

INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT

(DEPARTMENT OF BIOTECHNOLOGY, GOVT. OF INDIA)

Takyelpat, Imphal West - 795001

**TENDER NOTICE**

Imphal, the 27<sup>th</sup> November, 2020.

**No. IBSD/1/68/2006(Vol-VII) – Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal, a research institute under Department of Biotechnology, Govt. of India** intends to outsource Multi Tasking Staffs (MTS) – Skilled, Semi-Skilled and Unskilled for a period of 12 (twelve) months which can further be extended as per requirement.

Sealed tenders are invited in two bids system i.e. Technical Bid and Financial Bid along with earnest money of Rs 50,000/- (rupees fifty thousand) only as non-refundable cost of tender documents of Rs 1,000/- (rupees one thousand) only separately in the form of demand draft from scheduled Bank drawn in favour of Director, IBSD, Imphal payable at Imphal. Tender is invited from the registered manpower service providers having at least three years experience in the related field and having valid license from Labour/Home Department of the State and also having ESI/EPF/PPF, Service Tax and PAN/TAN No. from the concern departments of the Government. The activities as a whole will be outsourced for which necessary manpower will be provided by the tenderer.

Interested agencies should send their offers on the prescribed tender documents which can be obtained alongwith details of terms and conditions from the Receptionist of the institute or can be downloaded from the Website <http://ibsd.gov.in> so as to reach the Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal by **2 p.m. on Monday, the 14<sup>th</sup> December, 2020** duely superscribed on the envelope, “**Tender for Multi Tasking Staffs - Skilled, Semi-Skilled and Unskilled** ”. The tenders will be opened at **2:30 p.m. on Tuesday, the 15<sup>th</sup> December, 2020** in the Institute in presence of the tenderers, who may like to present. However, in case of any unavoidable circumstances, the opening of the tenders may be deferred to a later date with information to the tenderers present on that day.

The Director, Institute of Bioresources and Sustainable Development reserve the right to accept or reject any/all tender(s) without assigning any reason.

Sd/-

Senior Technical Officer (Admn)

**Nature and Scope of MTS work to be outsourced.**

Sl No	Activity to be outsourced - MTS	Job Requirement
1	Institute of Accounts	The Manpower – Skilled and Unskilled to be provided by the outsourcing agency for a particular activity would be performing their duty at the respective location to entire satisfaction of the concerned officer. It will be the responsibility of the outsourcing agency to ensure that the manpower provided by them cater to the entire area. The Manpower required to be provided by the agency should be having working knowledge and experience and fulfil the required qualification of the respective job.
2	Bioresources and Administration	
3	Sustainable Development at Takyelpat Office Maintenance	
4	Campus and Haraorou P.A.	
5	Campus and Lab. Assistant/Lab Attendant	
6	other Centers of the institute. Electrician, Gen. Operator	
7	Vehicle Driver (Skilled)	
8	Caretaker	
9	Cook/ Canteen Helper	
10	Store Helper	
11	Lab/Field/Net Attendant	
12	Mali/Chowkidar/Sweeper/Cleaner	
13	Security Guard (HQ)	
14	Technical Assistant	

**Note – The same MTS will do the multiple job in different sections as per the need of IBSD.**

## **Multi Tasking Staff – Skilled, Semi-skilled, Un-skilled workers (MTS).**

### **1) PERSONNEL REQUIRED:**

1.1) The personnel to be deployed should have sound medical fitness, moral character, experience and training to handle any type of Multi Tasking Staff work.

1.2) Proper uniform and identification cards must be provided to the Multi Tasking Staff and Supervisor. If any.

#### **A. Skilled.**

i) The minimum qualification of all the Multi Tasking Staff shall be Graduate and above in respective discipline like Administration and Finance, Engineer – Civil, Electrical, Mechanical, etc

ii) Knowledge in computer and software with management qualification will be given first priority.

#### **B. Semi Skilled.**

##### **DUTIES OF MULTI TASKING STAFF (Semi Skilled):**

The service provider shall undertake all types of work viz, general cleanliness of the office, non clerical work, watch and ward duties, outdoor work such as delivery of dak files etc. and any other work assigned by the office/superior authority from time to time.

##### **General Conditions:-**

i) The minimum qualification of all the Multi Tasking Staff shall be 12<sup>th</sup> pass/Matriculation and graduate.

ii) The duties of the Multi Tasking Staff would broadly include general cleanliness of the office, non-clerical work, watch and ward duties, outdoor work such as delivery of dak, files etc., and any other work assigned by the office/superior authority from time to time.

iii) The contractor/bidder shall be required to provide Multi Tasking Staff having a fair knowledge of reading and writing English and Hindi. They should be able to work till late hours.

#### **C. Un-Skilled Workers (MTS)**

i) The Minimum qualification of the entire Un-skilled worker shall be 8<sup>th</sup> pass or equivalent.

ii) They should have fluency and fair knowledge of Hindi language.

iii) They shall be responsible for cleanliness and maintenance of office.

##### **Un-Skilled Workers (Housekeeping)**

i) They should have fluency and fair knowledge of Hindi language.

ii) They shall be responsible for dusting and cleaning of floors, bathrooms, toilets, staircases and maintenance of office.

#### **EMERGENCY WORK/ WEEKEND WORK:**

The service provider shall provide the required services of Multi Tasking Staff to this office as and when required by the authority. It shall also provide Multi Tasking Staff on Saturday, Sunday and any other Gaz. Holidays, if required by the office.

### **Qualifying Criteria:**

Only registered and bonafied service providers having adequate experience of at least three years in the relevant field of supply of these services to Government/Ministries/Departments/Governments Organizations/PSUs/Corporate Sector etc. need to apply. While submitting the tender, the intending tenderers shall have to furnish to IBSD, Imphal proof of experience, financial standing, turnover for the last three years and documents pertaining to any other Tax as applicable. Service provider having any legal suit/criminals case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds or moral turpitude or for violation of laws in force shall not be eligible.

### **Settlement of Disputes:**

In the matter of any disputes between the parties regarding the terms and conditions of the provision of manpower, the decision of the Director, IBSD, Imphal shall be final and binding. This is within the jurisdiction of Imphal.

### **TERMS AND CONDITIONS:-**

1. The bidders must submit the registration Certificate (Photocopy) along with the Tender, without which tender will be invalid.
2. The Earnest Money amounting to Rs 50,000/- (rupees fifty thousand) only in the form of Demand Draft from any schedule Bank and drawn in favour of Director, IBSD, Imphal payable at Imphal should accompany the tender. Tenders without tender papers cost (Rs. 1000/-) and EMD (Rs. 50,000/-) will be rejected.
3. The commission to be charged by the Service Provider should be clearly indicated and shall not exceed 5 (five) percent.
4. The Bidder/Agency should have a total manpower deployment of at least 100 personnel in Central Govt./State Govt./ Semi Govt./ Public Sector Undertaking etc. In each of the years for the last 3 (three) years.
5. The successful Bidder shall have to deposit **10% security deposit** of the total value of the contract for one month, which will be forfeited in case the supply of manpower is delayed beyond the stipulated period.
6. The Service Provider/Contractor should implement EPF to all the outsourced staff during the contract period, failure of which security deposit may be forfeited.
7. The Service Provider/Contractor shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience certificate, proof of residence,

Adhaar card and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such request.

