



**National Institute of Pharmaceutical Education & Research,
Balanagar, Hyderabad – 500 037**

NIPER H/3/08/2019/06

Date: 17/07/2019

Notice Inviting Tenders

**Tender document for annual job contract for providing support to maintenance of
Allied and Misc., works at NIPER Hyderabad Institute and Hostels**

- Original : To be submitted at NIPER, Hyderabad
- Duplicate : To be retained by the tenderer for reference
- Cost of tender document : Rs. 2000/- (non-refundable)
- Tender to be issued from : 18.07.2019 to 19.08.2019
(on all working days from 10:00 AM to 5:00PM)
- Last date & time for submission of filled in tenders : 19.08.2019 at 02:30 PM
- Tender **(Part I)** opening date & time : 19.08.2019 at 03:00 PM
- EMD to be deposited along with tender : ₹.1,68,000/-

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•	Undertaking by the tenderer

Tender issued to:

Name and Address of the Contractor

Signature of the tenderer

Signature of the officer, NIPER Hyderabad
issuing tender



National Institute of Pharmaceutical Education & Research,
Balanagar, Hyderabad – 500 037

NIPER H/3/08/2019/06

Date: 17/07/2019

NOTICE INVITING TENDER

Director, NIPER Hyderabad invites sealed tenders from reputed, experienced and registered Contractors Organizations / Cooperative Societies having valid labour license under Contract Labour Regulation & Abolition Act, 1970 and registered with ESIC, EPF and GST Authorities for Job contract of the following work:

Sl. No.		Description
1.	Scope of the Work	Annual Maintenance of Allied and Misc., Works on contract basis at NIPER Hyderabad Institute premises and Hostels (Boys & Girls)
2.	Estimated Cost (₹)	₹.84 Lacs per annum (Approx.)
3.	*Cost of the Tender Document (₹)	₹.2000/- by way of Demand Draft/Banker's Cheque in favour of the NIPERH Resources, payable at Hyderabad
4.	*Earnest Money Deposit (₹)	₹.1,68,000/- by way of Demand Draft in favour of NIPERH Resources, payable at Hyderabad

*Valid NSIC Certificate for exemption of Tender Cost & EMD will be entertained

The tender document can be obtained in person from the Administration office, from 18.07.2019 to 19.08.2019 on all working days between 10 am to 5 pm or can be downloaded from our website www.niperhyd.ac.in/www.niperhyd.edu.in. If the tender form is downloaded from the website, bank draft of Rs.2000/- in favour of the **NIPERH Resources** payable at Hyderabad may invariably be attached with the tender at the time of submission. **The Last date for submission of Sealed Tenders is 19.08.2019 till 02:30 PM.**

EMD of ₹.1,68,000/- is to be submitted in the form of Demand Draft/Banker's Cheque payable at Hyderabad drawn in favour of the '**NIPERH Resources**' from any one of the Nationalised /Scheduled banks. EMD in any other form is not acceptable. **Please note that tender received with insufficient or without EMD shall be summarily rejected.**

The tenders are to be submitted in two parts in sealed envelope prescribing the name of the work clearly so as to reach the same to the undersigned **on or before 19.08.2019 at 02:30 PM and the same will be opened at 03:00 PM on 19.08.2019** in the presence of tenderer or their authorized representatives who would like to be present. **Late and delayed receipt of tenders will not be opened and summarily rejected.**

Canvassing in connection with tender/quotation is strictly prohibited. The Director, NIPER, Hyderabad reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever. Detailed NIT and complete tender document is available on our website **www.niperhyd.ac.in/www.niperhyd.edu.in**.

Sd/-
Registrar

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end and submit it with the Technical Bid)

A. GENERAL INSTRUCTIONS

1. The bidders/tenderers are advised to inspect the premises, understand the work. Once the bid is submitted, it is presumed that the tenderer / bidders have inspected the premises, considered and accepted all the terms and conditions of Contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. NIPERH reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
3. Any action on the part of the tenderer to influence any officer of NIPERH or canvassing in any form shall make the tender liable for rejection.
4. The Contract will be for a period of one year initially, which can be curtailed or extended by further years based on the satisfactory performance of the initial period of the Contract. NIPERH may renew/extend the Contract to such further period(s), as it may deem fit and proper, having regard to the quality and manner of the Contractor's performance. However, it shall be with the consent-of the Contractor in this regard.
5. All jobs shall be executed as directed by an officer / official nominated by the Director, NIPERH.
6. The Contractor shall provide required services as per the mandays in the workorder, however NIPERH reserves the right either to increase or decrease the man days at any time as per exigency of the job.
7. In case the Contractor fails in fulfilling the obligations fully, NIPERH shall have the absolute right to take up the job at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages, if any, shall be recovered from the bill.
8. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify NIPERH from any claims in this regard.
9. The Contractor will be required to post skilled manpower as may be needed to supervise and guide the workers Skilled/Semiskilled/ Unskilled for proper execution of the job as per directions of the Officer-in-charge nominated by Director of the Institute to administer the Contract.

10. The Contractor is required to post his authorized representative at the site of the job who shall receive the instructions from the Officer (to be nominated by the Director, NIPERH) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.
11. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
12. For due performance of his/their obligations under the Contract, during the validity, the successful tenderer shall have to **deposit Rs.8,40,000/- (Rupees eight lakhs forty thousand only) as Security Deposit which will be free of interest, immediately before signing the agreement.** This security deposit is to be furnished in the form of Bank Guarantee/Demand Draft / Fixed deposits in favour of **"NIPERH Resources, Hyderabad"** from any of the Nationalised Banks or SBI or in the form of DD from any one of the scheduled banks. The security deposit will be forfeited in case of any breach of Contract. After successful completion of the Contract, the security deposit will be refunded after adjusting dues, if any to NIPERH from the Contractor.
13. If it is observed at any stage that the quality of the job is not satisfactory, the Contract/ work-order as a whole may be terminated and security deposit will be forfeited. The Contractor will have no claims what so ever on NIPERH.
14. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this Contract:
 - Employment of Children Act;
 - Workmen Compensation Act
 - Employment of Labour/Contract Labour Act
 - Contract Labour (Abolition & Regulation) Act 1970
 - Minimum Wages Act 1948
 - Employee Provident Fund Act
15. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify NIPERH from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The Contractor will fully indemnify NIPERH against all claims in this regard.

16. Any liability arising on NIPERH shall be deducted from the bills of the Contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the Contractor. There would be no liabilities towards the workers of the Contractor by NIPERH.
17. The Contractor & his workers shall abide by all instructions issued by NIPERH with regard to security/safety of men and material or on any other issue from time to time. NIPERH will be free to take action against the Contractor for violating the same.
18. If, any loss to the property/equipment/tools of this Institute is caused by the negligence of the workers of the Contractor, the same has to be replaced/rectified/repared by the Contractor at his cost. Otherwise, the cost will be recovered from his monthly bills.
19. The Contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the Contractor will be under an obligation to change the worker concerned when instructed by the Director, NIPERH or his / her nominee. In addition he shall be liable to pay compensation for any loss & damage caused to the property/equipment/tools of NIPERH (including that of visitors/students/staff) or any personal loss to its Staff Members/Students/Visitors by acts /omissions/ commissions/ negligence by the Contractor or his workers. The Contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. NIPERH shall not and cannot hold any responsibility with regard to staff on the role of the Contractor whatsoever.
20. The Contractor shall keep NIPERH indemnified against all claims whatever in respect of the workers deployed by him. In case any worker of the Contractor so deployed either during performance of the duty or on removal, enters into dispute or argument of any nature whatsoever, it will be the prime responsibility of the Contractor to correct the same. In such case, NIPERH will be reimbursed for the actual expenses incurred towards Lawyer fee and other expenses which shall be paid' in advance by the Contractor within a fortnight to NIPERH on demand.
21. In the event of the Contractor failing to execute the Annual Contract for Maintenance of Allied and Misc., at NIPER, Hyderabad under Contract in whole or in part, an alternative arrangement will be made by NIPERH totally at the cost & risk of Contractor besides any suitable fine / penalty.
22. A verification report in respect of all the personnel of Contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Officer-in-charge of NIPERH. Any changes should be informed immediately.

23. The personnel engaged by the Contractor should have minimum literacy level i.e. a pass in Standard VIII to the extent possible.
24. As and when any of workers absents himself/ herself, it will be the prime responsibility of the Contractor to provide a suitable substitute.
25. The Contractor has to maintain an observation register and all the observations made therein by Director, NIPERH or his/her nominee(s) need to be attended by the Contractor within 48 hours from the date of making such observations. In case the Contractor fails to comply with the aforesaid requirement, necessary recovery as recommended by the competent officer or any authorized officer will be recovered from the monthly bill of the Contractor.
26. In case any worker so deployed by the Contractor do not come up to the mark and or are not performing his/her duties properly or indulges in any unlawful activities, riot or disorderly conduct, the Contractor shall withdraw such worker(s) from the campus immediately on the instructions issued to him and he has to deploy new worker in his place, if need be.
27. It shall be the duty of Contractor to withdraw all the persons deployed by him on expiry/ termination of the Contract and ensure that no person creates any disruption/hindrane or problems of any nature to NIPERH.
28. The Contractor should not allow his workers to conduct any union activities on the campus of NIPERH.
29. The manpower deployed by the Contractor are solely employees of the Contractor and they have no right to claim for any compensation or regular appointment in NIPERH and NIPERH does not owe any responsibility whatsoever either for absorption/ continuation or for regularization 'or compensation etc. on any grounds.
30. All disputes arising out of this Contract in respect of workers deployed at NIPERH concerning their salaries/wages or any other payments/matter connected with their service conditions are solely and wholly the responsibility of the Contractor. NIPERH will be free from all encumbrances either from the Government or from any other sources.
31. The Contractor shall pay his workers the minimum wages fixed by the **Central Govt. from time to time** which will include Basic Pay, EPF, ESI, for unskilled/semiskilled/ skilled workers, throughout the tenure. The Contractor shall pay wages to workers employed by him not less than the minimum wages before 7th of every month. Necessary pay slip as per the CLRA act needs to be given.

32. In the event of local problems arising while discharging the functions at NIPERH, the Contractor will deal with them appropriately and he will not involve Director, NIPER in such matters. The Head of Office should be kept informed of any such occurrence and the solution found.

B. THE CONTRACTOR WILL PROVIDE:

1. Identity Cards/Employment Card:

The Contractor will issue identity cards to his workers /supervisors after getting them verified by the Director, NIPER or his / her nominee. Any worker found without Identity Card will not be permitted to enter the premises. The Contractor should ensure that the workers wear the identity cards while on duty. He will post a supervisor at a specific point to receive & manage complaints & instructions.

2. Uniforms

2 Sets of Uniforms are to be provided to workers deployed by the Contractor (Both Males & Females) at his own expense after obtaining due approval from NIPERH about colour, quality etc., so that worker is always found in neat and tidy uniform. It will be the responsibility of the Contractor to ensure that all his workers invariably wear uniform, as the same shall strictly be monitored & severe fine will be imposed and will be deducted from the bill if any worker is found without uniform.

C. REPORT

1. The Contractor or his representative shall daily report to the Director, NIPER or his / her nominee to supervise the job under the contract and take instructions every day from him for the job on a Book/Register maintained by the Contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
2. The Contractor will prepare a schedule of the jobs to be carried out in the areas allotted before commencement of actual jobs.
3. The Contractor will prepare a list of protocol and daily checks for the Allied and Misc., jobs assigned by the concerned and displaying the same on all areas of job to be carried out.
4. The Contractor/his representative should approach the supervisor/in-charge, if he needs any instructions/ help or has any difficulties.
5. The Contractor/his representative should all the time be available at work site during the course of his work.

D. SCOPE OF WORK

1. The guidelines for the work of support for Maintenance of Allied and Misc., works as explained by the Lab supervisor/Competent Authority, will be the scope of work.
2. The workers deployed by the Contractor shall be present in the premises and carry out duty for entire eight hours excluding meals/tea hrs. in shifts/staggered duties as assigned by the competent authorities.
3. The workers deployed by the Contractor should maintain highest discipline and behave politely, in proper manner and they should not argue with the Employees /Students/Guests of NIPERH.

