

**NATIONAL FACILITY OF BIOLOGICAL AND GENOMIC RESOURCES  
CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110007**

**Date:**

**Tender No. MANPOWER/2016-17/NFBGR**

Notice: Inviting Tender (NIT) for Outsourcing of Manpower.

CSIR-Institute of Genomics and Integrative Biology, a Scientific Society under the Ministry of Science and Technology, (Government of India), invites sealed tenders, in two-bid (Pre-Qualification & Commercial), from reputed, leading and resourceful registered/licensed firms, having at least 5 years experience in providing services for hiring the outsource manpower in (Marketing, Finance, Software developers, Web Maintenance & Data Outsourcing etc) to PSU's, Nationalized Banks and MNC's etc. Interested agencies may either download the tender document from below URL, or collect it from the NFBGR-Division, Room No: 407, IV floor as per schedule.

[www.igib.res.in](http://www.igib.res.in)

**Important Dates, Time & Cost of Tender Form**

S.No.	Particulars	Date	Time
1.	Issue of Tender document	07-11-2016	2.00 Pm to 5.30 Pm
2.	Last date & time for submission of tender	30-11-2016	By 3:00pm
3.	Date & Time of opening of Technical Bids	30-11-2016	3.30 p.m.
4.	Cost of Tender Document	Rs.2000/-*	

\* By Demand Draft in favour of **CSIR-IGIB, New Delhi**, payable at New Delhi

\* Online SBI DU Branch, A/c No: 30268199880, IFSC Code: SBI N0001067

**1. Scope of Work:**

Manpower agency will have to provide following manpower in various categories of Posts on Outsourced basis from time to time at NFBGR, CSIR-IGIB Mall Road, Delhi-110007.

**2. Positions:**

S. No.	Name of the Post/No. of proposed posts	Educational Qualification	Experience	Age
1.	Computer Professionals.	BCA/B-TECH (computer Science)	1-2yrs	Below 30 Years

		/MCA Or Graduate and 1yr specialized recognized computer course		
2.	Marketing Executive	BBA/BBS/MBA (Marketing)	One Year in chemical or Pharma sector	24- 30 Years
3.	Finance Executive	M.COM/MBA (Finance)/ICWA	01- 02 Years exp in accounting/ Balance sheet prep. etc	Below 30 Years
4.	Software Developer	BCA/B-TECH(in Computer Science) Or MCA with 1 <sup>st</sup> Division	02-03 years Exp. In software development work	Below 30 Years
5	Web Designer Executive.	BCA/B-TECH (in Computer Science) Or MCA with 1 <sup>st</sup> Division	Two years exp in web designing & website maintenance etc	Below 30 Years
6.	Specialized Packers (Packing/Unpacking ) Of chemicals.	12 <sup>th</sup> Class/SSC preferably in Science Stream.	10yrs in Packing of chemicals (Perishables, Hazardous & Room Temp. Etc	Below 35

### 3. Eligibility Criteria

- a) The applicant agency should have valid license to run outsourcing services or similar kind of services, from the concerned Govt. Authorities.
- b) The Agency should be in outsourcing services for a minimum period of 3 years.
- c) The bidder's average annual financial turn over in outsourcing services during the last three financial years duly audited by CA should not be less than 50lacs- 1 Crore.
- d) The bidder should have experience of completion of similar works in any of the Departments/Govt. of India/Autonomous Institutions/Universities/PSUs of Govt. of India/State Govt./Municipalities during the last 3 years as follows;
  - (i) Three similar completed works costing not less than Rs.11.00 lacs or
  - (ii) Two similar completed works of costing not less than 15.00 lacs or
  - (iii) One similar completed work of costing not less than 29.00 lacs
- e) The agency should have PF and ESI registration.
- f) The agency should have PAN/TAN

#### 4. Bidding Procedure

Bidding Application may be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure-I duly filled in, signed and stamped along with following documents and financial Bid on the Tender document appearing at Annexure-II Bid in a separate seal cover super scribe on each cover.

- i. Earnest Money Deposit (EMD) & Tender Processing Fee as specified in the terms and conditions in the form of Bank Drafts (cheques not accepted) in favour of CSIR-IGIB, New Delhi payable at Delhi.
- ii. Proof of permanent address.
- iii. A complete list of clients as Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No., etc along with copies of supply order.
- iv. Details of Bank Account of Bidder i.e. Account No. IFSC Code, MICR No., Bank Name and address.
- v. Copies of Income Tax Return of last 3 years.
- vi. Details of PAN/TAN/Service Tax Registration Number.
- vii. An authorization letter in favour of the person signing the tender documents.
- viii. A list of the offices and service centres of the tenderer.
- ix. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the bidder.
- x. Tender document with Annexure-I and Annexure-II signed and stamped on each page as acceptance of the terms and conditions laid down by CSIR-IGIB authority.
- xi. Copies of Balance Sheet and Profit & Loss account for the last three consecutive years.
- xii. An undertaking to the effect that the Agency has not been black listed in India and Abroad.
- xiii. The EMD of successful bidder will be refunded after the successful completion of contract period without interest.
- xiv. Sealed envelopes, containing Technical and Financial Bids in separate envelope be super scribed and put in a bigger sealed envelope and duly super scribed in block letters as shown below:

**“Tender for outsourcing of manpower” due on 30-11-2016 at 3:00pm and addressed to the “CSIR-INSTITUTE OF GENOMECS & INTEGRATIVE BIOLOGY (IGIB), Mall Road, Near Jubilee Hall, New Delhi”-110007.** Tenders

should be submitted by hand or through registered post. Only one tender should be included in one cover. Incomplete application will not be entertained and summarily rejected.

- xv. Opening of sealed tenders will take place on **30/11/16 at 3.30pm** in the CSIR-IGIB, New Delhi in the presence of the representatives of the firms/tenderers, who may wish to be present at that time. No separate intimation will be sent to the firms/Tenderers in this regard.

## 5. Evaluation Procedure

The Technical bid will carry maximum marks of 100. The maximum mark for each activity of technical bid is assigned below:

The technical bids will be scrutinized on the basis of basic eligibility criteria. Thereafter, the short listed bidders may require making presentation and/or written submissions before a Evaluation Committee constituted for the purpose. The presentation will broadly cover the following:-

		Max. Marks.
a)	The background of the organization/Agency (Financial & three Establishment)	20
b)	Details of major previous outsourcing contract executed during the last three years and details of providing such manpower to the Govt./Semi-Govt./Universities/Institutes	40
c)	Duration of relevant experience	20
d)	Satisfactory performance certificates from previous/current clients	20

On the basis of preliminary evaluation of technical bids, the Committee constituted for the purpose of the Evaluation of the tenders may find it necessary to visit the organizations/or may confirm on phone the quality of performance and/or may visit tenderer's official working place. The Committee will short list the bids according to quality, capabilities and skills of the tenders. The financial bids of only short listed tenderers who are found technically suitable shall be open for evaluation.

The decision arrived at for shortlisting the tenderers by the Committee and the Competent Authority in CSIR-IGIB shall be final and binding upon all the tenderers.

## 6. Term & Conditions

- i. Tenderers have to submit Technical and financial bids along with all details.
- ii. Earnest Money Deposit amounting to Rs.2.00 Lacs (Rupees Two Lacs) and cost of Tender will be Rs.2,000/- Non Refundable (Rupees Two thousand only ) in the form of Demand Drafts, drawn separately in favour of **Director ,CSIR-Institute of Genomics & Integrative Biology, Delhi payable at New Delhi** are to be enclosed with the

Technical Bid, failing which the tender will be summarily rejected. The Application Processing Fee is not refundable.

- iii. The successful tenderer will have to submit Performance Security equivalent to 10% of the amount payable per annum which will be forfeited incase the supply of manpower is delayed beyond the stipulated period and/or frequent absence from duty/misconduct on the part of manpower deployed by the Agency and/or unsatisfactory service provided by agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in the favour of **Director ,CSIR-Institute of Genomics & Integrative Biology, Delhi payable at New Delhi.**
- iv. EMD of successful bidder shall be forfeited, if the bidder withdraws or amends or from the tender in any respect.
- v. The EMD of unsuccessful bidders will be release without any interest.
- vi. No sub-contracting of work will be allowed at any stage.
- vii. Successful bidder has to sign an agreement to provide the service as per the Term & Conditions of this document.
- viii. **Penalty Clause:** The Time schedule should be strictly followed by the agency. If manpower is not provided on stipulated dates, penalty will be applied as mentioned below:
  1. In case of any abnormal irregularity noticed the penalty will be levied by CSIR-IGIB. The decision of CSIR-IGIB will be final and binding.
  2. Earnest Money Deposit/Security Deposit will be liable to be forfeited, if the tenderer fails to supply manpower in reasonable time as per time schedule given in scope of work satisfactorily.
  3. CSIR-IGIB reserves the right to terminate the contract at any time without prior notice.
  4. In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty upto 5% to 10% of the cost ---- to tender as deemed fit by the Competent Authority shall be imposed on the tenderer.

CSIR-IGIB reserves the right to accept or reject any/all tenders without assigning any reason(s), whatsoever. Tenders not on the prescribed Performa (attached), without requisite details, without EMD & Processing Fee and received after the closing date/time of tenders and tenders accompanied by any condition will summarily be rejected.

Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

**ix. Arbitration Clause :**

That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Director, CSIR-IGIB. The award of the said arbitrator shall be binding on both parties. The seat of the arbitration shall be at Delhi.

In additions to clauses above, other terms & conditions given below will also be applicable.

#### **x. Other Terms & Conditions**

1. The office of CSIR-IGIB is located at Mall Road New Delhi – 110007 and Sukhdev Vihar, Mathura Road, New Delhi 110020
2. The required staff shall be provided by Agency as and when required. The minimum remuneration payable will be based on the market rates.
3. Sealed tenders addressed to the Director, CSIR-IGIB Mall Road, Near Jubilee Hall ,New Delhi -110007 should reach 30-11-16 at 3.00PM , the date of publication of advertisement in the Newspaper/Website.
4. There should be no over-writing or eraser or white fluid otherwise the tender is liable to be rejected.
5. The man-power provided by the Agency will work as per the CSIR-IGIB working days (five days a week). No extra wages will be paid for attending the office on Saturdays and Sundays. The normal office working hours shall be from 9.00 a.m. to 5.30p.m. In the event of the service of the man-power being required after the normal office working hours, No additional charges will be payable by the CSIR-IGIB. If any person remains absent on the last day of the week and does not join the duty on 1<sup>st</sup> working day of week (Monday) his/her salary for the closed holidays will not be paid.
6. The Agency must submit its bill to the CSIR-IGIB by 7<sup>th</sup> of each month along with the proof of the required documents in respect of the deployed man-power. The payment will be made only on completion of the term and conditions of the Agreement. The Agency shall be solely liable for any violation of provisions of the said Acts including labor law or any other Act applicable from time to time.
7. The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely minimum wages Acts, EPF Acts, ESIC Acts, Bonus Act, Gratuity Act, Workman Compensation Act etc. or under any other statutory requirements as applicable to the National Capital Territory of Delhi as amended from time to time in respect of the man-power deployed and also to present the documents as and when required or asked for by the CSIR-IGIB. The contractor shall be principal employer of the workman and any other staff to be deployed by him in the office.
8. It is expressly understood and agreed to between the parties to this Agreement that the manpower deployed by the Agency shall be employees of the Agency for all intents and purposes and in no case there shall be a relationship of Employer and Employee between the IGIB and the said manpower. That the Agency shall be responsible for the suitability,

medical fitness and police verification of the character and antecedents of the manpower sponsored by it for deployment in the office and office shall not be responsible for any act of indiscipline, any medical claim and compensation of any personnel employed through Agency, the manpower so deployed shall remain be liable for payment of their wages etc. and all other dues payable under various labours Regulations and other statutory provisions.

9. The manpower employed by the Agency shall have no right, whatsoever, for any appointment in the CSIR-IGIB in temporary/ad-hoc/daily wages/regular capacity on the basis of their work in the CSIR-IGIB.
10. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform his/her duties properly or indulges in any unlawful activity including riots or disorderly conduct. The Agency on the orders of Office, shall immediately withdraw such person(s) from the premises of the Office.
11. The Agency shall keep the office indemnified against all claims whatsoever in respect of the employees deployed in offices at various point of time. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole responsibility of the Agency to contest the same at appropriate forum(s). In case, the office is made a party and is supposed to contest the case, the offices will be reimbursed the actual expenses, which shall be paid in advance by the Agency to offices on demand.
12. The deduction of Income Tax from the bills of the Agency will be made at source under-section 194 C of the Income Tax Act, 1961 and applicable from time to time.
13. There will be surprise checking's any time by their controlling officers on respective Departments specially designated for the purpose outside the Administration Division. Shortcomings, if any, pointed out by them shall be restored by the contractor within 24 hours of its bringing to his notice.
14. Non-compliance of terms and conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.
15. The Tenderer should also submit proofs in respect of his past successful performance in the field of Computers, Marketing, Finance & Software Professionals.
16. In case of unsatisfactory services rendered by the Manpower Agency, the CSIR-IGIB, reserves the right to terminate the contract even during the currency of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.

17. If any accident/incident occurs with any worker of the contractor while doing his job, the office will not be liable in any way and the sole responsibility will be of the Manpower Agency.
18. The contractor shall abide by the terms and conditions of the tender strictly.
19. This contract shall be valid for one year which may be extended beyond a year with the same terms and conditions from the date of the commencement of the contract and depending upon the performance of the firm.
20. The payment will be made after completion of one month and not in advance after deduction of usual taxes, if any.
21. The Contract can be terminated by either party by giving 60 days notice during the contract period or after the expiry of the extended contract. The Contractor shall not be entitled to any notice during the extended contract period. During the period of notice or extended contract period and till the appointment of another Agency, the Contractor would be continued to discharge its duties and obligations.
22. CSIR-IGIB reserve the right to accept or reject the tender without assigning any reasons thereof.
23. The manpower required have to be deployed within 10 days from the award order.
24. The Agency shall submit the copies of separate challans along with the list of workers engaged by the contractor in the CSIR-IGIB, viz, ESI and PF and service tax exclusively in respect of the workers deployed IGIB and shall produce such challans in original for verification at the time of payment to it of release. The contractor shall also be directed to submit the copy of monthly challan for amount of EPF deposited by him in r/o Workers engaged in CSIR-IGIB separately alongwith monthly Return i.e. Form 5, Form 10, Form 12A individual wise details and salary sheet.

As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFCA against which the PF subscription, deducted from the payment of personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the Manpower services is required to be submitted to the CSIR-IGIB within 30 days of start of contract. The contractor shall arrange to get the ESI cards made in new digital format in respect of labourers/workers of the CSIR-IGIB within one month of start of contract. The Contractor shall immediately submit the copies of all return duly attested by concerned office with regard to EPF/ESI Act & Service Tax. The contractor shall made available his books of accounts/documents for verification in respect to deductions on accounts of EPF/ESI & Service Tax etc.



25. **Force Majeure:-** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract

26. The courts at Delhi/New Delhi shall have the exclusive jurisdiction to the all aspects, if any, arising out of this agreement between the parties.

Witness 1.

Witness 2

M/s \_\_\_\_\_  
Name & Address

**NATIONAL FACILITY OF BIOLOGICAL AND GENOMIC RESOURCES  
CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110007**

**Annexure-I**

**Tender Form (Technical Bid)**

(To be submitted by the tenderer on their letter head. All columns should be filled. Documents prescribed at Sl.No. 2(a) of other terms & conditions should be enclosed)

Sl.No.	Particulars	Status (to be filled by the tenderer)
<b>PART A</b>		
1.	Year of Incorporation of the agency (copy to be enclosed) alongwith the latest address of corporate office	
2.	Length of relevant experience in years	
3.	Registration Number (copy to be enclosed)	
4.	No. of Govt./Semi Govt. Institutions/PSUs/ Autonomous Bodies served during last three years (Work order along with list with names, designation & telephone numbers of the authority to be closed)	
5.	Registration with service tax (copy to be enclosed)	
6.	Annual Turnover of the company in Lakhs of Rupees. (Copy to be enclosed) a. 2013-14 b. 2014-15 c. 2015-16	
<b>PART-B</b>		
1.	Details of similar works executed in the immediate past three years	Nos.
a.	> 11 lacs	
b.	> 15 lacs	
c.	> 29 lacs	

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Seal of firm \_\_\_\_\_

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

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

**Annexure-II**

**NATIONAL FACILITY OF BIOLOGICAL AND GENOMIC RESOURCES  
CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110007**

**Tender Form (FINANCIAL BID)**

DETAILS OF RATES TO BE QUOTED BY THE TENDERERS FOR THE AWARD OF  
MANPOWER CONTRACT FOR NFBGR, CSIR-IGIB

Sl.No.	Particulars	Rates quoted
1.	Total Service charges including Administrative/ Supervisory/others per month to claim by the Manpower Agency. (i) Computer Professionals(Data Outsourcing) (ii) Marketing Executive (iii) Finance Executive (iv) Software Developer/Website maintance Executives (v) Specialized Packers	_____% _____% _____% _____% _____%
2.	Service Tax (____ % of the total amount)	Rs. _____
3.	Education Tax	Rs. _____
4.	Misc. Charges if any	Rs. _____
5.	The Salary per month to be paid to the manpower to be deployed as per IGIB requirement.  (i) Computer Professionals (ii) Marketing Executives (iii) Finance Executive (iv) Software Developer/Website maintance Executives (v) Specialized Packers	Salary (Inclusive of all other emoluments) to be paid per month as per Present Market Rates.  Rs. _____ Rs. _____ Rs. _____ Rs. _____ Rs. _____

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

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

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Seal of Firm\_\_\_\_\_

**UNDERTAKING**

To,

The Director,  
CSIR-IGIB  
Mall Road, Near Jubilee Hall  
New Delhi – 110007

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has are acceptable tome/us and not been blacklisted by any agency in India or abroad.

Dated:\_\_\_\_\_

Signature of the Tenderer\_\_\_\_\_

With Seal

Name of the Tenderer\_\_\_\_\_  
with Address\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE : Certificate as per above must be submitted only on non-judicial stamp paper of Rs.50/- (Rupees fifty only).

**ANNEXURE-IV**

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110007**

**TENDER FORM FOR PROVIDING MANPOWER  
SERVICES THROUGH OUTSOURCING**

1. Cost of tender : Rs. \_\_\_\_\_ Affix duly attested  
P.P. Size recent  
Photograph of the  
prospective bidder
2. Due date for tender : \_\_\_\_\_
3. Opening time and date of tender : \_\_\_\_\_
4. Names, address of firm/Agency : \_\_\_\_\_  
and Telephone numbers \_\_\_\_\_
5. Registration No. of the Firm/  
Agency : \_\_\_\_\_
6. Name, Designation, Address : \_\_\_\_\_  
and Telephone No. of Authorized  
person of Firm/Agency to deal with \_\_\_\_\_
7. Please specify as to whether : \_\_\_\_\_  
Tenderer is sole proprietor/  
Partnership firm. Name & Address  
and Telephone No. of Directors/  
Partners should specified. \_\_\_\_\_
8. Copy of PAN Card issued by : \_\_\_\_\_  
Income Tax Department and  
Copy of previous three Financial  
Year's Income Tax Return \_\_\_\_\_
9. Provident Fund Account No. : \_\_\_\_\_
10. ESI Number : \_\_\_\_\_
11. Licence number under Contract : \_\_\_\_\_  
Labour (R&A) Act, if any

12. Service Tax Regd. No. : \_\_\_\_\_

13. Details of Bid Security Deposited:

(a) Amount : \_\_\_\_\_  
(Rupees in words also) : \_\_\_\_\_

(b) FDR No. or DD No. or \_\_\_\_\_  
Bank Guarantee in favour of \_\_\_\_\_

(c) Date of issue : \_\_\_\_\_

(d) Name of issuing authority : \_\_\_\_\_

14. Any other information : \_\_\_\_\_

15. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)\_\_\_\_\_

Name & Address : \_\_\_\_\_  
(with seal)

\_\_\_\_\_