



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002

<https://insaindia.res.in>

निविदा आमंत्रण सूचना (एनआईटी)

(ओपन टेंडर)

विषय: इन्सा में कैंटीन और उद्यान के लिए श्रमशक्ति की तैनाती हेतु वार्षिक सेवा अनुबंध।

एक वर्ष की अवधि के लिए द्विबोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के अंतर्गत उपर्युक्त कार्य के लिए पात्र, पंजीकृत, प्रख्यात, आर्थिक रूप से समृद्ध और अनुभवी कंपनियों/ फर्मों/ एजेंसियों/ सहकारी सोसाइटियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिसको दोनों पक्षों की आपसी सहमति से उन्हीं निबंधन और शर्तों पर वार्षिक आधार पर आगामी दो वर्षों के लिए बढ़ाया जा सकता है।

अनुबंध श्रम (क्रांति एवम् उन्मूलन) अधिनियम, 1970 के अंतर्गत मान्य श्रम लाइसेंस धारित, संबंधित विभागों/ प्राधिकरणों/ सांविधिक निकायों से ईएसआईसी, ईपीएफ, सामान एवम् सेवा कर (जीएसटी), पैन के साथ पंजीकृत और सरकारी/अर्धसरकारी/स्वायत्त संस्थानों/प्रतिष्ठित सार्वजनिक क्षेत्र के उपक्रमाँ, में पिछले तीन वर्षों के दौरान रुपये 31.00 लाख (लगभग) की लागत का या इससे अधिक प्रति वर्ष एक कार्य अथवा रुपये 15.50 लाख या इससे अधिक प्रति वर्ष प्रत्येक की लागत के दो कार्य, एक अनुबंध के तहत सफलतापूर्वक पूरे करने वाली फर्मों/ एजेंसियाँ आवेदन के लिए पात्र हैं। कार्य के लिए चयनित कंपनियों/फर्मों/एजेंसियों को केन्द्र/राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी (जो ज्यादा हो), ईएसआईसी, ईपीएफ और बोनस आदि का अनुपालन सुनिश्चित करना होगा।

निबंधन, शर्तों और कार्य क्षेत्र सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक 16 जुलाई, 2021 से 18:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट: <https://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरी हुए निविदा को अंतिम तिथि एवं समय पर अथवा इससे पहले अर्थात् 26 जुलाई, 2021 को 17:00 बजे तक जमा करा सकते हैं। निविदाएँ दिनांक 27 जुलाई, 2021 को 11:00 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-॥ (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

<https://insaindia.res.in>

NOTICE INVITING TENDER (NIT)

(OPEN TENDER)

Subject: Annual Service Contracts for deployment of manpower for canteen and garden at INSA.

Sealed tenders are invited from eligible, registered, reputed, financially sound and experienced companies/firms/agencies/co-operative societies for the above said work under **Two Bid System** (Technical Bid and Financial Bid) for a period of one year which can be extended for further period of two years on yearly basis on the same terms & conditions with mutual consent of both parties.

The firms/agencies holding valid labour license under Contract Labour (Revolution & Abolition) Act, 1970, registered with ESIC, EPF, Goods & Service Tax (GST), PAN from concerned departments/authority/statutory bodies, and have successfully carried out at least one similar work of costing Rs. 31.00 Lakhs (approx.) or above per annum OR two works of each costing Rs. 15.50 lakhs or above per annum under a single contract during last three (3) years in Govt./Semi-Govt./Autonomous Institutions /Public Sector Undertakings (PSUs) are eligible to apply. The company/firm/ agency selected for the work will have to ensure the compliance of minimum wages fixed by Central/State Government, ESIC, EPF & Bonus etc.

The tender document (Non-returnable/ non-transferable) with terms, conditions and scope of work can be downloaded from CPP portal and INSA website: <https://insaindia.res.in> also from 16th July, 2021 at 18:00 hours onwards. The tender duly filled up may be submitted on or before last date and time i.e. 26th July, 2021 till 17:00 hrs. The tenders shall be opened by a committee appointed by the competent authority for this work on 27th July, 2021 at 11:00 hrs. at INSA. The Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-II (F&A)

TENDER NO. : INSA/ESTATE/CANTEEN & GARDEN /2021-22

TENDER DOWNLOADED BY:

TENDER DOCUMENT

**ANNUAL SERVICE CONTRACT FOR PROVIDING MANPOWER FOR
CANTEEN & GARDEN
AT
INSA CAMPUS, BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002**

DATE & TIME FOR SALE OF TENDER : 16.07.2021 at 18:00 Hrs.

**LAST DATE & TIME FOR SUBMISSION
OF TENDER : 26.07.2021 till 17:00 Hrs.**

DATE & TIME OF OPENING OF TENDER : 27.07.2021 at 11:00 Hrs.



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi - 110002

**Tel: 91-11- 23 221931 - 23221950 (EPABX), Fax: 91-11- 23235648, 23231095
E-mail: estate@insa.nic.in, insaestate@gmail.com; Website: <https://insaindia.res.in>;**

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi - 110002

CONTENTS OF TENDER DOCUMENTS

For outsourcing of manpower for INSA Canteen and INSA Garden within INSA Campus at Bahadur Shah Zafar Marg, New Delhi - 110002

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Note:

Tenderers should confirm that they have received all the above documents. The nature and the site of works can be seen personally. Duly signed & stamped bid security declaration (Form V) may please be attached with the tender. **The parties are required to mention their full address, contract number and email ID on the envelope for any future correspondence.**

Tender can be downloaded from CPP Portal and Academy's website: <https://insaindia.res.in> from **16.07.2021 at 18:00 Hrs** onwards. The tenderer does not need to submit the tender fee along with tender at the time of submission. The Academy will not charge any fee against the tender cost.

NOTICE INVITING TENDER

1. Sealed tenders are hereby invited for **Annual Service Contract for deployment of manpower for Canteen and Garden at INSA** from eligible, reputed and experienced firms/ agencies in two separate bids. The technical and financial bids should be separately submitted super-scribing on the envelopes “Tender for Annual Service Contract for deployment of manpower for INSA Canteen and INSA Garden within INSA Complex” **Technical Bid** and **Financial Bid**. The financial bid will be opened when the firm is technically qualified. The mode of submission for offer is explained in the **Appendix – A** attached herewith.
2. The scope of work is given in tender documents as **Appendix – B**. Please work out and quote your monthly rates.
3. Tenders should be submitted on the specified form (Non-transferable) which can be downloaded from CPP Portal and Academy’s **website: <https://insaindia.res.in>** from 15.07.2021 at 18:00 Hrs.
4. The tender will be addressed to the Deputy Executive Director-II (Finance & Administration), **Indian National Science Academy**, Bahadur Shah Zafar Marg, New Delhi - 110002 and same will be submitted at reception of the Academy up to 17:00 Hrs. on or before **26th July, 2021** along with bid security declaration. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without bid security declaration will be treated as invalid. The tender shall be opened at INSA on **27.07.2021 at 11:00 Hrs.** by a committee appointed by the competent authority.
5. Canvassing in any manner in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing is liable for rejection.
6. Total security money deposited at the time of award, will be forfeited if the contractor fails to commence the work as per letter of award or the time to start the work is duly extended on the basis of valid reason if provided by the contractor to whom the work has been awarded.
7. The tenderer shall not be permitted to tender for works in the Academy in case his relative is posted in the Academy. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.
8. Complete contract documents to be complied with by the tenderer who intends to submit the tender, the tenderer may see the tender document at the office of the Assistant Executive Director - II (Estate), INSA, Bahadur Shah Zafar Marg, New Delhi-110002. If he face the problem in downloading tender from CPP portal and INSA website also.

9. Tender submitted remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be extended by mutual consent and with approval by the competent authority.
10. The Tenderer should quote rates in figures as well as in words, which he shall also work out the amount for each item of work and write both in figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure will be followed:
- When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
 - When the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
 - Overwriting in tender document is not allowed.
11. The Academy have reserved the rights to accept or reject/cancel any or all the tenders without assigning any reason thereof.

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ELIGIBILITY CRITERIA:

| S. N. | DESCRIPTION |
|--------------|---|
| 1. | Registration of Company with Statuary Body of State/Central Government |
| 2. | ESI Registration |
| 3. | EPF Registration |
| 4. | Copy of PAN Card |
| 5. | GST Registration |
| 6. | Power of Attorney |
| 7. | The charges towards the tender cost will be free as per the GFR 2017 Rules. |
| 8. | Bid security declaration (Form - V attached) |
| 9. | Work Experience: (i) At least one work of similar nature of amounting to Rs 31.00 Lakhs (approx.) or above per annum under a single contract in last three (3) years OR (ii) Two works of similar nature each amounting to Rs.15.50 Lakhs or above per annum under a single contract in last three (3) years |

MODE OF SUBMISSION:

The sealed tender will have to be submitted by the tenderer in two separate bids. One is '**Technical Bid**' and another is '**Financial Bid**'. The technical and financial bids have to submit separately, super-scribing on the envelopes "Tender for Annual Service Contract for deployment of for INSA Canteen and INSA Garden at INSA" 'Technical Bid' and 'Financial Bid'. The financial bid will be opened when firm qualifies technically.

1. The offer may be inclusive of minimum wages (latest) as per Govt. of NCT of Delhi rates (VDA), EPF, ESIC, Goods & Service Tax (GST) and administrative charges including uniforms and identity cards etc.
2. All covering letters and information to be included in the offer shall be submitted in original or attested copies and all the pages of the offers are to be signed and stamped.
3. You are advised to submit your offer strictly according to the terms and conditions, indicated in the **Annexure-I**.
4. In case of any clarifications/doubts, you are advised to contact Assistant Executive Director- II (Estate) on any working day (Monday to Friday) from 10:00 AM to 5:00 PM.
5. The Deputy Executive Director-II (F&A), Indian National Science Academy reserves the right to accept/reject or cancel any or all the tenders without assigning any reason thereof.
6. Tender papers are not transferable.

First Envelope (Technical Bid)

First Envelope should contain details of following:

1. The offer shall accompany your company profile giving details of successfully carried out at least two contracts of similar nature amounting to Rs. 31.00 Lakhs (approx.) or two works of each amounting to Rs. 15.5 Lakhs or above per annum under a single contract in last three years in Centre/State Govt./ Semi Govt./Autonomous Govt. Institutes/ Public Sector Undertaking of repute (PSUs).
2. Annual contract(s) during the last three years to be supported by Performance Certificate (Issued by the Head of Division or by the organization which awarded the work).
3. Details of Registration of the firm with statutory body, EPF, ESIC registration detail and PAN Number under the Income Tax Act and registered with Goods & Service Tax (GST) Department. Attested copies should be attached with the tender.

4. The firm should have at least two (2) years' experience in providing the contract manpower Canteen and Garden in Central/State Govt. /Semi-Govt./Autonomous Govt. Institutes/Public Sector Undertaking of repute.
5. Registration with statutory agencies i.e. Labour Department under contract labour (Regulation & Abolition), Act 1970 to provide services of contract manpower in organizations.
6. List of clients where contract manpower was deployed on annual contracts for providing the manpower for canteen and garden etc.
7. Registration of Company with Statuary Body of State/Central Government
8. Bid security declaration

Second Envelope (Financial Bid):

Second envelope should contain a '**Financial Bid**' as per the terms and conditions **Annexure-I** and scope of work and requirement of contract manpower is given in the tender form **Appendix-B** respectively.

The tender shall be opened by a Standing Committee or committee appointed by the competent authority on **27.07.2021 at 11:00 Hrs.** The last date of submission of completed tender document is **26th July, 2021 till 17:00 Hrs.**

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TERMS AND CONDITIONS OF CONTRACT:

1. The work shall be carried out as per scope of work defined. Wherever it is mentioned in the scope of work that the contractors shall provide certain facilities/ materials. It is implied that the contractor shall do so at his own cost.
2. The tenderer form shall be clearly filled in ink legible or typed. The tenderer should quote amount tendered by him/them in figures and as well in words. Each sheet of the tender form should be signed by the tenderer himself. The forwarding letter should be signed along with quotations. Copies of the PAN number and satisfactory performance certificate issued by the concerned agency(s), organizations where such type of work jobs have been performed by the contractor earlier should also be enclosed.
3. Providing of suitable manpowers as and when required in addition to the requirement already mentioned in the tender document.
4. If the quoted amount by the two or more bidders/tenderers matches with each other, then the Academy will decide the successful bidder (lowest one) based on the number of successfully completed works and their contract values in last three (3) years.
5. If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
6. The manpower as mentioned in the tender document may increase or decrease at any time as per the site requirement during the currency of contract.
7. The following information should be indicated on the envelope.
 - a) Tender for providing manpower of different categories for INSA Canteen and INSA Garden within INSA.
 - b) Name of the firm with complete address, telephone number & email id.
8. The Academy will deduct income tax/ TDS and other taxes as applicable from time to time monthly bill as per Govt. of India Rules.
9. At the time of award of work from the Academy, the successful firm shall furnish the security deposit of 3% of the total value of annual contract by Pay Order/ Bank Draft in favour of the **Indian National Science Academy** for due performance of the contract. In the event of any breach/violation/contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Academy. No interest shall be paid by the Academy on Security Deposits (SD) deposited by the contractor.

10. The work shall be carried out as per scope of work mentioned in Appendix-B. Wherever it is mentioned in the scope of work that the contractor shall provide certain facilities/materials, if required. It is implied that the contractor shall do so.
11. The contractor shall prepare an agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA. The first payment shall be released only after the agreement is signed. The contractor will provide the stamp paper at their own cost.
12. No worker below the age of 18 years and above the age of 60 years shall be deployed at site. The contractor shall pay not less than minimum wages as provided by Govt. of NCT of Delhi norms to his workers plus EPF & ESIC and keep INSA indemnified in this respect. The contractor will submit monthly bill along with copies of bill calculation sheet, challans/ECRs of EPF, ESI and prof of payment made to his employees deployed under the contract at INSA.
13. The Contractor shall comply with all the relevant laws and statutory requirements covered under various laws/Acts such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF, ESIC and various other Acts as applicable from time to time with regard to the persons engaged by the contractor at INSA.
14. The contractor shall pay the Bonus to his employees in an accounting year in accordance with the provisions of this Act, (Payment of Bonus Act 1965) provided he has worked in the establishment for not less than thirty working days in that year.
15. As far as EPF is concerned, it shall be duty of the contractor to get EPF code numbers (UAN) allotted by RPFC against which the EPF subscription, deducted from the payment of the persons engaged and equal employer's amount of contribution should be deposited with respective EPF authorities within stipulated time in every month. Giving particulars of the employees engaged for the works at INSA, is required to be submitted to the INSA. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, INSA is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of persons engaged at INSA under this contract.
16. The contractor will provide EPF and ESI registration numbers of persons to whom the payments/wages are paid by him at INSA. ECRs of EPF deduction and ESI deduction, wages sheet and ESI/EPF challans, monthly attendance sheet and bill calculation sheet shall be provided by the contractor every month with monthly bill.
17. The contractor will provide EPF statements/Universal Account Number (UAN) and ESI smart cards to his persons deployed in the Academy and contractor will help to their employees if face any difficulty in this regard.
18. The contractor will provide services of manpower whenever is required by the Academy on extra hours duty.
19. The contractor will pay OTA to his workers in case they are retained for extra works. EPF will not be claimed on OTA amount and ESIC will be paid as per the Govt. rules.

20. The agency shall be responsible to provide immediate replacement of their staff under intimation to concern officer of INSA who is not available for duty at the place of posting. In case of absence from duty of the worker and if no substitute is provided, the Academy shall make deductions from the monthly bill in accordance with their wages paid to them by Contractor keeping in view the total absence of the worker from duty plus suitable penalty as decided by INSA. This exercise should not be repeated frequently otherwise Academy will take appropriate action in the matter.
21. That the agency staff shall be available all the time as per their duty timings and they shall not leave their place of duty without prior permission of Estate supervisory staff.
22. The agency staff shall work under overall supervision and direction of this Academy's Estate Supervisory staff will be given to the contractor from time to time. The attendance register be maintained by the contractor and that shall be produced when required by the Academy.
23. Tender must be unconditional. The conditional tenders shall not be accepted by the Academy.
24. The contractor will provide all their staff/worker who is having adequate experience in the relevant field. The manpower deployed at INSA will be interviewed by dealing officer(s) to know their aptitude before they are deployed to work at INSA, where necessary.
25. The Academy shall have the right to ask the contractor for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
26. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
27. That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
28. The firm will be responsible to take care the cleanliness to the best of their capacity for maintaining the INSA Canteen and INSA Garden on 'as it is and where it is' basis. This will be adjudged by the Academy's supervisory staff and/or head of the Estate Division from time to time.
29. The Academy reserves the right to withhold the payment in the event of unsatisfactory performance of the work contract. In such eventuality, the Academy further reserves the right to get the work done through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit and same may be forfeited.
30. Any person who is an employee of the Academy shall not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
31. The contractor will pay monthly wages to his workers by 10th day of every month positively.

32. The contractor will provide to INSA name(s) of person/employee/partner authorized to sign the papers/deals with INSA.
33. The contractor shall disburse/transfer the wages to his employees deployed in INSA every month through RTGS/ECS or by cheque in the presence of representative of the INSA. The cash payment made by the contractor to his employees will only be allowed in special cases on the basis of prior permission from the Academy.
34. In case any accident during course of duty of a worker at the site, the contractor will take care of the person in all respects. INSA will not be bound to pay any compensation in this respect.
35. The contractor shall indemnify of the Academy against all other damages/charges and expenses for which the Academy may be held liable or pay on account of the negligence of the contractor or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
36. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without issue any notice and the security deposit is liable to be forfeited by the Academy.
37. The contract can be terminated by giving one month's notice in writing on either side even before the expiry of said contract without assigning any reason.
38. The contractor shall promptly notify to INSA of any subsequent change in the constitution of their firm. It shall be open to INSA to terminate the contract on the death, retirement, dissolution, insanity or insolvency of any person being a partner without the approval in writing of INSA but such option shall not be exercised or withheld unreasonably.
39. The contractor shall certify, in writing, that there is no dispute between the contractor and his employees of any sort regarding statutory requirement. The contractor will also certify that persons deployed in the Academy do not have any criminal record. The bonafide of the work.
40. The contractor will rotate his persons from time to time with full knowledge of INSA and provide substitute thereof. The staff engaged by the contractor shall work within the ambit of the scope of work.
41. This is an annual service contract (contractual agreement) and not one of creating any employment. There shall be no employer/ employee relationship between INSA and contractor or his employee. The contractor will be liable to discharge statutory liabilities to its employees and furnish photocopies or proof of having done so. The contractor shall give an undertaking that the persons so deployed in the Academy are on his pay rolls.
42. INSA will have no liability as far as contractor's staff is concerned.

43. Any claim/compensation will be settled by the contractor directly with his workers without INSA's involvement. In case labour case is filed the expenses shall be borne by the contractor to settle the case.
44. The contractor will provide bio-data duly pasted recent coloured photograph along with valid ID proof i.e. Aadhar Card, voter ID, driving license, PAN card and proof of age and qualification of all the persons kept for this job in INSA and after getting clearance only such persons will be deployed.
45. The contractor shall deploy his personnel only after obtaining the INSA approval duly submitting curriculum vitae (CV) of these personnel, the INSA shall be informed at least one week in advance and contractor shall be required to obtain the INSA approval for all such changes along with their CVs.
46. The contractor will provide the **Police Verification Report (PVR)** of all his employees before deployment at INSA under this contract.
47. The contractor shall get workers screened for visual, hearing, gross physical defects and contagious diseases and will provide a **Medical Fitness Certificate** to this effect for each person deployed. Only physically and mentally fit personnel shall be deployed for duty. The medical fitness certificate may be obtain from Central/State hospitals, primary health centre, govt. dispensary, ESI hospitals and government recognize private hospital etc.
48. The contractor will provide the **uniform duly labeled or logo** of his firm and identity card duly pasted recent coloured photograph, duly stamped and signed by the authorized signatory to his all employees. No worker shall be allowed to work at site without full or partly uniform on any working day. If any contractor's employee found without full or partly uniform a suitable penalty will be imposed on the contractor on each occasion except any specific reason and habitual offender in this regard shall be removed from INSA.
49. The contractor will ensure that the persons deployed under this contract must have their own vehicle such as bicycle, motor cycle, scooter etc. so that they can attend their duties/ shifts duties in absence of availability of public transport due to any specific reason.
50. The persons deployed by the contractor under this contract should reside within the distance of 30 Kilometers (approx.) from the premises of the Academy.
51. In case any complaint of INSA employee's is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's monthly bill. Further the concerned personnel of the contractor shall be removed from the INSA premises immediately.
52. In case of any person either on duty or off time is found drunk or found involved in activities unbecoming to ethics or negligence to be removed immediately and suitable penalty will be imposed on the contractor up to Rs. 500/- (Rupees five hundred only per event).

53. During the course of contract, if any person of contractor is found to be indulging in any corrupt or illegal practices causing any loss of revenue to the INSA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
54. The contract can be terminated at any time by the Academy (INSA) even before the expiry of said contract as mentioned in NIT without assigning any reasons.
56. The manpower engaged by the contractor shall not take part in any union and association activities.
57. The contract period will be one year from the date of commencement as mentioned in award letter. This contract may be further extended on yearly basis upto maximum of two years by the Academy on same terms and conditions if the services of company/firm are found satisfactory during the period of previous contract(s).
58. The contractor shall have his own Establishment / Setup/ Mechanism etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
59. The INSA shall not be responsible for providing residential accommodation to any of the employee of the contractor.
60. The INSA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The INSA does not recognize any employees-employer relationship with any workers of the contractor.
61. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the INSA from the agency.
62. If any underpayment is discovered, the amount shall be duly paid to the agency by the INSA.
63. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the INSA.
64. Article(s) shall not be permitted out of INSA premises without Gate Pass to be signed by designated officer. In case lapses are found the cost of article(s) penalty this will invite penalty at the discretion of INSA.
65. Any dispute or differences whatsoever arising between the parties relating to meaning scope, operation or effect of this contract/agreement or validity or branch thereof shall be settled by arbitration of a single arbitrator to be appointed by the president of this Academy (INSA) and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be in New Delhi. The court at New Delhi shall only have the jurisdiction over the matter in case of any dispute.

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1. SCOPE OF WORK:**Providing manpower for INSA Canteen and INSA Garden:**

- a) Washing of used pots/dishes in INSA canteen during breakfast, lunch and dinner and as and when required.
- b) Pick up the used pots/dishes from dining rooms/halls in canteen during breakfast, lunch and dinner and as and when required.
- c) Cutting and cleaning of vegetables in INSA canteen.
- d) Serving of breakfast/lunch/dinner to the guest, officers in INSA canteen.
- e) Helping to cook/ assistant cook for preparing food in INSA canteen.
- f) Cooking the food for guests, officers, staff of the Academy and meetings.
- g) Preparing & set up of venues for lunch and dinner to be served through INSA canteen.
- h) Dusting and cleaning of tables and chairs kept in officers/ staff dining room dining halls in Convention Centre.
- i) Dusting and cleaning of wooden doors/ windows in dining room and dining hall of INSA canteen.
- r) Dusting and cleaning of tables and chairs kept in VIP dining rooms at first floor in Convention Centre.
- j) Providing un-skilled manpower for INSA canteen and INSA garden and other related works at INSA to work 6 days in a week.
- k) Preparing and serving of tea, coffee and cookies to INSA guest and INSA staff members.
- l) Serving of water, tea/coffee and cookies in the meetings and for INSA guests as and when required.
- m) Cleaning and sweeping in INSA lawns/garden daily.
- n) Watering in flower pots/beds, green plants (Indoors and outdoors) and grass lawns daily.
- o) Cutting of hedges and grass of lawns on INSA garden.

- p) Operating of lawn movers powered by diesel engine and manual operated as and when required.
- q) Disposal of dry leaves and garbage of INSA garden daily.
- r) Preparing of flower pots for meetings as and when required.
- s) Preparation of manure from dry leaves of INSA garden.

2. REQUIREMENT OF MANPOWER OF DIFFERENT CATAGORIES:

A. Skilled manpower:

| | | |
|--------------|------|---------|
| INSA Canteen | Cook | - 01 No |
|--------------|------|---------|

B. Semi-skilled manpower:

| | | |
|--------------|----------------|-----------|
| INSA Canteen | Assistant Cook | - 02 Nos. |
|--------------|----------------|-----------|

C. Un-skilled manpower:

| | | |
|--------------|--------------------|-----------|
| INSA Canteen | Dish washer/Helper | - 04 Nos. |
|--------------|--------------------|-----------|

| | | |
|-------------|--------|-----------|
| INSA Garden | Helper | - 04 Nos. |
|-------------|--------|-----------|

| | | |
|-------|--|----------------|
| Total | | 11 Nos. |
|-------|--|----------------|

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INFORMATION REQUIRED

The contractors including individual firms are requested to provide the following information with necessary supporting documents.

- a) Contractor's identification data as per enclosed Form-I
- b) Contractor's financial resources as per enclosed Form-II
- c) Contractor's previous experience as per enclosed Form-III

The detail of experience in the field of providing manpower for canteen & garden related works at various Govt./Semi-govt./Autonomous institutions

- 1) Contractor's current job details as per Form-IV

The following documents shall be submitted by the contractor along with the application.

- (i) At least one work of similar nature of amounting to Rs 31.00 Lakhs (approx.) or above per annum under a single contract in last three (3) years

OR

- (ii) Two works of similar nature each amounting to Rs.15.50 Lakhs or above per annum under a single contract in last three (3) years

Performance/experience certificates issued by clients establishing the agency's credibility, etc.

Incomplete application or application without supporting documents is not likely to be considered.

Applicant shall give details about himself or any of his partners/ shareholders who has ever been black listed/ removed from the approved list of agencies or demoted to lower class by order passed, banning/suspending business with the applicant etc. by any department in the past.

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FORM-I

CONTRACTOR'S IDENTIFICATION DATA

Affix duly attested
P.P. size photograph
of the tenderer.

1. Name:
2. Firm Type:
3. Registration Data:
Date of registration and name (s) of
Govt. agencies from where registered
(Copy of registration from statutory body
attested or self attested may be enclosed)
4. Specialized work area
5. Head Office address
6. Contact No. Telephone Nos.....
Mobile Nos.....
7. List of names of Partners/directors of your firm:
8. Delhi Office Address:

Note: Attach separate sheets, if required.

Note: If yours is partnership firm given name and address of both the partners. If it is Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and directors to act on behalf of your company.

FORM-II

CONTRACTOR'S FINANCIAL DATA

LATEST YEAR 2021-2022

- a) Total annual turnover-----
- b) Job work turnover -----
- c) No. of clients/organizations-----
- d) ITCC, if issued-----

PREVIOUS YEAR 2020-2021

- a) Total annual turnover-----
- b) Work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

FOR THE YEAR 2019-2020

- a) Total annual turnover-----
- b) Maintenance work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

BANKERS

- 1. NAME:-----
- 2. ADDRESS:-----

FORM-III

CONTRACTOR'S PREVIOUS EXPERIENCE DATA

I. EXPERIENCE: 2020-2021

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II.
- a) Name of the contract-II -----
 - b) Client's name-----
 - c) Client's address and telephone number-----

 - d) Start date-----
 - e) Nature of job-----
 - f) Completion date-----
 - g) Total value of work-----
 - h) Supporting documents-----
 - i) Number of Person/Manpower Deployed-----

EXPERIENCE : 2019-2020

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

FORM-IV

CONTRACTOR'S PREVIOUS EXPERIENCE DATA

I. EXPERIENCE : 2018-2019

- a) Name of the contract-I -----
- b) Client's name -----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II. a) Name of the contract-II -----
- b) Client's name-----
 - c) Client's address and telephone number-----

 - d) Start date-----
 - e) Nature of job-----
 - f) Completion date-----
 - g) Total value of work-----
 - h) Supporting documents-----
 - i) Number of Person/Manpower Deployed-----

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

Bid Security Declaration

It is hereby accepted that if I/my company or firm withdraw or modify the submitted bids during period of validity etc., I/my company or firm will be suspended for One (01) year.

(Signature of tenderer with seal)
as token of acceptance of above declaration

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

FINANCIAL BID

Sub: Annual Service Contract for deployment of manpower for Canteen and Garden at INSA.

| S.N. | Particulars | Qty. | Charges Per Month/ Per Person |
|------|--|---------|---|
| 1. | Skilled manpower (Cook) | 1 No. | <ul style="list-style-type: none"> ➤ Minimum wages Rs. 19,291.00 per person ➤ EPF Contribution, 15,000 @13% = Rs. 1,950.00 ➤ ESIC @ 3.25% = Rs. 626.96 <p>Total = Rs. 21,867.96 x 1 = Rs. 21,867.96</p> |
| 2. | Semi-skilled (Assistant Cook) | 02 Nos. | <ul style="list-style-type: none"> ➤ Minimum wages Rs 17,537.00 per person ➤ EPF Contribution, 15,000 @.13% = Rs 1,950.00 ➤ ESIC @ 3.25% = Rs. 569.95 <p>Total = 20,056.95x2 = Rs. 40,113.90</p> |
| 3. | Un-skilled (Canteen/Garden) | 08 Nos. | <ul style="list-style-type: none"> ➤ Minimum wages Rs. 15,908.00 per person ➤ EPF Contribution, 15,000 @13% = Rs. 1,950.00 ➤ ESIC @ 3.25% = Rs. 517.01 <p>Total = Rs. 18,375.01 x 8 =1,47,000.08</p> |
| 3. | Total (Item -1 to Item -3) | | Rs. 2,08,981.94 |
| 4. | Admin charges @.....% (on Item -3) | | Rs. _____/- |
| 5. | Total (Item -3 & Item -4) | | Rs. _____/- |
| 6. | GST @% | | Rs. _____/- |
| 7. | Any other charges which the contractor may like to indicate/ include | | Rs. _____/- |
| 8. | Net amount all inclusive (Item -5 to Item -7) | | Rs. _____/- |

(In words Rupees:
.....)

Name of the contractor: -----

Address: -----

Phone No.: -----

Signature: -----

Affix rubber stamp