E. TOTAL MANDAYS OF WORK

1. The contractor shall provide 132 Skilled, 22 Semi skilled and 594 Un skilled man-days for a month (Approximately). However the required man-days under various categories are indicative only, which may vary as per actual requirement which shall be decided in consultation with the concerned officials. Thus the number of man-days may be increased / decreased as per requirement, accordingly payments may also vary.
2. The workers engaged by the Contractor should daily mark their Bio-metric attendance for which the necessary hard-ware and soft-ware shall be arranged by the Contractor at his own expenses.

F. PAYMENT CONDITONS:

1. The Contractor will be responsible for making the payment directly to its workers by 7th of each month from his own sources and subsequently raise the bill for reimbursement, which will be verified on the basis of actual amount disbursed and attendance etc.
2. The Contractor shall deposit the wages of the workers directly into their respective bank accounts and submit the payment details to the office with the bill for verification as decided by the Competent Authority.
3. The Contractor will submit the monthly pre receipted bills for reimbursement in duplicate after satisfactory completion of the work to the Officer of NIPERH for certification for pro-rata payment. The office on receipt of the bill will check the work record and there after process the bill for payment.
4. All bills should be submitted on printed forms, duly signed and pre- receipted.
5. Payment will be made by the Institute to the Contractor on monthly basis on submission of bills in duplicate along with the certificate of Satisfactory performance of job from the concerned officer of NIPERH. Online payments

towards EPF, ESI contributions and GST shall be made by the Contractor and can claim reimbursement of the same on submission of proof of remittance.

6. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.

NIPERH on its part will reimburse the Contractor the wages and other statutory payments as mentioned at Clause No.5 referred to above on production of original proof of having made such payments.

G. COMMENCEMENT & TERMINATION OF WORK

1. The Contractor is required to start the work of providing support to Maintenance of Allied and Misc., Works with effect from the date of acceptance of the Contract. In case it is found that the work has not been taken up from the above date, NIPERH at its sole discretion may cancel the work order and the EMD and Security Deposit shall be forfeited without any further reference to the Contractor.
2. The Contract may be terminated by giving three months notice by either of the parties.

H. CANCELLATION OF CONTRACT

1. Notwithstanding any other provisions made in the Contract, NIPERH reserves the absolute right to terminate the Contract forthwith if it is found that continuation of the Contract is not in public interest. The Contractor is not eligible for any compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to NIPERH shall be forfeited without any claim whatsoever on NIPERH and the Contractor is liable for action as appropriate under the extant laws.

I. ARBITRATION

1. In the event of any dispute arising out of or in connection with this Contract, whether during the existence of the Contract or thereafter the matter shall be referred to the Director, NIPERH or his / her nominee for arbitration whose decision shall be final and binding on both the parties. The Contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objection in this regard. The proceedings before the arbitrator would be governed by the provisions of the Arbitration & Reconciliation Act 1996 and modifications thereof.

**National Institute of Pharmaceutical Education & Research,
Balanagar, Hyderabad – 500 037**

Tender No. NIPER H/3/08/2019/06

Name of the Work: ANNUAL JOB CONTRACT FOR PROVIDING SUPPORT TO MAINTENANCE OF ALLIED AND MISC., WORKS AT NIPER HYDERABAD INSTITUTE AND HOSTELS

Sale of tender document: From _____ to _____

Submission of tender: On _____ by _____ hrs

Tender (Part I) Opening date and time: On _____ at _____

INSTRUCTIONS TO TENDERER

Tender comprises of three Covers/Envelopes — Part-I (Technical), Part-II (Price Bid) and Part-III (EMD). The Cover Prescribed 'Part- I (Technical Bid)' should consist of all the technical details including the previous experience, nature of job to be carried out, details of manpower provided for each job etc and other Statutory points in the format given at Annexure 'A'. The Part-I (Technical Bid) cover should contain the acceptance of the Tenderer to the General Terms and Conditions. The cover super-scribed 'Part-II (Price Bid)' shall consist of the Price Bid in the format given at Annexure 'B'. The Part -III i.e. EMD should be kept in a separate sealed cover Prescribed as "EMD-Annual Contract for Maintenance of Allied and Misc., Works" at NIPER, Hyderabad and all the three signed and sealed covers (i.e. Part I, Part II and Part -III) should be kept in a big single sealed cover Prescribe as **"Tender for ANNUAL JOB CONTRACT FOR PROVIDING SUPPORT TO MAINTENANCE OF ALLIED AND MISC., WORKS AT NIPER, HYDERABAD"**

