

INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT

(DEPARTMENT OF BIOTECHNOLOGY, GOVT. OF INDIA)

Takyelpat, Imphal West - 795001

**TENDER NOTICE**

Imphal, the 6<sup>th</sup> March, 2024.

**No.: IBSD/1/OS/TENDER/2022 – 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 and Security staffs for a period of 1 (one) year 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 in the form of demand draft from scheduled Bank drawn in favour of Director, IBSD, Imphal payable at Imphal and non-refundable cost of tender documents of Rs 1000/- (rupees one thousand) only separately by payment of cash to cashier of the institute / DD 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/firms should send their offers on the prescribed tender documents which can be obtained along with 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 Thursday, the 28<sup>th</sup> March, 2024** duly superscribed on the envelope, “**Tender for Multi Tasking Staffs - Skilled, Semi-Skilled and Unskilled and Security Staffs**”. The tenders for technical bid will be opened at **2:00 p.m. on Thursday, the 18<sup>th</sup> April, 2024** in the Institute in presence of the tenderer only if desired by the tenderer. Technically successful agency will be called/mail/issue order, etc., to present in the Financial Bid opening later on. However, in case of any unavoidable circumstances, the opening of the tender may be deferred to a later date with information to the tenderer 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.

**\*\*The firm/agency who had submitted the tender in the institute during the year 2023 may not required to submit the tender document fees of Rs. 1,000/- (accepted only on the production of payment slip).**

Sd/-

Senior Administrative Officer

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

SI No	Activity to be outsourced - MTS	Job Requirement	
1	Institute of Bioresources and Sustainable Development at Takyelpat Campus and Haraorou Campus and other Centers / Nodes of the institute.	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 or any other center/nodes of the institute. 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 fulfill the required qualification of the respective job.	
2			Accounts
3			Administration
4			Office Maintenance
5			P.A.
6			Lab. Assistant/Lab Attendant
7			Electrician, Gen. Operator
8			Vehicle Driver (Skilled)
9			Caretaker
10			Cook/ Canteen Helper
11			Store Helper
12			Lab/Field/Net Attendant
13			Mali/Chowkidar/Sweeper/Cleaner
14			Security Guard (HQ)
	Technical Assistant		

**Note – The same MTS will do the multiple job in different sections as per the need of IBSD. The same MTS will be able to work in any center (Sikkim) / nodes (Shillong, Mizoram) of the institute as and when required and as directed by the competent authority.**

## **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/Matriculate.

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.

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 bonified 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 agency/contractor whose turnover is 1 (one) crore or above per annum only can submit the tender.
2. The bidders must submit the registration Certificate (Photocopy) along with the Tender, without which tender will be invalid.
3. 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.
4. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD (Certificate to be attached).
5. Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.
6. The commission to be charged by the Service Provider should be clearly indicated and shall not exceed 5 (five) percent.

7. 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 2 (two) years.
8. The successful Bidder shall have to deposit Rs. 2 (two) lakhs till the termination of the contract (from the date of signing the agreement) and the same will be forfeited in case the supply of manpower is delayed beyond the stipulated period and the agency/contractor terminates the contract before the completion of the contract. No interest will be paid against the Security Deposit.
9. The Earnest Money Deposit (EMD) of successful bidder shall be adjusted with the security deposit. The EMD of the unsuccessful bidders shall be returned within two months from the date of the award of the tender, without any interest.
10. The Service Provider/Contractor should implement EPF to all the outsourced staff during the contract period, failure of which security deposit may be forfeited.
11. 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.
12. 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.
13. 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.
14. 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, and administrative/organizational matters as all are of confidential/secret nature.
15. 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.

16. That the persons deputed shall not be below the age of 18 years and shall not exceed 58 years and they shall not interfere with the duties of the employees of the institute. MTS staffs whose age exceeds 58 years need to be replaced immediately after informing to the institute.
17. 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.
18. 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.
19. 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.
20. 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 signing the agreement 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.
21. 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 by the service provider and not by the institute to all while on duty.
22. 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.
23. 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.

24. 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.
25. 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.
26. 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.
27. The contract agreement is to be signed by the contractor which will be taken as the date of commencement of the work.
28. 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.
29. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work i.e., from the opening of the financial bid, validity beyond 90 days from the date of opening shall be by mutual consent,
30. The security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.
31. 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.
32. Tenderers should submit the details of their registration, particulars of evidence of supplying manpower to any organizations earlier.
33. 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 personnel and intimate accordingly to the Department or itself can take action in accordance with law.
34. In case the contractor discontinues the contract before the expiry of the period his security shall be forfeited.
35. The Director, IBSD, Imphal or his nominee shall be at liberty to check at any time, the deployment of manpower by the service provider.
36. That the agency shall not sub let the contract to any other concern/individual.

37. 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.
38. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
39. 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.
40. 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.
41. Tenders who do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.
42. MTS candidates will be interviewed by IBSD before engagement if required.
43. Submitted Certificates, etc. will be verified with the concern departments (if necessary). If the certificates submitted by the firm/agency, etc. are found to be fake during verification then **Legal Action** will be taken up as per Law and the said firm will be blacklisted. And the whole money deposited will be forfeited and no claim will lie on IBSD.

**FOR SECURITY PERSONNEL (In addition to the above terms and conditions) -**

44. Providing Security personnel not be below the age of 21 years and not above the age of 45 years to guard the Institute premises and its property. Only able bodied, physically fit (Minimum height should be 5'5"), well trained, disciplined and honest personnel shall be appointed for duty and should be able to communicate in local language & Hindi and they should possess NCC or equivalent Certificates.
45. Only the security Supervisor (Age: not more than 50 years) approved by the Competent Authority of the Institute or his authorized officer shall be posted on duty and for the guards not approved but posted on duty no payment shall be admissible.
46. The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-in-charge concerned in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time. The guards should be skilled in traffic



management and handling of firefighting equipment. The guards should be able to read and write English.

**47.** The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer-in-charge upon any matter arising under the clause shall be final and binding on the agency.

**48.** The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.

**49.** The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the office.

### ADDITIONAL CONDITIONS

1. The percentage of service charges shall not be less than the applicable TDS Rate (2.5%) as per income tax rules.
2. The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel.
3. The agency should have obtained a license from the controlling authority under Section 7(5) of “The Private Security Agencies (regulation) Act, 2005 [No.29 of 2005]”.
4. The Registered Office or one of the Branch Offices of the tenderer should be located in Manipur for at least past 2 years.
5. In case of equal price bid received from two or more firms, selection will be made based on the following criteria.

Sl No	Particulars	Points	Maximum points
1	No. of Govt. organization in which they have completed minimum 2 (two) years (satisfactory performance report to be enclosed) – 3 points each (Max. points 20)	3 points each	20
2	Turnover	2 per Rs. 1 Crore	10
3	No. of years in service	2 per year	10
4	Timely EPF filling (proof to be enclosed)	2 per year	10
5	Timely filling of GST/Service Tax	2 per year	10
6	Timely filling of Annual Income Tax return	2 per year	10
7	No. of employees engaged	2/100	20
8	ISO Certificate	5 per Certificate	10

## **Tendering Process:**

Both the Annexure I & Annexure II which are technical Bid and Financial Bid respectively 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 28<sup>th</sup> March, 2024 by 2:00 P.M.** The Technical bids will be opened at **2:00 P.M. on Thursday, the 18<sup>th</sup> April, 2024** and scrutinized by the Tender Committee. Technically successful agency will be called/mail/issue order, etc., to present in the Financial Bid opening later on. 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. Necessary/required documents must be submitted with the tender failing which will lead the submitted tender to be rejected. 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 Administrative Officer

Copy to: -

1. P.A. to Director, for kind information of Director, IBSD, Imphal.
2. Senior Accounts Officer, IBSD, Imphal.
3. Mr. O. Rabi, Senior Technical Officer, IBSD, Imphal for Webcasting the notice in the institute’s website.
4. Notice Board/Guard File.

**(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		As required by IBSD	
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 Personal	M.Sc./M.Tech		
16	Professional	CA/MBA		

**Notes: -**

- (i) The rates quoted above shall remain valid for one year and no enhancement whatsoever shall be claimed by the tenderer.
- (ii) The selected agency will have to sign a service agreement with the institute within ten days from the date of the receipt of work order.
- (iii) **The financial bid having Agency service charges of Rupee zero, nil, fraction of rupees or other abnormally low quotes will be construed as to kill the tender and such bid will be summarily rejected.** The Contractor service charges are to be quoted in percent to monthly wages as well as in whole rupee. Any deviation from the same may lead to summarily rejection of the bid. **No representation against the decision shall be entertained. The decision of Director IBSD in this regard shall be final and binding.**
- (iv) **The Institute reserves its right to fix a cap over bidder's service charges quotations: an upper ceiling of not more than 5 (five) percent of the wages / salary component only.**

(to be submitted in the firm/agency letter head)

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 be 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\_\_\_\_\_