


**INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
DARSAHAN BHAWAN, 36, TUGHLAKABAD,
NEW DELHI-110062**

**NOTICE INVITING QUOTATIONS FOR HIRING OF HOUSEKEEPING STAFF
ARRANGEMENTS FOR NEW DELHI**

Indian Council of Philosophical Research is an Autonomous Body fully funded by the Ministry of Human Resource Development, Government of India. The Council requires 02 numbers Housekeeping staff arrangement for its Delhi Office.

Quotation are invited on two bid system for the above services in a sealed envelope for a period of one year from the reputed housekeeping staff agencies by *1700 hrs* on *14 December 2020* by Registered Post or deposit by hand in tender box placed at Security Guard room at ICPR, New Delhi. The advertisement in this regard has also published in the website of the Council www.icpr.in

Please submit your technical and commercial bids in separate envelope duly superscribed and both these envelope should be placed in a bigger envelope duly superscribing details of tender.


(Lt. Cdr. Pawan Deep)
Director (A&F)
20/11/2020

20/11/2020

M/s

Subject: Quotation invited for hiring of two Housekeeping staff.

Sir,

Indian Council of Philosophical Research is an Autonomous Body fully funded by the Ministry of Human Resource Development, Government of India. The Council require housekeeping arrangement for its Office at ICPR, Darshan Bhawan, 36 Tughlakabad Institutional Area, M.B.Road, New Delhi-110 062.

The present requirement is for two staff for the housekeeping at ICPR, New Delhi for a period of one year. In this connection, I am directed to request you to send your quotation in sealed envelope superscribed with "Quotation for housekeeping arrangement" and send it to the undersigned by 05:00 p.m. on 14/12/2020 by Registered Post or deposit by hand in tender box placed at Security Guard room at ICPR, New Delhi. The advertisement in this regard has also published in the website of the Council www.icpr.in

The following documents should be enclosed with commercial quotation:

- a) Commercial bid clearly indicating taxes with acceptance terms and conditions of tender.
- b) Company profile and registration details with copy of relevant documents.
- c) Copy of Income Tax Return/ Pan Card.
- d) Details of Registration with ESI/EPF with copy of relevant documents
- e) Past order copies from any Govt. organization, references etc.
- f) Administrative Charges.
- g) Any other expenses please specify clearly.

Yours faithfully,


(Lt.Cdr.Pawan Deep)
Director (A&F)

Sub: Quotation for award of contract for providing Housekeeping.

1. Indian Council of Philosophical Research, New Delhi is interested in having a contractual arrangement with a suitable placement agency for providing housekeeping on contract basis. The general terms and condition are as under:-

(i) The contract shall ordinarily be in force for one year from the date of award of contract subject to extension each year on certificate of satisfactory performance of the firm. The Council shall have the right to terminate the contract by giving one-month notice assigning any reason whatsoever.

(ii) The agency shall not engage the services on any sub-contractor or transfer the contract to any other person.

(iii) The Agency shall be fully responsible and answerable to the Council for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.

(iv) Escalation of wages shall not be accepted on any ground during the period the contract is in force. However, in case the contract is extended further, the enhancement, if any, will be considered taking into account the minimum wage, EPF, ESI, GST in accordance with the notification issued by the Labour Department, Govt. on NCT of Delhi and Govt. of India.

(v) The person engaged as housekeeping must pass SSC/10th, the Candidate will be required to produce documents in support of prescribed qualifications.

(vi) It should be ensured that the person engaged are properly verified from Police Authority.

(vii) It should also be ensured that the persons engaged will observe office discipline and decorum and do not misbehave with any official.

(viii) The selected agency shall be solely responsible for complying with all statutory requirement and obligation not only limited to payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution, including enhancement of wages from time to time in accordance with the notification issues by the Govt. of India, Labour Ministry as per the latest amended Minimum Wages Act,

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- (ix) The payment shall be on monthly basis on submission of bills after completion of period and satisfactory work report.
 - (x) The engagement Agreement does not confer any right for continuation or extension of the contract or any account. This will be purely short term temporary arrangement on contractual basis.
 - (xi) The Contract Agreement shall be construed as per Indian Law and will have jurisdiction to settle any dispute in the court in New Delhi.
 - (xii) Any liability regarding payment to the workers, or arising due to non-compliance with any of the labour laws or due any human loss/injury during the course of work will be the sole responsibility of the selected firm.
 - (xiii) The Council may ask the documentary evidence in respect of payment of statutory liabilities as and when required. Service Provider will pay the minimum wages to the person deployed through individual bank accounts. ESI, EPF, must be deposited with the concerned govt. authorities regularly & proof of deposition must be submitted to the Council with the monthly Bill.
2. The tenderer will fill up the technical information in the Annexure-I and financial information in Annexure-II. The technical bid and financial bid should be sealed by the bidder in separate covers duly super scribed and both the sealed covers are to be put in a bigger cover which should also be sealed duly super scribed. The prescribed format in Annexure I and II are enclosed herewith. The envelope containing the quotation shall be super scribed as 'Quotation for providing Housekeeping.
 3. The Contract will be awarded to the lowest financial bidder subject to meeting the technical qualification and also complying with all statutory requirement and acceptance of the terms and conditions mentioned in this letter and the agreement to be executed by the successful bidder in to.
 4. The successful tenderer will have to submit **Performance Security equivalent to 5% of the value of the annual contract as per rule 171 GFR of 2017**. The amount will be payable through Bank Draft/Claque drawn in favor of Indian Council of Philosophical Research, New Delhi. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the Council besides termination of the Contract.
 5. The tenderers shall, inter-alia, furnish technical information as per Annexure-I and quote rates as per Annexure-II
 6. The tenderers shall also furnish a declaration in Annexure-III on official Letter Head of the Agency.
 7. Incomplete quotations or quotation received after the last date will be rejected summarily.
 8. The successful Tenderer will have to entire into an agreement with the council.

9. It is therefore, requested to quote rates in the Performa as per annexure-II to this letter. The quotation must reach the Director (A&F), Indian Council of Philosophical Research, Darshan Bhawan, 36 Tughlakabad, Institutional Area, Near Batra Hospital, M.B. Road, New Delhi-110062 latest by **14/12/20** till **1700** hours. The technical Bids will be opened first of the same day at **17.05 hours** in ICPR, Delhi office in the ICPR officers and also representative of the firms in any present at that time. The financial bid will be considered only in respect of the bidders whose bid are found fit after the evaluation of technical bids.
10. **Bidder has to submit Bid Security as per Rule 170 of GFR 2017 for Rs. 25,000/- (Rupees twenty five thousand only) in favor of Indian Council of Philosophical Research, New Delhi.**



Director (A&F)

ICPR, New Delhi

Annexure-I
(Commercial Bid)

To,
The Director (A&F)
Indian Council of Philosophical
Research Darshan Bhawan,
36, Tughlakabad, Institutional Area,
New Delhi-110062

Sir,

The following information along with the self-attested photocopies of these documents:-

- A) Profile of the Agency.
- B) Proof of Incorporation/inception of the Agency.
- C) Registration Certificate for manpower supply.
- D) EPF Registration Details.
- E) ESI Registration Details.
- F) Copy of PAN Card/Income Tax Return.
- G) GST Certificate.
- H) Details of Registration with the labour Commissioner.
- I) The Company/Firm/Agency have experience in providing manpower to reputed Private Companies/PSU/Banks and Government Department etc. will be preferred. Please attach copies of relevant orders.
- J) Any other relevant information.
- K) Whether Bid Security of Rs. 25,000/- is submitted as per Rule 170 of GFR 2017.**

Name and Signature of the authorized person
Of the firm along with seal

Place:

Annexure-II

Financial Bid

To,
The Director (A&F)
Indian Council of Philosophical
Research Darshan Bhawan,
36, Tughlakabad, Institutional Area,
New Delhi-110062

Sub: Quotation for award of contract for providing Housekeeping.

Sir,

With reference your notice inviting Tender No..... dated.....on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Component of Rate (amount in Rupees per person per month)

1. Wage rate including exciting Dearness Allowance (in accordance with prevailing Minimum Wages Act, as fixed by Lobour Ministry, **Govt. of NCT of Delhi**)
2. Employees Provident Fund (at applicable rates fixed by EPFO from time to time)
3. Employees Provident Fund (at applicable rates fixed by ESIC from time to time)
4. GST (at applicable rates fixed by the Govt.)
5. Administrative/Service Charge.
6. Any other expenses.

Name and signature of the authorized person of
the firm along with seal

Place:

Date: