



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

An autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India
D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India - 500 049
Web: www.niab.org.in



NOTICE INVITING TENDERS



Tender No. NIAB/ Outsourcing/01/2015

Date:11.08.2015

Sealed Tenders are invited on behalf of the Director, NIAB under two bid system from experienced agencies / contractors possessing all the required statutory registration, trade license and having a registered office at Hyderabad / Secunderabad.for providing Security Watch and Ward Services by Ex-servicemen/civilian Security Guards **and** manpower for Office /Lab management. The last date for submission of tender documents is 02 Sep 2015 upto 3:00 PM. **For further detail, please visit our website www.niab.org.in**



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

An autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India
D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India - 500 049
Web: www.niab.org.in



NOTICE INVITING TENDERS



Tender No. NIAB/ Outsourcing/2015

Date:11.08.2015

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the Director, NIAB under two bid system from experienced agencies / contractors possessing all the required statutory registration and trade license for providing Security Watch and Ward Services by Ex-servicemen/civilian Security Guards and having a registered office at Hyderabad / Secunderabad with work experience of providing at least 20 persons or more in a single contract continuously over a period of at least three years in central/ state Govt./ PSUs Autonomous Bodies/reputed private companies for the following works :-

S. No	Tender No	Name of work	Cost of tender document (Rs./-)	Earnest Money Deposit (Rs).
1.	NIAB/Manpower /2015	Supply of Manpower to NIAB for various services such as Security guards (without arms), Housekeeping and office management (DEO, Office Attendants, clerical and lab duties) under the Minimum Wages Act (As per Annexure-1)	Rs.500/-	Rs. 15,000/- in the form of Demand Draft in favor of National Institute of Animal Biotechnology, Hyderabad payable at Hyderabad

The Tender Form(s) may be obtained from the office of NIAB on a non-refundable payment of Rs. 500/- (Rupees Five Hundred only) towards the cost of tender document(s) between timing 10.00 a.m. to 4.00 p.m. (on all working days only). **The tender document also can be downloaded from the website, which shall have to be accompanied by a Demand Draft amounting to Rs.500/- drawn in favour of 'National Institute of Animal Biotechnology, Hyderabad' payable at Hyderabad.**

The '**Technical Bid**' in a sealed cover super scribed as the "Technical Bid" alongwith the tender documents and checklist with proper marking and also putting up signatures on each page should be submitted at NIAB on the specified date or before i.e. 02 September 2015 by 3.00 PM.

NOTE: The bidder(s) should provide the checklist with supporting documents alongwith the technical Bid. Failing in submitting the checklist alongwith Technical Bid will cause cancellation of the bid without any further notice / information.

The received tenders will be opened on the same date at **03.30 PM** in the presence of tenderers and/or their representatives who wish to be present on that day.

The 'Price Bid' should be submitted in the prescribed proforma in a sealed envelope, superscribed as the "Price Bid". The Price Bid should be separately sealed and kept separate from the envelope of the Technical Bid.

Price should not be mentioned in Technical Bid. Tender will be summarily rejected in case price is mentioned in Technical Bid.

The Earnest Money Deposit (EMD) is to be submitted in the form of Demand Draft/Bankers cheque drawn in favour of National Institute of Animal Biotechnology, Hyderabad payable at Hyderabad from any Scheduled/Nationalised Bank. EMD in any other form is not acceptable. Late and delayed tenders will be summarily rejected. Offer by Fax/E-mail will not be considered.

* "Any Bid where in service charges quoted are such that after deduction of statutory payments viz. TDS etc. it becomes zero/negative, such a Bid shall be summarily rejected without any communication. Also NIAB reserves the right to calculate the minimum threshold value of the commission as to what is deemed workable by NIAB and any bid lower than the Minimum Workable Commission is liable to be summarily rejected."

Incomplete tender or tenders received without EMD shall be summarily rejected. Canvassing in any form in connection with tender/quotation is strictly prohibited. The Director, NIAB reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

TENDER ISSUED TO:

M/s _____

Telephone No. (If any) _____

Signatures of the Officer Issuing Tender

Cash Receipt/Pay Order/Demand Draft No. dated
from the Bankdrawn in favour of the
Director, National Institute of Animal Biotechnology, Hyderabad for
Rs..... (Rupees.....) is
enclosed herewith.

CONDITIONS OF THE CONTRACT:

1. Intending tenderers should have sufficient and good experience (**providing at least 20 persons or more in a single contract continuously over a period of at least three years**) in similar works in a Government/Private Research Organizations or Public Sector Undertaking or any Scientific Laboratories and should be in a position to supply adequate labourers/workers.
2. Sealed tenders should be addressed to **The Director, 4th and 5th Floors, Axis Clinical Building, Miyapur, Hyderabad - 500049**, due on 02-09-2015 time 3:00 pm. The tenders received after the due date or time either submitted in person or sent by post are liable to be rejected.
3. The tender should accompany the Earnest Money Deposit (EMD) Rs 15,000/- (Rupees Five Thousand only) in the form of Demand Draft from any scheduled bank drawn in favour of the Director, National Institute of Animal Biotechnology, Hyderabad. **No other mode of payment is acceptable. However, tenders received without EMD will be rejected.**
4. Sealed tenders received within the stipulated date and time will be **opened on 02-09-2015 at 3:30 pm** in the presence of the tenderers or their authorized representatives, present if any.
5. The EMD amount of Rs 15,000 is liable to be forfeited, if the Contractor(s) selected for the work fails to sign the formal agreement within fifteen days from the date of information about their tender being accepted or otherwise fails to start work within fifteen days from the date of order to commence the work.
6. All payments will be made by means of crossed cheques drawn on PNB, Vinayak Nagar, Gachibowli, after completion of every month on submission of bills along with proof of payment break-up made such as PF/ESI etc. by the Contractor after due certification by the concerned officer in NIAB. The bill should be accompanied with the details of ESI/PF deposited every month in the individual personal accounts like Employee name, Account No., Employee contribution etc. Contractor should submit proof of payment of PF and ESI etc along with the monthly bill.
7. The Contractor has to maintain an observation register and all the observations made in by the NIAB should be completed by the Contractor within 72 hours from the date of making such observations failing which necessary recovery as recommended by the Senior Manager/ any other authorised official of NIAB will be made from the monthly bill of the Contractor.
8. If any loss to the property/equipment/tools/ of the Institute is caused by the labourers of the contract, the same has to be replaced or rectified by the Contractor at his cost

SIGNATURE OF THE TENDERER

9. The tenderers should be a Valid Licensed Contractor under the provisions of Contract Labour (R&A) Act – 1970.
10. Contractor will provide the ID cards to the persons and same will be approved by the authorised official of NIAB.
11. Every employee engaged by the Contractor should be given in each week a day rest and statutory holidays with the wages under relevant provisions of Labour Acts/Laws.
12. The Contractor should maintain all the Registers and Records under the purview of PF/ESI Workmen Compensation Act and Contract Labour (R&A) Act -1970.
13. The Contractor should provide the workers, who are physically fit, medically sound, energetic and can meet the requirements of NIAB.
14. The Contractor should deploy Supervisors to supervise workers at NIAB. The Supervisor should ensure smooth functioning of the Contract. The Supervisor should report to the Senior Manager / any other authorised official of NIAB for day-to-day activities of the Contract.
15. In case, any of the persons deployed by the Contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities, riots of disorderly conduct, the Contractor shall withdraw such person from the NIAB within 24 hours and he has to deploy new worker in his/her place.
16. The successful bidder should deposit a sum of 10 % of the total Contract Value as Security Deposit. The Security Deposit amount deposited by the successful tenderer will be released after THREE MONTHS from the date of termination/expiry of contract, subject to the condition that any recovery is to be made. In case of any recovery to be affected the same will be made from the Security amount. The Security Deposit amount will be refunded without any interest.
17. The contract can be terminated on any of the following contingencies:
 - a. On expiry of the contract period.
 - b. By giving one month notice on account of :
 - i. Losses suffered due to lapse on the part of the Contractor/Supervisor/Workers.
 - ii. For committing breach of contract by the Contractor on any of the terms and conditions of the contract.
 - iii. On violation of any Labour Laws as per Contract Labour (Regulation & Abolition) Act – 1970.
 - iv. On assigning the contract or any part there of or any benefit or interest therein by the contractor to any third party for subletting whole or part of the contract.
18. During the notice period of termination of the contract in the situation contemplated above, the Contractor shall keep on discharging the duties as before till the expiry of notice period.

SIGNATURE OF THE TENDERER

SPECIAL CONDITIONS OF CONTRACT:

1. The Contractor (s) shall have to provide efficient/experienced workmen to complete the work within the specified time.
2. The Contractor (s) shall employ qualified, trained, loyal and honest workers. The service has to be done with utmost care, diligently and without causing any damage to the properties of the NIAB.
3. Any loss sustained by the NIAB by way of damages to the properties i.e. equipments, fittings, fixtures, furniture or instruments due to negligence or carelessness of the Contractor or his workmen shall be to the account of the Contractor. The assessed value of the damage will be deducted from his/her monthly bills.
4. The worker engaged by the Contractor will be solely under their management and the Contractor should undertake their workers' service conditions including fringe benefits like Provident Fund, Service Bonus, Gratuity, Leave Salary, Medical care etc., as per the Labour Laws applicable to them. The workers employed by the Contractor (s) on the work will be under the whole and sole control of the management of the Contractor and for all purposes, they will be the employees of Contractor only. As such, the responsibility of their service conditions etc. rests with the Contractor only. The Contractor should engage and pay adequate wages as per Minimum Wage Act of Govt. of India/Andhra Pradesh as in force or enforced subsequently. Besides the engagement of the workmen should be in accordance with the Labour Act of Govt. of India/Telangana State. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - a. Employment of Children Act
 - b. Workmen Compensation Act
 - c. Employment of Labour/Contract Labour Act
 - d. Industrial Employment Act
 - e. Contract Labour Regulation & Abolition Act.
 - f. Minimum Wages Act
 - g. Employee Provident Fund Act
 - h. ESI Act
 - i. Payment of Bonus Act
 - j. Equal remuneration Act
 - k. Industrial Dispute Act
 - l. Any other act or legislation, which may govern the nature of the contract.
5. The workers engaged by the Contractor have no right to claim any compensation or regular appointment in NIAB whatsoever. The Institute will be free from all encumbrances either from the Govt. or any other source, including claims arising out of Workmen Compensation Act.
6. The Contractor should ensure the safety of their workers during the course of work. If any worker of the Contractor is hurt or injured and met with any serious calamity/accident/death, the responsibility for payment for compensation to the workers rests with the Contractor only. The NIAB will be free from all such encumbrances.

SIGNATURE OF THE TENDERER

7. The contract is valid for a period of one year from the date of commencement of work. This may be renewed at the discretion of NIAB.
8. NIAB reserves the right to terminate the contract without assigning any reason by giving a notice of ONE month.
9. The Contractor should obtain necessary License from the Assistant Labour Commissioner (Central) and State both and submit a copy of the same to the Institute, failing which no payment will be released until submission of License copy.
10. It is the responsibility of the Contractor to look after the welfare of the workmen engaged for the said Job/Operations as per the statutory requirements and rules as applicable, as per prevailing acts and law of State/Central Government. It is his/her responsibility to make the payment to the workers as per the minimum wage act before 7th of following month in the presence of representative of NIAB .
- 11. The agency should provide uniform and shoes to employees at their own cost. Under no circumstances workers should be charged.**
- 12. The agency should facilitate opening of salary A/c. for the employees in a bank of NIAB's choice/discretion of payment of monthly wages and other dues.**
13. Income Tax/TDS shall be deducted at source from the monthly bill of the Contractor as per the Government of India's order and necessary certificate will be issued by this Institute.
- 14 a) The Director, NIAB reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
- b) The Director, NIAB reserves the right to alter/modify any or all conditions of this tender.
- (c) The Director, NIAB does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

DECLARATION BY THE TENDERER:

I/We have read the entire terms and conditions of this tender document and are fully agreed to the terms and conditions mentioned herein.

SIGNATURE OF THE TENDERER
(with seal)

Date:
Place:

ANNEXURE-1

Scope of Manpower

Security Guards (without arms)

The Contractor shall provide such manpower as per requirement of NIAB's for security duties at NIAB's Site at Village Gopanpally and also at Institute's present location at Miyapur. The persons to be deployed as Security Guards will be a 50:50 mix of Ex-Servicemen and civilians with good character, conduct and behaviour, competent and qualified to perform the work for which they are deployed. The security personnel deployed shall be below the age of 50 years. In case of non-availability of sufficient numbers of Ex-servicemen shortfall may be filled with Ex-para military personnel with the knowledge / acceptance of the employer. Minimal educational qualification for all civilian guards shall be Matric pass.

*** Approximately 12 persons shall be required**

(The Security Guards should be physically fit and shall be below the age of 50 years. The Civilian Security guards should also be trained in security, first-aid & fire fighting. They should work round the clock in three shifts at 8 hrs per day)

Office/Lab Management:-

The Contractor shall provide such manpower as per requirement of NIAB for efficient office and laboratory management like that of Lab. Manager, Office Assistants, Data Entry Operators, Office Attendants, Lab Attendants, technician etc.

