

F.No. 1-12/15-16/icpr/ac/ security guard/

Indian Council Of Philosophical Research,
(Fully funded by the Deptt. Of Higher Education, MHRD, Govt. Of India)
Academic Center,
3/9, Vipul Khand , Gomti Nagar, Lucknow. 226010
Website: www.icpr.ac.in

Sub: Quotation for award of contract for providing Housekeeping Persons i.e. Security Guards/Watchmen

Indian council of Philosophical Research ,Lucknow is interested in having a contractual arrangement with a suitable placement agency for providing housekeeping services i.e. Security Guards 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 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 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 persons engaged as Security Guard must pass SSC/10th ,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 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 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,

(2)

- (ix) The payment shall be on monthly basis on submission of bills after completion of all
- (x) The workers shall be entitled to only one day weekly off (Sunday) in addition to other Gazetted holidays on which the office remains closed. The workers may also be called on Sunday and other Gazetted holidays, if required.
- (xi) In case services are not given for a particular day(s), proportionate recovery will be made at the quoted rate of rupees per persons.
- (xii) The payment of such engaged contract workers will be subject to providing of satisfactory service which may be certified by the Officials of the council, where they are engaged.
- (xiii) 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.
- (xiv) The Contract Agreement shall be construed as per Indian Laws and will have jurisdiction to settle any dispute in the court in Lucknow
- (xvi) Any liability regarding payment to the workers, or arising due to noncompliance 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.
- (xvii) 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 persons deployed through individual bank accounts . ESI,GPF 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 superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed duly superscribed.** The prescribed format in Annexure I and II are enclosed herewith. The envelope containing the quotation shall be superscribed as "Quotation for providing Housekeeping persons".
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 toto.
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/Bank Guarantee/Fixed Deposit Receipts 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-alie*, furnish technical information as per Annexure – I and quote the rates as per Annexure-II

(3)

Annexure – I

Technical Bid

To
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) Valid Registration Certificate for manpower supply
- d) PF Registration details
- e) ESI Registration details
- f) Copy of the PAN Card/Income Tax Return
- g) GSTN registration number
- h) Details of Registration with the Labour Commissioner
- i) Certificate of Annual Return from Chartered Accountant for the last three years
- j) Proof of similar assignments with other Govt. offices/Organisations for the last 3 years.
- k) The Company/Firm/Agency should have at last 3 years experience in providing manpower to reputed Private Companies/PSU/Banks and Government Departments etc. proof of which should be enclosed with the Technical Bid.
- l) Any other relevant information

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

(4)

6. The tenderers shall also furnish a declaration in Annexure-III on Official Letter Head of the Agency.
7. **Incomplete quotations or quotations 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, Indian Council Of Philosophical Research ,3/9,Vipul Khand ,Gomti Nagar,Lucknow.226010 latest by 02.05.2018.
The technical bids will be opened first on the same day at 15.00 hours in ICPR, Lko office in presence of the ICPR officers and also representatives of the firms if any present at that time. The financial bids will be considered only in respect of the bidders whose bids are found fit after the evaluation of technical bids.

Director,
ICPR,Lucknow

(5)

Date:

Annexure – II

Financial Bid

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

Sub: Quotation for award of contract for providing Housekeeping Persons i.e. Security guards

Madam,

With reference your Notice inviting Tender No. _____ dated _____ on the subject mentioned above I/we quote the rate for above mentioned workas under:-

Component of Rate Amount in Rupees per person per month

- i. Wage Rate including existing Dearness Allowance
(in accordance with prevailing Minimum Wages Act, ,
as fixed by Labour Ministry , Govt. of Uttar Pradesh)
- ii. Employees Provident fund (at applicable rates fixed by
EPFO from time to time)
- iii. Employees State Insurance (at applicable rates fixed by
ESIC from time to time)
- iv. GST (at applicable rates fixed by the govt.
- v. Administration/Service Charge

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

Place:

Date:

(6)

Annexure-III

DECLARATION

(To be furnished in official Letter Head of the Agency)

1. I _____ Son/Daughter/Wife of Shri _____ authorized signatory of the Agency/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My Agency has not been black-listed/de-barred from participating in tender by Any Ministry/Department of the government of India or Govt. of Uttar Pradesh and Gov. of India Undertaking in the last three years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:

Date: