

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Autonomous Institution of the Department of Atomic Energy, Government of India
(A Deemed University)

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REF: TFR/PD/CF17-45/170758

August 22, 2017

Notice Inviting Tender (**TWO PART PUBLIC TENDER**) for the following services:

**MANPOWER SERVICES ON CONTRACT BASIS FOR CANTEEN AT TIFR,
MUMBAI**

Public Tender No.	TIFR/PD/CF17-45/PUB
Type of Tender	Two Part Public Tender
Estimated Cost	Rs. 51 Lacs
Tender Fee	Rs. 500/- (Demand Draft to be drawn in favour of Registrar, TIFR, Mumbai)
EMD Cost	Rs. 1,02,000/- (Demand Draft to be drawn in favour of Registrar, TIFR, Mumbai)
Date of publishing	22.08.2017
Last date for submission of tender	25.09.2017 on or before 14.00 Hours
Date of opening Technical Bid Part "A"	25.09.2017 at 15.00 Hours

For further details, specifications, terms and conditions etc., please visit our Website: www.tifr.res.in/tenders or www.eprocure.gov.in/cppp and download our tender documents.

(Shekhar G.K.)
Admn. Officer (Purchase)

TECHNICAL BID PART “A”

**MANPOWER SERVICES ON CONTRACT BASIS FOR CANTEEN AT TIFR,
MUMBAI**

INSTRUCTIONS TO BIDDERS

1. Both Technical Bid Part “A” and Price Bid Part “B” to be submitted within the due date and time in separate sealed envelopes and marked on top as Technical Bid Part “A” and Price Bid Part “B”. These two sealed envelopes should be further put in one Master Envelope superscribed with **“TENDER FOR MANPOWER SERVICES ON CONTRACT BASIS FOR CANTEEN AT TIFR, MUMBAI and Reference No. TFR/PD/CF17-45/PUB DUE ON 25.09.2017”**. Bids shall be addressed to Admn. Officer (Purchase), Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai – 400 005 shall be sent by post /courier so as to reach on or before the prescribed time.
2. The rates quoted shall remain valid for 02 years, Contract may be extended to second year.
3. The Technical Bid received without payment of tender fee and EMD shall be summarily rejected.
4. The Technical Bid should not contain any indication of price.
5. Each page of the offer should bear the signature, date, name and title of the person signing the offer and a rubber stamp indicating the full name, address and phone no., Fax no. of the firms.
6. This tender document / form are not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
7. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
8. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
9. Bids which do not comply with the stipulated conditions are liable for rejection.
10. The Institute shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any tender that does not meet the requirement and specifications stated in this document without assigning any reason whatsoever.
11. No questions or items in the annexures shall be left blank or unanswered. Where bidder have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.

12. Tender received later or after the due date will not be considered. TIFR reserves the right to accept, reject any or all tenders without assigning any reasons thereof.
13. Once the Work Order is issued, the Contractor will receive instructions from an officer designated for this purpose (Office-in-Charge) or his authorized nominee and the Contractor hereby undertakes to abide by his/her any suggestions/instructions. Etc. as regard services in this agreement.
14. Addition/alterations in scope of work: Any alterations or additions to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction/increase in scope of work, the increase/decrease in the rates shall be negotiated and finalized simultaneously.

- **REQUIRED QUALIFICATION OF CONTRACT EMPLOYEE:**

- a) Work Assistant Qualification : minimum SSC.
- b) Cash Clerks Qualification: Graduate in any stream.

- **DEFINITION OF TERMS:**

- i) TIFR or Institute means Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai – 400 005.
- ii) Work Order, Purchase Order or Order shall mean the Work order / contract with associated specification executed between the TIFR and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

- **ELIGIBILITY CRITERIA**

1. Eligible Bidder/agency shall be a company/firm having their registered office in India and must be incorporated or registered under any of the following Acts - the Indian Companies Act, 1956 or The Partnership Act, 1932 and the Societies Registration Act, 1860.
2. The minimum annual Turnover of the firm/agency for the last Three (3) years should have been Rupees One Hundred (100) Lakhs. (Supporting document should be attached)
3. The Agency should have the registration for GST, PAN, ESI, PF etc. and should have license under the Contract Labour (Regulation and Abolition) Act, 1970 (proof in this regard may be attached).
4. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. Bidder should furnish an undertaking to this effect on his letter head duly signed by authorized person of the firm/company.
5. Bids shall be accompanied with the following documents and details. The bids shall be disqualified, in case of non-submission of these documents and details.
 - i) License under Contract Labour (Regulation and Abolition) Act of existing / past contracts.
 - ii) Organization Structure.
 - iii) List of works on hand/carried out during the last 5 years

- iv) Performance Certificate from the existing and other clients where contract was executed. The bid will be disqualified in case the performance was found to be unsatisfactory from the existing client or in other executed contractors.
- v) List of Past and Present Clients with contact details viz. Contact No: Name:
- vi) ESI & PF Registration Certificate.
- vii) Annexure "D" duly filled in
- viii) The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)

Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage. The agency should submit the satisfactory performance report from their client from Govt./PSUs/ statutory bodies/ autonomous bodies.

- **NO LIABILITY**

That in any event, the TIFR shall owe no responsibility or liability of any kind arising out of or incidental to the performance of duties by the employees or otherwise, at the said office or outside the said office, including any liability due to any accident or injury or death caused to or suffered by any employee of service provider or any other health or medical liability or compensation all of which shall be the sole responsibility of service provider.

In case of any loss that might be caused to TIFR due to any lapse on the part of service provider or its employees discharging assigned duties and responsibilities, the same shall be borne by service provider and in this connection, the TIFR shall have the right to deduct appropriate amount from the bills of service provider to make good such loss to TIFR. In case of frequent lapses on the part of service provider or the employees deployed by service provider, the TIFR shall be within its right to terminate the Contract forthwith without assigning any reason whatsoever and/or take such other action, as it may deem fit.

- **VERIFICATION**

The Police verification/ character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment. It will be the responsibility of service provider. The service provider will also ensure that the personnel deployed are medically fit and Certificates of their medical fitness to be provided when called for by TIFR.

- **GENERAL TERMS**

1 The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisors / other labour . As and when there is a change in the staff posted, a revised list shall be submitted.

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

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

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

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

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

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

8 The Contractor should provide Floor Cleaning and Scrubbing Machines and other cleaning equipment's for the Monthly Pest Control & Thorough Cleaning of Canteens carried out monthly, the dates of which would be prior intimated.

9a) The deployed manpower should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard.

b) The Contractor should provide the contract employees deployed at TIFR all such information/cards as are required to be provided under various statutes (including Contract Labour (Regulation and Abolition Act) Such as PF A/c number, ESI Card, Employment Card and Photo Identity Card to the contract employees deployed at TIFR.

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

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

12 The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of TIFR that they would indemnify and keep TIFR indemnified and harmless against any claims, losses, expenses which TIFR may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be

enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till TIFR is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. During such period the contractor shall not be entitled to revoke this indemnity save with TIFR's previous consent in writing.

13 The Contractor shall follow instructions of TIFR representative in all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in TIFR as amended from time to time.

- **TENURE AND TERMINATION**

1 The contract with the Institute will be initially for a period of 12 months and if the services are found to be satisfactory, the contract may be extended for a further period of 12 months. The Institute reserves the right to extend the contract to one more year on the same terms and conditions. The decision of the Institute in this regard shall be final and binding upon the contractor.

2 Except as provided in Clause 6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit will be forfeited. Any other costs and / or damages incurred by the Institute to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.

3 In the case of failure to complete the contract on such terms and within the contract period, as specified in the tender and incorporated in the contract and the Institute shall be entitled to get the work done from any third party at a different rate (which may be higher than the rates charged by contractor) and the Contractor shall be liable to pay the Institute the difference between existing rate and the rate of the new Contract.

