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भारतीय दार्शनिक अनुसंधान परिषद्  
(भारत सरकार, मानव संसाधन विकास मंत्रालय)  
INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH  
(Government of India, Ministry of Human Resource Development)

Academic Centre :  
3/9, Vipul Khand,  
Gomti Nagar,  
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F.No.1-10/2020/ICPR/AC/

Date- 02.07.2021

**Sub:** Quotation for award of contract for hiring 'Housekeeping staff'.

1. Indian council of Philosophical Research, Lucknow is interested in having a contractual arrangement with a suitable placement agency for providing **Housekeeping Staff** on contract basis. The general terms and conditions are as under: -

(i) The contract shall ordinarily be in force for one year from the date of award of contract subject to extension of another year on certificate of satisfactory performance of the firm. The Council shall have the right to terminate the contract by giving one-month notice without assigning any reason whatsoever.

(ii) The Agency shall not engage the services of 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, U.P. Govt.

(v) The person engaged as Housekeeping staff must pass 10<sup>th</sup> or equivalent. The Candidates will be required to produce documents in support of prescribed qualifications.

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

(vii) It should also be ensured that the person 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 requirements and obligations 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 Uttar Pradesh, Labour Ministry as per the latest amended Minimum Wages Act,

(ix) The payment shall be on monthly basis on submission of bills after completion of period and satisfactory work report.

(x) The engagement does not confer any right for continuation or extension of the contract on 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 Lucknow.

(xii) Any liability regarding payment to the worker, or arising due to non-compliance with any of the labour laws or due to 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 also 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 Staff’.

3. The contract will be awarded to the lowest financial bidder subject to meeting the technical qualification and also complying with all statutory requirements 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 10% of the value of the annual contract. The amount will be payable through Bank Draft/cheque drawn in favor of Indian Council of Philosophical Research. 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 the rates as per Annexure-II

Annexure –I

**Technical Bid**

To  
The Director  
ICPR  
3/9 Vipul Khand  
Gomti Nagar  
Lucknow 226010

Madam,

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) The company/Firm/Agency Should have at last 3 years' experience in providing manpower to reputed Private Companies/PSU/Banks/Schools and Government Departments etc. Proof of which Should be enclosed with the Technical Bid.
- I) Any other relevant information.

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

Annexure-II

**Financial Bid**

To  
The Director  
ICPR  
3/9, Vipul Khand  
Gomati Nagar  
Lucknow

Sub: Quotation for award of contract for providing Housekeeping staff.

Madam,

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 existing Dearness Allowance (in accordance with prevailing Minimum Wages Act, as fixed by Labour Ministry, Govt. of Uttar Pradesh)
2. Employees Provident Fund (at applicable rates fixed by EPFO from time to time)
3. Employees State Insurance (at applicable rates fixed by ESIC from time to time)
4. GST (at applicable rates fixed by the Govt.)
5. Administration/Service Charge
6. Any other expenses

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

Place-

Date-

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 enter into an agreement with the council.

9. It is therefore, requested to quote rates in the Proforma as per annexure-II to this letter. The quotation must reach the Director (A), ICPR Academic Centre, 3/9, Vipul Khand, Gomti Nagar, Lucknow-226010 latest by 18.07.2021.

The technical Bids will be opened first in the presence of ICPR officials and representatives of the firms, if any present at that time. The financial bids will be considered only in respect of the bidders whose bid are found fit after the evaluations of technical bids.

Director (A)  
ICPR Academic Centre  
Lucknow