

23. In the event of the contractor failing to execute the Services for the **entire One Year** under the contract either in whole or in part an alternative arrangement will be made by NABI totally at the cost & risk of contractor besides any levying suitable fine /penalty even if the services are temporarily terminated by NABI.

24. The contractor shall be liable to pay compensation for any loss & damage caused to the property of NABI or its Staff Members/Students/Visitors by the contractor or his workers.

25. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff, the contractor will be under an obligation to change the worker concerned when instructed by NABI authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. NABI shall not and cannot hold any responsibility with regard to staff on the role of the contractor what so ever.

26. The contractor & his staff shall follow the rules & regulations of NABI in force and instructions issued from time-to-time. NABI will be free to take action against the contractor for violating the same.

27. NABI reserves the right to terminate the contract without assigning any reason by giving a notice of ONE month. The contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.

28. The personnel of Contractor should observe only three closed holidays in a Calendar Year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. **The Three closed holidays would cover Republic Day, Independence Day, Gandhi Jayanti.**

29. The services of employees of Contractor should be made available on all six days of a week.

30. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted before deployment and also list of employees with bio-data of each employee posted to the Institute along with photo and signature/thumb impression should be handed over to Administration of NABI. Any changes

should be informed immediately.

31. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the sole responsibility of the contractor to provide a suitable substitute. Whenever, any substitute is provided by the Contractor against any personnel, NABI will make payment for the substitute only.

B. NABI'S OBLIGATIONS

1. NABI will not charge any amount from the contractor for water or/and electricity supplied for Services.

C. CONTRACTOR'S OBLIGATIONS

1. Area of operation for Services for **“Supply of manpower for various Services for One Year as per Scope of Work detailed in Annexure A.”**
2. The contractor shall pay his workers the minimum wages as fixed/notified from time to time by the **Central Govt. / State Govt., whichever is higher**, throughout the tenure of contract in the presence of the representative of the Executive Director of NABI or by issuing account payee cheques/NEFT to all individuals. It will be the sole responsibility of the Contractor to disburse the wages/salaries of its deployed personnel on or before 7th of every month alongwith the Pay slip as per Central Labour Enforcement Authority, and to address all the issues related to disbursement of wages/salaries.
3. In the event of local problems arising while discharging the functions at NABI due to deployed staff of the contractor, the contractor will deal with them appropriately and he will not bring NABI on the scene for such matters. The Administrative Officer, NABI should be kept informed of any such occurrence and the solution found.

D. THE CONTRACTOR WILL PROVIDE

1) Uniforms-

Two Sets of Uniforms to his workers as approved by the competent authority (Both Males/Females) while on duty (where ever applicable). Sufficient number of uniforms would have to be provided so that the worker is always in neat and tidy uniform. It will be strictly

monitored & severe fine will be imposed (@ Rs 200 for each case of default/day/person) and deducted from the monthly bill of the contractor, if any worker is found without uniform.

2) Identity Cards –

The contractor will issue identity cards to his workers/supervisors after getting them verified by NABI. Any worker found without identity card will not be permitted to enter the premises.

The contractor will post a supervisor at a specific point to receive & manage complaints & instructions.

E. REPORT

1. The contractor or his representative shall daily report to Officer-in-charge, NABI to supervise the work under the contract and take instructions every day from him for the work on a Book/Register to be maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
2. The contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
3. The contractor/his representative should approach the supervisor/in-charge, if he needs any instructions/help or has any difficulties.
5. The contractor/ his representative should all the time be available at work site during the course of his work.
6. NABI reserves the right to call on the representative/supervisor of the contractor at any time during the working/off hours.

F. SUPERVISING

1. The contractor shall be responsible to extract the work, manage the work, maintenance of gardens etc. as the case may be and for interaction with office-in-charge for the upkeep. He should maintain account of materials taken outside the premises and brought back. These materials can be taken outside only with the approval of Officer In-charge or higher authorities.
2. The services of the workers/personnel deployed by contractor will be required on all days in a month irrespective of holidays and they should be prepared to work on shifts whenever and wherever it is required by NABI. The Contractor has to ensure proper attendance of the personnel deployed and should produce Character and Antecedent's verification reports of the persons engaged at NABI and the same shall be submitted to the department for verification.
3. The labourers provided by the Contractors shall maintain personal hygiene at NABI.
4. The contract personnel should wear prescribed uniform while on duty (where applicable), which shall be supplied by the Contractor.
5. The persons deployed should be reliable, trust worthy, alert and efficient.

6. The contract personnel should be disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.
7. The contract personnel shall undergo medical examinations at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute at the cost of the contractor.
8. The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.
9. The contractor should make payment to the workers on or before 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from NABI.

G. MINIMUM LABOUR TO BE PROVIDED

As per requirement of Institute for housekeeping and cleaning, shifting of goods, horticulture, canteen and other allied services including office assistants, Data Entry Operators, Electricians etc. The manpower shall be provided after being identified by NABI from the talent pool of the contractor based on the suitability of the candidates for the job/work to be assigned and NABI shall fix the remuneration payable to each according to the job responsibilities, experience and qualification possessed.

H. PAYMENT CONDITIONS:

1. The Contractor will submit the monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The officer on the receipt of the bill will check the work record and there after process the bill for payment.
2. All bills should be submitted on printed forms, duly signed, stamped and pre-receipted.
3. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act, EPF Act, ESI Act, Payment and all other relevant Act and will be responsible for the deposit of Employees' and Employer's share of statutory contributions with the EPF/ESI authorities at his own level and maintenance of such records as per rules. He will also arrange for opening such EPF/ESI accounts etc. of all the employees deployed by him in this Institute and provide all relevant information to NABI Administration. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the certificate of satisfactory performance of work from the concerned officer of NABI. A certificate to the effect that all labour laws including EPF, ESIC payments, Bonus etc., are being followed has to be furnished with proof along with the bill for payment.

4. The contractor will submit wage bill as per details/table given below:
 - a) Name of the firm/company
 - b) Annual contract for Providing Manpower Services for various activities.
 - c) Authority No. & date
 - d) Date of commencement of the contract.
 - e) Wage bill for the month.....
 - d) Bill No. & date
 - f) Bill mentioning complete details vis. Name of the worker, Employee Code No. EPF No., ESI No., Minimum Wage, Days, Wages, Employees contributions towards ESI, EPF, Carry Home wages, Employers share towards EPF, EDLI, ESI etc.
5. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
6. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers on or before 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from NABI.
7. The contractor shall furnish complete details of disbursement of salary to the Executive Director, NABI before 10th Day of every month.

I. COMMENCEMENT OF WORK

The Contractor is required to start the work of supply of manpower for the services with effect from the date of award and submission of Agreement and Performance Security, failing which NABI at its sole discretion may cancel the work order and the EMD shall be forfeited without any further reference to the Contractor.

J. CANCELLATION OF CONTRACT

1. Notwithstanding any other provisions made in the contract, NABI reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public Interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and BG towards Performance Security submitted to NABI shall be invoked without any claim whatsoever on NABI and the contractor shall be liable for action as appropriate under the extant laws.

3. Also, the terms under the penalty clause of the NIT shall be levied alongwith the forfeiture of performance security.

Date:

Signature of Tenderer

Seal & address

Annexure –I

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

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.

Date_____

DEPONENT

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 therefrom.

Date_____

DEPONENT

Annexure -II**UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for providing manpower as per instructions of Officer-in-charge.
2. I/we have made the site visit in order to evaluate the level of services to be rendered and quoted accordingly.
3. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at NABI.
4. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
5. Waste material will be collected in polyethylene bags/ substitute as approved by State govt. & disposed off in a proper manner.
6. I/We agree for daily disposal of biomedical and non-biomedical waste at required places.
7. I/We will provide staff for shifting of furniture and small equipments as and when required by NABI.
8. I/We agree for the bills payment on monthly pro-rata basis.
9. I/We agree to pay minimum wages as per Labour Enforcement Authority.
10. The holiday list of the housekeeping staff would be approved by the Competent Authority.
11. I/We agree to pay minimum wages as per the Labour Enforcement Authority + PF + ESIC + BONUS. Wages/salaries will be paid to the deployed staff on or before 7th day of every month.
12. Substitute will be made available as and when required. Extra man power if any called during conference / meetings etc. will be provided on 24 hour's notice.
13. Two sets of Uniforms* + Identity Card + 1 Pair of Safety Shoes* will be given to all the workers within 15 days of award of work and it will be replaced as and when required.
(*For specific category of staff or as decided by the Competent Authority)

Place:

Date:

Contractor's Seal & Signature

LETTER OF ACCEPTANCE

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.

Signature of the Contractor & Seal

Address for Correspondence: -----

Annexure A

Scope of Work:

1. For Horticulture/Agricultural Experiment Farm Services

- i) Maintenance of all the fields/lawns/plants/trees of NABI including Guest House and the Research Farm at Sector 81, main campus.
- ii). The maintenance shall be provided by proper soil, landscapes, bed management, watering, weeding, manuring, moving, cutting of grass, shrubs maintenance of hedges, edges creepers etc., pruning, spraying pesticides, replacing dead plants, re-developing or improvising landscapes wherever required. The maintenance shall mean and include watering, preparation of beds, weeding, mulching, forking the soil, trimming, pruning, supporting, mowing lawns/grass, sweeping, disposal of materials, application of manures like cake dung, insecticides, pesticides etc. The interval for spraying insecticides, applying fertilizer/manure etc., will be as per site conditions and requirements. It also means and includes, replacement of plants and shrubs, to fill in the gaps during the operational period.
- iii) Plantation of sapling, trees, flower plants, their maintenance and trimming from time to time, changing pots etc.
- iv) Watering plants and grass in the lawns to ensure that greenery is maintained.
- v) Pest control use and spray of pesticides.
- vi) Arrangement of flower vases as per the requirement of NABI.
- vii) Maintain and enhance beauty of the premises at all times.

The total area of the experimental farm is about 25 acres and **minimum of 05 agricultural farm labourers shall be required.**

2. For Housekeeping and Cleaning and Guest House

“Providing cleanliness/housekeeping services which included cleaning work of complete NABI Interim facility, glass panes, mopping and general cleaning in a covered area of Approx 25,000 sq.ft. consisting of main Laboratory, Administrative Offices, Guest House.

1. In brief the job function is to maintain the aesthetic looks in the Institute and Guest House premises by maintaining pleasant odour and cleanliness, keeping the building & the surrounding area neat, clean & tidy every day keeping them in hygienic & sanitary conditions of high standard as per contract.
2. Effective cleaning of rooms and bathrooms has to be ensured during the morning shift taking into account the convenience of the occupant.
3. The Housekeeping staff will be present in the premises and carry out duty for entire eight hours excluding meals / tea hrs./ staggered duties as assigned by competent authorities.
4. The workers should maintain highest discipline and behave politely and proper manner with the

students and guests. They should not argue with the students and guests.

5. The guidelines of cleaning process are as under-

(i) DAILY – House Keeping.

1. Proper sweeping & mopping of all floors in the building twice daily. Cleaning of walls, railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas, no betel stains or cob webs etc. should be visible anywhere.
2. Cleaning entrance lobby area frequently.
3. Cleaning of Waste Paper Baskets, Sanitation Bin & Spittoon set & disposing of garbage/refuse as directed.
4. Dusting Guest House furniture, almirahs, cupboards, phones, partition walls, doors, windows, Notice Boards, Flower Vases & pieces of decoration and other materials available in NABI
5. Porcelain fixtures to be cleaned with Vim.
6. To spray with room fresheners/ perfume to maintain pleasant odour as & when required especially at Guest House when occupied..
7. Spray of Gammexine, bleaching powder & Finit /Hit or good insecticide on regular basis to prevent breeding of flies/ mosquitoes, cockroaches, lizards and big ants and other pests.
8. To attend & clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
9. Thorough cleaning of rooms with, Odorex, dettol/ carbolic acid / disinfectant etc. as required and as directed by Supervisor/ Officer-in-charge.

(ii) WEEKLY – House Keeping:

1. Cleaning of Carpets, Curtains, Venetian/vertical blinds Phones and Electrical fittings on walls in rooms, passage and corridors in the building.
2. Cleaning of fans, tube-lights, false ceiling, ceiling, walls, O2 and CO2 pipes.
3. Cleaning false ceiling sheets, polishing of steel body.
4. Cleaning of terraces in all buildings.
5. Cob-webs in all the walls and ceilings to be removed as often as necessary and at least once a weak.
6. Mosquito repellent, chemical spray to be done in all the rooms.

(iii) FORTNIGHTLY – House Keeping:

- a) Cleaning of ceiling with electrical fitting & roofs.
- b) Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material.
- c) Cleaning storm water drains, water pipes & over head tanks.

(iv) MONTHLY – House Keeping:

1. Wax Polishing of floor & polishing the furniture, if required, as per agreed extra cost.
2. Sweeping & cleaning of service ducts, Service Rooms, Service Shafts & all drainage pipes including those of toilets.
3. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer line.
4. Washing of building from outside with prior permission from Supervisor/ Officer –in-charge.
5. Carpet shampooing on quarterly basis.

*** Approximately 05 persons shall be required.**

Canteen / Guesthouse:-

The contractor shall have to provide manpower for cooking of food/tea in guest house and as per the requirement of Institute at NABI premises.

*** Approximately 03 persons shall be required.**

Technical Manpower:-

The contractor shall have to provide such technical manpower as maybe required for technical jobs like that of an electrician/plumber/AC Technician etc. Where ever, the requirement is of intermittent nature the contractor shall provide the technical manpower on call basis at mutually agreed upon rates.

*** Approximately 03 persons shall be required.**

Office/Lab Management:-

The Contractor shall provide such manpower as per requirement of NABI for efficient office and laboratory management like that of Lab. Manager, Office Assistants, Data Entry Operators, Office Attendants, Lab Attendants etc.

*** Approximately 09 persons shall be required.**

Staff Car Driver:-

The Contractor shall provide such manpower holding valid driving licence, as may be required for driving the Staff Car(s) as per requirement of NABI.

*** Approximately 01 person shall be required.**

Annexure-B**Check List to be attached with the Technical Bid**

Sr.No.	Particular	Page No.	Document Attached (Yes/No)	Remarks (If any)
1.	Letter head of the firm/company with address & contact details i.e. Tel / e-mail/Fax Nos. etc.			
2.	Copy of the Registration of office at Chandigarh / Mohali / Panchkula (i.e.Tricity)			
3.	Tender Document Fee details (Rs.550/-)			
4.	Earnest Money Deposit (EMD) Details (Rs.50,000/-)			
5.	Affidavit that the firm is not black listed as per the specimen at Annexure-I.			
6.	Copy of valid Labour License issued from Chandigarh/Mohali/Panchkula Authorities.			
7.	Copies of ESI & EPF registration from Chandigarh/Mohali/Panchkula Authorities.			
8.	Copy of continued experience of providing minimum 25 persons or more in a single contract in Central/State Govt. undertaking /Autonomous Bodies during the last three years			
9.	Copy of certificate(s) issued by such organization(s) where such work was executed during the last three as above certifying that the applicant firm has executed the contract satisfactorily.			
10.	Copies of the documents describing One work of similar nature of annual value Rs.50 Lakh or Two works of similar nature of annual value of Rs.25 lakh each or more than two of similar nature of annual value of Rs.15 Lakhs each during the last 03 years			
11.	Latest copy of Income Tax Return for the last 02 years (i.e. Assessment Year 2012-13 and 2013-2014).			
12.	Copy of Audited Balance Sheets for the last 02 years (i.e. Financial Year 2011-12 and 2012-2013).			
13.	Solvency certificate of an amount not less than 4.00 lacs issued by a schedule bank with in the last six months.			
14.	Signed copy of the undertaking as per Annexure -II of tender.			
15.	Attested copy of the PAN Card.			
16.	Attested copy of the Service Tax registration certificate.			

Annexure -C**PRICE BID****Supply of manpower**

Rates/Admin Charges for providing manpower @ _____ per month per personal.

In words _____.

Certified that I/ We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge the liabilities/ administrative charges, if any. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Signature of tenderer

Date:.....

Address:.....

.....

Tel.No./Fax No./Mobile:.....

E-mail address:.....

Official Seal

Note:

1. Only Service/ Administrative Charges to be quoted which includes TDS/Service Charges etc. Statutory Charges as applicable from time to time will be paid by NABI, Mohali.
2. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
3. NABI reserves the right to fix a minimum workable amount of commission and fix it as a threshold. Any bids lower than such fixed threshold shall be rejected.

TENDER AGREEMENT

(On Company/Firm's Letter Head)

Date: _____

To

The Executive Director,
National Agri-Food Biotechnology Institute,
C-127, Industrial Area Phase VIII, Mohali.

Tender Ref. No.: NABI

/Providing manpower for services

Name of Work: Supply of manpower for Services at NABI.

Sir,

I/We understand the nature and quantum of work to be carried out and read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of **60 (Sixty)** days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Executive Director, NABI will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of NABI general conditions of the contract as amended from time to time and to carryout the work according to the drawings, specifications and special conditions of the contract laid down by NABI.

A sum of Rs. is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of NABI from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- a) I /We do not execute the contract documents immediately after getting information from NABI
- b) I / We do not commence the work within 15 days after issue of the letter/contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp

Address: _____

**AGREEMENT FOR PROVIDING MANPOWER FOR SERVICES AT NABI,
MOHALI**

This AGREEMENT made on this-----day of----- between the NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE, a Society registered under the Societies Registration Act and having its office at “C-127, Industrial Area Phase VIII, Mohali (hereinafter referred to as NABI) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

----- (hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS NABI is desirous of giving a job contract for providing manpower at NABI's Interim Facility and its main campus at sector 81 and whereas the Contractor has offered to provide skilled and unskilled workers on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar on him in this respect. Any obligations and/ or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/ or execution of this Contract shall be carried out by the contractor at his own expenses, etc and the contractor shall report the compliance thereof to NABI. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act/provisions.

WHEREAS NABI has agreed to award the contract for providing skilled and unskilled workers, hereinafter mentioned as work assigned details of which are given at Annexure 'A'. AND WHEREAS the contractor has agreed to furnish to NABI a security deposit of Rs.----- (Rupees ----- only) by way of a Bank Guarantee.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

A GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, a relationship of employer and employee between the said persons and NABI shall accrue/ arise implicitly or explicitly.
2. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with the Executive Director of NABI or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Executive Director of NABI for further streamlining their system. The contractor shall further be bound by and carry out the directions/ instructions given to him by the Executive Director of NABI or the officer designated by the Executive Director in this respect from time to time.
3. That the Executive Director of NABI or any other person authorized by the Executive Director shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties
4. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful activity or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of NABI in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Institute in case of any of the aforesaid misconduct on the part of the said person.

B CONTRACTOR'S OBLIGATIONS

1. That the contractor shall carefully and diligently perform the work assigned to him as mentioned at Annexure 'A' to the utmost satisfaction of the Institute.
2. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. That the contractor shall submit details, such as, names, parentage, residential address, age, etc., of the persons deployed by him in the premises of NABI for the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/ identification, etc., and such

employees shall display their identity cards at the time of entering or leaving or while on duty.

4. That the Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under applicable labour laws and other statutory provisions.
5. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to NABI and shall comply with the statutory provisions of Contract Labour (Regulations & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923; Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938, maternity benefit act and/ or any other Rules/ regulations and/ or statutes that may be applicable to them.
6. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep NABI indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non compliance of the aforesaid statutory provisions.
7. Contractor's failure to fulfill any of the obligations hereunder and/ or under the said Acts, rules/ regulations and/or any by-laws or rules framed under or any of these, NABI shall be entitled to recover any losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
8. That the contractor shall be required to maintain permanent attendance register/ roll within the building premises which will be open for inspection and checking by the authorized officers of NABI .
9. That the contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of NABI or by account payee cheques into the account of the workers and shall on demand furnish copies of wages register/ muster roll, etc. to NABI having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of NABI in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wages slip,

publication of scale of wages and terms of employment, inspection and submission of periodical returns.

10. That the contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at NABI in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
11. The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of NABI.
12. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability reimburse the Executive Director of NABI the sum incurred by NABI, in this regard.
13. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of NABI and ensure that no such person shall create any disruption/ hindrance/ problem of any nature in NABI either explicitly or implicitly.
14. The BG deposited as performance security shall be liable to be invoked or appropriated in the event of unsatisfactory performance of the Contractor and/ or loss/ damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
15. The BG shall be released in favour of the Contractor within one month of the expiry of the satisfactory performance of the contract.
16. That the Contractor shall keep NABI indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case NABI is made a party and is supposed to contest the case, NABI will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in

advance by the Contractor to NABI on demand. Further, the Contractor shall ensure that no financial or any other liability comes on NABI in this respect or of any nature whatsoever and shall keep NABI indemnified in this respect.

17. The Contractor shall further keep NABI indemnified against any loss to NABI property and assets. NABI shall have further right to adjust and/ or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

C. NABI'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs _____/- on monthly basis as service charge. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by NABI in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by NABI to the contractor.
3. The payment on account of enhancement/ escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by NABI to the contractor.
4. That NABI shall reimburse the amount of service tax, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
5. That NABI shall reimburse the contractor on actuals for the cost of Uniforms (2sets) supplied by the contractor as per the design and requirements approved by NABI.

D PENALTIES/ LIABILITIES

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from any other agency at his risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any default or his services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of the bill for a particular month will be levied.

E COMMENCEMENT AND TERMINATION

2. That this agreement shall come into force w.e.f. ----- and shall remain in force for a period of one year. **This agreement may be extended on same terms and conditions as mutually agreed upon.**
3. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above
 - b) By giving one month's notice by NABI on account of:
 - i. Committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii. Assigning by the contractor any part thereof to any sub-contractor by the contractor without written permission of NABI.
 - c) On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

F. ARBITRATION

1. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of Executive Director NABI or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred unable to act for any reason whatsoever, the Executive Director, NABI shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage which it was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these present on the date, month and year first above written.

For and on behalf of the Contractor

**For and on behalf of
National Agri-Food Biotechnology Institute
Mohali**

WITNESS:

1.

2.