



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नईपर)
Sector - 67, SAS Nagar (Mohali)
Telephone No. 0172-2214682-87, Fax No. 0172-2214692,
2230068

E-Tender Notice T6 /2018

(E-Tender for providing Security, Housekeeping, Horticulture and Allied Services.)

Online tenders are invited on behalf of the Director, National Institute of Pharmaceutical Education and Research (NIPER) from reputed agencies /contractors under the Contract Labour (Regulation & Abolition) Act 1970 for providing Security, Housekeeping, Horticulture and Allied Services to this institute on annual contract basis. For details tender document eligibility criteria, Corrigendum/Addendum/if any and for applying online visit the website <http://tenderwizard.com/niper> & <http://niper.gov.in>. Bid(s) shall be accepted only through online mode and no manual submission shall be entertained. Director, NIPER reserves the right to reject any or all tenders without assigning any reasons.

Registrar

(E-Tender for providing Security, Housekeeping, Horticulture and Allied)

National Institute of Pharmaceutical Education and Research (NIPER) invites online e-tenders in two –bid format **for providing Security, Housekeeping, Horticulture and Allied Services to this institute on annual contract basis** from reputed agencies /contractors under the Contract Labour (Regulation & Abolition) Act 1970 , having EPF /ESI registration , as per the terms and condition given in the tender document. Complete details can be obtained from the website: www.tenderwizard.com/NIPER and official website of the NIPER <http://www.niper.gov.in>. The e-tender is also available on Govt. of India`s Central Public Procurement Portal (e –procurement) i.e. <http://eprocure.gov.in/>.

1	Downloading of e-tender document	Start Date: 28.04.2018 at 09.00 AM
		End Date : 29.05.2018 at 01.00 P.M
2	Date of submission of e-tender	Start Date : 28.04.2018 at 10.00AM
		End Date : 29.05.2018 at 03.00 P.M
3	Physical submission of Tender fee and EMD (offline)	Start Date : 28.04.2018 at 10.00AM
		End Date : 29.05.2018 at 03.00 P.M
4	Opening of Technical Bid (online)	30.05.2018 at 11.00 A.M

Director, NIPER reserves the right to reject any or all tenders without assigning any reasons. Corrigendum/Addendum or Cancellation of this advertisement, if any, shall be published on NIPER Website and www.tenderwizard.com/NIPER only.

For participating in the above e-tender, the bidder shall have to get themselves registered with <http://tenderwizard.com/NIPER> and get user ID & password. Class 3 Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering Process flow please contact on helpdesk numbers 09257209340, 08045628821, 0172-5035950.

Registrar

NOTICE INVITING e-TENDERS

1. The Bidders shall have to submit their Bids online in Electronic Format. For participation in the e-tendering process, the Bidders need to register themselves at [http:// tenderwizard.com/NIPER](http://tenderwizard.com/NIPER) and get user ID and password. Class 3 Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering process. (in Case of any enquiry regarding Registration, the Helpdesk Nos – 09257209340 & 08054628821).
2. E-Tender processing **fee shall be payable to M/s ITI Limited through their e-gateway by credit/debit card, internet banking facility.** This E-Tendering fee is non refundable.
3. No tender will be accepted in physical form and in case it has been submitted in Physical it shall be rejected without any communication to the sender.
4. Bids will be opened online as per time schedule mentioned in tender document.
5. The tenderer are requested to read the tender document carefully and ensure to compliance with all the instructions herein. Non –Compliance of the instructions contained in this document will disqualify the tenderer from the tendering exercise. No communication in this regard will be entertained.
6. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
7. Director NIPER SAS Nagar will not be responsible for any delay in online submission of bids due to any reason whatsoever.
8. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. **50,000/-** (Rupees Fifty Thousand only) which is refundable and a non-refundable tender fee for an amount of Rs.500/- (Rupees Five Hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Director NIPER” payable at Mohali / Chandigarh. The demand drafts for earnest money and tender fee should be send through registered post to “Director NIPER, Sector 67 SAS Nagar, Punjab” so as to reach NIPER before the date of opening of the technical bids. It is further required that the scanned copies of the Demand Drafts should be forwarded through e_tendering mode along with other relevant documents. In case of non receipt of tender fee and earnest money in physical form before the opening of tender, the tender will be straightway rejected.
9. The details of the tender fee and Earnest Money Deposit send through registered post should be same as uploaded scanned copies of the Demand drafts while submitting the online tender.
10. The Financial Bid through e –tendering of only those bidders shall be opened who will qualify in the technical bid and are approved by the technical Committee.

TENDER DOCUMENT
TERMS AND CONDITIONS

1. **SCOPE OF WORK** Contract for providing Security, Housekeeping, Horticulture and allied services within NIPER campus for each such nature of service on contract basis, further as per details mentioned in Annexure I to this document.
2. **NAME OF CONTRACT** Contract for providing Security, Housekeeping and Horticulture and allied services within NIPER Campus.
3. **PERIOD OF CONTRACT** The Contract **shall be for a period of one year**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement and can be extended further for such period and such terms & conditions as may be deemed fit and proper by the Director, NIPER.
4. **Eligibility Criteria** The firm should have three contracts of one year duration of providing continuous services of at least 150 persons in atleast 3 different Central/State undertakings/ Corporations/ Offices/ Departments/ Reputed corporate Houses etc., during the last three years. (Proof to be attached).
5. The bidder must have their Head office in Chandigarh/Panchkula/SAS Nagar.(Proof to be attached)
6. The bidder must have valid PAN Card (Proof to be attached).
7. The bidder must have EPF and ESI Code nos. by the appropriate authority.(Proof to be attached)
8. The bidder must have GST No. (If Applicable) (Proof to be attached)
9. The firm should not be blacklisted and undertaking in this effect shall be submitted in the ANNEXURE III.
10. Solvency certificate of an amount **not less than Rs.2.00 lacs** issued by a Schedule Bank within the last six months (Proof to be attached).
11. Whether the firm is Income Tax Assessee, If yes, (Proof to be attached)
12. Copy of last three years Income Tax return (Proof to be attached)
13. The Firm should not have been convicted by any Court of Law for any offence.

Evaluation Criteria

14. The tender shall be allotted to the Tenderer, who quotes the lowest offer of administrative and service charges in the price bid, provided he fulfill all other terms and conditions of the tender document.
15. The Competent Authority i.e., Director NIPER is at liberty to negotiate rates with the 2nd and 3rd lowest firms to bring them at par with the lowest offer in order to prepare a panel of firms as an alternate and stand by arrangement parallel to the first for running such services, if need be.
16. The Competent Authority may allot the contract in full or a part of such contract to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working contractor or otherwise if it is deemed fit to do so in the public interest in order to ensure effective supply/supervision of these services by more than one contractor even after the award of contract.
17. Offer in the Price Bid should be mentioned both in figures as well as in words and offer should be preferably typed or written in neat/legible hand.
18. The firms shall be required to submit their offers only for the administrative and services charges at a flat rate for all the categories of posts keeping in view their obligations and responsibilities as an employer and service provider to be performed by them as per the requirements of the tender document.

19. Tender will be regarded as constituting an offer open to acceptance at the discretion of the Director NIPER for a period of six months from the date fixed for the receipt of the tender.
20. The Director NIPER reserves all rights to accept or reject any tender without assigning any reason.
21. This tender form is not transferable. No subletting of the services allowed.
22. In the event of date of receipt of opening of tender being declared a holiday in NIPER, SAS Nagar, next due date for receipt/opening of the tender will be the following working day at the same time.
23. Conditional price bid offer shall be rejected.
24. The Tenderer(s) shall be required to provide manpower for all the categories of posts mentioned in Annexure 'I' of the tender document.
25. Any attempt direct or indirect to cast influence, negotiation on the part of the Tenderer with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalization of tenders will render the Tenderer liable for exclusion from consideration.

GENERAL TERMS AND CONDITIONS

26. The successful Tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value.
27. **A Bank Guarantee of Rs.21.00 lacs covering the period of contract duly pledged in the name of the Director NIPER, SAS Nagar (Mohali) be deposited before signing the agreement.**
28. The applicant/firm should be registered under the 'Contract Labour (Regulation and Abolition) Act, 1970 and Rules of 1971 made there under and have in their possession the EPF/EDLI and ESI Code Numbers'. The agency shall obtain all registration(s)/permission(s)/Licence(s) etc. which are required under any labour or other legislation(s) for providing the services under this Agreement within 15 days of the award of the tender.
29. The Director NIPER shall have absolute right and authority for the suspension/revocation of said security/bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
30. A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of allotment letter for every week or part thereof for the delay in the commencement of the contract.
31. The decision of the Director NIPER with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The contractor shall, thereafter, rectify the defect so pointed out without any extra payment. Also, the Contractor shall keep updating the skills of his workers by providing them training and shall produce the record of such training provided. The Director NIPER reserves the right to get the work/Services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from his outstanding dues or by revocation of any or all parts of the security/bank guarantee, as he may think proper.
32. The contractor shall deploy required number of personnel to provide the said services and immediately communicate their names, parentage, residential address, age, etc. within 10 days from the date of their deployment or any change about it from time to time.
33. The Security Supervisors and guards provided by the Contractor shall be sufficiently trained in handling electronic / non-electronic gadgets such as CCTV / Excess Control/Fire safety equipment /First-aid besides

being trained in regular security jobs like patrolling and safety of the property of the Institute. They shall also be sufficiently proficient in handling crowd and traffic. If required, the Contractor to provide security guards with arms.

34. The Contractor shall assure proper performance, conduct and behavior of the workforce engaged by him at any of the premises of the Institute and shall remove with immediate effect, the engagement of such person (s) who does / do not give satisfactory performance, conduct himself/themselves properly or misbehave (s) with the regular employees of the Institute in any place. For the purpose of proper identification of the employees of the Contractor deployed by him at various places, the Contractor shall issue them identity cards at his own cost and his employees are duty bound to display the identity cards during duty hours. The Contractor will ensure that his employees are medically fit and free from communicable disease. The antecedents of the person to be provided by the Contractor will be got verified from the appropriate authority by the Contractor at his own cost and level.
35. The Contractor shall supply at least two sets of summer and two sets of winter uniforms, one raincoat and one jacket each for the winters to all the Security staff at his own cost. The pattern /colour of the uniforms may be decided by the Contractor and got approved from the Competent Authority at NIPER. The Contractor shall also supply overall / track suits (Two Pairs) to the workers engaged in Horticulture and Housekeeping Operations at his own cost. The Contractor shall supply the first pair of uniforms within 30 days of the award of Contract. In case any uniform is torn or improper, the Contractor shall replace the same at his own cost. It shall be the duty/responsibility of the Contractor to ensure that the Security staff/H Keeping staff/Malis are in proper uniform as prescribed above at all the times during duty hours.
36. The Director NIPER or any other officer(s) so authorized shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Contractor in order to ensure that the required number of persons is deployed and that they are doing their duties satisfactorily.
37. On taking over the responsibility of providing said services, the Contractor shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of the deployment in Institute for the approval of the Director NIPER. He will keep on reviewing his arrangements from time to time and take additional measures, if any, for further streamlining the said arrangements. **He will further ensure that no person is deployed on double duty except in emergent circumstances.** The Contractor as well as the staff deployed on duty shall; however, be duty bound to carry out the directions/instructions given to him in this regard by the Director NIPER/Security Supervisor authorized to do so by the Director NIPER in this regard from time to time. Any dereliction from such obligation shall be considered a breach of the terms of this contract.
38. The persons deployed by the Contractor for the execution of the contract shall never be deemed to be the employees of the NIPER in any manner whatsoever and shall not be entitled to claim for employment, salary/wages, damages, compensation or anything arising from their deployment by the Contractor. NIPER shall not be liable for any obligations / responsibilities, contractual, legal or otherwise, towards the Contractor's employees in any manner whatsoever.
39. The Contractor shall be held responsible for any damage / loss to the Institute caused due to the negligence of his workforce and shall compensate to the Institute adequately against such losses which will be assessed and determined by the Institute.

WAGES

40. The Contractor shall pay minimum wages rates fixed by NIPER plus statutory charges (EPF/ESI) to all his employees as per detail given in Annexure I to the tender document or the minimum wages rates fixed by The Chief Labour Commissioner, Govt. of India. In the event of existing wages already being paid to the employees are higher than the minimum wages fixed by Chief Labour Commissioner, Govt. of India, then the contractor shall pay the wages whichever are higher. The contractor shall provide full information in respect

of the wages etc. paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.

41. The Contractor shall open a bank account in the Bank branch located in the Institute and he shall make the payment of wages to the persons so deployed by him through the aforesaid Bank. The employees of the contractor will also open their individual accounts in the same branch for the purpose of disbursement of salary through electronic transaction/transmission. The contractor shall furnish details of disbursement of salary to the Director NIPER within 5 days. This obligation is imposed on the contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under the various Labour Laws. The Contractor shall comply with or cause to be complied with the Contract Labour Regulations made by the Institute from time to time in regard to payment of wages, wage period deduction from wages, recovery of wages not paid and deductions unauthorizedly made. The Contractor shall comply with all Government laws concerning employment of staff by him and shall duly pay all sums of money to such staff as may be required to be paid under such laws.

42. The employees so deployed on contract basis shall be paid their wages @ basic wages or the minimum wages/rates whichever is higher not-with-standing any change in the rates of statutory contributions payable by the employer as per instructions of the Chief Labour Commissioner, Govt. of India issued from time to time.

43. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act., EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, be responsible for the deposit of employee's and principle employer's share of statutory contributions with the ESI/EPF authorities at his own level and maintenance of such record as per rules. The contractor will give an affidavit / or undertaking in favour of Director, NIPER every following month to the effect that he has complied with the provisions of the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act. He will furnish proof of payment /deposit of such contributions to the appropriate authority along with wage bill for the next month. He will also arrange to open such EPF/ESI accounts etc. of all the employees deployed by him in this Institution at Chandigarh. In case of failure on the part of contractor to deposit EPF/ESI etc. with the concerned authorities within the stipulated period the contractor shall be liable to pay penalty so imposed by such authority.

44. The employees/personnel of the Contractor rendering the services under this Agreement shall never be deemed to be employees of NIPER in any manner whatsoever and shall not be entitled to claim for employment, salary/wages, damages, compensation or anything arising from their deployment by Contractor from NIPER.

45. The contractor will submit wage bill as per details/table given below :-

- i. Name of the company
- ii. Annual contract for the Security, Horticulture, Housekeeping & Allied Services
- iii. Authority No. & Date
- iv. Date of commencement of the contract
- v. Wage Bill for the month _____
- vi. Bill No. _____ & Date _____

Sl. No.	Name of worker	Empl. Code No.	EP F No.	ESI No.	@ Basic/ Minimum Wages	Days	Wages	Employee's		Carry Home Salary	Employer's Share		
								EPF 12%	ESI 1.75 %		EP F 12 %	EDLI 1.61 %	ESI 4.75 %
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Security Guard , Mali, H.Keeper etc.													

1	XYZ	3519	254 0	123	2520	31	2520	302	44	2174	302	41	120
---	-----	------	----------	-----	------	----	------	-----	----	------	-----	----	-----

The contractor will keep the following instructions in view while submitting the monthly wage bill(s) :-

- I. Separate details about the sanction of each category and deployment in the respective month.
 - II. Attendance Register, a muster rolls duly signed by the contractor and verified by the authorized officer(s) of this Institution.
 - III. Deduction Schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
 - IV. Acquaintance Rolls along with proposed cheque/RTGS/NEFT to be issued to the individual staff member be submitted for verification by the Internal Audit Cell of this Institution for the release of payment which shall be returned to the contractor for disbursement of wages along with the payment of total bill by this Institution.
 - V. The contractor will certify on the bill that the monthly wage bill of his all categories of contractual employees deployed by him in this Institution is complete and no person has been left and no supplementary bill will be submitted thereafter.
 - VI. No person(s) has/have been engaged on contract basis in this Institution without the prior approval of the competent authority.
 - VII. A spare/attested copy of bank scroll/bank challans as a proof of deposit of EPF/ESI etc. payment to the concerned Department will be submitted to this Institution alongwith the bill for wages for the next month.
46. In order to ensure timely payment of wages to the staff, monthly wage bills shall be raised by the Contractor by the 3rd working day of the month on the basis of original attendance-cum-work performance report duly verified by the concerned officer being authorized for the purpose. The Wages to the workers to be paid on or before 7th of every month.
 47. The tender amount will be enhanced/decreased to the extent of enhancement/decrease in the minimum wages along with proportionate enhancement/decrease of EPF/ESI etc.
 48. The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS @ 2% on the total bill as Income Tax as per provision of the Income Tax Act, or as applicable from time to time. Apart from this, the Contractor shall also pay Service Tax on the gross bill, if applicable, at the rates as applicable from time to time. The Contractor will submit a copy of the receipt in the office of the Director NIPER. Service tax, on the gross bill, may also be deducted at source if there are any instructions from the concerned authorities in this regard.
 49. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc., and the Contractor shall report the compliance thereof to the Director NIPER. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
 50. The Contractor shall reduce or increase the workforce as and when the exigencies of the work required and notified by the Competent Authority of NIPER.
 51. The Contractor alone shall have the right to take disciplinary action against any person (s) engaged /employed by it, while no right whatsoever shall vest in any such person(s) to raise any dispute and / or claim whatsoever against NIPER. NIPER shall under no circumstances be deemed or treated as the employer in respect of any person (s) engaged / employed by the Contractor for any purpose, whatsoever, nor would NIPER be liable for any claim (s) whatsoever, of any such person (s).
 52. **LEAVE** :- The Contractor shall deploy his employees in such a way that they get weekly rest and other holidays, as admissible under various laws, which may be applicable in this regard. Leave Reserve in the ratio of 1:6 for weekly rest and other holidays will be provided from within the sanctioned strength and no extra charges shall be claimed in this regard. Leave of any kind other than weekly rest is not admissible.

53. Payment of leave encashment of un-availed leave(s), if any, will be the sole responsibility of the Contractor and the NIPER will not be liable to make any payment on this count.

54. Agency shall provide National and Festival Holidays and leave with wages and other benefits as per law.

IDEMNIFICATION

55. The Contractor shall at its own expense make good any loss or damage suffered by NIPER as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any of the premises of NIPER or otherwise.

56. The Contractor shall keep the Institute indemnified through a fidelity bond of Rs.10.00 lacs issued by a reputed insurance company make good any loss or damage suffered by NIPER as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any of the premises of NIPER or otherwise. In case any employee of the Contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the Contractor concerned to contest the same. In case Institute is also made a party and is required to contest the case the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the Institute by the Contractor. Further, the Contractor shall ensure that no financial or other legal liability of any nature comes on the Institute in this respect.

57. The Institute shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the security deposits of the Contractor.

TERMINATION OF CONTRACT :-

58. The contract may be terminated in any of the following contingencies:-

i. on the expiry of the contract period, without any notice ;

OR

ii. on giving three month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services ;

OR

iii. on assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice ;

OR

iv. on Contractor being declared insolvent by the competent Court of Law without any notice ;

OR

v. In case the Contractor is not interested to continue the contract subject to the condition that the Contractor shall give minimum three months notice. If the Contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period ;
"Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period".

59. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the Director NIPER may further deem fit in public interest or revoke the contract, namely :

vi. Legal heirs, in case of sole proprietor

vii. Next partners, in the case of company or firm.

viii. Otherwise the Director NIPER shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper.

60. No party shall be allowed to be represented by the lawyer during any investigation enquiry, dispute or appeal.

SETTLEMENT OF DISPUTES AND GOVERNING LAWS/JURISDICTION

61. The applicable law governing this agreement shall be the laws of India and the Courts at SAS Nagar only shall have the exclusive jurisdiction for the purpose of this agreement.

62. In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall at first instance, be amicably settled between the parties, If any dispute is not settled amicably, the same shall be referred to the Sole Arbitrator to be appointed by the Director NIPER or his nominee on mutual agreement of both the parties. The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Director NIPER shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996 shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Mohali.

The expression “Competent Authority” shall mean and include the Director NIPER or his nominee.

Annexure I

SL. NO.	CATEGORY OF CONTRACTUAL STAFF TO BE PROVIDED	No. Persons	QUALIFICATION AND EXPERIENCE	JOB REQUIREMENT
1	SECURITY SUPERVISOR	03	10TH (MATRIC); EX JCO, 28 YRS. EXPERIENCE	SUPERVISING OVERALL SECURITY OPERATIONS ;BASIC DOCUMENTATION
2	SECURTY GUARD	36	10TH (MATRIC); EX SERVICEMAN; EXPERIENCE, 20 YRS. EXPERIENCE/TRAINED CIVILIAN GUARDS	SECURITY JOBS : GATE OPS PATROLLING ; POST DUTY, SECURITY OF THE PROPERTY OF INSTITUTE & FIRE FIGHTING
3	HORTICULTURE SUPERVISOR	01	10+2 ; GARDEN TRAINING COURSE, MIN. 3 YRS. EXPERIENCE	SUPERVISING THE MAALIS & OVERALL HORTICULTURE OPERATION
4	SKILLED MALI	02	KNOWLEDGE OF ALL PLANTS & FERTILIZERS AS PER SEASON	PLANTING OF HERBS, SHRUBS & PLANTS AS PER SEASON
5	SEMI SKILLED MALI	05	KNOWLEDGE OF PLANTATION	PLANTING OF HERBS, SHRUBS & PLANTS
6	UNSKILLED MALI	14	SHOULD BE MEDICALLY FIT FOR MANUAL LABOUR	ASSIST. SKILLED MALIS IN MANUAL LABOUR JOBS
7	HELPER	07	SHOULD BE MEDICALLY FIT TO CARRY OUT MANUAL LABOUR	MANUAL LABOUR TO ASSIST THE MASON & CARPENTER
08	COOK	02	5TH CLASS ; TRADE TEST PASS	COOKING OF FOOD
09	DRIVER	05	VALID DRIVING LICENSE ; 5 YEARS EXPERIENCE	DRIVING OF FOUR WHEELER
10	LAB/STORE ATTENDANT	49	10TH CLASS	HANDLING WASHING OF CHEMICAL APPARATUS, ISSUE OF MATERIAL FROM STORE
11	PEON	08	10TH CLASS	FILING , DISTRIBUTION OF DOCUMENTS, DUSTING , XEROX, ETC.
12	HELPER (ANIMAL HOUSE)	04	10TH CLASS	ANIMAL FEEDING, BEDDING CHANGE, WATER CHANGE
13	HOUSE KEEPING SUPERVISOR	01	10TH PASS; 10 YRS. EXPERIENCE	SUPERVISING OVERALL CLEANING OPERATIONS
14	HELPER (SAFAIWALA)	40	MEDICALLY FIT FOR HOUSEKEEPING JOB	DUSTING/SWEEPING/CLEANING
15	ALLIED SERVICES	17	AS DECIDED BY THE COMPETENT AUTHORITY	AS DECIDED BY THE COMPETENT AUTHORITY
	TOTAL	194		

AFFIDAVIT

I/We (Name) _____ Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not black listed by any Government Department or an autonomous body.

DEPONENT

DATE, THE

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE

DEPONENT

(NOTE) : *To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)*

PRICE BID

1 **Description of work** : Contract for providing Security, Horticulture and Housekeeping & allied services in NIPER, S.A.S.Nagar (Mohali) as per qualification and job requirements of each category of such staff on contract basis as per details mentioned in the tender document subject to fulfillment of other terms and conditions of the Agreement.

2 **Analysis of the amount quoted** :

- a) The tenderer shall charge (Please quote the rate)
administrative charges on the monthly
basic/minimum wage of the employees (In figure) : _____ (Percent)
to the provided as per tender at the rate
of (In words) : _____ (Percent)

From the above mentioned administrative charges, the tenderer shall be solely liable to pay/discharge the following responsibilities as per the requirements of the various Acts/Rules, as amended from time to time, during the currency of contract.

- i) Service or any other tax in accordance with the rules as applicable from time to time
 - ii) Income Tax (TDS) deduction at source in accordance with the rules as applicable from time to time.
- b) Leave Reserve in the ratio of 1:6 for weekly rest and other holidays will be provided from within the sanctioned strength and no extra charges shall be claimed in this regard.

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower on the rates of basic/minimum wages and shall be solely responsible to discharge the liabilities as mentioned in Para (a) above and the administrative charges proposed by me/us in Para (a) above are inclusive of all charges within the specified period as per requirements of the NIPER, SAS Nagar. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place : _____
Date : _____

Signature of Tenderer
Address : _____

