

निविदा दस्तावेज
TENDER DOCUMENT
के लिये
FOR

**Tender for providing House Keeping, Technical
& Administrative Manpower on Outsourcing
Basis at Hyderabad**

TENDER # CDFD/ADMN/MNP/2021



सी डी एफ डी

CDFD

डीएनए फिंगर प्रिंटिंग एवं निदान केंद्र

Centre for DNA Fingerprinting and Diagnostics

इनर रिंग रोड, उप्पल, हैदराबाद - 500039

Inner Ring Road, Uppal, HYDERABAD - 500039

(तेलंगाना राज्य) भारत (Telangana State) India



डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

CDFD

File Ref : CDFD/ADMN/MNP/2021

Date : 16.04.2021

निविदा आमंत्रित सूचना / NOTICE INVITING TENDER

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under the Societies Act funded by the Department of Biotechnology, Ministry of Science and Technology, Government of India that has been established to provide services and to undertake R & D in DNA Fingerprinting, Diagnostics and other areas of modern biology.

Sealed tenders are invited on behalf of Director, CDFD, Hyderabad in Two Bid System (Technical Bid – Part – I & Financial Bid – Part - II) for finalizing a suitable agency for providing Housekeeping, Technical & Administrative Manpower at CDFD Laboratory Building and Hostel Buildings at Hyderabad.

Sl.No	Name of Work	Estimated Cost (Rs.)
1	Supply of Housekeeping, Technical & Administrative manpower on outsource basis at CDFD	Rs.3.3 Crores
2	Cost of Tender Document	Nil
3	Earnest Money Deposit	Nil
4	Due date for submission of bids	10.05.2021 @ 2.30 pm
5	Opening of Technical Bids	10.05.2021 @ 3.00 pm

- इच्छुक योग्य बोलीदाता हमारी वेबसाइट से पूर्ण बोली-प्रक्रिया दस्तावेज मुफ्त में डाउनलोड कर सकते हैं ।**
Interested eligible bidders may download free of cost the complete bidding documents from our Website (<http://www.cdfd.org.in>) as well as from Central Public Procurement Portal: www.eprocure.gov.in.
- निविदाएं प्राप्त करने की नियत तिथि / Due Date for Receipt of Tenders:** 10.05.2021 @ 2.30 pm. Opening of Technical Bids: 10.05.2021 @ 3.00pm at Committee Room, CDFD, Inner Ring Road, Uppal, Hyderabad-500039.
 - If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.
- Bidder shall seal the Technical Bids and Price Bids in two separate envelopes (Cover A and Cover B) duly marked / super-scribed as "Technical Bid (Part-I)" and "Price Bid (Part-II)" – Tender No: CDFD/ADMN/MNP/2021 due on 10.05.2021 at 2.30pm.
- The above two separate sealed covers, one containing the Part-I Technical Bid along with eligibility criteria documents, the Price Bid (Part-II) (Cover A and Cover B) shall be kept together in another Cover (Cover C) which should also be sealed and super-scribed as above and addressed to the Head – Administration, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, Hyderabad – 39.
- The sealed cover (Cover C) duly super-scribed with Tender No. CDFD/ADMN/MNP/2021 dated due on 10.05.2021 @ 2.30 pm should be dropped in the Sealed Tender Box kept at Admin Section, Inner Ring Road, Uppal, Hyderabad-39 on or before 2.30 PM of 10.05.2021.
- CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are also liable to be rejected.
- Bidders sending their quotations through courier / postal services should ensure to send the same well in advance as CDFD does not take any responsibility for late receipt of quotes due to postal / courier delays.
- The Tender document at any cost should not be handed over to any persons.
- Any clarifications may be obtained from the Head Administration, Centre for DNA Fingerprinting and Diagnostics (CDFD) Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, Tel No. 27216093 / 99, E-mail : cdfd-admin@cdfd.org.in before 01.05.2021.

(जी रवीन्द्र)

प्रमुख - प्रशासन

[G RAVINDAR]

Head - Administration

अध्याय CHAPTER 1

बोली लगाने के लिए निर्देश INSTRUCTIONS TO BIDDER

1. बोलियां जमा करना / SUBMISSION OF BIDS :

- (i) Tender should be submitted in two parts (Technical Bid & Financial Bid) format. Part I should consist of all the technical details including their previous experience, nature of work carried out, details and number of manpower provided for each work etc and other commercial points. Part II should contain only the Contractor's Service Charges.
- (ii) This tender form along with all Annexures should be submitted in original with the Technical Bid.
- (iii) The tenderer should read all the 'Terms and Conditions' of this tender and give their acceptance at the end and submit it with the Technical Bid (Part I).
- (iv) Contractor has to submit the entire tender document as per the format enclosed. If any deficiency is found, the tender document will summarily be rejected without giving any reason.

2. पात्रता मापदंड ELIGIBILITY CRITERIA :

- (i) The Bidder should be in the similar business for the last 3 years and have successfully executed at least Two similar contracts to any of the Department of State / Central / PSU / University / R&D Institutes / Public Limited Companies during the last 3 years. Similar contracts means supply of outsourcing manpower. Proof to be enclosed with the quote.
- (ii) Work Experience: The bidder should have satisfactorily completed during the last 3 years in firm name at least one similar nature of work of not less than of ₹ 280 lakhs or two similar works of each not less than ₹175 Lakhs or three similar works not less than ₹140 lakhs.
- (iii) The Bidder / Firm / Agency should be registered under Contract Labour Act 1970, Income Tax Act, GST / Firm Registration / ESIC Act / EPF Act in the name of the Bidder.
- (iv) The Bidder / Firm / Agency should have a branch office in twin cities of Hyderabad / Secunderabad with proper working branch.
- (v) The Bidder / Firm / Agency should have a solvency of Rs. 30,00,000/- and attach certificate obtained from the banker.
- (vi) The Bidder should have the Bank Account in the name of the Bidder.
- (vii) The Bidder / Firm / Agency on date of submission of bids should have a minimum of 200 employees on their roll with similar work related to their nature of work and proof should be enclosed with the Technical Bid.
- (viii) The Agency / Bidder / Contractor should have at least one running contract of more than 100 persons at the time of submission of Bid.
- (ix) The Bidder / Agency / Firm / Contractor should not be blacklisted by any Department of State / Central / PSU / University / R & D Institute during last 03 years.
- (x) The Bidder / Agency / Firm / Contractor should not be involved in any offences and should be free from all encumbrances as on date of submission of Bid.
- (xi) The Bidder / Agency / Firm / Contractor should submit the Annual Turn Over of last 03 years certified by the CA and the annual Turnover should not be less than 03 Cr.
- (xii) Performance certificates obtained from two clients as per CDFD format (Annexure - 9).

3. बोली दस्तावेजों की सामग्री / CONTENT OF BIDDING DOCUMENTS: The bidding documents, have been divided into 5 chapters as under:

- Chapter 1 : Instructions to Bidder
- Chapter 2: General Terms & Conditions
- Chapter 3: Special Terms and conditions
- Chapter 4: Price Schedule Format
- Chapter 5: Other Formats

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents will be at the Bidder's risk and may result in rejection of its bid.

4. बोली दस्तावेजों का स्पष्टीकरण CLARIFICATION OF BIDDING DOCUMENTS: A prospective Bidder requiring any clarification of the Tender Document shall contact the Head - Admin in writing. Head - Admin will respond in writing to any request for clarification, provided that such request is received on or before 01.05.2021.

5. बोली की भाषा / LANGUAGE OF BID: The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be written in Hindi/English language only.

6. ईएमडी / बीआईडी सुरक्षा की घोषणा का सारांश / SUBMISSION OF EMD/BID SECURITY DECLARATION :

Tenders submitted without Bid Security Declaration will be rejected. Tenders received after due date and time will not be entertained. Institute is not responsible for any postal delay. CDFD does not take any responsibility for loss of Tender in transit sent by courier or any postal delays, Tenders received after the due date and time will be summarily rejected. Incomplete or conditional tenders are liable for rejection.

All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

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7. **बोलियों की वैधता / VALIDITY OF BID:** Bid submitted by Bidder shall remain valid for acceptance for a period of **60 days** from the date of opening of the BID.
8. **निविदाओं की अस्वीकृति / REJECTION OF TENDERS :** The Director, CDFD reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
9. The bidder should submit an affidavit (latest) duly certified by a Notary that there is no police case/vigilance enquiry pending against the Directors / Partners / Owners of the firm as the case may be, and that he has never been punished by any Hon'ble Court.
10. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
11. The bidder must have E.P.F./E.S.I.C Registration number as per the rules to contribute to E.P.F./E.S.I.C. The successful Contractor if operating from outside of Hyderabad but having branch office in the city will have to obtain EPF and ESI sub-codes in Hyderabad within 2 months of award of Contract for administrative convenience.
12. **The Part I (Technical Bid) will only be opened initially** thereafter the Technical Bids will be evaluated by a Committee and based on the recommendations of the Committee only those tenderers who fulfill the tender conditions will be called to participate in the opening of Part II (Price Bid).
13. TAXES, DUTIES AND LEVIES. All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Agency/Contractor.
14. **भाग द्वितीय / PART – II (PRICE BID):** The service charges will be the primary criterion for evaluation of Price Bid. However, mere quoting of low profit margin does not entitle a Contractor for award of the Contract in CDFD. The workability of the Contractor, past track record and experience will be evaluated before award of work.
The tenderer should quote reasonable service charges per person and it should cover below expenses.
 - (i) TDS at the rate of two percent (2%) under Section 194C of the Income Tax Act. Plus the Cess on TDS as applicable.
 - (ii) The cost of two pairs of uniforms, one set of chappals / shoes, all accessories, ID cards etc. to be supplied to the **contract** (outsourced worker) worker and supervisor at Contractor's cost.
 - (iii) All administrative expenses for executing the contract including profit margin.
 - (iv) All liabilities and compensations that are payable in the event of any unforeseen situations which results in death/ permanent disablements to the staff deployed at CDFD.
15. CDFD has responsibilities as Principal Employer and to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.
16. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the CDFD from any claims in this regard.
17. The personnel employed by the contractor and deputed in the office of CDFD shall have no right to employment against any post of the Institute (CDFD). It is further agreed that their services are being taken on a purely contractual basis/ outsource basis and CDFD reserves the rights to do away with the agreement as and when so required without assigning any reason.
18. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages, ESI Act, EPF Act 1952, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time. The contractor shall be responsible for deposit of employees and Principal employer's share of statutory contribution towards ESI/EPF with the concerned department/ authorities at his own level and maintenance of such record as per rules. The contractor shall deposit EPF and ESI contributions and he will be required to submit a copy of Challan/abstract/ statement of the amount deposited on account of the statutory contributions along with the bill for reimbursement, failing which the payment of Service charges of the following month will be with-held.
19. The Contractor shall be responsible for making good to the satisfaction of the designated person of the institute. Any loss or damage to Institute properties, if such loss or damage is due to fault and/or the negligence or willful acts or omission of the Contractor, his employees, agents, representatives or he shall be liable for the loss as assessed by CDFD.
20. The Contractor or his representative shall daily report to Officer-in-charge, CDFD to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
21. The Contractor/his representative should all the time be available at work site during the course of his work.
22. The Contractor or his representative should take proper care of fittings, fixtures, furniture, soft furnishing and other items in all work areas.

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23. Sufficient number of Housekeeping staff shall be posted by the Contractor to attend the works on shift basis and shifting of materials/instruments from one place to other, loading and unloading of materials/instruments from truck with in CDFD and annexes buildings as and when required in the exigencies of work without any additional payment.
24. Shift timings are i). 7:00 AM to 3:00 PM, ii) 2:00 PM to 10:00 PM, iii) General shift 9:30 AM to 6:00 PM and one male worker at night shift if required, to be arranged for emergency work. Any other shift timings as instructed by the Officer-in-charge, CDFD, shall also be adopted, as and when required. The above works are required to be supervised in each shift except nightshift.
25. The Institute premises are the property of the Institute and the Contractor is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and the Institute decides that the Contractor should not be allowed to continue the service, the Institute will be entitled to restrain the Contractor from entering the campus.
26. The Contractor's staff shall not be treated as the Institute's staff for any purpose whatsoever. The Contractor shall be responsible for strict compliance of all statutory provisions including the relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible under the law.
27. **LATE BIDS:** Bids submitted after the deadline shall not be accepted under any circumstances.
28. **गैर-अनुपालन की सूचना / NOTICE OF NON-COMPLIANCE :** The Employer shall promptly notify the Contractor upon discovering any instance where the Contractor has failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Contractor has to comply within 3 days, failing which suitable action as deemed fit shall be taken by CDFD.
29. **चिकित्सा परीक्षण / MEDICAL EXAMINATION :** The agency shall arrange for medical check-up for his employees deployed at CDFD. The agency at his own cost has to carryout medical examination before the commencement of the contract and thereafter once in every year in respect of his employees to ensure their fitness to handle and submit certificate of Medical Fitness to CDFD. The agency shall withdraw any person who is not found medically fit for the job and arrange for an appropriate substitute immediately.
30. **विवाद समाधान / DISPUTES RESOLUTIONS:** All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and the CDFD decision shall be final on all such matters and shall be binding on the Tenderer.
31. **अप्रत्याशित घटना / FORCE MAJEURE :** No liability shall be attached to the Contractor for non operation or execution of his obligation under this contract as a result of Force Majeure or any other act which is beyond the control of the Contractor.
- No liability shall be attached to the Contractor for any damage due to natural calamities such as earthquake, war, civil commotion.
32. **DISCLAIMER:** Even though adequate care has been taken in the preparation of this Tender document, the Bidder should satisfy himself that the document is complete in all respects.
- Neither CDFD nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender document and it may not be possible for CDFD to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender document.
 - Certain prospective Bidders may have better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender document and obtain independent advice from appropriate sources.
33. **अनुपालन / COMPLIANCE:** The Agency / Tenders shall be responsible for compliance with the provisions of all the applicable Labour Laws including but not limited to:
- (a) Contract Labour (Regulation Abolition) Act &, 1970;
 - (b) Minimum Wages Act, 1948;
 - (c) Workmen's Compensation Act, 1923;
 - (d) The Employee Provident Fund Act, 1952;
 - (e) Employee State Insurance Act, 1948; and
 - (f) Payment of Bonus Act, 1965
 - (g) The Payment of Gratuity Act, 1972
 - (h) The Child Labour (Prohibition and Regulation) Act, 1986

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- Any other rules, regulations and / or statutes as may be applicable to them from time to time or any other act or legislation, which may govern the nature of the contract.
 - Any liability arising on the CDFD shall be deducted from the bills of the Contractor and if the full amount is not recovered then the same shall be recovered from the security money of the Contractor. There would be no liabilities towards the workers of the Contractor by the CDFD.
34. **काम करने के लिए या बीमा / ACCIDENT OR INJURY TO WORKMEN:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.
- The Contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.
 - Workmen should be insured against personnel accidents arising out of the course of their duties.
35. **अनुबंध के हस्ताक्षर / SIGNING OF THE CONTRACT:** The successful Bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper worth Rs. 200/- (Rupees Two Hundred only) within 7 days from the issue of the Letter of Acceptance of BID.
- Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us.
36. **SELECTION OF CANDIDATES:** Selection of candidates from the individuals proposed by the Agency should rest with CDFD and shall be through a proper screening process so as to enable CDFD to engage candidates with desired caliber and experience.
37. **मध्यस्थता / ARBITRATION:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute.
- a) Any dispute, difference arising out of or in connection with the formation, performance, interpretation, nullification, termination or invalidation of this Agreement, in any manner whatsoever, shall be referred to a binding arbitration in accordance with The Arbitration and Conciliation Act, 1996.
 - b) The arbitration proceedings shall be conducted by a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute, whose award shall be reasoned and in writing and shall be final and binding on the Parties. The Arbitration proceedings shall be conducted in the English Language and the venue of arbitration shall invariably be at Hyderabad.
 - c) Provided however, nothing contained in this Clause shall be deemed to prevent a party from approaching a Court of competent jurisdiction at Hyderabad (Telangana) for seeking interim relief prior to or pending arbitration.
38. **शासी कानून / GOVERNING LAW:** This Tender shall be governed by and construed in accordance with the laws of the India and the courts of Telangana shall have exclusive jurisdiction, since Agreement has been executed by the Parties in Hyderabad (Telangana).
39. **जमानाखंड / PENALTY CLAUSE:** Subject to clause on Force Majeure, if the Supplier fails to perform the Services within the period(s) specified in the work order, the CDFD shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the order value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent. Once the maximum is reached, the CDFD may consider termination of the Contract for Default.
40. **धोखा और भ्रष्टाचार FRAUD AND CORRUPTION:** CDFD requires that the bidder's, suppliers and contractors observe the highest standard of ethics during the tender process and execution of such contracts. In pursuit of this policy, the following are defined:
- **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - **“Collusive practice”** means a scheme or arrangement between two or more bidders, with or without the knowledge of the CDFD, designed to establish bid prices at artificial, noncompetitive levels; and
 - **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract. The CDFD will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

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41. **प्रारंभिक परीक्षा PRELIMINARY EXAMINATION:** CDFD shall examine the bids to confirm that all documents and technical documentation requested in have been provided, required sureties have been furnished, and to determine the completeness of each document submitted. The CDFD will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. 29. If the Bidders have put in Specific conditions not enclosed, all the documents / data requested in the tender and not submitted the Tender in the manner as indicated may be liable for rejection, without seeking further clarifications.
42. The Director, CDFD reserves the right to:
- Reject any or all the tenders without assigning any reason whatsoever;
 - Not bind to accept the lowest or any tender; and
 - Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
43. **वर्दी / Uniforms** The Contractor shall provide two sets of good quality uniforms including working Shoes/chappals to his workers as approved by the authority (for both males and females) while on duty. Sufficient number of uniforms will have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored and severe fine imposed and will be deducted from the bill, if the worker is found without uniform.
- The technical and administrative manpower is exempted from issue of uniforms.
44. **पहचान पत्र / Identity Cards** The contractor will issue identity cards as approved by CDFD to his workers/supervisors after getting them verified by the In-charge, CDFD. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor at a specific point to receive & manage complaints and instructions.
45. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at CDFD, before the commencement of work:
- List of Manpower short listed by agency for deployment at CDFD, containing full details i.e. date of birth, marital status, address etc;
 - Bio-data of the persons.
 - Character certificate from a Gazetted officer of the Central / State Government.
 - Certificate of verification of antecedents of persons by local police authority (Police verification Certificate).
46. The personnel of the Agency / Contractor shall not join any labour union or to strikes or demonstrate or any other agitate of their nature. The personnel neither shall directly or indirectly join or assist any communication of civil nature nor will render their services during any kind of natural calamities to their best extent. The personnel should not in any act against the interests of CDFD.
47. The supervisor of the Agency should manage the day to day admin matters such as Attendance, absence, leave etc. No Officer or Support Staff of the CDFD shall manage these affairs.
48. The Agency / Firm personnel shall not divulge or disclose to any person any details of Office, Operational, Processing, Technical knowhow security arrangements and administrative organizational matters as most of these are confidential / secret in nature.
49. The Agency to provide appointment letters and photo identity cards to the personnel employed by it at CDFD with clearly indicating the work site as CDFD.
50. PF statements should be provided to its employees at the end of the financial year.
51. Workmen Compensation Insurance to be taken by the Agency to take care of compensation to its employees as per the rules.
52. The contractor should be able to pay the salaries to their staff on time. Even if there is any delay due to administrative reasons for CDFD for more than a month.
53. Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder. Power of Attorney / Board Resolution in favour of signatory of the Tender on behalf of Tenderer.

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Sign. of Bidder

अध्याय CHAPTER 2

सामान्य नियम और शर्तें / General Terms & Conditions

1. **उप-अनुबंध / SUB-CONTRACT:** The Agency shall not assign transfer, pledge or sub contract the services/works.
2. The tender documents submitted by the tenderer including Annexure / Addendums if any, shall be submitted with duly filled and signed on each page as token of having read the conditions and acceptance thereof.
3. Contractor should submit separate PF,ESI & Service tax challans against this contract (& not clubbed with other contracts/sites where contractor is supplying manpower) and also submit separate details of contract manpower deployed exclusively against the contract in order to facilitate easy linking and checking of bills.. Any other document for meeting statutory/ contract requirement or as directed by officer-in-charge. The complete Bill with necessary documents must be submitted within a week of the payment to Contract manpower deployed by the contractor for each month. If bill submission is delayed, CDFD will not be responsible for making payments and contractor will be fully responsible for all the consequences. The bills will be subject to checks/ verification by CDFD. The payment shall be made after satisfactory performance of work for the actual deployment as certified by end user department on attendance sheet. No payment shall be made to personnel not authorized to be deployed by CDFD. The decision of CDFD will be final in the matter.
4. Any clarification sought by officer-in charge pertaining to bill submitted will be clarified by contractor within 3 days. Otherwise the delay in payment will be attributed to the contractor and contractor will be fully responsible for all the consequences. The Institute shall be entitled to deduct in accordance with Applicable Law, Income Tax at source (TDS) or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made. All the bank charges shall have to be borne by the contractor. PAN No. and GST number must be indicated in the bill.
5. That the persons deputed shall not be below the age of 18 (eighteen) years and not exceeding 60 years of age.
6. The Agency shall do the necessary background, antecedent and integrity check of the persons it deploys at their own effort and cause and a copy of such report shall be sent to the Institute, before the person is actually deployed on site. The Agency shall not deploy any person who is not acceptable to the Institute. No person who has been convicted or is facing criminal proceedings or charges shall be deployed in the Institute and any such person shall be barred from participating directly or indirectly in providing the services. The Agency shall ensure that persons deployed by them shall possess good behavior and shall immediately withdraw persons with bad record. The decision of the Institute on such matters will be final. The Agency shall ensure that proper discipline and decorum is maintained by the person deployed at all times while on duty or otherwise during their presence in the campuses. The Agency shall suspend, remove or terminate the services of any of their persons to fulfill its obligations. The persons shall work at any place that the Institute requires them to work.
7. The agency should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
8. The agency shall engage such number of required employees as required from time to time. The said employees engaged by the agency shall be the employees of the agency and it shall be agency's duty to pay salary every month. There is no master & servant relationship and further that the said person of the Agency shall not have any claim for absorption in the Institute.
9. The agency should employ personnel who can converse well in English and local languages. In particular, the manpower provided should be able to read and write addresses and names in English.
10. The Contractor undertakes to obtain any license, permit, consent, sanction etc. as may be required or called for from/by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force. The Contractor undertakes to obtain such permission/license as may be required under the Central Contract Labour (Regulation and Abolition) Act, 1970.
11. The Contractor undertakes to produce the license/permission etc. so obtained to CDFD or furnish copies thereof as and when required by CDFD. The Contractor also undertakes to keep and get renewed such license, permission etc. from time to time.
12. The Contractor shall be responsible for any contravention of the local, municipal, central, state, any other laws, rules, regulations, etc.
13. The selected agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. CDFD, shall in no way, be responsible for settlement of such issues whatsoever. CDFD shall not be responsible for any damages, losses, financial or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
14. The manpower deployed by the contractor shall not have any claims of Master and Servant relationship vis-a-vis CDFD nor have any principal and agent relationship with or against the CDFD.
15. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular /confirmed employees of CDFD, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in CDFD. The Contractor should communicate the above to all the manpower deployed in CDFD.

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16. The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government along with all such other statutory dues like ESI, PF, etc. The agency will maintain proper record as required under the Law / Acts.
17. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at CDFD. The agency shall make available the required records to CDFD for periodic inspection at the end of every quarter of every financial year, to ensure statutory compliance to the satisfaction of CDFD.
18. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to CDFD & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
19. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of CDFD or any other authority under Law.
20. In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof CDFD is put to any loss / obligation, monetary or otherwise, CDFD will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
21. 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 besides annulment of the contract.
22. The Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the execution of the contract.
23. The Contractor will not commit any offence under the relevant Anti-corruption Laws of India: further the Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institutes part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences. The involvement in any such activity shall entail a penalty for each such incident.
24. The Agency will adhere to safe working practices and will take all safety measures necessary for safety of his employees. The agency will remain responsible for the safety of the engaged staff. The agency should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
25. All necessary Personal Safety Equipment's as considered adequate shall be made available by the Agency for use by personnel employed on the site and maintained in a condition suitable for immediate use. Agency shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on Fire Safety norms and proper operation of Electrical gadgets/instruments & Firefighting equipment etc. placed at the disposal of the respective dept. The Agency shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability / responsibility in case of any Fire Accident or any other accident causing injury/death to its employees or any of his staff shall be that of the Agency. The Institute shall not be responsible for such cases by any means.
26. The safety committee of the institute or any such authority assigned with the responsibilities of safety may inspect the premises and suggest safety mechanism to be followed by the contractor. These instructions are binding on the agency and any noncompliance may lead to cancellation of contract.
27. The Contractor shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Contractor shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
28. The Contractor shall have no authority to make statements, representation or commitments of any kind or take any action binding on the CDFD. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the CDFD and the Tenderer / Service Provider.
29. The Contractor shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the CDFD.
30. The Contractor shall obtain at their cost all permits, licenses as may be required under various laws / regulations for carrying out their obligations under these presents.
31. The Contractor shall, at all times, make available to CDFD authorized official records / registers required to be maintained under various laws in force and necessary certificates and licenses for reference / inspection and shall provide copy (so of any returns, statements etc., to the Employer as may be required from time to time.
32. The Contractor shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.

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33. Technical Bid (Eligibility Criteria) & Check List

Sl. No	Details / Particulars	Enclosed (Yes/No)	Page No
1	(To be Mentioned in the Letter head of the Firm). 1. Name & Address of Bidder with phone number, email-id. 2. Specify whether a Proprietorship / Partnership firm/Company 3. Name of Proprietor /Partner/Managing Director/Director.		
2	The Private Limited/Limited companies who are registered under Companies Registration Act 1956 are required to submit The Memorandum & Articles of Association of the company to be submitted with their technical bid.		
3	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation, or Power of Attorney)		
4	PAN No. (enclose the attested copy of PAN Card)		
5	GST Registration Certificate showing clearly GST no. of the firm(Enclose copy of GST Certificate)		
6	Income Tax returns for the last three years.		
7	Annual Turn Over certificate for last three years duly signed by the Chartered Accountant. Minimum turn over should not be less than Rs.3 Crores per year.		
8	EPF Registration No and address of the Regional PF commissioner		
9	ESI Registration No and address of the issuer		
10	Valid Labour License copies issued in favour of the Firm by the Regional Labour Commissioner, of respective areas		
11	Performance Certificates as per CDFD format from two clients to be enclosed Proof of having provided Manpower on outsourcing basis for 3 years. (work orders and satisfactory certificates to be enclosed)		
12	Undertaking by the Agency that they are not been black listed by any govt department as per CDFD format on Rs.20/- Non-Judicial Stamp Paper to be attached		
13	Undertaking letter prepared on the firm letter head for having read all the terms and conditions of this tender document and in agreement with the same		
14	Solvency certificate for Rs.30,00,000/- obtained from the bidders bank to be submitted		
15	CDFD tender document of all the pages signed, affixed the firm seal and attached. The technical bid (cover A) with all the documents as per the eligibility criteria and tender terms attached The service charges in % is indicated in the Price Bid (Cover B) The Technical Bid (Cover A) Price Bid (Cover B) is kept in another cover (Cover C) duly super scribed with Tender Number		
16	Notarized affidavit on Indian Non Judicial Stamp Paper of ₹.20/- that No police case is pending against the Proprietor / Partner/ Director of the Firm/Company(Agency).		
17	Bid Security Declaration in lieu of EMD attached as per CDFD format		
18	Copies of previous orders and other related information attached		
19	Copy of current running contract for more than 100 employees is attached Proof of having provided minimum 100 persons in Govt organizations in a year during last three years. Proof of having minimum 200 employees under its role during 2019-20.		
20	List of present clients with contact address & telephone numbers.		
21	List of Manpower with PF and ESI numbers as on 01.01.2021 (Minimum 200 Staff)		

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34. SCOPE OF WORK FOR HOUSEKEEPING MANPOWER

- (i) Sweeping, mopping, dusting, cleaning and all other allied works have to be Completed before 9.30 AM on all working days, Saturdays & Sundays and Holidays.
- (ii) Regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours.
- (iii) The Contracting agency shall make arrangements of Cleaning dustbins as also refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl, toilet roll, tissue box and liquid soap for hand wash in all the attached toilets of Officers, in all toilets.
- (iv) All materials to be used for cleaning and other consumables shall be provided by CDFD.
- (v) General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms, Seminar Hall, Library, Admin Building, Hostel Building, Guest House, corridors, stairs, Air Handling Unit area, space for water coolers & toilets, parking areas, service area, all roads inside the Residential Campus and Laboratory Campus and all unspecified areas/location within CDFD and Residential campus.
- (vi) Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastic bags. Carrying of garbage in trolley with high quality rubber wheels. No garbage will be left in the site overnight. The plastic bag for the dustbins and for carrying the garbage will have to be provided by the agency.
- (vii) Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc.
- (viii) Cleaning of Laboratories / work areas / workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
- (ix) Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipment's.
- (x) Air-freshener spray in conference room (if required), Air Handling Unit, officer's rooms once in a day and also on requirement basis as directed by the department.
- (xi) Cleaning and dusting of Lab equipment's, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the Site.
- (xii) Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
- (xiii) Cleaning and dusting of planters, paintings, posters, notice-boards etc.
- (xiv) Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required. Any other works assigned by the Officer Incharge from time to time.
- (xv) Any other works as assigned by the officer-Incharge, CDFD from time to time.

35. THE SCOPE OF WORK FOR TECHNICAL AND ADMINISTRATION MANPOWER SHALL BE DECIDED BY CDFD. THESE MANPOWER IS EXPECTED TO PROVIDE ASSISTANCE TO LABORATORY WINGS, CANTEEN, HORTICULTURE, CIVIL, ENGINEERING, ADMINISTRATION, FINANCE, ANIMAL HOUSE, SOPHISTICATED EQUIPOMENT OPERATIONS, GENERAL MAINTENANCE, ESTATE, GUEST HOUSE ETC DEPENDING ON THE REQUIREMENTS OF THE CENTRE FROM TIME TO TIME.

36. In case the Contractor fails in fulfilling the obligations fully and in time, the CDFD shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
37. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
38. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the CDFD from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The Contractor will fully indemnify CDFD against all claims in this regard.
39. 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:
40. The CDFD through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
41. The Contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the contractor will be under an obligation to change the worker concerned when instructed by CDFD authority. The Contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The CDFD shall not and cannot hold any responsibility with regard to staff on the role of the contractor whatsoever.

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42. The Contractor and his staff shall follow the rules and regulations of the CDFD in force and instructions issued from time-to-time. The CDFD will be free to take action against the Contractor for violating the same.
43. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Director, CDFD may further deem fit in public interest or revoke the contract, namely:
 - Legal heirs, in case of sole proprietor
 - Next partners, in the case of company of firm
44. Otherwise, the Director or his nominee, CDFD shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.
45. The services of employees of Contractor should be made available on all days on six-day week basis in a month irrespective of holidays and Sundays if required.
46. None of the employees of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.
47. The Agency shall not sub-contract the services of personnel sponsored by them.
48. **INDEMNITY BOND** : The Contractor shall keep the Institute indemnified through a fidelity bond of Rs. 500000/- (Rupees Five lakh only) issued by a reputed insurance company against loss caused to the Institute, by the employees of the Contractor at various points. The contractor will be liable for paying for any loss caused to the Institute.
49. In case any employee of the Contractor so deployed enters into dispute of any nature whatsoever it will be the sole responsibility of the Contractor concerned to contest the same. In case Institute is also made party and is required to counsel fee and other expenses shall be paid to the Institute by the Contractor. Further, the contractor shall ensure that no financial or other legal liability of any nature comes on the Institute in this respect.
50. That in case of any disciplinary inquiry to be conducted against any delinquent personnel provided for by the Contractor to CDFD, the same shall be held by the Officer of the Contractor, in consultation with the Director, CDFD.
51. The Contractor shall provide the Medical First Aid Facility to its entire staff as per The Contract Labour (Regulation and Abolition) Act-1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.

अध्याय / CHAPTER – 03

विशेष नियम और शर्तें / Special Terms and Conditions

1. **निष्पादन सुरक्षा / PERFORMANCE SECURITY** : For due performance of his/their obligations under the contract, during the validity, the successful tenderer shall have to submit 3% (Rs. 10,00,000/-) towards **Performance Security** which will be free of interest, immediately after receipt of letter of award. This Security Deposit is to be furnished in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee in favour of Director, CDFD from any of the Nationalized Banks or scheduled banks. The Performance Security will be forfeited in case of any breach of contract. After successful completion of the contract, the Performance Security will be refunded after adjusting dues if any to the CDFD from the Contractor.
2. **दर का संशोधन / REVISION OF MINIMUM WAGES**: Effect of revision of Central Minimum Wage with its pro rata effect as per revised circular of Office of the Labour Commissioner, Govt. of India from time to time will be considered subject to submission of application along with the notification by the agency.
3. **मूल्यांकन प्रक्रिया / EVALUATION PROCEDURE**: A committee constituted by the Institute will examine the entire proposal on the basis of:
 - (i) The Tenders will be opened as per the schedule by The Head – Administration, CDFD, Hyderabad or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
 - (ii) The following aspects will be considered for evaluation
 - a. Background and track record of the bidder.
 - b. Total turnover in providing Manpower outsourcing services during the preceding 03 years.
 - c. Experience of the bidder in providing such service
 - d. Manpower available and the capacity of the bidder to mobilize required manpower.
 - e. Documents related to registration certificate of Income Tax, GST, valid license issued by Labour Department Registration with Regional Provident Fund Commissioner and Registration with ESI.
 - (iii) The Agency to provide services will be shortlisted on the basis of sound knowledge and proven experience in the relevant field. For this purpose agency shall submit proof of documents as per the eligibility criteria in the tender documents and the agency not confirming to any of these parameters will not qualify for further evaluation.
 - (iv) The Technical Bids consisting of the documents related to Eligibility criteria along with The tenders will be evaluated so as to ascertain the capability of the bidders to provide the services for the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as per tender terms.

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- (v) The technical evaluation will include checking the financial turn-over's, registration certificates, legal, financial, statutory, taxation and other associated compliance of existing contracts. The committee will evaluate the performance of the agency in their existing contracts which may include obtaining references and / or visiting the work site, and the quality of service provided by them.
- (vi) Commercial bids of technically qualified, eligible bidders meeting all the requisite criteria shall be opened on a date & place (to be notified later) in the presence of short listed bidders or their authorized representatives.
- (vii) The L1 will be taken on the basis of service charge percentage. The bidders should quote their service charges in both figures and words. The lowest quoted tenderer does not automatically have claim as successful bidder which are subject to fulfillment of eligibility criteria and satisfaction of the documents submitted.
4. **POWER TO IGNORE MINOR DEVIATION:** - CDFD reserve the right to ignore any trivial nature of deviation in tender documents as decided by the Competent Authority while processing the tender. The Institute may also seek any clarification / documents to substantiate the claim of the bidder at the later stage if felt necessary. However, the bidder cannot claim it as a matter of right and will be bound to comply the Terms & Conditions of the Tender without citing the ground of trivial deviation / seeking of the clarification/ documents in support of the cancellation of his/ her bid.
5. **AWARD OF CRITERIA**
- (i) CDFD shall award the contract to the qualified and capable bidder who has been evaluated as the lowest bidder based on the recommendation of the Tender Evaluation Committee.
- (ii) In case the agency fails to comply with any statutory / taxation liability under appropriate law and as a result CDFD is put to any loss / obligations monetary or otherwise. CDFD shall recover such dues from the bills outstanding or the performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms and claim for the balance if any.
- (iii) The Director, CDFD, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever.
- (iv) The Director, CDFD also reserves the right to cancel the selection process for award of the contract at any time.
- (v) The decision of the Director, CDFD is final and binding.
- (vi) The institute reserves the right to award the contract together or separately to one or more Contractors.
- (vii) In case, the Service Charges quoted by two or more agencies are equal, L1 will be decided by considering the highest no. of completed valid works in Government Departments.
6. The Agency/Contractor shall be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time.
7. The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services.
8. The manpower employed by the service provider shall be required to work as per norms and as per requirement of different Departments/Centres/Sections/Branches of the Institute. The manpower may also be called upon to perform duties on Sunday and other gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. Weekly holiday is to be provided by the Contractor as per Contract Labour Act, 1970 and Rules 1971.
9. The service provider shall furnish before the commencement of the work, the following documents in respect of the persons who are proposed to be deployed in the Institute:
- List of persons with full details i.e. date-of-birth, marital status, address, educational and professional qualification, experience, photograph, copy of Aadhar Card etc.
10. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to another company/individual without the prior written consent of the Institute.
11. **अनुबंध की अवधि / PERIOD OF CONTRACT:** Initially, the Agency will be entrusted the contract for a period of one year, which is extendable for maximum period of 3 years on satisfactory performance and compliance of terms and conditions. Subsequent extension will be sole discretion of CDFD.
12. Every personnel deployed under this Tender by the Agency shall be the employee of said Agency and the personnel shall not claim any benefit/compensation/absorption/ regularization of services with the Institute under any provisions of laws in force. Undertaking from the personnel to this effect will be required to be submitted through the Agency to the Institute.
13. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency / Agency directly or indirectly to any person, firm or whosoever.
14. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Director, CDFD whose decision shall be binding on both the parties.
15. The personnel of the agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of CDFD.

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16. Tenderers are required to quote the percentage of profit over the payments, to the persons deployed calculated on the basis of current minimum wages only. (profit is not allowed on ESI & EPF paid to staff).
17. The contractor should have minimum 200 workers in their attendance roaster as on 01.01.2021.
18. The contractor will comply with all acts / laws and other statutory provisions, rules, regulation and byelaws as are applicable or which might become applicable with regard to the performance of the work and the engagement of the workers including Safety Rules.
19. All payments will be made by means of crossed cheques / RTGS drawn on SBI, Habsiguda Branch, Hyderabad, after completion of every month on submission of bills along with proof of payment break-up made such as EPF/ESI etc. by the Contractor after due certification by the concerned officer in CDFD.

20. TENTATIVE REQUIREMENT OF MANPOWER

1. Unskilled manpower (Housekeeping services)	-	40 persons
2. Semi Skilled manpower	-	5 persons
3. Skilled manpower	-	5 persons
4. Highly skilled manpower	-	5 persons
5. Technical Manpower	-	10 persons
6. Administrative Manpower	-	25 persons

		90 persons

The above figures are indicative and may change depending on the actual requirements.

21. योग्यता आवश्यक / QUALIFICATIONS REQUIRED

QUALIFICATION AND EXPERIENCE PRESCRIBED FOR VARIOUS WORKERS / MANPOWER ON OUTSOURCE BASIS	
Categories	Eligibility
UN-SKILLED: Helper / Office attendants, Cleaner, Sweeper, Laborer any other un-skilled worker as decided by CDFD.	Preferable 8th Standard Pass with one year of relevant experience.
SEMI-SKILLED: Office Attendants / Lab attendants, Asst. or any other semi- skilled worker as decided by CDFD.	Minimum 10th Standard Pass. Having worked as an unskilled worker for more than 10 years in any Government or Private Organization.
SKILLED: Technical Assistant / Electrician, Plumber, Carpenter, Fitter, Mechanic, Operator, Driver, Cook, Hostel Care Taker, Multi-tasking Staff, Jr. Office Assistant or any other technical worker or skilled worker as decided by CDFD.	Intermediate with DLMT / MLT, ITI with 1 to 2 years of experience in the relevant filed.
Highly Skilled: Sr. Technical Assistant / Sr. Lab Attendant, Head Clerk, Sr. Assistant or any other highly-skilled job as decided by CDFD.	Graduate in Science with 2-3 years relevant experience in handling sophisticated laboratory equipments.
Clerical & Supervisory Staff: Junior Assistant, Senior Assistant, Data Entry Operator or any other worker as decided by CDFD	Minimum Graduate from any recognized university. Proficiency in typing, Experience in Data Entry in MS Office / Excel / Power Point etc. having 5 years' experience in related field in a reputed Organization.
Section Officer	Graduate with minimum 5 years experience in Administration, Finance and Accounts matters, Establishment matters of Central / State / PSU / University / R & D Institute / reputed private Organizations.
Technical Officer	M.Sc with 4 years relevant experience in Molecular Biology techniques including nucleic acid manipulations, sequencing, genotyping, application of statistical tools for genotypic and population analysis and handling of bones, extracted body parts, crime scene samples, preserved specimens for nucleic acid manipulations and genotyping.
Technical Assistant	B Sc with 05 years experience in related areas of Molecular Biology like DNA/RNA extraction from Blood/Tissues, PCR, Electrophoresis, Genotyping, Sequencing, and their interpretations.
Canteen Supervisor	Diploma in Hotel Management & Catering Technology from recognized board with five year's experience in supervisory capacity in an established cafeteria / Restaurant/ Corporate Hotel Industry.

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<u>Junior Assistant – I</u>	Graduate with one year's experience. Proficiency in English type writing 30 WPM
<u>Office Assistant</u>	Intermediate with 3-5 years of Experience in assisting office / section / lab work.
<u>Systems Support Engineer</u>	B.E / B.Tech in Computer Science / Information Technology/MCA with 05 years of experience in installation, maintenance, systems administration of Linux and windows based servers, storage system including trouble shootings.
<u>Laboratory Attendant</u>	Matriculation with Diploma in Medical / Pharmaceutical / Lab Technology or equivalent.
<u>Driver</u>	ITI with HMV driving license and 2-3 years experience of driving LMV, Vans, Mini Bus, Bus, Tractor etc.
<u>Plumber</u>	ITI certificate in Plumbing trade with one year's experience
<u>Sr. Lab. Attendant</u>	Matriculation with 10 years experience in R & D laboratory.
<u>Sr. Office Asst.</u>	Matriculation with 5 years experience in office management.
<u>Executive Asst</u>	Graduate with 5 year's experience in reputed institutes.. Proficiency in English type writing 30 WPM and proficient in computer packages

22. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by the Agency and the Institute will have no liabilities in this regard at any stage.
23. In case of any loss, theft, sabotage, etc. caused by or attributable to any of the personnel deployed by the Agency, the Institute shall have the right to claim damages from the Agency.
24. The Financial/Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in tender terms, will be opened and the Price Bid of the bidders who do not fulfill the eligibility criteria will not be opened and returned to them.
25. Bidder should note that different firms / agencies / having common partners / directors are not permitted to quote for more than one tender offer from any of such firms.
26. CDFD may require the Agency to dismiss or remove from the work any person or persons employed by the Agency who may be incompetence or their misconduct or security risk incompetence, conflict of interest or breach of confidentiality or improper conduct upon receiving information from CDFD.
27. In case of any untoward incident, a joint enquiry will be conducted and decision arrived at shall be final and binding on both the parties.
28. The above designations are tentative, New designations and new categories of employees may be deployed depending on the CDFD requirement.
29. The Contractor / Agency should maintain the services charges quoted for new deployment or deletion of some positions due to CDFD requirements.
30. The Contractor's staff shall not be treated as the Institute's staff for any purpose whatsoever. The Contractor shall be responsible for strict compliance of all statutory provisions including the relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible under the law
31. Smoking, consumption of alcohol or use of any prohibited drugs within the entire area of the Institute is strictly prohibited. Violations of this rule shall be prosecuted as per law and the culprit will be discharged immediately.
32. **GROUP INSURANCE** : The agency/firm shall ensure medical and accident insurance cover for employees not covered under ESIC against the following risks. The premium paid may be deducted from the concerned outsourced employee on monthly installment basis.
 - Bodily injury caused by accident during the course and scope of employment.
 - Bodily injury caused by disease or aggravated by the conditions of the employment.
 - Death or temporary disablement.
 - Permanent total or partial disablement.
33. A minimum of Rs.5,00,000/- Lakhs death benefit and Rs.1,00,000/- hospitalization insurance to be provided and the premium to be recovered from the concerned employee on 12 months equated installments.
34. Original Policies and certificates for insurance shall be delivered by the Agency to CDFD within 07 days from the commencement of the contract.

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Sign. of Bidder

35. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
36. If the Contractor does not provide any of the policies and certificates required, CDFD may cover the insurance and recover the same from the contractor bills.
37. Alterations to the terms of the insurance shall not be made without the approval of CDFD.
38. In addition to the above insurance coverage, the workmen's compensation insurance as required by law and under take to indemnify and keep indemnified CDFD for and against all manner of claims and demands and losses and damages and costs that may arise in regard the same or CDFD may incur in responses of any unforeseen incidents which results in death or permanent disability.
39. The Agency shall ensure that all the employees receive the Individual statements of Provident Fund for the respective financial year at the end of each financial year.
40. The agency personnel shall not claim any benefit / compensation/ absorption / regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
41. The agency personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative / organizational matters as most of them are of confidential / secret nature
42. The agency personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
43. The agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
44. The agency shall be responsible for any act of indiscipline on the part of persons deployed by it.
45. CDFD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency / Agency.
46. **TERMINATION OF CONTRACT:** The contract can be terminated on any of the following contingencies:
 - (a) On expiry of the contract period.
 - (b) By giving 03 months 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 thereof or any benefit or interest therein by the contractor to any third party for subletting whole or part of the contract.
47. Any other Act or enactment relating thereto and rules framed there under from time to time.
48. The wages are to be payable for 26 days a month with a provision for rest day after working continuously for 6 days.
49. **CONSEQUENCES OF TERMINATION** Upon termination, the Agency shall either immediately, or upon the date specified in the notice of termination:
 - (a) cease to represent itself as a Tenderer of the Institute;
 - (b) cease execution of all further Works, except for such Works as Institute may specify in the notice of termination, which is in progress;
 - If the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer / Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.
 - If failed to pay the salaries to the employees for one month.
 - If failed to pay to consecutive months EPF, ESI, GST.
 - Further, CDFD reserves the right to terminate this contract at any time after giving three months notice to the successful bidder.
 - The selected agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of CDFD.
 - The agency will be bound by the details furnished by him / her to CDFD, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
50. In case, the person employed by the successful bidder commits any act of omission /commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected agency will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.

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51. **Interpretation of clauses and terms** : In case of any ambiguity or dispute in the interpretation of any the terms / clauses in the tender. The decision of the Director, CDFD is final and binding on the parties.
52. **CDFD Right to award / Modify / Cancel / Reject**
- For any unordered reasons, CDFD is to change / modify the scope of services, reduction of manpower etc. such changes shall be acceptable to the Agency without any change in the services changes quoted by them.
 - CDFD may reserves the right to increase / decrease the manpower based on the requirements at the quoted services changes / rates.
 - Either party can terminate the Agreement by giving 03 months notice in advance.
 - On expiry of the Agreement, unless extended formally, the Agency will withdraw all its personnel and clear their accounts by paying all the legal dues.
53. **PAYMENT TERMS**:-The Contractor shall make payments of wages to the staff employed by him on or before 7th of succeeding month without waiting for the payment from CDFD. Proof of payment shall be submitted to the CDFD along with the bill of next month.
- (i) The bill should be accompanied with the details of ESI/EPF deposited every month in the individual personal accounts like Employee Name, Account No., Employee Contribution etc. If the contractor fails to submit EPF/ESI subscription of persons employed at CDFD for the previous months the corresponding approximate amounts + 10% above such amount shall be withheld by CDFD and same shall be released only on production of proof of remittance by the contractor and confirmation by the employee. Copies of EPF &ESI Record books of all the individual employees working in CDFD shall also be submitted along with every monthly bills.
 - (ii) 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.
 - (iii) The Contractor shall disburse the wages to the workers latest by 7th day of every month (through bank transfer) and subsequently raise the bill for reimbursement which will be verified on the basis of attendance by the authorized officials of institute and the actual amount disbursed etc. Non-payment of wages by due date and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Contractor will also be liable to pay in time the disputed outstanding amount, if any. The Institute shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Contractor to make regular payment to the workers engaged by him as per the minimum wages applicable to the Central Sphere.
 - (iv) After submitting the invoice along with attendance and particulars certified by the concerned Officials, the payment shall be processed.
 - (v) Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. CDFD has authority to alter / reduce the bill as per the performance of the Contractor.
 - (vi) The Contractor shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.
 - (vii) The invoices shall be raised by the 1st of each succeeding month for the services provided during the preceding month. Invoices should be accompanied by a copy of PF Challan, ESI Challan, GST Challan, Salary statement of previous month, Attendance details of current month etc., Payment will be made within 15 days of receipt of the invoice complete in all respects. Payment will be made by account payee cheque/Electronic Transfer.
 - (viii) TDS will be deducted by CDFD from all payment made to the Contractor. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time. No amount should be deducted from the wages of the personnel.
54. **FINAL PAYMENT**: The last payment of the Agency will be cleared only after ascertaining clearance of all liabilities pending with the Agency as per condition of contract of the job order in all respects. Further, the agency must ensure that no dispute related to wages, EPF, ESI etc. remains with the persons engaged for providing the services to the Institute.

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Sign. of Bidder

PRICE BID

PART – II

निविदा दस्तावेज
TENDER DOCUMENT

के लिये
FOR

**Tender for providing Housekeeping, Technical
& Administrative Manpower on Outsourcing
Basis at Hyderabad**

TENDER # CDFD/ADMN/MNP/2021



सी डी एफ डी

CDFD

डीएनए फिंगर प्रिंटिंग एवं निदान केंद्र

Centre for DNA Fingerprinting and Diagnostics

इनर रिंग रोड, उप्पल, हैदराबाद-500039

Inner Ring Road, Uppal, HYDERABAD – 500039

(तेलंगाना राज्य) भारत (Telangana State) India

अध्याय / CHAPTER – 04

मूल्य अनुसूची प्रारूप / PRICE SCHEDULE FORMAT

PRICE SCHEDULE

Sl. No	Description	Unskilled (@ Rs. 639 per day)	Semi Skilled (@ Rs. 707 per day)	Skilled (@ Rs. 777 per day)	Highly Skilled (@ Rs. 845 per day)
1	Minimum wages for 26 days	16614.00	18382.00	20202.00	21970.00
2	Bonus @ 8.33% on Sl.No - 01	1384.00	1531.00	1683.00	-
3	EPF (CDFD share)@13%	1950.00	1950.00	1950.00	1950.00
4	ESI @3.25% on Sl.No – 01 (CDFD share)	540.00	597.00	657.00	-
5	Leave salary - 01 day / 20 days	639	707	777	845
6	Gross Amount	21127	23167	25269	24765
7	EPF (Employee share @ 12%)	1800	1800	1800	1800
8	ESI @ 0.75% (Employee share)	125	138	152	-
9	Prof. Tax	150	150	200	200
10	Total deductions	2075	2088	2152	2000
11	Net Amount	19052	21079	23117	22765
12	Contractor's Service Charge on (S.No. 1) in (%)	In figures			
		In words			
13	GST @ 18%				

- Maximum Salary included for PF purpose Rs.15000/- .
- No Bonus payable beyond Rs. 21000/-.
- No ESI contribution beyond Rs. 21000/-

Note : Technical & Admin Manpower salaries to be decided by CDFD Authorities.

1. The bidder should quote the Service Charge in the form of % in figures and words.
2. The minimum Service charges quoted should not be less than 2.5%.
3. The tenders quoted for less than 2.5% service charges will be rejected summarily

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Sign. of Bidder

अध्याय / CHAPTER – 05
अन्य प्रारूप / OTHER FORMATS

ANNEXURE - 1
BID COVERLING LETTER

To

The Head Admin
CDFD

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide the **manpower services on outsourcing basis**, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender No. CDFD/ADMN/MNP/2021 dated 12.04.2021.

We here by re-confirm that we have gone through the entire terms and conditions of the above tender document and accept all the terms and conditions without any deviation.

We undertake to provide above services, as assigned to us in conformity with the said bidding documents, at our quoted service charges in the price bid.

If our bid is accepted, we undertake to:

- a. Provide services /execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Bidder's Signature

Date:

Seal.

ANNEXURE - 2
FORM OF BID-SECURITY DECLARATION

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Ref. No.
Date

To

The Director
CDFD
HYDERABAD.

Ref: Tender document No. CDFD/ADMN/MNP/2021 dated 16.04.2021

We, the undersigned declare that we know that the bid should be supported by a Bid Security Declaration in accordance with the terms and conditions of the above referred tender document.

We accept to automatically be suspended from being eligible for bidding in any contract in CDFD for a period of 3 years from the date of opening of Bid if we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Director, CDFD within the period of bid validity:

1. We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No. CDFD/ADMN/MNP/2021

OR

2. We failed or refused to sign the contract.

We know that this Bid-Secure Declaration will expire, if contract is not awarded to us, upon:

1. Our receipt of your notification to us of the name of the successful bidder or
2. 30 days after the expiration of our Bid or any extension to it

Dated this _____ day of _____

For and on behalf of M/s. _____

Address :

Signature:

Name In the capacity of :

ANNEXURE - 3

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER/GOVT. DEPT

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate)

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.-----
-----has not been blacklisted or debarred in the past by CDFD or
any other Government Organization from taking part in Government tenders

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.-----
----- was blacklisted or debarred by CDFD or any other
Government Department from taking part in Government tenders for a period of -----
--- years w.e.f.----- ----- . The period is over on ----- --and now the
firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/
contract will be rejected/cancelled by CDFD and EMD/SD shall be forfeited. In
addition to the above CDFD shall not be responsible to pay the bills for any
completed / partially completed work.

Signature -----

Name -----

Capacity in which as signed: -----

Name & address of the firm: -----

ANNEXURE – 4

LETTER OF AUTHORISATION FOR ATTENDING THE TENDER OPENING

To,
Head – Administration,
CDFD,
HYDERABAD.

Sub: Authorization for attending the Tender Opening e on _____
(date) in the Tender of _____
Following person
is authorized to attend the above tender opening on behalf of
_____ (Bidder).

Name of the Representative

Specimen Signature 1. _____

Signature of the Bidder (Maximum one representative will be permitted to attend the tender opening. Permission for entry to the office may be refused in case authorization as prescribed above is not received.)

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Sign. of Bidder

ANNEXURE – 5

Form of Performance guarantee / Bank guarantee bond

In consideration of the Director of Centre for DNA Fingerprinting and Diagnostics (hereinafter called “CDFD”) having offered to accept the terms and conditions of the proposed agreement between CDFD and (hereinafter called “the said Contractor(s)”) for deployment of Unskilled, Semi Skilled, Skilled, Highly Skilled, Technical and Administrative Manpower on outsourcing basis (hereinafter called “the said agreement”) having agreed to submit an irrevocable Bank Guarantee for Rs.10,00,000/- (Rupees Ten lakhs only) as a bid security/performance guarantee from the Contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.CDFD/ADMN/MNP/2021.

1. We, (hereinafter referred to as “the Bank”) hereby undertake to pay to CDFD an amount not exceeding Rs.10,00,000/- (Rupees Ten Lakhs Only) on demand by CDFD in writing.

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from CDFD stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee.

However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.10,00,000/-(Rupees Ten Lakhs only)

3. We, the said bank further undertake to pay CDFD any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We.....Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the CDFD under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director CDFD on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with CDFD that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or

extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the CDFD or any indulgence by the CDFD to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the CDFD in writing.

8. This guarantee shall be valid up to 38 months from the date of issuance unless extended on demand by the CDFD

Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs 10,00,000/- Rupees Ten Lakhs Only) and unless a claim in writing is not lodged with us during the validity or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday of.....for.....(indicate the name of the Bank)

(Name, designation and code No. of the Bank Officer(s) signing the guarantee)

(Address & other details of the Controlling Officer of the branch of the bank issuing the BG)

CURRENT MANPOWER CONTRACT (ANNEXURE - 6)

S.No	Name of the client	Number of manpower supplied	Amount & Period

List of Major Customers (ANNEXURE - 7)

S. No	Customer Full Address	Period	No.of Manpower	Value

TURN OVER DETAILS (ANNEXURE - 8)

S.No.	Service	FY 2017-18	FY 2018-19	FY 2019-20
1				
2				
3				

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Sign. of Bidder

Annexure - 9

प्रदर्शन प्रमाण पत्र / PERFORMANCE CERTIFICATE

(To be issued on the letterhead of the Client)

This is to certify that M/s _____ has provided Manpower Services to our _____ during the periods from _____ to _____ amounting to Rs. _____.

During the above period, the performance of M/s _____ was very Good / Good / Satisfactory / Unsatisfactory.

Date :

Place :

Sign :

Name :

Designation :

Mobile No :

E-mail ID :

धोषणा DECLARATION

I/We _____ have read the entire terms and conditions of this Tender document and are agreeable to the terms and conditions mentioned therein.

Sign. of Bidder _____

Name: _____

E-mail: _____

Mobile No: _____

Company Seal: _____