

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110 007**

**NOTICE INVITING TENDER**

**Sub : Engagement of services of Highly Skilled (Graduate & above), Skilled and Unskilled workers at CSIR-IGIB (North Campus, Mall Road and South Campus, Mathura Road), Delhi – 110 007 through reputed manpower agency.**

CSIR – Institute of Genomics & Integrative Biology, Mall Road, Delhi invites online bids under two bid system from duly registered Manpower Service Providers / Organizations based in Delhi and NCR holding valid labour license under the provision of Contract Labour (Regulation & Abolition) Act, 1970 and registered with ESIC, EPF and GST Authorities for supply of Manpower for a period of one year. For detailed information visit our website: [www.igib.res.in](http://www.igib.res.in). The bids are to be submitted online only through Central Public Procurement Portal (CPPP) [www.etenders.gov.in](http://www.etenders.gov.in). **Last date for submission of online bids is 6<sup>th</sup> June, 2019 upto 1200 Hrs.**

Director, CSIR - IGIB reserves the right to reject any or all the tenders in part or in full or to reject all the tenders received without assigning any reasons thereof.

**Controller of Administration  
CSIR – IGIB, Delhi**

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110 007**

**NOTICE INVITING TENDER**

**Sub : Engagement of services of Highly Skilled (Graduate & above), Skilled and Unskilled workers at CSIR-IGIB  
(North Campus, Mall Road and South Campus, Mathura Road),  
Delhi – 110 007 through reputed manpower agency.**

CSIR – Institute of Genomics & Integrative Biology, Delhi invites online bids under **two bid system** from duly registered Manpower Service Providers / Organizations based in Delhi and NCR holding valid labour license under the provision of Contract Labour (Regulation & Abolition) Act, 1970 and registered with ESIC, EPF and GST Authorities for supply of Manpower and entering into a contract for providing Highly Skilled (Graduate & above), Skilled and Unskilled workers to the Institute initially for a period of one year, extendable for further period of one year with mutual agreement and subject to satisfactory performance of the firm during the contract period. Tender document can be downloaded from our website: [www.igib.res.in](http://www.igib.res.in), however, the bids may be submitted only through Central Public Procurement Portal (CPPP) [www.etenders.gov.in](http://www.etenders.gov.in). The **interested bidders may register themselves at this portal and intimate their registered ID to this office also.**

**Earnest Money Deposit for Rs.2,86,000/- (Rupees two lakhs and eighty six thousand only)** in the form of Demand Draft issued by any commercial bank in acceptable form and drawn in favour of “Director, IGIB, Delhi” shall be **submitted in original to CSIR-IGIB (Room No. 320) before the last date and time for submission of bid.**

**Schedule of Invitation of Tender :**

Sl. No.	Activity	Date / Remarks
1.	Tender No.	<b>No. 4(1)/2019-IGIB/Gen.</b>
2,	Name of Organisation	CSIR – Institute of Genomics and Integrative Biology, Mall Road, Delhi – 110 007
3.	Type of Tendering	<b>Online Two Bid System</b> ( <a href="http://www.e.tenders.gov.in">www.e.tenders.gov.in</a> )
4.	Duration of engagement of agency	Initially for one year, extendable for further period of one year on mutual agreement and subject to satisfactory performance of the firm during the contract period.
5.	Date of publishing of tender	<b>17<sup>th</sup> May, 2019</b>
6.	Tender document Fee	Downloading from the website/e-procurement portal is free of cost
7.	Estimated cost of contract for one year	Rs.1.43 crore annual
8.	Last date / time for submission of online Tender document (Technical & Financial bids).	<b>6<sup>th</sup> June, 2019 upto 1200 Hrs.</b>
9.	Technical bid opening date and time	<b>7<sup>th</sup> June, 2019 at 1500 Hrs.</b>
10.	Address for communication	Controller of Administration, CSIR – Institute of Genomics & Integrative Biology, Mall Road, Delhi – 110 007
11.	Special Conditions - Timeline and Standard operation Procedures for Contractor	<b>Annexure – E (FOR INFORMATION AND COMPLIANCE)</b>

Intending tenderers are advised to visit our website [www.csir.igib.res.in](http://www.csir.igib.res.in) & [www.etenders.gov.in](http://www.etenders.gov.in) upto closing date / time of submission of tender for any corrigendum/addendum/amendment.

**Bidders need not to submit hard copies of their bid except for the EMD document in original. Only the bids submitted online through the portal shall be accepted.**

Director, CSIR - IGIB reserves the right to reject any or all the tenders in part or in full or to reject all the tenders received without assigning any reasons thereof.

**Controller of Administration  
CSIR – IGIB, Delhi**

# CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY

## MALL ROAD, DELHI -110 007

CSIR – IGIB invites online tenders through Central Public Procurement Portal (CPPP) [www.etenders.gov.in](http://www.etenders.gov.in) from experienced and reputed manpower supply firms / agencies / organizations for providing Highly skilled (Graduate and above), Skilled and Unskilled workers under following criteria :

Sl. NO.	Category	Approximate Number of workers	Education Qualification
1.	Highly skilled worker	29 (Twenty nine)	<ul style="list-style-type: none"> <li>➤ Graduate from recognized Board or University with good command over English and Hindi.</li> <li>➤ Conversant with computers, particularly in MS Word, MS Excel and MS Power Point.</li> </ul>
2.	Skilled worker	13 (Thirteen)	<ul style="list-style-type: none"> <li>➤ 12<sup>th</sup> class passed from recognized Board. Conversant with computers (MS Word and MS Excel ).</li> </ul>
3.	Unskilled worker	02 (Two)	<ul style="list-style-type: none"> <li>➤ Non-matriculate.</li> </ul>
4.	Age criteria		<ul style="list-style-type: none"> <li>➤ Not below 18 years of age for all categories</li> </ul>
5.	Number of persons required		<ul style="list-style-type: none"> <li>➤ <b>The number of persons required may vary as per requirement from time to time.</b></li> </ul>
6.	Period within which the manpower is to be supplied		<ul style="list-style-type: none"> <li>➤ Within 07 days of award of contract.</li> </ul>

2. The initial period of contract would be for a period of one year extendable for a further period of one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the approval of Director, CSIR-IGIB.

3. Service charges /Administrative Charges / any other charges quoted by the firm / agency / organisation would be fixed for the entire period of contract.

4. The manpower will have to be supplied by the firm / agency within 07 days of award of contract.

5. Only such agencies which fulfill the minimum criteria laid down in **Annexure – A** and are willing to unconditionally accept the terms mentioned in **Annexure – B**, may submit their tender.

6. Please submit tender / rates only if you are in position to furnish the requisite services in accordance with the conditions / requirements stated in the schedule.

7. **Submission of EMD amounting to Rs. 2,86,000/- (Rs. Two lakh eighty six thousand only)** is mandatory for all tenderers. **The EMD in original should be submitted to this office in an envelope on or before the due date and time of the bid submission.** A photocopy of the EMD document should be submitted along with Tender (Technical Bid) through e-procurement portal. The EMD is to be furnished only in the form of Demand draft issued by any scheduled bank drawn in favour of Director, CSIR – IGIB, Delhi payable at New Delhi. EMD in any other form including Cheque/Bank Guarantee etc. will not be considered and hence will be treated as invalid. Tenders

received without valid EMD will be summarily rejected. EMD submitted by unsuccessful bidders will be returned after issuance of the contract / award letter and its acceptance by the successful bidder.

8. The tender should be submitted only through the CPPP [www.etenders.gov.in](http://www.etenders.gov.in) . No bid/quote shall be accepted through manual/physical mode.

(a) **“Technical Bid”** should contain :

- (i) Eligibility Criteria laid down in **Annexure-A**.
- (ii) Acceptance of terms and conditions at **Annexure-B** (All pages duly signed and stamped).
- (iii) The proforma at **Annexure – C & D** duly filled in.
- (iv) Form / Agency Profile, including previous experience of manpower supply to Govt. Ministry /Deptt. (Enclose valid documents in support).
- (v) A photocopy of the EMD document.

(B) Service Charges should be quoted in percentage (%) on monthly basis. **(In attached BOQ). The password to unprotect the BOQ sheet is “manpower”.**

9. No addition/deletion in tender would be allowed by any firm. Unilateral withdrawal of tender will result in the forfeiture of EMD. However, CSIR-IGIB reserves the right to seek clarifications to all or any of the points mentioned in the tender document. Such clarifications would need to be submitted in writing, as it shall form an integral part of the tender. No objection/representation will be entertained against the same from other firms/agencies. The decision of the Director, CSIR –IGIB relating to criterion adopted for short-listing of agencies will be final and no representation against the same will be entertained.

10. As cost components like Minimum Wages, ESIC, EPF, Bonus, GST etc. are constant in view of Central Govt. Rates / regulations, this contract will be finalized on the basis **of lowest Service Charges quoted by the tenderer**. In case of more than one L1 bids, Director, CSIR-IGIB or a Committee duly set up to finalize the award of tender will decide the successful bidder on the basis of other criterion including but not limited to, annual turnover, experience of supplying manpower in terms of highest number of completed works or value of contracts completed by the bidder during the last three years to Govt./Semi Govt./Autonomous Bodies/Reputed Private organizations, PSUs etc. The decision of Director, CSIR-IGIB shall be final and binding on all bidders.

11. CSIR-IGIB reserves the right to change any bid condition even after inviting the bids, with prior notification. CSIR-IGIB reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior or awarding the contracts, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such decision.

12. The Company / firm must have office in NCT of Delhi and ESIC, EPFO should be registered in Delhi.

13. All correspondence should be addressed to The Director, CSIR-IGIB, Mall Road, Delhi - 110007.

**ELIGIBILITY CRITERION**

<b>Sl. No.</b>	<b>Description</b>
1.	The bidder should have an annual financial turnover of Rs.1.00 crore during each of the last 3 years ending 31 <sup>st</sup> March of each preceding financial year.
2.	The bidder should have experience of having executed / completed one / two / or three similar works each costing not less than Rs.1,14,40,000/-, Rs.85,80,000/- or Rs.57,20,000/- respectively within last 7 years in Govt./Semi Govt./Autonomous Bodies, PSUs etc. to the satisfaction of the contracting organization anywhere in India. The bidder must submit certificate of satisfactory completion of work from the clients. The work completion certificate should mention the details of works executed, the value of the work done, the date of commencement and date of completion. Copy of the work order and / or self certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted. Tenders not accompanied by certificate of experience issued by the client Dept. / Organization / Institute will be disqualified.
3.	The bidder must be having PAN & GST Registration Certificates. Self attested copies of PAN & GST No. of the agency shall be submitted.
4.	The bidder shall have all the statutory compliances and licenses required to undertake above work under the Contract Labour (Regulation & Abolition) Act and he should submit the proof of the same, The bidder should possess the certificate or Registration / Licence under ESIC and EPFO Act, etc. and comply with all relevant laws and statutory requirements.
5.	The bidder should submit an affidavit, in original, duly certified by a Notary to the effect that there is no police case / vigilance enquiry pending against the partners of the firm or sole Proprietor or Sole Proprietor or Company, as the case may be, and that none have been punished by any Court of Law.
6.	An affidavit, in original, duly certified by a Notary to the effect that the partners of the Agency or Sole Proprietor or Company, as the case may be, have never been black listed is required to be submitted.
7.	Income Tax Returns of last three years duly certified by the Chartered Accountant are required to be submitted.
8.	Balance Sheets of the firm for last three years duly certified by the Chartered Accountant are required to be submitted.
9.	Successful tenderer will have to enter into a detailed contract agreement with CSIR-IGIB on Non-judicial stamp paper of Rs.100/- for the work.
10.	The Company / firm must have office in NCT of Delhi and ESIC, EPFO should be registered in Delhi.
11.	Documents in support of the entire above are required to be submitted.

**TERMS AND CONDITIONS**

1. The bidder shall go through all instructions, forms, terms, conditions and specifications in the bidding documents carefully. Failure to furnish any / all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in reject of its bid. The bids are liable to be rejected if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in.
2. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm in the case of partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
3. In case of partnership firms, where no authority have been given to any partner to execute the contract / agreement concerning the business of partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to have the authority to do so. If it is found, on enquiry, that the person has no authority to do so, the CSIR -IGIB shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and schedules to the tender and annexure(s), if any, should be signed by the tenderer before uploading the scanned copy on the portal for submission of the bid.
4. CSIR-IGIB reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and decision of the Director, CSIR – IGIB in this matter shall be final and binding. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director-General, CSIR. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliations Act, 1996 as amended from time to time.
5. After submission of the tender, the bidder shall not resile from his offer or modify the terms and conditions thereof. If the bidder fails to observe and comply with this stipulation, the aforesaid amount of EMD will be forfeited by CSIR-IGIB. The EMD of unsuccessful bidder may be returned to them within a period of 30 days from the date of award of the contract.
6. **The conditional bids shall not be accepted in any case.**
7. No subletting of contract will be permitted. The contract is liable to be cancelled forthwith if subletting is noticed.
8. The tender shall be kept open for acceptance by CSIR-IGIB upto 90 days from the date of opening.

9. Tenderer shall also intimate the name (s) of near relatives anywhere posted in CSIR & its sister Laboratories.
10. A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; (b) they are husband & wife or (c) the one is related to the other in the following manner: Father, Mother (including step mother), son (including step son), Son's son's son, Son's son's wife, Son's daughter, Son's daughter's son's wife, daughter's daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister) and Sister's husband.
11. The contract shall normally be awarded for a period of one year from the date of award and extendable for one more year on mutual understanding and subject to satisfactory performance by the contractor. CSIR-IGIB in its capacity as Principal Employer, reserve the right to modify any of the terms and conditions, at its discretion, in the interest of the job / work. The agreement is terminable with one calendar month notice by CSIR –IGIB and three calendar month notice by the contractor. Part of the month will be ignored for the purpose of notice.
12. The contract shall, however, be reviewed on quarterly basis for its continuation or otherwise keeping in view of the performance of the firm over a period of previous three months. However, if any glaring shortcoming or deficiencies are noticed during the month preceding three monthly periods, the contract can be terminated giving a one month's notice.
13. The agency shall quote **SERVICE CHARGES** both in figures and words, failing which tender is liable to be rejected. On checking if differences found between the service charge quoted by the agency in words and in figures, the rate mentioned in words will be considered.
14. **THE CONTRACTOR IS ENTITLED TO KEEP WITH IT ONLY THE CONTRACTOR'S ADMINISTRATIVE / SERVICE CHARGES. THE CONTRACTOR SHALL NOT CHARGE THE PERSONS DEPLOYED OR PROPOSED TO BE DEPLOYED WITH CSIR-IGIB ANY MONEY IN ANY NAME ~~IN~~ OR ANY FORM. ANY COMPLAINT AGAINST THE CONTRACTOR IN THIS REGARD BEFORE (I.E.AFTER SELECTION OF L-1) OR AFTER AWARDING THE CONTRACT WILL BE VIEWED VERY SERIOUSLY AND THE CONTRACT WOULD BE CANCELLED WITH FORFEITURE OF THE SECURITY AND BLACKLISTING OF THE CONTRACTOR.**
15. For evaluation of bids under this contract, the lowest tenderer (L-1) will be decided keeping in view the component of profit margin in the form of Service Charges quoted by the prospective bidders, as the Contractor is liable to pay minimum wages (as fixed by Central Government) plus the Statutory taxes / dues like ESIC, EPF, Bonus, GST etc as cost component.
16. Any incomplete or ambiguous terms/conditions/quotes will disqualify the officer.
17. In accordance with O.M No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Department of Finance, bids quoting "NIL" charges/consideration of quoting an amount which in the opinion of the competent authority of CSIR-IGIB is so low with respect to the work / expenditure involved that the bidders, cannot be trusted to provide the service at such costs for the full period of contract, shall be treated as unresponsive and will not be considered.



18. If a bidder does not accept the offer, after issue of the letter of award within 07 (Seven) days, the offer made shall be deemed to be withdrawn without any notice and the earnest money will be forfeited.
19. **The successful bidder will have to deposit an amount of Rs.14,30,000/- (Rs. Fourteen lakhs thirty thousand only) towards performance Guarantee (Security Deposit) within 05 days** from the date of receipt of communication regarding acceptance of tender. The EMD of Rs.2,86,000/- already deposited with financial bids and tender respectively will form part of the security deposit and the remaining Rs.11,44,000/- shall be furnished (in the form of Fixed Deposit Receipt / Bank Guarantee etc.) within the above mentioned 05 days period. In the event of failure to deposit the said amount, the earnest money already submitted may be forfeited. No interest/charges on deposit of performance guarantee (Security Deposit) shall be paid by CSIR-IGIB to the tenderer.
20. Minimum monthly wages to be paid to the contractual manpower shall be regulated in accordance with the directions of Govt. of NCT of Delhi. The contractor will be reimbursed for the payment of remuneration to each person for minimum wages applicable plus ESIC, EPF, Bonus and Service Charges and GST. The tendering agency shall be responsible for compliance of all statutory provisions relating to Minimum wages, EPF & ESI in respect of personnel deployed by it in CSIR-IGIB. All such statutory requirements must be carefully considered. **The revision of minimum wages notified by the Govt. of NCT of Delhi from time to time during the period of contract will be accepted and paid to the contractor.**
21. **The wages to the contract workers shall be disbursed through RTGS.**
22. **The contracting agency shall ensure payment of wages before 7<sup>th</sup> day of the succeeding month without uninitiated or unknown deductions.**
23. The contracting agency shall submit its invoice in duplicate after making payment to the employees supported by the following documents irrespective of release of payment to the agency by CSIR -IGIB:
- (i) Details of disbursement including the amount to be received from CSIR-IGIB in respect of each worker, amount deducted towards employee's contributions and the net amount paid to the workers along with payment details.
  - (ii) Documentary proof of payment of EPF and ESIC subscriptions recovered from the workers together with the details of amounts paid in respect of workers.
  - (iii) Documentary proof of payments towards GST etc.
24. The contractor shall ensure that all statutory dues such as EPF & ESIC etc. as applicable under any law, rule or notification of Govt. of India are paid as stipulated under relevant Act/ Rules/Guidelines.
25. It shall be sole responsibility of the tenderer to abide by the provisions of the following Acts for engaging the workers:

- a) Employment of Children Act;
- b) Workmen Compensation Act;
- c) Employment of Labour/Contract Labour Act;
- d) Industrial Employment Act;
- e) Minimum Wages Act;
- f) Employee Provident Fund Act;
- g) Employee State Insurance Act; and
- h) Any other Act or legislation as may be in force from time to time.

Non-adherence of any of the Statutory Acts will result in disqualification at the cost of the bidder.

- 26. The contractor shall be liable for depositing all taxes, cess etc. on account of services rendered by it to CSIR-IGIB to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 27. Payment in settlement of the bills will be subject to the deductions of Income Tax at the applicable rates under TDS.
- 28. CSIR-IGIB shall have no liability, financial or otherwise, for any harm/damage, injury caused to the worker/machinery deployed by the firm and in the course of performing work of CSIR-IGIB for compensation or financial assistance on this account. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions, the same will be settled by the agency and the workers engaged by it themselves. CSIR-IGIB in no case shall be a party to such a dispute.
- 29. The personnel deployed shall not claim any Master and Servant or Employer-Employee relationship with CSIR-IGIB. In other words, it should be made clear to the manpower so deployed by the successful bidder as per the tender that no employer/worker/employee relationship is established between CSIR-IGIB or the Council and workers by virtue of such deployment and no claims for temporary or permanent employment in Council service shall be entertained from any or group of such workers.
- 30. In case of termination of the contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to or have a claim for absorption in regular / any other capacity in CSIR-IGIB.
- 31. The contracting agency will ensure that employees are fit and free from any communicable diseases.
- 32. The contracting agency shall be solely responsible for redressal of grievances / resolution of disputes related to personnel deployed by it and CSIR-IGIB shall in no way be responsible for settlement of such issues, whatsoever.
- 33. The contractor will furnish to CSIR-IGIB full particulars of the personnel sponsored, telephone number etc. and ensure that they possess the requisite academic qualification for rendering the

requisite service to CSIR-IGIB **before they report in CSIR – IGIB and in any case not later than 03 days of deputing.**

34. The contractor or the workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
35. The contractor shall ensure that the workers are punctual, alert and vigilant in performance of their duties. The contractor shall engage physically fit persons.
36. The personnel provided shall be under the direct control and supervision on day to day basis, by the officer(s) authorized by CSIR-IGIB from time to time. They will be bound by the office timings, duty, placement, locations. etc., as decided by CSIR-IGIB.
37. The persons deployed shall be available in the premises throughout the working time on all working days.
38. The contractor shall take all precautions to prevent any unlawful acts or disorderly conduct of his workers deployed in CSIR-IGIB for the preservation of peace and protection of persons and property.
39. The damage caused, if any to Govt.'s property through the acts of the contractor or its employees shall be made good by the Agency and the decision of Director, CSIR-IGIB in this regard shall be final and binding.
40. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed by the contractor, CSIR –IGIB reserves the right to claim / recover the damages from the contractor.
41. Whenever and wherever it's found that the work is not up to the mark in any section, it will be brought to the notice of the contractor by CSIR-IGIB and if no action is taken within one working day, an amount of Rs.1000/- will be levied as liquidated damages per day.
42. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by CSIR-IGIB besides annulment of agreement.
43. In case of default / inordinate delay in payment to the contract workers by the agency, CSIR-IGIB reserves the right to make alternative arrangement through available source and shall recover the entire cost and penalty charges after adding 10% administrative cost from the contractor and it shall be unconditionally binding on him. The amount be recovered from any amount due to the contractor whether against this order or from any other order or from EMD / security deposit or retention money.
44. If any provision / terms of this document is held invalid or otherwise unenforceable, the enforceability of remaining provisions / terms of the documents will not be impaired thereby.
45. If any term of this document is conflicting then whichever is beneficial to CSIR-IGIB shall prevail and it shall be acceptable unconditionally to the service provider.

