

No. IICA/5-12/2009  
**Indian Institute of Corporate Affairs**  
(Ministry of Corporate Affairs)

2<sup>nd</sup>. Floor, ParyavaranBhawan,  
CGO Complex, Lodhi Road  
New Delhi- 110003.

(Tel. 011-64604171 & 011-64604172)

Dated: 5<sup>th</sup>. February, 2013.

**Notice Inviting Tender**

**(For providing manpower to perform jobs assigned to Multi Tasking Staff i.e. Attendants, cleanliness Staff and Semi-Skilled workers for office of the Indian Institute of Corporate Affairs) at New Delhi and at Manesar, Distt. Gurgaon (Haryana)-visit us at [www.iica.in](http://www.iica.in)**

**TENDER NOTICE**

1. Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/ Firms/ Agencies for providing manpower to perform jobs assigned to Multi Tasking Staff as Attendants, Cleanliness Staff (with cleaning material) and Semi-Skilled workers for the Indian Institute of Corporate Affairs for a period of one year from the date of award of the contract. The “scope of work and general instructions for the tenderers”, technical requirements for the tendering companies and terms and conditions of the Contract are given in Annexure-I.
2. Both the Technical Bid (Annexure-II) and the Financial Bid (Annexure-III) each enclosed in separate cover should be put in one single envelope and Superscribed ‘Quotation for Contract for Providing Manpower’ and addressed to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2<sup>nd</sup>. Floor, ParyavaranBhawan, CGO Complex, Lodhi Road, New Delhi-110003.

**Last date and time for receipt of tender: 10-03-2013 : Time: 15.00 Hrs.**

**Date and time for opening of Technical Bid: 10-03-2013 :Time: 15.30 Hrs.**

(Date and time for Financial Bids for technically qualified bidders shall be notified later).

**Place of opening the Tenders: 'B' Wing, 2<sup>nd</sup> Floor, ParyavaranBhawan, CGO Complex, New Delhi-110003.**

**Validity of Tender : 90 days from the date of Opening of tenders.**

3. The interested Company/ Firm/ Agency may furnish the technical bid as in Annexure-II, duly completed in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000/-(Rupees Fifty Thousands only) and other requisite documents etc. by 10-03-2013 up to 15.00 Hrs to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2<sup>nd</sup> Floor, ParyavaranBhawan, CGO Complex, Lodhi Road, New Delhi-110003. The tenders shall not be entertained after this deadline under any circumstances, whatsoever.
4. DG & CEO, IICA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the, Indian Institute of Corporate Affairs in this regard shall be final and binding on all.

Chief Administrative Officer

Copy to:- Head of Centre, BI & IT, IICA. It is requested that the NIT may please be uploaded on the website of IICA immediately.

ANNEXURE-I**I. General instructions for Tenderers and Scope of work:**

1. The Indian Institute of Corporate Affairs, a registered society functions under the aegis of Ministry of Corporate Affairs to run a number of special teaching programmes requires the services of a reputed, well established and financially sound Manpower Company/ Firm/ Agency for providing manpower to perform the jobs assigned to Multi Tasking Staff as Attendants, Cleanliness Staff (with cleaning material) and Semi-skilled workers at its office at New Delhi and Institute at Manesar, Distt Gurgaon.
2. The contract shall commence from the date of entering into agreement and would continue for a period of 1 year. The period of the contract may be further extended for a period of 1 year after the completion of contract provided the requirement of the Indian Institute of Corporate Affairs for augmenting its present manpower persists at the time or may be curtailed/ terminated before the contract period owing to the deficiency in service or substandard quality of manpower deployed by the selected Company/ Firm/ Agency or induction of regular manpower. The Indian Institute of Corporate Affairs however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company/ Firm/ Agency.
3. The initial requirement is for 20 persons as per details given below:-

**At New Delhi AtManesar**

1. Attendants -	08	07	
2. Cleanliness Staff (with cleaning material)	02		NIL
3. Semi-Skilled workers	NIL		03
Total=	10		10

This number can be increased or decreased at the discretion of the Competent Authority during the period of contract.

