



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

An Autonomous organization of MoHFW, Govt. of India
Govandi Station Road, Deonar, Mumbai 400 088
Ph: No. 24372400, Website : www.iipsindia.org

TENDER NOTIFICATION NO : IIPS/ADMIN/HRS/03/2016

Sealed tenders are invited on behalf of Director, International Institute for Population Sciences, Deonar, Mumbai for the following :

Description	Human Resource Services
EMD Amount	Rs. 1,00,000/- (Refundable)
Tender Cost	Rs.1,000/- (Non Refundable)

Details of the Technical Specifications, Terms and Conditions may be obtained from the Accounts Section, of the Institute by paying Rs. 1000/- in cash/demand draft in favour of **'Director IIPS'** for the tender document cost. The Tender Document can also be downloaded from the institute website www.iipsindia.org and while submission of Tender Document a separate Demand Draft should be enclosed towards the Tender Document Fee as mentioned above. The offers/bids will be received **upto 11:00 a.m. on 6.10.2016** and the Technical Bid will be opened on **13.10.2016 at 2:00 p.m. or any other day** as per the decision of the Committee. The Institute reserves the rights to accept or reject any or all the tenders without assigning any reasons thereof.

Registrar, IIPS



बेहतर भविष्य के लिए क्षमता
निर्माण
Capacity Building for a
Better Future

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान International Institute for Population Sciences

(विश्वविद्यालय समतुल्य / Deemed University)

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण के अधीन स्वायत्त संगठन
An Autonomous Organization under administrative control of Ministry of Health & Family Welfare, Govt. of India.
गोवंडी स्टेशन रोड, /Govandi Station Road, देवनार/Deonar, मुम्बई/Mumbai-400 088.
दुरभाष /Telephone: 022- 4237231, फैक्स /Fax: 022- 2556325, ईमेल/Email: registraroffice@iips.net

NOTICE INVITING TENDER FOR HUMAN RESOURCE SERVICES AT IIPS, MUMBAI

Tender NO : IIPS/ADMIN/HRS/03/2016

Name of the work	:	Human Resource Services at IIPS, Mumbai
Earnest Money Deposit	:	Rs.1,00,000/- in form of Demand Draft in favour of Director, IIPS, payable at Mumbai
Date & Time of Closing of Tender	:	6.10.2016 at 11:00 a.m.
Date & Time for Opening of Tender – (Technical Bid)	:	13.10.2016 at 2:00 p.m.(tentative)
Address for submission of Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88
Place of opening the Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88

Note :

1. **This Tender Document contains 23 pages and bidder is requested to sign on all the pages. Tender Document in any other form will be rejected.**

2. **This Tender Document can be downloaded from the website : www.iipsindia.org**

3. **The Technical Bid and Financial Bid should be sealed by the bidder in TWO SEPARATE ENVELOPES duly superscribed & both these sealed cover to be put in a bigger envelope which should be sealed and superscribed “TENDER DOCUMENT FOR HUMAN RESOURCE SERVICES”**

TECHNICAL BID

(Please go through the terms and conditions before filling up the Technical Bid)

Sl	Particular	Details	Remarks if any
1	Name of the Firm/Agency/Company		
2	Full Address of the Registered Office/Branch Office (if any)		
3	Telephone No		
4	Fax No :		
5	Email Address		
6	Website (if any)		
7	Status (whether firm is Proprietary/ Partnership Firm/Private Limited/Public Limited, Registered under Societies Registration Act Etc.		
8	Registration Number of the Organization (Please attach certificate of Registration/Incorporation		
9	Name of the Director/Proprietor		

10	Designation		
11	Complete Address		
12	Phone No		
13	Mobile No		
14	Email :		

15	Annual Turn Over (Amount in Lakhs) (Please attach copy of ITR for each financial year)	2013-2014 :	
		2014-2015 :	
		2015-2016 :	

16	Details of Registration under various statutes		
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SN	Registration Under	Registration NO.	Certificate Attached (Pls. mention YES/NO)
1	Shops & Establishment Act		
2	License Under the Contract Labour Act		
3	Provident Fund Registration Number		
4	Employee State Insurance Registration Number		
5	Service Tax Registration Number		
6	Permanent Account No. (PAN)		

7	Certified extracts of the bank Current Account containing transaction during the last three years	1)Name of the Bank :	Attach certified copies
		Branch :	
8	Any other relevant document (if you wish to enclose – please give details – if the space provided is insufficient, a separate sheet may be attached duly signed and sealed	2)Name of the Bank :	
		Branch :	

17. Give details of the major similar contracts handled by the Bidder during the last five years with minimum turn over of Rs. 50 Lakhs per annum or two similar contracts in the last two years with minimum turn over of Rs. 1 crores per annum in the prescribed format along with work order copies and contract successfully completed order (if any) (if the space provided is insufficient please attach a separate sheet). **THE REQUIRED INFORMATION HAS TO BE IN FORMAT BELOW ONLY. PLEASE ATTACH THE WORK ORDER OF THE CURRENT CONTRACT AND ATTACH ATLEAST 3 SATISFACTORY WORK COMPLETION CERTIFICATE**

Sl. No.	Name of the client, Address, Telephone no. & Fax No. alongwith name & Designation of the contact person	Manpower service provided			Amount of contract (in Lakhs)	Duration of the contract	
		Type of manpower provided	No. of persons	Salary per person per month		From	To

18. Details of Demand Draft :

DD No : Date :

Amount : Name of Bank :

Address :

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FINANCIAL BID

For providing Human Resource Services as per Govt. of India – Minimum Wages Act

- 1) This Financial Bid should be filled in by the Tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed – **FINANCIAL BID**

- 2) After opening of **TECHNICAL BID** the capability and suitability of the Tenderer shall be evaluated and **FINANCIAL BID** of the qualified tenderers shall be opened on the date informed accordingly in presence of the Bidder :

1.	Name of the Tenderer	
2.	Address of the Tenderer	
3.	Phone No. :	Fax No.:
4.	Whether proprietary/partnership firm or company	
5.	Name (s) of the Proprietor or Partners of the firms	

Charges for providing services – All rates should be inclusive of all taxes and specified under individual heads and amount to be quote should be on monthly basis

Sl. No.	Component	<u>Amount (in Rs.) on monthly basis</u>											
		Electrician Cum Water Pump Attendant	MTS	Cook	UDC	LDC	Steno-grapher	Office Assistant	Project Accountant	Hostel Attendant /Kitchen helper	Web Programmer	House Keeping Staff (to quote for one person only)	Garden Supervisor
	Category												
1	Basic Pay (as per Daily Wage Rate)												
2	Provident Fund												
3	Employee State Insurance												
4	Bonus												
5	Service Tax Liability												
6	Any other liability (pls specify)												
7	Agency Charges												
	Total (1 to 7)												

*Educational Qualification and eligibility criteria of the above post is attached.

Annexure 3

1)

1	Name of the post	Electrician Cum Water Pump Attendant
2	Age Limit	18-35 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) 12th Pass 2) ITI Certificate 3) Must have atleast 5 years of practical experience in erection and running, maintenance of different types of electrical appliances and installations including undergo cable systems, air conditioner repairs etc. <p>Note : Should be willing to work in shifts and has to work at Deonar campus as well as Nerul Campus</p>

2)

1	Name of the post	MTS
2	Age Limit	21 – 35 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) 10th pass from a recognized university or its equivalent recognized by Government 2) Should be able to read both English and Hindi 3) Must possess atleast 2 years of working experience in any organization/firm/office/institute . 4) Preference will be given to the candidate who is able to operate the photocopy machine, fax machine, projectors, classroom equipment's etc.

3)

1	Name of the post	Cook
2	Age Limit	21-45 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) 10th Pass with diploma in Hotel Management OR 2) 12th Pass with certificate course in Hotel Management 3) Atleast 5 years of experience of working as a cook in any hotel/restaurant/hostel. 4) Should be able to cook Indian dishes

4)

1	Name of the post	UDC
2	Age Limit	21-35 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) Graduate from a recognized University or its equivalent recognized by the Government 2) Should possess atleast 40 wpm in English/Hindi Typing 3) Proficiency in Computer Application with MS Office is must 4) Diploma/Certificate in Computer Applications/Operations 5) Atleast 2 years of work experience in any organization/firm/institute

5)

1	Name of the post	LDC
2	Age Limit	21-35 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) 12th pass from a recognized university or its equivalent recognized by the Government 2) Should possess atleast 40 wpm in English/Hindi Typing 3) Proficiency in Computer Application with MS Office is must 4) Diploma/Certificate in Computer Applications/Operations 5) Atleast 2 years of work experience in any organization/firm/institute

6)

1	Name of the post	Stenographer
2	Age Limit	21 – 35 years
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) Graduate 2) A Speed of 120/50 wpm in shorthand and typewriting respectively 3) Atleast 7 years of experience as Stenographer/PA in any reputed organization

7)

1	Name of the post	Office Assistant
2	Age Limit	21 – 35 year
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) Graduate from a recognized university or its equivalent recognized by the Government 2) Should possess atleast 40 wpm in English/Hindi Typing 3) Proficiency in Computer Application with MS Office and updated Tally knowledge is must 4) Diploma/Certificate in ComputerApplications/Operations 5) Atleast 2 years of work experience in any organization/firm/institute

8)

1	Name of the post	Project Accountant
2	Age Limit	21 – 35 year
3	Educational Qualification and Experience	<ol style="list-style-type: none">1) Commerce Graduate from a recognized university2) Proficiency in Computer Application with MS Office and updated Tally knowledge is must3) Atleast 2 years of accounting experience in any organization/firm/institute

9)

1	Name of the post	Hostel Attendant /Kitchen Helper
2	Age Limit	21 – 40 year
3	Educational Qualification and Experience	<ol style="list-style-type: none">1) 10th pass from a board or its equivalent recognized by Government2) Should be able to read both English and Hindi3) Must possess atleast 2 years of working experience in any hotel/hostel4) Must be able to do chopping of vegetables, and basic kitchen work

10)

1	Name of the post	Web Programmer
2	Age Limit	21 – 30 year
3	Educational Qualification and Experience	<ol style="list-style-type: none"> 1) BE / MSc/ MCA 2) At least 4 years experience in developing .Net applications. Experience in .Net technologies, including C#.Net, ASP.Net, WCF, TML5, CSS Javascript frameworks (J Query), TSQL. 3) Experience in Visual Studio 2012 & SQL Server DB 4) Should be able to develop programming software commonly used in educational institutes/university related to admissions/library/hostel/exams

11)

Name of the post	House Keeping Staff (cleaners)
Age Limit	21-45
Educational Qualification and Experience	<ol style="list-style-type: none"> 1) Should be able to read and write 2) Should be able to read the sign board in English 3) Should carry out cleaning work 4) Should have atleast 6 months to 1 year experience as house keeping staff in other organization

12)

Name of the post	Garden Supervisor
Age Limit	21-50
Educational Qualification and Experience	<ol style="list-style-type: none"> 1) Should be atleast 12th pass from a recognized university/board 2) Should possess relevant Horticulture knowledge and experience in the required field and should carry out gardening duties in settings like nurseries, parks and botanical gardens. .

TERMS AND CONDITIONS

1. The Technical Bid will be opened on 13.10.2016 at 2:00 p.m. or such later date, as may be notified by IIPS. If the said date is declared as holiday then at a later date the tender shall be opened on the next working day at 3:00 p.m.
2. The Tender shall remain open for acceptance for Hundred and Eighty (180) days from the date of opening of the tender by International Institute for Population Sciences, IIPS. The time limit for acceptance may be extended by the IIPS at its discretion for such further period, as it may be notify
3. Earned Money Deposit (EMD) should be submitted by DD for **Rs. 1,00,000/- (Rupees One Lakh Only)** drawn in favour of **Director, IIPS, payable at Mumbai**. Tender received without EMD or not in the proper format or incomplete in any respect, the bid proposal shall be liable to be summarily rejected at the discretion of IIPS.
4. **The invitation of tender calls for bid proposals in two parts viz. Technical Bid and Financial Bid to be submitted separately in two different envelopes and then those two to be put in one single envelope duly sealed and superscribed with the Tender Number, Name of the Work, Due Date of Opening and the Name, address (with pin code), contact number of the contractor**
 - (i) The Technical Bid should be in a sealed envelope duly superscribed – **“TECHNICAL BID”** and should contain the proforma as at Annexure 1 duly filled in with supporting documents. The acceptance of the Terms and Conditions as mentioned at Annexure 4 and **Demand Draft for Earnest Money Deposit (EMD)**
 - (ii) The Financial Bid should be in a sealed envelope duly superscribed – **“FINANCIAL BID”** should contain details of charges for providing services for providing human resource services to be quoted **on monthly basis**
5. Both the sealed envelopes should be placed in the main sealed envelope superscribed as **TENDER DOCUMENT FOR HUMAN RESOURCE SERVICES”**. This should be addressed to **The Director, IIPS, Deonar, Govandi Station Road, Govandi, Mumbai – 88**. And has be in dropped in the Tender Box placed at 3rd Floor of the Library Building on or before 06.10.2016 upto 11:00 a.m. The Tender document received by post/courier and or by any other means after the prescribed time and date will not be entertained.

The Last date/Time of the submission of Tender Document is 06.10.2016 upto 11:00 a.m. Late tenders will not be entertained

6. The Tender Document has to be in the duly prescribed format only. Deviations, if any, from tender specifications, clause – wise and commercial terms and conditions, if any, should be clearly mentioned in the separate sheet as specified. The tender document and all the annexure's, and attachments shall be submitted with this bid with each page being consecutively numbered and duly stamped and signed by the bidder.
7. The Price bid shall consist of post wise details in the given performa of the tender and **shall be submitted in duplicate.**
8. At the time and date of opening the Tender, only Technical Bid shall be opened and read out in open
9. The Time and date of opening the Financial Bid shall be intimated to the Technically qualified bidder at a later date
Tender not complying with the above conditions are liable to be rejected without any further references.
10. This Tender document is **Not Transferable.** The tendered work, if awarded, is not transferable.
At least 3 satisfied customer's firms recommendation letter about bidders organization where the similar work has been undertaken has to be attached.
11. Tender document can be obtained from the Accounts Officer of IIPS against submission of the Tender Document Fees of Rs. 1000/- (Rupees One Thousand only) in form of cash or Demand Draft drawn in favour of "**Director, IIPS**" payable at '**Mumbai**'. Also the same can be downloaded from the website www.iipsindia.org. Tender Document downloaded from our website should be attached with an additional Demand Draft of Rs. 1000/- (Rupees One Thousand only) in form of cash or Demand Draft drawn in favour of "**Director, IIPS**" payable at '**Mumbai**' towards Tender Document Fee, at the time of submission of Tender alongwith the Technical Bid. Tender Documents downloaded from website and not attached with the requisite fee as above will not be considered and shall be summarily rejected.
12. Arbitration – All disputes arising between parties shall be referred to and settled through Arbitrations conducted in accordance with the Provisions of the Arbitration and Conciliation Act 1996 and the rules framed there under. Such disputes shall be adjudicated by an Arbitrator nominated by the Director & Sr. Professor, IIPS, Mumbai. The Arbitrator shall have powers to award only such remedy as in contemplated by this Agreement,

including, as appropriate, injunctive relief. The place of Arbitration shall be Mumbai. The Language of Arbitration shall be English

13. Jurisdiction – notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same has been the subject matter of suit, any and all actions and proceedings arising out of our relating to the contract (including any Arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction at Mumbai only and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
14. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept if after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any mean the acceptance of a particular tender will render the tender liable to exclusion from consideration.
15. The Human Resource Service provider shall be liable to deposit all taxes etc. on account of services rendered by it to IIPS to the concerned tax authorities from time to time.
16. Attendance should be attached with the bill duly certified by the designated officer of the concerned section/project etc.
- 17. The agency shall pay wages to the employees through ECS only.**
- 18. The Service Provider shall abide by all applicable laws including all staff and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax, PT or any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required welfare measure for the Contractor Employees and discharge all other obligations concerning thereon. The Contractor shall furnish adequate proof to IIPS in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIPS shall not be held liable for such responsibilities / obligations manner what-so-ever. Contractor should submit the paid receipt of required documents every month about PF, ESI, bonus etc. Otherwise next month bill will not be paid.**
19. The Service Provider's Employees proposed to be employed by the Service Provider for providing Human Resource services envisaged hereunder shall be subject to screening by IIPS, to ascertain their antecedents, suitability and skills. Before deploying any Service Provider's Employee in IIPS, they shall furnish complete particulars and obtain written approval of the designated officer of IIPS. IIPS

reserves the right to interview the Service Provider Employee's, if considered necessary by it, before giving such approval.

- 20.** The Service Provider shall in no case pay the its Employees wages at a rate less than the statutory minimum rates every month. The payment should be made by cheque/cash and a record of that should be kept in a register which may be examined by the Registrar of IIPS at any time.
- 21.** No Service Provider Employee shall work for more than 27 days in a month or as specified by applicable Labour legislation.
- 22.** The Service Provider shall deposit an amount of Rs.1,00,000/- (Rupees One Lakh only) as Security with the IIPS for the entire duration of the contract. **The Service Provider shall also provide a Bank Guarantee to IIPS equivalent to two months wages or minimum Rs.2,00,000/- for each of the its Employee proposed** to be deployed at IIPS, which may be used in case the contractor fails to pay the Contractor Employees their dues or in case of any other default. The Bank Guarantee has to be provided with 15 days from the date of work order and should be valid for the entire duration of the contract.
- 23.** The Service Provider will get all the its Employees, verified of their antecedents, through Special Branch, Mumbai Police and a certificate to this effect be furnished by the Contractor to IIPS before deployment of such Service Provider's Employees. The Service Provider should also maintain proper records/documents of the same.
- 24.** Service Provider will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to Administration Section of IIPS within thirty (30) days from the date of issue of the letter of award of contract to the Service Provider failing which IIPS shall be entitled to terminate the contract with the Service Provider and issue the letter of award to any other agency / firm.
- 25.** That no right, much less a legal right shall vest in the Contractors Employees to claim or have employment or otherwise seek absorption in IIPS nor the Service Provider Employees shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of IIPS. The Service Provider Employees will remain the employees of the Service Provider and this should be the sole responsibility of the Service Provider to inform and clarify it to the its Employees before deputing them on work at IIPS.
- 26.** The quality of service should be of high standards.
- 27.** The payment shall be made by the IIPS to the Service Provider for the Service Provider's Employees actually employed for providing Human

Resource Services hereunder. IIPS has the right to reduce/increase the strength of Service Provider Employees as per its requirements.

- 28.** The Service Provider must pay wages to the its Employees as per their designation and as per the Financial Bid. The Service Provider must follow Minimum Wages Act and satisfy all the other applicable statutory requirements.
- 29.** Without limiting generated of the conditions herein, if any of the Service Provider Employees prefer claim for employment with IIPS, the Service Provider shall, at its own cost, deal with such claim and settle such claims without any obligations on the part of the IIPS regarding such claims or settlement thereof.
- 30.** The Service Provider shall indemnify IIPS and keep IIPS indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Service Provider or the Service Provider Employees including but not limited to any claim for employment by the Contractors Employees.
- 31.** The Service Provider shall be fully responsible for any kind of accident/mis-happening to their staff as we as machineries while attending the complaints or at work in the IIPS premises.
- 32. The rates may be quoted for each person and monthly payment** will be given as per person attended on duties i.e. presence of the number of persons.
- 33.** If required on special occasion workers have to work beyond office hours and on holidays of the Institute.
- 34.** Service Provider staff have to work as per decision of the authority at Deonar and Nerul Campus of IIPS or at the residence of the authority without any additional cost.
- 35.** IIPS authority / committee may relax any of the aforesaid conditions.
- 36.** Appointment order / offer of appointment will be initially for a period of **six months**.
- 37.** The Service Provider shall provide Manpower Services as per the IIPS's requirement with specified qualification and experience in accordance with conditions laid down by IIPS.
- 38.** Personnel provided by the Service Provider will have to attend their duties at specified timings on all working days at IIPS. Late coming, leaving early, absenteeism shall not be accepted.
- 39.** IIPS reserves the right to cancel the contract at any stage without assigning any reason
- 40.** The Service Provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper upon receiving written notice from the authority of IIPS. IIPS may require the Service Provider to immediately remove from

the place of work any such staff deployed by the Service Provider and they shall forthwith comply with such requirements.

41. The Service Provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider
42. The Service Provider shall not assign, transfer, pledge or subcontract the performance of service
43. Staff deployed by the Service Provider shall not divulge or disclose to any person, any details of office, operational process, technical knowhow, security arrangements, administrative organizational matters etc.
44. Any staff deployed by the Service Provider cannot claim any master and servant relationship with IIPS. **Also, the Service Provider staff shall not claim any benefit/compensation/absorption/regularization of service with IIPS under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the Service Provider to the Registrar, IIPS**
45. The Service Provider shall ensure proper ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of consumption of alcohol drinks, paan and smoking.
46. The Service Provider and its staff shall contribute towards all statutory obligations towards EPF/PF, ESI, ST/PT etc., which are mandatory as per **Government Acts, Rules and Regulations issued from time to time**. The service provider shall also comply with the Minimum Wages Act for each category of services provided. Any bid not complying with statutory minimum wages shall be rejected. The compliance in respect of above mentioned statutory obligations shall be submitted to IIPS Office every month by the service provider with copies of supporting documents. Service Provider should submit acknowledged photocopy of PF/EPF/ESI/PT/ST etc. remittance monthly challans/Annual returns along with the following monthly claim bill. The report for a month shall be submitted before the 15th of the succeeding month. It is also the responsibility of the service provider to provide necessary Group Insurance facility for the staff deployed.
47. During the contract period the Service Provider shall be responsible for the payment of wages and allowances as per **Govt. of India/State Govt. –**

Minimum Wages Act and variance in VDA will be applicable as and when the appropriate Government notifies it and all other statutory dues to the persons employed by him for providing the manpower services. No additional claim other than Financial Bid will be allowed

48. Before deploying the outsourced staff the successful Service Provider shall arrange for the interview of the suitable candidates by the Director or nominated officer by the IIPS. The photocopies of the documents of the selected candidates will be retained for the record of IIPS. The Service Provider will provide the bio data of the candidates within a week's time from the date of intimation from IIPS about the human resource requirement. The Service Provider will inform the candidates regarding the date and time and venue to the interview well in advance and forward a written confirmation to IIPS. On the day of interview it will be mandatory for the Service Provider to depute one person for smooth conduct of the interview at IIPS. The Service Provider has to follow the following procedure for deploying their staff at IIPS

Sl.No.	Prescribed Procedure	Time Frame	Remarks
1	Request/requirement forwarded by IIPS for a particular staff	As and when vacancy/ need of the department arises	
2	Forwarding of Bio-Data as per the Annexure 3 by the Service Provider	Within one week from the receipt of the request from IIPS	
3	Upon screening of biodata's IIPS will Forward the shortlisted candidates	Either immediately or Within 2 working days	
4	Service Provider to inform candidate	Immediately upon receiving intimation from IIPS. Note one representative of the Service Provider will be Available in the campus On the date of interview	
5	Issue of call letter to the selected Candidate	Upon receiving written intimation from IIPS, call letter to be Issued to the candidate And informed about Joining date. The service Provider should complete All the formalities to Ascertain the education Qualification, police Verification etc.	