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

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

(a) If the Contractor being an individual or in case of a firm any partner in the contractor's firm is adjudged insolvent or has a receiving order or order for administration of his estate made against him or shall takes any proceedings for liquidation or composition under any insolvency act for the time being in force or makes any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspends payment, or if the firm is dissolved under the Partnership Act, or

(b) If the contractor being a company passes a resolution or the court makes an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders are appointed or circumstances have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

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

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

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

- a) Theft or pilferage of property of TIFR
- b) Fire, flooding, breakage or damage
- c) Violence or physical attack on the Campus
- d) Any act or incident which may prove detrimental to the interests of TIFR -

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

- **PAYMENT TERMS:**

1 The Contractor shall submit bills after completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill if the bill is complete and correct in all respects and all supporting documents like PF/ESI paid challans have been submitted .

MONTHLY BILL SHOULD BE COMMENSURATE AND PROPORTIONATE TO THE TOTAL YEARLY CONTRACT VALUE. IN NO CASE THE YEARLY CONTRACT VALUE WILL BE EXCEEDED.

It is important for the Contractor to note that the rate quoted shall be inclusive of GST and duties/escalation, wages and statutory payment attached to it and the contract value shall remain valid for the period of the contract from the date of Work Order. If no details or break-up of GST, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of GST/levies/duties, etc.

In the event there is any shortage or absenteeism of employees the contractor shall be bound to provide a substitute for such period of shortage or absenteeism and in case the contractor is unable to provide the substitute during shortage or absenteeism, the Contractor will be penalized, including that the Institute is also entitled to terminate the contract on this ground solely.

2 The Contractor is responsible for complying with the statutory requirements in respect of the payment of Wages, PF, ESI etc. to the Contract Employees.

3 **Leave Salary** : The leave salary shall be claimed by the contractor as and when these are paid by the Contractor to its employees and the same will be reimbursed by the Institute on submission of proof for having paid. Leave salary is payable only if substitute is appointed in place of contract employee on leave subject to the condition that the contractor maintains 100% attendance per shift of duty. No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

- **SECURITY DEPOSIT** : A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract by way of Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. If the agreement is extended the Bank guarantee will be replaced with another Bank Guarantee for equivalent value and for three months grace period beyond the extended period of the Agreement (i.e. extended period of agreement + three months grace period).

- **TRANSPORT** : The Contractor shall make arrangements for the transportation of the deployed manpower or shall pay for the transportation services available in TIFR as per the norms.

- **SAFETY, SECURITY AND INSURANCE**

- 1 The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding personnel identity cards, material movement, etc, of the Contractor.
- 2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Institute Director will be final & will be binding on both parties.
- 3 The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must be adequately covered all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Institute.

- **MISCELLANEOUS**

- 1 The work mentioned in the schedule is only indicative. The Institute reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement.
- 2 The contractor shall meet the designated Officer of the Institute every day to receive the details of issues / complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.

- **DISPUTE AND RESOLUTION**

Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Institute Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Mumbai and no other place. The provisions of the Arbitration and Conciliation act, 1996 as / amended from time to time shall apply. The courts in Mumbai shall have exclusive jurisdiction to deal with any or all disputes between the parties.

- **PRIMACY OF DOCUMENTS:**

The tender documents, subsequent communication exchanged and the work order as well as all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents, the statement in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexure thereof, i.e. tender documents and annexures have least primary, if any clause or detail there has been superseded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

- **AMENDMENTS TO WORKS ORDER/AGREEMENT**

The Institute reserve the right to amend or modify the work order/agreement. The Institute may amend or modify terms and conditions of the work order with one week's prior notice. The Institute shall be entitled to cancel the order with one month advance notice without assigning any reason.

