



# INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT (IBSD)

(Department of Biotechnology, Govt. of India)

Takyelpat Institutional Area

Imphal-795001-Manipur (INDIA)

☎ : 0385-2446122 (O)

☎ : 0385-2446121 (O)

Fax: 0385-2446120 (O)

E-mail: [ibsd\\_imp@sancharnet.in](mailto:ibsd_imp@sancharnet.in)

## Tender Notice manpower outsourcing

No. IBSD/1/68/2006 dated Imphal, the 30<sup>th</sup> April, 2008

Sealed tenders are invited for providing manpower on outsourcing basis for the Institute of Bioresources and Sustainable Development (IBSD), an Autonomous research institute under Department of Biotechnology, Govt. of India, from well established reputed firms/registered Service Providers for providing different services. The number of manpower required and details thereof are given below.

### 1. Type of Manpower required and their Qualifications:-

#### (a) Junior Civil Engineer (One):

(i) Job responsibilities: Management of estate related activities/works.

(ii) Educational qualification:

(iii) Experience:

#### (b) Accounts-cum-Purchase Assistant (One):

(i) Job responsibilities: To assist Senior Accounts Officer and in Accounts and Purchase related works.

(ii) Educational qualification: Commerce Graduate with sound knowledge of computer applications and Tally software.

(iii) Experience: At least one year in Purchase/Accounts related works.

#### (c) Office Attendant (2):

(i) Job responsibilities: Circulation of office orders/memo, disbursement of Daks, hospitality services, cleaning, photocopying and related other office jobs of sundry variety normal to an office environment.

(ii) Should be able to read & write English & Hindi, class VIII passed.

(iii) Experience: Candidates having two years experience in the related field would be preferred.

#### (d) Driver (2):

(i) Job responsibilities: Driving institute Gypsy/Ambassador Car and maintenance thereof.

(ii) Should have valid Driving LMV Commercial License.

(iii) Five years driving experience and have sound knowledge of roads of Manipur and other northeastern states.

(iv) Should have reading & writing ability and should be a Matriculate.

#### (e) Chowkidar (one):

(i) Job responsibilities: Opening and closing of office rooms. Keeping vigil of office during Sundays, holidays and non-working hours.

(ii) Should have good physique.

(iii) Person from the nearby of IBSD, Imphal would be preferred.

(iv) Should have reading & writing ability and should be class VIII passed.

**(f) Sweeper-cum-Cleaner (one):**

- (i) Job responsibilities: Cleaning of office rooms, corridors, toilet etc. to keep neat and clean.
- (ii) Should have reading & writing ability and should be class VIII passed.
- (iii) Candidates having two years experience in the related field would be preferred.

**(g) Mali-cum-Campus Cleaner (one):**

- (i) Job responsibilities: Cleaning of office campus, maintenance of garden etc.
- (iv) Candidates having two years experience in the related field would be preferred.

**(h) Caretaker for Guest House (one):**

- (i) Job responsibilities: Providing hospitality services to the guests/scientists, watching and maintenance of Guest House.
- (ii) Should able to speak English/Hindi.
- (ii) Candidates having experience in house keeping would be preferred.

**(i) Laboratory Attendants (Seven):**

- (i) Job responsibilities: To assist scientists in their research work in laboratory/field work.
- (ii) Should able to speak English/Hindi.
- (ii) Candidates having experience in related fields would be preferred.

**2. Qualifying Criteria:**

Only registered and bonafide service providers having adequate experience of at least two years in the relevant field of supply of these services to Government Ministries/Departments /Government Organizations / PSUs/ Corporate Sector etc. need only apply. While submitting the tender, the intending tenderers shall have to furnish to IBSD, Imphal proof of experience, financial standing, turnover, Service Tax documents for the last two years and documents pertaining to any other Tax as applicable. A service provider having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

**3. Settlement of Disputes:**

In the matter of any disputes between the parties regarding the terms and conditions of the provision of manpower, the decision of the Director, IBSD, Imphal shall be final and binding.

**4. Terms & Conditions:**

- (a) Every personnel recommended by the service provider will have to go through a screening test to be conducted, if required. Any personnel found to be not suitable will be replaced by new personnel immediately.
- (b) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (c) The normal working hours for all personnel shall be from 9.30 A.M. to 5.00 P.M. on all working days. However, depending upon the urgency of works, the personnel may be required to work late (beyond office hours) or on holidays depending on demands of work without any extra payment. The Drivers can be called upon for duty even on Saturday/Sunday/Other Gazetted holiday.
- (d) The service provider shall engage necessary persons as required by this institute from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every

month. There is no Master & Servant relationship between the employees of the service provider and this Institute and further that the said person of the service provider shall not claim any absorption.

(e) The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(f) Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

(g) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in this Institute under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Institute.

(h) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature.

(i) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Institute. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

(j) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute.

(k) The Institute may require the service provider to dismiss or remove, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

(l) The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

m) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(n). The institute at its sole discretion depending upon the workload may at any point of time extend or curtail the contract or make changes in the requirement of manpower giving 07 days notice.

(o) Earnest money of Rs. 5,000/- (Rupees five thousand only) through a demand draft on any scheduled bank drawn in favour of Director, IBSD, Imphal must accompany the quotation. Quotation received without earnest money will not be considered. This amount shall be refunded to the unsuccessful tenderers.

**(p) The commission to be charged by the Service Provider should be clearly indicated and shall not exceed Nine Percent.**

(q) Income Tax: The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payments made. Tax deduction certificate will be issued to the Service Provider by the institute.

(r) Security Deposit: The successful bidder shall have to furnish a Bank Guarantee from a Nationalized Bank for an amount equivalent to 10% of the total value of the contract for one year, which will be forfeited in case the supply of manpower is delayed beyond the stipulated period.

(s) The provision of manpower shall have to be made available on requisition in time as per the exigency of work. In emergent cases such as the person deployed falls sick or is not able to attend the office for the reasons beyond his control continuously for more than a day, the Service Provider shall deploy a suitable substitute. Any undue delay in the matter will be considered as breach of contract and will be dealt with accordingly. In case, manpower is not provided within a period of two days, an amount of Rs.500/- per day per vacancy will be deducted from the amount payable to the Service Provider.

(t) The Council has all the right to reject/accept any/ all the tender(s) without assigning any reasons whatsoever.

(u) Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Council. The security deposit will also be forfeited.

#### 5. Tendering Process:

The tender form prescribed at Annexure-I (Attached) complete in all respect may be submitted in sealed envelope superscribed "Financial Bid- providing manpower on outsourcing basis for the IBSD" and addressed to:

Director,  
Institute of Bioresources and Sustainable Development  
Takyelpat institutional area, Imphal  
Manipur-795001

7. The quotation should reach the above address on or before 7<sup>th</sup> May, 2008 during office hours. The bids will be opened at 1600 hrs on 7<sup>th</sup> May, 2008 and scrutinized by the Tender Committee to find the lowest bidder. Negotiations, if any, will be held with the lowest bidder only. **Late submission of tenders will not be accepted.**

8. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. No photograph of this tender document would be accepted. The tenderer would fill up the information in the Annexure-I enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures as well as in words also. The quoted prices should also include the impact of all overheads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(Akbar Mazid)  
Senior Administrative Officer  
IBSD, Imphal

Copy to:

1. P.A. to Director, IBSD, Imphal
2. Consultant (Finance), IBSD, Imphal
3. Advertising Manager, Poknapham, The Sangai Express (English), Imphal Free Press, Naharolgee Thoudang with a request to publish as advertisement
4. [www.e-pao.net](http://www.e-pao.net) with a request to webcast the notice on free of cost basis
5. Sunil S. Thorat, In-charge for webcasting the notice in IBSD website

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities.  (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number  ( copy to be enclosed)	
7	Service Tax Registration Number  (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.  (If no, a certificate is to attached in this regard.)	

9	Length of experience in the field	
10	Experience in dealing with Govt. Departments( Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

DETAILS OF FINANCIAL BIDS

<b>Sl. No.</b>	<b>Name of the position</b>	<b>Rate per personnel per month in Rupees</b>	<b>Commission in percentage</b>
1.	Office Attendant		
2.	Chowkidar		
3.	Sweeper-cum-Cleaner		
4.	Driver		
5.	Mali-cum-Campus Cleaner		
6.	Caretaker for Guest House at Langol Games Village		
7.	Accounts-cum-Purchase Assistant		
8.	Junior Civil Engineer		
9.	Laboratory Attendants		