49. Statutory deductions shall be promptly remitted to the statutory agencies as per law.

50. The decision of the Director IIPS in any matter relating to this contract shall be final.
51. IIPS reserve the right to accept or reject any or all the tenders without assigning any reason thereof. It is open to IIPS to alter the conditions of the tender in appropriate cases in the interest of IIPS
52. The agency shall be responsible for their conduct and observance of normal discipline at IIPS.
53. The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at IIPS. However, if anyone is sent out for official work during their office hours, IIPS will provide transport or local conveyance on actual basis.
54. That the Service Provider shall furnish to the IIPS the full particulars of the personnel deputed including details like Name, Father's Name, Age, Photograph, Permanent Address etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer / Police and also ensure that they possess the requisite academic / technical qualifications and experience for rendering the services to IIPS.
55. Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed shall be immediately withdrawn as per instruction of Director, IIPS
56. Even though the personnel will be deputed for six month period initially, Director IIPS reserves the right to terminate any particular personnel any time or all of them engaged through your agency without assigning any reason thereof.
57. The Service Provider shall make all payments including wages to the personnel on or before 5th of every month along with the pay slips to individual employees. After making payment, the Service Provider shall raise the bill in duplicate to IIPS and/or the relevant project for payment/reimbursement of such amount along with payment of proof. No remuneration is payable for leave/absence. The payment to the personnel shall be made through ECS in Bank Account of the personnel and a copy of deposit shall be attached with the bill raised.
58. Arrangement made with the Service Provider for engaging personnel, would not entitle any of those personnel for regular or contract appointment at IIPS on any post at any point of time.
59. Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act. The Employees Provident Fund Act, Minimum Wages Act. etc
60. The Service Provider shall comply with all the rules and regulations regarding safety and security of its supplied / provided employees and IIPS

will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.

61. Payment to the manpower service provider would be strictly on the certificate by the Administration Department and/or the concerned Project Co-ordinator and on satisfactory provision of the services and attendance of staff deployed by the Service Provider.
62. TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
63. **During the subsistence of the contract, IIPS shall not undertake any monetary liability other than the amount payable to the Manpower Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Contractor. Even if, IIPS has to bear such liabilities on unforeseen circumstances / occasions. IIPS will recover such amount from the Service Provider by adjusting the amount payable to them.**
64. Any loss, theft or damage to the life and or property of the employees of IIPS and or property of IIPS, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.
65. The tenure of contract shall be up to one year and the same shall be extendable on mutually agreed terms. The Institute also reserves the right to discontinue the contract at any time during the contract period.
66. In case of any dispute arises during the process, the decision of Director IIPS shall be binding to both the parties.
67. No amount should be collected or deducted from the employee's salary apart from statutory deductions. If this clause is violated, the contract is liable to be cancelled.
68. If any delay in providing a suitable substitute for the period beyond three working days by the agency a penalty of Rs. 200/- per day per persons shall deducted from the monthly bill of the service provider in the following month.
69. If any complaint is observed or any discrepancy is found regarding their requirements, dues etc, from the labour against the agency then institute will take strict action against the agency. If in case, the complaint is serious, then the contract may be discontinued/terminated.
70. The Work Contract would be initially for a period of one year which will be extended upon mutual understanding for another two years on the same price rate quoted in the financial bid duly accepted by IIPS.
71. In case of any court matter, if any arises, from the candidate, employee of the service provider, the Service Provider will be responsible and would

represent the court matter. IIPS will not be responsible for any court case, if any, filed by the employee of the service provider.

Annexure 4

DECLARATION

Is/o; d/o; w/o Shri. Signatory of the service provider, mentioned in this Tender Document, am competent to sign this declaration and execute this Tender Document.

2. I have carefully read and understood all the Terms & Conditions of the Tender and undertake to abide by them

3. The information/documents furnished alongwith the Technical and Financial Bid are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law

4. It is also certified that our Agency's has not been terminated/blacklisted by any other organization and also no court case is pending/on going against the agency with regard to manpower supply in any court.

5. We understand that the decision of IIPS to accept/reject would be final and binding

**Signature of the Contract/or
Authorized Signatory with
Seal of the Agency/Firm :**
(Name to be written – below signature)

Date :

Place :