



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)

Transit Campus: Opp. Sree Rama Engineering College Campus, Karakambadi Road,  
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

# TENDER DOCUMENT

FOR

## MANPOWER OUTSOURCING SERVICES

(Ministerial, Housekeeping, Technical, Gardening, Drivers etc.)



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### **TENDER NOTICE**

**Tender No.01/2022: IISER-T/ADMIN\_MANPOWER/04.11.2022**

### **TENDER FOR Manpower Outsourcing Services** **(MINISTERIAL, HOUSEKEEPING, TECHNICAL, GARDENING, DRIVERS ETC.)**

Indian Institute of Science Education and Research Tirupati is a premier Autonomous Institute of National Importance under Ministry of Education, Government of India.

The Director, IISER Tirupati invites online bids (**e-Tender in two bid system**) for Manpower Outsourcing Service (**Ministerial, Housekeeping, Technical, Gardening, Drivers etc.**) on contractual basis.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

**Technical Bid** and **Financial Bid in excel sheet** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

### **Important Dates of Tender:**

Sl. No.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	04/11/2022	18:00 Hrs.
2	Pre-Bid Meeting	10/11/2022	15.00 Hrs.
3	Bid Submission Start Date	12/11/2022	17:30 Hrs.
4	Bid Submission Close Date	22/11/2022	15:00 Hrs.
5	Opening of Technical Bids	23/11/2022	15:30 Hrs.

### **Pre Bid Meeting:**

IISER Tirupati will be conducting a Pre-bid conference through Google Meet on 10/11/2022 from 03:00 PM to 04:00 PM (IST). All prospective bidders are requested to kindly send their queries through email at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) so as to reach latest by 09/11/2022. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only



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the queries which remain unclarified (or) the queries which have an impact on the change in tender terms and conditions will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPPP portal.

No queries will be entertained after the Pre-bid meeting. In the event of all queries received being clarified during the pre-bid & if there are no changes in the tender terms and conditions then NIL report will be uploaded in the website and CPPP portal. The Google Meet id will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to Pre-Bid conference at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) Bidder attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of Pre-Bid meeting.

### **Amendment to Bidding Documents:**

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Tirupati in this regard shall be final and binding on all.

**REGISTRAR**



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### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) ) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.



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### **SEARCHING FOR TENDER DOCUMENTS:**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.



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2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- 7. Financial Bid to be submitted in excel sheet. Financial bid at Page No. 12 is for reference only, Administrative Charges to be quoted only in the excel sheet on e-procurement portal and submit accordingly.**

### **ASSISTANCE TO BIDDERS**

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593.**



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**TECHNICAL BID**

**TENDER FOR MANPOWER OUTSOURCING SERVICES**  
**(Ministerial, Housekeeping, Technical, Gardening, Drivers etc.)**

**PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE**  
**OF THE TENDERING AGENCY / FIRM / COMPANY**

**Ref.:** Advertisement for Tender in the \_\_\_\_\_ News-paper dated \_\_\_\_\_ in connection with providing **Manpower Outsourcing Services (Ministerial, Housekeeping, Technical, Gardening, Drivers etc.) in IISER Tirupati** on contract basis in the shape of manpower for various types of services/duties as per **Annexure-1**.

Sr.	Particulars	Details
1	Name of the agency / firm / company	
2	Address of the Office of the agency / firm / company Land Line No Mobile No Email	
3	Website / URL of the agency	
4	Legal status - Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Submitted / Not Submitted
5	Name, designation, and details of contact person. Land Line No	





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	Mobile No Email	
6	Month and Year of commencement of manpower supply business.	
7	Statutory details of agency / firm / company <b>(Relevant Photocopies to be submitted):</b> 1] In case of company, registration number issued by Registrar of Companies.  (or) 2] Registration number of the firm (Issued under Andhra Pradesh Shops & Establishment Act, 1988) 3] Permanent Account Number (PAN). 4] Goods and Service Tax – Registration number. 5] Registration number issued by Regional Provident Fund Commissioner. 6] Registration number issued by Employees State Insurance Corporation. <b>[These documents are mandatory for the bids to be considered]</b>	
8	Agency / firm / company should have an annual turnover of at least Rs. 1.5 crore in the Manpower Outsourcing business alone in each of the previous three financial years. Relevant supporting documents duly certified by the Chartered Accountant to be submitted.  Submit copies of the audited Balance Sheets duly certified by the Chartered Accountant and income tax returns filed for all the financial years 2021-2022, 2020-2021 & 2019-2020	Financial Year - 2021-2022: Rs. _____ Financial Year - 2020-2021: Rs. _____ Financial Year - 2019-2020: Rs. _____  Submitted / Not Submitted



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	<b>[These documents are mandatory for the bids to be considered]</b>	
9	<p>Agency / firm / company should have at least 3 years of continuous experience in providing a minimum of 80 persons a single contract towards manpower services (Ministerial, Housekeeping, Technical, Gardening, Drivers etc.) in Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions / Five Star Hotels &amp; above <b>in any of the last three financial years as mentioned above in point No.08.</b></p> <p>Submit photocopies of the relevant work orders, certificates &amp; extensions (if any) / Client Certificates / agreement <b>which must clearly give full details about contract period, category of employees provided and its number.</b></p> <p><b>(ILLEGIBLE, IRRELEVANT &amp; INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED)</b></p> <p><b>[These documents are mandatory for the bids to be considered]</b></p>	<p>Yes / No</p> <p>Submitted / Not Submitted</p>
10.	<p>In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.</p>	<p>Submitted / Not Submitted / Not Applicable</p>
11.	<p>Submit details regarding financial resources, fixed and movable assets on letter head.</p>	<p>Submitted / Not Submitted</p>
12.	<p>Submit affidavit in the prescribed format (Annexure-2) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate /</p>	<p>Submitted / Not Submitted</p>



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	Notary Public.	
13	Submit acceptance (Annexure-3) certificate on a letter head in the prescribed format.	Submitted / Not Submitted
14.	Sign all pages of the tender document that are signed by the tenderer.	Yes / No
15.	Submit all pages of the draft agreement that are signed by the tenderer (Annexure-8).	Yes / No
16.	Submit Bid Securing Declaration form placed under (Annexure-5)	Submitted / Not Submitted
17.	Submit No Relationship Certificate placed under (Annexure-6) on a letter head in the prescribed format.	Submitted / Not Submitted
18.	Submit undertaking (Annexure-7) on a letter head in the prescribed format.	Submitted / Not Submitted
	Any other information relevant to the tender	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Tenderer**

Name, Address with  
rubber stamp



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**FINANCIAL BID IS FOR REFERENCE ONLY. ADMINISTRATIVE CHARGES TO BE QUOTED ONLY IN THE EXCEL SHEET ON E-PROCUREMENT PORTAL AND SUBMIT ACCORDINGLY**

### **FINANCIAL BID**

Supply of manpower as per “Annexure-1”. Only administrative charges are to be quoted. Institute shall bear the liability of applicable Tax and other statutory charges as applicable from time to time on the bills payable by the Institute. TDS will be recovered as per the prevailing rate on gross billed amount.

RATES: - ADMINISTRATIVE CHARGES \_\_\_\_\_% age (In words \_\_\_\_\_) of monthly CTC of employees.

**(NOTE: - TDS AND TDS ON GST AS PER THE PRESENT PREVAILING RATE SHALL BE DEDUCTED MONTHLY FROM THE GROSS AMOUNT TO BE PAID TO THE CONTRACTOR)**



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### 1. TERMS AND CONDITIONS OF TENDER:

- The Tender document comprises two parts; (I) Technical bid and (II) Price bid
  - At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid together shall be disqualified. **Administrative charges to be quoted only in the excel sheet on e-procurement portal and submit accordingly.** Tender with incomplete documentation will not be accepted.
  - Bidders technically disqualified shall be intimated via email.
1. The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quote NIL charges, the bid will be treated as unresponsive and will not be considered. In case of multiple tenders emerging as Lowest I (L I), the contract shall be then awarded to the tenderer amongst L-I who with highest average annual turnover of last three years work based on the certificate of experience submitted along with tender and performance record at other sites. In the event of having same turnover, then the L-1 will be decided based on the highest number of manpower deployed in a single contract during last 03 years.
    - The tender is not transferable under any circumstances.
    - Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
    - Tender in any form other than the prescribed form issued by IISER Tirupati shall not be considered and will be summarily rejected.

### TERMS AND CONDITIONS:

2. **SCOPE OF WORK:** - Providing Ministerial, Housekeeping, Technical, Gardening, Drivers etc. as per requirement from time to time as per “Annexure-1” to this document.
3. **NAME OF CONTRACT:** - Contract for providing Housekeeping, Technical & Ministerial employees as per “Annexure-1”.
4. **PERIOD OF CONTRACT:** - The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable beyond one year based on satisfactory performance and need for services.
5. 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



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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.

6. **The agency must be able to deploy persons having knowledge of local language and the agency must have ability to liaison, communicate & correspond with the local Labour Department and State Government Officers.**
7. **The agency must have an office in Tirupati or must deploy one dedicated manpower at site at its own cost for ease of administrative or statutory requirements like timely submission of EPF, ESI, GST, PT and other statutory deduction receipts. The manpower deployed must be able to issue bonafide certificates/pay slips / address issues faced by the deployed manpower at the site. An undertaking letter in this regard is to be submitted.**
8. **The agency should have an active and running website which can be used for hosting of the Institute requirements and for wider publicity.**
9. **The agency shall bear cost towards advertisement in various newspaper(s) and publicity of advertisements for manpower positions, as per the requirement of IISER Tirupati.**

### **GENERAL TERMS AND CONDITIONS: -**

10. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of this tender.
11. **Photocopies & supporting documents submitted should be legible and self-attested except the financial documents, which must be attested by the Chartered Accountants alongwith self-attestation.** Only the documents as asked in the Tender must be submitted. It is to be strictly observed that no irrelevant (or) superfluous documents are submitted with the Tender.
12. “Manpower Outsourcing Services” means supply of skilled and unskilled manpower for carrying out various jobs viz., housekeeping, electrical, plumbing, carpentry, shifting of furniture, guest house maintenance, providing assistance in various offices, laboratories, class rooms, attenders etc.
13. **Copy of work order/agreement and/or self-certified certificates WILL NOT BE ACCEPTED as certificate of experience. If any document other than certificate of experience is produced, such document WILL NOT BE ACCEPTED AS RELEVANT. Tenders not accompanied by certificate of experience issued by the client WILL AUTOMATICALLY STAND DISQUALIFIED.**
14. **CERTIFICATE OF EXPERIENCE:** The tenderer must produce certificate of experience from the clients. The certificate should clearly mention the following details:



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S No.	Description
01	Name of the client and full address
02	Telephone and FAX number of the client
03	Details of work performed
04	Number and type of labour supplied
05	Period of work (starting and ending)
06	Value of work completed in Contract for supply of labour

**Note 1: The certificate of experience should be exclusively for supply of skilled and unskilled manpower.**

**Note 2: Certificates for work like loading and unloading, labour for house-keeping, operating labour for factory, labour for shop floor, supply of all types of labour, and the like WILL NOT BE ACCEPTED.**

**Note 3: Certificates containing the value of contract work and not clearly specifying the value of the work of supply of manpower completed during the period of contract, WILL NOT BE ACCEPTED.**

- The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp paper of appropriate value (Draft appended to this tender).
- QUOTING UNDULY LOWER RATE OF SERVICE CHARGE:** The contractor has to quote service charge keeping in view of deduction of present TDS, TDS on GST and other statutory deductions as applicable and the expenditure towards uniforms, shoes, identity card, verification of character & antecedents and all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.
- DECISION ON REASONABILITY OF SERVICE CHARGE:** Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation will be entertained and replied to.
- The bidders are required to quote only ADMINISTRATIVE CHARGES strictly in percentage of gross wages as mentioned above. Tenders received with “NIL” charges (or) “COMPLIMENTARY” (or) unrealistically low charges shall be DISQUALIFIED. The bidders are required to be careful while quoting rate of administrative charges.**
- EVALUATION OF PRICE BID:** The price bid will be evaluated for compliance with statutes like Minimum Wages Act, ESI Act, EPF Act, Bonus Act etc. Only those bids that comply with all the applicable statutes will then be considered for evaluation of reasonability of service charge. If the Institute considers that the service charge of the tenderer who has quoted the least rate is not feasible, such tender shall be treated as non-responsive and other valid quotations shall be evaluated, and this process will be iterated till a quotation with reasonable service charge is found and the work will be awarded to such tenderer only.



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20. In case of multiple tenderer emerging as Lowest I (L-I), the contract shall then be awarded to the tenderer amongst L-I with highest average annual turnover of last three years work based on the certificate of experience submitted along with tender and performance record at other sites.
21. Within 30 days from the date of issue of the award of contract, Company/Agency will apply to the Labour Commissioner for obtaining a labour License and will submit a copy of license to Administration Section, failing which penalty on per day basis (from completion of thirty days) will be entailed as decided by the Competent Authority till the certificate is submitted by the contractor.
22. On award of contract, the contractor shall deploy required number of employees on the date of commencement and submit names, parentage, residential address, date of birth within 7 days from the date of deployment.
23. The Company/Agency should submit a Bank Guarantee equivalent of one-month wage bill (approx. INR 25 Lakhs) valid for 14 months from the date of commencement of contract which will be renewed from time to time as per further renewals/amendment of the contract. Whenever wage bill amount increases by 10% of the initial amount, additional Bank Guarantee shall be submitted by the Contractor.
24. The Director, IISER Tirupati shall have absolute right and authority for the suspension/revocation of said bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
25. 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 award letter for every week or part thereof for the delay in the commencement of the contract.
26. **Penalty @ INR 100/- per person per month will be charged for not giving timely Salary Slips to the employees i.e. on (or) before 05<sup>th</sup> of every month (or) within three days of credit of salaries, whichever is earlier.**

**Penalty @ INR 1000/- per person per month will be charged from the contractor, if the uniforms & shoes are not given within thirty days of award of the contract. Penalty shall be levied from the day of completion of thirty days.**

**Penalty @ INR 100/- per person per month will be charged for not giving proper strong and durable ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of Deployment etc to the employees within thirty days of award of contract.**

**Penalty @ INR 100/- per person per month will be charged for not submitting the police verification certificate of the employees within thirty days of the award of contract.**

**Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.**

27. The decision of the Director, IISER Tirupati 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 Director, IISER Tirupati





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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 its outstanding dues or by revocation of any or all parts of the bank guarantee, as may think proper.

28. During the contract, the contractor shall deploy required number of personnel to provide the said services and communicate their names, parentage, and residential address, date of birth, etc. within 07 days from the date of their deployment or communicate any change about it from time to time. Contractor shall also deploy appropriately educated supervisory personnel to supervise cleaning and other work of housekeeping employees.
29. The manpower proposed to be deployed by the Contractor shall be subject to acceptability by the Institute to ascertain their suitability and skills. Before deploying an employee in the Institute the Contractor shall furnish complete particulars and obtain written approval of the designated officer of the Institute on a Performa to be collected from Administration Office of the Institute.
30. The Contractor/Agency shall nominate one experienced “Field Officer” for taking care of queries/matters relating to general administration of their employees and also for interaction with the authorities of the Institute.
31. For the purpose of proper identification of the employees of the Contractor deployed by him at various places of IISER Tirupati, the Contractor shall issue them strong and durable 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.
32. The contractor shall provide to all employees two sets of uniform, shoes etc. at his own cost **within 30 days of commencement of contract. The wearing of uniforms and identity cards by the employees of the Contractor during duty hours is compulsory and failure to comply will entail penalty on the contractor as mentioned above.**
33. In case of persons deployed after the commencement of contract the agency shall provide them the offer of appointment, ID card, Uniform, shoes etc. within 15 days of such deployment.
34. The Agency shall provide the experience certificate to the deployed personnel at the time of their resignation or conclusion of the contract as the case may be. Non-issuance of the offer of appointment, experience certificate within the prescribed time limit shall lead to levy of penalty @Rs.500/day or forfeiture of Performance Bank Guarantee.
35. The Director, IISER Tirupati or any other officer(s) so authorized by him 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 numbers of persons are deployed and that they are doing their duties satisfactorily.



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36. The manpower deployed by the Contractor for the execution of the contract shall be the employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the Institute either implicitly or explicitly.
37. The persons so deployed shall be under the overall control and supervision of the Contractor and the contractor shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Contractor is liable to pay under the various Labour Regulations and other statutory provisions. IISER shall be absolved from any such liability at its own level.
38. The cleaning material required for housekeeping job and tools required for technical jobs shall be provided by the Institute.
39. **WAGES:** - The Contractor shall pay basic monthly wages plus statutory charges (EPF/ESI) to all his employees as per the minimum wage rates fixed by Central Government/State Government or as per the wages fixed by IISER whichever is higher. The contractor shall provide full information in respect of the wages, allowances etc. paid to his/her employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.
40. The contractor shall furnish details of disbursement of salary to the IISER Tirupati office within 5 days from the date of disbursement i.e. last working day. 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 Contractor's 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 unauthorized made. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.
41. 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 Central Government / State Government issued from time to time.
42. 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. He will furnish documentary proof of deposit of such contributions to the appropriate authority of IISER Tirupati along with wage bill of the next month. He will also arrange to open such EPF/ESI accounts etc. of all the employees deployed by him at IISER. 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 the IISER authority.
43. **Delay in submission of receipts of EPF/ESI (or) less deposit of EPF/ESI is not acceptable and shall entail penalty as decided by the Competent Authority.**
44. The contractor will submit wage bill as per details/table given below: -
  - a. Name of the company-
  - b. Annual contract for the Manpower Services (Housekeeping, Technical & Ministerial etc.)



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- c. Authority No. & Date-  
d. Date of commencement of the contract-  
e. Wage Bill for the month \_\_\_\_\_  
f. Bill No. \_\_\_\_\_ & Date \_\_\_\_\_

Sl. No.	Name of worker	Empl. Code No.	EPF No.	ESI No.	Basic/ Minimum Wages	Days	Allow.	Employee's		Carry Home Salary	Employer's Share		
								EPF 12%	ESI 0.75%		EPF 12%	EDLI .50%	ESI 3.25%
1	2	3	4	5	6	7	8	9	10	11	12	13	14

# Detailed format shall be defined at the time of award of contract.

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

- Deduction Schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
  - 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.
  - No person(s) has/have been engaged on contract basis in this Institution without the prior approval of the competent authority.
  - 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 along with the bill for wages for the next month.
45. Contractor shall pay wages to all its employees on last working day of the month. Schedule of process to be followed is as under:

SR.	ACTIVITY	WHO	TURNAROUND TIME
1	Raising of Attendance to IISER Administration	Agency	20th of every month
2	Verification of Attendance	IISER Administration	22nd of every month
3	Raising of Invoice to IISER	Agency	24th of every month
4	Release of Payment	IISER	28th of every month
5	Salary Disbursal	Agency	Salary should be credited to individual a/c on last working day of every month

46. 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. **The Contractor will be liable for the deduction of TDS, TDS on GST and other statutory deductions on the total bill as per Govt. of Indian norms, or as**



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**applicable from time to time (This cannot be recovered from the employee's salary and the contractor has to adhere to the TDS as per the Income Tax Act).** Apart from this, the Contractor shall also pay government statutory charges on the gross bill at the rates as applicable from time to time. The Contractor will submit a copy of the receipt in the IISER Tirupati Office. Deduction on account of government statutory charges on the gross bill may be deducted at source if there are any instructions from the concerned authorities in this regard.

47. 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, IISER Tirupati. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
48. The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed for the preservation of peace and protection of persons and property of the Institute.
49. In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his/her duties satisfactorily or indulges in any unlawful act or misconduct, the contractor shall take suitable action against such employee on the direction of the Director, IISER Tirupati or any other officer so authorized by him in this regard.
50. In case of any complain/defect pointed out by the Institute authorities, the Contractor shall immediately replace the person so deployed.
51. 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.
52. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify IISER TIRUPATI from any claims in this regard.
53. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

Employment of Children Act  
Workmen compensation Act  
Contract Labour (Regulation & Abolition) Act 1970.  
Minimum Wages Act  
Employee Provident Fund Act  
ESI Act  
GST Act & Rules  
Professional Tax

Any other act or legislation as may be applicable and in force from time to time.



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54. The contractor shall comply with all the statutes and will be responsible for any prosecution or liability arising from breach of any of those laws.
55. **RESOLUTION OF DISPUTES:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IISER TIRUPATI or any other officer nominated by the Director, IISER TIRUPATI for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

56. **TERMINATION OF THE CONTRACT: -**

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

1. On giving one month's notice by the Institute.

OR

2. On the expiry of the contract period, without any notice.

OR

3. On giving one month's notice by the Institute at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

4. On Contractor being declared insolvent by the competent Court of Law without any notice.

OR

5. Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.

OR

6. 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.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall continue discharging his duties as before till the expiry of notice period”.

In case of termination of contract on the grounds mentioned at Sr. 3 & 5, above OR in case of Contractor decides to conclude the contract before the expiry of twelve months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the Institute.



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57. **Last Payment:** The last payment of the contractor will be cleared only after obtaining clearance of any liabilities not pending.
58. All the pages of the Tender Document must be duly signed and stamped by the agency, thereby agreeing to all Terms & Conditions mentioned in the Tender Document & the Agreement as appended, failing which shall lead to DISQUALIFICATION from further tender process.

The Professional Tax Registration Number is to be submitted by the tender awarding firm at the time of signing the agreement.



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**(COVERING LETTER)**

**(To be submitted along with technical bid on letter head)**

The Registrar  
IISER Tirupati

Subject: Tender for Manpower Outsourcing Services (Ministerial, Housekeeping, Technical, Gardening, Drivers etc.)

Reference: Tender Notice published in Daily newspaper / Institutes website / CPP Portal dated \_\_\_\_\_,

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format. I / We will adhere to the requirements prescribed by IISER Tirupati. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Seal of contracting agency/firm/company



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## ANNEXURE - 1

Sr. No.	CATEGORY OF CONTRACTUAL EMPLOYEES TO BE PROVIDED	APPROXIMATE NUMBER OF EMPLOYEES REQUIRED (Likely to change as per requirement from time to time)	MINIMUM QUALIFICATION AND EXPERIENCE
1	Ministerial Staff (Receptionist, Data Entry Operator, Accountant, Store Keeper, Assistants etc.)	<b>5-10</b>	As per the Institute norms
2	Housekeeping (Male / Female)	<b>80-90</b>	Minimum 4th / 7th Pass
3	Gardening Staff (Male / Female)	<b>1-5</b>	Minimum 7/10th pass with minimum 2 years of relevant experience in gardening filed.
4	Technical - (Plumber, Carpenter, Electrician, AC operators, Drivers etc.)	<b>20-25</b>	Relevant I.T.I Trade / equivalent qualification with minimum one-year relevant experience. License as applicable.
5	Drivers	<b>05-10</b>	7/10th pass with Driving License (T). Minimum 2 years' experience of driving passenger vehicles.





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**ANNEXURE – 2**

*(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)*  
**(To be submitted along with technical bid)**

**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.

**DATE, THE      day      of 2022**

**DEPONENT**

**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      day      of 2022**

**DEPONENT**



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**ANNEXURE - 3**

**ACCEPTANCE CERTIFICATE**  
**(To be submitted along with technical bid)**

I..... (Designation)..... of

(Name of the Firm/Agency/ Company) .....

**Have read and understood and hereby unconditionally accept the terms and conditions of the tender and agreement in its entirety for the Manpower Services (Ministerial, Housekeeping, Technical, Gardening, Driver etc.).**

**In case any provision of the tender is found violated, IISER Tirupati shall be at liberty to reject this tender including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against IISER Tirupati in satisfaction of this condition.**

Signature of Authorized Signatory

Company Seal / Stamp

Date:

Place:



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**ANNEXURE – 4**

## **DETAILS OF CLIENT AND EMPLOYEES DEPLOYED**

**(If required use separate sheet without changing the format)**

Submit photocopies of the relevant work orders & extensions (if any) / Client Certificates / agreement which must **clearly give full details about contract period, category of employees provided and its number.**

Name & Address of Client (s) (Do not use abbreviations)	Period (From – To) (DD/MM/YY)	No. of Housekeeping staff deployed	No of Technical staff deployed	No. of Ministerial staff deployed	No of Drivers deployed	No. of any other kind of staff	Remarks (if any)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**Seal of the Agency/firm/Company**



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**ANNEXURE - 5**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or reuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)



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**ANNEXURE – 6**

### **NO RELATIONSHIP CERTIFICATE**

**(On Company Letterhead)**

1. I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IISER Tirupati. (If related provide the details of the employee)
2. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture security deposit and I/We\* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory Name:

Place:

Designation:

Contact No.:



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Transit Campus: Opp. Sree Rama Engineering College Campus, Karakambadi Road,  
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**ANNEXURE – 7**

**UNDERTAKING**

**(On Company Letterhead)**

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/company has an office at Tirupati. The address of the office is as under:

\_\_\_\_\_  
\_\_\_\_\_

OR

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/company shall deploy one dedicated manpower at site at its own cost for ease of administrative  
or statutory requirements like timely submission of EPF, ESI, GST, PT and other statutory deduction receipts.  
The manpower deployed will issue bonafide certificates/pay slips / address issues faced by the deployed  
manpower at the site.

Date:

Authorized Signatory Name:

Place:

Designation:

Contact No.:



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**ANNEXURE - 8**

**DRAFT AGREEMENT**

**AGREEMENT**

This agreement has been signed on this \_\_\_ day of \_\_\_, 2022 at Tirupati.

BETWEEN

**Indian Institute of Science Education and Research Tirupati** having its Office at Sree Rama Engineering College Campus, Rami Reddy Nagar, Karakambadi Road, Mangalam (B.O), Tirupati - 517 507.

(hereinafter referred to as **INSTITUTE**) being “The Party of the First Part”.

AND

M/s \_\_\_\_\_, having its registered office at  
\_\_\_\_\_

(hereinafter referred to as **CONTRACTOR**) being “The Party of the Second Part”.

Whereas **INSTITUTE**, an Autonomous organization, under the Ministry of Human Resource Development, Govt. of India is in requirement to arrange the manpower as necessary.

Whereas **CONTRACTOR** is engaged and running the business of Manpower Outsourcing Services (Housekeeping, Technical & Ministerial) to the Govt., Semi Govt. Department, Private Organization and Office premises etc.

AND WHEREAS **CONTRACTOR** undertakes to provide the requisite number of temporary Housekeeping, Technical & Ministerial and allied Personnel as per terms and conditions agreed upon by both the parties.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS: -**



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### **TERMS AND CONDITIONS**

1. Scope of the Work: Providing Housekeeping employees (Male / Female), Technical and Ministerial Staff and other category of employees as per the requirement of the Institute from time to time. Contractor shall also carry out any other jobs assigned by the Director or his nominee in the interest of services provided to the Institute. Scope of the work can be customized depending upon the requirements of the Institute.
2. All the terms and conditions stated in the Tender for Manpower Outsourcing Services (**Advt. No. 01/2022:IISER-T/Admin\_Manpower/04.11.2022**) shall also be part and parcel of this agreement unless otherwise specifically mentioned herein.
3. **The contractor has quoted administrative charges @ \_\_\_\_\_% keeping in view of monthly deduction of present prevailing TDS, TDS on GST and other statutory deductions as applicable from the bill, expenditure towards uniforms, shoes, identity card, to be given to all staff within 30 days of the commencement of contract, verification of character & antecedents and all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that no complaints from workers must be received regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.**
4. Duration of the contract shall be initially for one year effective from \_\_\_\_\_ to \_\_\_\_\_, subject to appraisal and review by the Institute authorities from time to time and in case the jobs performed by the employees deployed by the Contractor are not found to be satisfactory, the contract shall be terminated even before one year by giving notice of one month to this effect. However, the contract can also be terminated by giving a written notice of thirty days by either side.
5. The Contractor shall submit Bank Guarantee equivalent to one month wage (gross) bill within fifteen days from the date of signing this agreement (i.e. RUPEES TWENTY FIVE LAKHS ONLY) calculated based on the number of employees deployed and wage structure approved. Bank Guarantee shall be used in case Contractor fails to pay its employees or in case of violation of any of the terms and conditions of the contract or in case of any default. The Bank Guarantee shall be valid for the period





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up to \_\_\_\_\_ (14 months from the date of commencement of the contract). Whenever wage bill amount increases by 10% of the initial amount, additional Bank Guarantee shall be submitted by the Contractor.

### 6. **PAYMENT TERMS:**

- The Institute shall on monthly basis reimburse monthly total cost of manpower deployed at the Institute premises by contractor as given in **Annexure-1**.
- The Administrative charges payable by the Institute shall be \_\_\_\_\_ % of gross wages during the tenancy of this agreement including the future extensions (if any).
- Taxes as applicable shall be paid by the Institute on total bill. TDS & TDS on GST presently shall be deducted monthly by the Institute from the bill as per the prevailing rate.
- In the event of revision of wages by appropriate authority at any time, the same shall be accordingly revised. Contractor shall submit a letter and relevant notifications to the Institute to facilitate the process.
- The Contractor is under obligation to submit Provident Fund and ESIC challan of the previous month along with the current bill raised. The reimbursement of the monthly bill of the respective head would be subject to the submission of the respective PF and ESIC challan by the Contractor. Failing to submit the challan as stated, penal deduction of Rs. 3000/- per day will be levied on contractor from the due date of deposit of PF & ESIC. Contractor shall obtain separate account head from PF authorities to be used exclusively for IISER Tirupati employees.
- Administrative charges will be withheld by the Institute if contractor defaults on legal and statutory compliances consecutively for two months, written notice shall be issued to the contractor for termination of contract.
- Invoice for the running month shall be submitted to designated official of the IISER Tirupati on 24th every month covering the period from 20th of earlier month to 19th of running month. Schedule of processing of monthly bill will be as follows:

SR.NO	ACTIVITY	WHO	TURNAROUND TIME
1	Raising of Attendance to IISER Tirupati	Contractor	20 <sup>th</sup> of every month



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2	Verification of attendance & generation of wage sheet.	IISER	22 <sup>nd</sup> of every month
3	Raising of Invoice to IISER Tirupati	Contractor	24 <sup>th</sup> of every month
4	Release of Payment	IISER	28 <sup>th</sup> of every month
5	Salary Disbursal	Contractor	Salary should be credited to individual's Bank account on last working day of every month.

If any of the dates (except Sr. 4) happens to be holiday, the activity will be performed on the next working day.

The contractor will deposit the wages and applicable allowances in individual's bank account after taking out the administrative charges. PF, ESIC and Other statutory components shall be deposited by the contractor with the respective agencies on or before the due dates. The contractor shall submit the bank deposit slip of payment of wages paid to its employees deployed at IISER acknowledged by the bank to IISER Administration on last working day of the month.

## 7. Statutory Obligations:

- It is obligatory on Contractor to comply with all applicable provisions/ rules/ regulations under various acts and regulations applicable as per Central Govt. Minimum Wages Act.
- Institute will not be responsible for violation / contravention of any of the applicable laws, rules and regulations. Institute incurring damage due to the non-compliance of the aforesaid laws by the Contractor and the Institute shall be indemnified by the Contractor to the extent of loss suffered due to the said violations.
- Contractor shall abide by all laws of the land including Labour Laws (ESI, PF, Bonus, Income Tax or any other applicable taxes levied by the Government) Companies Act, Tax Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Contractor, and it shall not involve the Institute in any way what-so-ever.
- The Contractor shall in no case pay its employees less than the wages being paid by Institute plus applicable allowances per month. The payment should be made on last working day to employees



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by crediting into their respective bank accounts and a record of that should be kept in a register which may be examined by the Institute at any time.

- e. Contractor will apply to the Labour Commissioner for obtaining a labour License and will submit a copy of license to Administration Section within 30 days from the date of award of contract.

### **8. Interference:**

In case activities of Contractor employees are found harmful to the interest of the Institute, then the Contractor shall be under obligation to change the employees deployed. Any loss or damage to the property of the Institute caused by Contractor employees will be compensated by the Contractor only.

### **9. Relationship:**

1. The contract will be on 'Principal to Principal' basis and cannot be transferred or assigned by the contractor to any other person / firm. If any liability, in terms of order, award, or decree is fastened on the Institute regarding employment of Contractor's employees with Institute, the said liability can be adjusted by the Institute from the bills payable to the Contractor. The Contractor shall not appoint any Sub-Company / Agency to carry out any obligation under the contract.

### **10. General:**

1. The contractor will certify on the bill that the monthly wage bill of his all categories of contractual employees deployed by him in this Institute is complete and no person has been left and no supplementary bill will be submitted thereafter.
2. In addition, the Institute will have liberty to increase/decrease the total number of employee by giving reasonable notice to the Contractor. The Contractor should take prior approval of the competent authority of the Institute before deploying employee in the Institute.
3. The Contractor shall be responsible for all injuries and accidents to employees employed by him on IISER Tirupati sites. Contractor will also cover, through an Insurance Policy, its personnel for personal accident whilst performing the duty.
4. The Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Contractor is found misbehaving with the IISER staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the designated official of the IISER Tirupati. The Contractor shall issue necessary instructions to its employees to act upon the instructions given by the staff of the Institute.



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5. The Contractor shall take day to day instructions from the Designated Officer/s or his Deputy, in his absence, of the Institute.

### 6. Physical Standards and Qualifications:

The employee of the Contractor shall be of Good character, sound health and shall not be below 18 years of age.

#### a. Housekeeping Employee:

Education Qualifications : Minimum 4<sup>th</sup> pass  
Experience : Minimum one year  
Age : Minimum 19 years.

#### b. Technical Employee:

Education Qualifications : Relevant I.T.I. Trade / Equivalent Qualification & License  
(as applicable)  
Experience : Minimum one year  
Age : Minimum 19 years.

#### Technical Supervisor:

Education Qualifications : Diploma/Degree in the relevant field with supervisor  
license  
as applicable  
Experience : Minimum 3-4 years  
Age : 25-28 years

#### c. Ministerial Staff and other category of employees:

Education Qualifications : As per the requirements of the Institute  
Experience : As per the requirements of the Institute  
Age : As per the requirements of the Institute

Institute, depending upon its requirement may also ask Contractor to supply various other category of manpower.

7. The manpower proposed to be deployed by the Contractor shall be subject to screening by the Institute to ascertain their suitability and skills. Institute may also recommend employees which will be deployed by the contractor on his payroll. Before deploying an employee in the Institute the Contractor shall furnish complete particulars and obtain written approval of the designated officer of the Institute on a Performa to be collected from Administration Office of the Institute.

8. It is desirable that housekeeping employees provided should have knowledge of handling mechanized housekeeping gadgets. Similarly, technical employees should have experience of



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working on latest technology/gadgets. Also, employees should be trained on Fire Extinguishing methods. Contractor shall train the employees to satisfy the needs of the Institute wherever necessary.

9. All housekeeping / Technical employees should have working knowledge of local and Hindi language. However, employees having knowledge of English language may be preferred.
10. The Contractor shall provide the details of the employees, proposed to be deployed viz., their name, father's name, DOB, residential address, Telephone number, recent passport size photograph in the form of a data base in both hard & soft form and also provide a local police clearance certificate. Police verification is mandatory in respect of all employees employed. The same shall be submitted to the IISER Tirupati Administration.
11. The Field officer of the Contractor shall maintain an Occurrence Book which will be made available to the Designated Official/s of the Institute.
12. Institute reserves the right to ask the Contractor to remove any employee deployed, without assigning any reason/notice.
13. The Contractor shall supply trained manpower. The Contractor shall also undertake at its own expense in consultation with the Institute, a Continual updating of skills and processes and procedure to be followed by the employees provided to the Institute by organizing suitable training schedules for them. The Contractor shall also provide a tentative yearly schedule /plan for training its employees. A proper record of the training of its employees shall be maintained by the Contractor. The Contractor will also include the training and updating skills of its employees in consultation with the Officer/s of the Institute at no additional expense to the Institute. The Institute may agree to provide Space/Lecture Hall for such training Program.
14. Employees provided by the Contractor shall also be trained on the Firefighting equipment / detection and Alarm system installed in the Institute. In case of an outbreak of fire they should be able to undertake firefighting operations. The employees selected for deployment will compulsorily undergo ON-SITE Training for at least three days under Contractor's arrangements and expense.
15. The Contractor shall supply two pairs of uniforms (all weather) with shoes free of cost (at his own cost) with Name plate to the employees deployed by it. The Institute shall not allow employee of the Contractor to work inside the Institute without uniform. If during the period of contract, the uniform is torn, it shall be the responsibility of the Contractor to supply another uniform to the person free of cost on the basis of wear & tear and ensure that the persons wear neat and clean uniform while they are on duty in the Institute. The Contractor shall provide the Identity card to each employee working on IISER Sites counter signed by the designated officer of the Institute.
16. Contractor's employee will not be allowed to perform double duty / work for additional hours unless authorized by the Officer/s of the Institute.



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17. No employee of the Contractor shall work for more than 26/27 man days in a month or as specified by Labour Laws. Weekly off is mandatory for all as per labour laws.
18. The Contractor will get all the employees on its roll, verified of their antecedents through Police and a certificate to this effect be furnished by the Contractor to the Institute within seven days of initial deployment. Subsequent deployment shall be only after clearance from police and certificate to that effect. The Contractor should maintain proper record/documents of the same. These documents are required to be produced to the Institute whenever required.
19. The Contractor shall have proper standard and procedures of recruitment and training. The Contractor will provide a copy of Training Manual for inspection to the Institute.
20. The Contractor shall have a proper system for checking the attendance (preferably biometric) of employees on duty, day & night for every shift (as applicable). Records of the same should be effectively maintained and shortcomings if any should be immediately rectified.
21. The Contractor shall nominate "Field Officer" experienced in the field of housekeeping/Technical and allied areas for taking care of queries/matters relating to general discipline, incidents, and accidents relating to its employees and also for immediate interaction with the Institute authorities. A record of every lapse small or big will be reported by the Field Officer to the designated IISER Tirupati Official. A monthly meeting with the Field Officer will be held for follow-up.
22. That no right, much less a legal right shall vest in the Contractor's employee to claim/have employment or otherwise seek absorption in the Institute nor the Contractor's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of contractor will remain the employee of the Contractor and this shall be solely the responsibility of the Contractor to make it clear to their employees before deputing them on work at the Institute.
23. The Contractor should have an Investigation cell to carry out Investigation of thefts, accidents or any other matter required from time to time

### **11. Liabilities and Penalties:**

The Contractor shall perform all the assigned jobs to the satisfaction of the Institute and shall be liable for any loss or damage to Institute as stated herein:

1. Payment of wages made by Institute to Contractor shall be disbursed by Contractor to its concerned employees on or before last working day of the respective month. For this purpose, contractor shall facilitate bank account opening of employees.



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2. In case the Contractor fails to make timely payments to its employees (or) if any employee of the Contractor reports to the Institute regarding non-payment of dues as per wage structure agreed by, the Institute on being satisfied of the complaint shall terminate the contract.
3. In case of payments of ESIC & EPF, the Contractor shall produce original challans /receipts to the Institute along with exclusive Electronic Challan cum Return (ECR) filed for the employees deployed at IISER Tirupati sites for verification & records. **Failure to produce (or) delay in statutory remittances paid to the individual employee accounts shall entail penalty as decided by the Competent Authority.**
4. **Penalty @ INR 100/- per person per month will be charged for not giving timely Salary Slips to the employees i.e. on (or) before 05<sup>th</sup> of every month (or) within three days of credit of salaries, whichever is earlier.**

**Penalty @ INR 1000/- per person per month will be charged from the contractor, if the uniforms & shoes are not given within thirty days of award of the contract. Penalty shall be levied from the day of completion of thirty days of award of contract.**

**Penalty @ INR 100/- per person per month will be charged for not giving proper strong and durable ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of Deployment etc to the employees within thirty days of award of contract.**

**Penalty @ INR 100/- per person per month will be charged for not submitting the police verification certificate of the employees within thirty days of the award of contract.**

**Penalty @ INR 1000/- per person per month will be charged from the contractor, if the uniforms, shoes & proper strong and durable ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of Deployment etc within 15 days in case of new deployment.**

**Penalty @ INR 500/- per person per month will be charged or forfeiture of Performance Bank Guarantee will be made for not providing the experience certificate to the deployed personnel at the time of their resignation or conclusion of the contract as the case may be.**

**Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.**

5. None of the employees of the Contractor shall enter into any kind of private work at different locations of the Institute during working hours or otherwise. The Contractor should not put its



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employees in different shifts at other locations other than Institute & they should not be employed by other agencies to do so also.

6. The persons deployed by the contractor shall maintain decorum in the Institute and shall not cause hindrance, obstruction (or) vitiate the working environment in any way.
7. The Contractor and its employees shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company, any effects or assets of the Institute under its control.
8. In event of any loss being caused to the Institute that is prime-facie on account of the negligence and/or dereliction of duties by the Contractor or its employees, a Joint Committee comprising of a representative of the Institute and Contractor shall determine whether the loss is on account of Unsatisfactory performance of the Contractor and in that case it will also determine the compensation to be paid to the Institute by the Contractor. The recommendations of the Joint committee will subject to the approval of the Institute Director or his nominee.
9. The liabilities up to INR 1 lakh will be met by the Contractor and for the liabilities more than INR 1 lakh Contractor may make good such a loss through an insurance cover if it has one, which would specifically enable payment of compensation to Institute for the losses suffered due to negligence or poor performance by the Contractor/its employees, and the compensation will be as per Insurance rules. Alternatively, it should be covered by the Contractor itself.
10. However, the Contractor will not be held responsible for the damages caused due to natural calamities like lightening, earth quake, floods etc.
11. The Contractor shall not be allowed to change its name after the award of the contract.
12. **Last Payment:** The last payment of the Contractor will be cleared only after obtaining clearance of any liabilities pending of Institute.

### 13. **Jurisdiction:**

This agreement is subject to Tirupati Jurisdiction, in case of any dispute, only Tirupati Courts will have jurisdiction.

### 14. **Termination:**

1. On giving one month's notice by the Institute.





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OR

2. On the expiry of the contract period, without any notice.

OR

3. On giving one month's notice by the Institute at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

4. On Contractor being declared insolvent by the competent Court of Law without any notice.

OR

- 5. Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.**

OR

6. 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.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall continue discharging his duties as before till the expiry of notice period”.

In case of termination of contract on the grounds mentioned at Sr. 3 & 5 above OR in case of Contractor decides to conclude the contract before the expiry of twelve months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the Institute.

In case any provision of the Agreement is found violated, the Institute shall be at liberty to terminate this Agreement including the forfeiture of the full said Bank Guarantee absolutely and the Contractor shall not have any claim/right against the Institute in satisfaction of this condition.

**(Registrar)**

Indian Institute of Science  
Education and Research Tirupati

**(Name of the Authorized Signatory)**

Name of the Agency / Firm / Company

PARTY OF THE FIRST PART-  
INSTITUTE

PARTY OF THE SECOND PART-  
CONTRACTOR



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WITNESS

Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

WITNESS

Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_