1. Submission of EMD of Rs.1,68,000/- (Rupees One Lakh Sixty Eight Thousand Only) is a must and should be submitted along with the tender. The EMD is to be furnished only in the form of DD/Banker's cheque from any schedule bank drawn in favour of '**NIPERH Resources**', payable at Hyderabad. EMD in any other form including cheque/Banker's Guarantee etc. will not be accepted as valid EMD. **In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the Contract.** Tenders received without valid EMD or insufficient EMD shall be summarily rejected.
2. For due performance of his/their obligations under the Contract, during the validity, the successful tenderers shall have to **deposit 10% of the Contract value as Security Deposit which will be free of interest, immediately after conclusion of the Contract.** This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from

any of the Nationalised Banks or SBI or in the form of DD / FDR from any one of the scheduled banks. The security deposit will be forfeited in case of breach of Contract. After successful completion of the Contract, the security deposit will be refunded after adjusting dues if any to NIPERH from the Contractor.

3. The tenderer should read the 'General Terms and Conditions' annexed hereto and give their acceptance at the end and submit it with the Technical Bid (Part I). The tenderer is advised to visit NIPERH on any working day between 10 am to 5 pm to assess the nature and quantum of work before tendering and ascertain details from the concerned In- charge.
4. The tender should be clearly filled and signed with date in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature & date shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
5. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
6. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
7. The Director, NIPERH does not bind herself to accept the lowest or any tender and reserves to herself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

TENDERER's ACCEPTANCE

Date: _____

To

The Director

NIPER, Hyderabad

Tender Ref. No: _____

Name of the Work: ANNUAL JOB CONTRACT FOR PROVIDING SUPPORT TO MAINTENANCE OF ALLIED AND MISC., WORKS AT NIPER HYDERABAD INSTITUTE AND HOSTELS

Sir,

I/We understand the nature and quantum of job to be carried out and read various conditions of tender including general conditions and hereby agree to abide by the said terms and conditions. I /We also agree to keep this tender open for acceptance for a period of 90 (Ninety) days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the Contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to "NIPER Hyderabad" will be liable for forfeiture. The rate quoted is firm and I /We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire Contract period as per the letter of acceptance of the tender/Contract. I/We also hereby agree to abide by the rules and regulations of NIPERH, general conditions of the Contract as amended from time to time and to carry out the work according to the conditions of the Contract laid down by NIPERH.

A sum of Rs.1,68,000/- is hereby forwarded as Earnest Money in the form of Demand Draft/Banker's Cheque drawn in favour of '**NIPERH Resources**' from any Scheduled Bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- a. I/We do not execute the Contract documents immediately after getting information from NIPERH.
- b. I/We do not commence the work within 15 days after issue of the letter/Contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding Contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

**Signature of Tenderer with
Stamp and Address**

PART - I (TECHNICAL)

Technical Details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:

- a. The tenderer should be a registered Contractor/Cooperative Society having a valid licence under the Contract Labour Act and should furnish the proof of his experience of providing support to Maintenance of Allied and Misc., Works in Government/Private Organisations/Public Sector Undertakings/ large hospital or any other similar organization of repute. The Contractor should furnish the details in Annexure 'A' of the Tender Document.

The estimated cost of the Tender is Rs.84.00 Lakhs per annum.

The work done certificate for having successfully executed/completed similar works during the last 5 years as on the date of this notification, should be either of the following:

- Three similar completed works during the last 5 years, each costing not less than the amount equal to Rs.30.00 Lakhs OR
- Two similar completed works during the last 5 years, each costing not less than the amount equal to Rs.42.00 Lakhs OR
- One similar completed work during the last 5 years costing not less than the amount equal to Rs.65.00 Lakhs

"Similar work" means Maintenance and up keep of Guest Houses and Other supporting allied & misc., works. He must produce the certificate of satisfactory completion of work from the clients. The work done certificate should contain the details of work executed, the value of work, the date of commencement and date of completion of the work.

- b. An Earnest Money Deposit of Rs.1,68,000/- (Rupees One Lakh Sixty Eight Thousand Only) will have to be furnished along with tender documents in the form of DD/Bankers Cheque from any one of the Scheduled banks drawn in favour of '**NIPERH Resources**' and payable at Hyderabad, which will be adjusted towards the Security Deposit, if the Contract is awarded to him/her/firm. If the EMD is less than Rs.1,68,000/- the tender will be summarily rejected.
- c. PAN details of the firm have to be indicated along with a certified copy.
- d. The tenderer must have annual financial turnover during the last 3 years ending 31st March of the previous financial year not less than 30% the amount to tender (estimated cost) in each financial year which shall be duly certified by his Banker's/Chartered Accountant.
- e. An affidavit (latest) duly certified by a Notary that the Partners of the firm or Sole Proprietor or Company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for work should not be

involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.

- f. An affidavit (latest) duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or Sole Proprietor or Company as the case may be, and that has never been punished by any Hon'ble Court.
- g. Names/addresses of two persons who can vouch for the credentials of the Contractor and stand surety.
- h. The entire tender document should be duly signed with date & sealed by the tenderer.
- i. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure "A" as part of Technical bid along with the General Terms & Conditions (duly signed) **of Annual Contract for providing support to Maintenance of Allied and Misc., Works on job Contract basis at NIPER, Hyderabad.**
- j. The Tenderer must have E.P.F/E.S.I.C Registration number as per the rules to contribute to E.P.F/E.S.I.C. The successful Contractor if operating from outside of Hyderabad but having branch office in the city will have to obtain EPF and ESI sub-codes in Hyderabad within 1 month of award of Contract for administrative convenience.
- k. The workers must be provided with uniform/shoes and other materials for safety and decent look by the Contractor. They should maintain personal hygiene. They should behave politely and amenable to discipline.
- l. If in the opinion of the NIPERH authorities that the performance of any of the persons deployed by the Contractor is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the job, he/she should be replaced immediately.
- m. All copies of mandatory documents submitted by the tenderer should be attested by a Gazetted Officer or a Notary, otherwise the bids are liable for disqualification. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.
- n. The Part I (Technical Bid) of the tender will only be opened on 19.08.2019 at 3:00 p.m. Thereafter the technical bids will be evaluated by a Committee and based on the recommendations of the Committee only those tenderers who fulfill the Technical bid conditions will be called to participate in the opening of Part II (Price Bid) of the tender.

Annexure-"A"

TECHNICAL BID

Please fill in the following details and put in a Separate Sealed Cover Super scribed as Technical Bid

Sl. No.	Particulars	Fill in the details
1.	Name of Firm/ Tenderer/Company (in block letters)	
2.	Permanent Address & Telephone No.	
3.	Year of incorporation of the Firm / Company	
4.	Full Postal Address, Telephone/Fax No., Mobile No., E-mail:	
5.	Details of experience of providing Support to Maintenance of Allied and Misc., Works of Manpower in Govt./Private Organisations / PSUs/ any Large Hospital / R&D organization / any other reputed organization during last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers along with copies of experience certificates / credentials issued by such clients duly attested by a gazetted officer / notarized. The work done certificate should contain the details of work executed, the value of work, the date of commencement and date of completion of the work.	(Attach as enclosure & refer here)
3.	Details of infrastructure, persons employed, number of offices/ branches available (attach separate sheet)	(Attach as enclosure & refer here)
4.	Details of persons exclusively to be deployed for this work	(Attach as enclosure & refer here)

5.	Earnest Money Amount Rs. 1,68,000/- Bank Draft No & Date, Banker's Name & Branch	
6.	Proof of Financial Capacity from his bankers /Chartered Accountant	(Attach as enclosure & refer here)
7.	An affidavit duly certified by a Notary that the Partners of the firm or Sole Proprietor or Company has never been black listed/not involved in any Police Case/Vigilance enquiry pending or ever been punished by any Hon'ble Court.	(Attach as enclosure & refer here)
8.	Latest Income Tax Return (last three years), TAN/PAN No., Professional Tax, GST Regn. Nos. & Clearance (last three years) (enclose photo copies)	(Attach as enclosure & refer here)
9.	Details of establishment Registration with date obtained from the various authorities (enclose photo copies)	(Attach as enclosure & refer here)
10.	Copy of a valid License issued by the State /Central Labour Department under Contract Labour Act duly attested by a gazetted office /notarized.	(Attach as enclosure & refer here)
11.	Details of E.S.I.C. Registration with Date and proof of registration	(Attach as enclosure & refer here)
12.	Details of E.P.F. Registration with date and proof of registration	(Attach as enclosure & refer here)
13.	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	(Attach as enclosure & refer here)