- **PERSONNEL TO BE EMPLOYED:**

1. Contractor has to make arrangement for providing service on all government holidays and Sundays.
2. Contractor should not change the workers without the permission of the facility In-Charge.
3. Contractor should compensate the workers appropriately for working on National Holidays; Republic Day, Maharashtra Day, Independence Day.
4. Contractor should provide Uniform, Gloves, necessary safety Gears and identity card.
5. Contractor should fulfil all the statutory requirements like ESI,PF and bonus to all the workers.
6. Contractor has to follow the office timing from 9 a.m to 5.30 P.M for his labourer and they may be put on shift duty as an when required with prior intimation.
7. Contractor will be informed in advance the number of manpower required for the institute within working days.
8. Contractor should submit Medical Fitness Certificates of Staff provided without any illness.
9. Institute may increase or decrease required nos. of staff.

Scope of Work

ANNEXURE – A

Work Details of : Work Assistant.

1. Serving the food in the canteens.
2. Carrying the food from kitchen to respective canteens.
3. Counting/Measuring the food in the kitchen.
4. Maintaining the canteen, kitchen, store rooms, walk in coolers, faculty lounge pantry room clean (Floor mopping twice a day and cleaning with machines twice in a month).
5. To do the Pantry Man job.(Preparation to all canteens Tea/Coffee/Milk,Measuring the lunch food to all canteen, helping to serve lunch in canteen.)
6. To clean with Dish Washing machine all canteens crockery & cutlery.
7. To prepare Early Morning Tea.
8. To give the balance of every items after every service.
9. To cut the vegetables as per the kitchens requirement.
10. To pills the potato as per the kitchens requirement.
11. To grinds the Masalas /scrap the coconut as per the kitchens requirement.
12. To bring the milk to pantry room, to boiled the rice as per the requirement.
13. Helping to the cooks as per the requirement.
14. To prepare the chapaty/ parathas as per the canteen requirement.
15. To wash and make clean every big, small handis which used in kitchens, canteen.
16. To refill the coffee/Tea Machines which are in canteens.
17. To prepare Sandwiches /Grilled sandwiches / Toast as per the canteen requirement.
18. To prepare the curd for canteens requirement.
19. To prepare the types of chutneys as per the requirement.
20. To make preparation of salad/Raita/Cuchumbers ,Grill S/W vegetables.

Work Details of Coordinator (Clerk)

1. The Coordinator has to coordinate the duties allotted to the 23 Work Assistants and 5 Cash Clerks with the Canteen Supervisors.
2. The Coordinator has to maintain the daily Attendance Register of the 23 Work Assistant and 5 Cash Clerks.
3. **In case of absenteeism of any, the Coordinator has to make arrangements for their replacement so as to not to hamper the smooth functioning of the Canteen services.**
4. The Coordinator has to ensure that the Work Assistants report on duty on time, duties allotted to them are properly done, there is no absenteeism.
5. The Coordinator has to ensure the personal Hygiene of the contract staff & ensure that they are in proper uniforms.
6. The Coordinator has to coordinate with the Canteen Supervisor regarding work related problems of the Work Assistant and solve them.
7. The coordinator will be required to work as Cash Clerk also.

Work Details of Cash & Store Clerks

1. **Should have knowledge of Computers and should be able to work on Touch Screen tablets.**
2. Will have to handle Canteen Services like Breakfast, Lunch, Evening Tea, and Dinner individually at Counters.

3. To Prepare Balance Sheets of Canteen Items after every service maintain proper inventory of Canteen Items served in Canteen.
4. Will have to maintain proper sales summary of services and deposit the same with the Canteen Manager, should be responsible and accountable for the same.
5. Should have Knowledge of handling Canteen Stores.
6. Will have to work in shifts and also on Saturday, Sunday and Holidays.
7. Should be able to do Office work like Filing , preparing bills, maintaining records etc
8. Should be Canteen User Friendly and polite in nature.

ANNEXURE – B

- **IMPORTANT NOTE FOR THE BIDDER**

- 1 The employees/ workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure “A”. If such experienced hands are not available, either because the service is extremely specialized and only in house training is possible, at least a certain percentage of employees/workers shall be experienced / trained who shall be able to impart training / expertise to others.
- 2 The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless TIFR has asked for it or without advance approval of TIFR.
- 3 At all point of time, there must be 100% workers attendance in each shift. Any absence or shortage may be managed by giving substitute; shortage or absenteeism without substitute will be penalized including termination of the contract. Payment will however be restricted to actual number of people as physically provided in each month.

