

**INTER UNIVERSITY ACCELERATOR CENTRE  
ARUNA ASAF ALI MARG  
POST BOX NO. 10502  
NEW DELHI110067**

**NOTICE INVITING E-TENDER**

TENDER NO: IUAC/NIT/16/RA/2018-19

Dated: 26-12-2018

Electronic bids are invited through E-Procurement Portal under two bid systems from eligible/reputed parties for the Annual Contract of “Manpower Supply (Skilled & Unskilled) at IUAC”.

Tender Documents may be downloaded from Central Public Procurement Portal: <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in)

Aspiring bidders who have not enrolled / registered in e-procurement portal should enrol / register before participating through the website: <http://eprocure.gov.in/eprocure/app>

Only bids received through e-procurement portal will be considered for opening.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

The Earnest Money Deposit shall be in the form of demand draft issued in favour of “Inter-University Accelerator Centre, New Delhi” and it should be deposited in IUAC before the bid opening.

Any Corrigendum/Amendments in respect of this tender shall be issued on websites: [www.iuac.res.in](http://www.iuac.res.in) and <https://eprocure.gov.in> only.

Name of the work	:	MANPOWER SUPPLY (SKILLED & UNSKILLED)
Annual contract value	:	Rs.76,00,000/- (Rupees seventy six Lacs)
Earnest Money Deposit	:	Rs 1,60,000/-(Rupees One Lac sixty thousand only) in the form of D.D.
Last Date and Time of Submission of Tender	:	18/01/2019 at 3.00 p.m.
Date & Time for opening of Tender (Technical bid Part-A)	:	21/01/2019 at 3.30 p.m.

Date & Time for Opening of Price Bid (Part-B) : To be intimated later on to technically qualified bidders.

Address for opening of the Tender : Inter University Accelerator Centre, Aruna Asaf Ali Marg New Delhi-110 067.

### **GENERAL CONDITIONS OF TENDER:**

1. **Submission of Tender** : Only bids received through e-procurement portal will be considered for opening.
2. **Technical Bid (Part-A)**: In this bid, the bidder should upload his company profile, organizational setup, credentials, copies of manpower supply orders during the last three years, copy of Income tax clearance certificate and earnest money deposit. No deviations in respect of NIT conditions are acceptable. The bidders are required to attach entire NIT (except for the price bid part) duly signed & stamped as a token of acceptance to the NIT conditions with this bid.

The following specific conditions are essential for technical qualification :

- i. Earnest Money Deposit: The Earnest Money Deposit shall be in the form of demand draft issued in favour of "Inter-University Accelerator Centre, New Delhi" and it should be deposited at IUAC before the bid opening. The bidders registered with MSME & NSIC in the above-mentioned Service/Activity, are exempted from submission of EMD. Copy of the registration certificate should be enclosed with Technical Bid.
- ii. Copies of manpower supply orders during the last 3 yrs. The agencies based/having their liaison offices in Delhi-NCR and completed either at least three contracts of similar services of annual value not less than ₹30.50 lacs or two contracts of similar services of annual value not less than ₹38.00 lacs or one contract of similar services of annual value of ₹60.80 lacs, in each of the last three years ending November 30, 2018, satisfactorily, in Government, Departments / Organizations / PSUs / Autonomous Organizations, or Reputed Institutions, besides fulfilment of other requirements, are eligible to apply. Further, the bidder should have a minimum annual turnover of at least ₹76.00 lacs for each of the last three financial years ending March 31, 2018.
- iii. Satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations indicating the period/scope of contract, numbers of personnel engaged and type of payments received may be furnished.
- iv. The bidder should not be blacklisted by any Government, or Government Department, whether in the Central/State/District levels across India. An undertaking in this regard as per Appendix - I be enclosed with the Tender.
- v. Entire NIT (except Price bid) duly signed & stamped by the bidder.
- vi. Registration No. of ESI & PF and a latest copy of EPF statement of existing employees
- vii. Labour licence details.

viii. Copy of Pan Number

ix. Copy of the GST registration certificate

x. Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized.

Before opening the price bid (part B), the bidder/contractor should confirm the availability of various categories of man power with them as per the list of man power requirement mentioned in scope of work.

3. **Price Bid (Part-B)** : In this bid, the bidder is required to quote his rates/prices for the various categories mentioned in the scope of work. The rates should be as per Performa attached (Annexure-II). Monthly wages should be inclusive of Basic wages, EPF, ESI, Safety shoes & uniform etc. A detailed separate sheet is to be attached with the price bid for monthly wages by the bidder. The wages of workers should not be less than the Minimum Wages as fixed by the Government of NCT of Delhi.

4. **Earnest Money**: The Earnest Money Deposit shall be in the form of demand draft issued in favour of "Inter-University Accelerator Centre, New Delhi" and it should be deposited in IUAC before the bid opening. No Cheques/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of evaluation of the technical bids. The refund of EMD to the unsuccessful bidders will be made after award of contract and supply of manpower by the successful bidder. EMD of successful bidder shall be adjusted against the Security Deposit and it will be refunded only on completion of contract period.

5. **Period of contract**: The initial contract will be for a period of one year and can be extended, at the discretion of the Centre, for further periods, depending upon the performance of the contractor and on mutually agreed terms and conditions.

6. **Validity of Tender**: Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of price bid.

7. **Escalation**: No escalation over and above the rates quoted by the bidder shall be paid except Minimum wages escalation, from time to time. The contractor shall make payment of enhanced minimum wages to its workmen including arrears, if any, and the same will be reimbursed to the contractor on submission of paid wage sheets.

8. **Scope of Work** : Detailed scope of work, manpower requirement, qualifications and experience etc. are enclosed as part of this NIT (Annexure-I).

9. **Deviations**: No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional.

10. **Correspondence** : All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi 110067.

11. **Terms of Payment** : The bills for the payment shall be submitted to IUAC after distributing monthly salary and remittance of PF and ESI contribution in the respective accounts of the workers and respective statutory authorities. The bills shall be submitted

along with attendance sheet, paid wages sheets and documentary proofs of PF & ESI remittances.

12. **Security Deposit** : The contractor should deposit an amount equivalent to first contract award month's salary of its employees as Security Deposit in the form of a Bank Guarantee.

13. **Labour Laws**: The contractor shall abide by all the rules and regulations related to minimum wages, labour laws, accident, workmen compensation act, workmen insurance, ESI, PF, etc. This will be the sole responsibility of the contractor. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

14. **Minimum Wages**: The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). If the manpower is placed with minimum wages, any revision in wage by Labour Department of Govt. of Delhi, the difference shall be paid on submission of paid wage sheet.

15. **Monthly Wages**: Monthly wages should be inclusive of Basic wages, EPF, ESI, Safety shoes & uniform etc. A detailed separate sheet is to be attached with the price bid for monthly wages by the bidder. Any revision in wages etc. by Labour Department of Govt. of Delhi, the difference shall be paid on submission of paid wage sheet.

*Wage Disbursement* : The contractor shall disburse the monthly wages to his persons on or before 7th of each month through ECS. However, IUAC reserves the right to make payment of wages to contractor's persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill.

16. **EPF and ESI**: EPF and ESI numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for.

17. **Rules governing the Contractor's employees working in the IUAC Premises**: The contractor's employees working inside the IUAC campus will abide by the rules and regulations of IUAC. Any damage to the IUAC property due to mishandling, carelessness on the part of contractor's employees will be recoverable from the contractor's bills.

18. IUAC reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

19. The successful bidder will be required to submit the detailed credentials of the manpower to be deployed at IUAC.

20. All the persons deployed by the contractor at IUAC site will have to carry valid gate passes, which will be only issued after submission of their bio-data in desired format. Any negligence/offence on their part will attract immediate removal from site.

21. All the employees will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

22. **Uniform & Safety Shoes** : The contractor should provide two pairs of stitched uniform and one pair of safety shoes of Liberty make Art. No. 7198-01(N), 2198-319 or equivalent in BATA/Action make including one pair of socks to each of the employee deployed at site. The quality / colour of the fabric of uniform and make/model of shoe shall be got approved by IUAC before procurement of the same. In the event of extension of the contract after first year, fresh pair of uniforms (2pairs) and safety shoes (1 pair) to be provided to each employee deployed at site. Expenditure for these items should be covered in monthly wages column of BOQ in Annexure-II.

23. Manpower deployed by the contractor at IUAC site for carrying out contracted jobs is strictly prohibited being associated with any other works on the campus.

24. No material belonging to the contractor whether consumable or non consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by the centre.

25. Tender once submitted will remain with the centre and never been returned to the bidders.

26. Termination of Contract :The Director, IUAC reserve the right to terminate the contract on account of poor manpower supply, failure to supply the demanded manpower within seven days, noncompliance of set norms with regard to manpower supply, delay in supply of manpower, violation of any contract provisions by the contractor. The contract can also be terminated at the request of contractor with a notice period of at least three months. Failing which the contractor is liable to pay Liquidated damages @ 5% of tendered value besides forfeiture of security deposit. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.

Accepted  
(Signature and Stamp of bidder)

## Annexure-I

### SCOPE OF WORK

Inter-University Accelerator Centre, an autonomous institute of University Grants Commission, is having various Workshops, Laboratories and Plants, situated in IUAC Campus, where there are requirements of temporary skilled and unskilled manpower to assist regular staff. The contractor will have to supply required number of suitable medically fit manpower at IUAC on demand in the following areas.

## **A. Man Power Requirement:**

### **1. Senior Tradesman : 2 Nos.**

- *Qualification and Experience : Diploma in Mechanical / Electronics or equivalent with three years of relevant experience in the machine-shop / designing and drafting / Electronics Lab or ITI in Machinist / Welder / Fitter / Electronics with 10 years of relevant experience*

### **1. Technician : 17 Nos**

- *Qualification and Experience for workshop : **03 No.** ITI Machinist/Turner having apprentice training certificate from IUAC or minimum 3 years of experience in machining of vacuum components, cryogenic components etc.*
- *Qualification and Experience for Welding shop: **01 No.** ITI welder having apprentice training certificate from IUAC or minimum 3years of experience in welding of vacuum components, cryogenic components etc.*
- *Qualification and Experience for cryogenic plant : **03nos.** ITI machinist / fitter having apprentice training certificate from IUAC or minimum three years of relevant experience in running cryogenic plants and systems desirable for the cryogenic plant assistants.*
- *Qualification and Experience for Target Lab : **02nos.** ITI machinist / fitter having apprentice training certificate from IUAC or minimum three years of relevant experience of any reputed target lab.*
- *Qualification and experience for the Surface preparation and EBW : **01 no.** ITI machinist / fitter having apprentice training certificate from IUAC or minimum three years of experience in the relevant field is desirable.*
- *Qualification and Experience for LINAC : **03nos.** ITI machinist / electronics having apprentice training certificate from IUAC or minimum three years of relevant experience.*
- *Qualification and Experience for electronics lab : **01nos.** ITI electronics having apprentice training certificate from IUAC or minimum three years of relevant experience.*
- *Qualification and Experience for Vacuum lab: **02nos.** : ITI machinist/Electronics having apprentice training certificate from IUAC or minimum 3 years experience / 10<sup>th</sup> pass with 5 years of experience in setting up / handling vacuum equipments.*
- *Qualification and Experience for Magnet Lab : **01 no.** ITI electronics having apprentice training certificate from IUAC or minimum three years of relevant experience.*
- *Qualification and Experience required for other labs: ITI machinist / electronics / fitter / turner having apprentice training certificate from IUAC or minimum 3 yrs work experience in relevant fields.*

### **3. Helper : 03 Nos**

- *Qualification : VIII<sup>th</sup> Pass*

### **4. Driver :**

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Note: Entire NIT (except price bid) is to be attached with "Technical bid (Part-A)" duly signed & stamped, on every page, by the bidder

*Qualification and Experience :-*

- X<sup>th</sup> Pass
- Possessing a valid Licence for heavy vehicles for three years
- Knowledge of Motor Mechanism
- Experience of driving a motor vehicle with LMV/HMV for at least three years

**5. Data Entry Operator**

*Qualification and Experience :*

- Should be at least Graduate and have typing speed of minimum 40 words per minute in English
- Should be conversant with the working of the computer and should necessarily have knowledge of MS word, LAN functions, MS Excel and MS power point.

**6. Multi tasking person**

*Qualification and Experience : X<sup>th</sup> Pass*

**B. TERMS & CONDITIONS**

1. The number of persons required in each category is tentative. The Centre's manpower requirement is of varying nature and any change of manpower or requirements will be intimated to the contractor from time to time. The contractor shall supply the manpower within a period of seven working days.
2. All the workers shall be employed only after verification of credentials and prior approval from concerned IUAC personnel. The contractor shall not withdraw any worker without the consent of concerned IUAC personnel.
3. IUAC works on 24hrs, 7days a week & 365 days a year basis. But the labs/workshop generally functions on five days a week basis. However, the persons deployed by the contractor, should be ready to work in shifts with one weekly off, for which no additional compensation be allowed.
4. The nonperforming and unsatisfactory workmen shall be replaced by the contractor within seven days and in the event of non performance of duties or unsatisfactory work, the Centre will deduct penalty from the contractor's bill.
5. The contractor shall ensure that the workers perform their duty as per the minimum wages rules at the premises of the Centre and the contractor shall make suitable alternate arrangement to the satisfaction of the Centre in the case of absence/leave of manpower. In case of short attendance, necessary deductions will be made from the contractor's bills.
6. The Centre may request the contractor to withdraw any of his manpower from the site without assigning any reason at a notice of 24 hours.

Accepted  
(Signature & Stamp of bidder)

(ANNEXURE-II)  
**PRICE BID / BOQ**

Schedule of Rates for required Manpower

MANPOWER	CATEGORY	No. of persons	* Monthly wages per person (Rs.)	Total Amount per month (Rs.)
1. Senior Tradesman	Graduate & Above	02		
2. Technician	Skilled	17		
3. Helper	Un-Skilled	03		
4. Driver	Skilled	01		
5. Multi tasking Person	Matriculate	01		
6. Data Entry Operator	Graduate & above	01		
7. Cook	Skilled	01		
Wages Sub-total				
Service charge / Overheads & Profit Per month				
Taxes				
Grand total per month				Rs.
Rupees (in words)				

Note :

- \* Monthly wages should be inclusive of Basic wages, EPF, ESI, Safety shoes & uniform etc. A detailed separate sheet is to be attached for monthly wages by the bidder. Any revision in wages etc. by Labour Department of Govt. of Delhi, the difference shall be paid on submission of paid wage sheet.
- Basic wages should not be less than the latest rates of minimum wages as prescribed by Government of Delhi's orders.
- No other charges would be payable by IUAC.
- There would be no increase in rates during the contract period except provision under the terms & conditions.
- All the entries should be printed or hand written with pen only. Over writing is not permitted. No entry should be left blank.
- If there is any mistake in totalling, the unit rate will be taken as the base for recalculation.
- The bid will be rejected if the bidder does not apply for all the categories of manpower required



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

(Signature of Bidder with seal)

Name:

Date :

Appendix-I

**(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)**

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the  
Authorized Person of the Agency

Name and designation of the  
Authorized Person of the Agency