



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA - 700 032

Tender No.: IACS/Canteen/1267/01

Dated : September 8, 2016

NOTICE INVITING TENDER

For

Supplying Workers in (a) Private Canteen and (b) two Guest Houses at Indian Association for the Cultivation of Science, Kolkata

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The Registrar
Indian Association for the Cultivation of Science,
2A & B, Raja S. C. Mullick Road, Jadavpur,
Kolkata - 700 032.

Dear Sir,

- 1) I/We having examined all specifications relating to the works specified in the memorandum hereinafter set out and having visited and examined the site conditions of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works specified in the said memorandum and in accordance in all respects, with the specifications and instructions in writing referred to in conditions of tender, the Articles of agreement, special conditions and conditions of contract and with such materials as are provided for, by, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

- a) **Description of work:** Supplying worker for the pond - side canteen and guest house of IACS, Jadavpur.
- b) **Location of work:** 2A & B, Raja S. C. Mullick Road, Jadavpur, Kolkata 700 032.
- c) **Earnest Money Deposited:** Rs. 36000/-.
- d) **Estimated cost:** Rs. 1.49 Lakh per month (excluding the service tax).

- e) **Total Security Deposit:** The amount submitted as EMD shall kept as a Security Deposit for tenure of the work.
- f) Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of contract hereto so far as they may be applicable or in default thereof to forfeit and pay to the Employer the amount mentioned in the said conditions.
- 2) I/We have deposited by Demand Draft/ Banker's Cheque as Earnest Money Deposit. I understand that Earnest Money Deposit will not bear any interest. Should I/We fail to execute the Contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by the Employer.

Yours faithfully,

(Signature of Contractor)

Important dates of the EOI are as follows :

Last date and time of submitting EOI	17.10.2016 upto 3 p.m. at the Receipt & Despatch Section of IACS.
Date, time and venue of opening EOI	17.10.2016 at 4 PM at Room No.113 in the 2 nd Floor of the Main Building of IACS.

General Rules and Directions

The firm submitting the EOI must fulfil the following eligibility criteria :

- 1) Should have at least 3 to 4 years of relevant experience of supplying workers for housekeeping, cooking and caretaking in a research institute/educational institute/R & D Organisation (government or semi-government organisation) or private organisation having a clientele of over 200 numbers.

- 2) The tenderer should submit their offer without any conditions / counter conditions anywhere in the tender document. Conditional tenders, if any, shall be summarily rejected.
- 3) The EOI shall be opened in the presence of the bidders/their authorised representatives.
- 4) The offer should remain valid for a minimum period of 90 days
- 5) In the event of date being declared a closed holiday, the due date for submission of the offer and its opening will be the following working day at the appointed time.
- 6) Bidders are liable to abide by all the terms and conditions of the EOI documents.
- 7) The details of wages for the skilled and semi-skilled workers should be quoted in the Proforma enclosed (AX-I).
- 8) Incomplete & conditional offer, offer received after due date and offer submitted without Processing Fee and /or EMD will be summarily rejected without assigning any reasons thereof.
- 9) The Competent Authority, IACS reserves the right to accept or reject any or all the EOI without assigning any reason whatsoever and his decision shall be final. The Competent Authority, IACS also reserves the right to disqualify any bidder at any stage of bidding if it is found that any information provided by that Bidder is misleading, erroneous, false or incomplete.
- 10) The Contractor shall execute an agreement in stamp paper worth Rs.100/- detailing all aspects of the contract. The cost of the stamp paper shall be borne by the Contractor.
- 11) Sales Tax, Income tax, turnover tax or any other tax (except service tax) in respect of this contract shall be payable by the contractor. IACS will not entertain any claim whatsoever in respect of the same.
- 12) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable to rejection.
- 13) Generally the tenure of the services of the Caretaking and Housekeeping work will be for one year and extendable for further period if the service is found satisfactory with approval of the component authority.
- 14) The contractor shall submit "monthly bill" on necessary payment along with all the statutory documents.
- 15) The rate should be quoted in considering the payment of minimum wages of Govt. of India, Bonus, PF, ESI to all the workmen in accordance with the provision of the "Ministry of Labour and employment, Govt. of India." As a principal employee IACS reserves the right to check or scrutinise the statutory payment.
- 16) The Contract shall employ necessary workers and all of them shall be under the control of contractor and shall discharge all obligations as employer in respect to the workers employed in the Canteen/Guest Houses.
- 17) The contractor shall not engage any minor for the contract work as prohibited under Labour Act and also workers above 60 years.
- 18) The Contractor shall maintain cordial relationship with IACS employees/scholars and customers and should not give any room for complaints in the behaviour of

his/her employees. The contractor shall ensure orderly/disciplined behaviour of workers employed by him in the premises.

- 19) The workers are not employees of the Institute and shall not have any claim whatsoever on the Institution and shall not act detrimental to the interest of the Institute. Workers shall not form Union or carry out Trade Union activities in the Campus.
- 20) **The EMD is Rs. 36,000.00 to be paid in favour of "Indian Association for the Cultivation of Science" in form of Demand Draft / Pay Order / Bankers Cheque, payable at Kolkata.**
- 21) **The Cost of the Tender Document is Rs.100/- and this shall be paid by a separate Demand Draft to be paid in favour of "Indian Association for the Cultivation of Science."**
- 22) The Tender will be opened at **4.00 PM on 17.10.2016** in presence of the intending bidders/ their authorized representatives.
- 23) All conditions/terms listed under "Terms and conditions" are applicable for all tenders/ quotations.
- 24) The successful tenderer /contractor, on acceptance of his tender by the accepting Authority, shall, within 30 days from the stipulated date of commencement, sign the contract/agreement.
- 25) The Competent Authority, Indian Association for the Cultivation of Science (IACS) does not bind himself to accept the lowest or any tender and reserves the authority to reject any or all tenders received without the assignment of any reason.
- 26) Settlement of dispute, if any, should be as per decision of the Competent Authority, IACS.

Acceptance

The above tender is accepted by me for and on behalf of Indian Association for the Cultivation of Science for a sum of Rs...../- (Rupees).

(Full signature of the Tenderer with seal of the Agency)

Signature _____

Designation _____



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA – 700 032**

ANNEXURE-I

Sub : “Supplying worker for the pond– side canteen and Guest House of IACS, Jadavpur.”

Sl.	Particulars of monthly payments	Un-Skilled Workers : 7 heads (a)	Semi-Skilled Workers : 4 heads (b)	Remarks if any
1.	Minimum wages per head as per Central Govt. Act.			
2.	EPF contribution @ 13.36%			
3.	ESI Contribution @ 4.75%			
4.	Bonus @ 8.33% or maximum of Rs. 3500/- per head			
5.	Service charge @ of minimum wages including O.H & Profit on Sl. No. 1 (Minimum wages only)			
6.	Sub Total from Sl. No. 1 to 5.			
7.	Total monthly cost for Un-Skilled Workers (7 Heads) and Semi-Skilled Workers (4 Heads); Taking 26 days a month.			

Grand Total =

Sl. No.	Particulars of monthly payments	Un-Skilled Workers : 7 heads (a)	Semi-Skilled Workers : 4 heads (b)	Remarks if any
8.	2 sets of Uniform, 1 pair chappal & other incidental costs if any, for one month (L.S.)			
9.	Grand total from Sl. Nos: 7(a)+7(b)+8= (Rs.) Total cost per month excluding Service Tax:		Rs. per month	

Total cost per month in words Rupees only. (Excluding the prevailing Service Tax)

Total cost per annum in words Rupees only.
(Excluding the prevailing Service Tax)

Date :

Signature of the contractor
With Seal