

**2 PART TENDER FOR Hiring of Manpower for Administration and Technical Support at inStem**

Cost of Tender: Approx. Rs. 16.99 Lakhs  
Last date for submission: 08/05/2020 till 14.00 p.m.  
Due date for opening bids: 08/05/2020 till 14.30 p.m.

**GENERAL CONDITIONS**

**Important Instructions:** The bids shall be enclosed in an envelope and sealed duly marked "Hiring of Manpower for Administration and Technical Support at inStem." Ref. No. INS/W-5070/2019-2020 (Y); addressed and to be mailed to "The Purchase Officer". The bids are liable to be rejected if the sealed envelope is not addressed to "The Purchase Officer" with Tender Ref. No. and Item Description. Offers delivered in person shall be deposited in the Tender Box Labelled as 'TENDER BOX FOR PURCHASE TENDER' kept in the Ground Floor, Reception at Administration Building. If the bids are sent through courier or mail, it should reach by submission Date and Time and inStem will not responsible for the delay.

**Important instruction for the Tenderers: -**

All tenders shall be made in ENGLISH only.

**The details in regard to technical specification and other terms and conditions should be cogent and clear to the extent possible.**

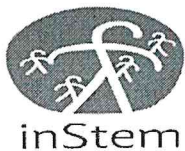
The Technical and Financial / Price Bids shall be submitted simultaneously in two (2) cover (sealed) system. The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. Technical evaluation will be carried out and those Vendors who score minimum 75% will qualify for Price Bid opening. Thereafter, Financial Proposal shall be evaluated. The Commercially LOWEST BIDDER shall be the first preferred Vendor for award of Order.

**GENERAL CONDITIONS**

1. The bids shall be enclosed in an envelope, and due date sealed duly marked "Tender for \_\_\_\_\_" Ref No: \_\_\_\_\_. The bids should be addressed and to be mailed to "THE HEAD-PURCHASE". The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with Tender Ref No and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission Date and Time and inStem will not be responsible for the delay.
2. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.
3. The Validity of your quotation should be for 60 days from the date.
4. All duties, taxes, surcharge and cess as currently applicable must be sated in your quotation, separately. Otherwise your quote is liable to be rejected.
5. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.
6. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The Courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.







**Scope of Work for Technical Assistant- Architect:**

**Name of the contract Staff:** Technical Assistant- Architect

**Qualifications** : Diploma in Architect with 3-5 years experience in Research Institute.

**Essential Computer Insight:** Experience in AutoCAD with latest version, Sketch up, Word, Excel & Power point presentation.

**Extend of work:**

Institute for Stem Cell Science & Regenerative Medicine under Department of Biotechnology is a premier Research institute setup in GKV campus. The campus caters the facilities like Research Laboratories consisting of Wet & Dry work spaces, Animal House, zebra facility, Radioactive lab, Central Imaging Facility, Collection Centre, Insectary lab, CRYO facility. Common facilities like Dining cum Recreational block, Substation building, Security block etc... The contractor has to ensure the following scope of work to be executed by the deployed work force during the contract period.

The deployed work force should contribute to external and internal space planning as per the direction of Management, for which we intensively interact with Academic and administrative personnel.

Preparing preliminary proposal as per user requirements and Final plan will be evolved after few rounds of meetings with user. Coordination meeting is called with the Engineering services to brief the proposal. This will be reviewed along with user for finalization of proposal.

Preparing detailed Service drawing as per the site conditions and incorporating all the services required for the said job.

Preparing detailed department estimate for the Interior works as per market rates.

Visiting site frequently along with service engineers and monitoring the overall job.

Interact with the tenders/vendors and visiting site to brief the Interior works.

Once the orders are issued for interior works they correspond with the contractor for the procedural formalities and ensure that the contractor submits fabrication drawings (in some cases), samples of materials, etc., for approval by architects.

In consultation with the User, they finalize the colour scheme and finishes for all items of work. During execution, changes if required by the User or the Engineering Services will be suitably worked out and revise the drawings and issue to site.

Mostly fabrication of furniture is undertaken in the contractor's factory and then visits the factory for inspection of quality of furniture, before the contractor transports these to INSTEM. At this stage they carefully look at all details and the prevailing site conditions are correlated and change, if required, in fabrication has to be made.

After all works are completed, they go over the work executed and thoroughly check the quality of finishes and prepare a list of snags to be attended by various contractors, until good finishes are achieved.

Finally, when all works are completed to our satisfaction, interact with the Hospitality services for thorough cleaning of the space and handover the space to the User.

Record the changes made during process and prepare a set of completion drawings  
Involved in maintenance of furniture and numbering all the furniture assets.

The contract staff should ensure that, all planning, design, preparation of drawing, execution is as per the direction of management and campus Architect.



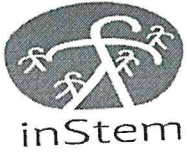
**Scope of Work for Project Assistant:**

Qualification: B. Com

Experience: 7 to 08 years in Administration, Tendering works as per CPWD in Research institute.

- Inviting Tenders, Preparation of Comparative Statement of Tenders, Notings to Competent Authorities, Preparation of work orders, Schedules, Taking approvals for additional works and other extra works.
- Typing of Extra / Deviated / Substituted items for approval by the Competent Authority. This can to be processed as and when the contractors submit their claims.
- Taking dictation, drafting and sending letters and Emails to concerned agencies, scanning, making photo copies, printouts in AutoCAD version (Drawings).
- Making entries of inward and dispatch nos. on all the letters and drawings. Receiving drawings from Architects bi-furcating the drawings and issuing it to contractors & Engineers and filing the drawings.
- Preparation of Note for Approval, Agreement of the contractors, Correspondence letters with contractors, maintaining registers, keeping track of files, co-coordinating with all sections for relevant information required and reporting about the updates of the work.
- Preparation of contents of NIT, Tender documents, Price bids, Compiling estimates from all the technical sections and preparing an abstract for taking funds commitment from accounts, Preparation of Technical evaluation formats for the concerned agencies, arranging for technical, price bid, Discussions / Negotiations meetings, preparation of CST and issuing of work order.
- Distribution and Filing of approved drawings to the concerned agency and to Engineers.
- Maintaining of progress reports and photographs of the works and sending emails to competent authorities.
- Preparation of notings for Extension of time for completion of work, Minutes of meeting, approval letters to contractors.
- Submitting of cash bills to accounts, updating of bills list online and taking approval.
- Preparation of Abstract bills, Typing of Extra / Substituted / Deviated items and their proposals for obtaining approval from Competent Authority.
- Preparation of work done certificates, confidential reports on completed works of contractors as directed.
- Day to day correspondence with Consultant Architects and all contractors.
- Day to Day office work and maintenance of files etc.





INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE  
स्टेम सेल विज्ञान और क्षेत्रीय चिकित्सा के लिए संस्थान

**Ref: INS/W-5070/2019-2020(Y)**

**Scope of work for Program Manager:**

The individual's primary responsibility will be to develop and enact a communication strategy for inStem, integrating these with larger communication and outreach efforts for the campus. The incumbent will work closely with the Institute Director and Faculty to maintain a dynamic web presence, active social media, as well as in the Organisation and management of outreach efforts, organised on campus or other avenues. Showcasing inStem's research accomplishments, and capabilities as well as convey the excitement and critical societal role played by science and technology to its diverse stakeholders, is a core requirement of the incumbent. The target audience ranges from the biotechnology sector, governmental agencies, potential donors, and non-governmental organisations. Moreover, the institute has a burgeoning program to advance science and technology literacy to students in elementary school through university level, as well as underrepresented groups in the STEM fields. We thus require a person who is adept at strategising, planning and implementing events that include lectures, workshops, and exhibitions.

Successful candidates will have a strong interest in community outreach and engagement and take a lead role in transmitting the excitement of science to the public. They will be agile to work with and take leadership responsibility of coordinating diverse sections of campus including scientists, technical services, administration and the campus hospitality units to execute outreach activities.

Initial two-year contract, renewed based on a positive annual review.

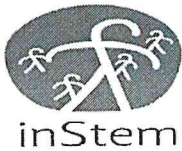
**Qualifications**

- Degree in media, communications, public relations, or related field.
- Understanding of basic biology and willingness to engage with our scientific activities.
- Proven interpersonal and collaborative skills, along with the ability to interact effectively with a diverse constituency.
- Ability to coordinate among various partners and constituencies and work effectively in a deadline driven environment, is essential.
- A minimum of 3-5 years' experience in an outreach and communications, or science engagement role.
- Excellent verbal and written communication skills in English are required; ability to effectively communicate in Karnataka and/or Hindi is a plus
- Demonstrated time management, and organisational skills.
- Demonstrated ability to develop relationships with Universities, press and media contacts, and outside stakeholders to effectively implement communications and outreach initiatives.

**Desirable**

- Experience in developing and implementing integrated strategies that span multiple outlets including print, web, and social media
- Ability to use graphic design software.
- Self-motivated with a demonstrated ability and flexibility to multi-task, prioritise, and manage diverse job responsibilities.
- Demonstrated ability to be detail oriented
- A strong service-oriented attitude





**Ref: INS/W-5070/2019-2020(Y)**

**Scope of Work for Project Assistant Administration (HR/Admin/Accounts):**

**Administration (HR/Admin)**

**Qualification**

- (a) Graduate with 50%/ marks
- (b) Knowledge of typing and use of personal computers and applications
- (c) 1year experience as a Clerk in Administrative matters and correspondence in large and reputed organization.
- (d) Candidate with better typing skills may be given preference depending upon the specific post.

**Scope of work**

To draft and prepare the letters for correspondence  
To understand the requirement of the end user and prepare documents accordingly as when required  
To be a part of recruitment, establishment and general administration activities  
To responds to email and correspondence if any  
To prepare and maintain the report monthly in required format and furnish as when required.  
To deal with foreign visitors, obtaining approvals, documents for their registration at local FRRO office.  
To deal with internal and external users.

**Administration (Accounts)**

**Qualification**

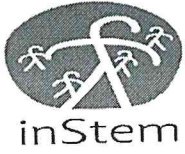
- (a) Graduate with 50% marks
- (b) Knowledge of typing and use of personal computers and applications
- (c) 1year experience as a Clerk in Administrative matters and correspondence in large and reputed organization.
- (d) Candidate with better typing skills may be given preference depending upon the specific post.

**Scope of work**

1. Prepare Profit and Loss statements, Balance sheet, Compliance towards Taxation & Audits settlements of Advances & Vendor payments. Budget preparation and settlements against various events. Knowledge of Bank Reconciliation Statement. Knowledge of RTGS/NEFT, Payments and cheques writing. Operation of Accounts software.
2. Audits settlements of Advances & Vendor payments. Budget preparation and settlements against various events. Knowledge of Bank Reconciliation Statement. Inter account reconciliation, purchase order commitment, Knowledge of RTGS/NEFT, Payments and cheques writing. Operation of Accounts software.
3. Preparing Bank reconciliation statement; passing entries of journal vouchers, payment vouchers, preparation of Utilization certificate for meetings and workshops, preparing bank letters, cheque writing and dispatching, filing Xeroxing, scanning, bill entry, etc.
4. Dealing suppliers bills/Imports bills, Processing salary bills, knowledge in TDS and its remittances, Filing IT returns and issue of Form 16/16A. Knowledge with the use of PC and latest accounting software with good typing skills is desirable.
5. Preparation and submission of Statement of expenditure and utilization certificate for Extra mural grants; Preparation of utilization certificates and submitting to RDO/ Project Investigators; Answering queries with regard to funds availability and providing balance confirmation details to Principal Investigators; Reviewing day to day transactions of EMG accounts and providing necessary inputs; bank reconciliation and budget allocation for new grants. Monitoring funds commitments for new & existing grants and providing necessary details to project Investigators. Coordinating with RDO for finalization of UCs and SOE
6. Dealing suppliers bills/Imports bills, Processing salary bills, knowledge in TDS and its remittances, Filing IT returns and issue of Form 16/16A. Knowledge with the use of PC and latest accounting software with good typing skills is desirable.







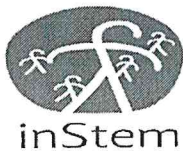
INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE  
स्टेम सेल विज्ञान और क्षेत्रीय चिकित्सा के लिए संस्थान

**Ref: INS/W-5070/2019-2020(Y)**

**SERVICE PROVIDER's ELIGIBILITY CRITERIA:**

1. The Service Provider should be approved/recognized/registered by Govt. of India for providing Manpower Services. Copy of relevant certificate should be attached.
2. Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proofs thereof.
3. The Service Provider must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and submit proofs thereof.
4. The bidder must have been in existence for the last five years. (Attach copy of relevant certificates, Registration details etc.).
5. The Service Provider must have implemented/implementing atleast three contracts of deployment of Technical Staff, office staff and Labors etc. to Research institute /Central Govt. Institutes/Central Govt. Autonomous Institute/Central Govt. Departments during the last 5 years. Copy of agreement / WO must be attached along with good performance certificate of the concerned and clearly mentioning number of manpower deployed and annual value of agreement / WO.
6. The Agency/Contractor must have sound financial stability with an average annual turnover of INR 50.00 Lakhs in preceding three financial years in similar services. (Copy of audited profit & loss statement and ITR certificates with matching PAN must be enclosed).
7. The Agency/Contractor should not have been blacklisted at any time by any Govt., Semi-Govt. Deptt., or any other organization. An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm.
8. Each Agency/Contractor shall submit only one Tender for the entire scope of each work. Agency/Contractor who submits more than one tender or part tender will be treated as nonresponsive & summarily rejected.





Ref: INS/W-5070/2019-2020(Y)

**INFORMATION TO TENDERERS**

The Tender shall be evaluated under 2 (Two) Bid System

1. Technical Bid
2. Financial Bid

Technical Evaluation shall comprise of

**I. Mandatory requirements.****II. Technical Evaluation criteria with marks.**

All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The bidders who are not meeting the mandatory requirements, their offer will be summarily rejected.

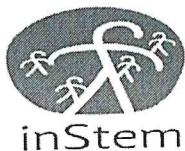
**I. Mandatory requirements: -**

1. Copy of Valid Establishment Registration Certificate of the Firm
2. Copy of PAN
3. Copy of Valid Labour License issued by the Labour Commissioner (Central/State) for existing Similar type of works (minimum 3).
4. Valid MSME certificate.
5. The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)

II. TECHNICAL EVALUATION CRITERIA WITH MARKS		
Si. No	Technical Requirement	Max Marks
1	Contractor should have minimum 1-3 years experience in providing manpower to the Government / Semi Government Institutions or big organizations for above said nature of jobs. <b>Documentary Proof to be enclosed.</b>	20
2	The contractor should have been executed Single Contract of <b>Rs.14 Lakh or more or Two Contracts of Rs.10 Lakh or more and 3 Contracts of Rs 7 Lakh or more.</b> Copy of the <b>Work Order of similar work should be enclosed. Documentary Proof to be enclosed.</b>	20
3	Performance Certificate (should be issued on or after 01/07/2019 for the last 2 years from the existing 3 clients about supply of manpower. <b>Documentary Proof to be enclosed.</b>	30
4	No. of manpower supplied for the existing three clients under three categories (Administrative, Accounts, Admin & HR) with their relevant qualification details). <b>Documentary Proof to be enclosed.</b>	20
5	Attach copy of Audited Financial statement of the last 3 years i.e., upto 31/03/2019	10
	<b>Total</b>	<b>100</b>
<p>The proposal shall be evaluated in two stages: (1) Technical and (2) Price/Financial.  <b>A minimum qualifying mark is set and only those Contractors whose Technical proposal 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.</b></p>		

**Note: All enclosures should be flagged properly and enclosed separately for easy verification.**





INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE  
स्टेम सेल विज्ञान और क्षेत्रीय चिकित्सा के लिए संस्थान

Ref: INS/W-5070/2019-2020(Y)

**PROFILE OF EXPERIENCE IN ENGAGEMENT OF MANPOWER FOR ADMINISTRATIVE  
SUPPORT SERVICES**  
(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

1. Name and status of the :  
Proprietor / Director/ Partner
  2. Qualification :
  3. Average age of the work men :
  4. Security experience in : Government / Public Sector / Research  
Institute/ Private Institution
    - a. Position held :
    - b. Reasons for leaving :
    - c. Length of service and designation in :  
each post (*attach additional sheet,  
if necessary*)
    - d. Do you have experience of running a :  
system similar put to tender. If yes,  
please give details
  5. a) Do you have a control room which  
is open round the clock. If yes what  
is the Name, phone No./Mobile No.  
& the level of person manning it :
    - c. In case of a sudden accident, fire  
or any emergency, what support in  
terms of resources your organization  
can provide? :
  6. Have you provided CAR Policy, All Risk Policy,  
Employees Liability Insurance, etc. in any of  
your contracts? If yes, give details. :
  7. If you think you have expertise in the work put to  
tender, please give a brief write up on that. :
  - Any other information :
  - Signature :
  - Name :
  - Designation :
  - Name & Address of the company with :  
Seal  
Date :
- IMPORTANT**
- a. Please attach the Biodata of the persons who would be posted to INSTEM if work order is awarded.
  - b. Please enclose name, qualification, experience, etc., of persons.
  - c. Please obtain police clearance for people deployed at the Centre





**IMPORTANT NOTE FOR THE BIDDER**

1. The employees/workers to be deployed by the successful Bidder shall be qualified, properly trained and experienced to handle the services as outlined in the Scope of Work mentioned in Annexure "A". If such experienced hands are not available, either because the service is extremely specialized and only in-house training is possible, at least a certain percentage of employees/workers shall be experienced/trained who shall be able to impart training/expertise to others.
2. The Contractor shall provide the name, address and other details of personnel to be deployed by him. A Certificate stating that the Character and antecedents have been verified should also be furnished. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless INSTEM has asked for it or without advance approval of INSTEM.
3. The Contractor shall ensure that no contract employees nor anyone from his side use INSTEM transport to come to the workspot or return. The Contractor shall use emergency services like medical help and emergency vehicles of INSTEM in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury/death and or loss/damage will fully rest with the Contractor.
4. At any point of time, there must be a minimum of 90% attendance in each shift. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism less than 90% in shift shall be penalized including termination of the contract. Payment shall however be restricted to actual number of people as physically deployed in each month.
5. The Tenderer must indicate the deviation in Technical Bid, with reasons thereof. The deviations indicated by the tenderer shall be form the tender document issued by INSTEM. Deviations shall be valid only if it is accepted by INSTEM and forms part of the joint agreement.
6. The rates quoted shall be valid for 2 years from the date of Work order followed by joint agreement.

**Ref: INS/W-5070/2019-2020(Y)**

### SCHEDULE OF EXPERIENCE OF LAST FIVE YEARS

Please furnish list of firms/offices where you have undertaken similar jobs (please use additional sheets, if necessary:)

Sl. No.	Name of the Company with full Address	Period		Contract Value (Rs.)	Contact person & phone Nos.
		From	To		
Signature					
Name					
Designation					
Name of the company					
Date					
Seal of the company					



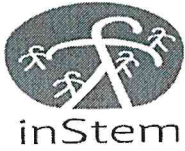
**SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS**

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

--

The bidder hereby certifies that the above mentioned are the only deviations from Technical Specifications / Commercial terms and conditions of this tender. (State NIL if no deviation is envisaged.)

Signature	
Name	
Designation	
Name of the company	
Date	
Seal of the company	



INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE  
स्टेम सेल विज्ञान और क्षेत्रीय चिकित्सा के लिए संस्थान

**Ref: INS/W-5070/2019-2020(Y)**

**STATUTORY OBLIGATIONS:**

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules/changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify/is deemed to have indemnified INSTEM against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees/workmen cover by this tender with these cover/benefits.

**1. The Contract Labour (Abolition & Regulation Act, 1970):**

The selected Contractor shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

**2. Payment of Wages Act:**

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7<sup>th</sup> of the succeeding calendar month. The Contractor will receive payment from the Centre only after he has disbursed in full the wages payable to his employees. The wages shall be distributed in INSTEM premises and the Accounts Officer or one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report.

**3. Provident Fund Act:**

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be by contribution from the successful bidder as indicated in Annexure B. Proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

**4. Employees State Insurance Scheme:**

The successful bidder shall cover all their employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

**5. Minimum Wages Act:**

The successful bidder shall pay well above the minimum wages to each of their employees. Such rates shall be the rate implied or agreed between INSTEM and the Contractor.

**6. Workmen's Compensation (ELI):**

All employees/workers shall be covered for injury/death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employees/workers employed by the Contractor in INSTEM. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of Rs. 4,000/-.

**7. Payment of Bonus Act, 1965:**

Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year as per Bonus Act, 1965 and amendments from time to time.

**8. Karnataka Labour Welfare Fund Act, 1965.**

**9. General :**

Contribution towards PF, ESI & ELI shall be reimbursed to the Contractor only in succeeding months on submission of proof of having paid the premia/subscription. Premia towards ELI shall be paid to the Contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/contribution/subscription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the Contractor shall promptly inform INSTEM, which will suggest ways and means to put such unpaid amounts to proper use.

For and on behalf of  
Institute for Stem Cell Science and Regenerative Medicine

Purchase Officer

GKVK Post, Bellary Road, Bangalore 560 065, India  
Phone +91-80-23666343 /344/345/346 . Telefax +91-80-23636662  
purchase@inStem.res.in . www.inStem.res.in





**COVER-II - FINANCIAL BID**

1. Name of the Tendering Company/Firms/Agency:
2. (A) The component of rated per employee shall comprise of statutory payments and liabilities as per the applicable on date and revised from time to time as under:

Sl. No.	Component of Rate	Remarks
1	Monthly Rate The Manpower supplied by the agency shall be required to work normally as per this office working hours/days. The manpower also be called upon to performed duties on Saturday, Sunday and other Gazetted holiday. If required, no extra wages will be paid for attending the office on such holidays.	Not to be quoted
2	Employees Provident Fund @ % of 1 above	Not to be quoted
3	Employees State Insurance @ % of 1 above	Not to be quoted
4	Payment of Bonus as per Bonus Act as applicable	Not to be quoted
5	Service Tax @ %	Not to be quoted

It shall be presumed that each of the tender shall be liable to make payments to the contract employees as per the above statutory liabilities and claim the same from the Department. The incident of above statutory payment shall be worked out by Department and the tenderer need not quote against the same.

(B) Administrative Charges: The tenderer shall be required to quote only administrative charges (i.e. not to quote 1 to 5 above as they are not to be taken in to comparison) per contract employee which shall be the deciding parameter for awarding of the contract.

Services Charges		
------------------	--	--

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

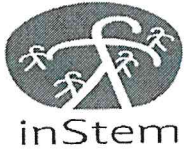
Signature of the Authorised person: \_\_\_\_\_

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

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

**Note:**

1. The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been actually performed by the staff deployed.
3. Bill of a month should be duly supported with proof of deposit of PF/ESI/GST etc of the previous month.
4. No overwriting on financial bid is accepted, in case of any ambiguity, the amount given in words will be considered as final for evaluation.



INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE

स्टेम सेल विज्ञान और क्षेत्रीय चिकित्सा के लिए संस्थान

**Ref: INS/W-5070/2019-2020(Y)**

**IMPORTANT:**

- Please specify and attach separate sheets, if necessary
- All efforts have been made to indicate our requirement. However, it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore, adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the prospective contractors visit INSTEM to see the area and work and have discussions before submitting the bids.

The Contractor shall quote salary and contractor's margin and the rest are either percentages of salary or fixed as indicated herein.

The monthly and periodical premia/subscription on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary.

The statutory benefits listed are comprehensive. It is incumbent on the contractors to include any statutory or safety precautions, benefits, etc. as prevailing under various statutes and to claim premia or costs thereof and indicate details thereof or separately. (Pl. attaches additional sheets, if necessary).

Signature, Name, Address and  
Seal of the proprietor / Managing Partner etc.

Name :  
Designation:

Seal of the Company:

Signature:

Date:

