

**BOSE INSTITUTE**

**P-1/12, C.I.T. Scheme - VII, Kolkata - 700054**

**An Autonomous Research Institute Funded By the Ministry of Science &  
Technology, Government of India**

**Advt. No: - BI/T/OVR/P/Conservancy Staffs /02/2015 dated 19.02.2015**

Bose Institute, Kolkata invites sealed quotation from reputed, resourceful & bonified Govt. Regd. Agencies for providing Conservancy / Housekeeping staffs at 05 nos. premises of Institute in and around Kolkata.

For bid documents and detail job specification please visit Institute **web site** **<http://www.boseinst.ernet.in>**. Last date of submission of sealed quotation is **17.03.2015** upto 15: 00 hours. Tender will be opened on the same date at **4.00 p.m.**

Institute reserves the right to reject or accept any/all quotation(s) with out assigning any reasons whatsoever. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made

Sd/-  
**Sr. Prof & In - Charge**  
**Registrar's Office**

**93/1, Acharya Prafulla Chandra Road  
Kolkata - 700009**

**NOTICE INVITING TENDER**

**Advt No BI/T/OVR/P / Conservancy Staffs /02/2015 dated 19.02.2015**

Bose Institute, Kolkata invites sealed quotation from reputed, resourceful bonified Govt. Regd. Agencies for providing Conservancy / Housekeeping staffs (in the group 'D' category of works) at 05 nos. premises of Institute in and around Kolkata.

**Qualification of the Bidder**

- (a) The bidder, in the stature of a private limited company, must be able to deploy good quality experience personnel preferably have some office work experience.
- (b) The bidder should follow the pay structure at the rates applicable in respect of casual worker who wages are not regulated by any of the statucum provision like the minimum wages act wages act of Govt. of India, Ministry of labour & Employment Office of the Chief Labour Commissioner (C).
- (c) The bidder should have been registered with the authority of EPF, ESI, and Service Tax, etc. and also with the Regional Labour Commissioner (Central/ State).
- (d) The bidder should have minimum 5 Years experience in providing extra hands in the Group D category of workers in Govt. organizations/ PSUs/ reputed private concerns. Experience of serving Scientific Research Organization (run by the Government) will be given preference.
- (e) The bidder should hold labour license in accordance with the labour rules & regulation Act and should be thorough about the clauses of the Labour Rules (Regulation) Bill, 2005 and any amendment thereafter.
- (f) The bidder should have experience in providing at least 60 (Sixty) personnel at a time to an organization at present or in recent past i.e. in last 3 (three) years.

**Details of the Bid Documents**

Cost of bid document is Rs 2,000/- (Rupees two thousand only) which is non-refundable. Payment is to be made by way of D.D. in favour of the Bose Institute, Kolkata, to be submitted with tender documents.

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**BOSE INSTITUTE**  
**93/1, Acharya Prafulla Chandra Road Kolkata - 700009**  
**West Bengal, India**

**TERMS AND CONDITIONS**  
**&**  
**GENERAL CONDITIONS**

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**BOSE INSTITUTE  
KOLKATA  
TERMS OF REFERENCE**

1. Entire responsibility in respect of compliance of labour rules, **Government of India** will lie upon the contractors.
2. The contractor will remain bound to abide by Institute Securities norms.
3. The contractor shall be keeping vigilance in proper execution of job.
4. Safety measure to be taken by the contractor for their working personnel. In case of accident/ injury, if any, the wounded are required to be attended without making any delay. Injured person(s) to be properly compensated by the contractor as per the Government rules.
5. Attendance duly signed by the department In- Charge for raising the bill.
6. Quotation to be submitted in our prescribe format only along with supporting credentials in the similar field of work.
7. Monthly bill will be released by Institute on submission of bill.
8. The performance report has to be collect from respect departments/ Sections about the deployment of his worker, if found not suitable he has to replace the said worker.
9. Tender fees of Rs 2000/- (Rupees two thousand) only to be deposited separately in the form of demand draft (Non returnable) from the Nationalized Bank.
10. Any loss/ damages of the Institute property, if occurs, will be adjusted against the security deposit.
11. The tools, tackles & cleaning materials will be provided by Institute.
12. Proof of address identity card of workers will be provided by the contractor.
13. Contractors are requested to be conversant with the job to be undertaken by them in consultant with the concerned officials of the Institute prior to submission of their offer.
14. Offer without relevant supporting documents & late tender will be summarily rejected.
15. Interested parties may quote their rates.
16. Institute Authority reserves the rights to accept and/ or reject any/ all quotations at its own discretion. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made
17. Contractors will be fully responsible to sort out all the problems regarding P.F. & E.S.I. of extra hand staffs. P.F. of conservancy / housekeeping staffs is to be paid to the staffs when they are willing to do so.
18. Preference will be given to the most experienced, reputed & also on the basis of the credentials of the bidders.

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### **INSTRUCTION TO QUOTATIONER**

One complete set of quotation document is issued to each bidder quotation/ offer shall be prepared by typing or printing with indelible black ink in the Rate Columns. The tender in original form only shall be submitted by the bidder.

Quotationer is advised to submit the quotation strictly in accordance with the terms and conditions and specification contained in the **QUOTATION DOCUMENTS** and not to stipulate any deviation or condition. Institute reserve the rights to reject any or all quotation without assigning any reasons whatsoever

Quotation shall be submitted in two parts: Part I – Technical Part and Part II – Price Part. Part –I and Part –II should be separately sealed and superscripted with words ‘Part –I: Technical Part’ and ‘Part –II: Price Part’, whichever is applicable. Both the parts should be put in one single envelope with one single sealed envelope with the words **“Quotation for Supply of Conservancy / Housekeeping staffs”**. The full name, postal address and telephone number, Fax number (if available) of the bidder shall be written on the bottom left hand corner of the sealed cover.

**PART – I: Technical Part** shall contain the following:

1. Earnest money Deposit (EMD)
2. Acceptance of confirmation to the bid evaluation criteria.
3. Details of providing similar natured service done in the past with proof certificates.
4. Details of present assignments with proof certificates.
5. Performance certificate from the past and present Principal employers.
6. Company profile.
7. Documents related to trade license, labour license in accordance with labour rules & regulation Act, IT PAN, Professional Tax Registration, E.S.I and P.F. Registration etc.
8. Audited financial statement for last 03 financial years (2011 – 2012, 2012 – 2013 & 2013 - 2014)
9. Additional documents, if any.

**PART –II: Price Part** shall contain the price bid as per schedule of rates enclosed in the format.

The quotationers have the option of sending the quotation by registered post, or submitting the BID in the person, so as to be delivered on or before the date and time set out for the same. **Bids submitted by FAX or e-mail will not be accepted.** Institute will be not responsible for the loss of BID or delay in postal transit. Quotation in all respect with EMD & tender fees should be dropped in the drop box kept in the Overseer Cell, Room no. 114 at Bose Institute, Centenary Building Campus, P – 1/12, C.I.T. Scheme VIIM, Kolkata – 700054.

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### Signature on Quotation (s)

- i. The quotation must contain the name, address of the place of business of the person or persons submitting the quotation and must be signed and sealed by the bidder with his usual signature on every page of the quotation paper. The names of all persons signing should also be typed or printed below their signature.
- ii. Quotation by a partnership firm/ consortium of firms must contain names of all partners and be signed in the partnership name, followed by signatures and designation of authorized partner or other authorized representatives. The copy of partnership deed/ consortium agreement should also be furnished.
- iii. Quotation by a corporation/ company must be signed in the legal name of the corporation/ company, by the President/ Director or by the secretary or other person, or persons authorized to bid on behalf of such corporation/ company with seal of the corporation/ company.
- iv. Satisfactory evidence of authority of the persons signing on behalf of the bidder be furnished.
- v. The quotationer's name stated in the quotation shall be exact legal name of the firm/ company/ corporation etc. as registered or incorporated.

### Correction in Quotation

All changes/ alteration / correction in the quotation shall be signed with date in full by the person or persons signing the quotation. **No erasing and/ or overwriting are allowed.**

### Transfer of quotation documents/ quotation paper.

Transfer of quotation document purchased by one quotationer to another is not permissible. Similarly transfer of quotation submitted by one quotationer to another is also not permissible. No alteration in the essence of quotation once submitted shall be permissible. In case the quotationer transfers the quotation or modifies / withdraws during the period of validity, his EMD shall be forfeited.

### Earnest Money Deposit (EMD)

Each quotation must accompany EMD in the form of Demand Draft/ Bankers Cheque of Rs 20,000/- (Rupees Twenty thousand) only issued by a Nationalized Bank in favour of **Bose Institute payable at Kolkata** shall be submitted with the Part –I (**Technical Part**). Submitted without EMD, as mentioned above will not be considered for evaluation and shall be rejected summarily. The EMD of UN – successful bidder shall be refunded only after the contract has been awarded to the successful bidder. **No interest shall be paid on the EMD.**

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### DEFINATON OF TERMS

In this contract (as herein after defined) the following words and expression shall having meaning hereby assigned to them, except where the context otherwise require.

1. 'Institute' shall mean Bose Institute, with its premises located at 93/1, Acharya Prafulla Chandra Road Kolkata – 700009 and shall include its authorized representative, successors and assignees.
2. The ' CONTRACTOR' shall mean the person or persons, firm or company or corporation or consortium of firms or companies, whose BID has been accepted by Institute and includes the Contractor's legal representative, his/her successors and permitted assigns
3. The 'QUOTATION/TENDER' shall mean the proposal/ offer along with supporting documents, submitted by the bidder for consideration by the Institute.
4. The "QUOTATION/TENDER DOCUMENT" shall mean the documents issued by Institute to prospective Bidders, containing various terms & conditions, scope of work, any requirement etc. or generally laid and various sections spelling out the basis procedure, modes, methods and formalities for the Bidder to prepare the BIDs, for submission to Institute. The BID documents shall include the invitation to BID, instructions, proposal forms and all addenda/ corrigenda/ amendment issued by the Institute.
5. The ' LETTER OF ACCEPTANCE OF QUOTATION' shall mean an official invitation from Institute to successful bidder to the effect that his/ their quotation has been accepted in accordance with the provisions contained therein.
6. The 'WORK' shall mean and include all works to be executed, all items and things to provided/ done and service and activities to be performed by the CONTRACTOR in accordance with the contract.
7. The 'CONTRACT' shall mean the agreement between Bose Institute and the CONTRACTOR, duly signed by the parties to the Agreement, through their authorized representative, for the execution of the work included in the BID DOCUMENT, LETTER OF ACCEPTANCE of BID, agreed variation to the BID DOCUMENTS if any. SCHEDULE OF RATES and other relevant documents submitted by the Contractor and as accepted by Institute.
8. The 'MONTH' shall mean the calendar month according to the Christian Calendar. 'DAY' unless herein expressly defined otherwise, shall mean Christian calendar day of 24 hours.

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**Validity of QUOTATION**

Quotation submitted by the tenderer shall remain valid for acceptance for a period of 60 (Sixty) days from the date of opening of the quotation. Bidder shall not be entitled during the said sixty days' period to revoke or cancel the BID to vary the same or any terms thereof without the consent in writing of the Institute. In the event of the bidder revoking the BID or varying any term in regard thereof the **bidder's EMD shall be forfeited.**

**Right of Institute to accept or reject the BIDs**

The right to accept the BID in full or in part shall rest with the Institute. However, Institute does not bind itself to accept the lowest BID. Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/ or the prescribed conditions are not fulfilled, shall be considered non – responsive and are liable to be summarily rejected. BIDs not meeting the BID evaluation criteria as stipulated in the documents shall be summarily rejected.

**Signing of the Contract**

The successful bidder shall be required to execute the Draft **Contract Agreement** on a non – judicial stamp paper of Rs 100/- (Rupees One Hundred only) within fifteen days of the issue of the **Letter of acceptance of BID.** In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

**Performance Security**

The successful bidder with whom Institute will enter into agreement for supply of Conservancy / Housekeeping staffs will submit Performance Security deposit **Rs 50, 000/-** (Rupees fifty thousand only) in the form of Demand Draft in favour of Bose Institute till the end of the contract period

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**GENERAL TERMS AND CONDITIONS**

**(Price Bid)**

**Description of Work**

The work would have to be undertaken by the said Contractor under this agreement shall be as follows:-

Supply of total 28 numbers personnel for ensuring the work at different premises for 8 hours 30 minutes in day starting from 9-45 AM to 6-15 PM.

<b>SL NO</b>	<b>Category of workers</b>	<b>Rate of workers</b>	<b>Agency Charges @</b>
<b>1.</b>	Skilled	As per the rate of Govt. of India, Ministry of labour & Employment Office of the Chief Labour Commissioner (C). <b><i>(Latest Notification)</i></b>	
<b>2.</b>	Semi Skilled		
<b>3.</b>	Un Skilled		

The total strength is subject to change as per requirement of the Institute.

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## **Technical Bid**

### **Technical Data:**

- 1) E.M.D.
- 2) E.P.F.
- 3) E.S.I
- 4) Labour License
- 5) Service Tax
- 6) PAN
- 7) Audited financial statement for last 03 years
- 8) Credential
- 9) Performance certificate
- 10) Trade License
- 11) I.T.
- 12) Company Profile
- 13) Solvency Certificate

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**General Conditions.**

- 1) If any of the men engaged is found not suitable for the purpose, the Contractor immediately, i.e. within 24 hours should arrange for the replacement of the said personnel and inform the administration accordingly.
- 2) The Contractors should be solely responsible for the contract and on behalf of his men, issue necessary identity card bearing the signature of the Contractor to its men at his own cost.
- 3) The Contractor should also submit photocopy of the posting/ appointment letter of each of its men deployed at Institute and if the Contractor withdraws and/ or deploys any person in the premises of Institute according to its own exigency of work or on advice of Institute, photocopy of the/ appointment letter of such newly deployed men of the Contractor should also be immediately furnished to the Institute.
- 4) The Contractor should submit details like name, father's name, residential address, contract number of the personnel deployed by him in the Institute to the concerned authority.
- 5) P.F., E.S.I. and Service tax, as admissible and applicable, would be allowed by the Institute and the Contractor shall deposit the same with the appropriate authority and shall submit copies of challans to Institute at the time of submission of bill.
- 6) Security Measure in respect of materials, personnel will be regulated and governed as per existing practice and as may be advised by Institute from time to time. All instruction/ directive in this regard and as would be intimated from time to time by Institute shall be obligatory for compliance by each personnel deployed by the Contractor.
- 7) Payment to his engaged worker have to be made in the Institute premises on the 1<sup>st</sup> working day of the month.