



## **Institute for Stem Cell Science and Regenerative Medicine (BRIC-inStem)**

An Autonomous Research Institute of BRIC,  
Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India  
GKVK – Post, Bellary Road, Bangalore 560065, Karnataka  
website: [www.instem.res.in](http://www.instem.res.in)



**This Tender Document contains 51 pages  
(Cover page 01 no. & other pages 50 nos.)**

**Estimated Value of Tender: ₹1,33,20,000.00 per annum**

**Earnest Money Deposit: ₹ 2,70,000.00**

**Last date for bid submission on GeM: 04/02/2026 till 1500 hrs.  
Tender opening date & time on GeM: on 04/02/2026 at 1530 hrs.**

Ref: PI/000848/2025-26 (S)

Tender Notice No: 21/2025-26

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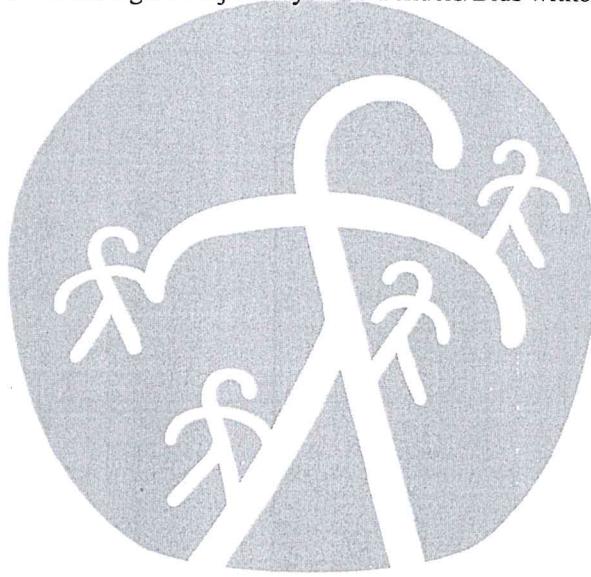
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## 1. NOTICE INVITING TENDER

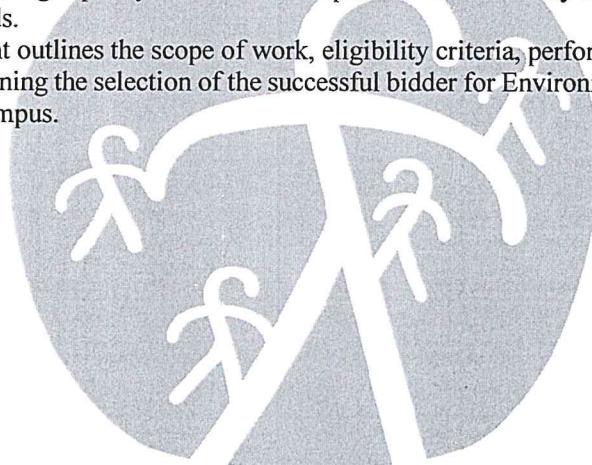
1.1 The Institute for Stem Cell Science and Regenerative Medicine (referred as BRIC-inStem) invites GeM Bid on Open E-tender basis for providing '**Environmental Maintenance Services**' for BRIC-inStem on the terms & conditions prescribed in the tender document.

- a) Bidders are required to deposit EMD of ₹ 2,70,000/- (Rupees Two Lakhs Seventy Thousand Only) as mentioned in the tender document. Offers without EMD will be summarily rejected. MSE Bidders are exempted from EMD –refer clause 4.6: Micro and Small Enterprises (MSEs).
- b) The bids will consist of two packets system i.e. Technical and Financial Bid. The Technical Bid will consist of Qualification & other conditions as laid down in the Bid document. Financial bid shall consist of the Financial aspects as per conditions laid down in the Bid document.
- c) The successful bidder shall be intimated about the Award of Work through GeM Contract/Email.
- d) The bid shall remain open for acceptance for 180 days from the date of opening of E-Tender/ Bid.
- e) BRIC-inStem reserves the right to reject any/all E-Tenders/Bids without assigning any reason.



## 2. INTRODUCTION

- 2.1 The Institute for Stem Cell Science and Regenerative Medicine (BRIC-inStem), Bangalore, is a state-of-the-art Autonomous Research Institute of BRIC (Biotechnology Research and Innovation Council), Department of Biotechnology, Ministry of Science and technology, Government of India, dedicated to the study of stem cells and regenerative biology with an emphasis on clinical translation. BRIC-inStem's mandate is to solve complex problems in areas of stem cell science and tissue regeneration, with disease relevance. Our laboratories offer advanced training and function through collaborative interdisciplinary research programs involving academia and industry.
- 2.2 The institute hosts state-of-the-art laboratories, advanced research facilities, and supports a vibrant community of scientists, researchers, and technical professionals. In addition to its core scientific mandate, inStem undertakes various administrative, infrastructural, and operational activities essential for the effective functioning of a premier research institution.
- 2.3 In order to ensure a clean, hygienic, safe, and environmentally compliant campus, BRIC-inStem undertakes Environmental Maintenance Services, which include housekeeping, cleaning and upkeep of buildings and common areas, waste management, sanitation services, and related support activities essential for the smooth functioning of the Institute.
- 2.4 Accordingly, BRIC-inStem invites bids from eligible, experienced, and competent agencies for providing Environmental Maintenance Services, through a transparent and competitive procurement process, in accordance with applicable Government of India rules, financial regulations, and procurement guidelines, as amended from time to time. The objective of this tender is to engage a service provider capable of delivering consistent, high-quality services in compliance with statutory requirements, safety norms, and institutional standards.
- 2.5 This tender document outlines the scope of work, eligibility criteria, performance requirements, terms and conditions etc. governing the selection of the successful bidder for Environmental Maintenance Services at the BRIC-inStem campus.



**3. DISCLAIMER**

- 3.1 The Institute for Stem Cell Science and Regenerative Medicine (BRIC-inStem), an autonomous institute under the Department of Biotechnology (DBT), Government of India, does not make any representation or warranty as to the accuracy, reliability, or completeness of the information contained in this Bid Document. Each Bidder is required to conduct its own investigations and analysis to verify the accuracy, reliability, and completeness of the information provided herein and to obtain independent advice from appropriate sources.
- 3.2 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including expenses related to clarifications sought by BRIC-inStem or any other costs incurred in connection with or relating to its Bid. All such costs shall remain solely with the Bidder, and BRIC-inStem shall not be liable in any manner whatsoever.
- 3.3 BRIC-inStem shall have no liability to any Bidder or any other person under the law of contract, tort, principles of restitution or unjust enrichment, or otherwise, for any loss, expense, or damage which may arise from, or be incurred or suffered in connection with, anything contained in this Bid Document, any matter deemed to form part of this Bid Document, the award of the contract, the information provided herein, or any other information supplied by or on behalf of BRIC-inStem, or otherwise arising in any manner from the bidder selection process.
- 3.4 The issue of this Bid Document does not imply that BRIC-inStem is bound to select any Bidder or to award a contract. BRIC-inStem reserves the right to accept or reject any or all Bids, to annul the bidding process, or to withdraw the tender at any stage, without assigning any reason whatsoever.
- 3.5 This request for bid submission does not constitute an agreement and is neither an offer nor an invitation by BRIC-inStem to the prospective bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful in making their bids pursuant to this tender.
- 3.6 BRIC-inStem reserves the right to change, modify, amend, add to, or withdraw any or all provisions of this Bid Document at any stage of the tender process.
- 3.7 Acceptance of this Bid Document by the Bidder shall constitute its unconditional agreement to, and acceptance of, the terms and conditions set forth in this Disclaimer. This Bid Document, together with any addenda or corrigenda issued by BRIC-inStem, shall supersede all prior communications or documents, if any, relating to the subject matter hereof.

**4. IMPORTANT INSTRUCTION FOR THE BIDDERS**

**4.1 Pre-Bid meeting:**

For information/Technical Details/Clarifications required by the Bidders, a Pre-Bid meeting will be held on 23/01/2026 @ 15.00 hrs at BRIC-inStem, Bengaluru (Hybrid mode – Online & Offline, link will be shared on BRIC-inStem website i.e. [www.instem.res.in](http://www.instem.res.in)).

**All bidders are requested to attend the Pre-Bid meeting.**

Environmental Maintenance Services is for the BRIC-inStem campus. This Tender is invited by BRIC-inStem, GVK Post, Bellary Road, Bengaluru- 560 065.

- a. Bids are invited from eligible Registered and Licensed Firms/Bidders/Companies etc. of repute for Job/Service Contract at BRIC-inStem, GVK Post, Bellary Road, Bengaluru- 560 065.
- b. The Mandatory and Technical are the criteria for determining responsiveness of the bids.
- c. The Bids shall be submitted on GeM.
- d. The proposals shall be evaluated in two stages:
  - (1) Technical and
  - (2) Financial.A minimum qualifying mark is set and only those Bidders whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.
- e. Thereafter, Financial proposal shall be opened and evaluated on GeM. The L-1 bidder will be awarded the contract. When there is a situation of more than one L-1 Bidder at the same rate, then the highest scorer in Technical Bid shall be considered to award the contract.

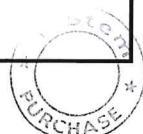
**4.2 Please read carefully instruction for the Bidders**

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

- A. Bidder should have 03 (three) years' experience in providing 'similar nature'\* of work in a large Research Institution/Establishment, reputed Educational Institution/Organization or large Residential Educational Institution or large Multinational Company, star hotels.
- B. The Bidder should have Commenced and Completed a 'similar nature'\* of work as per the following:
  - 01 (one) work order worth ₹107 Lakhs per annum or more in one establishment or,
  - 02 (two) work orders worth ₹67 Lakhs each or more per annum in one or two different establishments or,
  - 03 (three) work orders worth ₹53 lakhs each or more per annum in one, two or three different establishments, during the 03 (three) years immediately preceding the closing date of the tender.

*\*'similar nature': Housekeeping/Cleaning & Upkeep/Environmental Maintenance work.*

- C. The Bidder should have a valid PAN number issued by the Income-Tax Authority. Should have a valid Registration Certificate of the firm / agency / Company.
- D. Should have a valid License issued by the Competent Authority.
- E. Should have valid ESI & PF registration certificate of Bangalore Region.
- F. Financial Statement of last 03 years (Balance Sheet and P&L A/C)
- G. Having regard to the scope of work, qualification, training and experience that are required for the job, the Bidder should offer such emoluments and benefits to the contract Employee to be employed by considering:
  - 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).



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**4.3 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.

**4.4 Conditions of Tender**

- (i) Bids must be submitted providing complete details using enclosed tender document along with Annexures.
- (ii) The rates quoted shall remain valid (Bid Validity) for a period of 180 days from the date of opening of the Tender.
- (iii) Each page of the Tender should bear the signature and a rubber stamp indicating the full name of the bidder.
- (iv) Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- (v) 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.
- (vi) Bids which do not comply with the above conditions will be rejected.
- (vii) 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.
- (viii) 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.
- (ix) The Successful Bidder will have to undertake the work within 30 days from the receipt of the Work Order.

Tender shall be mandatorily accompanied by the following, failing which the offers are liable to be rejected:

- a) License and Registration Certificate issued by Competent Authority
- b) Organization Structure
- c) List of work(s) on hand/carried out during the last 03 (Three) years
- d) ESI & PF Registration Certificate.
- e) Annexure B, D, E, I, J, K, L, M and N duly filled in.
- f) The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
- g) Earnest Money Deposit (EMD)
- h) Solvency Certificate (issued after 01.04.2025)
- i) Valid PAN
- j) Valid GST Certificate

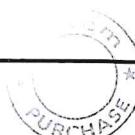
All annexures, attachments (if any) to this Tender shall be read as part and parcel of this Tender.

Deviation(s) indicated in Annexure F are not automatically accepted; only if such deviation(s) if any indicated by Bidder has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.

**4.5 Earnest Money Deposit:**

EMD of ₹ 2,70,000/- shall be paid in any of the following forms:

- i. Demand Draft issued by Nationalized/scheduled commercial bank in favour of 'Institute for Stem Cell Science and Regenerative Medicine' payable at Bangalore. The Demand Draft should reach to BRIC-inStem before closing of the Tender as specified on GeM.
- ii. Online payment through RTGS/NEFT in beneficiary name – 'Institute for Stem Cell Science and Regenerative Medicine', Account No. 0363104000180849, IFSC Code IBKL0000363, Bank Name IDBI Bank Ltd, Branch address - R T Nagar, Bangalore – 560032. Successful Bidder to indicate GeM Bid no. and name of Bidder in the transaction details filled at the time of online transfer.



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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, the same should be uploaded on GeM.

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

All MSEs (Micro & Small Enterprises) having registration as per provisions of the Public Procurement Policy for Micro and Small Enterprises i.e. District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or directorate of Handicrafts and Handlooms or UDYAM or any other body specified by Ministry of MSME and Start-ups (recognized by DIPP) are exempted from submission of Participation Fee and EMD only. Also, the vendors/service providers may be exempted from EMD as per GeM General terms and conditions.

However, Traders/ Distributors/ Sole agent/ Works Contract are excluded from the purview of Public Procurement Policy.

Relevant certificates should be submitted by the bidder in this regard to avail exemption. Registered SSI/MSEs firms for the tendered items/services are exempted from payment of Earnest Money Deposit, subjected to submission of valid registration certificate along with their bid, clearly mentioning the registration no, Category (the ownership MSE pertains to SC/ST/Other category), registration for tendered items/services & terminal validity, if applicable. MSEs shall have basic required qualification under qualification criteria specified in the tender and the above policy will be applicable to those qualifying bidders only. The details are available on web site dcmsme.gov.in. Interested vendors are requested to go through the same for details. The MSEs/Start-ups who have availed the benefit of exemption of earnest money will not be allowed to withdraw their offer during the currency of the validity of offer or extended validity. In case such a firm fails to comply with this condition, action as per existing provisions shall be initiated, and an amount equivalent to the EMD will be treated as an outstanding recovery.

Only bidders fully complying with criteria as mentioned above can avail EMD exemption. In case of any doubt, bidder must participate only after paying EMD. Bidders other than those who are eligible for exemption from paying Earnest Money as mentioned above, shall be required to pay Earnest Money Deposit on or before tender opening date as per provision mentioned in GeM bid document, failing which their offers shall be summarily rejected. In case bidder (whose offer has been accepted), fails to accept the contract, his Earnest Money Deposit (EMD) shall be forfeited by BRIC-inStem. Decision of BRIC-inStem in this regard shall be final and binding. In case, an invalid or unworkable or unrealistic offer is submitted by any firm allegedly by mistake & its subsequent withdrawal, it may please be noted that in such an eventuality their EMD will be forfeited. In case, they have not submitted EMD and claimed exemption, their equivalent amount will be treated as outstanding recovery.

No interest shall be payable by BRIC-inStem on the EMD.

The Earnest Money deposited is liable to be forfeited if the Bidder withdraws or amends, impairs or derogates from the bid in any respect within the period of validity of his offer.

The Earnest Money of the Successful Bidder will be returned after remittance/deposit of the Security Deposit is furnished. EMD of the unsuccessful bidder(s) will be returned within 30 days on finalization of the tender/award of contract.



**4.7 Definition of Terms:**

- BRIC-inStem means Institute for Stem Cell Science and Regenerative Medicine, GKVK Post, Bellary Road, Bangalore-560065.
- Bidder, Firm means the person who quotes against this tender/GeM Bid.
- Work Order, Purchase Order or Order shall mean the Work order/Contract with associated specifications executed between the BRIC-inStem and the Successful Bidder including any other documents agreed between the parties or implied to form part of the contract.

**4.8 Scope of contract**

4.8.1 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 Successful Bidder will, for the time being, provide services at the 'Institute for Stem Cell Science and Regenerative Medicine', GKVK Post, Bellary Road, Bangalore – 560 065, as per the details laid down in the following annexures:

- i. **Annexure – A** : Scope of work
- ii. **Annexure – B** : Profile of experience in Environmental Services
- iii. **Annexure – C** : Important note for the bidder
- iv. **Annexure – D** : Schedule of experience of last 03 (three) years
- v. **Annexure – E** : Schedule of Deviations from specifications / conditions
- vi. **Annexure – F** : Statutory obligations
- vii. **Annexure – G** : Price Bid – Schedule – I
- viii. **Annexure – H** : Rate chart - Schedule – II (Part-A, Part-B, Part-C)
- ix. **Annexure – I** : Undertaking by the Bidder
- x. **Annexure – J** : Declaration on Blacklisting/Debarment
- xi. **Annexure – K** : Declaration of Compliance under GFR 2017, Rule 144 (ix)
- xii. **Annexure – L** : Bid Security Declaration
- xiii. **Annexure – M** : Certificate for Local Content
- xiv. **Annexure – N** : Mandatorily to be filled & submitted by the Bidder (Checklist #01 & #02)

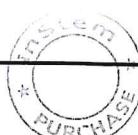
The Bidders shall fill in Annexures B, D, E, J completely & submit them along with their bids. All details and columns shall be filled, & if Annexure E or a particular column(s) or detail(s) in any annexure(s) does/do not apply, it may be indicated by saying why it is not filled (for e.g. 'no deviation',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

4.8.2 The details of **Rates** and the **Number of Workforce** required for carrying out the work shall be indicated by the Bidder in the **Annexure-G, Annexure-H and Annexure-I** only (The Annexure-G & Annexure-H mentioned herein form an integral part of the Financial Bid and shall not be uploaded or disclosed at any stage during submission of the Technical Bid. Any violation of this condition shall result in summary rejection of the bid.)

4.8.3 Once the Work Order is issued, the Successful Bidder will receive instructions from an Officer authorized for this purpose (Officer-in-Charge) or his authorized nominee and the Successful Bidder 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 Successful Bidder and the Successful Bidder shall carry them out.

*"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 Successful Bidder and the Successful Bidder shall carry them out".*



#### **4.9 Quality and scope of services**

- 4.9.1 The Successful Bidder shall appoint trained employee having a good bearing and maintain high standards of turn out, maintain adequate employee to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of employees deployed will entail reduction from the compensation payable as decided by the BRIC-inStem. The Successful Bidder, as soon as the agreement is signed, shall submit a list of their Housekeeping Supervisor / Housekeepers along with copy of appointment orders issued to them. As and when there is a change in the employee posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.

4.9.2 It is normally understood and agreed between both the parties that BRIC-inStem 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 Successful Bidder and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.

4.9.3 The Successful Bidder shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employee and interact on daily basis with Officer-in-Charge regarding delivering the specified service.

4.9.4 It is understood and agreed that the Successful Bidder will be held responsible for any disciplinary matters arising out of their Employee and the Successful Bidder will take appropriate disciplinary action against those Employee found indulging in any act of indiscipline in BRIC-inStem's premises or in connection with the services referred to herein.

4.9.5 The Successful Bidder will immediately replace any Employee found to be unfit in any manner immediately or on receipt of advice from any authorised person in BRIC-inStem.

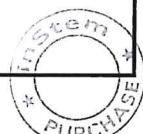
4.9.6 The Successful Bidder shall maintain proper and detailed record for the job carried out by their Employee and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, Bonus Act, etc. as relevant and applicable from time to time.

4.9.7 The Successful Bidder shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the Employee engaged by the Successful Bidder 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 Successful Bidder will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their Employee. It is Successful Bidder's responsibility to have them periodically checked medically so as to ensure that medically fit employee only is deployed for the work.

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

4.9.9 The Successful Bidder shall pay salary and other allowances/benefits as indicated in the tender and accepted by BRIC-inStem. Such salary as per minimum wages.

4.9.10 If the rates quoted by the Bidder and accepted by the BRIC-inStem includes bonus, charges for overtime, uniform, employee, food, applicable wage increase, miscellaneous, etc., details of what is provided, its cost, etc. shall be furnished periodically. The proof for uniform cost, bonus and applicable wage increase, details of what is provided shall be furnished once in a year or before expiry of the contract, whichever is earlier. If proof of payment of all benefits like charges for overtime, miscellaneous, etc., are not furnished once in 3 months and once in a year for uniform cost, bonus, applicable wage increase, the BRIC-inStem reserves the right to withhold/recover such portion of the salary/benefits. However, the proof for payment of PF and ESI and name of such Employee whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.



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- a. The BRIC-inStem 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 BRIC-inStem will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the BRIC-inStem due to the Successful Bidder'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 submitted along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employee covered.
  - b. The Successful Bidder shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the BRIC-inStem on the 1<sup>st</sup> of every month for the previous month or as necessary for inspection. The Successful Bidder shall provide all facilities for inspection /books /personnel on demand by BRIC-inStem. The Successful Bidder should provide PF A/c number, ESI Card and Photo Identity Card to the contract Employee posted at BRIC-inStem. This should be done immediately but not later than one month from the date of signing joint agreement.
- 4.9.11 It is clearly understood and agreed upon that neither the Successful Bidder nor Contract Employee shall have any claim on employment with BRIC-inStem at any point of time and this arrangement is purely between the Successful Bidder and the BRIC-inStem for specific services for the period specified.
- 4.9.12 The Successful Bidder shall indemnify/deemed to have indemnified the BRIC-inStem for all claims / losses arising out of this tender. The Successful Bidder is deemed to have indemnified the BRIC-inStem against any claim by any authority once the work order is awarded. In the event the BRIC-inStem has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Successful Bidder only shall pay such claim/damages and even if the BRIC-inStem is called upon to pay, such damages/penalties and or cost shall be recovered from the Successful Bidder's dues /amount payable or shall be paid by the Successful Bidder on a demand from BRIC-inStem.
- 4.9.13 The Successful Bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of BRIC-inStem that they would indemnify and keep BRIC-inStem indemnified and harmless against any claims, losses, expenses which BRIC-inStem may suffer or incur as a result of breach of contract. The Successful Bidder 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 BRIC-inStem is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the Successful Bidder. The Successful Bidder also should undertake not to revoke this indemnity during its currency save with BRIC-inStem's previous consent in writing.
- 4.9.14 The Successful Bidder shall follow all rules as may be existing or may be framed from time to time at BRIC-inStem on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in BRIC-inStem as amended from time to time.

#### **4.10 Tenure & Termination**

The contract with the BRIC-inStem will be initially for a period of 12 months and if the services are found to be satisfactory, the contract may be extended for a further period of 12 months. The BRIC-inStem reserves the right to extend the contract to one more year on the same terms and conditions.

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 Successful Bidder, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the BRIC-inStem to maintain the services contracted to the Successful Bidder, on account of such short notice will be deducted from the dues payable to the Successful Bidder, or shall be paid by the Successful Bidder on demand if such dues fall short of such costs.



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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 BRIC-inStem from any party at a higher rate the Successful Bidder shall be liable to pay the BRIC-inStem the difference between existing rate and the rate of the new Contract.

**4.11 Risk Clause:** Notwithstanding the other terms therein, the BRIC-inStem at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of Successful Bidder either the whole of the contract or any part which the Successful Bidder has failed to perform in the opinion of the BRIC-inStem within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The Successful Bidder shall be liable for any loss which the BRIC-inStem may sustain by reason of such risk contract in addition to penalty.

**4.12 Insolvency and breach of contract:** The BRIC-inStem may, at any time, by notice in writing summarily terminate the contract without compensation to the Successful Bidder in any of the following events, i.e. to say:

- 4.12.1 If the Successful Bidder being an individual or a firm any partner in the Successful Bidder'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
- 4.12.2 If the Successful Bidder 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
- 4.12.3 If the Successful Bidder 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 BRIC-inStem provided also that the Successful Bidder shall be liable to pay the BRIC-inStem for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.
- 4.12.4 In the event of inadequate or unsatisfactory performance of duties by the Successful Bidder, the BRIC-inStem shall have the right to bring to the notice of the Bidder the default (s) on their part and the Bidder 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 BRIC-inStem shall have the right to immediately terminate the agreement.

**4.13** Notwithstanding any other clause herein, if there is any act or omission by the Successful Bidder or the Contract Employee which jeopardizes the safety / security of the BRIC-inStem including, but not limited to:

- a) Theft or pilferage of property of BRIC-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 BRIC-inStem - the contract would be terminated without any notice. Further, the Bidder would be levied penalties, as appropriate by the deemed authority. The decision of the BRIC-inStem Director shall be final in such matter.

**4.14 Payment Terms:**

The Successful Bidder 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 Bidder shall only be the amount mentioned in the work order.

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If there is a shortage of Employee of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the Successful Bidder then the overall monthly claim bill submitted by the Successful Bidder shall not exceed the monthly total contract amount agreed upon between BRIC-inStem and the Successful Bidder. If after receipt of payment, the Successful Bidder has been unable to pay his Employee or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known, the Successful Bidder shall immediately refund all such amounts to BRIC-inStem with a covering letter explaining the reasons for such refund. The Successful Bidder shall make a certification on each bill to this effect.

**4.15 Successful Bidder's monthly claim/bill shall be accompanied by a statement which includes the following elements:**

1. Uniform
2. Washing charges
3. Overtime charges, if applicable.
4. Supervision, Administrative and Overhead expenses, Bidder's Margin
5. \*Bonus

However, the Successful Bidder should ensure that minimum 90% attendance is maintained per shift of duty.

Successful Bidder should also submit the receipt of PF, ESI and other statutory benefits as per government norms along with monthly invoice.

**4.16 \*Bonus:** Bonus shall be payable by the Successful Bidder to his contract Employee once in a year before Dussehra/Diwali or when a contract Employee's service is discontinued. The amount of bonus payable is 8.33% subject to maximum of ₹6,997.00 per annum (the ceiling for calculation purpose from the salary or Wage of ₹7,000.00 per month) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of ₹21,000/- per month as per Section 2 (13) of Bonus Act, 1965.

**4.17** The monthly running bill of the Bidder will become payable at the end of each month on submission of a monthly claim/bill to the Administrative Officer (Accounts), and on due certification by the Officer-in-Charge of satisfactory services against the claim. The Successful Bidder payment will be released only after the Successful Bidder disburse the salary to contract Employee concerned as per **Clause No. 4.17.3** every month.

**4.17.1** The Officer-in-Charge/Accounts Officer of BRIC-inStem is authorized to deduct any amounts as determined by the BRIC-inStem Director from the amounts due to the Successful Bidder for any deficiency in services, provided by the Bidder.

**4.17.2** Payment of Successful Bidder's bill shall normally be made within 15 days of submission subject to the claim/bill 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.

**4.17.3** Payments to the contract Employee shall be **disbursed by the 07<sup>th</sup> of the succeeding month**. If 07<sup>th</sup> happens to be a holiday, payments shall be made the previous working day. The Successful Bidder shall notify all his Employee of this date in their appointment order, and follow this very strictly, whether the BRIC-inStem has paid the Successful Bidder's bill or not. The payment of salary and all other benefits such as bonus and over time to the contract Employee shall be disbursed on time.

**4.17.4** 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.

**4.18 Security Deposit:** Successful Bidder shall have to deposit a Security Deposit amounting 05% (Five Percent) of the total contract value to BRIC-inStem though, within 15 (Fifteen) days from date of issue of Contract. Delay in submission of SD beyond 15 (Fifteen) days from the date of issuance of Contract will attract a penal interest of 18% (Eighteen Percent) per annum calculated for the number of days of delay.



**Security Deposit** can be submitted in any of the following forms:

- (i) Demand Draft issued by Nationalized/scheduled commercial bank in favour of 'Institute for Stem Cell Science and Regenerative Medicine' payable at Bangalore.
- (ii) Online payment through RTGS/NEFT in beneficiary name – 'Institute for Stem Cell Science and Regenerative Medicine', Account No. 0363104000180849, IFSC Code IBKL0000363, Bank Name IDBI Bank Ltd, Branch address R T Nagar, Bangalore – 560032. Successful Bidder to indicate GeM Bid no. and name of Bidder in the transaction details filled at the time of online transfer.
- (iii) In the form of Bank Guarantee (Format attached)

The security deposit is refundable after expiry of the agreement subject, to

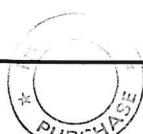
- a. Any claims on the Successful Bidder,
- b. After the Successful Bidder certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Bidder has paid bonus, all premium as PF/ESI,
- c. That the Successful Bidder has submitted a statement to each of the Employee who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The BRIC-inStem reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Successful Bidder or to meet any statutory deficiencies. The security deposit does not carry any interest. The BRIC-inStem shall have the absolute right to deduct from the security deposit and/or any amount payable to the Successful Bidder and any damages as may be determined by the Director, whose decision shall be final on account of any act or omission in the Contract, by the Successful Bidder.
- d. Security deposit shall be refunded/released at the end of service period, provided the Successful Bidder has satisfactorily provided all services based on 'Completion Certificate' in accordance with the terms & conditions of contract. The performance security deposit shall, however be released only after expiry of the warranty period/ maintenance period and after passing the final bill on 'No Claim Certificate' from the Successful Bidder and after deducting the service level penalties by 'Institute for Stem Cell Science and Regenerative Medicine', if any.

**4.19** It is important for the Bidder 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. 02 (two) years from the date of Work Order.

**4.20** 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.

**4.21 Penalties**

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



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**4.22 Suggestions register:** The Successful Bidder will maintain a complaint(s)/suggestion(s) 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 BRIC-inStem for inspection and supervision at all times.

**4.23 Safety, Security and Insurance**

4.23.1 The Successful Bidder shall follow all security rules of the BRIC-inStem and instructions received from time to time regarding personnel identity cards, material movement, etc, of the Successful Bidder.

4.23.2 During the pendency of the agreement, the Successful Bidder 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 BRIC-inStem Director will be final & will be binding on both parties.

4.23.3 The Successful Bidder shall take Employees Liability Insurance of prescribed value for their Employee. It must be adequately covered all Employee under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Successful Bidder shall produce the original insurance policy and the license of the workers where applicable to the BRIC-inStem.

**4.24 Miscellaneous**

4.24.1 The Successful Bidder shall execute the work on the same terms and conditions and rates throughout the period of agreement.

4.24.2 The Successful Bidder shall meet the designated Officer of the BRIC-inStem 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.

**4.25 Dispute and resolution**

Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the BRIC-inStem's Director or his/her nominees and the Successful Bidder shall have no right to object to the appointment of the Director or his/her 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.

**4.26 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 Successful Bidder.

**4.27 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 authorized personnel of both parties.

**4.28 Blacklisting / Debarment**

BRIC-inStem reserves the right to blacklist or debar a bidder for a specified period, as deemed appropriate, in the event of any of the following:

- a) Submission of false, forged or misleading documents / information at any stage of the tender process;
- b) Suppression or misrepresentation of material facts;

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- c) Violation of tender conditions or breach of contract terms during execution;
- d) Engagement in corrupt, fraudulent, collusive or coercive practices;
- e) Unsatisfactory performance, abandonment of work, or repeated failure to comply with lawful instructions;
- f) Disclosure of Financial Bid information during the Technical Bid stage.

Blacklisting / debarment shall be carried out after issuing a show cause notice to the bidder and providing a reasonable opportunity to respond, in accordance with principles of natural justice. The decision of the Competent Authority shall be final and binding.

Debarment of bidders by BRIC-inStem for committing of offences or breach of contract will be governed by the provisions of Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division OM No. F/1/20/2018-PPD dated 02.11.2021 / relevant GFR provisions and based on approval of Nodal Ministry.

**4.29 Force Majeure Clause:**

a) Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to the acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs, and freight embargoes. However, it should not be used by a party to effectively to escape liability for bad performance.

If there is delay in performance or other failures by the supplier to perform its obligation under its contract due to event of a Force Majeure, the supplier shall not be held responsible for such delays/failures.

If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within 21 days of occurrence of such event with reasonable evidence thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the force majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of force majeure for a period exceeding 90 days, either party may at its option terminate the contract without any financial repercussion on either side.

b) There may be a Force Majeure situation affecting the institute only, under which the institute shall have equal rights to claim relief under such Force Majeure situations.



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**5. BID EVALUATION BASED ON ELIGIBILITY – QUALIFICATION CITE RIA**

The Tender shall be evaluated under 02 (Two) Bid System

1. Technical Bid
2. Financial Bid

Technical Bid Evaluation shall comprise of

- (A) Mandatory requirements.
- (B) 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. The Technical Bids will be opened on GeM as per the Date and time mentioned on GeM Bid or as applicable according to the corrigendum/corrigenda, if issued.

The Technical bids shall be evaluated subsequently and only the technically qualified bidders will be eligible for opening of their Financial Bids.

**(A) MANDATORY REQUIREMENTS**

SL.	PARTICULARS TO BE SUBMITTED
1	Copy of Valid Establishment Registration Certificate of the Firm
2	Copy of PAN
3	Copy of GST Registration Certificate
4	Copy of Valid Labour License issued by the Labour Commissioner (Central / State) for existing/completed similar type of work(s) ( <i>in accordance with the no. of work order(s) submitted towards execution of similar nature of work – please refer SL no. 6 under '(B) Technical requirements'</i> )
5	Copy of valid ESI and PF Registration done at Bangalore Region.
6	EMD (if exempted, supporting document(s) to be furnished by the bidder)
7	Solvency Certificate of ₹ 55 Lakhs, issued by the bank on or after 01.04.2025.
8	Annexure – J: Declaration on Blacklisting/Debarment
9	Annexure – K: Mandatorily submitted by the Bidder (Checklist #01) & (Checklist #02)
10	The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)

**(B) TECHNICAL REQUIREMENTS**

SL.	TECHNICAL EVALUATION CRITERIA WITH MARKS	Max Marks
1	Company Profile and Organization Structure.	2
2	The bidders should have an Office in Bangalore (Documentary proof e.g. Electricity bills etc., to be enclosed) for day to day management of contract.	2
3	Onsite visit and/or Client Feedback of the Bidder will be carried out by a Committee to assess the quality, efficiency, compliance of statutory, etc. before technically accepting Bidder's technical bid.	4
4	<b>03 years' experience in providing 'similar nature of work'* in a large Research Institution/Establishment, reputed Educational Institution/Organization or large Residential Educational Institution or large Multinational Company, star hotels and list of works 'executed' and or 'in hand'. (please enclose documentary evidence)</b> <b>*'similar nature of work': Housekeeping/Cleaning &amp; Upkeep/Environmental Maintenance work.</b> <b>Note: Experience of each year will carry 08 marks and it will be assigned on pro rata basis.</b>	24

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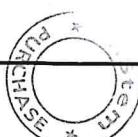
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5	<p>Copy of the Work Order for 'similar nature'* of work Commenced and Completed 01 (one) work order worth ₹107 Lakhs or more per annum in one establishment or, Commenced and Completed 02 (two) work orders worth ₹67 Lakhs each or more per annum in one or two different establishments or, Commenced and Completed 03 (three) work orders worth ₹53 lakhs each or more per annum in one, two or three different establishments, during the three (03) years immediately preceding the closing date of the tender.</p> <p><i>*'similar nature': Housekeeping/Cleaning &amp; Upkeep/Environmental Maintenance work.</i></p> <p><i>Note: Marks will be assigned on pro rata basis.</i></p>	24
6	<p>Performance Certificate(s) from client(s) (issued during the three (03) years immediately preceding the closing date of the tender) for the work(s) completed/continuing at least for a period of 01 year or more against each performance certificate <i>(in accordance with the no. of work order(s) submitted towards execution of similar nature of work – please refer SL no. 5 under '(B) Technical requirements').</i></p> <p><i>Note: Performance Certificate of each client will carry 03 marks and it will be assigned on pro rata basis.</i></p>	9
7	<p>Audited Financial Statement of last 03 (three) years (Balance Sheet and P &amp; L A/C*) along with ITR of respective years (2022-23, 2023-24, 2024-25)</p> <p><i>*Loss should not be more than 02 (two) years</i></p> <p><i>Note: Audited Financial Statement &amp; ITR of each year will carry 03 marks and it will be assigned on pro rata basis.</i></p>	9
8	<p>Audited Turnover certificate to be issued by CA with valid UDIN for last three consecutive financial years (2022-23, 2023-24, 2024-25) with Average Annual Turnover of ₹ 200 Lakhs.</p> <p><i>Note: Audited Turnover certificate of each year will carry 03 marks and it will be assigned on pro rata basis.</i></p>	9
9	<p>Deployment pattern of maintenance employee including the number of total workforce proposed against this tender as mentioned in Annexure - I</p>	5
10	<p>Provided CAR Policy / All Risk Policy / Employees Liability Insurance etc. in any of the contract(s). (Self-declaration copy along with supporting documents)</p>	5
11	<p>Experience in operating/using automatic and semi-automatic cleaning machines like scrubber, jet cleaner, etc. (Self-declaration copy along with supporting documents)</p>	2
12	<p>Experience in cleaning of high-rise building/glass panels. (Self-declaration copy along with supporting documents)</p>	5
<b>TOTAL</b>		<b>100</b>

**A minimum qualifying mark is set and only those Bidders whose Technical proposals score 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The L-1 Bidder shall be awarded the Contract. When there is a situation of more than one L-1 Bidder at the same rate, then the highest scorer in Technical Bid shall be considered to award the contract.**

**Clarification(s) with regard to the document(s)/credential(s) submitted by the bidder(s) during the Technical evaluation stage:**

- Whenever deemed necessary during any stage of the tender evaluation process, BRIC-inStem reserves the right to seek clarification(s)/document(s) from the bidder(s) in writing giving 48 (Forty-Eight) hours for submission of the clarification(s)/document(s) on GeM. In case, clarification(s)/document(s) are not submitted by the bidder within this stipulated period, BRIC-inStem reserves the right to take decision on the technical suitability of the bid offer on the basis of available documents submitted on GeM. No document(s) issued after the closing of tender date will be accepted. Decision of BRIC-inStem in this regard shall be final and binding.
- However, this shall not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted.

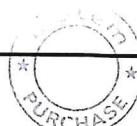


**ANNEXURE – A**  
**(PART- I)**

**SCOPE OF WORK**

**PARTICULARS OF SERVICES**

<b>(LABORATORY COMPLEX &amp; BSL-3, BRIC-inStem)</b>	<b>Frequency of services</b>
<b>1. CLEANING THE TOILETS</b> All the toilets in the office will be thoroughly washed and dried every day with approved detergent, disinfectant and such other materials. Successful Bidder will be responsible to supply at his own cost to place appropriate deodorants, refill liquid soap containers, replace soap cakes, place the tissue papers, Bio degradable garbage Bags etc. as required.	Minimum 4 times a day and more frequently as and when required
<b>2. COBWEBS/CLEANING THE WALLS</b> All the cobwebs in the building corners, office area including stairway need to be regularly removed and all the walls and service floors need to be dusted to remove the accumulated dust, if any. All the laminated partitions and walls need to be cleaned with a damp cloth and detergents, as required.	Once in a week
<b>3. VENETIAN BLINDS</b> All the venetian blinds in the office need to be dusted	Once in a month
<b>4. PHOTOGRAPHS, CLOCKS, MURALS, etc.</b> All the photo frames, wall clocks, murals etc. fixed on the walls need to be cleaned by using appropriate methods.	As required
<b>5. GLASS PANELS, WINDOWS, etc.</b> All the glass panels, glass windows, etc. need to be cleaned with cleaning agents and damp cloth, to ensure that these are dust and stain free	Once in a week (inside glasses and frames on every day and outside glass elevations once in a month)
<b>6. MATS/CARPETS / UPHOLSTERY</b> a. All the carpets and furniture with upholstery need to be cleaned thoroughly. b. All the mats/carpets should be cleaned with a brush / vacuum cleaner and upholstered furniture brushed / dusted	a. Once in a month b. Once in fortnight
<b>7. TAG BOARDS</b> All the tag boards/notice boards fixed in the office should be cleaned with a brush	As required
<b>8. OFFICE FLOORS AND STAIRWAYS</b> These should be swept and swabbed regularly as per the need.	At least twice in a day and more frequently as required.
<b>9. FURNITURE, INSTRUMENTS, ETC.</b> All the furniture items, including tables, chairs, cupboards, phones, etc. be dusted and as per the need cleaned with a damp cloth	Once in a day
<b>10. DUST BINS /WASTE BINS, ETC.</b> These should be cleaned and garbage from the office be disposed off at the appropriate places	Once in a day
11. Cleaning of Sports Complexes & toilets	Twice a day
<b>12. TELEPHONE INSTRUMENTS</b> These should be dusted and cleaned with a damp cloth	Once in a day
<b>13. SHELVES INSIDE THE CUPBOARDS AND OPEN RACKS</b> All the shelves should be dusted and wiped with a damp cloth regularly	Once in a month



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<b>(DHRH BLOCK)</b>	<b>Frequency of services</b>
14. Sweeping of Floors (Twice a Day)	Twice a Day
15. Mopping of floors (Twice a Day)	Twice a Day
16. Cleaning of Toilets (4 times a Day)	4 times a Day
17. Cleaning of Staircase landing, steps (once a day)	Once a Day
18. Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once in a week)	Once in a week
19. Removal of cobwebs from external ceiling (as & when necessary)	as & when necessary
20. Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)	Once a day
21. Cleaning of open terraces (once a day)	Once a day
22. Wiping of doors & windows up to a height of 9 ft. & partition using clean solution	as & when necessary

<b>(HVAC/ELECTRICAL-SUBSTATION &amp; SECURITY OFFICE)</b>	<b>Frequency of services</b>
23. Sweeping of Floors (Once a Day)	Once a Day
24. Mopping of floors (Once a Day)	Once a Day
25. Cleaning of Toilets (Twice a Day)	Twice a Day
26. Removal of Cobwebs in the building corners, ceiling & cleaning of columns and roofs (Once in a week)	Once in a week
27. Removal of cobwebs from external ceiling (as & when necessary)	as & when necessary
28. Cleaning & Collection of garbage, disposing it to scrap bin (Once a day)	Once a day
29. Cleaning of open terraces (Once in a month)	Once in a month
30. Wiping of doors & windows up to a height of 9 ft. & partition using clean solution	as & when necessary

- 1) All the requirements meant for environment maintenance including manpower and cleaning materials and garbage bags (Only Bio degradable) will be provided by the Successful Bidder. The list of materials required for cleaning to be provided by the Successful Bidder is enclosed at Annexure - A (Part II). Any other material apart from those listed in Annexure - A (Part II) will be provided by BRIC-inStem. Details of cleaning is as mentioned in Annexure – A (Part I).
- 2) All the cleaning materials such as sweeper, Floor wiper, Mop sticks and refills, cleaning agents, air fresheners, naphthalene balls, urinal commode cakes, Garbage bags and rolls, toilet tissues, sanitary waste bags etc. are to be provided by the Successful Bidder.
- 3) External supervisor of the Successful Bidder will visit BRIC-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.
- 4) The environment maintenance supervisor shall go on checks every one hour at the following 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

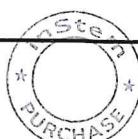


**Ref: PI/000848/2025-26 (S)**

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there are cleaned.

- 5) Toilets should be checked very frequently on all days for cleanliness and availability of toilet rolls.
- 6) Once in every 03 months, with the prior approval of Authorized Officer-In-charge, the concerned Housekeeping Supervisor / Housekeeper will clean the antiglare screens with special cleaning materials.
- 7) The Housekeeping Supervisor will check if the furniture properly placed near the work places, conference rooms, lounges, reception, library, canteen, etc.
- 8) The Housekeeping Supervisor shall be pro-active in issues like water shortage, plumbing, etc.
- 9) He should immediately report to the Authorized Officer-In-charge on such issues.
- 10) Office cleaning in the morning should be completed before 0900 hours in the morning.
- 11) The reception area, lounges and canteen dining area should be spic and span at all times.
- 12) All cleaning work should be done very carefully in both offices and laboratories. No Equipment/materials shall be disturbed during the cleaning process.
- 13) Dust bins shall be thoroughly cleaned every day and the garbage shall be disposed off to the appropriate place identified for this purpose.
- 14) The cleaning materials shall be stored at the place identified and the storage and security of these materials is purely the responsibility of the Successful Bidder.
- 15) Cleaning materials as indicated below should be supplied at Successful Bidder'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.
- 16) The consumables like Tissue paper, Liquid soap, Urinal cubes/cakes, Garbage Bags, Powder free exam gloves etc. have to be provided and replenished on a daily basis.
- 17) The Successful Bidder shall post adequate personnel as required for carrying out this work from morning 0730 hrs. to evening 1830 hrs. every day. The number and their timings shall be reviewed and these shall be regulated by BRIC-inStem as required. **The full subject of personnel will work on Saturdays and other holidays except on January 26, August 15, October 2, Sankaranti, Ganesh Chaturthi, Ugadi, Dussera pooja and Deepavali. However, on these holidays also there should be a contingent of at least 10 people available from 0800 hrs. to 1130 hrs. or as per then need.**
- 18) Required garbage bags should be purchased and supplied by Successful Bidder and bio degradable garbage bags only allowed to use in the premises.
- 19) Garbage bags size of 30" X 40" for all the common restrooms and rolls medium and small should be used common corridors and other areas on regular basis.
- 20) Sanitary waste bags should be placed all the ladies' restrooms
- 21) Powder free exam gloves should be provided by Successful Bidder to employee every day for regular use.
- 22) The indicative manpower requirement is Housekeeping Supervisor (Skilled): 01 No. and Housekeepers (Unskilled): 23 Nos. The Successful Bidder shall deploy additional manpower, if required for satisfactory performance of services, as directed by the Officer-in-Charge, without any additional financial implication to BRIC-inStem.
- 23) The scope of the contract can be extended with additional manpower, with a proportional increase in contract value, as mutually agreed upon, and approved by the competent authority of BRIC-inStem.
- 24) The scope of the contract can be extended to additional facilities in the institute, with a proportional increase in manpower and approved by the competent authority of BRIC-inStem. Further BRIC-inStem in its discretion may either increase or decrease the manpower based on the requirement and selected agency must adhere as per the direction of the BRIC-inStem as the requirement of manpower mentioned in this tender document is only indicative in nature and not exhaustive.
- 25) The Successful Bidder shall ensure that the manpower deployed at BRIC-inStem, are physically fit, well trained and are in the age group of 22-58 years. The Officer-In-Charge will do annual verification of all the



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workers engaged by the Successful Bidder. Any employee who is exceeding the age of 58 years shall be replaced by a new employee in the same month. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at BRIC-inStem, before the commencement of work:

- i. List of Manpower short listed by agency for deployment at BRIC-inStem, containing full details like date of birth, marital status, address etc.
  - ii. Bio-data of the persons.
  - iii. Certificate of verification of antecedents of persons by local police authority (PCC - Police Clearance Certificate)
- 26) The bidder is advised to visit the site to familiarize themselves with the site conditions and obtain a better understanding of the Scope of Work before submission of the bid.

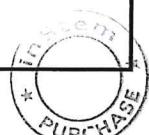
**In addition to the above work indicated, the Successful Bidder shall attend to the following jobs as well:**

1. As and when necessary, the cleaning (sweeping and mopping) should be done in the common areas as indicated in the Annexure – A (Part I).
2. To remove such of the stains which cannot be removed with detergents from glazed tiles, ceramic fittings and kota stone flooring.
3. Suitable detergents should be used to remove grease and oil in the pantry and other places at least once a week.
4. Successful Bidder should use quality and branded cleaning agents.
5. The Successful Bidder shall clean the floor traps in toilets twice a month.
6. 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.
7. 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.
8. All the glass surfaces have to be cleaned regularly, at least once a week in normal times and more often when necessary.
9. The Successful Bidder shall perform the environment maintenance job to the satisfaction of BRIC-inStem. If the job is not done properly, then the Successful Bidder may be asked to redo the job again.

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

Senior Administrative Officer (Purchase)

**GKVK Post, Bellary Road, Bangalore 560 065. India**  
**Phone +91-80-61948095**  
**purchase@instem.res.in / www.instem.res.in**



**ANNEXURE – A****(PART II)****List of materials required for cleaning (to be procured by the Successful Bidder at his cost)**

Sl. No.	List of materials
1	Soap solution
2	Phenol (concentrated) or any other substitute
3	Cleaning powder of good quality
4	Urinal cubes / cakes
5	R- 9 Johnson Diversy or similar products
6	R-7 Emeral Johnson Diversy or similar products
7	R-6 Johnson Diversy or similar products
8	R-3 Johnson Diversy or similar products
9	R-2 Johnson Diversy or similar products
10	Naphthalene balls
11	Room Freshner (bottle)
12	Garbage Bags Bio degradable (Size-30" X 40", Big) for restrooms, Garbage rolls (Medium & Small) for office
13	Powder free exam gloves for regular use
14	Bombay brooms
15	Coconut broom for cleaning
16	Sponge
17	Cotton cloth (thread) for glass cleaning / floor cleaning / other use
18	Air freshner cakes
19	Appropriate cleaning equipment (new model) like telescopic broom, etc.
20	Toilet brush
21	Emery paper
22	Scrubber
23	Tissue paper (100 GMS roll) for all the toilets
24	Plastic buckets (28 lt. Capacity)
25	Plastic mug
26	Plastic broom –toilet use
27	Mopping stick
28	Cobweb stick with brooms 20 feet height
29	Different Hand gloves for different purposes (e.g. toilet cleaning gloves)
30	Safety belts and suitable equipment to clean high glass panels
31	Glass cleaning equipment and liquid
32	Dry Mop (new model for sweeping)
33	Wet Mop (new model)
34	Disposable sanitary waste bags

The quality and make shall be as approved by BRIC-inStem.

For and on behalf of  
Institute for Stem Cell Science and Regenerative Medicine(BRIC-inStem)

Senior Administrative Officer (Purchase)

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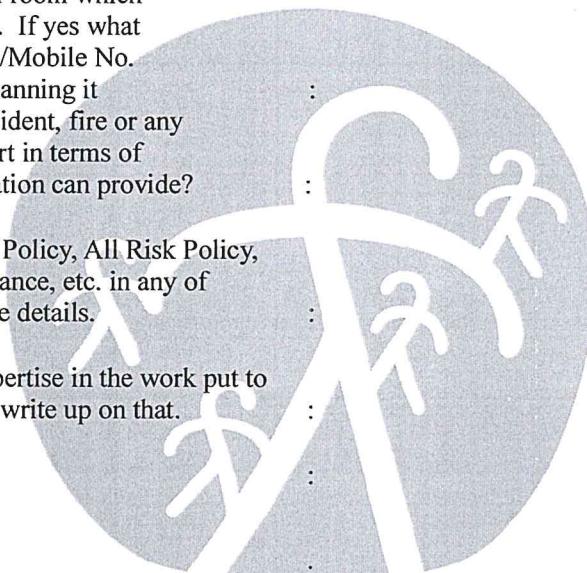


**ANNEXURE – B**

**PROFILE OF EXPERIENCE IN ENVIRONMENTAL MAINTENANCE SERVICES**

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

- Name and status of the Proprietor / Director / Partner : \_\_\_\_\_
- Qualification : \_\_\_\_\_
- Average age of the work men : \_\_\_\_\_
- Experience in : Government / Public Sector / Research Institute / Private Institution / Star Hotel
- 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? : \_\_\_\_\_
- Have you provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. : \_\_\_\_\_
- If you think you have expertise in the work put to tender, please give a brief write up on that. : \_\_\_\_\_
- Any other information : \_\_\_\_\_



Signature

Name

Designation

Name & Address of the company with seal

Date

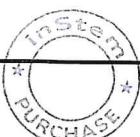


**ANNEXURE – C**

**IMPORTANT NOTE FOR THE BIDDER**

1. The Employee employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure - A (Part I). 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 Employee shall be experienced / trained who shall be able to impart training / expertise to others
2. The Successful Bidder 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 BRIC-inStem has asked for it or without prior approval of BRIC-inStem.
3. The Successful Bidder shall ensure that no contract Employee nor anyone from his side use BRIC-inStem transport to come to the work spot or return. The Successful Bidder shall use emergency services like medical help and emergency vehicles of BRIC-inStem in the event of any accident or emergency to his Employee, though all responsibility for such accidents and any injury / death and or loss / damage will fully rest with the Successful Bidder.
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 Bidder 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 BRIC-inStem, will the deviation (s) become part of the agreement.
6. The rates quoted shall be valid for 02 years from the date of Work Order issued, followed by a joint agreement.
7. The rates quoted by the Bidder shall include Salary (Basic + VDA), ESI, PF, ELI, GST, any other taxes, Bonus, charges for overtime, uniform, washing charges, cleaning materials charges, garbage bags, sanitary waste bags, tissue rolls, transportation charges for garbage out of campus, supervision, Administrative & Overhead Expenses (including Labour License, Bank Guarantee, Records, Documentation, Registers, etc.) Bidders Margin and any other miscellaneous expenditure.

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



## ANNEXURE – D

## **SCHEDULE OF EXPERIENCE OF LAST 03 (THREE) YEARS**

Please furnish list of firms/offices where you have undertaken similar jobs:

(Please use additional sheet(s), if necessary):

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

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

Address:

Designation :

Signature : 

Seal of the Company/Firm:

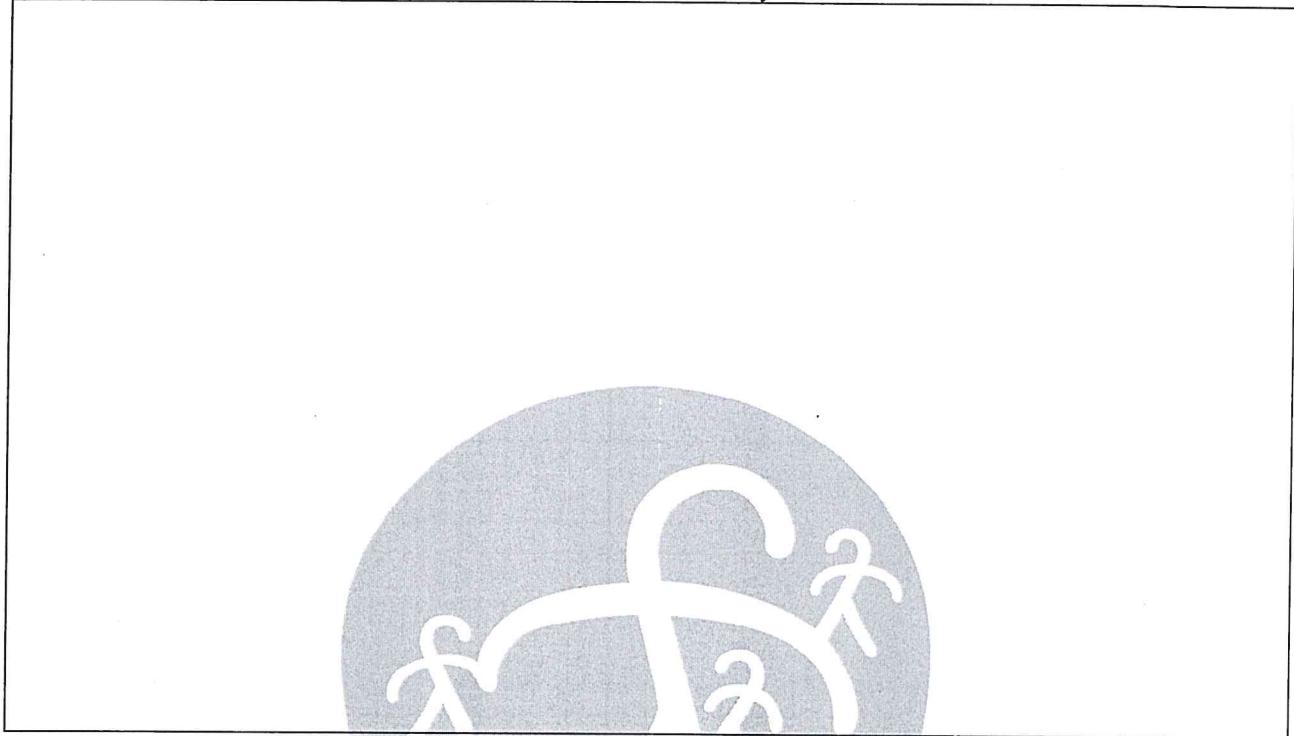
Date : \_\_\_\_\_



**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.)

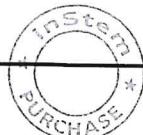
Signature, Name, Address and Seal of the Proprietor / Managing Partner etc.

Name : Address:

Designation :

Signature : Seal of the Company/Firm:

Date :



**ANNEXURE – F**

**STATUTORY OBLIGATION**

The selected Successful Bidder 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 BRIC-inStem against all such liabilities which are likely to arise out of the Successful Bidder'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 Successful Bidder that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Successful Bidder appointed for this contract may be exempt from any or all of the following Employee -friendly legislation, it is incumbent on all Successful Bidder to cover all their employee/workmen cover by this tender with these cover / benefits.

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

The Successful Bidder 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.

**• Payment of Wages Act:**

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

The Successful Bidder will receive payment from us only after you have disbursed in full the wages payable to his Employee. The wages shall be distributed in our premises and one of the representatives from the BRIC-inStem will be nominated to witness the disbursement of the wages, and sign the disbursement report.

**• Provident Fund Act:**

The Successful Bidder shall cover their Employee under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their Employee 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.

**• Employees State Insurance Scheme:**

The Successful Bidder shall cover all your Employee/Employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

**• Minimum Wages Act:**

The Successful Bidder shall pay well above the minimum wages to each of their Employee. Such rates shall be the rate implied or agreed between BRIC-inStem and the Successful Bidder.

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

All Employee shall be covered for injury /death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Successful Bidder to cover all employed by the Successful Bidder in BRIC-inStem. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of ₹ 4,000.00.

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

Bonus shall be paid to all Employee 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 by the Successful Bidder 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 Employee covered under the KLW Act, 1965



**ANNEXURE – G**

**PRICE BID (Schedule I)**

- Name of the firm along with Registration No. :
- PF Registration No. ESI Registration No. (copies to be enclosed ) :
- Registered address of the firm :
- Status of the firm (tick what is relevant) : (Co-operative, Proprietary, Partnership, Private Limited Co., etc.,)
- No. of Employee proposed to be deployed for running the contract  
For estimated nos. considering Annexure-A (Part I) and in accordance to Annexure – I.  
(i) Housekeeping Supervisor (Skilled) :  
(ii) Housekeeper (Unskilled) :
- Monthly salary & other Contributions payable to each worker / employee under:

The Minimum Wages Act (as per Central norms) and other statutory provision (and requirements as enumerated by BRIC-inStem in these documents and as applicable) in force as on date.

- The wages are being paid by the Successful Bidder should be as per Minimum Wages Act, 1948 along with applicable statutory benefits.

**\* 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 ₹21,000/- per month as per Section 2 (13) of Bonus Act, 1965.

**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 Successful Bidder 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 Bidders visit BRIC-inStem to see the area and work and have discussions before submitting the bids.*

**Total amount in each Part – A, Part – B & Part – C [under ANNEXURE – H, PRICE BID / RATE CHART – (Schedule II)] to be indicated in figures also.** In the event of any discrepancy, final bid value mentioned in financial bid on GeM will be considered.

The Successful Bidder shall supply 02 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 design and colour of the uniforms to be provided to Male & Female Employee by the contractor, to be discussed with Officer-in-Charge. This has to be done prior to the commencement of the contract.

**PART OF FINANCIAL BID**

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED

## TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES

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The monthly and periodical premia/subscription on all the above shall be paid by the Successful Bidder and the quantum to be paid by the employee shall be collected from each employee/employee by the Successful Bidder or deducted from their salary.

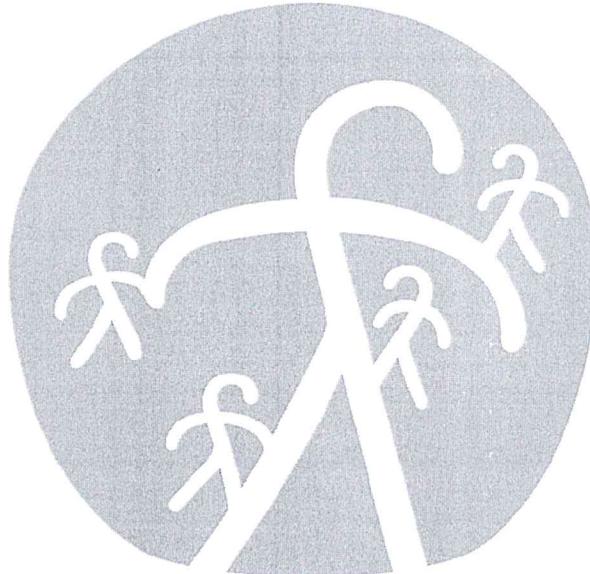
Signature, Name, Address and Seal of the Proprietor / Managing Partner etc.

Name : Address:

Designation :

Signature : Seal of the Company/Firm:

Date :



### PART OF FINANCIAL BID

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED

**ANNEXURE – H**

**PRICE BID / RATE CHART – (Schedule II)**

The Rate Charts have been mentioned as per the following in 03 (Three) Parts:

**Part -A : INSTEM LABORATORY COMPLEX & BSL-3**

**Part -B : DHRH**

**Part -C : HVAC/ELECTRICAL-SUBSTATION & SECURITY OFFICE**

<b>PART</b>	<b>LOCATION</b>	<b>CHARGES</b>
Part -A	INSTEM LABORATORY COMPLEX & BSL-3	₹
Part -B	DHRH	₹
Part -C	HVAC/ELECTRICAL-SUBSTATION & SECURITY OFFICE	₹
<b>GRAND TOTAL CHARGES</b>		₹
<b>AMOUNT IN WORDS:</b>		

**PART OF FINANCIAL BID**

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED



## Part -A

## PART OF FINANCIAL BID

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED

## **TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES**

Ref: PI/000848/2025-26 (S)

## **Tender Notice No: 21/2025-26**

## Part -B

PART OF FINANCIAL BID

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED

**Part - C: HVAC/ELECTRICAL-SUBSTATION & SECURITY OFFICE RATE CHART**

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### Part -C

PART OF FINANCIAL BID

THE BIDDER SHALL NOT FILL IN OR SUBMIT THIS INFORMATION ALONG WITH THE TECHNICAL QUALIFICATION BID, FAILING WHICH THE BID SHALL BE SUMMARILY REJECTED

**ANNEXURE – I****UNDER TAKING BY THE BIDDER**

- 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
Housekeeping Supervisor (Skilled)	
Housekeeper (Unskilled)	
<b>TOTAL WORK FORCE*</b>	

- I/We undertake to pay salary and other allowances/benefits as indicated in the tender and accepted by BRIC-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 ₹ 6697.00 per annum (the ceiling for calculation purpose from the salary or wage of ₹7000.00 per month) as per Section 12 of Bonus Act.
- I/we undertake issue uniform and washing charges to all the Employee working under this contract

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

Name : Address:

Designation :

Signature : Seal of the Company/Firm:

Date :

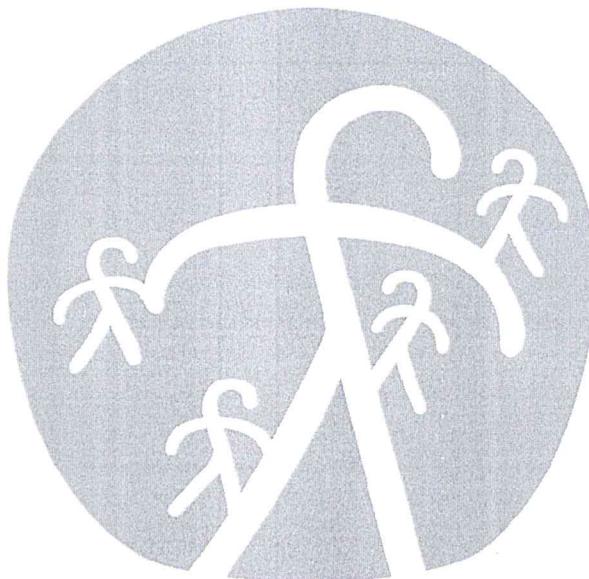
**\*IMPORTANT NOTE TO THE BIDDER:** The total number of workforce indicated by the bidder in this Annexure-I shall be clearly specified and supported by a detailed deployment pattern, which must be duly declared by the bidder in next page. The declared manpower deployment pattern shall be evaluated by the Tender Committee during the Technical Evaluation stage. In case the manpower deployment pattern and/or the number of workforce is found to be non-workable or infeasible with reference to the Scope of Work and the indicative manpower requirements, the bid shall be liable to be rejected at Technical Evaluation stage.

The number of persons indicated under the above categories is indicative. In case the same is found to be insufficient or inadequate by the Officer-in-Charge, BRIC-inStem, the Successful Bidder shall deploy additional personnel as required for satisfactory performance of the services, at no extra cost to BRIC-inStem, during the currency of the contract.



**DETAILED DEPLOYMENT PATTERN**

(To be declared by the Bidder)



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

Name : Address:

Designation :

Signature : Seal of the Company/Firm:

Date :

**ANNEXURE – J**

**DECLARATION ON BLACKLISTING/DEBARMENT**

To,  
Senior Administrative Officer (Purchase)  
Institute for Stem Cell Science and Regenerative Medicine (BRIC-inStem)  
GKV – Post, Bellary Road,  
Bangalore 560065,  
Karnataka

Dear Sir,

**Sub: Declaration on Blacklisting/Debarment**

**Ref:** GeM Bid No. .... dated ..... Open E-tender for providing 'Environmental Maintenance Services' for BRIC-inStem, Bangalore, Karnataka

I/We hereby undertake that-

- 1) We are not currently blacklisted or have appeared our name in the negative / black list of any Autonomous Body/ Public Sector Undertaking /Government organization from the last three years to the date of opening of the bid for any breach of applicable laws or violation of regulatory prescriptions or breach of agreement.
- 2) We have not been defaulted by any bank/ financial institute.
- 3) We have never been under debarment for violation of latest DPIIT Order(s) or DPIIT Order No. P-45021/2017-PP (BE-II) dt. 16.09.2024 or such prevailing orders of DPIIT.
- 4) The facts contained herein are within my own personal knowledge.
- 5) I/We have read the Order and provisions of Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division OM No. F/1/20/2018-PPD dated 02.11.2021 and confirm that I/we have not been convicted of an offence and not engaged in any of the acts as mentioned below:

A bidder shall be debarred if he has convicted of an offence-

(a) under the Prevention of Corruption Act, 1988:

or

(b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a Public Procurement Contract

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

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

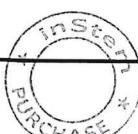
Address: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Seal of the Company/Firm: \_\_\_\_\_

Date : \_\_\_\_\_



**ANNEXURE-K**

**DECLARATION OF COMPLIANCE OF ORDER (PUBLIC PROCUREMENT NO.1, 2 & 3) DTD 23-JUL-2020 & 24 JUL 2020 ON RESTRICTIONS UNDER RULE 144 (XI) OF THE GENERAL FINANCIAL RULES (GFRS), 2017**

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General conditions. Definitions, Govt. Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

**DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM**

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of M/s. ..... (name of bidder entity), that:

- 1) The facts contained herein are within my own personal knowledge.
- 2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
- 3) I certify that M/s. ..... (name of bidder entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that the SUPPLIER fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority is attached).
- 4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s. ..... (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

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

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

Address: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Seal of the Company/Firm: \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEXURE-L**

**BID SECURITY DECLARATION FOR ORDER VALUE > ₹ 5 LAKH**  
**(To be submitted on Bidder's Letter Head)**

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

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

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

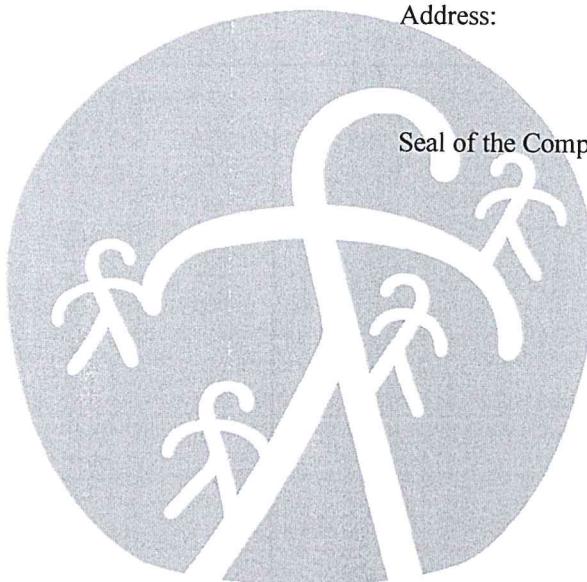
Address: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Seal of the Company/Firm: \_\_\_\_\_

Date : \_\_\_\_\_



**ANNEXURE-M**

**CERTIFICATE FOR LOCAL CONTENT**

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” Category. As being “Class – I Local Supplier”, we are eligible for Purchase Preference under “Make in India” Policy vide GOI Order No.P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020).

OR

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under “Class-II Local Supplier” Category.

The details of the location (s) at which the local value addition made is/are as under:

- 1.
- 2.
- 3.

**\*Strike out whichever is not applicable**

**NOTE:**

1. Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.
2. In cases of procurement for a value in excess of Rs.10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content to avail the benefits under the make in India Policy, if applicable.

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

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

Address: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Seal of the Company/Firm: \_\_\_\_\_

Date : \_\_\_\_\_



ANNEXURE- N**(CHECKLIST#01)***Mandatorily to be filled & submitted by the bidder*

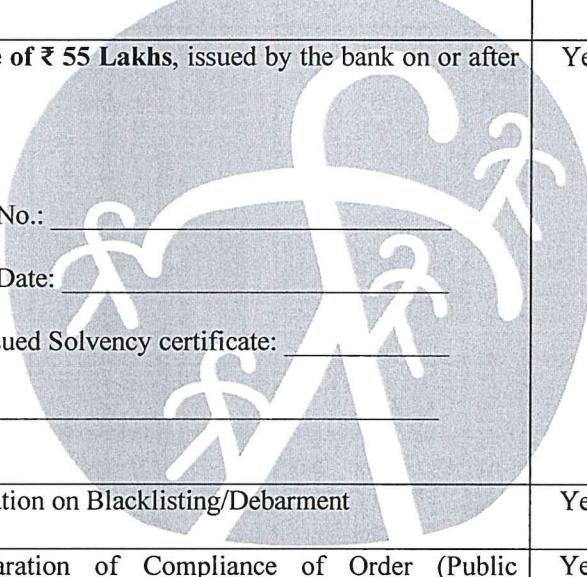
The information provided by the bidder should be clear, legible, complete, and duly supported by relevant documentary evidence.

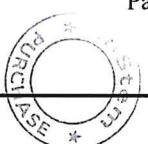
<b>(A) MANDATORY REQUIREMENTS</b>			
<b>SL.</b>	<b>PARTICULARS TO BE SUBMITTED</b>	<b>Whether Submitted</b>	<b>If Yes, Mention Page No.</b>
1	Copy of Valid Establishment Registration Certificate of the Firm <b><u>Please mention-</u></b> Type of document: _____ Certificate No.: _____	Yes	No
2	Copy of PAN <b><u>Please mention-</u></b> PAN No.: _____	Yes	No
3	Copy of GST Registration Certificate <b><u>Please mention-</u></b> GST No.: _____	Yes	No
4	Copy of <b>Valid Labour License</b> issued by the Labour Commissioner (Central / State) for existing/completed similar type of work(s) <i>(in accordance with the no. of work order(s) submitted towards execution of similar nature of work – please refer SL no. 4 under '(B) Technical requirements')</i> <b><u>Please mention-</u></b> (i) Labour License No.: <u>(AS APPLICABLE)</u> Dtd. _____ (ii) Labour License No.: <u>(AS APPLICABLE)</u> Dtd. _____ (iii) Labour License No.: <u>(AS APPLICABLE)</u> Dtd. _____	Yes	No

## **TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES**

Ref: PI/000848/2025-26 (S)

**Tender Notice No: 21/2025-26**

	<b>Copy of valid ESI and PF Registration</b>	Yes	No	
<b>5</b>	<b><u>Please mention-</u></b>  ESI Registration No.: _____			
	PF Registration No.: _____			
<b>6</b>	EMD (if exempted, supporting document(s) to be furnished by the bidder)  <b><u>Please mention-</u></b> EMD Details: _____  If Exempted, reason(s) thereof: _____	Yes	No	
<b>7</b>	<b>Solvency Certificate of ₹ 55 Lakhs</b> , issued by the bank on or after 01.04.2025.  <b><u>Please mention-</u></b> Solvency Certificate No.: _____ Solvency Certificate Date: _____ Name of the Bank Issued Solvency certificate: _____  	Yes	No	
<b>8</b>	<b>Annexure-J: Declaration on Blacklisting/Debarment</b>	Yes	No	
<b>9</b>	<b>Annexure-K: Declaration of Compliance of Order (Public Procurement No.1, 2 &amp; 3) dtd 23-Jul-2020 &amp; 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017</b>	Yes	No	
<b>10</b>	<b>Annexure – L: Bid Security Declaration (To be submitted on Company's Letter Head)</b>	Yes	No	
<b>11</b>	<b>Annexure – M: Certificate for Local Content</b>	Yes	No	
<b>12</b>	The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)	Yes	No	



**ANNEXURE – N**

**(CHECKLIST#02)**

*Mandatorily to be filled & submitted by the bidder*

The information provided by the bidder should be clear, legible, complete, and duly supported by relevant documentary evidence.

<b>(B) TECHNICAL REQUIREMENTS</b>															
<b>SL.</b>	<b>TECHNICAL EVALUATION CRITERIA WITH MARKS</b>			<b>Whether Submitted</b>	<b>If Yes, Mention Page No.</b>										
1	Company Profile and Organization Structure.			Yes	No										
2	<p>The bidders should have an Office in Bangalore (Documentary proof e.g. Electricity bills etc., to be enclosed) for day to day management of contract.</p> <p><b>Please mention-</b></p> <p>Document type: _____</p> <p>Document Date: _____</p>			Yes	No										
3	<p>03 years' experience in providing 'similar nature of work'* in a large Research Institution/Establishment, reputed Educational Institution/Organization or large Residential Educational Institution or large Multinational Company, star hotels and list of works 'executed' and or 'in hand'. (please enclose documentary evidence)</p> <p><b>*'similar nature of work': Housekeeping/Cleaning &amp; Upkeep/Environmental Maintenance work.</b></p> <p><b>Please mention-</b></p> <p>(The bidder shall mention only those documents which establish fulfilment of the prescribed 03 years' work experience)</p> <p><b>Note: Additional sheet(s) can be attached if the space given below is not sufficient.</b></p> <table border="1"> <thead> <tr> <th>Particulars of Work</th> <th>Client</th> <th>Duration of Work</th> <th>Period of Work</th> <th>Annual Value of Work</th> </tr> </thead> <tbody> <tr> <td></td> <td>M/s. _____ _____ _____</td> <td>____ Year(s)</td> <td> <b>From</b>            DD/MM/YYYY  <b>To</b>            DD/MM/YYYY         </td> <td>₹ _____</td> </tr> </tbody> </table>	Particulars of Work	Client	Duration of Work	Period of Work	Annual Value of Work		M/s. _____ _____ _____	____ Year(s)	<b>From</b> DD/MM/YYYY <b>To</b> DD/MM/YYYY	₹ _____			Yes	No
Particulars of Work	Client	Duration of Work	Period of Work	Annual Value of Work											
	M/s. _____ _____ _____	____ Year(s)	<b>From</b> DD/MM/YYYY <b>To</b> DD/MM/YYYY	₹ _____											

TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES

Ref: PI/000848/2025-26 (S)

Tender Notice No: 21/2025-26

	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
	M/s. _____ _____ _____	Year(s)	From DD/MM/YYYY  To DD/MM/YYYY	₹ _____			
4	<p>Copy of the Work Order for 'similar nature'* of work            Commenced and Completed 01 (one) work order worth ₹107 Lakhs or more per annum in one establishment or,            Commenced and Completed 02 (two) work orders worth ₹67 Lakhs each or more per annum in one or two different establishments or,            Commenced and Completed 03 (three) work orders worth ₹53 lakhs each or more per annum in one, two or three different establishments, during the three (03) years immediately preceding the closing date of the tender.</p> <p><u>*'similar nature': Housekeeping/Cleaning &amp; Upkeep/Environmental Maintenance work.</u></p>				Yes	No	

## TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES

**Ref: PI/000848/2025-26 (S)**

**Tender Notice No: 21/2025-26**

**Please mention-**

(The bidder shall mention only such documents as are necessary to establish compliance with the eligible Work Orders)

**Note: Additional sheet(s) can be attached if the space given below is not sufficient.**

**Commenced and Completed 01 (one) work order worth ₹107 Lakhs or more per annum in one establishment**

Particulars of Work	Client	Duration of Work	Period of Work	Annual Value of Work
	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____

**Commenced and Completed 02 (two) work orders worth ₹67 Lakhs each or more per annum in one or two different establishments**

	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____
	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____

**Commenced and Completed 03 (three) work orders worth ₹53 lakhs each or more per annum in one, two or three different establishments**

	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____
	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____
	M/s. _____ _____ _____	____Year(s)	From DD/MM/YYYY To DD/MM/YYYY	₹_____

**Ref: PI/000848/2025-26 (S)**

**Tender Notice No: 21/2025-26**

Performance Certificate(s) from client(s) (issued during the three (03) years immediately preceding the closing date of the tender) for the work(s) completed/continuing at least for a period of 01 year or more against each performance certificate

*(in accordance with the no. of work order(s) submitted towards execution of similar nature of work – please refer SL no.4 under '(B) Technical requirements').*

**Please mention-**

(The bidder shall mention only such documents as are necessary to establish compliance with the eligible Work Orders)

**Commenced and Completed 01 (one) work order worth ₹107 Lakhs or more per annum in one establishment**

**01 work order:**

**(i)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

**Commenced and Completed 02 (two) work orders worth ₹67 Lakhs each or more per annum in one or two different establishments**

**02 work orders:**

**(i)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

Yes

No

**(ii)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

**Commenced and Completed 03 (three) work orders worth ₹53 lakhs each or more per annum in one, two or three different establishments**

**03 work orders:**

**(i)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

**(ii)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

**(iii)**

Performance certificate issued by: \_\_\_\_\_

Performance certificate issued date: \_\_\_\_\_

5

**TENDER FOR ENVIRONMENTAL MAINTENANCE SERVICES**

**Ref: PI/000848/2025-26 (S)**

**Tender Notice No: 21/2025-26**

6	Audited Financial Statement of last 03 (three) years (Balance Sheet and P&L A/C) along with ITR of respective years (2022-23, 2023-24, 2024-25)	Yes	No	
9	Audited Turnover certificate to be issued by CA with valid UDIN for last three consecutive financial years (2022-23, 2023-24, 2024-25) with Average Annual Turnover of ₹ 200 Lakhs.  <u>Please mention-</u>  Turnover of FY 2022-23: _____ ₹ _____ Turnover of FY 2023-24: _____ ₹ _____ Turnover of FY 2024-25: _____ ₹ _____	Yes	No	
10	Deployment pattern of maintenance employee including the number of personnel proposed against this tender as mentioned in Annexure – I, along with detailed deployment pattern	Yes	No	
11	Provided CAR Policy/All Risk Policy/Employees Liability Insurance etc. in any of the contract(s). (Supporting relevant documents to be attached/submitted)	Yes	No	
12	Experience in operating/using automatic and semi-automatic cleaning machines like scrubber, jet cleaner, etc. (Supporting relevant documents to be attached/submitted)	Yes	No	
13	Experience in cleaning of high-rise building/glass panels. (Supporting relevant documents to be attached/submitted)	Yes	No	

## BANK GUARANTEE

**TO BE EXECUTED ON THE NON-JUDICIAL STAMP OF VALUE NOT LESS THAN **Rs.200/-**  
BOUGHT IN THE NAME OF THE BANK**

**NAME & ADDRESS OF THE BANK :**

**BANK GUARANTEE NO. :**

**DATE OF EXPIRY :**

**LIMIT OF LIABILITY :**

**PO/WO NO. & DATE :**

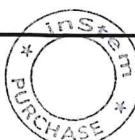
To,

Institute for Stem Cell Science and Regenerative Medicine (BRIC-inStem)  
GKVK Post, Bellary Road, Bengaluru -560065

Dear Sir,

In consideration of the 'Institute for Stem Cell Science and Regenerative Medicine' GKVK Post, Bellary Road, Bengaluru -560065, (hereinafter called 'BRIC-inStem'), having awarded the Work Order/Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ to \_\_\_\_\_, having its office at \_\_\_\_\_ (hereinafter called "The said Contractor (s)"), under the terms and conditions of BRIC-inStem's E-tender No. ..... dated ..... for "....." (hereinafter called "the said contract") we, \_\_\_\_\_ (hereinafter referred to as the bank) at the request of \_\_\_\_\_ Contractor (s) do hereby undertake to pay BRIC-inStem an amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) against any loss or damage caused to or suffered or would be caused to or suffered by the BRIC-inStem by reason of any breach by the said Contractor (s) of any of the terms or conditions contained in the said Contract.

- 1) We \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BRIC-inStem stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BRIC-inStem by reason of breach by the said Contractor (s) or any reason of the Contractor (s) failure to perform the said Contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).
- 2) We undertake to pay to the BRIC-inStem any money as demanded notwithstanding any dispute or disputes raised by the Contractor (s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment as made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us making such payment.
- 3) We \_\_\_\_\_ further agree that the guarantee herein sustained shall remain in full force and effect during the period would be taken for the performances of the said contract and that it shall continue to be enforceable till all the dues of BRIC-inStem under or any virtue of the said contract have been fully paid and its claims satisfied or discharged or till the BRIC-inStem certified that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor (s) and accordingly discharges this guarantee. Unless demand of claim under this guarantee is made on us in writing on or before \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.
- 4) We \_\_\_\_\_ further agree with the BRIC-inStem that the BRIC-inStem shall have the fullest liberty without our consent and without affecting in any manner our obligations



**Ref: PI/000848/2025-26 (S)**

**Tender Notice No: 21/2025-26**

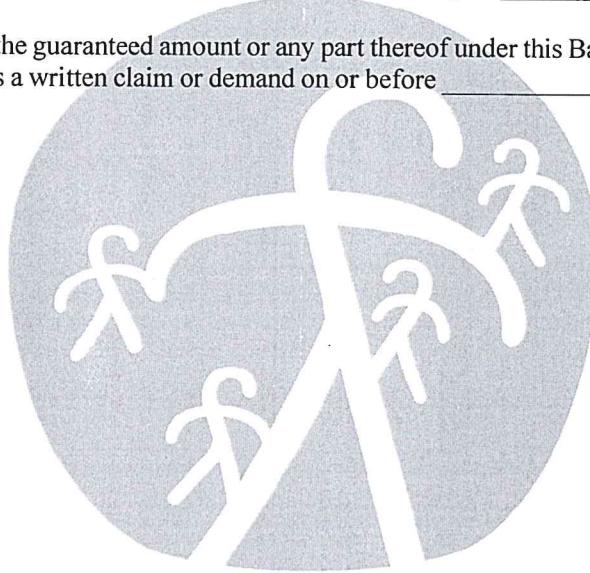
hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercised by the BRIC-inStem against the said Supplier(s) and to forbear or of enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor (s) or for any forbearance act or omission on the party of the BRIC-inStem or any indulgence by the BRIC-inStem to the said Contractor (s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so reliving us.

- 5) At any time during the period in which this Guarantee is still valid, if the Contractor fails to perform the Works in accordance with the contract or fails to discharge himself of the liability of damages or debts, it is understood that the bank will extend this Guarantee under the same conditions from the required time on demand by the BRIC-inStem and of the cost of the Contractor.
- 6) This guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor (s).

NOTWITHSTANDING anything to the contrary contained herein: -

- i Our Liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_/- (Rupees only).
- ii This Bank Guarantee shall be valid up to \_\_\_\_\_ and

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if the BRIC-inStem serve upon us a written claim or demand on or before \_\_\_\_\_ (Date of expiry of the Bank Guarantee).



Ref: PI/000848/2025-26 (S)Tender Notice No: 21/2025-26**Important Note:****While purchasing the stamp paper,**

The first party shall be the Bank.

The second party shall be "Institute for Stem Cell Science and Regenerative Medicine"

**(REMARK: NAME OF INSTITUTE SHALL BE TYPED IN FULL UPTO WHICH IT APPEARS ON THE STAMP PAPER)**

The signature of the bank employee on all pages of the document along with the employee code may be ensured while submitting the PBG.

**CHECKLIST FOR BANK GUARANTEES (BG) FOR EACH BG**

Name of the Party submitting BG:		
Name of the Bank issuing BG:		
Branch issuing the BG:		
BG No.: AND BG Date:		
BG Value:		
BG Validity/Expiry Date:		
SL.	Particulars	Yes/No
1	Is BG as per approved format?	
2	Is the BG issued by the specified category of Banks (Scheduled Commercial Bank/Nationalized Bank etc. as specified in the contract)?	
3	Is the BG executed on stamp paper of adequate value i.e., Rs.200 and obtained in the name of Bank issuing the BG?	
4	Is the date of sale of stamp paper prior to the date of the BG?	
5	Is BG referring to the relevant PO/WO/agreement/tender, if any,	
6	Does the BG bear the number, date and seal of the issuing Bank?	
7	Is the BG signed on all pages by the authorized bank officers along with name, designation & code number?	
8	Whether the BG validity period is as per the requirement?	
9	Whether issuing bank has confirmed that SFMS has been sent to the advising bank?	



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

- 1) Every Successful Bidder employing 20 or more workmen on any day should obtain license from Asst. Labour Commissioner (Central), Bangalore.
- 2) Notice of commencement of contract work should be given to Labour Enforcement Officer by the Successful Bidder in Form VI-A. {Rule ~1 (3)}
- 3) Notice of completion of contract work should be given to Labour Enforcement Officer by the Successful Bidder 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. Successful Bidder 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 Successful Bidder should ensure disbursement of wages to his workmen in the presence of authorized representative of BRIC-inStem. (Rule 72).
- 14) Every Successful Bidder 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).