- **Particulars of the technical details have to be clearly mentioned in all the columns and in case of incomplete particulars; the tender is liable to be summarily rejected without assigning any reason.**

Signature of Tenderer & Seal

Date:

LETTER OF ACCEPTANCE

I have read the Tender conditions including the General Terms and Conditions of the Job Contract given in the tender document for the work Maintenance of Allied and Misc., Works at NIPERH Institute and Hostels and I agree to abide by the same.

Signature of the Contractor & Seal:

Address for Correspondence:

Date:

Contractor's Seal & Signature

PART - II (PRICE-BID)

- a. Price bid should be in the format enclosed with tender at Annexure "B" (Schedule of quantities) in separate sealed cover. **Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.**
- b. Tender envelope should be sealed by sealing wax.
- c. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**
- d. The tender should be clearly filled and signed in ink with date legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any unless legibly attested by the tenderer with his full signature with date shall invalidate the tender. The tenderer should duly sign the entire tender document personally.
- e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- f. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- g. The service charges will be the primary criteria for evaluation of Price Bid. However mere quoting of low profit margin does not entitle a Contractor for award of the Job Contract in NIPERH. The workability of the Contractor, past track record and experience will be evaluated before award of work. The Director NIPERH reserves the right to accept or reject the lowest tender or any tender in part or in full without assigning any reasons or whatsoever.

PART - II --- PRICE BID

TO BE FILLED BY THE CONTRACTOR:

RATE PER PERSON PER DAY

Name and address of the firm: Contact Persons with Phone Nos.			
Labour Licence No.			
ESIC registration No.			
EPF registration No.			
GST No.			
PAN No.			
	Skilled(₹)	Semiskilled(₹)	Unskilled(₹)
a) Minimum Wages (Per Day)			
b) EPF @ 13.00% (incl. of 12% EPF Employer's contributions, Admn charges @ 0.5%, EDLI @ 0.5%)			
c) ESIC @ 4.75%			
d) Service Charges @ _____ % on (a+b+c) should not be less than or equal to TDS @ (i. e 2%)			
e) Total (a+b+c+d)			
f) GST as notified from time to time (presently @18%)			
g) Grand Total (₹)			

- The rates quoted are as per the latest rates fixed by the Government of India Ministry of Labour & Employment Office of the Regional Labour **Commissioner (Central) for unskilled, semiskilled and skilled workers.**
- The Contractor's service charges should not be less than or equal to the TDS (i.e., 2%)

Date:

**Signature of the Contractor
with date and Rubber Stamp**

UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for the Services sought under this Contract on rotation basis (if required) as per given schedule or as per instructions of Officer-in-charge.
2. I/We have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
3. I/We have specified the number of persons to be engaged daily (manpower) to execute all the works as mentioned above at NIPERH.
4. We agree that the payment will not be made for the work not carried out by the Contractor in any of the above areas.
5. I/We agree for the bills payment on monthly pro-rata basis.
6. I/We agree to pay minimum wages as per the minimum wages act and CLRA Act.
7. I/We agree to pay minimum wages as per the minimum wages act and CLRA Act, deposit necessary EPF, ESIC with appropriate authorities as prescribed in the respective acts. Wage payment will be made on or before 7th day of every month.
8. Substitute will be made available as and when required by the competent authority. Extra manpower if any called for will be provided on 24 hour's notice.
9. Qualified, experienced Supervisors will be provided.
10. Two Sets of uniforms + Identity Card/Employment Card in Form XIV of Minimum Wages Act., will be given to all the workers within 15 days of award of work and it will be replaced as and when required and a copy of the Identity Card of the personnel deployed by me/us be submitted to Competent Authority.

Place:

Date:

Contractor's Seal & Signature