*** Approximately 10 persons shall be required.**

(The normal working hours for office and lab persons is from 9:00AM to 5:30 P.M with six days a week. Age should be between 20-35 years)

Staff Car Driver:-

The Contractor shall provide such manpower holding valid driving license for medium transport vehicles, as may be required for driving the Staff Car(s) as per requirement of NIAB.

(Age should be between 20-35 years)

SIGNATURE OF THE TENDERER

ANNEXURE – II

1. Name of the Organization/Firm :
2. location of Registered Office with complete address with Telephone/ Fax Nos. and e-mail address. :
3. Approximate annual turnover in value :
4. Number of workmen employed and facilities available :
5. Whether the firm have experience of Providing satisfactory security services in Central Government /Autonomous bodies/ Research organizations/reputed private sector companies with at least 3 satisfactorily executed contracts where 20 or more than 20 Security personnel preferably ex-serviceman were deployed in a single contract at a single site or location. If yes, then firm should attach with the technical bid, experience certificates in original or a certified copy. :
6. Details of past & present contracts, clientele list, With performance certificate for past 5 years :
7. Registration certificates (Copies may be enclosed)
 - i) Labour License No. :
 - ii) PF Registration No. :
 - iii) ESI Registration No. :
 - iv) Income Tax No. :
 - v) PAN and TAN No. of the firm :
 - vi) Service Tax No. :
 - vii) Firm Registration No. :

SIGNATURE OF THE TENDERER

8. Registration/Licence under PSAR ACT
(Attach Copy of the same)

9. Account No., Name & Address of your bankers :

9. Any other relevant information, as required :

I/We certify that the above information is true to the best of my/our knowledge.

SIGNATURE OF THE TENDERER

A N N E X U R E – I I I

Undertaking by the firm

I/We (name)_____ contractor/partner/sole proprietor (strike out which is not applicable of (firm)_____ do hereby certify that the individual/firm/companies are not blacklisted by any Government Department or an autonomous body.

SIGNATURE OF THE TENDERER
(with seal)

Date:

Place:

ANNEXURE – IV

Check List to be attached with the Technical Bid

Sr.No.	Particular	Document Attached (Yes/No)	Remarks (If any)
1.	Letter head of the firm/company with address & contact details i.e. Tel / e-mail/Fax Nos. etc.		
2.	Copy of the Registration of Agency at Hyderabad/Secunderabad		
3.	Tender Document Fee details (Rs.500/-)		
4.	Earnest Money Deposit (EMD) Details (Rs.15,000/-)		
5.	Copy of experience of providing minimum 20 persons or more in a single contract in Central/State Govt. undertaking /Autonomous Bodies during the last three years		
6.	Copy of valid License issued by the competent authority		
7.	Copies of ESI & EPF registration		
8.	Attested copy of the PAN & TAN No.		
9.	Latest copy of Income Tax Return for the last 02 years		
10.	Attested copy of the Service Tax registration certificate.		
11.	Signed copy of tender documents with Annexure I to IV		
12.	Price Bid in separate sealed envelope (As per Annexure-V)		

ANNEXURE – V
PRICE BID

(To be filled by the Tenderer)
Supply of manpower

BREAKUP OF RATE QUOTED FOR SUPPLY OF MANPOWER
(FOR ONE PERSON)

Sl No		<u>Unskilled</u>	<u>Semi-skilled</u>	<u>Skilled</u>
1	Minimum Basic wage payable to the worker per month (including Sundays and paid holidays) as per the Minimum Wages Act at present rates prescribed by Central Govt.			
2	EPF @13.61 %			
3	ESI (Basic + Bonus + Leave) @ 4.75 %			
4	Bonus @ 8.33% subject to a maximum basic wage of Rs.3500/- per year.			
5	Any other statutory charges as per Labour Acts and rules in vogue			
6	Total Wage Component			
7	Contractor's Service /Administrative charges (per person per month) (Percentage and Amount) (In figures and in words)			
8	Grand Total			

SIGNATURE OF THE TENDERER

1. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tenderer shall disqualify the tender
2. NIAB reserves the right to fix a minimum workable amount of commission and fix it as a threshold. Any bids lower than such fixed threshold shall be rejected.
3. The minimum wage is **subject to revision from time to time by the Govt.** Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.