8. The normal working hours for all personnel shall be from 9:00 A.M to 5:30 P.M on all 5 (five) working days i.e. Monday to Friday. However, depending upon the urgency of works, the personnel may be required to work late (beyond office hours) or on holidays depending on demands of work.
9. The Service Provider's person shall not claim any benefit/compensation/absorption/regularization of services from / in this institute under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation and Abolition) Ac, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the institute.
10. The Service Provider's personnel shall not divulge or disclose to any person, any details of the office, operational process, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature.
11. The Service Provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this institute. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
12. That the persons deputed shall not be below the age of 18 years and shall not exceed 60 years and they shall not interfere with the duties of the employees of the institute.
13. The institute may require the service provider to dismiss or remove, any person or persons, employed by the service provider, who may be incompetent or for his/her misconduct and the service provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any of its personnel, if any are unacceptable to the institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
14. The Service Provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
15. The institute at its sole discretion depending upon the workload may at any point of time extend or curtail the contract or make changes in the requirement of manpower giving 07 days notice.
16. The duration of the contract for providing MTS & Security guards at IBSD, Imphal, Manipur and its Centers is for a period of one year from the date of award of work and may be extended for further period on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely by serving one month's written notice without payment of any compensation whatsoever other than the dues under the agreement. The Director, IBSD,

Imphal will have sole discretion to extend or terminate the contract at any time without assigning any reason thereof.

17. That the Service Provider/Contractor shall submit details such as names, percentage, residential address, age, etc. of the persons provided by him in the premises of the IBSD for the purpose of proper identification of the employees of the contractor engaged for MTS & Security jobs in IBSD, Imphal, Manipur and its center, Identity cards bearing their photographs/identification, etc. should be issued to all while on duty.
18. The Service Provider should obtain a valid license under the Contracts Labour (R&A) Act, 1970. The Contractor shall also maintain all statutory records as may be required from time to time under the said Act. And furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid license before commencement of work, and continue to have the same till completion of the contract.
19. That the Contractor shall submit the proof of EPF A/c No. of each person and proof of having deposited the amount of EPF contributions towards the persons deployed at IBSD and in their respective names before submitting the bill for the subsequent month. In case, the Contractor fails to do so the amount towards EPF contribution will be withheld till submission of required documents.
20. That the contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conducts or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of IBSD.
21. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishments Act.
22. The Contractor shall give the Permanent Income Tax Number (PAN) for deduction of Income Tax on prevailing rates on the total value of payment to be deposited with Income Tax Department, Imphal.
23. The contract agreement is to be signed by the contractor which will be taken as the date of commencement of the work.
24. The Director, IBSD, Imphal does not bind himself to accept the lowest tender or any tender reserves to himself the right of accepting the whole or any part of the tender without assigning any reason and the tenderer shall be bound to comply with the same at the rates quoted.
25. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent,

26. The security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.
27. The Contractors/Bidders should certify that there is no legal dispute against him in any court of law in relation to the labour disputes and the Contractors or his agency is not black listed either by Central Govt./State Govt. or any public/private organization.
28. Tenderers should submit the details of their registration, particulars of evidence of supplying manpower to any organizations earlier.
29. If any of the personnel of the Contractor indulges in theft, negligence of any illegal/irregular activities, the contractor shall take appropriate action against its erring personnel and intimate accordingly to the Department or itself can take action in accordance with law.
30. In case the contractor discontinues the contract before the expiry of the period his security shall be forfeited.
31. The Director, IBSD, Imphal or his nominee shall be at liberty to check at any time, the deployment of manpower by the service provider.
32. That the agency shall not sub let the contract to any other concern/individual.
33. The agency awarded annual contract will have to execute an agreement on the stamp papers of appropriate value that the agency will abide by the terms and conditions as mentioned in the service agreement. No cash will be accepted.
34. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
35. That in case of any dispute with regard to the service agreement, the same shall be subject to arbitration by the Director, IBSD, Imphal whose decision shall be final and binding on both the parties.
36. It is mandatory for the Contractor to pay minimum wages as fixed by the Central Government or State Government as applicable, plus the statutory dues like EPF, Bonus, Service Tax, etc. any bidder quoting less than minimum wages and also not appropriately quoted for these charges shall be disqualified at the stage of evaluation.
37. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.
38. MTS candidates will be interviewed by IBSD before engagement if required.

**Tendering Process:**

Both the Annexure I & Annexure II which are technical Bid and Financial Bid shall be sealed properly & put in an envelope and sealed and superscribed “**Tender for Multi Tasking Staffs and Security Guards**” on the top of the envelope and address to:

**The Director**

**Institute of Bioresources and Sustainable Development**

**Takyelpat Institutional Area, Imphal**

**Manipur – 795001**

The tender form should reach the above address on or before, **the 14<sup>th</sup> December, 2020 by 2 P.M.** The bids will be opened at **2:30 P.M. on Tuesday, the 15<sup>th</sup> December, 2020** and scrutinized by the Tender Committee to find the lowest bidder, Clarification, if any, will be held with the successful bidder only. Late submission of tenders will not be accepted.

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. No photograph of this tender document would be accepted. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Whatever, the prices are to be quoted should be written in figures as well as in words also. The quoted prices should also include the impact of all overheads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

Sd/-

Senior Technical Officer (Admn)



**(To be submitted on Agency Letter Head)**

**Annexure – I**

**Technical Bid**

SI No	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	A. Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
	B. Details of tender fee	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone number, Fax Number and Mobile number and name of the contact person	
5	Whether registered with all concerned Government Authorities (Copies of all certificates of registration to be enclosed)	
6	Details of PAN/TAN No. (Copy to be enclosed)	
7	Details of Service Tax registration Number(Copy to be enclosed)	
8	Details of Registration with the authorities in ESI/EPF/PPF Departments. (Attested copy of the documents to be enclosed with details of implementing the Act).	

9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
10.	Length of experience in the field.	
11	Experience in dealing with Govt. Departments (Indicate the names of the dealing with those Departments and attach copies of the contract orders placed on the agency.) including number of total manpower deployment in each of the year during the last 3 (three) years.	
12	Whether agency profile is attached?	

**Financial Bid**

**Rates to be quoted for various activities including wages, EPF, ESI, Service Tax, Administrative charges etc.**

	Designation (MTS)	Qualification	No. of Position	Commission/Rates of service charge of the total manpower per month of the total value (service charge shall not exceed five percent)
A	B	C	D	
1	Accounts			
2	Administration			
3	Office Maintenance			
4	P.A.			
5	Lab. Assistant/Lab Attendant			
6	Electrician, Gen. Operator			
7	Vehicle Driver (Skilled)			
8	Caretaker			
9	Cook/ Canteen Helper			
10	Store Helper			
11	Lab/Field/Net Attendant			
12	Mali/Chowkidar/Sweeper/Cleaner			
13	Security Guard (HQ)			
14	Technical Assistant			
15	Scientific Personnel	M.Sc./ M.Tech		
16	Professional	CA/ MBA/ IT		

**Note:**

- (i) The tenderer shall visit the site before filling in the tender so that the firm could assess the requirement of the manpower at that particular site and accordingly fill in the Col. No. E of the Financial Bid.
- (ii) The rates quoted above shall remain valid for one year and no enhancement whatsoever shall be claimed by the tenderer.
- (iii) The selected agency will have to sign a service agreement with the institute within seven days from the date of the receipt of work order.

**On the letter head of the firm**

I/We certify that I/We have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as fixed or prescribed under the minimum wages as fixed or prescribed under the minimum wages, Act, 1948 along with all other statutory dues as Employees Provided Fund, Employees State Insurance, Employees Deposit Link Insurance etc to his employee. I/We undertake to observe the compliance of all the relevant labour laws as applicable viz. Payment of wages Act, 1936, Minimum Wages Act, 1948 Contract Labour (Regulation and Abolition) Act, 1948, Contract Labour (Regulation and Abolition) Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, State/UT Contract Labour /(Regulation and Abolition) Rules, 1974, EPPF Act, 1952, ESI Act (1948) Payment of Bonus Act, Maternity Benefit Act as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that, I/We have read over the tender documents containing the nature and scope of work, terms and conditions and the Draft of Service Agreement, and have understood the contents.

I/We undertake to abide the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place:	Signature of tenderer_____
Dated:	Name of the Tenders_____
	Address_____