

INTER-UNIVERSITY ACCELERATOR CENTRE

(An Autonomous Centre of UGC)

Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING e-TENDER

TENDER NO: IUAC/NIT/02/SKS/2020-21

Dated: 29/05/2020

Instructions for Online Bid Submission:

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible and experienced vendors for the "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.

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 the opening. Bids not covering the full scope of work/supply of the products/goods will be rejected and only complete bids will be considered.

Bids shall be submitted online only at CPPP website [:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Tenderers/Contractors/Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.

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

Bidders have to select the payment option as "online" to pay the tender fee and EMD as applicable by going to link: <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit (EMD) and tender cost shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME / NSIC

bidders quoting directly are exempted from payments of EMD and tender fee. Copy of valid registration certificate should be uploaded in the website <https://eprocure.gov.in/eprocure/app>.

Bidders are requested to note that they should necessarily submit their financial bids of all items in the format provided and no other format is acceptable. the price bid has been given as a standard BOQ format with the tender document, the same is to be downloaded and to be filled and submitted it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

For any clarification/amendment/corrigenda etc. to NIT before the last date of submission of tender will only be available on website <https://eprocure.gov.in> and Bidders are requested to keep visiting this website for all updates and in case of any correspondence for clarifications needed, they may contact Administrative Officer (S&P) e-mail : iuacstores@gmail.com

E-TENDER DOCUMENT

Name of Work/Supply	Manpower Supply (Skilled & Unskilled) at IUAC
Tender No.	IUAC/NIT/02/SKS/2020-21
Tender Value/Estimate only	Rs. 1,00,00,000/- (One Crore)
Earnest Money Deposit	Rs. 2,00,000/- (Two Lacs)
Tender fee	Rs. 500/- only (Five hundred)
Online Link for EMD and Tender Fee	https://services.sabpaisa.in/pages/iuac.html
Bid Submission End Date and Time	25/06/2020 at 3.00 P.M.
Technical Bid Opening Date (PART-A)	26/06/2020 at 3.30 P.M.
Price Bid Opening Date(PART-B)	To be intimated later.
Contact Persons	Administrative Officer (S&P) e-mail : iuacstores@gmail.com Phone: 011-24126018 & 24126022
Place of opening the tender	IUAC, New Delhi.

GENERAL CONDITIONS OF TENDER:

1. **Submission of Tender:** Tenders should be uploaded on CPP Portal in two parts, i.e., Technical Bid (Part - A) and Price Bid / BOQ (Part - B).
2. **Technical Bid (Part-A):** In this bid, the bidder should upload the following documents which are essential for technical qualification (*Do not upload unnecessary documents*) :
 - i. Earnest Money Deposit
 - ii. The bidder's agency should be based in Delhi / New Delhi. (Upload supporting document)
 - iii. Copies of successfully executed skilled & unskilled manpower supply orders during the last 7 yrs. for Govt. Institutions, autonomous bodies, Public sector or reputed Public Ltd. Companies in the following manner :
Three similar works, each of value not less than Rs.40 lacs per annum.
OR
Two similar works, each of value not less than Rs.50 lacs per annum.
OR
One similar work of value not less than Rs.80 lacs per annum.
 - iv. Satisfactory work completion certificates with contract details. The work order and completion certificate should be for the same work. These must include particulars of contract awarded by the concerned organisation indicating the period/scope of contract, number and type of personnel engaged.
 - v. Tender Acceptance Letter as per Annexure-III
 - vi. 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 Annexure-IV be enclosed with the Technical Bid.
 - vii. Registration No. of ESI & PF and a latest copy of EPF statement of existing employees
 - viii. Copy of the GST registration certificate
 - ix. The agency should be registered with the appropriate registration authority for providing Manpower Services and should have its registered/Liason office in Delhi. A copy of the registration shall be

attached with the bid. The Agency should be registered with Government's Labour Commissioner office and a copy of the labour licence issued by the Labour Commissioner shall be attached with bid.

- x. The Agency should be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid. The manpower supplying agencies/Firms should have been in existence for not less than five years.

3. Price Bid (Part-B) : In this bid, the bidder is required to quote his prices for items nos. 12, 13 & 14 as per Price Bid (Annexure-II). The bidder should quote unconditional rates in the Price Bid.

4. Earnest Money: An earnest money of Rs 2,00,000/- (Rupees Two Lacs only) has to be submitted online at link provided below before opening the bids. The EMD shall be only in the form of online payment. Tender without EMD will be rejected. Bidders registered with MSME / NSIC are exempted from payments of EMD and tender fee. Copy of valid registration certificate should be uploaded.

Link for online payment: <https://services.sabpaisa.in/pages/iuac.html>

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 on same terms and conditions, at the discretion of the Centre, for further periods, depending upon the performance of the contractor.

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, qualification 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 disbursing 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. There should not be any deduction e.g. advance etc. from the worker's wages in the wage sheet except for absentees etc.
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 will follow all labour laws / acts of Central Govt., Local Govt. applicable from time to time. 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. The contractor shall ensure compliance of all statutory requirements including Payment of Bonus Act, Gratuity Act 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. He will obtain necessary Labour licence required for engaging manpower at site. It will be solely contractor's responsibility to face any consequences arising out of non compliance of various labour laws.
14. **Labour Safety**: Contractor shall undertake all necessary safety precautions. In case of injury to any person, contractor shall always have the arrangement to take him to hospital for treatment at his own cost in addition to first aid box

always available at site. Contractor will be fully responsible for any repercussions which may arise as a result of any violation of safety norms on his part. All the employees of the contractor 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.

15. **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.
16. **Monthly Wages:** The wages considered in S.No.1 to 7 of BOQ are based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 23-10-2019 vide its order # 12(142)/02/MW/VII/3636 dated 23.10.2019. Any revision in wages etc. by Labour Department of Govt. of Delhi, the difference shall be paid on submission of paid wage sheet. No other charges would be payable by IUAC.
17. **Wage Disbursement :** The contractor shall disburse the monthly wages to his persons on 1st day 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.
18. **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.
19. **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.
20. 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.

21. The successful bidder will be required to submit the detailed credentials of the manpower to be deployed at IUAC. All the workers shall be employed only after verification of their credentials and prior approval from concerned IUAC personnel. The contractor shall not withdraw any worker without the consent of concerned IUAC personnel.
22. 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.
23. **Liquidated damages:** In case the man power not deployed within seven calendar days of requirement or replacement of existing manpower or filling the vacancy created by resignation of existing manpower, then Liquidated damages of Rs 500/- per day per person will be deducted, and if there is a considerable delay by more than 15 days then IUAC reserve the right to cancel the contract.
24. **Working hours :** IUAC works on 24hrs, 7days a week & 365 days a year. But the labs / workshop generally functions on five days a week basis. Normal working time will be from 9.00 am to 5.30 pm. However, the persons deployed by the contractor, should be ready to work on Saturdays & also in shifts with one weekly off, for which no additional compensation be allowed. Following Holidays will be applicable to the manpower under the contract :-
 - a) 3 National Holidays (Republic Day, Independence Day & Gandhi Jayanti)
 - b) In addition to the above, any special mandatory holidays as declared by Govt. of India / Govt. of Delhi (applicable for site labour) and notified by IUAC, from time to time, should also be given to the manpower.
25. Each workman will have to attend his duty regularly. In case of absence of any worker, deduction will be made from the contractor's bill at the rate of daily wages of the worker. If a workman is absent for more than five (5) working days, the contractor should immediately make alternative

arrangement by bringing additional manpower, failing which a penalty of Rs.500/- per day per absent workman will be charged from the contractor's monthly bill.

26. If any employee or worker of the contractor appears to be negligent in his duties or incompetent or behaving in an improper manner, such person shall be immediately removed by the contractor on the request of the concerned IUAC personnel and suitable replacement shall be provided at the earliest.
27. 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.
28. **Uniform & Safety Shoes** : The contractor should provide two pairs of stitched uniform and one pair of black safety shoes with steel toe cap of Liberty make Art. No. 7198-01 or equivalent in BATA/Action make only including two pairs of socks to his employee deployed at IUAC. Uniforms shall be given to each and every worker deployed by the contractor at IUAC. Safety shoes shall be given to Sr. Tradesman, Technicians & helpers only or as per IUAC's notification from time to time. Payment for uniforms and safety shoes shall be reimbursed by IUAC to the contractor, as per actual, only after the issuance of these items to contractor's workers by the contractor. Charges for these items should be provided in "charges for safety shoes, uniform etc" column of BOQ in Annexure-II. The quality / colour of the fabric of uniform and make/model of shoes shall be got approved by IUAC before procurement and issuance 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 his employee deployed at IUAC.
29. Manpower deployed by the contractor at IUAC site should not be below the age of 18 years is strictly prohibited to associate with any other works on the campus.
30. Successful Bidder has to submit Police verification report of all the employees deployed at IUAC site.
31. Neither any material belonging to the contractor, 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.

32. Tender once submitted will remain with the centre and never be returned to the bidders.

33. **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 of P.O., 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 @ 10% of annual tendered value besides forfeiture of security deposit.

34. In force-majeure conditions/unforeseen circumstances, like pandemic etc., the centre reserves the right to suspend the contract for temporary period, for which the bidder has no right to claim any compensation towards wages/service charges etc., during the suspension period.

35. The Agency shall not assign, transfer, pledge or subcontract the services included in the awarded Tender, without the prior written consent of the Centre.

36. All disputes or difference whatsoever arising between the parties out of it or relating to means, operation of this contract or the breach thereof shall be settled by mutual consultations, failing which, shall be referred to sole Arbitration or an Arbitrator to be appointed by the Director, IUAC. The award of the Arbitration shall be final and binding on the parties as per the terms and conditions of the agreement executed on the award of contract. The Arbitrator proceeding shall be conducted in Delhi.

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 within seven days of release of purchase order in the following areas :

Man Power Requirement : (The number of persons required in each category is tentative)

1. **Senior Tradesman** :

- *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*

2. **Technician** :

- *Qualification and Experience for workshop : **03 No.** ITI Machinist/Turner having apprentice training certificate from IUAC or ITI Machinist/Turner having 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 ITI welder having 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 ITI machinist / fitter /*

electronics having 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 ITI machinist / fitter having 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 ITI machinist / fitter having 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 ITI machinist electronics having minimum three years of relevant experience.*
- *Qualification and Experience for electronics lab : **01nos.** ITI electronics having apprentice training certificate from IUAC or ITI electronics having minimum three years of relevant experience.*
- *Qualification and Experience for Vacuum lab: **02nos.:** ITI machinist/Electronics having apprentice training certificate from IUAC or ITI machinist/electronics having minimum 3 years experience / 10th 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 ITI electronics having 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 :

- Qualification : VIIIth Pass

4. Driver :

Qualification and Experience :

- *Xth 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 : Xth Pass

7. COOK

Experience : 3 – 5 Years

(ANNEXURE-II)

PRICE BID / BOQ Format

Schedule of Rates for required Manpower

S.No.	Manpower	Category	Monthly wages per person (Rs.) (A)	No. of persons* (B)	Total Amount per month (Rs.) (C) = A x B
1	Senior Tradesman	Graduate & Above	19522	02	39044
2	Technician	Skilled	17924	15	268860
3	Helper	Un-Skilled	14806	05	74030
4	Driver	Skilled	17924	02	35848
5	Multi tasking Person	Matriculate	17924	03	53772
6	Data Entry Operator	Graduate & above	19522	01	19522
7	Cook	Skilled	17924	02	35848
8	Sub Total (1+2+3+4+5+6+7)				526924
9	Charges towards EPF Amount (12%+1% Admn. charges on item # 1 to 7 (Max on Rs 15,000/-)				58374
10	Charges towards ESI Amount (3.25%) on item # 1 to 7				17125
11	Total (8+9+10)				602423
12	Agency Charges per month (lump sum) (should be inclusive of overheads, profits, service charges etc., should not be less than TDS deducted at source of monthly bill)				(To be quoted by the bidder in Part B)
13	Charges for 30 (thirty) Pairs of Uniforms as per clause # 8 of NIT				(To be quoted by the bidder in Part B)
14	Charges for 22 (twenty two) pair of Safety shoes (along with two pairs of socks for each person) as per clause # 8 of NIT				(To be quoted by the bidder in Part B)
15	Grand Total (11+12+13+14)				

Note :

- *The number of persons required in each category is tentative

- The wages considered in S.No.1 to 7 of the above table are based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 23-10-2019 vide its order # 12(142)/02/MW/VII/3636 dated 23.10.2019. Any revision in wages etc. by Labour Department of Govt. of Delhi, the difference shall be paid on submission of paid wage sheet. No other charges would be payable by IUAC.
- Bidder is required to QUOTE the amount only at S.N.# 11 to 14 in the above table.
- GST & Labour Cess etc. will be paid extra to contractor as per Govt. norms after submission of actual documentary evidence of depositing the same to Govt.
- Uniforms to be given to each and every worker deployed by the contractor at IUAC.
- Safety shoes shall be given to Sr. Tradesman, Technicians & helpers only or as per IUAC's notification from time to time.
- Payment for uniforms and safety shoes shall be reimbursed by IUAC to the contractor, as per actual, only after the issuance of these items to contractor's workers by the contractor.
- Contractor may disburse the bonus to its workers as per Govt. Bonus act. after getting the approval of IUAC. Reimbursement will be done as per actual after disbursement of the same.
- There would be no increase in rates during the contract period except provision under the terms & conditions.
- Grand total at Sr. # 15 will be taken as reference for comparing the price bids.
- No entry should be left blank.
- If there is any mistake in totalling, the unit rates 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 and items in BOQ.

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.

ANNEXURE III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

Date: _____

The Administrative Officer (S&P)
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. 01 to 16 (including all documents like annexure(s), schedule(s), etc ., which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

Seal and Signature of the
Authorized Person of the Agency

ANNEXURE IV

(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