46. The terms and conditions as stipulated herein shall be part of the agreement.

**Controller of Administration  
CSIR-IGIB, Delhi**

**SCHEDULE (PART -1)**

**Sub : Engagement of services of Highly Skilled (Graduate & above), Skilled and Unskilled workers at CSIR – IGIB, Delhi through reputed manpower agency.**

Name of the firm / agency:

1. Full address with e-mail ID and Telephone Nos.:
2. Constitution of firm / agency (**attach scanned copy**) :
  - i) Indian Company Act, 1956
  - ii) Indian Partnership Act, 1932  
(Please give name of partners)
  - iii) Any other Act.
3. l) For Partnership firms whether registered under Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.  
  
ii) If the answer to the above is in negative, whether there is any general power of attorney executed by the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.  
  
iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.  
  
iv) Name, address, Telephone No., e-mail of the proprietor / partner of the Agency / firm or if it is a company, the details of the Director(s) of the Company.
4. Name and full address of your Banker :
5. Permanent Income Tax PAN No. / Circle /Ward (Copies of PAN / TAN / GST registration).  
**(Attach scanned copies)**

6. Date of establishment of the agency / firm/ company.
7. Registration numbers with EPF, ESIC, GST authorities and Licence under Contract Labour (Regulation & Abolition), Act (Attach copies of all registrations). **(Attach scanned copy)**.
8. Any other relevant information.

**PART – II**

9. Earnest money deposited : Yes / No. **(Attached scanned copy)**  
(Write demand draft no./ date / issuing bank details).

**PART - III**

11. Name and address of the firm's representative at the time of opening of the tenders.
12. Name of the permanent representative to be visiting CSIR-IGIB, Delhi regarding the contract.

Date : \_\_\_\_\_

**SIGNATURE WITH SEAL OF THE FIRM**

Place : \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

## **ANNEXURE - D**

### **TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)**

**Date :**

To:

The Director,  
Institute of Genomics & Integrative Biology  
Mall Road, Delhi – 110 007.

Sub: Acceptance of Terms and conditions of Tender.

**Name of Tender / Work : Engagement of services of Highly Skilled (Graduate & above), Skilled and Unskilled workers at CSIR-IGIB, Delhi through reputed manpower agency.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for above mentioned "Tender / Work" from website: [www.igib.res.in](http://www.igib.res.in)
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender document from page no. 1 to 16 (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I/We shall abide by the terms/conditions/clauses contained therein.
3. All the corrigendum(s) issued from time to time by your Institute too have been taken into consideration, while submitted this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in it's totally / entirely.
5. In case any provisions of the tender are found violated, that your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Name & Office Seal)

**SPECIAL CONDITIONS**

**TIMELINES AND STANDARD OPERATION PROCEDURES FOR CONTRACTOR.**

**A. TIMELINES :**

1. The contractor will submit the duly completed bill by 17<sup>th</sup> day of each month for the services rendered in the previous month.
2. IGIB Administration will process the bill by 30<sup>th</sup> day of each month.
3. IGIB Accounts will clear the bill by the 10<sup>th</sup> day of the subsequent month.

**B. STANDARD OPERATION PROCEDURES :**

1. The contractor bill will include the following :
  - 1) Details of man days and the rate at which wages paid;
  - 2) Attendance details as recorded in the CSIR – IGIB centralized attendance system for contract workers;
  - 3) Proof of remittance of salary to bank account of contract workers along with one copy of the wage sheet and UTRN / Bank transfer details;
  - 4) EPF remittance for the previous month as per terms of the contract; and
  - 5) ESIC remittance for the previous month as per terms of the contract.