

Biotech Park, Lucknow
Sector-G, Jankipuram Kursi Road
Lucknow-226021

No. BP//4(1)/4/18-19
Date:-19.11.2018

NOTICE INVITING TENDER

The tender for the work as given below are invited from the reputed contractors who have carried out the similar work of the equivalent amount & above for government, semi government, public sector undertaking & CSIR lab institute . The tender may please be submitted in the prescribed Performa duly filled up along with the relevant documents to Biotech Park by 3.0 P.M on or before 08.01.2019 . The tender may please be dropped in the tender box kept in the room of F&AO of Biotech Park before due date and time. The tender will be opened on 09.01.2019 at 11.00 Am.

The detail of the work/tender is as follows:-

S. N.	Name of Work	Tender No.	Estimated Cost (Rs.)	Earnest Money Deposit (Rs.)	Duration	Last Date & Time of submission of tenders
1.	<p>A Contract for cleaning washing toilets, all office and lab area ,dusting, polishing of floor, dusting of furniture and cleaning of road of Biotech Park, Lucknow (As per enclosed terms and condition)</p> <p>B Providing of Manpower (Skilled and unskilled):- (a) Electrical work. (b) Horticulture work (c) Drivers for light motor vehicles (d) Security Guard. (Unarmed)</p> <p>C Providing Specialized Man power i. Office Staff ii. Consultant iii. Technical iv. Lab assistant</p>	BP/4(1)/4/18-19	60.96 lakhs	1.22 Lakha + Rs. 500.00 Cost of Tender in favor of CEO Biotech Park,	Two year	08.01.2019 up to 3.00 PM

Interested firms may log on to website: www.biotechpark.org.in



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GUIDELINES FOR FILLING THE QUOTATION

1. Contractor must submit quotation along with the copy of the terms & conditions duly signed and filled in all respects.
2. All form must be legible and complete in all respects. Use of correcting fluid (whitener) and overwriting (s) are not permitted corrections, if any, must be scored through and written afresh with the signature of the authorized person of the Firm.
3. Firms/ Their employer or consultants must have a proven track record of at least five years as mentioned in the terms and conditions.
4. Failure to do any of the above will make the tenders liable for rejection.
5. Bidder should drop the sealed tender in the tender box which is available in the F&A.O room at Biotech Pak. Lucknow, Sector-G Jankipuram Kursi Road, Lucknow. The envelope containing the tender should be superscripted with name of the work and due date & time of opening of tender.
6. Bidders are advised to read this guideline and the Terms & Conditions carefully and comply with same.
7. Time of contract will be 24 months and the date of commencement shall be reckoned from the date of award of contract..
8. The bidders must have prior experience of the cleaning washing, polishing, pest control, dusting of furniture, cleaning of road of minimum five years. The tenders should have successfully completed at least three similar works amounting to approximately of present tender cost or above in a single contract. Original copies of proof of Registration/ Experience Certificated (b) Satisfactory completion certificate of appropriate value of work (c) Contract Labour License issued by the competent authority, all above required documents will have to be enclosed with the quotation.
Asper annexure (A-1)
- 8A Providing of Skilled and Unskilled manpower as per annexure (A-2):-
 - (a) For Electrical work.
 - (b) For Horticulture work.
 - (c) For Drivers for light motor vehicles
 - (d) For Security Guard. (Unarmed)
- 8 B Providing Office Staff as per annexure (A-2).
- 8C Providing Scientist Consultant as per annexure (A-2).
- 8D Providing Technical Staff as per annexure (A-2).
- 8 E Providing Tissue culture Lab assistant as per annexure (A-2).

Biotech Park, Lucknow

Sector-G, Jankipuram Kursi Road
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TERMS AND CONDITION OF WORK QUOTATION

1. Tenderer should drop the sealed tender in the tender box available in the F & A.O room at Biotech Park, Sector-G, Jankipuram, Kursi Road, Lucknow. The envelope containing the tender should be superscripted with name of the work and due date & time of opening of tender.
2. Tender should be submitted in double sealed cover containing the following:-
 - I. Particulars of the Tenderer duly filled in the Form-I (attached to this tender)
 - II. Experience Certificate as in Form-II
 - III. Copy of partnership deed, in case of partnership firms.
 - IV. Full particulars, in case of Co-operative Society for satisfactory running of Co-operative for two years.
 - V. Demand Draft for earnest money.
 - VI. Character Certificate.
 - VII. Tender document duly signed on each page by authorized signatory.
 - VIII. Tendered rate in enclosed Performa for schedule of Contract value in Annexure-I
3. Biotech Park reserves the right to scrutinized credentials of all tenders and to arrive at a conclusion to its satisfactory regarding the suitable of the party based on such examination / enquiry as deemed necessary. Issuing of tender form will not as such be accepted as proof of eligibility for the contract.
4. Prospective bidders will have to satisfy the authorities of the Biotech Park, Lucknow. (Hereinafter referred to as Biotech Park) of their capabilities to fulfill the terms of the contract. The bidders must have prior experience and a proven track record of minimum five years in cleaning , washing, dusting and polishing of all labs, premises, office premises fitting drains pipes , etc. The Tenders should have successfully completed at least three similar works amounting to the approximated of present tender cost or above in a single contract.
5. Attested copies of performance / experience certificates given by organization that the contractor had undertaken similar works during previous three years and completed the work satisfactory should be enclosed. The certificated should be signed by the Head of Office/ Administrative Officer of the institute / organization concerned. If the signatures are not legible his name may be indicted along with telephone number. The original certificated should be produced before awarded of the contract or the eligible contractor should be empanelled/ registered with PSU, Govt. sector etc.
6. For partnership firms, a copy of the partnership deed may be furnished.
7. In case of Co-operative Society a copy of each of article of association and the latest certificate from the Registrar, Co-operative Societies mentioning that the Co-operative

Societies functioning satisfactory, for the last two years as per latest Audit Reports and other relevant record of the Society.

8. The contractor should submit the full particular of the work force to be deployed under the contract for cleaning, works at Biotech Park in Annexure I clearly without any cutting. Cutting if any exceptional amount should be authenticated by putting his signature.
9. A Character Certificate which should not be of the date more than three months preceding the date of submission of certificate to be signed by District Magistrate of the District or similar competent authority to the effect that the Tenderer or in case of partnership, any of the partners and in case of Co-operative society, the Chairman or the Secretary of the Co-operative Society have no criminal record.
10. The contractor shall have to provide the manpower as per the level of skill as per the requirements so as to carry out operations under cleaning works , Office and R&D.
11. The contractor shall comply with all the provisions of Contract Labour laws including EPF, Employees State Insurance Act, and shall keep Biotech Park absolved from all acts and omissions falls breaches and/or claims, demands, loss, injury and expenses to which Biotech Park may be put or involved as a result the contractor's failure to fulfill any of the above obligations and Biotech Park shall be entitled to recover any such losses and expenses which may have to suffer on account of such claims demands loss or injury from the contractor's monthly bill or from security deposit or from any money due to contractor without prejudice to its any other rights under the law.
12. The persons employed by the contractor for the work shall be the employees of the contractor for all intents and purposes, and in no case shall relationship of employer and employee between the said person and Biotech Park shall accrue implicitly or explicitly.
13. The contractor will provide details of the persons employed for the work under the contract and will be submitting similar details in case of a substitute also.
14. The labour engaged by the contractor shall remain under the control and supervision of the contractor and the contractor shall be liable for payment of their wages, etc. and all other dues as applicable and amended from time to time which the contractor is liable to pay under the Contract Labour (Regulation and Abolition) Act 1970 and other statutory provisions as notified by the Central Government from time to time.
15. The contractor shall ensure that all the workers shall get minimum wages and other benefits as admissible under various Labour Laws. The contractor shall provide full information in respect of the wages, etc. paid to its employees so deployed in conformity with the provisions of Contract labour (Regulation and Abolition) