

**TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES**

This tender document contains 28 pages  
(Page 1 to 22, Cover – I Techno-Commercial Bid)  
(Page 23 to 28 Cover – II Price Bid),

Cost of Tender: Rs.130 Lakhs p.a, Tender Fee – Rs.700.00

Earnest Money Deposit: Rs. 2,60,000.00

Last date for sale of Documents: 16/12/2020 till 14.00hrs

Last date for submission: 17/12/2020 till 14.00 hrs

Tender opening date & time: On 17/12/2020 at 14.30hrs (Only Techno – Commercial Bids)

**Important Instruction:** The bids shall be enclosed in an envelope and sealed duly marked “Tender for Providing Environmental Maintenance Service (sweeping, cleaning, etc.) in the buildings at INSTEM Campus, and Other Associated Buildings of INSTEM” Ref No. INS/W-5038/2020-2021(Y); and addressed and to be mailed to “Purchase Officer”. The bids are liable to be rejected if the sealed envelope is not addressed to “Purchase Officer” with Tender Ref No. and Item Description. Offers delivered in person shall be deposited in the Tender Box kept in the Office. If the bids are sent through courier or mail, it should reach by submission Date and Time and INSTEM will not be responsible for the delay.

**Important Instruction for the Tenderers: -**

**Price-Bid meeting: For information/Technical Details/Clarifications required by the Tenderers, a Pre-Bid meeting will be held on 10/12/2020 @ 15.00 hrs at inStem/NCBS. All bidders are requested to attend the Pre-Bid meeting thro ‘Zoom, in case of failure to attend, their quote will be summarily rejected.**

Sealed tenders are invited under 2 cover system from Registered and Licensed Contractors of repute for Job Contract at INSTEM, NCBS Campus, GKVK, Bangalore – 560 065. The Essential and Desirable features are the criteria for determining responsiveness of the bids. The Technical and Financial / Price Bids shall be submitted simultaneously in two cover (sealed) system.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work. When there is a situation of more than one Commercial Lowest Bidder at the same rate, then the highest scorer in Technical Bid shall be considered to award the contract.

Please read carefully instruction for the Tenderers and Scope of Work.



The prospective Contractors should note that high quality of service and professional approach is the essence of this contract.

A) Contractor should have minimum 5 years experience in similar nature of work in providing Environmental Maintenance Services in a large Research Establishment or a large Residential Educational Institution or a big Multinational Company or 5 Star Hotels.

B) The contractor should have executed or executing at least **one similar nature of work** in a medium/large Research Establishment or a big Multinational Company i.e. in multistoried buildings or 5 star hotels for a contract **worth Rs.185 lakh per annum or two contracts of Rs.139 lakh or three contracts worth of Rs.93 lakh per annum or more during each of the last two separate financial years.**

C) The contractor should have a valid **PAN number** issued by the Income-Tax Authority.

D) Should have a valid **Registration Certificate** of the firm / agency / Company from Bangalore region.

E) Should have a valid **License** issued by the Competent Authority.

F) Should have valid **ESI & PF** registration certificate of Bangalore Region.

G) Financial Statement of last 3 years (Balance Sheet & P & L A/C)

H) Having regard to the scope of work, qualification, training and experience that are required for the job, the Contractor should offer such emoluments and benefits to the people to be employed by taking into account:

a) The Qualification, Training and Experience of the deployed personnel.

b) Annual increase in Salary on account of revision of Basic Wages + V.D.A.

c) Emoluments which are well above the minimum wages as prescribed under the Minimum wages act.

i) The Qualification, Training and Experience of the deployed personnel.

ii) Annual increase in Salary (allowed time to time only with valid notification issued by the competent authority) on account of revision of Basic Wages + V.D.A.

iii) Emoluments which are well above the minimum wages as prescribed under the Minimum Wages Act. (Central Rules).

I) Security Considerations: The persons deployed by the agency should NOT have any adverse police records/ criminal cases against them. The agency should make adequate inquiries about the character and antecedents of the persons whom they are deploying. The Agency shall be solely responsible for the good conduct of the persons deployed.

J) **The tenders should be submitted in two sealed covers.** This tender will be evaluated under 2 cover bid system, i.e.

a) Technical Bid

b) Financial Bid

The **First sealed cover - COVER I** should be superscribed “**Techno-Commercial Bid**” and should contain Annexures A-G duly accepted, signed by authorised signatory with seal.

**The cover shall also contain the following documents:**

(i) Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.

(ii) Acceptance of terms and conditions specified in these tender documents

(iii) Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit

(iv) Solvency Certificate issued by your banker

(v) Deployment pattern of Environmental Maintenance Personnel including the number of Managers or Supervisors\Helpers to be deployed at our sites.

(vi) Work Order copy of a similar contract worth of **Rs.185 lakh per annum or 2 contracts worth Rs.139 lakh per annum or three contracts worth of Rs.93 lakh per annum** or more executed or executing for the last 2 separate financial years.

(vii) Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 5 years experience in providing Environmental Maintenance service in reputed organisations.





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**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

II. The **Second sealed cover - COVER II** superscribed 'Price Bid' should contain **Annexure G, Price Bid (Schedule – I) and Annexure H Rate Chart (Schedule – II)** rates which is to be quoted on monthly basis for normal duty of 8 hrs per day per person.

K) THE ABOVE MENTIONED TWO COVERS SHALL BE SEALED ON THE OUTSIDE WITH WAX SEAL BEARING THE LOGO/NAME OF THE COMPANY SUBMITTING THE BID.

THESE TWO COVERS SHALL BE AGAIN PUT INTO A SINGLE WAX SEALED COVER superscribed **“Tender for Providing Environmental Maintenance Services in Buildings at INSTEM Campus and C.B. Site of INSTEM”**. This should be addressed to Purchase Officer, INSTEM, NCBS Campus, GKVK, Bangalore – 65. **The Techno Commercial Bid will be opened on 17/12/2020 at 14.30hours.**

On the date of tender opening (i.e. on 17/12/2020), only the Techno-Commercial Bids shall be opened in the presence of attending tenderers. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

L) Earnest Money Deposit shall be submitted along with the **“Techno-Commercial Bid”** in the form of a demand draft drawn in favour of “Institute for Stem Cell Science and Regenerative Medicine, Bangalore” and the DD should be from a Public Sector / Scheduled Commercial bank. Alternatively, a Bank Guarantee from a Public Sector / Scheduled Commercial bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be summarily rejected. EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

**The following conditions of Tender and Scope of Work shall be considered as “Essential”.**

- Contractor should have minimum 5 years experience in providing Environmental Maintenance Services in a large Research Establishment or a big Multinational Company or 5 Star Hotels.
- The contractor should have executed or executing at least **one similar order** in a medium/large Research Establishment or large Residential Educational Institution or large Multinational Company i.e. in multistoried buildings.
- Contractor should have executed or executing a similar nature of contract worth **Rs.185 lakh per annum in an establishment or two contracts of Rs.139 lakh per annum or of Rs.93 lakh per annum or more in one or two or three different establishments during each of the last two separate financial years.**

**Conditions of Tender Equitable distribution of persons deployed**

INSTEM is committed to Social coherence and communal harmony. In this Context, the personnel deployed by the contractors should reflect an equitable distribution from among various communities. The number of persons to be deployed in terms of the contract should, as far as possible, reflect a fair and equitable basis of distribution among various communities.

A Code of Conduct has been notified by INSTEM for the personnel on its campus. It is mandatory from 1st June 2020, for all outsourced personnel in Bangalore Life Science Cluster (INSTEM, NCBS and C-CAMP) to abide by the Code of Conduct. The bidders must ensure that the outsourced employees follow the Code of Conduct. It is the responsibility of the contractor to ensure that the personnel deployed under this contract are made aware of the applicable Code of Conduct and for ensuring their compliance with it.

The complete details of Code of Conduct is uploaded in INSTEM web page and link is [https://www.inStem.res.in/sites/default/files/coc\\_29.05.2020.pdf](https://www.inStem.res.in/sites/default/files/coc_29.05.2020.pdf).





**Conditions of Tender**

1. Quotations must be submitted giving complete details using enclosed tender papers.
2. The rates quoted shall remain valid for a period of 90 days from the date of opening.
3. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
4. **Bids in sealed envelopes duly superscribed with the Tender Title No. Reference No. and due date, shall be addressed to the Purchase Officer, Institute for Stem Cell Science and Regenerative Medicine, GKVK, Bellary Road, Bangalore-65 shall be sent by post/courier so as to reach before the prescribed time. The bids shall be dropped in the tender box kept with NCBS security at the entrance.**
5. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
6. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
7. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
8. Bids which do not comply with the above conditions will be rejected.
9. The Centre shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any or** all tenders without assigning any reason whatsoever.
10. The Centre reserves the right to split the contract in parts and award them in parts to the successful bidders or to delete the contract in parts after entering into the contract.
11. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
12. All the bids and details shall be in the prescribed annexure forms and where the signature, date, name & designation of the person signing the offer and name and address of the firm. The envelope containing bids shall be super scribed "**Tender for Environmental Maintenance Services of Buildings**" and reference No. "**INS/W-5038/2020-2021(Y)**".
13. The tender form should be filled and sealed to reach INSTEM latest by **17/12/2020, 14.00hrs** . The contractor chosen will have to undertake the work within 30 days from the receipt of the Work Order.
14. Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
  1. License and Registration Certificate issued by Competent Authority\*
  2. Organization Structure
  3. List of works on hand/carried out during the last 5 years
  4. Performance Certificate from the existing clients.
  5. ESI & PF Registration Certificate.
  6. Annexure B,D,E and F duly filled in.
  7. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
  8. Earnest Money Deposit
15. All annexures, attachments (if any) to this enquiry shall be read as part and parcel of this enquiry.
16. Deviation(s) indicated in Annexure F are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.

**TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. INSTEM RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.**





**EARNEST MONEY DEPOSIT: Rs.2,60,000/-.** EMD shall be paid in the form of Demand Draft from any Nationalized bank, drawn in favour of “Institute for Stem Cell Science and Regenerative Medicine, Bangalore”. If the successful bidder fails to enter into a contract, the EMD amount of the successful bidder is liable to be forfeited.

The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above.

Tenders shall be opened on **17/12/2020** at **14.30** hours at INSTEM, GKVK, Bellary Road, Bangalore-65.

**Micro and Small Enterprises (MSEs):**

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)

2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.

**3. An MSME bidder must submit registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.**

**DEFINITION OF TERMS:**

1. Centre or INSTEM means Institute for Stem Cell Science and Regenerative Medicine, UAS-GKVK, Bellary Road, Bangalore-560065.
2. Contractor, bidder, firm means the person who quotes against this tender notice.
3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

**Scope of contract**

1.1 The bids should be submitted only in prescribed form enclosed before the due date and time. The following annexures must be filled up fully and properly. As part of this Contract, the Contractor will, for the time being, provide services at the following places (a) Institute for Stem Cell Science and Regenerative Medicine, UAS-GKVK Campus, Bellary Road, Bangalore – 560 065 as per the details laid down in the following annexures:

- a) Annexure – A – Scope of work
- b) Annexure – B – Profile of experience in Environmental Services
- c) Annexure – C – Important note for the bidder
- d) Annexure – D – Schedule of experience of last 5 years
- e) Annexure – E – Schedule of Deviations from specifications / conditions
- f) Annexure – F – Statutory obligations
- g) Annexure – G – Price Bid – Schedule – I, Annexure – H Rate chart - Schedule II

The tenderers shall fill in Annexures B, D, E completely & submit them along with their bids. All details and columns shall be filled, & if Annexure E or a particular column(s) or detail(s) in any annexure(s) does/do not apply, it may be indicated by saying why it is not filled (for e.g. 'no deviation', not applicable, not relevant, etc) – leaving blank columns or a bare hyphenation will disqualify the bidders.

1.2 The details of rates and the number of personnel required for carrying out the work shall be indicated by the Contractor in the Annexure “G” and Annexure “H” only.

Once the Work Order is issued, the Contractor will receive instructions from an Officer designated (Administrative Officer-Services) for this purpose (Officer-in-Charge) or his authorized nominee and the Contractor hereby undertakes to abide by his/her any suggestions/instructions, etc. as regards services in this agreement.





**Addition/ alterations in scope of work: Any alterations or additions to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction / increase in the Scope of work, the increase / decrease in the rates shall be negotiated and finalized simultaneously.**  
*1.4 "addition / alteration in the Scope of work: At the time of awarding the contract, the quantity to be procured must be re-judged based on the current data, since the ground situation may have very well changed. The tendered quantity can be increased or decreased by 25 (Twenty – Five) percent for ordering, if so warranted. In case of reduction in quantity, the reduced quantity at the same rate and at the same terms and conditions as tendered and any alteration or addition to the scope of work will be communicated to the Contractor and the Contractor shall carry them out".*

## **2. Quality and scope of services**

- 2.1 The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Centre. The successful Contractor as soon as the agreement is signed, shall submit a list of their workmen / supervisors / others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.
- 2.2 . It is normally understood and agreed between both the parties that Centre will not be responsible or be liable for any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc..
- 2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the specified service.
- 2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Centre's premises or in connection with the services referred to herein.
- 2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorised person in INSTEM.
- 2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, Bonus Act, etc. as relevant and applicable from time to time.
- 2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "F". It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.



2.8a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.

**b) The Contractor shall pay salary and other allowances/benefits as indicated in the tender and accepted by INSTEM. Such salary shall be well above minimum wages.**

c) The proof for payment of PF and ESI and name of such employees whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.

d) The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Centre due to the Contractor's non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure 'F' attached. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Centre along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.

e) The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1<sup>st</sup> of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection /books /personnel on demand by INSTEM or any Statutory Authority.

f) The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at INSTEM. This should be done immediately but not later than one month from the date of signing joint agreement.

2.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with Centre at any point of time and this arrangement is purely between the Contractor and the Centre for specific services for the period specified.

2.10 The successful Contractor shall indemnify/deemed to have indemnified the Centre for all claims / losses arising out of this tender. The Contractor is deemed to have indemnified the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's dues /amount payable or shall be paid by the Contractor on a demand from INSTEM.

The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of INSTEM that they would indemnify and keep INSTEM indemnified and harmless against any claims, losses, expenses which INSTEM may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till INSTEM is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. The contractor also should undertake not to revoke this indemnity during its currency save with INSTEM's previous consent in writing.

2.11 The Contractor shall follow all rules as may be existing or may be framed from time to time at INSTEM on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in INSTEM as amended from time to time.



**3. Tenure & Termination**

- 3.1 The contract with the Centre will be initially for a period of 12 months (3 months and 9 months) and if the services are found to be satisfactory, the contract may be extended for a further period of 12 months. The Centre reserves the right to extend the contract to one more year on the same terms and conditions.
- 3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.
- 3.3 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Centre from any party at a higher rate the Contractor shall be liable to pay the Centre the difference between existing rate and the rate of the new Contract.
- 3.4 **Risk Clause:** Notwithstanding the other terms therein, the Centre at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Centre may sustain by reason of such risk contract in addition to penalty.
- 3.5 **Insolvency and breach of contract:** The Centre may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:
- (a) If the Contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or
- (b) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
- (c) If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Centre provided also that the contractor shall be liable to pay the Centre for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.
- (d) In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Centre shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Centre shall have the right to immediately terminate the agreement.







inStem

**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

3.6 Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the Centre including, but not limited to :

- a) Theft or pilferage of property of INSTEM
- b) Fire, flooding, breakage or damage
- c) Violence or physical attack on the Campus
- d) Any act or incident which may prove detrimental to the interests of INSTEM -

the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate by the deemed authority. The decision of the Centre Director shall be final in such matters.

**4. Payment Terms:**

4.1 The Contractor shall submit bills after completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the Contractor shall only be for actual salary and other benefits paid by the Contractor for the number of employees deployed as per contract with INSTEM.

If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between INSTEM and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to INSTEM. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to INSTEM with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.





inStem

**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

**Payment in respect of ESI, PF and other statutory payments shall be paid/reimbursed by the Centre only on submission of proof of payment and Schedule of Employees covered for such benefits.**

4.1.1 Contractor's monthly claim/bill shall include the following 12 elements only :

1. Basic + VDA
2. Uniform
3. Washing charges
4. Overtime charges
5. Cleaning material charges
6. Transportation charges
7. Supervision, Administrative and Overhead expenses, Contractor's Margin
8. PF
9. ESI
10. ELI /Group Medical Insurance.
11. GST
12. \*Bonus

1/6 relieving charges shall be paid on monthly basis, if applicable. However, the Contractor should ensure that minimum 90% attendance is maintained per shift of duty.

PF, ESI and ELI will be reimbursed to the contractor only on production of registration No. / ESI card/payment of ELI premium.

**4.1.2 Leave Salary and Bonus :** The leave salary and bonus shall be claimed by the contractor as and when these are paid by the Contractor to its employees and the same will be reimbursed by the Centre on submission of proof for having paid.

Leave salary is payable only if substitute is appointed in place of contract employee on leave subject to the condition that the contractor maintains 90% attendance per shift of duty.

4.1.4 **\*Bonus** : Bonus shall be payable by the contractor to his contract employees once in a year before Dussehra/Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33% as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965.

4.2 The monthly running bill of the Contractor will become payable at the end of each month on submission of a monthly claim to the Accounts Officer, and on due certification by the Officer-in-Charge of satisfactory services against the claim. The Contractor payment will be released only after the contractor disburse the salary to contract employees concerned as per Clause No. 4.5 every month.

4.3 The Officer-in-Charge (Administrative Officer-Services)/Accounts Officer is authorized to deduct any amounts as determined by the Centre Director from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.



4.4 Payment of Contractor's bill shall normally be made within 15 days of submission subject to the claim being found proper in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.

4.5 Payments to the contract employees shall be disbursed by the 7<sup>th</sup> of the succeeding month in the presence of the Account Officer, or any authorized officer of INSTEM. If 7<sup>th</sup> happens to be a holiday, payments shall be made the previous working day. The Contractor shall notify all his employees / workers of this date in their appointment order, and follow this very strictly, whether the Centre has paid the Contractor's bill or not. The payment of salary and all other benefits such as bonus and over time to the contract employees shall be disbursed in the presence of Accounts Officer or any authorized officer of INSTEM.

4.6 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

**4.7 Security Deposit:** A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period.

The security deposit is refundable after expiry of the agreement subject, to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Centre shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Centre Director, whose decision shall be final on account of any act or omission in the Contract, by the Contractor.

**4.8 It is important for the Contractor to note that the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the agreement, i.e. 2 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of Order by CLC (Central), Statutory duties/levies and such claim/s shall be valid only with adequate documentary evidence. Any increase/decrease in the duties/levies during the period of agreement, shall entail corresponding promotion/reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.**

## **5. Penalties**

5.2 The Contractor shall pay any claim made by the Centre for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Centre shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Centre are fully settled. If the claim of the Centre could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by INSTEM.

## **6. Suggestions register:**

6.1 The Contractor will maintain a complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Officer-in-Charge. This register will be open to the authorised person at the Centre for inspection and supervision at all times.



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**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

**7. Safety, Security and Insurance**

7.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Centre Director will be final & will be binding on both parties.

7.3 The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must be adequately covered all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Centre.

**8. Miscellaneous**

8.1 s The contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement.

8.2 The contractor shall meet the designated Officer of the Centre every day to receive the details of issues / complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.

**9. Dispute and resolution**

Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore and no other place. The provisions of the Arbitration and Conciliation act, 1996 as / amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

**10. Primacy of Documents**

The tender documents, subsequent communication exchanged and the work order as well as all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents, the statement in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexure thereof, i.e. tender documents and annexures have least primary, if any clause or detail there has been superseded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

**11. Amendments to Work Order / agreement:**

Any amendment to the Work Order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorised personnel of both parties.



**ANNEXURE – A - SCOPE OF WORK ( PART- I)**

Particulars of services	Frequency of services
<b>INSTEM LABORATORY COMPLEX</b>	
1. Sweeping of Floors (Once a Day) *	Once a Day
2. Moping of floors (Once a Day) *	Once a Day
3. Cleaning of Toilets (4 times a Day) * All the toilets in the office will be thoroughly washed and dried every day with approved detergent, disinfectant and such other materials. Contractor will be responsible to place appropriate deodorants, refill liquid soap containers, replace soap cakes, place the tissue papers etc. as required.	4 times a Day
4. Cleaning of Staircase landing, steps (once a day)	Once a Day
5. Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once in a week)	Once in a week
6. Removal of cobwebs from external ceiling (as & when necessary)	as & when necessary
7. Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)	Once a day
8. Cleaning of open terraces(once in two days)	once in two days
9. Cleaning of sofa sets, tables and chairs in the open area and telephones (once a day)	Once in a day
10. Wiping of doors & windows up to a height of 9 mtrs & partition using clean solution	
11. Dusting of cupboards, tables, chairs, storage units, filing cabinets, racks & other office Equipments	
<b>DHRH BLOCK</b>	
12. Sweeping of Floors (Twice a Day) *	Twice a Day
13. Moping of floors (Twice a Day) *	Twice a Day
14. Cleaning of Toilets (4 times a Day) *	4 times a Day
15. Cleaning of Staircase landing, steps (twice a day)	Twice a Day
16. Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once in a week)	Once in a week
17. Removal of cobwebs from external ceiling (as & when necessary)	as & when necessary
18. Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)	Once a day
19. Cleaning of open terraces(once a day)	Once a day
20. Wiping of doors & windows up to a height of 9 mtrs & partition using clean solution	





13. All the requirements meant for environment maintenance including manpower and cleaning materials will be provided by the Contractor. The list of materials required for cleaning to be provided by the contractor is enclosed at Annexure "A" (Part 1). Any other material apart from those listed in Annexure "A" (Part 1) will be provided by INSTEM. Details of cleaning is as mentioned in Annexure "A".
14. External supervisor of the Contractor will visit INSTEM office premises daily to ascertain the upkeep of the buildings. The environment maintenance workmen shall come in clean uniforms, shoes and with identity cards.
15. The environment maintenance supervisor shall go on checks at the following
16. places:
  - (a) Toilets (b) Common areas (c) Staircases (d) Corridors (e) Library (f) Reception (g) Conference rooms, etc. to take immediate action if anything is out of place or needs cleaning. He shall also visit housing areas at least twice in a day to ensure that the common areas there and the guest room there are cleaned.
16. Toilets should be checked very frequently on all days for cleanliness and availability of toilet rolls.
17. Once in every 3 months, with the prior approval of Administrative Officer, the environment maintenance supervisor will clean the antiglare screens with special cleaning materials.
18. The environment maintenance supervisor will check if the furniture properly placed near the work places, conference rooms, lounges, reception, library, canteen, etc.
19. The environment maintenance supervisor shall be pro-active in issues like water shortage, plumbing, etc. He should immediately report to the Hospitality Supervisor/Administrative Officer on such issues.
20. Office cleaning in the mornings should be completed before 0900 hours in the mornings.
21. The reception area, lounges and canteen dining area should be spic and span at all times.
22. All cleaning work should be done very carefully in both offices and laboratories. No Equipments/materials shall be disturbed during the cleaning process.
23. Dust bins shall be thoroughly cleaned every day and the garbage shall be disposed off to the appropriate place identified for this purpose.
24. The cleaning materials shall be stored at the place identified and the storage and security of these materials is purely the responsibility of the Contractor.
25. Cleaning materials as indicated below should be supplied at contractor's cost at least one day before beginning of each calendar month. Your DC (indicating items and quantity brought) should be duly stamped by our Security Department:
  - a. The consumables like tissue paper, liquid soap, urinal cubes/cakes, etc. have to be provided and replenished on a daily basis.

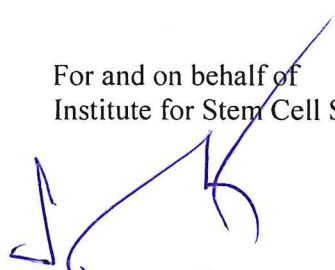


26. The Contractor shall post adequate personnel as required for carrying out this work from morning 7.30 hrs to evening 18.30hrs every day. The number and their timings shall be reviewed and these shall be regulated by INSTEM as required. **The full subject of personnel will work on Saturdays and other holidays except on January 26, August 15, October 2, Sankaranthi, Ganesh Chaturthi, Ugadi, Dussera pooja and Deepavali. However, on these holidays also there should be a contingent of at least 10 people available from 8 a.m. to 11.30 a.m. or as per then need.**

In addition to the above work indicated, the Contractor shall attend to the following jobs as well:

- a. As and when necessary, the cleaning (sweeping and mopping) should be done in the common areas as indicated in the Annexure "A".
- b. To remove such of the stains which cannot be removed with detergents from glazed tiles, ceramic fittings and kota stone flooring.
- c. Suitable detergents should be used to remove grease and oil in the pantry and other places at least once a week.
- d. The Contractor shall clean the floor traps in toilets twice a month.
- e. Services like filling soap solution to the liquid soap dispenser, paper napkin dispenser, keeping towels over towel rails and fixing toilet paper for toilet paper holders, etc. should be done every morning and as frequently as required.
- f. All the garbage generated has to be collected and dumped outside the GKVK campus at an appropriate place identified by the Corporation for such purposes.
- g. All the glass surfaces have to be cleaned regularly, at least once a week in normal times and more often when necessary.
- h. The Contractor shall perform the environment maintenance job to the satisfaction of INSTEM. If the job is not done properly, then the contractor may be asked to redo the job again.

For and on behalf of  
Institute for Stem Cell Science and Regenerative Medicine



Purchase Officer

GKVK Post, Bellary Road, Bangalore 560 065. India  
Phone +91-80-23666341 /344/345/346 . Telefax +91-80-23636662  
purchase@ncbs.res.in . www.ncbs.res.in



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**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

**PROFILE OF EXPERIENCE IN ENVIRONMENTAL MAINTENANCE SERVICES**

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

**ANNEXURE – B**

1. Name and status of the Proprietor / Director / Partner :
2. Qualification :
3. Average age of the work men :
4. Experience in : Government / Public Sector / Research Institute Private Institution
5. a) Do you have a control room which is open round the clock. If yes what is the Name, phone No./Mobile No. & the level of person manning it :  
b) In case of a sudden accident, fire or any emergency, what support in terms of resources your organization can provide ? :
6. Have you provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. :
7. If you think you have expertise in the work put to tender, please give a brief write up on that. :
8. Any other information :
  
- Signature :
- Name :
- Designation :
- Name & Address of the company with seal :
  
- Date :





**ANNEXURE - C**  
**IMPORTANT NOTE FOR THE BIDDER**

1. The employees/ workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure 'A'. If such experienced hands are not available, either because the service is extremely specialized and only in house training is possible, at least a certain percentage of employees/workers shall be experienced / trained who shall be able to impart training / expertise to others.
2. The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless INSTEM has asked for it or without advance approval of INSTEM.
3. The Contractor shall ensure that no contract employees nor anyone from his side use INSTEM transport to come to the work spot or return. The Contractor shall use emergency services like medical help and emergency vehicles of INSTEM in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury / death and or loss / damage will fully rest with the Contractor.
4. At all point of time, there must be a minimum of 90% workers attendance in each shift. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism beyond this percentage will be penalized including termination of the contract. Payment will however be restricted to actual number of people as physically provided in each month.
5. The Tenderer must indicate the deviation in Annexure – E, with reasons thereof and only if such deviation (s) is/are part of the work order issued by INSTEM, will the deviation (s) become part of the agreement.
6. The rates quoted shall be valid for 2 years from the date of Work Order followed by joint agreement.



**ANNEXURE – D**  
**SCHEDULE OF EXPERIENCE OF LAST FIVE YEARS**

Please furnish list of firms/offices where you have undertaken similar jobs: (Please use additional sheets, if necessary ):

Sl. No.	Name of the company with full address	Period		Contact person & phone Nos.
		From	To	
Signature				
Name				
Designation				
Name of the company				
Date				



**ANNEXURE – E**  
**SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS/CONDITIONS**

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

--	--

The bidder hereby certifies that the above mentioned are the only deviations from Technical Specification of this tender. (State NIL if no deviation is envisaged.)

Signature	
Name	
Designation	
Name of the company	
Date	





**Annexure - F**  
**Statutory Obligation**

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify / is deemed to have indemnified INSTEM against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.

**1. The Contract Labour (Abolition & Regulations Act, 1970):**

The selected Contractor shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

**2. Payment of Wages Act:**

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7<sup>th</sup> of the succeeding calendar month.

The Contractor will receive payment from us only after you have disbursed in full the wages payable to his employees. The wages shall be distributed in our premises and one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report.

**3. Provident Fund Act:**

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be from contribution from the successful bidder, proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

**4. Employees State Insurance Scheme:**

The successful bidder shall cover all your employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.



**5. Minimum Wages Act:**

The successful bidder shall pay well above the minimum wages to each of their employees. Such rates shall be the rate implied or agreed between INSTEM and the Contractor.

**6. Workmen's Compensation (ELI) :**

All employees/ workers shall be covered for injury /death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employed by the Contractor in INSTEM. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of Rs.4,000.00

**7. Payment of Bonus Act, 1965:**

Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year shall be paid bonus. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year. Bonus shall be paid every year one week before Diwali.

**8. Karnataka Labour Welfare Fund Act, 1965.**

The Karnataka Labour Welfare Fund is constituted for financing and conducting activities to promote welfare of employees covered under the KLF Act, 1965

**9. General :**

Contribution towards PF, ESI & ELI shall be paid to the Contractor only in succeeding months on submission of proof of having paid the premia / subscription. Premia towards ELI shall be paid to the Contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/ contribution / subscription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the Contractor shall promptly inform INSTEM, which will suggest ways and means to put such unpaid amounts to proper use.

**INFORMATION TO TENDERERS**

The Tender shall be evaluated under 2 (Two) Bid System

1. Technical Bid
2. Financial Bid

Technical Evaluation shall comprise of

I. Mandatory requirements.

II. Technical Evaluation criteria with marks.

All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The Bidders who are not meeting the mandatory requirements, their offer will be summarily rejected.

I. Mandatory requirements: -

1. Copy of Valid Establishment Registration Certificate of the Firm
2. Copy of PAN
3. Copy of Valid Labour License issued by the Labour Commissioner (Central / State) for existing similar type of works (minimum 3).
4. Copy of valid ESI and PF Registration done at Bangalore Region.
5. EMD 6. The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)

**II. TECHNICAL EVALUATION CRITERIA WITH MARKS**

SI No.	Technical Requirement	Max Marks
1	Company Profile and Organization Structure	1
2	The bidders should have an Office in Bangalore (Documentary proof eg. Electricity bills etc., to be enclosed) for day to day management of contract.	2
3	The Bidders should attend Pre bid meeting	5
4	Solvency Certificate for Rs. 100Lakhs issued by the bank- not before April 2019	5
5	Onsite visit or Client Feedback of the tenderer will be carried out by a Committee for onsite technical inspection to assess the quality, efficiency, compliance of statutory, etc. before technically accepting tenderers' technical quote.	15
6	5 years Essential experience in providing similar type work (Environmental Maintenance services) in a large Research Institution/Establishment, reputed Educational Institution/Organization or large Residential Educational Institution or large Multinational Company, start hotels and list of works executed and in hand. (pl. enclose documentary evidence)	15
7	Copy of the Work Order for similar nature of work worth Rs.185 Lakh p.a or more in an establishment or 2 Orders worth Rs.139 Lakh each or more p.a in one or two different establishments or of Rs.93 lakh in one, two or three different establishments during the last two separate financial years (2018 -2019 and 2019-2020).	15
8	Performance Certificate from the existing clients (issued June 2020 onwards)	15
9	Audited Financial Statement of last 3 years (Balance Sheet & P & L A/C)	10
10	Deployment pattern of maintenance staff including the number of personnel proposed against this tender.	5
11	Provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts.	5
12	Experience in operating/using automatic and semi automatic cleaning machines like scrubber, jet cleaner, etc.	2
13	Experience in cleaning of high rise building/glass panels	5
	<b>TOTAL</b>	<b>100</b>