ANNEXURE – C

- **TERMS AND CONDITIONS & STATUTORY OBLIGATIONS:**

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The Contractor shall also ensure compliance with all requirements of the Contract labour (Regulation and Abolition) Act, especially in respect of payments, registers to be maintained and notices to be put up by the Contractor. The successful bidder shall indemnify / keep TIFR indemnified against all such liabilities which are likely to arise out of the Contractor’s failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.

The contractor shall deploy their persons in such a way that the persons get weekly rest for the working hours/leave for which the work is taken from them. The Contractor shall in all dealings with the persons in his employment have due regard to all the recognized festivals, days of rest and religious or other customs. The contractor shall comply with the provisions of the Payment of Wages Act, 1936. Minimum Wages Act, 1948, Employment Liability Act, 1938. Workmen's Compensation Act, 1923. Industrial Disputes Act, 1947 and contract labour (Regulation and Abolition) Act, 1970. In the event of the Contractor committing a default or breach of any of the provisions of the relevant acts as amended from time to time or furnishing any information or submitting or filling any settlement under the provisions of the relevant acts which is materially incorrect, they shall without prejudice to any other liability pay to the TIFR a sum not exceeding the amount of resultant loss in each case of default. The Contractor shall be solely responsible for ensuring compliance with all stator obligations as may be applicable under the provisions of various labour laws and other acts of Central and State Govt. bodies.

1. The Contract Labour (Abolition & Regulations Act, 1970):

The selected Contractor shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

2. Payment of Wages Act:

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month.

The Contractor will receive payment from us only after he has disbursed in full the wages payable to his employees. The wages shall be distributed in our premises and one of the representatives from the Institute will be nominated to witness the disbursement of the wages, and endorse the disbursement report.

3. Provident Fund Act:

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be from contribution from the successful bidder, proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

4. Employees State Insurance Scheme:

The successful bidder shall cover all your employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

5. Minimum Wages Act:

The successful bidder should pay his contract employees as per Minimum Wages. However, under no circumstances, shall the successful bidder pay his contract employees less than the Minimum Wages.

PRICE BID PART “B”**No. of employees proposed to be deployed for running the contract:**

- (i) Qualification - Graduate (Clerks-Cash/Stores/Co-ordinator) : 06(Six)
 (iii) Qualification - SSC (Work Asstt.) : 23 (Twenty-Three)

Total bid amount per month inclusive of GST

(SCHEDULE OF RATES)

Sl. No.	Description	Employee with SSC qualification (Work Asstt.) 23 Twenty Three	Employee with Graduate qualification (Clerks –Cash/Stores/Co-ordinator) 06 Six
1	Salary (Basic)	6500	7700
2	Special Allowance	2800	2800
3	Total (1+2)in Rs.	9300	10500
4	HRA@5% on Sr no 3	465	525
5	EPF @13.36 % on Sr no 3	1242	1403
6	ESIC @4.75% On Sr no 3	442	499
7	Bonus@8.33% On Sr no 3	775	875
8	Total (3 to 7) In Rupees.	12224	13802
9	Contractor's margin		
10	GST		
11	TOTAL AMOUNT ON MONTHLY BASIS		
12	TOTAL AMOUNT ON YEARLY BASIS		
13	YEARLY GRAND TOTAL		

Note:

- Total Contract value shall be inclusive of GST and wages of deployed person and all applicable statutory deductions/payment attached to it.
- No separate claim or demand in whatsoever form will be considered by TIFR during the contract period.
- In order that the bidders have a clear idea, it is important that the prospective contractors may visit TIFR to see the area and work and have discussions before submitting the bids.

Signature, Name, Address and
Seal of the proprietor / Managing Partner etc

Name :

Seal of the Company:

Designation:

Signature:

Date: