

**TENDER DOCUMENT**

**FOR**

**PROVIDING MANPOWER ON CONTRACT BASIS**

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES  
DAHUNG, WEST KAMENG DISTRICT  
ARUNACHAL PRADESH – 790 116

APPLICATION LETTER (specimen)

To,

The Director  
Central Institute of Himalayan Culture Studies  
Dahung, West Kameng District  
Arunachal Pradesh – 790 116

**Sub: Tender for providing Manpower services on contract basis to CIHCS, Dahung.**

Dear Sir,

In response to your tender inviting notice for the above-mentioned contract, I/ We, a Company/ Partnership/ Sole Proprietor submit the tender with following particulars:

Sl. No.	Description	Particulars
(Full Name of Firm)		
1	Constitution & Nature of Firm (State whether sole proprietor/ partnership firm/ limited company)	
2	Year of Establishment	
3	Registration Number under applicable act with a copy of registration certificate	
4	Registered Postal Address	
5	Telephone No. Fax No. Mobile No.	
6	Address of Branches	
7	Name and address of Directors, in case of Company Name and address of Sole Proprietor Name and address of Partners, in case of Partnership firm	
	(a) Name of Bankers & Branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (enclose banker's certificate)	
8	No Relation Certificate	
9	PF Code allotted by the Jurisdictional PF Commissioner with photocopy of certificate	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Central Institute of Himalayan Culture Studies, Dahung, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to provide manpower strictly in accordance with the terms and conditions as indicated by you in he said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Centre Government. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. Orders. All workers engaged by me/us would be suitably compensated by me/us complying with

Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep CIHCS indemnified of any claim/damages that CIHCS have to pay with respect to the service and the deputation of any workers to CIHCS.

I/We fully understand that CIHCS reserves the right to reject any or all the quotations or reject the lowest quotations without assigning any reasons and that CIHCS further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Earnest Money amounting to Rs. 50,000/- (Rs Fifty Thousand only) in the form of demand Draft/Pay Order from a Nationalized /Scheduled Bank only drawn in favour of CIHCS payable at SBI, Tenga Valley, along with the Technical Bid which will remain with CIHCS up to final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be adjusted against the security deposit.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director that holds  
power of Attorney on behalf of firm

Name of the Firm with Address

**(Copy of the Power of Attorney to be submitted which will be compared with the original in case then tender is awarded)**

Notice Inviting Tender and Schedule of Events

Name of Work	Tender for providing manpower on Contract Basis at Central Institute of Himalayan Culture Studies, Dahung.
Tender No.	
Earnest Money (EMD)	Rs. 50,000/- (Rs. Fifty Thousand) only as EMD. EMD fees shall be in the form of Demand Draft issued by a Nationalised/ Scheduled Bank only in favour of <b>Director, CIHCS</b> payable at State Bank of India, Tenga Valley, Branch Code - 03594
Contract Period	The initial period of contract will be for at least ONE year.
Publishing of Tender	For details and bid documents please visit website: <a href="http://www.cihcs.edu.in">www.cihcs.edu.in</a>
Last Date for Submission of Tender	1200 hrs 29 <sup>th</sup> November, 2023
Opening of Tender	<b>Part-I Technical Bid</b> Shall be opened at 1500 hrs on 29 <sup>th</sup> November, 2023 at Institute campus. <b>Part-II Financial Bid</b> Financial bid of only those bidders who declared technically qualified shall be opened.

- ❖ Sealed tender under two bid systems are invited from experienced & reputed service providers of sound financial standing, meeting the qualifying requirement for providing Manpower Services. The Bidders shall submit their bids in sealed envelopes separately as directed.

❖ **Notes:**

- The price shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any correction shall be legible and signed by the authorized signatory.
- The Academy reserves the right to modify any terms and conditions before submission of the bids.

**This notice is a part of Tender Document.**

## CONTENTS AND ELIGIBILITY CRITERIA

1. The Bidder should have minimum three years of experience of rendering Manpower services in any Govt. Department/ Public Sector Undertaking/ any reputed Academy/ Private Companies.
2. The Bidder should have minimum annual turnover of Rs. 1.50 crore (Rupees One Crore) in any of the last three financial year ending 31.03.2023.
3. The Bidder should have completed similar works of minimum value as described below during the period 01.04.2019 to 31.03.2022:
  - a) One similar completed work costing not less than the amount equal to Rs. 50 lakhs (Rs. Fifty Lakhs) only OR
  - b) Two similar completed works each costing not less than the amount equal to Rs. 40 lakhs (Rs. Forty Lakhs) only OR
  - c) Three similar completed works each costing not less than the amount equal to Rs. 30 lakhs (Rs. Thirty Lakhs) only.
4. The Bidder must note that they should have carried out and completed similar works in their own name as principal contractor and not in any other name as per MoU signed with other parties.
5. The Bidder shall submit the self-attested copies of the following documents along with the tender documents:
  - a) PF registration with PF Code number.
  - b) ESI registration
  - c) Valid Licence (if applicable) issued in respect of pervious employers by Jurisdiction Labour Commissioner or similar bodies.
  - d) Details of works of similar nature carried out in Govt. department/ Public Sector Undertaking/ any reputed education Institute/ Private Companies in the last 3 years ending 31<sup>st</sup> March 2023.
  - e) Copies of Balance Sheet and Profit & Loss Account of pervious 3 years ending on 31<sup>st</sup> March 2023 duly certified by CA.
  - f) List of Arbitration cases **(if any)**.
  - g) Copies of certificates/ allotment letter of **GST and PAN** number.
  - h) Details of managerial, supervisory and other staff
  - i) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at CIHCS, Dahung.
  - j) Copy of last Income Tax Return.
6. Approximate number of skilled/ unskilled workers is given in **Annex – I**. The actual number may vary as per the requirement of the CIHCS.
7. The Bidder shall submit details of organizations, where he has provided such similar services as per **Annex-II**.
8. General terms and Conditions of the Contract to be fulfilled by the Bidder are given in **Annex-III** and **the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them.**
9. The bidder shall submit details as per **Annex-IV** along with Technical Bid.

10. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constitute, as per law with valid registration on the last date of submission of bid.
11. The bidder should have an office within the range of district headquarter of West Kameng District, A.P.
12. There should be no case pending with the police against the proprietor/ firm/ partner or the company (Agency) and should also not have been Black Listed/ Holiday Listed by any Govt./ Semi Govt./ PSUs. **The firm should give such an undertaking with their bid.**
13. The bidder shall pay Bid Security (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only along with the technical bid in form of DD from a Nationalised/ Scheduled Bank only in favour of CIHCS payable at SBI, Tenga Valley. **Bids received without Earnest Money Deposit (EMD) shall stand rejected** and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalization of the contract.
14. The EMD deposited by successful bidder will be adjusted towards the Performance Security Deposit as specified in the tender document. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by CIHCS.
15. The bid shall be valid and open for acceptance of the Competent Authority of CIHCS for a period of 90 (ninety) days from the date of opening of the tenders and no request for any variation in quoted rate and withdrawal of tender on any ground by successful bidder shall be entertained.
16. An agreement shall be signed with the successful bidder as per specimen enclosed.
17. Counter Terms & Conditions will not be accepted as also any additions/ deletions or change in our format will not be allowed.
18. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
19. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
20. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authenticate and no further clarification will be sought from the bidder.
21. The earnest Money is liable for forfeiture in the event of:
  - a) Withdrawal of offer by bidder during the validity period of the offer.
  - b) Non-acceptance of orders by bidder when placed
  - c) Non-confirmation of acceptance of orders by bidder within the stipulated time after placement of offer
  - d) Any unilateral revision made by the bidder during the validity period of the offer.

**Declaration by the Bidder:**

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Encls:

1. **DD No. ....**
2. **Terms and Conditions (each page of the tender document must be signed and stamped with the seal)**
3. **Financial Bid**

(Signature of Bidder with Seal)

Name:

Seal:

Address:

Date:

Phone No. (O):

Annex-I

SL No.	Manpower	No. of person require
1	Lower Divisional Clerk	03 nos. (01 female)
2	Cooks (skilled)	05
3	LC	01
4	Mali	01
5	Chowkidar	02
6	Sweeper	03 nos. (01 female)
7	Guard (armed)	03
8	Guard (unarmed)	03
9	Supervisor	01

Annex-II

**Details of other organizations where similar contracts undertaken during last three years (enclose supporting documents)**

Sl. No.	Name & Address of the organization, contact no.	No. of personnel supplied	Period of contract	Whether Govt./ semi Govt./ Autonomous bodies/ PSUs/ Industries etc. (pls specify)	Amount of contract	Reason for termination (if currently not valid)
1						
2						
3						
4						

## DRAFT AGREEMENT

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ 2023 between Central Institute of Himalayan Culture Studies, Dahung, as one part, hereinafter called CIHCS and M/s \_\_\_\_\_ for **providing manpower** on the other part.

Whereas CIHCS is desirous to engage the Agency for **Manpower** for the Central Institute of Himalayan Culture Studies, Dahung on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various labour, industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to contract personnel deployed in CIHCS. The CIHCS shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/ medical/ health related liability/ compensation for the personnel deployed by it at CIHCS. The CIHCS shall have no liability in this regard.
3. Any violation of instruction/ agreement or suspension of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month's notice on either side.
5. In case of non-compliance with the contract, the CIHCS reserves its right to:
  - a) Cancel/ revoke the contract, and / or
  - b) Impose penalty upto 10% of the total annual value of contract.
6. The Agency shall submit a Performance Security deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/ demand draft/ FDR/ or bank guarantee from a Nationalised/ Scheduled bank only, at the time of signing of the Agreement. In case of FDR, it should be valid for minimum period of 24 months.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in CIHCS.
8. The personnel provided by the Agency will not claim to become the employees of CIHCS and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in CIHCS.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
10. The Agency also agrees to comply with **annexed Terms and Conditions** and amendments thereto from time to time.
11. Decision of CIHCS in regard to interpretation of the terms and conditions and the Agreements shall be final and binding on the Agency.
12. In case of any dispute between the Agency and CIHCS, CIHCS shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Bomdila.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Dahung in the presence of the witness:

**Central Institute of Himalayan Culture Studies, Dahung**

Witness: 1.

2.

**AGENCY**

Witness: 1.

2.

- A. SCOPE OF WORK: **SUPPLY OF MANPOWER ON CONTRACT BASIS** at The Central Institute of Himalayan Culture Studies by deploying required number of contract personnel.
- B. **TERMS & CONDITIONS:**
1. The Director, CIHCS reserves the right to postpone and/ or extend the date of receipt/ opening of bids or to withdraw the same without assigning any reason thereof.
  2. The Financial bids of those bidders only would be opened who are found to be eligible based on the Technical bids opened on the stipulated dates by the Tender Committee in the presence of the bidders.
  3. The said contract will be initially for a period of one year commencing from the date of signing the contract, which may be extended further depending on the performance. However, in normal circumstances the Agreement is terminable by giving one month notice in writing by either party to the agreement.
  4. **CIHCS reserves the right to reject any bid (including the lowest one), which in its opinion is not responsive or violating any of the conditions/ specifications or which is found to be adopting unethical business practices, without bearing any liability or any loss whatsoever it may cause to the bidder in the process.**
  5. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001:2000, in case of same rates.
  6. Selection of the bidder would be made after taking all the relevant factors like past performance, credential, responsible business practices, competency to execute such contracts, credentials of fulfilment of provisions of labour laws with past contracts and selection. CIHCS is not bound to accept the lowest rates.
  7. **Wages payable shall not be less than the minimum wages payment as declared by the Centre Government.**

*If the Financial bids are having rates quoted less than the statutory rates the same shall be out rightly rejected irrespective of the fact that the said bidder has qualified in the Technical bid.*

8. **Without affecting the sanctity of the above criterion CIHCS has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and the situation so warrants in the interest of work of CIHCS.**

**The Contracting Agency shall render the following services to CIHCS:**

- (i) To **PROVIDE MANPOWER ON CONTRACT BASIS** in CIHCS. The supplied manpower should be competent enough to execute the work assigned to them.
- (ii) The contract workers, as specified in **Annex-I** (subject to vary/ change as per the requirement) would be engaged for a week as designated by the Competent Authority of CIHCS (no Sundays and holidays are allowed except for LDCs).
- (iii) The contract workers shall attend to all work assigned to them by the concerned sectional in charge/ Competent Authority.

- (iv) The personnel deployed shall be healthy, active and not less than 18 years or more than 45 years of age (30-55 years in case of security personnel). Nobody shall have any communicable diseases.
- (v) The personnel deployed shall be smartly dressed in proper uniform and always with Identity Card. The Agency shall provide fully trained and disciplined personnel who should be well behaved and well mannered.
- (vi) The contractor shall bear all expenses regarding uniforms, preparation of their Identity Card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Contractor shall pay the wages to the personnel on or before the 7<sup>th</sup> day of every succeeding month, irrespective of delay in payment of bill by the CIHCS for whatever reason. **Wages payable shall not be less than the minimum wages payment as declared by the Central Govt./ Govt. of NCT of Delhi.**
- (vii) The Contractor shall submit worker's EPF number and proof of submission of EPF, ESI etc. as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at CIHCS. The manpower agency shall specifically ensure compliance of various Labour Laws/ Acts including but not limited to with the following and their re-enactments/ amendments/ modifications:
  - The Payment of Wages Act 1936
  - The Employees Provident Fund Act, 1952
  - The Factory Act, 1948
  - The Contract Labour (Regulation) Act, 1970
  - The Payment of Bonus Act, 1965
  - The Payment of Gratuity Act, 1972
  - The Employee State Insurance Act, 1948
  - The Employment of Children Act, 1938
  - The Motor Vehicle Act, 1988
  - The Minimum Wages Act, 1948
- (viii) If the Contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the CIHCS. The full particulars of the personnel to be deployed by the Contractor including the names and address shall be furnished to the CIHCS along with testimonials before they are actually deployed for the job.
- (ix) In case of any loss that might be caused to the CIHCS due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, the CIHCS shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the CIHCS besides imposition of penalty. In case of any deficiencies/ lapses on the part of the personnel deployed by the contractor, the CIHCS shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- (x) In case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
- (xi) That Contractor's authorized representative (owner/ Director/ Partner/ manager) shall personally contact the Competent Authority of the CIHCS at least once a

- month to get a feedback on the services rendered by the Contractor vis-a-vis corrective action required to make the services more efficient.
- (xii) In the event of personnel being on leave / absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve; failure on this account shall attract penalty of Rs.500/- per day per person who is found missing / absent from duty payable by the contractor for such absence.
  - (xiii) The successful bidder would have to deposit an amount of 10 (Ten percent) of Annual contract of value towards performance security deposit through pay order / demand draft /FDR/ or bank guarantee from a Nationalized / scheduled bank only in favour of the CIHCS payable at SBI, Tenga Valley, which would remain with CIHCS during the contract period and no interest shall be payable on the performance Security Deposit Amount. In case of FDR, it should be valid for minimum period of 24 months.
  - (xiv) The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him. This attendance record is to be submitted every week to CIHCS with an attested photo-copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the CIHCS at any other point of time.
  - (xv) The contractor shall be solely for all payment / dues of the workers employed and deployed by him with reliable evidence provided to the CIHCS. In the event, CIHCS makes any payment or incurs any liability, the contractor shall indemnify the CIHCS completely;
  - (xvi) In case of any dispute arising out of this agreement then Director, CIHCS shall nominate any officer of the CIHCS a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Guwahati court will have the jurisdiction to settle and decide all the disputes.
  - (xvii) Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
  - (xviii) As and when the CIHCS requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by CIHCS.
  - (xix) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
  - (xx) In case the CIHCS suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the CIHCS reserves the right to terminate the contract without assigning any reasons.
  - (xxi) Personnel engaged on day-to- day works should not be utilized for carrying out the occasional work for which contractor has to engage extra personnel.
  - (xxii) The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
  - (xxiii) The contractor shall, at all times, maintain all the statutory records and documents, in proper format, as prescribed under the various Acts / Rules / Laws applicable to

- contract labours/ personnel and shall ensure filing of all prescribed return in proper format to the concerned authorities well within the time limit specified under the respective Acts / Rules / Laws.
- (xxiv) The contractor shall, on demand by CIHCS, produce all such records / documents / returns for inspection as CIHCS deems fit for ensuring proper compliance towards the provisions of applicable Acts / Rules / Laws is being done by the contractor.
  - (xxv) The contractor should obtain a Licence from the jurisdictional labour commissioner to engage the contract labour / personnel as per contract Labour Act within a period of one month from the date of award of contract by the CIHCS.
  - (xxvi) The contractor shall ensure that the payments of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Govt. of NCT of Delhi from time to time, as applicable during the contract period.
  - (xxvii) The contractor should ensure payment of wages to his workmen on or before 7<sup>th</sup> of every succeeding month. The payment of wages will be made in the presence of an authorized representative of CIHCS at a place and time notified for the purpose.
  - (xxviii) The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum wages Act.
  - (xxix) The contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
  - (xxx) The CIHCS reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.
  - (xxxi) The contractor must get police verification of all his personnel employed at CIHCS and submit the report to this office along with voter IDs, and other valid proof of residence and qualifications. The contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc.
  - (xxxii) If any of the personnel of the contractor indulges in theft or any illegal/ irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
  - (xxxiii) Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the CIHCS will be considered applicable at the time of any dispute/following any statutory rules.
  - (xxxiv) The contractor shall appoint at least one supervisor on his behalf to coordinate with CIHCS and supervise the work done by the personnel deployed to the satisfaction of CIHCS. The details of the supervisor shall be provided separately to CIHCS before commencement of the work and any change shall also be duly intimated.
  - (xxxv) The contractor shall ensure that there is no scope for any grievance from the personnel deployed by him on account of delayed payment of wages.

### **C. Duties of Security Contractor:**

- i) Ensure the security of CIHCS campus both from external and internal threat to prevent damage/ pilferage of its property including residents of CIHCS.
- ii) To carry out check of all doors, windows and places of entry and locking arrangements in the morning at first and after last light.
- iii) Ensure that keys be deposited at the gate guard/ supervisor is not misused and accessible to un-authorized personnel.
- iv) Guards shall attend telephone calls at Main Gate during duty hours.
- v) Ensure entry of authorised visitors and vehicles after confirmation from Director/ Administrative-cum-Accounts Officer/ DSW.
- vi) Proper entry/ exit for visitor to be done through passes/ slips and records be maintained at the gate.
- vii) Ensure proper regulation of entry/ exit of students and checking for all unauthorised items as per the Institute Norms.
- viii) Be prepared to utilise the fire fighting equipment in case of any fire accident and subsequently bring it to the notice of the Director/ AAO/ DSW or any other official during any hazards/ fire in the campus.

### **D. Terms of Payment:**

No advance payment will be made. Payment will be made on monthly basis after satisfactory completion of work.

- (i) The contractor shall submit the pre-receipted bill (three copies) for every month by the first day of next month duly certified by the caretaker. No interim bills will be entertained. All attempts would be made to pay the bills through ECS only within 20 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable as per Income Tax Act, 1961.
- (ii) In case of any complaint of non-fulfilment of any obligation under the contract, the Director, CIHCS reserves the right to deduct the payments due from the contractor from monthly bill(s),
- (iii) Proof of challan / receipt for the payment made towards wages to each employee should be furnished to this office along with the monthly charges bill to be submitted for reimbursement. In case this office receives any complaint regarding non-payment of wages to any personnel the amount payable to these personnel will be recovered from contract's bill and paid to such personnel.

- (iv) The contractor shall strictly comply with the provisions of the Employee Provident Fund Act, 1952 and the provisions of Employees' State Insurance Act, 1952. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the challan / receipt for the payment of Provident Fund and ESI made on account of the workers for the preceding month together with their ESIC Ins. No. / EPF subscriber No.
- (v) CIHCS shall pay to the contractor only the minimum wages, as per the contract, on monthly basis and any other payments such as PF/ESI/Service Tax etc. would be made only after submission of proof of payment by the contractor to the concerned statutory authorities/accounts.

**Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between CIHCS and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.**

**ANNEXURE-IV**  
**TECHNICAL BID**  
**CHECK-LIST**

**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl. No	Description and Requirement	Yes/No	Page No
1	The firm is registered with the jurisdictional <b>Labour Commissioner <u>under provisions of contract labour Act and its validity date</u></b>	Yes/No	
2	Copies of <b>Balance Sheet and P&amp;L A/c</b> for the last 3 years duly certified by CA	Yes/No	
3	Companies Registration certificate	Yes/No	
4	Registration certificate of jurisdictional <b>Provident Fund Commissioner</b> along with PF registration code uploaded.	Yes/No	
5	Copy of Registration certificate/allotment letter of GST	Yes/No	
6	Copy of Registration certificate/allotment letter PAN from Income Tax Department	Yes/No	
7	Registration certificate of <b>ESI</b>	Yes/No	
8	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
9	DD of Rs 50,000/- as EMD	Yes/No	
10	Financial/Price bid	Yes/No	
11	List of Arbitration cases (if applicable). Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No	
12	<b>Acceptance of terms and conditions</b> attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13	<b>Copy of last Income Tax return</b>	Yes/No	
14	<b>Undertaking by the bidder</b> to the effect that there is no police case pending against the bidder/ proprietor/firm/parties relating to previous service contracts and that the bidder has not been black listed/ Holiday listed by any Govt./Semi Govt./PSUs. And that there is no relative working in the establishment of CIHCS	Yes/No	
15	Office address	Yes/No	
16	At least two currently valid contracts for similar work	Yes/No	

**Declaration by the Tenderer/Bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls:
1. DD No.....
  2. Terms & conditions (each page must be signed and sealed)
  3. Financial Bid.

(Signature of Tenderer/Bidder with seal)

Name:

Seal:

Office address:

Phone No (0):

**Date:**

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.**

## FINANCIAL BID

### **Sub: ANNUAL CONTRACT FOR PROVIDING MANPOWER ON CONTRACT BASIS AT CIHCS, DAHUNG**

SL No	Manpower	No. of person require	Wages per person per day (in Rs)	Wages per person per month (in Rs)	Total wages per person per month inclusive of all taxes and charges (in Rs)
1	Lower Divisional Clerk	03 nos. (01 female)			
2	Cooks (skilled)	05			
3	LC	01			
4	Mali	01			
5	Chowkidar	02			
6	Sweeper	03 nos. (01 female)			
7	Guard (armed)	03			
8	Guard (unarmed)	03			
9	Supervisor	01			

Enclose copy of central Govt. order for rates of minimum wages, PS, ESI etc. as applicable.

#### **Note:**

- **Financial bid to be signed and stamped by the Bidder.**
- **Each and every page of the tender document should be signed by the bidder with official stamp.**
- **Non-submission of any document / not in format as per tender document may result in bid to be rejected.**