

NOTICE INVITING TENDER
FOR PROVIDING MALE DRIVER (3 PERSONS) AND LADY CRECHE ATTENDANT (1 PERSON)

NIT No. : IACS/Adm/2017-18/37

Date: - 04.08.2017

1. Sealed tenders are invited under Two Bid System i.e. Technical bid and Financial bid from reputed, experienced and financially sound Manpower Companies/ Firms/Agencies for providing manpower - Driver and Crèche attendant in **Indian Association for the Cultivation of Science (IACS)** for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of IACS and service provider, on the same terms and conditions.
2. The number of present requirement of Driver is 3 (three) persons and of Crèche attendant is 1 (one) person. However, number may be increased or decreased on the option of the IACS.
3. Complete Tender Documents can be downloaded from the website of this office i.e www.iacs.res.in linked to the CPP Portal. The tender document contains the followings:

ANNEXURE-I	TERMS AND CONDITIONS ALONGWITH SCOPE OF WORK AND RELATED DETAILS
ANNEXURE-II & III	TECHNICAL BID
ANNEXURE-IV & V	FINANCIAL BID

4. Tender Document Fee: Rs. 500/- (Non refundable) in the form of DD in favour of "**Indian Association for the Cultivation of Science**" payable at Kolkata, to be kept in the envelope of Technical Bid. Quotation received without Tender fee will be summarily rejected.
5. IACS reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding agency.
6. The Manpower Agency /Service Agency shall furnish a Earnest Money deposit (EMD) in favour of "**Indian Association for the Cultivation of Science**" issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs. **40,000/- (Rupees** Forty thousand) at the time of submission of proposal. The EMD in a separate envelop should be submitted with the Technical Bid.
7. Interested Agencies may fill in the tender forms and send in two separate covers - one with "**Technical bid - Envelope A**" containing **Annexure I,II & III** and other supporting documents, and the other with "**Financial bid - Envelope B**" containing **Annexure IV & V**. **Both Envelopes A and B will be put in another/ Big cover** and should be marked as "**TENDER FOR PROVIDING DRIVER (3 PERSONS) AND CRECHE ATTENDANT (1 PERSON)**" and addressed to the **Acting Registrar, Indian Association for the Cultivation of Science (IACS), 2A & B, Raja S.C. Mullick Road, Jadavpur, Kolkata - 700032.**

8.

IMPORTANT DETAILS / DATE SHEET

Tender Notice No. and Date	IACS/Adm/2017-18/37 Dated 04.08.2017
Name of organization	Indian Association for the Cultivation of Science 2A & B, Raja S C Mullick Road, Kolkata 700032.
Date and time of Issue/Publishing of Tender Notice	04.08.2017 at 12.00 Noon
Bid Submission Start Date and Time	04.08.2017 at 2.00 p.m.
Last Date and Time of Submitting Tender	28.08.2017 at 1.00 p.m.
Date, Time and Place for Opening of Technical Bids in the presence of the intending bidders/their authorized bidders	28.08.2017 at 3.30 p.m. in SN Bose Hall, IACS.
Contact Details	Acting Registrar, Indian Association for the Cultivation of Science, 2A & B, Raja S C Mullick Road, Jadavpur, Kolkata 700032. Phone No. 033-2473-4971 (Extension No. 1555) e-Mail : registrar@iacs.res.in
Financial Bids of Technically qualified bidders will be opened only. The date & time of opening of Financial Bids will be communicated to the Technically qualified bidders through e-mail.	

9. In case the tender opening day is declared as a holiday by the Government, then the tender will be opened at the same time/place on the next working day.

10. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

11. Though rates will be sought for the two categories i.e of Driver and of Crèche Attendant separately, the work will be awarded on the basis of average of per unit cost of each of the two categories.

Acting Registrar

ANNEXURE - I

TERMS AND CONDITIONS OF THE CONTRACT

I. TECHNICAL CRITERIA

1. The applicant should be a reputed firm/contractors preferably having experience in providing manpower services for Central Govt. Ministries/ Departments/ PSU/Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP etc. (Certificate for having performed the work/ service satisfactorily in the said Ministry/ Dept. /Organization should be attached.)
2. The contractor should have a valid Provident Fund Registration with the Regional PF Commissioner, PAN/TAN Number/ESI Registration /Sales Tax/Service Tax/GST Registration Numbers/ valid Labour Contract License with the Central/State Government and details thereof should be provided.
3. Copy of IT return filed or financial accounts for the last three financial years duly audited by Chartered Accountant should be furnished. The agency must furnish their audited Balance sheet for last three years.
4. Copy of work orders/award letters showing the experience of work in the last three years should be provided.
5. The applicant shall provide the reference list of the organization with contact address.
6. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.
7. The Manpower Agency/Service provider agency must have its registered office/well established office branch in Kolkata. **(Proof of existence such as rent agreement, certificate of incorporation etc should be furnished)**
8. The Manpower Agency /Service agency shall furnish a Earnest Money deposit (EMD) in favour of **"Indian Association for the Cultivation of Science"** issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs. **40,000/- (Rupees** Forty thousand only) at the time of submission of proposal.

Pl. Note: Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

II. GENERAL CONDITIONS

9. TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED. The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of an agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summary rejection without prejudice to any other right of IACS under the law. The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. **The tender document should be duly signed and sealed on every page including annexure.**

10. All the terms and conditions as stated in the TENDER documents, Annexure and Acceptance conveyed by IACS will constitute the contract between the Manpower Agency /Service provider and IACS.

11. The successful bidder would be selected on the basis of technical qualification and lowest quoted rate per person as per the format enclosed at **Annexure - IV & V** (Do not quote the amount in percentage). The Offer shall remain valid for a period of 60 days from the last date of submission of tender documents.

12. The selected agency is expected to commence the Assignment on the date and at the location (Jadavpur Campus of IACS) to be specified in the work order to be issued by IACS as per its requirement & on the term & conditions specified.

13. The Manpower Agency/Service provider agency will be engaged for one year from the date of issuance of letter of intent and which may be extended for one more year on mutual consent. In case, the contract is extended by one more year, and in case the same person is continuously employed in a position, considering his/her experience and satisfactory performance, increasing the fixed remuneration or the service charges by the agency cannot be claimed as a matter of right.

14. IACS does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

15. For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the Government, act of Legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of IACS and the Manpower Providing Agency/Service Provider agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Manpower Agency /Service Provider Agency are entitled to the payments for the service provider before the happening of any event constituting force Majeure culminating in termination of contract. Decision of IACS in this regard will be final and binding upon the contractor / firm.

III. INDEMNITY

16. The Manpower Agency /Service provider agency hereby agrees shall keep indemnified and hold harmless, IACS and its employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Manpower Agency /Service provider agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as

aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or without the premises.

IV. EARNEST MONEY DEPOSIT

17. The Manpower Agency /Service agency shall furnish a Earnest Money deposit (EMD) in favour of "Indian Association for the Cultivation of Science" issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs.40,000/- (Rupees Forty thousand only) at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Manpower Agency /Service provider agency will be refunded without interest on receipt of performance security.

V. OTHER TERMS AND CONDITIONS

18. a) Offered rates should be valid for one year from the date of commencement of contract.

b) Manpower will be supplied by the Contractor as per actual requirement (fresh requirement other than replacement), which will be informed to the contractor generally with a notice period of more than 2 days. The contractor is bound to supply the required manpower within a maximum of week's time In case the contractor fails to supply manpower within a week, a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by IACS. In case of leave/absence of manpower, alternate arrangement will be made by the contractor. However this time limit of 2 days/a week's time will not be applicable to drivers and Contractor is bound to give immediate replacement.

c) Manpower Agency/Service agency may provide IACS with a list of candidates along with CV/Biodata for each position requisitioned and interview may be conducted by IACS if required to select a suitable candidate for the position. Preference may be given to persons for the persons to be supplied by the Manpower Agency /Service agency with work experience in IACS/Central Government/State Government offices. The contractor is bound to supply the services of the person selected by IACS.

d) Payment to the Contractor will be subject to provision of satisfactory service which may be certified by the Officers/Sectional Heads, where ever the persons have been engaged. The Performance of the outsourcing staff provided by the contractor will be reviewed periodically by a Committee set up by Director, IACS & IACS reserves the right to ask for suitable replacement in the place of persons whose performance are not satisfactory. The Contractor is bound to supply suitable replacement within a week in such cases. In case the contractor fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by IACS.

Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Contractor.

e) Verification of character and antecedents of the personnel to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.

f) The manpower supplied at no time will perform any such act that would lower the dignity of the IACS.

g) The contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages (as per Minimum Wages Act, 1948 for the category of semi skilled /skilled labours Minimum wages including VDA (presently) as per Govt. Notification No.- 1/43(3)/2016-LS-II, dated 30-09-2016 issued by the Chief Labour Commissioner (C), Govt. of India, New Delhi, which has come into force with effect from 01-10-

2016 subject to wage revision by Govt. of India) as laid down by or under any law in force and as amended from time to time.

h) The Contractor shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to IACS to enable it to verify that the Contractor is complying with statutory requirements with regard to TDS of tax, PF, bonus, ESI and other labour laws, from time to time.

i) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.

j) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. IACS shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. IACS shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/ mis-happening taken place at IACS premises.

k) **The personnel supplied by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the IACS and personnel deployed. All the statutory liabilities and responsibilities will be that of the Contractor and IACS has no legal responsibilities on the same.**

l) **The personnel supplied by the Contractor will be allowed to quit the service by one month prior notice or one month salary in lieu of notice period.**

m) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.

n) IACS reserves the right to accept or reject any or all the TENDERS without assigning any reason, thereof.

VI. Commencement, Completion, Modification and Termination of Contract, effectiveness of Contract

19. This Contract shall come into effect from the date of issuance of work order by IACS. IACS reserves the right for accepting the whole or any part of the tenders and decision of IACS in the matter shall be final and binding.

Commencement of Services

20. The selected agency is expected to commence the Assignment on the date and at the location i.e at IACS as per its requirement. If the Manpower Agency /Service agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

Expiration of Contract

21. Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

Modification

22. After award of the contract, any minor changes in the modus of implementation can be agreed to

mutually in writing.

Subletting

23. The Manpower Agency /Service agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Manpower Agency /Service agency contravening this condition, IACS shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Manpower Agency /Service provider agency. In such case the EMD of the selected Manpower Agency /Service provider agency, will be forfeited.

Termination

By IACS

24. IACS may terminate this Contract, by not less than thirty (30) days written notice of termination to the Manpower Agency /Service agency, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):

(a) If the Manpower Agency /Service agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.

(b) If the Manpower Agency /Service agency become insolvent or bankrupt;

(c) If, as the result of FORCE MAJEURE, the Manpower Agency /Service agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) If IACS, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited.

Liability for Personnel

25. All persons employed by the Manpower Agency /Service agency shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the Manpower Agency /Service agency. The Manpower Agency /Service providing agency shall indemnify IACS against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

VII. OBLIGATIONS OF IACS

26. IACS shall provide the Manpower Agency /Service agency such reasonable assistance as may be required in order to carry out the assignment.

VIII. SCOPE OF SERVICE

27. In performing the terms and conditions of the Contract, the Manpower Agency /Service agency shall at all times act as an Independent Manpower Agency /Service agency. The contract does not in any way create a relationship of principal and agent between IACS and the Manpower Agency /Service agency. The Manpower Agency /Service agency shall not act or attempt or represent itself as an agent of IACS. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. **The employees of the Manpower Agency /Service agency shall never,**

under any circumstances whatsoever, be entitled to claim themselves to be the employees of the IACS. There will be no employer-employee relationship between IACS and the persons engaged by the contractor.

28. The Manpower Agency / Service agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.

29. The service provider shall be responsible for contributions towards Provident Fund. Employees State Insurance and other statutory payments / Liabilities etc. wherever applicable. The service charges shall be suitably quoted accordingly. The Contribution towards bonus payable will be made by IACS.