**For all, Sl. No. 1 to 13, pl. submit documentary evidence, failing which marks will not be allotted.**

The proposals shall be evaluated in two stages: (1) Technical and (2) Price/Financial.

A minimum qualifying mark is set and only those Contractors whose Technical proposals score 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work. When there is a situation of more than one Commercial Lowest Bidder at the same rate, then the highest scorer in Technical Bid shall be considered to award the contract.

**ANNEXURE – G****PRICE BID ( Schedule I)**

1. Name of the firm along with Registration No. :
2. PF Registration No. :  
ESI Registration No. :  
(copies to be enclosed )
3. Registered address of the firm :
4. Status of the firm (tick what is relevant) : (Co-operative, Proprietary, Partnership, Private Limited Co., etc.,)
4. No. of employees proposed to be deployed for running the contract
  - (a) For estimated quantities as in Annexure-A.
    - (i) Supervisor :
    - (ii) Helper :
    - (iii) Others :
6. Monthly salary & other Contributions payable to each worker / employee under:
  - (a) the Minimum Wages Act (as per Central norms) and other statutory provision (and requirements as enumerated by INSTEM in these documents and as applicable ) in force as on date (indicated with break up in the columns below).
  - (b) you propose to pay (please indicate in column furnished in Table B below)
7. The percentage of salary (S. No. 1 in Table -B below) to be paid by the Contractor for various statutory benefits are listed below indicating percentages to be paid by the Contractor, the part to be collected from the employee, and total.

**TABLE A**

<i>Sl.No</i>	<i>Statutory Benefits</i>	<i>% to be collected from employee</i>	<i>% to be paid by the Contractor</i>	<i>Total %</i>
1	PF	12	13.00	25
2	ESI	0.75	3.25	4
3	Bonus	-	8.33 *	8.33 *
4	ELI(Workmen's Comp.)/Group Insurance	-	3.00	3.00
	<b>Total</b>	<b>12.75</b>	<b>24.58</b>	<b>37.33</b>

**\* The amount of bonus payable is as per Section 12 of Bonus Act.**

The amount of bonus payable is 8.33% as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965.





inStem

**Ref: INS/W-5038/2020-2021 (Y)**

**Tender Notice No.002/2020-2021**

NOTE: If ESI is payable, Group Medical Insurance is not applicable and vice versa.

Total Monthly Rate in respect of the following:-

Rate for one man day under each category

- *Please specify and attach separate sheets, if necessary*
- *All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.*
- *In order that the bidders have a clear idea, it is important that the prospective contractors visit INSTEM to see the area and work and have discussions before submitting the bids.*

All amounts in Table – B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The rate quoted by the Contractor shall be inclusive of salary, Uniform Charges, Cleaning Material Charges and Transportation Charges for garbage, supervision & admin. charges, Contractor's margin, applicable GST and any other charges incur to run the Contract.

The Contractor shall supply 2 sets of uniform within a month of award of contract and fresh two sets will be issued if the contract is renewed for 2<sup>nd</sup> year by the 13<sup>th</sup> month.

The statutory benefits etc. listed above are comprehensive. It is incumbent on the contractors to include any statutory or safety precautions, benefits, etc. as prevailing under various statutes and to claim premia or costs thereof and indicate details thereof or separately. (pl. attach additional sheets, if necessary).

Signature, Name, Address and  
Seal of the proprietor / Managing Partner etc.

Name :

Seal of the Company:

Designation:

Signature:

Date:







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Ref: INS/W-5038/2020-2021 (Y)

Tender Notice No.002/2020-2021

ANNEXURE – I

UNDER TAKING BY THE TENDERER

Ref: INS/W-5038/2020-2021 (Y)

Tender Notice No.002/2020-2021

- I /we intend to carry out the subject work by resorting to engage..... Nos. of work force in a month.

Description	No of Persons Proposed
a. Manager	
b. Housekeeping Supervisor	
c. Housekeeper	
<b>TOTAL WORK FORCE</b>	

- I/We undertake to pay salary and other allowances/benefits as indicated in the tender and accepted by INSTEM. Such wages equal to or well above the minimum wages as applicable (Wages fixed by Ministry of Labour & Employment, Office of the Chief Labour Commissioner © Government of India (or) Labour Department, Government of Karnataka recommended wages, whichever is higher)
- I/We undertake to contribute for workers towards PF, ESI, and ELI from the employer's side as fixed by the relevant Competent Authorities.
- I/We undertake to pay the Bonus at the rate of 8.33 % of the total wages subject to maximum of Rs. 6697.00 per annum (the ceiling for calculation purpose from the salary or wage of Rs.7000.00 per month) as per Section 12 of Bonus Act.
- I/we undertake issue uniform and washing charges to all the employees working under this contract

Name and Address of the Tenderer

Signature of the Tenderer





**PROVISIONS UNDER CONTRACT LABOUR (REGULATION & ABOLITION) ACT 1970  
REQUIRED TO BE FULFILLED BY CONTRACTORS.**

- 1) Every Contractor employing 20 or more workmen on any day should obtain license from Asstt. Labour Commissioner (Central), Bangalore.
- 2) Notice of commencement of contract work should be given to Labour Enforcement Officer by the Contractor in Form VI-A. {Rule ~1 (3)}
- 3) Notice of completion of contract work should be given to Labour Enforcement Officer by the Contractor in Form VI-A. {Rule 81(3) }.
- 4) Notices showing rates of wages, hours of work, wage periods, date of payment of wages, date of payment of unpaid wages, names and addresses of Inspections in English, Hindi and in local language should be displayed at Work Site. (Rule 81 (i) (i)).
- 5) A copy of the above Notice is to be sent to Labour Enforcement Officer.
- 6) Maintain a Register of workmen in Form XIII. ( Rule 74 ).
- 7) Issue Employment Card to workmen in Form XIV. (Rule 76).
- 8) Maintain Muster Roll of Workmen in Form XVI. (Rule 78 (1) (a) (i) ).
- 9) Maintain Register of wages in Form XVII. Contractors may maintain a Combined Register of Wages-cum-Muster Roll, if the wage period is a fortnight or less.
- 10) Provide Wage slip to workmen in Form XIX. (Rule 78 (1) (b).
- 11) Maintain a Register of Advances in Form XXII. (Rule 78 (1) (a) (ii)).
- 12) A first Aid Box with essential medical items to be maintained. (Rule 58).
- 13) Every contractor should ensure disbursement of wages to his workmen in the presence of authorized representative of INSTEM. (Rule 72).
- 14) Every contractor shall display an abstract of the Act and Rules in English, Hindi and in the language spoken by the majority of the workers (Rule 79 ).



**ANNEXURE-H Rate Chart (Schedule-II)**

**RATE CHART**

INSTEM LABORATORY COMPLEX (NEW)																						TOTAL RATE												
PARTICULARS																																		
DETAILS	Lab Area		Corridors, staircases, Lobby & common area				Toilet Area		Faculty Lounge, Meeting room, Conference room, seminar halls				Glass panels		Open Terrace and Balconies		Substation				Security Office													
AREA IN SQ.FT															Office area				Toilet Area															
Work Description	118179.23		131636.81				4855.70		13672.53				12589		31703.59		15660.62				34.44				1309.75				174.48				Rs.	Ps.
	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate						
Sweeping of Floors (Once a Day) *																																		
Moping of floors (Once a Day) *																																		
Cleaning of Toilets (4 times a Day) *																																		
Cleaning of Staircase landing, steps (once a day)																																		
Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once in a week)																																		
Removal of cobwebs from external ceiling (as & when necessary)																																		
Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)																																		
Cleaning of open terraces(once in two days)																																		
Cleaning of sofa sets, tables and chairs in the open area and telephones (once a day)																																		
Wiping of doors & windows up to a height of 9 mtrs & partition using clean solution																																		
Dusting of cupboards, tables, chairs, storage units, filing cabinets, racks & other office equipments																																		
Note:																																		
1. The garbage from all the above mentioned areas shall be removed and segregated daily. Recycle items like paper, leaves, veg. peels , etc shall be transported to Solid waste management plant and convert into manure. Remaining collected garbage has to be disposed off outside GKVK Campus at an appropriate place where there will not be any public objection.																																		
2. inStem reserves the right to increase, decrease the area in the Scope of Work depending upon the requirement.																																		
3. All specified columns in rate chart should be filled, incomplete forms will be rejected.																																		
* Sweeping and mopping once a day in the common corridors and staircases of laboratory. Service floors shall be cleaned once in a week and open balconies/terrace shall be cleaned alternate days.																																		
** cleaning of toilets 4 times in Lab/office & canteen areas. All other toilets are cleaned only once a day.																																		



## ANNEXURE-II Rate Chart (Schedule-II)

## RATE CHART

PARTICULARS	DHRH BLOCK (NEW)								TOTAL RATE	
	Dining Area		Toilet Area		Sports Area		Toilet Area		Rs.	Rs.
Details	13968.98		752.40		20134.7 sqft		1860.64 sqft			
Area in Sq-ft										
Work Description	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate	Unit Rate	Total Rate		
	Sweeping of Floors (Twice a Day) *									
Moping of floors (Twice a Day) *										
Cleaning of Toilets (4 times a Day) *										
Cleaning of Staircase landing, steps (twice a day)										
Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once										
Removal of cobwebs from external ceiling (as & when necessary)										
Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)										
Cleaning of open terraces(once a day)										
Wiping of doors & windows up to a height of 9 mtrs & partition using clean solution										
<b>Note:</b>										
1. The garbage from all the above mentioned areas shall be removed and segregated daily. Recycle items like paper, leaves, veg. peels, etc shall be transported to Solid waste management plant and convert into manure. Remaining collected garbage has to be disposed off outside GKVK Campus at an appropriate place where there will not be any public objection.										
2. inStem reserve the right to increase, decrease the area in the Scope of Work depending upon the requirement.										
3. All specified columns in rate chart should be filled, incomplete forms will be rejected.										
** cleaning of toilets 4 times in canteen areas. All other toilets are cleaned only once a day.										

