

Ref: PI/001032/2025-26 (S)

Tender Notice No:23/2025-26



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

OPEN E-TENDER

FOR

LABORATORY MAINTENANCE AND ALLIED SERVICES

**This Tender Document contains 43 pages
(Cover page 01 no. & other pages 42 nos.)**

**Estimated Value of Tender: ₹62,91,131.04 per annum
Earnest Money Deposit: ₹ 125822.62
Last date for bid submission on GeM: 17/03/2026 till 1500 hrs.
Tender opening date & time on GeM: on 17/03/2026 at 1530 hrs.**



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 '**Laboratory Maintenance and Allied Services**' for BRIC-inStem on the terms & conditions prescribed in the tender document.

- a) Bidders are required to deposit EMD of ₹ 125822.62/- (Rupees One Lakh Twenty Five Thousand Eight Hundred and Twenty Two Only) as mentioned in the tender document. Offers without EMD will be summarily rejected. MSE Bidders are exempted from EMD.
- 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.

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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.



2.7 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.

2.8 For information/Technical Details/Clarifications required by the Bidders, a Pre-Bid meeting will be held on 06/03/2026 @ 15.00 hrs at BRIC-inStem, Bengaluru and tenderers are requested to attend the same.

Micro and Small Enterprises (MSEs):

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.
3. The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.

Conditions of Tender

Equitable distribution of persons deployed

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

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

The complete details of Code of Conduct is uploaded in inStem web page and link is

https://www.inStem.res.in/sites/default/files/coc_29.05.2020.pdf

1. Quotations must be submitted giving complete details using enclosed tender papers.
2. **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.**
3. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
4. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
5. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
6. 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.
7. Bids which do not comply with the above conditions are liable to be rejected.
8. The Institute shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any or** all tenders without assigning any reason whatsoever.
9. The Institute reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
10. 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.
11. The contractor chosen will have to undertake the work within 10 days from the receipt of the



Work Order.

13. Bids shall be accompanied by the following, failing which the offers are liable to be rejected:
1. License & Registration Certificate issued by Competent Authority
 2. Organization Structure
 3. List of works on hand/carried out during the last 3 years
 4. Performance Certificate from the existing client(s), (issued August 2023 onwards)
 5. ESI & PF Registration Certificate.
 6. Annexure B,D,E and F duly filled in
 7. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
 8. Copy of Work Order for similar nature of work worth Rs.58 Lakh per annum or more during the last 2 financial years or two (2) contracts of Rs.30 Lakh each per annum or more during the last 2 financial years or three (3) contracts of Rs.25 Lakh each per annum during the last 2 separate financial years(2023-2024 and 2024-2025).
14. All annexures, attachments / drawings (if any) to this enquiry shall be read as part and parcel of this enquiry.
15. Deviation(s) indicated in Annexure F are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.
16. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms
TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. inStem RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.

1. DEFINITIONS OF TERMS:

1. Institute or inStem means Institute for Stem Cell Science and Regenerative Medicine, GKVK, Bellary Road, Bangalore – 560 065.
2. Contractor, bidder, firm means the person to whom the work may be awarded.
3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications, tender documents, etc. executed between the Institute and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

4. EARNEST MONEY DEPOSIT: Rs. 125822.62. EMD shall be paid in the form of Demand Draft from any Nationalized bank, drawn in favour of “Institute for Stem Cell Science and Regenerative Medicine Bangalore”. If the successful bidder fails to enter into a contract, the EMD amount of the successful bidder is liable to be forfeited. The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above.

1. Scope of contract

1.1 The following annexures are part of the tender documents under reference:

- a) Annexure – A – Details of Facility Available at BRIC-inStem
- b) Annexure – B – Detailed scope of work with bill of quantities
- c) Annexure – C – Important note for the bidder
- d) Annexure – D – Schedule of Experience in Laboratory Services
- e) Annexure – E – Schedule of Experience in Last three years.
- f) Annexure – F – Schedule of Deviation from Specification/Conditions
- g) Annexure – G – Statutory Obligations

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



1.2 Once the Work order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Officer-in-charge) or his authorized nominee and the Contractor thereby undertakes to abide by his/her suggestions/instructions, etc. as regards services in this agreement.

1.3 Addition/ alterations in scope of work: Any alterations or additions to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction / increase in the Scope of work, the increase / decrease in the rates shall be negotiated and finalized simultaneously.

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

2. Quality and scope of services

2.1 The contractor shall appoint trained staff having a good character and maintain high standards of turn out, maintain the number and quality of staff as contracted to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The Contractor as soon as the agreement is signed, shall submit a list and biodata with photo of their workmen/supervisors/others indicating their name, age, qualification, experience and salary along with copy of appointment orders issued to them. As and when there is a change in the staff posted, a revised list and biodata with photo shall be submitted along with copy of appointment order issued to the new appointee/appointees, simultaneously.

2.2 It is normally understood and agreed between both the parties that the Institute will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the Contractor and the Contractor alone will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.

2.3 The Contractor shall depute such Officers and Supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the specified service.

2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of the work or conduct of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Institute's premises or in connection with the services referred to herein.

2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in inStem.

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

2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this tender agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure “F”. It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

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

b) The Contractor shall pay Salary and other Allowances/Benefits and such salary shall be well above minimum wages.

c) The Institute 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 Institute will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Institute due to the Contractor's non-compliance with statutory obligations.

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

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

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

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

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

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

3. Tenure & Termination

3.1 The contract with the Institute will be initially awarded for a period of 12 months and if the services are found to be satisfactory, the Institute reserves the right to extend the contract for a further period of 12 months on the same terms and conditions.

3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit shall be forfeited.

Any other costs and or damages incurred by the Institute to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.



3.3 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Institute from any party at a higher rate the Contractor shall be liable to pay the Institute the difference between existing rate and the rate of the new Contract.

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

3.5 **Insolvency and breach of contract:** The Institute may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:

a. If the Contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order to order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or

b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

c. If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Institute for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.

d. In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Institute shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is /are not repeated and /or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Institute shall have the right to immediately terminate the agreement.

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

a) Theft or pilferage of property of inStem

b) Fire, flooding, breakage or damage

c) Violence or physical attack on the Campus

d) Any act or incident which may prove detrimental to the interests of inStem -

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

4. **Payment Terms:**

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

If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between inStem and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties



including a penal interest to inStem. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to inStem with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

4.1.1 Contractor's monthly claim/bill shall include Proof of PF, ESI, ELI paid Challans,

4.1.2 **Bonus** : Bonus shall be payable by the contractor to his contract employees once in a year before Dussehra/Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33% subject to maximum of **Rs.7,000.00** per annum (the ceiling for calculation purpose from the salary or Wage of **Rs 7,000.00** per month or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher.) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965.

4.2 The monthly/running bill of the Contractor will become payable after the end of each month on submission of a bill with all details, data and certification by the Contractor, and on due certification by the Officer-in-Charge about the satisfactory services against the claim, the Contractors payment will be released only after the contractor disburses the salary to the contract employees as per Clause No. 4.5 every month.

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

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

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

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

4.7 **Security Deposit**: A security deposit @ 3% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Nationalized / Scheduled Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. The security deposit is refundable after expiry of the agreement subject, to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Institute reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Institute shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Institute Director, whose decision shall be final on account of any act or omission in the Contract, by the Contractor.



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

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

6. Suggestions Register:

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

7. Safety, Security and Insurance

7.1 The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding issue of identity cards, all material movements (incoming and outgoing).

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

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

8. Miscellaneous

8.1 The work mentioned in the schedule is not exhaustive, but only indicative. The Institute reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract.

8.2 The contractor shall meet the designated Officer-in-Charge of the Institute everyday 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-in-Charge.

9. Dispute and Resolution

9.1 Any dispute or differences that may arise between the parties shall be referred for sole arbitration to the Institute Director or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

10. Primacy of Documents

The tender documents, subsequent communication exchanged and the work order as well as all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents clauses in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as



मूल कोशिका विज्ञान एवं पुनर्योजी औषधि संस्थान)ब्रिक(इनस्टेम-

ब्रिक , जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अधीन एक स्वायत्त अनुसंधान संस्थान

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

An Autonomous RI of BRIC, Department of Biotechnology, Ministry of Science & Technology, Govt. of India

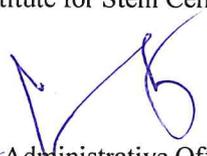


accepted jointly, followed by work order, tender documents and annexures thereof, i.e. tender documents and annexures have least primacy, if any clause or detail there has been superseded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

11. **Amendments to Work order/agreement**

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

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


Sr. Administrative Officer (Purchase)



SCOPE OF WORK

SERVICE CONTRACT FOR LABORATORY MAINTENANCE AND ALLIED SERVICES AT INSTEM BENGALURU

Institute for Stem Cell Science and Regenerative Medicine (iBRIC-inStem), is a state-of-the-art research institute in Bangalore, India, dedicated to the study of stem cells and regenerative biology with an emphasis on clinical translation. An autonomous institute funded by the Dept. of Biotechnology (DBT), Govt. of India, inStem's research structure is built on a core of collaborative research with a thematic focus. 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.

Research at inStem is directed at complex problems in areas of cell-differentiation and tissue regeneration with disease relevance. Our efforts have focused on accelerating advances in stem cell science and regeneration in the context of brain, blood and cardiac disorders, skin diseases, as well as manipulation of stem cells for iPSC-based disease and tissue modeling. Research at inStem is organized around themes with an allied clinical translational unit located at Christian Medical College, Vellore.

BRIC - inStem is inviting various bidders to participate in a tender for Providing Annual Maintenance Contract for Laboratory Maintenance and Allied Services at inStem Bengaluru.

To participate in Tender, the bidder should qualify the following:

Mandatory requirements: -

1. Company Profile and Organization Structure.
2. The Bidders should attend Pre bid meeting.
3. Solvency certificate for Rs. 32 Lakhs issued by the bank valid within one year.
4. Copy of Valid Establishment Registration Certificate of the Firm/ agency/ company.
5. Copy of PAN.
6. Copy of Valid Labour License issued by the Labour Commissioner (Central/ State) for existing similar type of work.
7. Copy of Valid ESI, PF and GST Registration done at Bangalore Region.
8. EMD/Valid NSIC or MSME Certificate.
9. Provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts.
10. The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)
11. The bidders are required to visit inStem site before submitting their response (For Information / Technical Details/ Clarifications required by the tenderers a pre bid meeting will be held on a date specified in the bid document, the tenderers must attend the same to understand the nature of work.



12. Contractor should have at least 3 years of experience in providing similar types of work (Laboratory maintenance Services) in reputed Scientific Research Organization/ Organization and list of work executed in hand (PLEASE ENCLOSE DOCUMENTARY EVIDENCE).
13. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
14. The contractor should have executed a single contract or work order worth of Rs.58 lakh per annum or more in an establishment or 2 contracts worth 30 lakh each or more p.a in one or two different establishments or 25 lakhs or more in one, two or three different establishments during the last two last 2 financial years (2023-2024 and 2024-2025)
15. Performance certificate from existing clients issued in last 2 financial years (PLEASE ENCLOSE DOCUMENTARY EVIDENCE)
16. Audited financial statement for the last 3 years (Balance sheet, P&L A/C)
17. The following are the conditions of Tender and/or Scope of work shall be considered as Essential experience (PLEASE ENCLOSE DOCUMENTARY EVIDENCE FOR PROOF OF EXPERIENCE in operation and maintenance of Laboratory kitchen and similar nature of work).
 - a) Experience handling Stem Cell Facility, BSL2 (Bio Safety Level -2),
 - b) Experience in maintaining Tissue culture facilities, Chemistry Laboratory, Green House facility
 - c) Experience in operating autoclaves, and other laboratory Equipment
 - d) Experience in handling and maintaining Gas Manifold System.
 - e) Experience in Preparing Media/ Buffers etc.
 - f) Knowledge in good laboratory practice, and basic lab safety and fire safety rules and regulations

**SERVICE CONTRACT FOR LABORATORY MAINTENANCE AND ALLIED SERVICES AT
BRIC-INSTEM BENGALURU**

OVERVIEW OF WORK

1. Drosophila Media Preparation, Discard & Distribution

a) Discard of media and washing of tubes, vials, bottles; filling and plugging vials:

You are responsible for the preparation of Drosophila Media for the laboratories. We prepare media bottles and media vials per month. This involves preparation of drosophila media by following protocol provided by the Institute, cleaning of drosophila bottles and vials, autoclaving of the same, pouring media to the bottles/vials, plugging with cotton, and autoclaving of used media, sterilization and distribution to the laboratories. You will be responsible for order registration through the internal system and preparing monthly statements.



2. Collecting used glassware's from the labs decontaminating by autoclaving, washing, rinsing, drying and replacing back to the users:

Laboratory kitchen staff will be responsible for autoclaving glassware, solutions, tips, tubes and other laboratory materials given by the users as per the autoclaving schedule. All autoclaved materials should be returned to the respective laboratories on the same day and inform users in time. Cleaned glassware's should be distributed to laboratories and facilities on the campus based on their requirements. Cleaned glassware should be distributed two times a day. Used glassware's should be collected from the laboratories for cleaning and autoclaving. Equipments shall be provided by the Institute.

3. Preparation of laboratory solvents and water:

Laboratory grade water shall be prepared in the laboratory kitchen with the distillation apparatus provided by the Institute. Regular maintenance of the distillation apparatus will be on your scope, but spares shall be provided by the Institute. Laboratory grade water needs to be distributed to common facilities and all laboratories every day. You are responsible for washing of containers, regular maintenance of distillation apparatus, record keeping and reporting to internal team for regular maintenance etc.

4. Tissue culture Services:

Regular maintenance of tissue culture, clean rooms and specialized rooms are maintained by the Laboratory kitchen with close supervision of laboratory support team. You are responsible for regular washing of glassware, autoclaving of glassware, cleaning of tissue culture room as per the schedule, waste removal, reporting to the users and laboratory support as and when required. Currently we have 18 tissue culture rooms (including TC rooms and Anterooms).

5. Collection, washing, drying distribution of lab wares:

Laboratory kitchen staff will be responsible for Collection of lab wares from the various laboratories / facilities as per the schedule and washing after collection, drying and returning/ distributing to the respective users. You are required to follow the schedule as per the instructions of the institute.

6. Autoclave:

Laboratory Kitchen staff will be responsible for running Dry and liquid steam sterilization cycles as per the schedule. Required to prepare and sterilize labware's and autoclave media, reagents, water, Lab coats and users equipments like dissection tools, incubators, trays etc., we would like to state that you are required to run 4/5 cycles in inStem building per day. Also, required to run the cycles on Sunday and holiday as per the schedule / instructions of Laboratory manger / Supervisor.

7. Laboratory Waste Collection and discard:

Contractors should be responsible for laboratory waste collection from laboratories, facilities and common areas in the campus as per the schedule and storing at designated place. An agency has been identified for the waste collection from the campus for safe disposal. Your staff should co-ordinate with external agency and laboratory support team for issuing necessary gate pass three times a week and external agency for timely removal of laboratory waste from the campus. This includes collection of bio-hazard waste like used glass, sharps, cotton, sanitary waste, chemical waste.

8. Supply and maintenance of lab grade gases in cylinders:

Laboratory grade gas cylinders are procured from external agency and stocked at inStem gas bank area. Your responsibility would be delivery of laboratory grade gas cylinders to laboratories, facilities & common gas supply rooms at inStem mezzanine floors based on the ticket raised in the help-desk system as well regular checking schedule, connecting with the instrument, leak test, updating stock with laboratory stock, training users, record keeping, and preparation of monthly statement in

support with Laboratory support. You are responsible for the safety of staff working with you in the campus while moving cylinders.



9. Liquid nitrogen collection, filling and maintenance:

Contractors should be responsible for collection and filling of Liquid Nitrogen (LN₂) in the campus as per the schedule. An agency has been identified for the LN₂ collection from the campus and distributing to users as per the requirement. Your staff should co-ordinate with external agency and laboratory support team for collection of LN₂. Currently We are having 20 LN₂ tanks which can be increase in the future, laboratory kitchen staff are the responsible for filling, distribution & record maintenance of LN₂ to the users. You are responsible if any kind of issues are found resulting in any mishap of the equipment or intentional loss.

10. Dry ice collection, distribution and maintenance:

Contractor's staff should be responsible for collection and filling of Dry Ice as per the schedule. An agency has been identified for collection of Dry ICE. Your staff should co-ordinate with external agency and distribute to the users based on their requirements.

11. Walk-in liquid nitrogen and dry-ice issue:

Laboratory kitchen staff are/are required to co-ordinate with Campus stores / Students / P.I's / Vendors for filling and maintenance of Liquid Nitrogen and Dry ICE at inStem campus and should be reported to Laboratory Supervisor.

12. Cleaning of shared spaces:

Laboratory kitchen staff should visit all common areas, common equipment rooms, and cold rooms every day and clean tables, instruments, benches, sinks etc... and report to the Laboratory support team. Cold room cleaning involves cleaning of surfaces, floor with disinfectants, removal of waste etc... Laboratory kitchen staff will assist laboratory manager with the thorough cleaning once in six months.

13. Cleaning and maintenance of the facilities:

Laboratory kitchen staff shall visit common Bio safety Laboratory everyday to take stock of consumables stored in the facility; waste bins etc... and report to Laboratory support. You are responsible for regular cleaning of Bio safety facility, waste removal and autoclaving of the wastes, stock taking of consumables, fumigation etc...

Your staff should supervise housekeeping staff for cleaning of common facilities which include Mass Spec facility, Cryo EM facility and CIFF.

The lab kitchen staffs should collect and dispose bio hazard waste and chemical waste from the facilities 3 days in a week as per schedule and should coordinate with the facility in-charge for any other requirements. Laboratory kitchen staff should also take up thorough cleaning of facility once in six months or as per requirement from FCI.

14. Collection, washing, distribution of lab coats:

Laboratory kitchen staff shall be responsible for collecting lab coats and lab slippers from the laboratories / facilities for washing. For certain facilities the lab coats should be autoclaved and then redistributed back to facilities or common collection points as applicable Also staff are required to maintain/entry separate register/logbook for inward and outward of lab coats and co-ordination with Laboratory support team in processing the Invoice.

15. Fumigation:

Laboratory kitchen staff responsible for fumigating the areas/laboratories as per the requirements of users/facilities with H₂O₂ fumigation. Fumigation Equipment and chemical will be provided by the inStem. After fumigation, your staff require to wipe the areas.



16. Heavy Lifting:

Your staff should help users in shifting heavy items to the laboratories and facilities like poster boards and furniture. This should be carried out while conducting the road shows and events inside the inStem campus. Also responsible for assisting other technical teams for moving and installation of heavy equipment. Laboratory equipment is delivered to the stores against purchase orders. These equipments are to be transported to the laboratories / common facilities. Your staff should assist end users with the move.

17. Radiation Lab Usership:

Assist with lab manager for coordination with Rad lab facility in charge for creating new usership request with Avantech laboratories, Chennai Your staff should be responsible for collecting the Radioactive shipment from nearest airport with the instructions Laboratory support staff. TO & FRO (transportation) will be provided by inStem. After collecting, your staff should get inward entry from the security and should place the consignment at the designated spot.

18. Other Non-regular Activities:

Laboratory kitchen staff should liaise with other technical teams for maintenance and service of kitchen lab equipment e.g., autoclave repair, trolley repair, fixing of tubing, Co2 pads, aspirators etc.,

Your staff should assist laboratory support office with making cash purchases as and when required and they should assist in collection of gas cylinders, consumables, medicines etc... from outside vendors. Transport shall be arranged by the Institute.

If there is any emergency, your staff should attend duty after office hours viz., cylinder changing and others. Also require attending the office over time [OT] at inStem kitchen based on the instruction of Supervisor.

19. Weeding of Old Records:

Your staff should make a list of old records and weed out the records as per the suggestion of Laboratory Manager/Subordinate in charge.

20. Maintaining/record keeping of student's High Bench/work Bench:

Your staff should maintain and record the students and P.I's high bench and work benches in co-ordination with subordinate in charge.

21. Assisting lab manager for conducting Tissue culture/ safety seminars and maintaining inventory of lab kitchen/lab support items.

22. COVID testing facility:

inStem has COVID testing facility in campus. Your staff should coordinate with facility incharge (as and when required whenever the facility is operational):

23. Stem Cell Facility: Your staff should have prior working experience in cleaning and maintenance of SCF.

- a) Cleaning of the 1st Floor central wing Stem Cell Facility- Cleaning of main room, Anti room, entrance room.
- b) Complete Cleaning of the 2nd Floor central wing Stem Cell Facility



- c) Cleaning of the 2nd Floor Stem Cell Facility Training Rooms- Cleaning of 5 rooms, cold room.
- d) Cleaning of the 2nd floor Central Wing Stem Cell Facility Quarantine Room.
- e) Cleaning of Cryo storage room on the 2nd floor.
- f) Daily cleaning of culture rooms on 2nd floor south wing, 5 rooms and 1 cold room
- g) Individual Packing of Gloves, Face Masks, Head covers, Shoe Covers for Autoclaving, including Distribution to Stem Cell Facility and 2nd floor south wing lab.
- h) Washing of Laboratory Slippers kept in Stem Cell Facility.
- i) Washing, Autoclaving, Packing and redistribution of Laboratory coats at stem cell facility.
- j) Your staff should maintain separate logbooks or registers while collecting and distribution of lab wares.
- k) Specialized Fumigation of the Facility on Demand
- l) Deep Cleaning of the Facility.
- m) Providing liquid nitrogen inside the Stem Cell Facility weekly once and as per requirement.

24. Assisting Scientific Officer / Laboratory Manager:

inStem has various facilities and few common facilities and Laboratory support office co-ordinate with respective facility in charge for smooth running of the facilities. Your staff should assist laboratory support office in the smooth running of office.

One of your staff should assist laboratory Manager with obtaining approval from PIs/Section Head and forwarding files/papers to various sections in the campus daily.

25. Specialized fumigation request

Your staffs should make arrangements for specialized fumigation request as per the facility/ laboratory requirement by coordinating with PIs and other departments, for specialized fumigation the staffs may be required to come for duty on Sunday's or holidays.

26. Mite count:

The staff should prepare mite count media weekly once and place it in the drosophila lab and check the no. of mites in the lab space. Your staff should have knowledge about working with microscopes. And later discarding the media. Once the mite count is completed the staff should share the mite count with the lab supervisor.

27. Filling heavy cryo dewars with liquid nitrogen and shifting it to facility

The staff should fill the heavy Cryo dewars weekly once when the vendor comes, the staff should check and ensure that the dewars are filled with LN2 below 5 pressures. Once the dewars are filled it should be immediately shifted to the facility carefully. And the report of qty filled should be mailed to the facility in charge monthly once.

28. Your staff should perform any **other miscellaneous work** related to laboratory maintenance service as per lab supervisors' advice.

29. LPG cylinder ordering and maintenance:

Your staff should order LPG cylinder from external agency as per the institute's work order and ensure the safe handling of commercial gas cylinders inside the campus while preparing drosophila media. Stock cylinders should be stored in gas bank area, only one LPG cylinder as per use should be kept in lab kitchen.

30. Cleaning and maintenance of BSL2 facility

Your staff should have good knowledge of cleaning and maintenance of BSL2 facility at 2nd floor central wing, should provide similar service as specified for stem cell facility on daily basis in addition the staff should also coordinate with the facility in charges for smooth functioning of facility.



31. Maintenance of chemistry lab

Your staff should have good knowledge of cleaning and maintenance of Chemistry lab at 3rd floor, should provide services of cleaning and shifting chemicals in and out, cylinder shifting, providing distilled water etc. to the lab as and when required. The staff should also coordinate with the lab in charges for smooth functioning of facility.

32. Defrosting of refrigerator

inStem has various -20 and -80 fridges, ice mati q machines the staff should be trained to handle this equipment for cleaning and defrosting in coordination with instrumentation department.

33. Cleaning of Fume hoods

The staffs should perform cleaning of fume hoods wearing proper PPE and then discard the old chemicals and empty chemical bottles as per guidelines. Apart from common chemical fume hoods in each wing, fume hoods present in chemistry laboratory should also be cleaned as per schedule.

34. Road Show Arrangement

The staff should Coordinate with venues, and other necessary department for booking venues (deans office, accounts, security) for external road shows, arrangement of tables and chairs in designated spot for road show.

35. First Aid Medicines

The staff should periodically check the first aid boxed kept in inStem campus and refill the medicines by procuring them on monthly basis as per lab mangers advice. Old/ expired medicines should be disposed of as per protocol.

36 Eye Shower and Body shower Maintenance

The staff should check the eye showers and body showers kept in inStem laboratories and common points, ensure that the emergency showers are working properly, if not should coordinate with civil department for rectifying the issues on immediate basis.

37. Stock Verification

The staffs should verify the stocks and report to lab manager as and when required. Should audit the mezzanine floor space monthly once.

38. Waste disposal room cleaning

Thorough cleaning of bio hazard bins and waste disposal room (chemical and bio-hazard) and laboratory plastic waste disposal room in inStem campus monthly once, wearing proper PPE. Contractor should be responsible for cleaning of laboratories waste storage area once in a week.

39. Primer Order Processing

Coordinate with Rate contract vendor for daily placing of primer orders as per the Std SOP, The staff Should be proficient in working with Microsoft Office Suite and should have 2 or more years of experience in laboratory service/management related office work.

40. Your staff should perform any **other miscellaneous work** related to laboratory maintenance service as per lab supervisors' advice. Detailed Scope of Work is enclosed in "ANNEXURE -B"



OTHER INSTRUCTIONS:

1. The Working hour is between 7:30 am to 7:30 PM with following shifts:

- a) First Shift : 7:30AM TO 3:30PM
- b) Second Shift : 11:30AM TO 7:30PM
- c) General Shift : 9:30AM TO 5:30PM

2. Apart from the three shifts mentioned, the shift timings may change (or) may be adjusted as per requirement on advice from lab supervisor. INSTEM/Institute is open on all Sundays and compulsory holidays. Laboratory kitchen shall function from 9:00am to 2:00pm on Sundays and compulsory holidays with two staff members.

3. The contractor will be responsible for the equipments in the Laboratory kitchen and damage due to misuse, negligence and intentional loss, the equivalent amount will be recovered from the amount payable to you.

4. The contractor should employ staff with good experience and knowledge in operation and maintenance of Laboratory Equipments in the Laboratory Kitchen at high standards and 2-4 years' experience in maintaining stem cell facility and BSL2 facility.

5. Monthly report on Personnel working in the kitchen lab shall be submitted to the Officer-in-Charge. Addition or deletion of the staff should be informed to the Security Officer and Officer-in-Charge.

6. The Contractor should ensure that sufficient quantity of manpower is provided for running the lab kitchen are kept in stock and ensure that the labs are functioning smoothly.

7. All records pertaining to lab services shall be submitted to the Officer-in-Charge on 1st week of every month.

8. The Contractor should deploy staff with minimum 3- 5 years of experience in operation and maintenance of Laboratory kitchen and similar nature of work

9. The contract employees should be covered under Group insurance.

10. Two (@) sets of Uniforms (with heavy duty shoes), ID card (If ID card are provided by inStem Rs.200/- will be deducted from Bill) should be provided by the Contractor to the employees.

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



Senior Admin Officer-Purchase

ANNEXURE- A
DETAILS OF FACILITY AVAILBALE AT BRIC - INSTEM

SI No.	Facility Name
1	Stem Cell (SCF)facility
2	Biosafety Level -2 (BSL-2) facility
3	Tissue Culture (TC) facility
4	Mouse Genome Engineering (MGEF) facility
5	Cryo Electron Microscopy (cryo EM) facility
6	Central Imaging and Flow Cytometry (CIFF) facility
7	Mass Spectrometry (MS) facility
8	Insectary

Details of Equipment's available at inStem Lab Kitchen

SI No.	No of Lab Kitchens: 2	
1	inStem first floor central wing Lab Kitchen	
2	inStem second floor central wing Lab Kitchen	
inStem first floor central wing Lab Kitchen – Major equipment's		
1	Autoclave Machine (steam)	3 nos.
2	RO water unit & Milli Q Water system,	2 nos.
3	single/double distil units	2 nos.
5	Hot Air Oven	2 nos.
6	Hot water geyser	1 no.
6	Steam Scrubber - lab	1 no.
7	magnetic stirrer	2 nos.
8	punching machine	1 no.
9	Desktop	2 no.
10	Printer	1 no.
11	Fogger machine	2 nos.
inStem second floor central wing Lab Kitchen- Major equipment's		
1	Autoclave Machine (steam)	2 nos.
2	RO water unit; Milli Q Water system,	1 no.
3	double distil units	1 no.
4	Steam Scrubber	1no.
5	Microwave oven	1 no.
6	Hot air over	2 nos.
7	Desktop	1 no.
8	Gas Stove - 2 burner	1 no.
9	weighing balance	1 no.
10	washing machine	1 no.
11	Dryer	1 no.
12	Hot water geyser	1 no.
13	Table fan	2 nos.



ANNEXURE - B
DETAILED SCOPE OF WORK WITH BILL OF QUANTATITES

SI No	Description of work	Approximate frequency	Approximate (Man Day / Man hour)	Additional details	Qty (per month)	UOM
1	<u>DROSOPHILA MEDIA PREPARATION , DISCARD & DISTRIBUTION</u>					
a)	Discard of Drosophila Media bottles	daily	7-8 hours in a week	Media bottles shall be discarded after autoclave	3000	Nos
b)	discard of Drosophila media vials	daily	7-8 hours in a week	Media bottles shall be discarded after autoclave	18000	Nos
c)	Washing of drosophila bottles/Vials	daily	3-4 hours per day	Media bottles shall be discarded after autoclave	21000	Nos
d)	Sterilization of drosophila bottles and vials	daily	1-2 hours per day	sterilization of glass/plastic ware	21000	Nos
e)	Preparation fly media - vials	weekly 3 days	4-5 hours per day	3 kinds of media as per request from users	18000	Nos
f)	Preparation fly media - bottles	weekly 3 days	4-5 hours per day	3 kinds of media as per the request from users	3000	Nos
g)	Distribution of prepared media to labs and collection for washing	daily	once a day (1-2 hours)	No. of labs/facilities supplied 4 inStem and 2 TIGS	22000	Nos
h)	Mite counts	1 time a week	2-3 hours per session	includes 1 fly lab	4	No
i)	Cash purchase from outside for raw materials	1-2 times a month	1 hour per session	e.g. cornstarch, jaggery, sugar, cash purchase for plasticware like dustbins, chemicals/gas cans for labs, tubing, etc.	1	Nos



j)	Fly lab cleaning	once a week	3-4 hours	1 fly lab	4	Nos
k)	Checking and responding to tickets for media supply and maintaining monthly usage statement	daily	1 hour	lab kitchen activities/tickets reporting; collection and submission of bills, files, etc.	26	Nos
l)	Indenting for Store items and collection	once a month	1 hour	Checking of stocks, raising Indent and Collection of stores items	1	Nos
2	Collecting used glassware's, from the labs decontaminating by autoclaving, washing, rinsing, drying and replacing back to the user			Autoclaving of glassware, solutions, tips, tubes and other laboratory materials given by the users as per the autoclaving schedule.		
a)	Sterilization of solution, media, tip boxes, centrifuge tubes	daily	3-4 hours per day	All autoclaved materials should be returned to the respective laboratories on the same day and inform users in time. Cleaned glassware should be distributed to laboratories and facilities in the campus based on their	12000	Nos
b)	Conical flasks, beakers, measuring cylinders, reagent bottles	daily	3-4 hours per day		25000	Nos
c)	Glass pipettes	daily	3-4 hours per day		18000	Nos
d)	Petri dishes	daily	3-4 hours per day		4500	Nos
e)	Funnels	daily	3-4 hours per day		600	Nos
f)	Centrifuge bottles and tubes	daily	3-4 hours per day		2000	Nos
g)	Microscope slides, coverslips	daily	3-4 hours per day		1500	Nos
h)	Plastic trays, buckets	daily	3-4 hours per day		1800	Nos

i)	Centrifuge tube filling and autoclaving	daily	3-4 hours per day	requirement. Cleaned glassware should be distributed two times in a day. Used glassware should be collected from the laboratories for cleaning and autoclaving. Equipment's shall be provided by the Institute.	6000	Nos
TOTAL (2)						
3	Preparation of laboratory solvents and water:					
a)	Distillation of Alcohol	On Request	1-2 hours per day	Laboratory equipment's will be provided by the Institute	52	times
b)	Milli-Q and Elix and RO system regeneration	300 Liters per day	1-2 hours per day		52	times
c)	Distillation of water	150 Liters per day	1-2 hours per day		52	times
TOTAL (3)						
4	Tissue culture services					
a)	Preparation of tissue culture dishes	On Request	50 dishes per day	including checking of TC dish stocks, collection and punching	1300	Nos
b)	Cleaning of tissue culture rooms- 14 Labs	As per the scheduler	30 minutes for each lab	Moping, cleaning with disinfectant removal of wastes from the TC room	500	times
c)	Cleaning of Incubators in Tissue culture rooms	4 times in a month	1-2 hours per session	as per SOP	4	times
TOTAL (4)						
5	Collection, washing, drying, distribution of labware:					



a)	Collection and replacing of labware to the laboratories and facilities.	daily	3-4 hours per day	Co-ordinate with the students / PI to collect the labware's from various laboratories and facilities	100	no's
b)	washing of labware	daily	3-4 hours per day	Rinse and washing of trap bottles with Dettol and fresh water (repeat 2 times for killing of flies)	100	no's
c)	Washing of trap bottles in Fly lab / fly facility	weekly twice	3-4 hours per day		8	times
					TOTAL (5)	
6						
Autoclave:						
a)	Dry and Liquid steam sterilization cycles	daily	3-4 hours	4 cycles at inStem per day	104	times
b)	Preparation and sterilization of labware	3 hours per day	divided into 4 autoclave cycles		80	times
c)	Autoclave of user provided equipment and media/reagents/water	3 hours per day	divided into 4 autoclave cycles	equipment like dissection tools, incubator trays, etc.	80	times
d)	Lab coat autoclave	1-2 times a week	30-40 coats per week; 2 hours	TC and BSL lab coats autoclaved after wash	10	times
e)	Autoclaving BSL2 waste and maintaining logbook specific to it	5-6 times in a month	1-2 hrs per session	autoclave waste and shift to disposal room	6	times
f)	Sunday and holiday autoclave	2 hours	total 4 cycles		16	times
					TOTAL (6)	
7						
Laboratory waste collection and discard:						

a)	Biohazard (including glass, sharps, cotton, sanitary wastes) from labs and facilities	3 times a week	4-5 hours per session	includes coordinating with waste collection agency, weighing, collecting and submitting acknowledgment and maintaining logbooks with quantities and cleaning biohazard storage area	15	times
b)	BSL2 waste	2 times a week	half an hour to one hour per session	waste collection as per SOP	8	times
c)	ACRC, TIGS, CCAMP waste quantization and checking and maintaining logbook	3 times a week	half an hour per session	coordination with institute for waste collection disposal	12	times
				process, maintaining log entry		
d)	chemical waste collection, storage and discard	Collection 2-3 times a week; disposal once in 3 months	half an hour to one hour per session	includes waste chemical storage room cleaning	16	times
TOTAL (7)						
8	Supply and maintenance of lab grade gases in cylinders	4-6 cylinders per day		including collection and return of cylinders, checking gas levels in labs and gas banks, checking cylinder holding stock, maintaining log-book for issue, providing cylinder information and monthly	78	Nos

				usage statement to lab support		
TOTAL (8)						
9	Liquid nitrogen collection, filling and maintenance	collection from supplier once per week; check and refill at labs once per week	4-6 hours per week	no. of LN2 tanks for filling = 35 (inStem and TIGS)	15	days
TOTAL (9)						
10	Dry ice collection, distribution and maintenance	collection from supplier 2 times a week	1 hour per week	including collecting surplus from Stores and coordinating with supplier	10	time s
TOTAL (10)						
11	Walk-in liquid nitrogen and dry-ice issue	10 times a day	half an hour to 1 hour per day	Co-ordinate with stores / students / P.I / outside vendors	130	times
TOTAL (11)						
12	Cleaning of shared spaces:					
a)	Common equipment rooms, benches and sinks	once a week	2-3 hours	number of common equipment rooms - 17-20 (three floors)	4	times
b)	Cold rooms maintenance and emergency equipment check	once a week	2-3 hours	number of cold rooms in inStem and TIGS = 9; checking cleaning spill kits and fire blanket boxes	4	times



c)	Special, thorough cleaning of labs and facilities on request	1-2 times a month	4-5 hours per session	equipment rooms, small lab areas etc	2	each
TOTAL (12)						
13	Cleaning and maintenance of the facilities:					
a)	BSL-II facility	2 times a week	half an hour per session	no. rooms in BSL 2 facility- 4	24	times
b)	Cryo EM facility and Mass Spec Facility	2 times a week waste discard and cleaning on request	half an hour per session	no of facility -2, with 5 rooms	20	times
c)	Primary TC facility	2 times a week	half an hour per session	no. rooms 2	16	times
d)	CIFF (cleaning/vacuuming and emptying wastewater)	once a week cleaning; 2 times a week waste discard	one hour per week cleaning each CIFF	no. of CIFFs = 1	5	times
TOTAL (13)						
14	Washing and drying of lab PPEs					
a)	washing, autoclaving of lab coats and distribution to labs	1-2 times a week	50 coats per week	washing, collecting, and distribution of washed dried or sometimes autoclaved lab coats as per request	26	times
b)	Slipper collection, washing and return	once a week	10-15 pairs per week		180	no's
TOTAL (14)						
15	General Fumigation	3-4 times a month	1-2 hours per fumigation	preparation, H2O2 fumigation and wiping	4	times
TOTAL (15)						
16	Specialized Fumigation and cleaning	on request	total 48 hrs per session 4-5 personnel	preparation fumigation chemical, packing wiping, cleaning,	3	times

				coordinating with multiple department		
TOTAL (16)						
17	Heavy lifting:					
a)	Poster boards set-up, shifting furniture	1-2 times a month	1-2 hours per session with 4-6 people	including table set-up for road shows	3	times
b)	Moving heavy items from stores	2-3 times a week	1-2 hours per session with 2 people	including requests from users or getting equipment and orders from Stores to labs and assisting other technical teams like INS for moving and installation of equipment	10	times
c)	Moving/rearranging labs	once in 2-3 months	4-5 hours day per session with 2-3 people	requesting external tempo transport for relocation of labs to different floors and buildings	5	times
d)	Sending poster boards to other institutes	1-2 times a year	3-4 hours per session	Co-ordinating for sending poster bords with lab support	0.5	times
TOTAL (17)						
18	Other non-regular activities:					
a)	Fixing tubing, CO2 pads, aspirators, etc.	2-3 times a month	half an hour to one hour per session	General maintenance and checking	3	each
b)	Liaising with other technical teams for maintenance and service of lab kitchen equipment	3-4 times a month	1-2 hours per session	e.g. autoclave repair, trolley repair	4	each

c)	Emergency out-of-hours duty for attending to cylinder changes and emergencies	3 times in a month	2 hours per session	Your staff required to attend the duty if any emergencies as and when required.	8	each
d)	Over time work	2-3 times in a month	8 hours per session	1 st and 2nd floor lab Kitchen	6	days
TOTAL (18)						
19	Assisting Scientific Officer / Laboratory Manager					
a)	Normal order/Standing order /Work order/Confirmatory orders	5 times in a month	2-3 hours	5 per month	5	no's
b)	Laboratory Kitchen supervision	Daily	1-2 hours	1 st and 2 Nd floor	26	no's
c)	Asset Management	twice in a month	1-2 hours	Maintenance of records	2	times
d)	Preparing of Gate pass	4 times in a week	1-2 hours	Biohazard, Gas Cylinders & etc.,	16	times
e)	Preparing records for Disposal of Equipment/Chemicals/Laboratory Wastes	Once in a month	1 -2 hour	Updating records as per the format.	4	times
f)	Gases: Monitoring of Stock, ordering of gases, Maintenance. And audit of gas area	4 times in a week	1-2 hours	Co-ordinate with Student, P.I and supplier for calibration/ mixture gases as and when required.	16	times
g)	Booking of Local/Foreign shipments	2-3 times in a week	2-3 hours	FedEx & other courier modes.	8	nos
h)	Co-Ordinate with students for sending Dry ice shipments	twice in a month	1-2 hours	other courier modes.	2	nos
i)	Co-Ordinate for Workshops & Poster Presentation.	twice in a month	2-3 hours	inStem Atrium	1	nos
g)	Co-Ordinate for New PI/ new student for ordering	twice in a month	2-3 hours	RC and empanelment supplier orders and others	1	nos



h)	Consumable/Equipment	twice in week	1-2 hours	Maintain equipment's records in lab kitchen	4	nos
i)	Updating Cash Expense in the register	thrice in a week	1 hour	Responsible for maintaining cash purchase register and cash flow.	4	nos
j)	Processing FedEx Invoice, Blue dart invoices and po invoices	twice in a week	2-3 hours	Co-ordinating with various P. I's and accounts section	5	nos
k)	Preparing various Facility statements	Monthly once	2-3 days	Drosophila media usage, Gas usage, Liquid Nitrogen usage statement and biohazard waste disposal usage statement.	12	nos
l)	Processing of Bills against orders/work order and track payments	3 times in a week	1-2 hours	Standing Orders / Purchase Order	12	nos
m)	collection of oligo order from vendor and distributing to labs on request	weekly 2- 3 times	1-2 hours	Supervising trainee regarding placing of Oligo nucleotides orders and processing of bills collection of oligo order from vendor and distributing to labs on request.	16	times
n)	Collection and distribution of TLD badges	monthly once	1-2 hours	Collection of TLD badges from the vendor and distributing to the users with proper maintenance of register/record.	1	each

o)	Additional work/ jobs	Twice in month	1-2 Hours	Required to attend additional jobs as and when required as assisted by faculty or lab manager	2	times
p)	Tracking of Payments	2 times a week	1-2 hrs	coordinating with accounts for payments	8	nos
q)	Karyotyping and sanger sequencing sample service (external sequencing)	twice or Thrice in a month	1-2 hours	Co-ordinating with users for sending karyotyping and sanger sequencing samples (external sequencing) service and processing of bills.	4	times
TOTAL (19)						
20	Cleaning of Fume hoods	1 time in a month/ on request	3 hours per session	cleaning of fume hoods upon request from users	1	time
TOTAL (20)						
21	Processing of primer/Oligonucleotides order					
a)	Placing of primer order	6 days/week	2 hours/ day	Receiving of order from users checking of oligonucleotides excel sheet(i.e., scale, sequence length, bases and purification) and place the order with supplier after obtaining competent authority approval	26	times

b)	Collection and distribution of oligos	6 days/week	2 hours/ day	Co- ordinate with supplier and get the primers. Thereafter, verify the P.O. numbers, make the entry of purchase order number and scales order number in internal system. Inform users to collect the primers from designed spot	26	times
c)	Processing of invoice	6 days/week	2 hours/ day	Check the length, sequence, bases, quantity and rate in the invoice. Process it for payment after obtaining competent authority approval.	26	times
TOTAL (21)						
22	Maintenance of chemistry lab	once a week cleaning; 2 times a week waste discard	one hour per week cleaning	no.= 1 big room	8	times
TOTAL (22)						
23	De-frosting of -20- and -80-degree Fridges and ice matiq machines	Monthly 1 time	1-2 hours per session	De-frosting and cleaning of -20-& -80-degree fridges	1	times
TOTAL (23)						
24	Water bath cleaning in all laboratories and tissue culture room	2 days/week	1 hour/day	Clean the water bath in all tissue culture room at inStem building	8	times
TOTAL (24)						

25	Preparation of chemical disposal list	1 day/week	30 minutes/day	collect the filled chemical disposal form from users/lab kitchen staff, collection of disposal list also from inStem labs in NCBS campus and update details in Excel sheet	8	times
TOTAL (25)						
26	Common stem cell facility:					
a)	Cleaning of the 1st Floor central wing stem cell Facility	Daily	2 personnel, 45 minutes per day	Cleaning of main room, Anti room, entrance room	26	days
c)	Cleaning of the 2 nd Floor Stem cell Facility Training rooms	Daily	2 personnel, 1 hour per day	Cleaning of 4 rooms, cold room	26	days
d)	Cleaning of the 2 nd Floor Central wing stem cell facility Quarantine room	Daily	2 personnel, 20 minutes per day		26	days
e)	Individual packing of Gloves, face masks, headcovers, and Shoe covers for Autoclaving, including distribution in stem cell facility	Daily	2 personnel, 1.5 hours per day	packing and autoclaving	26	days
g)	Washing, Autoclaving, and packing of Laboratory coats at stem cell facility	weekly once	2 personnel, 2 hours per week		4	times
i)	Deep Cleaning of the facility	on request	2 personnel, 1-2 times per month, 2-3 hours per session		2	times
j)	Providing liquid nitrogen and dry ice inside the Stem cell facility	weekly once	(2 personnel, 30-45 mins per week)	Providing the liquid nitrogen and dry ice inside the Stem cell facility as per SOP of facility	4	times
TOTAL (26)						



27	New Remodelled stem cell facility and SWSF lab					
a)	Complete cleaning and mopping of New remodelled SCF in second floor	Daily	1:00 hr per day 2 personnel	complete cleaning/mopping wearing proper PPE, personnel should get trained from the supervisor and scf head and faculties working on Stem cell facility	52	nos
b)	Complete cleaning and mopping of SWSF	Daily	45 min per day 2 personnel		24	nos
c)	HCHO Fumigation of new SCF and equipment's on requestors fumigation cleaning	on request	2-3 personnel 1-2, times per month		6	nos
d)	Designated washing, Autoclaving, and packing and labelling of lab coats from new SCF & SWSF	Daily	2 Personnel, 2 hrs per day		104	nos
e)	Packing, Autoclaving, Distribution of tissues, gloves, mask, head caps & shoe covers from new SCF & SWSF lab	Daily	3 personnel, 2-3 hrs per day		234	nos
f)	Miscellaneous work relating to SCF and SWSF lab	on request	1 hr as per demand		52	nos
TOTAL (27)						
28	Filter unites washing and autoclaving in all TC rooms and BSL2 facility	6 days/week	1 hr/ day	cleaning and washing of all filter unites, autoclaving the filter unites and returning to respective rooms	26	times
TOTAL (28)						
29	Autoclave of MilliQ and Double Distillation water	2 day/week	2 hours/ day	autoclave of milliQ and double distilled water for lab experiment use, and placing it in common collection point	8	times
TOTAL (29)						



30	Coordination with lab kitchen Supervisor	6 day/week	1 hours/ day	lab kitchen supervisor should update the work progress report/ work completed list every day in excel sheet and verbally to laboratory in charge	26	times
TOTAL (30)						
31	Purchase and filling of first aid medicines and replenishing old ones as and when required	1 day/month	1 hour -2 per session	purchasing and filling of first aid medicines in all first aid boxes kept in inStem	1	times
TOTAL (31)						
32	Autoclaving of TIGS Greenhouse waste	5-6 times in a month	1-2 hrs per session	autoclave waste and shift to disposal room	6	times
TOTAL (32)						
33	Autoclave of PPEs for inStem and TIGS laboratories	2 days/week	1-2 hrs per session	autoclave of PPEs like mask, head cap gloves for lab as per request around (400-600 nos per week	8	times
TOTAL (33)						
34	ordering of commercial LPG cylinder for lab kitchen	once in a month	1 Personnel 1 hr per session	ordering of commercial LPG cylinder from agency / replacing old LPG cylinders and maintenance of LPG cylinder stock	0.5	times
TOTAL (34)						
35	Filling of LN2 under pressure and Shifting of heavy nitrogen dewars from filling area to basement and TIGS 1st and	weekly once	2- personnel 1 hr per session	should check and get the nitrogen dewars filled below 5 pressures	4	times

	2nd floor					
TOTAL (35)						
36	checking of eye showers and body showers	weekly once	1 -2 hrs per session 1 personnel	checking of eye shower/ body showers weakly once and maintain logbook, informing civil department in case not working	4	times
TOTAL (36)						
37	Waste Disposal room cleaning and maintenance					
a)	Thorough cleaning of biohazard bins and waste disposal room (chemical and biohazard) and laboratory plastic waste disposal room	1 time per month	2 personnel, 1-2 hrs	3 rooms and 6 big biohazard bins, surface disinfection of weighing machine using alcohol	3	nos
TOTAL (37)						
38	COVID Facility- other miscellaneous work related to covid facility pending operations	on request	2-3 hours per session	all pending work belongs to old covid facility	1	times
TOTAL (38)						
39	Road show arrangement for external vendors	2-3 times in a month	1 hour's day per session with 2 people	coordination with venues, and other necessary department for booking venues for road show, processing of payments and follow ups	3	times
TOTAL (39)						



40	Weeding of old records	once in 2 months	1 hour/day	Make a list of old records and weed out the records as per the suggestion of Laboratory /Subordinate in charge	0.5	times
TOTAL (40)						
41	coordination with Facility in charge for conducting TC/ BSL2 seminar	2 day/month	2 hour/day	Your staff should assist with lab manager and faculty for conducting seminars at inStem campus and other logistics relating to the seminar	2	times
TOTAL (41)						
42	Radiation facility usership requirements	once in a month	2 -3 hour per session	assist with lab manager for coordination with Rad lab facility in charge for creating new usership request with Avantech laboratories, Chennai	1	times
TOTAL (42)						
43	Lab Store/ Inventory Management					
a)	Stock Verification	once in 2 weeks	2 hours per session	verifications of consumables and reagents in weekly basis and recording same in inventory book	2	times
b)	Assisting facility in charge/ faculty for transfer of lab requirements and	monthly once	2- personnel 1 hr per session	logistic work related to transfer of shipment sample from	1	times

	procuring of items form local market for cash purchase			one institute to other		
c)	To assist the lab manager to prepare purchase request and maintain stock inventory and collect items and verify after order received	once in a week	1 hours per session	preparation of purchase request after stock verification	4	times
						TOTAL (43)
BASIC TOTAL (1-43) (1 MONTH) inclusive of taxes						



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, 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

PROFILE OF EXPERIENCE IN LABORATORY SERVICES
(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

1. Name and status of the Proprietor / Director / Partner :
2. Qualification :
3. Average age of the work men :
4. Experience: Government / Public Sector / Research Institute / Private Institution
 - a. Position held :
 - b. Reasons for leaving :
 - c. Length of service and designation in each post (attach additional sheet, if necessary) :
 - d. Do you have experience of running a similar service put to tender. If yes, please give details :
 - e. In case of a sudden accident, fire or any emergency, what support in terms of resources your organization can provide? :
5. Have you provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. :
6. If you think you have expertise in the work put to tender, please give a brief write up on that. :
7. Any other information :

Signature :
Name :
Designation:
Name & Address of the company with :
Seal :
Date :



ANNEXURE- E
SCHEDULE OF EXPERIENCE OF LAST THREE YEARS

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

Sl No.	Full Name and Address of company	Period		Contract Value (Rs.)	Contact Person and Phone Nos.
		<u>From</u>	<u>To</u>		
Signature:					
Authorized Name:					
Designation:					
Name of the company:					
Date:					
Seal of the company:					



ANNEXURE- F
SCHEDULE OF DEVIATION 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 specifications/ commercial terms and conditions of this tender. (State NIL if no deviation is envisaged.)	
Signature:	
Authorized Name:	
Designation:	
Name of the company:	
Date:	
Seal of the company:	



ANNEXURE- G

STATUTORY OBLIGATIONS

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 7th 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 K LW Act, 1965.

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

