

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-04-2025 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-04-2025 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Pmo
Department Name/विभाग का नाम	Department Of Atomic Energy
Organisation Name/संगठन का नाम	Tata Institute Of Fundamental Research Hyderabad
Office Name/कार्यालय का नाम	Hyderabad
क्रेता ईमेल/Buyer Email	buycon2.tifrh.ts@gembuyer.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Higher Secondary Course; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; ITI; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; IT-Technical , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Admin , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Diploma; IT-Technical , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Diploma; Non-IT Technical
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	200 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No

Bid Details/बिड विवरण	
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	39575192
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes
Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	800000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service

Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Administrative Officer

Hyderabad, Department of Atomic Energy, TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD, PMO
(Desharaju Hari Prasad)

MII Compliance/एमआईआई अनुपालन

MI Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1742564248.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1742564252.pdf](#)

Scope of work & Job description:[1742564257.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1742564372.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
02-04-2025 11:00:00	TIFR Hyderabad will be conducting a Pre-bid conference through the following Zoom Link https://tifr-res-in.zoom.us/j/92009680587?pwd=Sn03DHiyJSFUun7bYu2e hNUfOx67SV.1 on April 02, 2025 at 1100 hrs.

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Higher Secondary Course; Others (2)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Higher Secondary Course
Type of Function	Others
List of Profiles	Lab Assistant
Specialization	Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	Allowance
Title for Optional Allowances 3	Medical Allowance

Specification	Values
Designation	Lab Assistant

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 250 • Optional Allowances 3 (INR per day) : 38.46 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Admin (5)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled

Specification	Values
Educational Qualification	Graduate
Type of Function	Admin
List of Profiles	Clerk
Specialization	Commerce , Science , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	Allowance
Title for Optional Allowances 3	Medical Allowance
Designation	Clerk

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 250 • Optional Allowances 3 (INR per day) : 38.46 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; ITI; Others (5)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	ITI
Type of Function	Others

Specification	Values
List of Profiles	Tradesman
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81 on basic
Title for Optional Allowances 2	Allowance
Title for Optional Allowances 3	Medical Allowance
Designation	Tradesman

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 250 • Optional Allowances 3 (INR per day) : 38.46 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; IT-Technical (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Graduate

Specification	Values
Type of Function	IT-Technical
List of Profiles	Engineer Trainee IT
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	Allowance
Designation	Engineer Trainee - IT
Title for Optional Allowances 3	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 96.15 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Admin (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Admin

Specification	Values
List of Profiles	Work Assistant Admin
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	Medical Allowance
Designation	Work Assistant - Admin

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परिषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परिषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 954 • Bonus (INR per day) : 79.47 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 45.88 • Optional Allowances 2 (INR per day) : 61.54 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Others (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Graduate

Specification	Values
Type of Function	Others
List of Profiles	Scientific Assistant
Specialization	Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	HRA + Special Allowance @ 30% on basic each
Title for Optional Allowances 3	Conveyance Allowance + Medical Allowance
Designation	Scientific Assistant

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 621 • Optional Allowances 3 (INR per day) : 530.77 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Diploma; IT-Technical (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Diploma

Specification	Values
Type of Function	IT-Technical
List of Profiles	Junior Engineer IT
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	HRA + Special Allowance
Title for Optional Allowances 3	Conveyance Allowance + Medical Allowance
Designation	Junior Engineer - IT

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none"> Minimum daily wage (INR) exclusive of GST : 1035 Bonus (INR per day) : 86.22 EDLI (INR per day) : 2.88 EPF Admin Charge (INR per day) : 2.88 Optional Allowances 1 (INR per day) : 49.78 Optional Allowances 2 (INR per day) : 621 Optional Allowances 3 (INR per day) : 530.77 Estimated Number of Overtime Hours per Resource per Month : 0 Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 ESI (INR per day) : 0 Provident Fund (INR per day) : 69.23 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Diploma; Non-IT Technical (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Diploma

Specification	Values
Type of Function	Non-IT Technical
List of Profiles	Jr Engineer Civil
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave Wage @ 4.81% on basic
Title for Optional Allowances 2	HRA + Special Allowance
Title for Optional Allowances 3	Conveyance Allowance + Medical Allowance
Designation	Jr. Engineer - Civil

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 1035 • Bonus (INR per day) : 86.22 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 49.78 • Optional Allowances 2 (INR per day) : 621 • Optional Allowances 3 (INR per day) : 530.77 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 36

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

**TENDER DOCUMENT FOR SELECTION OF
AGENCY FOR PROVIDING MANPOWER FOR
TATA INSTITUTE OF FUNDAMENTAL
RESEARCH (TIFR) HYDERABAD**



**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Survey No.36/P, Gopanpally Village,
Serilingampally Mandal, Ranga Reddy District,
Hyderabad – 500 046**

NOTICE INVITING TENDER

Tata Institute of Fundamental Research, Hyderabad (TIFRH), is a National Centre of the Government of India under the umbrella of the Department of Atomic Energy, operates at the cutting edge of global science.

TIFRH invites online bids **(GeM Tender in two bid system)** for **Selection of Agency for Providing Manpower for Tata Institute of Fundamental Research, Hyderabad.**

Estimated Bid Value:	Rs.4,00,00,000/- (for Three years)
Earnest Money Deposit:	Rs.8,00,000/-
Online Pre-Bid Meeting and Time:	TIFR Hyderabad will be conducting a Pre-bid conference through the following Zoom Link https://tifrh-res-in.zoom.us/j/92009680587?pwd=Sn03DHijJSFUun7bYu2ehNUfOx67SV.1 on April 02, 2025 at 1100 hrs. All prospective bidders are requested to attend the Pre-Bid Meeting for any clarifications. Based upon the discussion held in the Pre-Bid Conference if required, a Corrigendum/Addendum shall be issued in GeM Portal and it shall be treated as a part of the Tender document. No queries will be entertained after the Pre-bid meeting.
Security Deposit:	The successful tenderer should submit the Security Deposit @ 5% of the work order value drawn in-favour of Tata Institute of Fundamental Research, Hyderabad as interest free security deposit in the form Demand Draft in favour of "Tata Institute of Fundamental Research" payable at Hyderabad from any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Insurance Surety Bonds. The Security Deposit should remain valid for a period of thirty eight months from the date of commencement of Contract and would be released only after one month from the date of satisfactory completion of the contract.

The Tender Document can be downloaded from GeM Portal <https://gem.gov.in/> or Institute website <https://www.tifrh.res.in/tender/> and the bid is to be submitted online only through the GeM portal up to the last date and time of submission of tender. No manual bids will be accepted.

The due date for submission of GeM Bids by April 15, 2025 at 1300 hrs.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should visit the Institute website at <https://www.tifrh.res.in/tender/> regularly for the changes/modifications in the Tender Document. The changes/modifications would also be hosted on the website of the Institute.

The TIFR Hyderabad reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the TIFR Hyderabad in this regard shall be final and binding on all.

Annexure Number	Description	Page No.
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INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 Tata Institute of Fundamental Research (TIFR), Hyderabad, hereinafter referred to as the 'Client' invites e-bids (ONLINE BIDS) UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL) through GeM Portal from reputed firms dealing with Ministries/Govt. departments for providing hired manpower services for its office.
- 1.2 While all efforts have been made to avoid errors in the drafting of the bid document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.
- 1.3 The Bidder should download the Bid document (Scope of Work) through GeM Portal and upload it again at the time of submission of the bid with signature and stamp is in token of the Bidder having acquainted himself/themselves and accepted the entire Bid document (Scope of Work) including various conditions of contract.
- 1.4 The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the bid documents are liable to be rejected.
- 1.6 The requirements of the number of manpower as mentioned in the bid document is tentative and may increase or decrease from time to time at the sole discretion of the competent authority of TIFR Hyderabad. Accordingly, the contract cost is also liable to increase / decrease.

2. MINIMUM ELIGIBILITY CRITERIA

- a. **Legal Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a Proprietorship / Partnership Firm / Limited Liability Partnership / Private Limited / Limited company / Society registered under Society's Act / Statutory Bodies etc. A proof for supporting the legal validity of the Bidder shall be submitted.
- b. **Registration:** The Bidder should be registered with the Income Tax, Goods and Service Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation.
- c. **Clearance:** The Bidder should also have clearance from GST, and Income Tax Department. Relevant proof in support shall be submitted.

- d. **Experience:** The bidder will be qualified only if they have Similar Work experience during last 03 years preceding from 31st March 2024 and the firm should have experience of providing satisfactory manpower services in Central Government / Autonomous bodies / Research organizations/ reputed private sector companies were deployed with:
- a) One similar contract of value more than Rs.3,20,00,000/- per annum
(or)
 - b) Two similar contracts of value more than Rs.2,40,00,000/- each per annum
(or)
 - c) Three similar contracts of value more than Rs.1,60,00,000/- each per annum

The above contracts should have been executed and completed during the last 03 years. All the work completion certificates should be enclosed with the tender.

- e. **Turnover:** The Bidder should have Average Minimum Annual Gross Turnover will be Rs.2,00,00,000/- considering 3 preceding financial years (FY 2021-22, FY 2022-23 & FY 2023-24) in the similar business of providing manpower as per the bid document.
- f. **The bidder should have its registered office located in Hyderabad.** If the Agency does not have such an office as per location mentioned, the bid will be summarily rejected. The Bidder should submit valid documentary proof for the same. Also, the firm preferably have experience of providing satisfactory manpower services in Central Government / Autonomous bodies / Research organizations/ reputed private sector companies in Hyderabad Region.

2.1 Documents supporting the Minimum Eligibility Criteria

- (i) In proof of having fully adhered to the minimum eligibility criteria, attested copy of certificate of Incorporation issued by the Registrar of companies (ROC) in case of companies private / public and Limited liability partnerships. GST Registration/MSME Registration/ shops and Establishment Act license/ any other valid license in case of sole proprietorship/ partnership firms.
- (ii) In proof of having fully adhered to minimum eligibility criteria, attested **copy of PAN, GST Registration, EPF Registration, ESIC Registration and Labour License** shall only be acceptable.
- (iii) In proof of having fully adhered to minimum eligibility criteria, attested **copy of ITR and GST/Service Tax Return for the last three financial years** shall only be acceptable.
- (iv) In proof of having fully adhered to minimum eligibility criteria, attested copy of work orders along with work completion certificates / ongoing work certificates issued by the Ministries / Departments under Government of India and other reputed institutions in providing manpower services.

- (v) In proof of having fully adhered to minimum eligibility criteria, attested copy of the **audited balance sheets (audited by Chartered Accountant)** for the completed three financial years i.e. 2021-22, 2022-23 and 2023-24 shall only be acceptable (Annexure-10).

3. EARNEST MONEY DEPOSIT:

- 3.1 The bids shall be accompanied by an Earnest Money Deposit of Rs.8,00,000/- in the form of Bank Guarantee/Demand Draft of State Bank of India as per bid document of GeM. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of **Tata Institute of Fundamental Research (TIFR), Hyderabad.**
- 3.2 The Bidder should scan a copy of the earnest money deposit and upload it online through GeM Portal. The original copy of the earnest money deposit should be sent to The Administrative Officer, TIFR Hyderabad on or before the time of closing of the uploading of the Bids. The original EMD can be sent by Speed Post or Registered Post. It can also be handed over in person. In the event of non-receipt of the EMD before the closing of the uploading of the Bids, the bid shall not be considered.
- 3.3 Bidders, who are eligible to be exempted from depositing EMD accordingly, should submit documentary proof thereof along with technical bid online through GeM Portal. (UDYAM Registration / Certificate from National Small Industries Corporation (NSIC)).
- 3.4 The bids without Earnest Money or proper exemption document shall be summarily rejected.
- 3.5 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3.6 **The bid security (earnest money deposit) may be forfeited:**
- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) Fails to sign the contract in accordance with the terms of the bid document
 - (b) Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified by the Client.
 - (c) Fails or refuses to honor his own quoted prices for the services or part thereof.
 - (d) In such a case, the bidder is also liable to be debarred from future tendering.
- 3.7 No interest shall be paid on the earnest money deposit.

4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of **120 days** from the last date of opening of Bids.

5. PREPARATION AND SUBMISSION OF E-BIDS IN GeM PORTAL

- 5.1 The bid document, along with terms and conditions, has been uploaded on GeM Portal. The bidders can log on to the website and see the bid document. The Bidders shall be required to submit Technical and Financial Bids through GeM Portal electronically using valid GeM ID. More information useful for submitting online bids on the GeM Portal may be obtained.
- 5.2 The bidders should upload the scanned copies of all relevant certificates, documents etc. including earnest money deposit / exemption certificate as per the requirements of the Bid Document in support of their Technical bids. The bidder should sign on all statements, documents etc. uploaded by him, owning responsibility for their correctness/authenticity.
- 5.3 The Bidder should upload the financial bids as per the instructions contained in the Bid Document on GeM Portal.
- 5.4 The bids shall be summarily rejected, if the bid is submitted other than through online (GeM Portal) or original Earnest money Deposit / exemption letter and other documents viz. affidavits are not submitted by the Bidders within the stipulated date / time as mentioned in the bid document.
- 5.5 The important dates are mentioned in the Bid document.

6. TECHNICAL BID

The Bidder shall be required to follow the procedure as specified above and submit the Technical Bid online through GeM Portal. The following documents shall comprise Technical Bid:-

- a. **Annexure-1:** The Bidder shall be required to print "Acceptance of Tendered Terms & Conditions' as per Annexure-1 on the entity's letterhead, sign, scan and upload it online with the Bid in GeM Portal.
- b. **Annexure 2:** Technical Bid Form: The Bidder shall be required to sign, scan and upload the Technical Bid Form as per Annexure-2 in GeM Portal.
- c. **Annexure-3:** The Bidder shall be required to submit a notarized affidavit on non-judicial stamp paper of Rs.100/- as per Annexure-3 to the effect of acceptance of the terms and conditions of the Bid Document. The Bidder shall ensure that a copy of the Affidavit is scanned and uploaded in GeM Portal and other documents as per the timelines defined in the Bid Document.

- d. **Annexure 4 :** The Bidder shall be required to submit a notarized affidavit on non-judicial stamp paper of Rs.100/- as per Annexure-4 to the effect that they have fully adhered to minimum eligibility criteria as per the requirements of the bid document and has provided services in the Ministries / Departments under Government Institutions.
- e. **Annexure-5:** The Bidder shall be required to submit a notarized affidavit on non-judicial stamp paper of Rs.100/- as per Annexure-5 stating that wages will be paid by minimum wages as per the Chief Labour Commissioner, GoI orders and compliance of statutory requirements.
- f. **Annexure-6:** The Bidder shall be required to submit Format of Agreement for Providing Manpower Services at TIFR Hyderabad duly signed and stamped on the bidder's letterhead.
- g. **Annexure-7:** The Bidder shall be required to submit the Form of Performance Bank Guarantee.
- h. **Annexure-8:** The Bidder shall be required to submit the Bid Security Form.
- i. **Annexure-9:** The Bidder shall be required to submit the Indemnity Bond.
- j. **Annexure-10:** The Bidder shall be required to submit the Financial Information.
- k. **Annexure-11:** The Bidder shall be required to submit the Bank Solvency Certificate for an amount of Rs.1,60,00,000/-
- l. **Annexure-12:** The Bidder shall be required to submit the Non-Blacklisting Certificate.
- m. **Annexure-13:** The Bidder shall be required to submit the Local office details.
- n. **Earnest Money Deposit:** A scanned copy of earnest money deposit of 2% value of the bid value or exemption certificate should be uploaded through GeM Portal. The Bidder shall ensure that the original of the earnest money deposit / exemption certificate is also submitted in the office as per the instructions.
- o. **Documents in support of Minimum Eligibility Criteria:** The Bidder shall be required to upload each of the documents online through GeM Portal as mentioned in Clause 2.1 of "Instruction to the Bidders" of the Bid Document in support of their fulfillment of minimum eligibility criteria.

"The bid will be Technically Rejected if failed to submit above documents compiled by the bidder"

7. FINANCIAL BID:

- 7.1 The Bidder should quote rates for each and every category of manpower in terms of Indian Rupees. If rate is not quoted for all the categories of manpower, the bid will not be valid and hence the same will be rejected. **The consolidated price will be taken into consideration while awarding the contract to the successful bidder.**
- 7.2 The rates quoted shall be firm and final. The price should be all inclusive of all i.e. Minimum Wages, EPF, ESIC, Uniform, & Liveries, Gratuity, Bonus, Substitute and other statutory charges arising from time to time.
- 7.3 At the time of payment of bills, the income tax and any other tax / duty etc. that is required to be deducted, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing in conventional manner.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

9. TECHNICAL BID EVALUATION

- 9.1 The Client shall follow a segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately.
- 9.2 The technical bid evaluation shall be done based on the following criteria:
- (i) That the Bidder has signed, scanned and uploaded the Technical Bid Form as per Annexures 1 to 13 in the prescribed format in GeM Portal.
 - (ii) That copy of Earnest Money Deposit is scanned and uploaded in GeM Portal. The original of the EMD should be submitted by the Bidder as per the timelines specified in the Bid document.
 - (iii) That the Bidder meets the minimum eligibility criteria as per Clause 2.1 of "Instructions to the Bidders" and has uploaded copies of all documents required in support of minimum eligibility criteria.
- 9.3 The bids shall be summarily rejected, if the bid is submitted other than through

online (GeM Portal) or original Earnest Money Deposit / exemption letter and other documents viz. affidavits are not submitted by the Bidders within the stipulated date / time as mentioned in the bid document.

- 9.4 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum eligibility criteria as per the bid document, shall be rejected.

10. FINANCIAL BID OPENING PROCEDURE

- 10.1 The financial Bids of all the technically qualified Bidders, whose bids are accepted in conformity with the required specifications shall be opened.
- 10.2 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.

11. RIGHT OF ACCEPTANCE:

- 11.1 TIFR Hyderabad reserves all rights to reject any bid including those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of the TIFR Hyderabad in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the work shall render the bidder's bids liable for rejection.
- 11.3 The competent authority of TIFR Hyderabad reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the bidders.
- 11.4 In case of failure to comply with the provisions of the terms and conditions of the contract by the agency that has/have been awarded the contract, the competent authority of TIFR Hyderabad reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.
- 11.5 TIFR Hyderabad may terminate the Contract if it is found that the Contractor is black listed/debarred on previous occasions by any of the Government Departments /Autonomous Bodies/ Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.

GENERAL TERMS & CONDITIONS

1. DEFINITIONS

1.1 General

The Agency/Contractor/ Service Provider is required to pay Salaries/wages of hired staff deployed at TIFR Hyderabad first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

Payments of wages to the persons deployed by the Agency/ Contractor will be made through E- payment mode namely Electronic Clearance System (ECS); National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS); net Banking by direct credit to the account of the beneficiaries on or before 05th day of each month to the account and copy of payment sheet duly signed by authorized signatory of the Agency/ Contractor on every month before verifying the monthly bill, failing which punitive action against the contractor will be taken at the discretion of the Centre Director, TIFR Hyderabad. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the TIFR Hyderabad for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/ amendments/ modifications.

- The Payment of Wages Act 1936
- The Employees Provident Fund Act, 1952
- The Factory Act, 1948
- The Contract Labour (Regulation) Act, 1970
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972
- The Employees State Insurance Act, 1948
- The Employment of Children Act, 1938
- The Motor Vehicle Act, 1988
- Minimum Wages Act, 1948
- The Maternity Benefit Act 1961

The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at TIFR Hyderabad or for any accident caused to them and the TIFR Hyderabad shall not be liable to bear any expense in this regard. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

1.2 CONFIDENTIALITY

- 1.2.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client's business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client's information.

- 1.2.2 If the Contractor receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Contractor to Client immediately on receipt of such queries.

2 PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)

- 2.1 The successful bidder within fifteen days of the acceptance of the Work Order shall execute a Performance Bank Guarantee in the form of a Bank Guarantee from Nationalized Bank of India, a sum equivalent to 5% of the bid value in favour of Tata Institute of Fundamental Research, Hyderabad.
- 2.2 The Bank Guarantee can be forfeited by order of the competent authority of TIFR Hyderabad in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by TIFR Hyderabad sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of the firm's bill has been received and examined.
- a) If the contractor is called upon by the competent authority of the office of TIFR Hyderabad to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and TIFR Hyderabad shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
 - b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.

3. SERVICES REQUIRED BY THE CLIENT

- 3.1 The Contractor shall be providing manpower services in Client's premises as per the details given herein, or any other location as required by the Client to be read with the Special Conditions of Contract, Assignment Instructions and Schedule of Requirements.
- 3.2 The Client shall pay the charges as agreed between the Client and the Contractor at the time of bidding process.
- 3.3 The Contractor shall provide manpower services in the Client's premises to its entire satisfaction and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

4. CONTRACTOR'S OBLIGATIONS

- 4.1 The Contractor shall provide manpower services at Client's premises as per Schedule of Work / Requirements which may be amended from time to time by the Client during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time.
- 4.2 The Contractor shall provide manpower services through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the Contractor only and the Client shall not in any manner be liable and all statutory liabilities (such as ESI & EPF etc.) shall be paid for by the Contractor.
- 4.3 The Contractor shall submit to the Client the details of the amount deposited on account of EPF and ESI in respect of the deployed personnel to the concerned authorities every month. The contractor shall submit to the client the list of EPF Account numbers of the outsourced manpower, copy of annual EPF slip along with TRRN, copy of ESIC card. The details of submission of EPF and ESIC contributions and copy of the TRRN to the concerned authorities by the contractor shall be submitted every month to the Client.
- Further, the Contractor shall also be required to submit an undertaking with the monthly bills that they have paid the monthly dues of EPF/ESI and TRRN copy to the respective authorities.
- 4.4 The Contractor shall produce to the client the details of payments of statutory benefits like bonus, leave, relief etc as per the wage sheet provided by the Client.
- 4.5 The Client shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove any personnel with prior intimation to the Client, emergencies, exempted.
- 4.6 The Contractor shall cover its personnel for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- 4.7 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Manpower Services in accordance with the Schedule of Requirements.
- 4.8 The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same.
- 4.9 The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.

- 4.10 The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Client shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- 4.11 The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, ESIC etc. Proof of the same should be submitted by the Contractor.
- 4.12 The Contractor shall submit a copy of the wages sheet/ Pay slips showing monthly wages paid to its personnel.
- 4.13 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 4.14 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the Client.
- 4.15 The Contractor shall not employ any person below the age of 18 years old. Manpower so engaged shall be trained for providing services.

4.16 Contractor's Personnel

- 4.16.1 The Contractor shall at all times ensure that it has sufficient, suitable and qualified personnel to supervise the Client premises at the Client Site and in sufficient number to undertake the responsibilities imposed upon the Contractor under the Contract and to provide full attention for executing the work thereof.
- 4.16.2 The Contractor shall submit its Organization Chart, showing therein the details of key personnel with their full contact details. The Contractor shall also keep informing the Client of any change in its organization or its personnel
- 4.16.3 The personnel engaged by the Contractor shall be dressed in neat and clean uniform, wherever it is applicable.

5. CONTRACTOR'S LIABILITY

- 5.1 The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its staff engaged in the provision of the manpower services to the Client.
- 5.1.1 The Contractor shall not be liable in any way whatsoever and the Client hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks consisting of, caused by, resulting from or in connection with any

loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of manpower Services to the Client.

- 5.2 The Contractor shall not Subcontract or Sub-let, transfer or assign the contract or any other part thereof. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the Client may sustain in consequence or arising out of such replacing of the contract.

6. CLIENT'S OBLIGATIONS

- 6.1 Except as expressly otherwise provided, the Client shall, at its own expense, provide timely all the required equipment and facilities at the location(s) where the manpower Services are to be provided required to enable Contractor's employees to carry out the Services.
- 6.2 The Client shall comply with and fulfil the recommendations (if any), if deemed necessary by the Client, made in writing by the Contractor in connection with the performance of the Services. The Client shall notify the Contractor of any dishonest, wrongful or negligent acts or omissions of the Contractor's employees or agents in connection with the Services as soon as possible after the Client becomes aware of them.
- 6.3 To enable the Contractor to provide the manpower services, the Client shall ensure that their staff is available to provide such assistance.
- 6.4 The Client shall not be under any obligation for providing empanelment to any of the personnel of the Contractor after the expiry of the contract. The Client does not recognize any "employee-employer" relationship with any of the workers of the Contractor.

7. VALIDITY OF CONTRACT

The contract will be awarded for a period of three years from the date of the agreement. The agreement shall in come into effect immediately upon execution **unless terminated earlier under Clause 10 of GT&C**. The Service charges/ administrative charges quoted by the contract should be for all the three years.

Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.

8. PAYMENTS

- 8.1 After selection of the Successful bidder as Contractor, a price schedule shall be annexed to the wage structure according to which all payments shall be made to the Contractor by the Client for the manpower services.

- 8.2 The prices shall be exclusive of any GST/ service tax or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.
- 8.3 The Contractor shall raise invoice per month and submit the same to Client every following month. The Client shall make all endeavor to make payments after receipt of the invoice to the Contractor.
- 8.4 The initial cost of the Contract shall be valid for a period of one year. No price escalation, other than minimum wages revision, shall be entertained by the Client during the period.
- 8.5 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the Client, the Contractor shall claim increase in the Contract cost only on account of increase in the minimum wages, as and when increased by the Government.
- 8.6 All payments shall be made through E- payment mode namely Electronic Clearance System (ECS); National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS); net Banking by direct credit to the account of the beneficiaries, after deducting TDS, as per the rules of the Government and as applicable from time to time.
- 8.7 Client shall be entitled to deduct in accordance with Applicable Law, Income Tax, Goods and Services Tax (GST), 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.
- 8.8 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 8.9 Client shall not be liable for any payment of any administrative charges incurred by the contractor on account of disbursal of insurance claim/ EPF/ ESIC etc. towards its employees.

9. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

- 12.1. "Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:
- (i) War, hostilities, invasion, act of foreign enemy and civil war;
 - (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
 - (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
 - (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail : the date of commencement of the event of Force Majeure; the nature and extent of the event of Force Majeure; the estimated Force Majeure Period, reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure the measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected there by any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract. However, if the delay in performance lasts for more than 3 months, the other Party may terminate this Agreement with immediate effect by giving written notice to the Party whose performance is delayed or prevented.

10. TERMINATION: This Contract may be terminated forth with by either party by giving written notice to the other if:

10.1 The other party is in material breach of its obligations under this Agreement and or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or

10.2 The Contract may be terminated forthwith by the Client by giving written notice by one month to the Contractor. If,

10.2.1 In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the Client shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the Client and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.

10.2.2 if the Contractor does not provide manpower services satisfactorily as per the requirements of the Client or / and as per the Schedule of Requirements

10.2.3 The Contractor goes bankrupt and becomes insolvent.

10.2.4 The contract can be terminated on any of the following contingencies:

a. On expiry of the contract period.

b. By giving three month's advance notice by TIFR Hyderabad on account of:

i. Un Satisfactory performance of the contract (as per tender terms and conditions).

ii. Losses suffered by TIFRH due to lapse on the part of the contractor/his supervisor/workers.

- iii. For committing breach by the contractor of any of the terms and conditions of contract;
- iv. On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for subcontracting whole or part of the contract.
- v. On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
- vi. On contractors being declared insolvent by the competent Court of Law.
- vii. The contractor provides unsatisfactory services.

11. INSOLVENCY

11.1 The competent authority of TIFR Hyderabad may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

i) If the contractor being an individual or if firm, The contractor has been adjudged as bankrupt under Insolvency and bankruptcy code 2016, Each of the partners of a firm, where the bankruptcy order under section 126 of IBC code 2016 has been made against a firm, the contractor has been adjudged as an undischarged insolvent. Any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or corporate insolvency resolution process is initiated by any corporate applicant under section 10 of Insolvency and bankruptcy code 2016.

12. CURRENCIES OF BID AND PAYMENTS

12.1 The Bidder shall submit his price bid in Indian Rupees and payments under this contract will be made in Indian Rupees as per the Financial Bid format.

13. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

13.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a

sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on the parties.

- 13.2 **Jurisdiction of Court:** This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Telangana.

14. **CORRUPT OR FRAUDULENT PRACTICES**

- 14.1 The Contractors shall observe the highest standard of ethics during the period of the contract.
- 14.2 TIFR Hyderabad shall reject the Bid, if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 14.3 TIFR Hyderabad will declare a firm ineligible / black-list, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.
- 14.4 TIFR Hyderabad shall also terminate the contract and black list the contractor in case it is found that the contractor was blacklisted /debarred by any other organization on any occasion.

OTHER CONDITIONS OF CONTRACT

1. INDEMNIFICATION:

The successful bidder is solely liable to fully indemnify and keep Client indemnified against all losses/ penalties/ awards/ decrees arising out of litigation/ claims/ application initiated against the Client on account of acts of omission/commission attributable to the Contractor and which are punishable under the provisions of various Central Labour and Employment Acts including the following Acts as amended from time to time. Client shall be vested with sole discretion to determine damages/ loss suffered on account of above from the dues payable from security deposit as performance Guarantee or from either the personal property of bidder or property owned by his firm/company by way of initiating suitable legal litigation against the Contractor at any point of time.

2. LABOUR LAW COMPLIANCES

- 2.1 The engagement and employment of laborers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. Client may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.
- (a) All wages, allied benefits such as leave, ESI, PF, Gratuity, Bonus etc, shall be paid by the contractor and Client shall not incur any liability or additional expenditure whatsoever for personnel deployed.
- (b) It is mandatory that the employees must be paid through bank/cheques only.
- 2.2 The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation, Workmen Compensation Act. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to Client every month along with the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses.
- 2.3 The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
- 2.4 The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker engaged by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
- 2.5 The Contractor shall submit periodical returns as may be specified from time to time.

3. OFFICIAL RECORDS:

- 3.1 The Contractor shall maintain complete official records of disbursement of wages / salary, showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed in Client's office.
- 3.2 The Contractor shall maintain a personal file in respect of all the staff who are deployed in the Client's office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent) and all grievances recorded by the staff vis-à-vis action taken etc.
- 3.3 The Contractor shall furnish an undertaking that within seven days of the close of every month they will submit to Client a statement showing the recoveries of contributions in respect of employees with Certificate that the same have been deposited with ESIC / EPFO Commissioners.
- 3.4 Each monthly bill must accompany the:
 - (a) List of employees with their date of engagement
 - (b) Invoice (original)
 - (c) The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/ EPF/ Bonus etc.)
 - (d) Attendance copy in proof of attendance
 - (e) Copies of authenticated documents of payments of such contributions to EPFO along with TRRN/ESIC challans
 - (f) Declaration of the Contractor regarding compliance of Amount of EPF / ESIC
 - (g) Bank statement for proof of salary credited to the employees
- 3.5 The Contractor shall also prepare a register indicating all payments / dues in respect of all the employees.

SCOPE OF WORK

In this Schedule of Requirements, the details of manpower services to be provided by the Contractor and also other information, instructions of the Client and instructions to the Contractor's employees posted at the Clients' site and all such other aspects of the Contracts are to be mentioned.

1. GENERAL INSTRUCTIONS

- 1.1 The Contractor shall deploy all manpower at the Client facility in the manner and as per the instructions of the Client.
- 1.2 The Contractor shall ensure that all personnel are fully conversant with the premises and with the client's business activities and its related manpower requirements.
- 1.3 The Client shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the personnel with prior permission of the Client, emergencies, exempted.
- 1.4 The Contractor shall cover its personnel for personal accident and/ or death whilst performing the duty.
- 1.5 The Contractor shall exercise adequate supervision to ensure proper performance of Manpower Services in accordance with the requirements.
- 1.6 The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same at all times. The personnel of the Contractor shall be subject to detailed direction and control of the Contractor and in relation to manner and model of performance of duties, as agreed vide this agreement.
- 1.7 The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- 1.8 The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Client shall not have any liability whatsoever on this account.

2. DEPLOYMENT AND TENTATIVE REQUIREMENTS OF MANPOWER

- 2.1 The Client intends to outsource manpower for deployment in different categories such as Highly Skilled, Skilled & Unskilled both Scientific, Technical & Clerical and Non-Technical Staff as per the norms of the Government.
- 2.2 The manpower appointed in different categories shall be deployed by the Client as per the Table mentioned at Point No. 2.5 of Scope of Work.

- 2.3 The Contractor is required to quote prices for each of the category viz. Highly Skilled, Skilled & Unskilled staff.
- 2.4 The Contractor shall ensure that except that of the Service Margin all other levies (Wages, Uniform, ESIC, EPF, Bonus etc.), which are charged to Client are passed on to the deployed employees as their monthly wages by the Contractor.
- 2.5 The tentative requirements of manpower in each of the category shall be as under:

Category	Post	Tentative Requirement of Manpower	Minimum Eligibility Criteria for hired manpower
Highly skilled	Scientific Assistant	01	Graduate from a recognized University/Institute with aggregate of 60% marks and Graduate (with aggregate of 60% marks) with 1year experience as per the requirement
Highly skilled	Junior Engineer - IT	01	Diploma in Engineering with 1 year experience
Highly skilled	Junior Engineer (Civil)	01	Diploma in Civil Engineering with 1 year experience
Highly skilled	Administrative Clerk	03	Graduation with minimum 1 year experience in clerical duties
Highly skilled	Accounts Clerk	02	Graduation with minimum 1 year experience in clerical duties
Highly skilled	Engineer Trainee- IT	03	B.E./B.Tech. in Engineering in relevant field
Highly skilled	Lab Assistant	02	H.S.C. with 60% with Two years' experience in relevant field
Highly skilled	Tradesman	05	National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT in relevant field) with 1 year experience in relevant field
Skilled	Work Assistant (Admin)	02	S.S.C. OR Equivalent (Central/State Board Examinations) with minimum 1 year experience.

3. PENALTIES

- 3.1 The Contractor shall disburse salary to its deployed manpower inclusive of VDA, if any, latest by **05th of every month**, failing which penalty of Rs.5000/- per day

will be imposed upto 15th of the month and the contract shall be liable to be terminated. In case the Contractor fails to make the payments by the stipulated date and time, the Contract is liable to be terminated and the Contractor is liable to be blacklisted and Security Deposit/ Performance Bank Guarantee submitted by the Contractor shall be forfeited and Bank guarantee will be encashed. Further, the payments due to the agency shall also be forfeited in case the Contractor fails to make payments. Under such circumstances, the Client will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

- 3.2 In case the Contractor fails to fulfill the minimum statutory requirements (ESIC/EPF) as per the conditions of the bid document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.
- 3.3 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on pro-rata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.

4. SCOPE OF WORK - CONTRACTOR

- 4.1 Agency must provide standard and clean liveries to its employees / supervisors with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.
- 4.2 The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at Client's office. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the competent authority of Client.
- 4.3 Contractor must employ adult and skilled personnel only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor. Contractor shall deploy/engage reliable persons at Client after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the Client and shall also intimate changes in addresses of the staff as and when they take place.
- 4.4 Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation

Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made thereunder from time to time. Client will not own any responsibility in this regard.

- 4.5 Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify the Client in all respects under this contract.
- 4.6 Be it private or public areas, the Contractor's employees shall be liable to be frisked/ checked by the security personnel at Client premises or on duty at any time during performance of their duties.
- 4.7 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.
- 4.8 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.
- 4.9 The payments to its employees shall be disbursed by the Contractor through Bank Account remittance. The Contractor shall be required to produce details of bank transfer along with the monthly invoice to the Client.

5. CODE OF CONDUCT :

The Contractor shall strictly observe that its personnel:

- Are always smartly turned out and vigilant.
- Are punctual and arrive at least 15 minutes before the start of their duty time.
- Take charge of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Officers and staff of the office of the Client.
- Shall not drink on duty, or come drunk and report for duty.
- Will not gossip or chit chat while on duty
- Will immediately report if any untoward incident / misconduct or misbehavior occurs, to Vendor Control and the Client.
- When in doubt, approach the concerned person immediately.

CONFIDENTIALITY

- The phone number and movement plans of the client shall not be given to anyone.
- The following information about the client shall not be given to anyone.
- Car make, color and number of any officer(s)/official(s).

- Telephone no./ any other information.
- Location and movement plans.
- Meetings and conference schedules.
- Site plan of the premises.
- Travel details of the clients.
- Assets of the office.

TELEPHONE HANDLING

- The Contractor's employees shall be instructed by the Contractor strictly not to misuse the telephones in the facility of the Client.

FRISKING / CHECKING PROCEDURES

- All contract staff will be thoroughly frisked at the time of their leaving the office premises in the evening.
- If anything untoward is found, it must be reported to the Administrative Officer, TIFR Hyderabad.

Bid documents for “Hiring of manpower services (Highly skilled, Skilled) (Scientific, Technical & Administrative staff) to work in TIFR Hyderabad.

ANNEXURE-1

BID SUBMISSION FORM

(To be printed on Bidder's letterhead, signed, stamped and submitted online through GeM Portal)

Date:

Acceptance of Tendered Terms & Conditions

To
The Administrative Officer,
TIFR Hyderabad.

Ref: Bid document No. _____

We, the undersigned, declare that:

1. I/we have downloaded the tender documents for the above-mentioned work from the website(s) of GeM Portal/ TIFR Hyderabad website.
2. I/we hereby certify that I/we have read all terms and conditions of the tender documents including all annexures, which form a part of the contract or agreement and I/we shall abide by all terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender terms & conditions of above-mentioned tender.
5. We undertake to provide the Manpower services to your office in conformity with the Bidding Document.
6. I/we do hereby declare that our firm/company has not been never blacklisted or debarred by any State/ Central Govt. Department/ Public Sector Undertakings/ Autonomous Body/ Corporations.
7. I/we certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your organization shall take any action without giving any notice or reason thereof or summarily reject the bid or terminate the contract without prejudice including the forfeiture of earnest money deposit (if any).

Yours faithfully,

Signature of the Bidder with Official Seal

ANNEXURE-2

TECHNICAL BID FORM

1. Name of the firm.....
2. Name of the authorized person submitting the Bid “Shri/ Smt/ Ms.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person:
5. Address of the firm
.....
.....
.....
6. Tel no. with STD code (O)..... (Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration & incorporation particulars of the firm:
 - i) Private Limited
 - ii) Public Limited
 - iii) Any other – Please specify.....
12. Name of Director(s).....
13. Email ID of Director (s).....
14. Mobile Number of Director (s).....
15. Bidder's bank, its address and current account number.....
.....
16. Permanent Income Tax number, Income Tax circle.....
17. GST No.
18. EPF Registration No.
19. ESIC Registration No.
20. Particulars of EMD
 - i) Demand Draft / Bank Guarantee No.....
 - ii) Date.....
 - iii) Name of Bank.....
 - iv) Address of Bank.....
 - v) Validity of BG/DD.....
21. Description of similar work during the last three financial years in Government Departments

Description of Work/ Order executed	Actual Value of work / order executed	Name of Government/ Department / Organization	Start Date	Finish Date	Document evidence upload (Yes/No) Work completion certificate or CRAC should be submitted

Details of Uploaded Documents

1.	Earnest Money Deposit	Yes/No
2.	Copy of PAN	Yes/No
3.	Copy of GST	Yes/No
4.	Copy of	Yes/No
5.	Copies of Last three years Balance Sheet	Yes/No
6.	Copies of ITR for the last three years	Yes/No
7.	Experience Certificates and Work orders (Refer Point No. 2 (d) of Instructions to the Bidders)	Yes/No
8.	Annexures 1 to 13	Yes/No
9.	Copy of EPFO Registration	Yes/No
10.	Copy of ESIC Registration	Yes/No
11.	Copy of satisfactory Work Completion / Experience certificates of providing satisfactory manpower services in Hyderabad Region	Yes/No

ANNEXURE-3

UNDERTAKING

(Notarized Affidavit to be executed on non-judicial stamp paper of Rs.100/-)

A copy of Affidavit same should be scanned and uploaded in the GeM Portal and hard copy should be delivered along with other documents as per the timelines of the Bid Document.

1. I, the undersigned, certify that I have gone through all the terms and conditions mentioned in the bid document No..... dated..... and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. That I/We give the rights to the competent authority of TIFR Hyderabad to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. That I/We also give rights to the competent authority of TIFR Hyderabad to forfeit the Earnest Money Deposit and blacklist our agency in case our agency fail to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
5. That I/We also give rights to the competent authority of TIFR Hyderabad to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to submit the performance bank guarantee in accordance with the terms and conditions of the bid document / contract agreement.
6. That I/We also declare that Government of India or any other Government body has not declared us ineligible or black listed or debarred us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
7. That I hereby undertake to provide the items as per the directions given in the bid document/contract agreement.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

ANNEXURE-4

(Notarized Affidavit to be executed on non-judicial stamp paper of Rs.100/-)

A copy of Affidavit same should be scanned and uploaded in the GeM Portal and hard copy should be delivered along with other documents as per the timelines of the Bid Document.

- (i) That I, the undersigned undertake that I have fully adhered to minimum eligibility criteria as per the requirements of the bid document No..... dated.....
- (ii) That my agency M/s..... has at least three years' experience for providing manpower services in Ministries / Departments under Government of India
- (iii) That my agency M/s has experience in providing manpower services. The details of work experience and work completion certificates have been enclosed.
- (iv) That my agency also has carried out at least one similar work of providing hired manpower services costing not less than Rs._____ crore for the entire one contract in the last three years in the Government Department.....

Place:

Date:

Signature of Bidder along with Stamp.....

Name of the Bidder.....

ANNEXURE-5

(Notarized Affidavit to be executed on non-judicial stamp paper of Rs.100/-)

A copy of Affidavit same should be scanned and uploaded in the GeM Portal and hard copy should be delivered along with other documents as per the timelines of the Bid Document.

- (i) I, _____ undersigned undertake that my agency M/s. _____ have its own trained manpower on our rolls to provide requisite services.
- (ii) I also undertake that the workers employed would be paid at least minimum wages (both for Highly skilled, skilled and unskilled) as per orders of Office of the chief Labour Commissioner, Govt. of India and oblige all statutory requirements with respect to ESI, EPF and other labour compliances etc., with reference to those workers in accordance with the conditions of the contract.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

ANNEXURE-6

FORMAT OF AGREEMENT FOR PROVIDING MANPOWER SERVICES AT TIFR, HYDERABAD

This AGREEMENT made on this _____ day of _____ between the Tata Institute of Fundamental Research, Hyderabad (an autonomous institution of Department of Atomic Energy, Government of India) of the ONE PART.

And

M/s _____ at _____
(hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the TIFRH is desirous of giving a job contract for providing the security arrangement at the TIFR, Hyderabad Campus located at Gopanpally, Hyderabad (hereinafter referred to as Institute) and whereas the Contractor has offered to provide the security arrangement on the terms and conditions hereinafter stated.

WHEREAS the Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act.), 1970 and registered with DG (Resettlement) and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the TIFRH.

The contractor shall be solely liable for any violation of the provision of the said Act or any other Act.

WHEREAS TIFRH has agreed to award the contract of work of security arrangements and keep a strict watch and ward of the land and properties as mentioned in the tender document.

AND WHEREAS the contractor has agreed to furnish to the Institute a security deposit of Rs.20,00,000/- (Twenty Lakhs Rupees Only) (will be changed according to bid value) by way of account payee demand draft/bank guarantee from SBI or any one of the nationalized banks in an acceptable form in favour of TIFR Hyderabad.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of Tata Institute of Fundamental Research, Hyderabad

For and on behalf of the Contractor

ANNEXURE-7

PERFORMANCE BANK GUARANTEE

(To be executed on non-Judicial stamp paper of an appropriate value)

To
The Administrative Officer,
Tata Institute of Fundamental Research (TIFR HYDERABAD),
Survey No.36/P, Gopanpally Village,
Serilingampally Mandal, Ranga Reddy District,
Hyderabad - 500 046

Sub: Assurance for PBG

Sir,

We the Firm are participating in your Tender No _____
If our bid is accepted against this subject tender notice, we commit to provide a performance security for due performance of the contract as per TIFR HYDERABAD policy/format/form and warranty-guarantee as per tender specification or agrees as per contract valid for 60 days more than the contract period.

Thank you,

Place:

Date:

Signature of Bidder along with Stamp.....

Name of the Bidder

ANNEXURE-8

BID SECURITY DECLARATION

(To be submitted on company's Letter Head)

"I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids."

Place:

Date:

Signature of Bidder along with Stamp.....

Name of the Bidder

ANNEXURE-9

Indemnity Bond

We,....., having a registered office at....., have entered into a contract with TIFR Hyderabad, vide contract dated, to provide manpower on outsourcing basis at TIFR Hyderabad situated at Hyderabad.

We do hereby indemnify and keep harmless, TIFR Hyderabad, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, TIFR Hyderabad against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or no fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Place:
Date:

Signature of Bidder along with Stamp.....

Name of the Bidder

ANNEXURE-10

FINANCIAL INFORMATION

Note: Financial Information should be audited and certified by Chartered Accountant (CA).

CERTIFICATE FROM CHARTERED ACCOUNTANT

This is to certify that annual Turnover of M/s..... PAN No: GST No: having its office at is in the 'Outsourcing of Manpower Service' business & for the last 03 financial years in similar nature of work turnover are as follows:-

Financial Years	Gross Turnover (in Rs.)	Profit	Loss (if any)
2021-22			
2022-23			
2023-24			

AVERAGE TURNOVER OF ABOVE LAST THREE YEARS:

Signature of Chartered Accountant along with Stamp.....

Place:

Date:

ANNEXURE-11

BANK SOLVENCY CERTIFICATE

Note: Banker's certificate should be on letter head of the Bank and should not be more than 06 months old from the date of publication of tender.

Date:

**To,
The Administrative Officer,
TIFR Hyderabad**

BANK SOLVENCY CERTIFICATE

We the (Bank Name) do hereby certify that (Name of Firm) having their Registered office at (Registered Office Address) is solvent to the extent of Rs. _____ in words _____) as disclosed by the information and records which are available with the aforesaid bank.

It is further notified that this certificate is being issued at the request of (Name of Firm) without attaching any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise.

Sign & Stamp of Bank Manager

Place:

Date:

ANNEXURE-12

Non-Blacklisting Certificate

Date:.....

I/We (name)_____ do hereby certify that the individual/firm/ companies has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt./ Central Govt. / Board / Corporations and Government Societies/ PSU or such other authorities for any reason.

It is also confirmed that our Firm has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons. Firm /Any directors, partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to a manpower supplying contract within a period of three years preceding the commencement of the manpower supplying process, or not have been otherwise disqualified pursuant to debarment proceedings.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

ANNEXURE-13

DETAILS OF LOCAL OFFICE

Date:

Location /Address of Firm:-

Name of In-charge Person:

Phone/Fax/Email:-

Office Hours:-

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

Annexure-14 (Price Bid Format)

S. No.	Payment Components	Scientific Assistant	Junior Engineer - IT	Junior Engineer (Civil)	Administrative Clerk	Engineer Trainee- IT	Lab Assistant	Tradesman	Work Assistant - Admin
		Highly Skilled	Highly Skilled	Highly Skilled	Highly Skilled	Highly Skilled	Highly Skilled	Highly Skilled	Skilled
1	Basic Wages	18018.00	18018.00	18018.00	18018.00	18018.00	18018.00	18018.00	16562.00
2	Variable Dearness Allowance	8892.00	8892.00	8892.00	8892.00	8892.00	8892.00	8892.00	8242.00
3	Sub Total (A)	26910.00	26910.00	26910.00	26910.00	26910.00	26910.00	26910.00	24804.00
4	Leave Wages @ 4.81% on S.No 3	1294.37	1294.37	1294.37	1294.37	1294.37	1294.37	1294.37	1193.07
5	Bonus @ 8.33% on S.No 3	2241.60	2241.60	2241.60	2241.60	2241.60	2241.60	2241.60	2066.17
6	Allowance	0.00	0.00	0.00	6500.00	2500.00	6500.00	6500.00	0.00
7	HRA	8073.00	8073.00	8073.00	0.00	0.00	0.00	0.00	0.00
8	Conveyance Allowance	5000.00	5000.00	5000.00	0.00	0.00	0.00	0.00	0.00
9	Special Allowance	8073.00	8073.00	8073.00	0.00	0.00	0.00	0.00	0.00
10	Medical Allowance	8800.00	8800.00	8800.00	1000.00	0.00	1000.00	1000.00	1600.00
11	Sub Total (C)	60391.97	60391.97	60391.97	37945.97	32945.97	37945.97	37945.97	29663.25
12	Employer PF (13%) (on the ceiling limit of Rs.15,000/- only)	1950.00	1950.00	1950.00	1950.00	1950.00	1950.00	1950.00	1950.00
13	Employer ESI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Sub Total	62341.97	62341.97	62341.97	39895.97	34895.97	39895.97	39895.97	31613.25
15	Service Charge (in %)								
16	Sub Total (D) per month								
17	GST @18 %								
18	Sub Total								
19	No. of persons to be deployed	1	1	1	5	3	2	5	2
20	Grand Total per month								
21	Grand Total per Year								

-END OF THE DOCUMENT-