IX. MODE OF PAYMENT

30. Manpower Agency /Service agency will raise the bill separately for each categories of staff provided which include separate part of his/her salary, Bonus paid and service charges (excluding tax). The bill should indicate the date of payment of salary to each staff.

X. ARBITRATION

31. In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in Kolkata. The sole arbitrator will be appointed by Director, IACS whose decision in this regard will be final & binding.

XI. JURISDICTION

32. The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Kolkata only in connection with any actions or proceedings arising out or in relation to this TENDER.

XII. Performance Guarantee

33.i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Manpower Agency /Service agency to the extent of 10% of the Contract Value in the form of an Account Payee Demand Draft/ Fixed Deposit from a nationalised bank/ Bank Guarantee from a nationalised bank in the name of **"Indian Association for the Cultivation of Science"** as per the text provided by IACS.

(ii) The performance security will be valid for a period of 60 days beyond the validity of the contract.

(iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

XIII. Payment terms

34. Payment by means of DD/crossed cheque/online transfer will be made on submission of monthly bills of claim in the 2nd week of next month by the firm/agency for the job performed during the preceding month. However, taxes at the rate applicable which are as per the rules shall be deducted at source from monthly payment.

XIV. CONDITIONS OF EMPLOYMENT

35. **Services to be provided on all working days (six days a week) during the normal duty hours with half an hour lunch break. Persons so engaged, may be called on Sunday / Holidays as per requirement.** The outsourcing staff employed can avail leave at the rate of one day per month

which can be accumulated upto the end of the calendar year. However, they are not eligible to encash the leave accumulated. The Manpower Agency /Service agency shall ensure that these leave benefits are available to the outsourcing staff and there should be no occasion for any complaint from the staff.

36. The Outsourcing contractor shall be responsible for any commissions and omissions of the persons employed through him.

37. The firm/agency shall be wholly responsible for making payment of monthly salaries to the persons employed and responsible for any accident/or compensation payable to the persons engaged by the agency working under this contract. The agency shall keep IACS fully indemnified against any claims in this regard.

38. In case of loss or damage done to the property / vehicle of the IACS by the personnel provided by the agency, full damages will be recovered from the Agency and decision of the competent authority of IACS shall be binding on him.

39. Driver(s) engaged through the Manpower agency/Service agency:

(a) In case of Drivers, their service may be required on holidays and Sundays, and in that case, prior information would be given to the Contractor or to the Driver engaged by him and on receiving such information it shall be ensured that chauffeur service is provided on such days for which additional charges would be paid. The additional charges per day on holidays and Sundays shall be payable on hourly basis calculated on a day's salary.

(b). The Manpower Agency /Service agency shall ensure that driver engaged by him drives the vehicle smoothly and as per the instructions issued by the vehicle unit of IACS from time to time. The vehicles should be utilized only for the official purposes as instructed by IACS and shall not be misused.

(c). The Manpower Agency /Service agency shall ensure that chauffeurs engaged possess valid driving license for Light Motor Vehicles (Four Wheeler).

(e). The Manpower Agency /Service agency shall employ good and reliable persons with sound health, good eye sight, sound mind and clean record preferably above 35 (thirty five) years of age to carry out the job contract. The driver must possess valid driving license to drive Light Motor Vehicles and with at least 5 years experience in driving Light/Heavy Vehicles and shall always carry all the necessary documents with him. The driver should wear full uniform with cap/ shoes etc., and behave well with pleasing manners and should have fair knowledge of Bengali/Hindi/English. He should have knowledge of motor mechanism and be able to attend to any minor technical problems that may arise while driving the car. He should always carry a mobile phone with him, as it will enable the Officer to contact him at any time. The name and full address of the driver (including mobile no), who will attend the duty on monthly basis shall be furnished to IACS in advance. In case any of the personnel so engaged by the firm/agency is not found suitable by the IACS, the IACS shall have the right to ask for his replacement without giving any reason thereof and the firm/agency shall on receipt of a written communication in this regard will have to replace such persons immediately. Driver should be familiar with all important places in Kolkata and outstations. The driver must be able to read English Numerals and figures. The driver must have thorough knowledge of traffic regulations. The driver must have good knowledge of the working of petrol and diesel engines and be able to locate faults and rectify minor defects in motor cars. The driver must be able to clean/clear carburetor, plug etc. The agency/firm/contractor shall not employ persons whose antecedents have been doubtful by the public authorities at any point of time.

(f). The Driver engaged shall perform 8 hours duty per day against minimum wages paid and the payment will be made as per actual certified attendance.

(g). The Manpower Agency /Service agency shall ensure that driver engaged by him take utmost care of the vehicle, and shall maintain the vehicles in proper condition by cleaning, checking of tire pressure, fuel level, engine oil level, radiator coolant, brake fluid, head lights, indicators, horn, reverse horn, battery, AC etc., on regular basis. The Manpower Agency /Service agency shall ensure that the chauffeur engaged by him shall handle the vehicles including the accessories installed in it like stereo, spare wheel etc., responsibly throughout the contract period.

(h). The Manpower Agency /Service agency is wholly responsible for any accident and / or compensation payable to the Drivers engaged by him working under this contract. He shall keep IACS fully indemnified against any claims in this regard.

(i). The Manpower Agency /Service agency should attach Certificates of the driver pertaining to a. Educational qualifications & experience, b. attested photocopies of Heavy vehicle and/or Light vehicle Driving License c. Certificate of date of birth.

(j). The manpower agency/service agency will be fully responsible for providing leave benefits, weekly offs, National and Festival Holidays etc. to the drivers deployed and as and when any of the drivers delayed, proceeds on leave or absent himself it will be the prime responsibility of the firm/agency to provide a substitute. It should be ensured by the agency that the work should be carried out strictly as per the directives of the designated officers. All the records pertaining to disbursement of wages etc to the drivers should be made available to IACS as and when called for.

(k). The Manpower Agency /Service agency shall ensure that chauffeur engaged by him in conversant with and follow, all the traffic rules and regulations and comply with the statutory law in force with regards to Motor vehicle. Any penalty imposed for traffic violation etc by the traffic police/Transport Dept Officer/agency will be charged to the firm's account and IACS will not reimburse the same under any circumstances. The driver of the car provided must strictly follow traffic rules and other regulations prescribed by the Govt. from time to time. He should be instructed to follow all safety norms like wearing seat belt/ observing Traffic Cautions, etc., while on duty.

(l). The Manpower Agency /Service agency or driver engaged by him shall maintain records in trip sheet/log book provided for the vehicle on day to day basis and make available the same for verification by IACS whenever so required.

40. In case the Manpower Agency /Service agency does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, IACS shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days time failing which, IACS reserves the right to terminate the contract. In such an event, no compensation will be payable to the contractor.

41. The Manpower Agency /Service agency should have current labour license.

42. The Manpower Agency /Service agency shall decide employees to be deployed for execution of the work awarded to him and he or his authorized representative will solely be entitled to instruct such employees about the manner of carrying out the work as per the prescribed specifications in the Tender Document / Work Order.

43. The Manpower Agency /Service agency shall supervise the work, allotted to the driver and his other employees.

44. The Manpower Agency /Service agency must ensure that the chauffeur / driver and other employees deployed are physically and mentally fit, non-alcoholic and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.

45. All the records relating to the payment of wages made by him to his employees shall be preserved for a period of at least 3 years by the firm and should be made available even after the contract period is over, for any verification by the statutory authorities / IACS authority / Vigilance/ Govt.

46. Manpower Agency /Service agency is to obtain insurance cover for his employees at his own cost. IACS shall not be responsible for any loss, damage, pilferage of his property and/or his employees.

47. The engaged persons need to be paid by the 7th of every month, the above remuneration by cheque/crediting in personal bank a/c only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed. The date of payment of salary to each outsourcing staff should be mentioned by the contractor in the bill submitted to IACS for reimbursement. The Manpower agency / service agency shall strictly follow the payment schedule. If any undue delay ie. Beyond 8th of every month in payment of Salary beyond the prescribed date is noticed by IACS in the bill submitted by the contractor for five consecutive months and also on receipt of complaints from the outsourced staff, IACS shall cancel the contract / blacklist the contractor.

48. The Manpower agency / service agency shall provide Identity cards and Appointment letter to the person employed him / her for carrying out the work. The ID cards are to be constantly displayed and their loss reported immediately. A copy of the Appointment letter shall be provided to IACS.

XV. SCOPE OF WORK AND RELATED DETAILS

1. Driver – 3 nos.

- a. The person shall drive the office staff car which will be used by the employee/students of IACS.
- b. The person may also have to undertake outstation duties and may have to put in long extra hours and perform duties as assigned by the vehicle unit of IACS;
- c. The working hours shall be 08 hours per day as per for six days in a week. Over time will be given for more than 9 and $\frac{1}{2}$ hours.

Qualifications

1. The Firm should ensure that the persons employed should be a good and reliable person with sound health with good eye sight and clean record. Minimum experience of at least five years is preferred. The age of the drivers engaged shall be above 35 years.
2. He should possess driving license for Light Motor Vehicles and knowledge of motor mechanism.

2. Crèche Attendant – 1 no.

- a) Feeding of children at regular intervals
- b) Dressing, engage the children with games (indoor/ outdoor)
- c) Cleaning of crèche halls, covering and removing of bed sheets
- d) Receiving children dropped off by school bus which is near to the gate of the creche
- e) Heating of milk and feeding food to the children
- 1) Distribution of biscuits/snacks
- g) Cleaning the toilets daily and also as and when required
- h) Handing over to the parent/care taker in the evening and
- i) co-ordination with parents
- j) Noting the log book/attendance book for raising bills of Creche charges
- i) Any other essential requirements on need basis.

The person may also have to undertake outstation duties and may have to put in long extra hours and perform duties as assigned by the concerned committee of IACS;
The working hours shall be 8 hours per day as per for five days in a week.

Qualifications

1. The Firm should ensure that the persons employed should be a good and reliable person with robust health and clean record. Minimum experience of at least five years is preferred. The age of the person shall be above 35 years.
2. The persons employed should possess a minimum education qualification of matriculation.. The person must be able to write/read English.

NOTWITHSTANDING ANYTHING STATED ABOVE, IACS RESERVES THE RIGHT TO ASSESS BIDDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT SHOULD THE CIRCUMSTANCES WARRANT SUCH ASSESSMENT IN THE OVERALL INTEREST OF IACS AND DECISION OF IACS IN THIS REGARD SHALL BE FINAL. IACS RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER WITHOUT ASSIGNING ANY REASON WHATSOEVER AND IN SUCH CASE NO APPLICANT SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.

ANNEXURE-II

Technical Bid

TENDER FOR PROVIDING "DRIVER AND CRECHE ATTENDANT TO THE INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

From:-

To
The Registrar,
Indian Association for the Cultivation of Science (IACS)
2A & 2B, Raja S.C. Mullick Road, Jadavpur
Kolkata - 700032.

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on purely contractual basis for IACS, and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV & V to this TENDER and I / we agree to hold this offer open till One year from the date of entering a job contract with IACS. I / we shall be bound by a communication of acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this TENDER bears my signature and the official seal.
4. The Offer shall remain valid for acceptance for a minimum period of 60 days from the date of Technical bid (opening).

Signature & Seal of Applicant with date
Address

Name & Signature of witness
Address

PROFORMA FOR TECHNICAL BID

ANNEXURE -III -TECHNICAL DETAILS (Technical Bid)
(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE
AUTHORISED SIGNATORY)
APPLICATION FOR PROVIDING "DRIVER AND CRECHE ATTENDANT TO THE INDIAN
ASSOCIATION FOR THE CULTIVATION OF SCIENCE"

1. Name of the Firm/Agency & Address (with telephone/fax/e-mail/website)	
2. Constitution of the Firm/Agency a) Indian Companies Act 1956 b) Indian Partnership Act, 1932: (please give names of partners) c) Any other Act, if not, the owner	
3. For partnership firms whether registered under i)'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the TENDER. ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. iii) If answer to (i) or (ii) above is in the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4. Name and Full Address of their Bankers	
5. Value of Solvency Certificate issued by their Bankers	
6. Registration Number of the firm	
7. ESI Registration No. of Firm	
8. EPF Registration No. of Firm	

9. Registration No. under Contract Act	
10. GST Registration no. of the firm	
11. PAN Number	
12. Experience in no. of years (Name and address of client departments may be indicated.) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients from Govt./PSUs)	
13. Turnover of last 3 years. (Certified copy be attached) (i.e. 2014 -15, 2015-16, 2016-17)	

(All the above information must be accompanied with the certified copies of the documents, failing which the TENDER will be liable to be rejected.)

I/We hereby submit that the information submitted hereby is correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs/Autonomous bodies for providing manpower during last 5 years. In case of any information/documents found to be false, fake or incorrect, IACS is free to take action against my/our agency as deemed fit by them. I/we, _____ do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of the Authorised person with seal)
Name and seal of the bidder

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

PROFORMA FOR FINANCIAL BID

ANNEXURE -IV - FINANCIAL DETAILS
(PROVIDING "MANPOWER FOR DRIVER AND CRECHE ATTENDANT")

Financial Bid (i)

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED PERSON)

To

The Registrar,

Indian Association for the Cultivation of Science (IACS)

2A & 2B, Raja S.C. Mullick Road, Jadavpur

Kolkata - 700032

Subject : Quotation for award of contract for providing 03 drivers and 01 Creche Attendant for a period one year-regarding.

Sir,

With reference to your **NIT No. : IACS/Adm./2017-18/37** **Dated: 04/08/2017** on the above subject, I/We quote the rate per person on monthly basis for providing of personnel on outsourcing basis for IACS Kolkata on the following rates:-

Sl. No.	Particulars of Monthly Payments (in Rs.)	Male Driver	Female Creche Attendant
1	Minimum wages per head per month as per Central Government Rule		
2	EPF Contribution @ 13.36% per month		
3.	ESI Contribution @4.75% per month		
4.	Bonus @8.33% or maximum of Rs.7,000/- per head		
5.	Uniform Allowance as per category of Personnel		
6.	Sub-Total from Sl. 1 to 5		
7.	Service Charges (i.e., Contractor's Profit & Overhead) @.....%		
8.	Total cost per month		
9.	Goods and Service Tax		
10.	Grand Total (Rs.)		

- The above Rates will be Minimum Wages including VDA as notified by the Office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Government of India.
- Service Charges should be in conformity with the Ministry of Finance, Deptt. Of Expenditure, PP Division's O.M. No. 29 (1)/2014-PPD dated 28.01.2014 i.e " If a firm quotes "NIL" charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
- Service Charges quoted by the firm/ agency/company would be fixed for the entire period of contract.
- Bonus will be paid to the eligible candidates @8.33% of wages subject to a maximum of Rs.7,000/- per person/annum following the Payment of Bonus Act, 1965. Bonus will be paid annually.
-

Signature of the Authorised Signatory
Name and seal of the bidder

Place & Date

ANNEXURE -V - FINANCIAL DETAILS

Financial Bid (ii)

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED AGENCY)

To
The Registrar,
Indian Association for the Cultivation of Science (IACS)
2A & 2B, Raja S.C. Mullick Road, Jadavpur
Kolkata - 700032

I / we wish to submit our TENDER for providing manpower for driver at IACS Kolkata, on the following rates:

Sl. No.	Description of work	Unit	Rate in figures (In Rs.)	Rate in words (in Rs).
1	Rate for extra hour of Chauffeur service beyond 9 and $\frac{1}{2}$ hours.	Rate/Extra hour		
2	Applicable tax, if any in %			

Signature of the Authorised Signatory

Place & Date