4. The cost of material used by the selected Company/ Firm/ Agency for cleaning of the floors of about 4000 sq.ft. area, Wash rooms/ toilets etc. of the Indian Institute of Corporate Affairs shall be the lump-sum cost per month. The present consumption of cleaning material in IICA, CGO Complex, New Delhi on monthly basis is as under:-

Sl.No	Description of Items	Monthly requirement
1.	Mortein Hit Mosquite Killer (225 ml)	02
2.	Mortein Refill	As per requirement
3.	Mosquito Killer Machine	As per requirement
4.	Liquid soap for hand wash	05 Litres (Additional)
5.	Dettol/Lifebuoy Liquid hand wash (70 gram)	04
6.	Dettol handwash pouch (100 ml)	04
7.	Dettol Soap (210 gram)	06
8.	Colin (500 ml)	04
9.	Harpic/Sanifresh (500ml)	04
10.	Vim/Nip Bar (185 gram)	03
11.	Lizol (500 ml)	04
12.	Harpic Tablet (100 gram) two tablet 50 gram each	08
13.	Chemical (Phenyl) (200 ml)	04 (Pcs)
14.	Air Freshner (Odonil)	04
15.	Room Freshner (470 ml)	06
16.	Urinal Cube (Pink) (300 gram)	04 (Additional)
17.	Urinal Cube (White)	01 K.G (Additional)
18.	White Duster	02 Doz
19.	Floor Duster	02 Doz
20.	Toilet tissue roll 2/3 ply (100 mtrsapprox)	02
21.	Toilet Tissue paper	02
22.	Juna (Scroach Bite) size (7 cm*9cm)	02
23.	Soft Broom	02
24.	Wiper	02
25.	Brush	02
26.	Matt	03

5. The Attendants and Semi-skilled workers should be 10<sup>th</sup>. pass/ Higher Secondary pass/ Matriculate or equivalent and should be able to read and write Hindi and English. English speaking persons shall be preferred. The Cleanliness staff should be 8<sup>th</sup>. Pass.
6. The workers should be in the age group of 28-45 years.
7. The workers must have minimum of 2 years of experience of working in an office/ Institution of repute.
8. While on duty, the workers should be well dressed in a neat and clean uniform to be provided at the cost of the company in Summer uniforms from 1<sup>st</sup>. March to 30<sup>th</sup>. Nov. and in Winter Uniforms from 1<sup>st</sup>. Dec to 28<sup>th</sup>. February.

9. The company / Firm/ Agency should have minimum of 5 years of experience of working in Govt./ Semi-Govt. Offices/ Institutions of repute with a minimum of annual gross turnover of Rs. 1 Crore.

**(i) Scope of Work of Attendants:**

1. Physical Maintenance of records of Sections.
2. General cleanliness & upkeep of records of the Sections.
3. Carrying of files and other papers within the buildings.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/ Unit.
6. Assisting in routine office work like diary, dispatch etc.
7. Delivery of dak (outside the building)
8. Opening and closing of rooms
9. Cleaning and moping of rooms
10. Dusting of furniture etc.
11. Cleaning of building, fixtures and fittings etc.
12. Any other work assigned.

**(ii) Scope of work for Office Cleanliness Staff (With material) :**

1. Cleanliness of floors of all Rooms/ Halls/ Wash Rooms/ Toilets.
2. Cleanliness of wash Rooms/ Toilets wash basin/ pots etc.
3. Cleanliness of Toilets.

**(iii) Semi-Skilled workers :**

1. To attend to all work assigned to them by the concerned Sectional Incharge, which may include all official and clerical work: like typing, dictation, maintenance of accounts records manually as well as on software.
2. To attend telephone calls and assist in the proper functioning in the office.

3. Any other work assigned.

10. The interested Company/ Firm/ Agency may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.50, 000/- (Rupees Fifty thousand only) in favour of Indian Institute of Corporate Affairs by means of Demand draft/ Pay order from any of the Commercial Bank and other requisite documents by 10-03-2013 up to 15.00 Hrs to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2<sup>nd</sup> Floor, ParyavaranBhawan, CGO Complex, Lodhi Road, New Delhi-110003.
11. The tenders are invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Agencies are advised to submit two separate sealed envelopes super-scribing “**Technical Bids for providing manpower to Indian Institute of Corporate Affairs**” and “**Financial Bids**” ‘**Separately for providing manpower to the Indian Institute of Corporate Affairs**. Both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened at the first instance and evaluated by the Constituted Committee. At the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation.
12. The Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees Fifty Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft/ Pay Order from any of the Commercial Bank in favour of the Indian Institute of Corporate Affairs valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
13. The successful tenderer will be required to deposit Performance Security Deposit for a sum of Rs.1,25,000/- within 15 days of the receipt of the formal order for award of contract. The performance security will be furnished in the form of the Accounts Payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider/ Firm/ Agency, but hypothecated to the Indian Institute of Corporate Affairs. The performance security should remain valid for a period of 60 days beyond the validity of the contract.
14. The tender Company/ Firm/ Agency is required to enclose photocopies of the following documents (duly attested by Gazetted Officers, along with Technical Bid, failing which their Bids, shall be summarily/ out rightly rejected and will not be considered any further.
  - (a) Copy of Registration Certificate with Labour Department.
  - (b) Copy of PAN/ GIR Card.

- (c) Copy of the IT return filed for the last 3 financial years i.e. 2009-2010, 2010-2011, 2011-2012.
- (d) Latest copies of EPF and ESI certificates.
- (e) Copy of Service Tax registration certificate
- (f) Copies of Work experience of similar jobs during the last 5 years.(requisite proofs thereof)
- (g) Specifications and Samples of Clothes for Summer as well as Winter Uniforms.

15. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
16. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly Signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initiated by the persons authorized to sign the tender bids.
17. The envelope containing Technical Bid shall be opened first on the Scheduled date and time (At 15.30 Hrs on 10-03-2013) in the presence of the representatives of the Company/ Firm/ Agency, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the competent authority. Financial Bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of short listed Contractors or their authorized representatives.
18. The competent authority of Indian Institute of Corporate Affairs reserves the right to annul any or all bids without assigning any reason.
19. The bidder shall quote the technical and financial bids only as per the format enclosed at Annexures-II & III.

## **II. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/ FIRM/ AGENCY.**

1. The tendering Service Provider Company/ Firm/ Agency should fulfill the following technical specifications:

- (a) The Registered Office or one of the Branch Office's of the Service Provider Firm/ Agency should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi or at Manesar (Haryana);
- (b) The Service Provider Firm/ Agency should be registered with the appropriate registration authority.
- (c) Service Provider Company/ Firm/ Agency should have at least 5 Years of experience in providing manpower to Public Sector Companies/ Banks and Government Departments etc.;
- (d) Service Provider Company/ Firm/ Agency should have its own Bank Account;
- (e) Service Provider Company/ Firm/ Agency should be registered with Income Tax and Service Tax Departments;
- (f) Service Provider Company/ Firm/ Agency should be registered with Appropriate authorities under Employees Provident Fund and Employees State Insurance Acts;
- (g) That the antecedents and character of each persons of the manpower Agency should have been got verified from the local police authorities and copies of the same are submitted to this Institution before deployment;
- (h) That the certificates of Medical Officer that the person concerned is fit for Job/ service is submitted to this Institute, before their deployment.
- (i) That the Service Provider Company/ Agency/ Firm has all the requisite clearances/ certificates from the Labour Department of Government of NCT, Delhi or D.C. Gurgaon (Haryana).

### **III. TERMS AND CONDITIONS**

#### **GENERAL**

1. The contract shall commence from the date of signing the contract with the Service Provider and shall continue for a period of one year, unless it is curtailed or terminated by Indian Institute of Corporate Affairs owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract, unless extended further by the mutual consent of contracting agency and Indian Institute of Corporate Affairs.

3. The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications for a further period of one year.
4. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of Indian Institute of Corporate Affairs.
5. The tenderer will be bound by the details furnished by him to the Indian Institute of Corporate Affairs, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him is found to be false at any stage, it would be deemed to be a breach of terms of contract making him liable for legal action, besides termination of contract.
6. Financial bids of only those tenderers who are technically qualified shall be evaluated.
7. The Indian Institute of Corporate Affairs reserves the right to terminate the contract during initial period also after giving a week's notice to the contracting Agency.
8. The contracting Agency shall ensure that the manpower deployed conforms to the technical specifications of age and language skills.
9. The manpower employed by the Agency shall be required to work normally as per the Indian Institute of Corporate Affairs working days, i.e. from Monday to Friday from 09.30 Hrs. to 18.00 Hrs with a lunch break of ½ hour from 13.30 hours to 14.00 hours. However in exigencies of work, they may be required to attend work on Saturdays, Sundays and other holidays.
10. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the individual personnel, who will be deployed by it in the Indian Institute of Corporate Affairs, before commencement of work:
  - (a) List of personnel shortlisted by the agency for deployment in Indian Institute of Corporate Affairs containing full details i.e. date of birth, marital status, address etc.
  - (b) The Original as well as attested copies of certificates of date of birth from the School/ Board/ Municipality etc. (The Original Certificates shall be returned after verification).
  - (c) Bio data with photographs of the persons.
  - (d) Certificate of verification of antecedents and character of persons by local police authorities.

(e) That the certificate of Medical Officer that the person concerned is fit for Job/ service in the enclosed prescribed format from the Registered Medical Practitioner.

(f) Copies of Aadhaar Cards and residence proofs. Those who have not received the Aadhaar Cards, so far will be required to submit the same within 120 days of their deployment.

(e) Original as well as photocopies of certificates of educational qualifications and experience certificates from Govt./ PSU`s/ PSE`s/ Banks/ Autonomous bodies etc. (The Original Certificates shall be returned after verification).

(f) A sample of Identity Card to be provided to its personnel by the successful tenderer

11. The persons engaged by the Agency should not have any adverse Police records/ criminal cases pending against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons, before their engagement for the purpose. The character and antecedents of each worker will be got verified by the service provider, before their deployment through the local police. Proofs in respect of each person offered for the job shall be obtained, viz

(j) bank account details, if any

(ii) previous work experience

(iii) Aadhaar Cards & proof of residence

(iv) recent photograph

(v) a certification that the said persons does not have any adverse Police Record/ Criminal Case pending against him/ her.

(vi) The service provider will also ensure that the personnel deployed are medically fit.

The service provider shall withdraw such persons, who are not found suitable by the Institute of Corporate Affairs for any reasons immediately on receipt of such a request from this Institute.

12. The service provider shall engage necessary persons as required by Indian Institute of Corporate Affairs from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary/ wages in time i.e. before 7<sup>th</sup> day of every following calendar month. There shall be no master & servant relationship between the employees of the service provider and the Indian Institute of Corporate Affairs and further that the engaged persons of the service provider shall have no claim for absorption.

13. The service provider's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services from Indian Institute of Corporate Affairs under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to Indian Institute of Corporate Affairs, before deployment.
14. The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, administrative/ organizational matters as the same are confidential/ secret in nature.
15. The service provider personnel's behaviour should be polite, cordial, positive and efficient while handling the assigned work and their action should promote goodwill and enhance the image of the Indian Institute of Corporate Affairs. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
16. The personnel deputed shall not interfere with the work and duties of the employees of the Indian Institute of Corporate Affairs.
17. The service provider will have to remove from the office, any debarred person or persons, who is found incompetent or for his/her/ their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Indian Institute of Corporate Affairs, because of security risks, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving notice from this office.
18. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan chewing, smoking, loitering without work etc.
19. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be borne by the service provider.
20. It shall be the duty of the Contractor to ensure the disbursement of wages in the presence of the authorized representative of the Indian Institute of Corporate Affairs.
21. It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum rates fixed by the Government of Delhi and or at Manesar by D.C.Gurgaon (Haryana), from time to time and all relevant statutory requirements must be incorporated in the amount to be paid to each worker.

22. It is obligatory on the Contractor to provide details of deductions made towards PF and ESI in respect of each worker. The challans for the payment to the Government agencies in respect of deductions made in respect of each contracted worker for the previous month are required to be enclosed along with the following monthly bills.
23. The service provider will submit the bill in Duplicate in respect of a particular month in the first week of the next month. The payment will be released at the earliest after deduction of taxes deductible at source under the law in force.
24. In case, the person employed by the successful Company/ Firm/ Agency commits any act of omission or commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the work, if required by the Indian Institute of Corporate Affairs within 2 days of being brought to their notice.
25. The tendering company shall provide identity cards to the persons deployed in the Indian Institute of Corporate Affairs carrying the photographs of the personnel and personnel information such as name, Date of birth, age and identification marks etc.
26. In the event of absence from work or leaving the job due to personal reasons by any person (s) deployed, the delay by the agency in providing a substitute/ replacement beyond 3 working days shall attract liquidated damages of Rs.100/- per day (per such case) on the Service Providing Agency, besides deduction in payment on pro-rata basis.
27. Payments for the service provided would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
28. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, contractual, regular employees of the Indian Institute of Corporate Affairs during the currency or after expiry of the contract.
29. No wage/remuneration will be paid to any staff for the days of absence from duty.
30. The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of the Indian Institute of Corporate Affairs.
31. The service provider shall be contactable at all times and message sent by phone/ email/ fax/ Special Messenger from the Indian Institute of Corporate Affairs to him shall be acknowledged immediately on receipt on the same day.

The Service Provider shall strictly observe the instructions issued by the Indian Institute of Corporate Affairs in implementing the Contract from time to time.

32. The Indian Institute of Corporate Affairs shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the engaged personnel.
33. The agency on its part and through its own resources shall ensure that the goods, material and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for any act of commission or omission on the part of its staff and employees etc. If the Indian Institute of Corporate Affairs suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse to the Indian Institute of Corporate Affairs for the same. The agency shall keep the Indian Institute of Corporate Affairs fully indemnified against any such loss or damage.
34. Indian Institute of Corporate Affairs will maintain an attendance register in respect the personnel deployed by the agency on the basis of which wages/remunerations will be decided in respect of the staff at the approved rates.
35. The successful bidder shall furnish a Performance Security deposit within 15 days of the receipt of the formal order for award of contract for a sum of Rs. 1,25,000/- (Rupees one lakh twenty five thousands only) in the form of Account payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider/ Firm/ Agency, but hypothecated to the Indian Institute of Corporate Affairs in an acceptance form safeguarding the interest of Indian Institute of Corporate Affairs in all respects. The performance security should remain valid for a period of 60 days beyond the validity of the contract.
36. The security deposit will be forfeited, in case if supply of manpower is delayed beyond the period stipulated by the Indian Institute of Corporate Affairs or non compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency or for causing any loss or damage to the property or otherwise by the Service provider or any of its employee (s).
37. The successful bidder will enter into an agreement with the Indian Institute of Corporate Affairs on these terms and conditions. The agreement will be valid for a period of 1 year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/ rates quoted by the agency shall remain fixed for a period of 1 year and no request for any change/ modification shall be entertained before expiry of 1 year and shall be subject to satisfactory performance of the agency and shall be subject to such amendments as mutually agreed to.

38. However, the agreement can be terminated by either party giving 1 month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any other amount due to the agency from the Indian Institute of Corporate Affairs shall be payable/ recovered.
39. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle their dues and or to offer alternate job etc.
40. In the event, if any dispute arises touching any of the clauses of the agreements, matter will be referred to the Director General and Chief Executive Officer, Indian Institute of Corporate Affairs, whose decision shall be binding on both the parties.

**LEGAL**

The contracting Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the Indian Institute of Corporate Affairs.

The Agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Indian Institute of Corporate Affairs to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

The Agency shall maintain all statutory registers under the applicable Law. The Agency shall produce the same on demand to the concerned authority of the Indian Institute of Corporate Affairs or any other authority under Law.

The Tax Deduction at Source (TDS) shall be deducted as amended from time to time and certificate to this effect shall be provided to the Agency by the Indian Institute of Corporate Affairs.

In case, the Agency fails to comply with any Statutory/ taxation liability under appropriate law and as a result thereof the Indian Institute of Corporate Affairs is put to loss/ obligation, monetary or otherwise, the Indian Institute of Corporate Affairs will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

In case the contractor fails to make payment of wages within the prescribed period or makes short payment, the Contract will be liable to be terminated and any / short payment to the worker will be recovered from any payments due to the contractor.

**FINANCIAL**

The Technical bid should be accompanied with an Earnest Money Deposit (EMD), refundable of Rs.50,000/- (Rupees Fifty Thousands only) in the form of Demand Draft/ Pay Order drawn in favour of the “ Indian Institute of Corporate Affairs”, failing which the tender shall be rejected out-rightly. The EMD in respect of agency which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Competitive Stage) shall be returned to them without any interest. Further, if the agency fails to deploy manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

Bids, offering rates which are lower than the minimum wages, inclusive of statutory dues (as applicable for Delhi and Manesar, Distt.Gurgaon) for the pertinent category would be rejected.

The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 1,25,000/- (Rupees One lakh twenty five thousands only) within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of “Indian Institute of Corporate Affairs” or in the form of Fixed Deposit Receipt from a Commercial Bank made in the name of Service Provider Company/ Firm/ Agency, but hypothecated to the Indian Institute of Corporate Affairs. The performance security should remain valid for a period of 60 days beyond the validity of the contract.

In case of breach of any terms and conditions attached to this contract, the performance Security Deposit of the Agency will be liable to be forfeited by the Indian Institute of Corporate Affairs, besides annulment of the contract.

The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished at the discretion of the Indian Institute of Corporate Affairs.

Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the Indian Institute of Corporate Affairs.

(R.Sitaraman)  
Chief Administrative Officer

Place :

Date:

**Technical Bid**

(To be enclosed in a separate sealed envelope)

**For Providing manpower at the Indian Institute of Corporate Affairs at New Delhi and at Manesar, Distt. Gurgaon.**

1. Name of Tendering Company/ Firm/ Agency :

**(Attach Certificate of Registration)**

2. Name of Proprietor/ Director of Company/ Firm/ Agency :

3. Full Address of Registered Office :

Telephone No. :

FAX No. :

E-Mail Address :

4. Full address of Operating/ Branch Office :

5. Banker of the Company/Firm / Agency with Full Address :

(Attach certified copy of latest bank statement)

6. PAN/GIR No. :

(Attach attested copy)

7. Service Tax Registration No. :  
(Attach attested copy)
8. E.P.F. Registration No. :  
(Attach attested copy)
9. E.S.I. Registration No. :
10. Given details of gross income of the firm as evident from the IT Returns for the year 2009-2010, 2010-2011 and 2011-12.

	2009-2010	2010-2011	2011-2012
Gross Income			

11. Details of Earnest Money Deposit  
(DD/ PO No.& Date)  
Drawn on Bank.

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date :

Full Name: \_\_\_\_\_

Place :

Seal: \_\_\_\_\_

**Declaration**

1. I. \_\_\_\_\_ Son/ Daughter/ Wife of Shri.....  
Proprietor /Director/Authorised signatory of the Agency/ firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood the “Scope of work and General instructions for the Tenderers”, the “terms and conditions” listed in Annexure –I annexed to the tender notice dated \_\_\_\_\_, all the terms and conditions of the tender and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application – Technical Bid
2. Earnest Money Deposit (EMD) of Rs.50, 000/-(Rupees Fifty thousand only) in favour of Indian Institute of Corporate Affairs by means of Demand draft/ Pay order from any of the Commercial Bank
3. Attested copy of Registration of Agency
4. Certified copy of the statement of bank account of Agency for the last 3 years
5. Attested copy of PAN/ GIR card.
6. Attested copy of the Service Tax Registration Certificate
7. Attested copy of the PF registration letter/ certificate
8. Attested copy of the ESI registration letter/ certificate
9. Attested copy of IT returns for the last 3 years filed by the Agency. Certified document in support of entries in column -10 of the Technical Bid application.
10. Copy of the “Scope of work and General instructions for the Tenderers”, the Technical requirements for the tendering Company/ Firm/ Agency as well as the “terms and condition” listed in Annexure-I annexed to the tender notice dated.....with each page duly signed and sealed by the authorized signatory of the Agency in token of their acceptance.
11. Samples of clothes etc.forSummer and Winter Uniforms.

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**For providing manpower to the Indian Institute of Corporate Affairs at New Delhi and at Manesar, Distt.Gurgaon.**Name and address of tendering Service:  
Provider Company/ Firm/ Agency**MULTI TASKING STAFF** :Hours of work from 09.30 hrs and 18.00 hrs with lunch break from 13.30 hrs to 14.00 hrs (Five working days in week).

S.No.	Particulars	Monthly rate per worker, (inclusive of all statutory dues)	No. of workers	Total Amount (1x2)	Rate per Hour for extra duty
		Rs.		Rs.	Rs.
		1.	2.	3.	4.
	<b><u>At NEW DELHI</u></b>				
	<b><u>1. Attendants:</u></b>				
1.	Monthly rate per worker		8		
2.	Monthly Service charges per person		8		NIL
	<b><u>2. Cleaning Staff:</u></b>				
3.	Monthly rate per worker		2		
4.	Monthly Service charges per person		2		NIL

5.	<p><b><u>Cost of cleaning material:</u></b></p> <p>Monthly Cost of cleaning material to be provided by the contractor at New Delhi.</p> <p><b><u>At MANESAR, Distt. Gurgaon (Haryana)</u></b></p> <p><b><u>1. Attendants:</u></b></p>	N.A	N.A	(Lump-sum cost)	N.A.
6.	Monthly rate per person		7		
7.	Monthly Service charges per person		7		NIL
	<p><b><u>2. Semi-Skilled Workers:</u></b></p>				
8.	Monthly rate per person		3		
9.	Monthly Service charges per person		3		NIL
Total of Col.3= ( Sl. Nos. 1 to 9)			20		

Rupees in words of Col.3 (Rupees-----)

Note:-

- i) The monthly rates should not be less than the Minimum Wages Act as applicable in the Govt. of Delhi and or as per rates at Manesar fixed by D.C., Gurgaon for unskilled workers, inclusive of all statutory dues and as amended from time to time
- ii) Only monthly rate per person should be quoted in Rupees. Rates quoted for 5 days or 6 days in a week or on daily basis shall not be considered and the quotes will be rejected. Rate for extra duty hours may however be quoted per hour in Rupees.
- iii) The Service Charges rate quoted should not be in percentage, otherwise the same will be rejected.
- iv) The rates quoted shall remain fixed during the period of contract of one year.
- v) The rates should be quoted keeping in view the cost of uniform, washing charges and quality manpower services to be provided to the Indian Institute of Corporate Affairs.
- vi) Lump sum cost of cleaning material required for cleaning of about 4000 sq.ft. of floor area, Wash Room and Toilet, includes Phenyl, Liquid soap, Sanitary Cubes- White & Pink, Cistern cleaner tablets, Toilet paper Roll, Dettol Soaps/ liquid soap, Kapoor Tablets, Mosquito Killer Machine, Hit, Refills Colin, Harpic/ Sanifresh, Harpic Tablets Vim/ Nip Bar Room fresheners, lizol Liquid, Dusters wiper, Juna, Soft Broom, jugs, buckets Brush, Matt etc., may be quoted at sl. No. 5 of the table in Col.3..
- vii) Criteria for selection for award of the contract will be total cost to the Institute, (including cost of material), exclusive of service tax etc.i.e. sum of the monthly wages(inclusive of all statutory dues and cost of uniform etc.), service charges thereon in respect of 20 workers and lump sum cost of material taken together as quoted in total of col.3.
- viii) In case of a tie, the lowest bidder will be decided on the basis of highest value of gross income/ contracts handled during the last five years (para-10 of the Technical Bid refers).

Signature of the authorized person

Place:

Full Name\_\_\_\_\_

Date

Seal of company\_\_\_\_\_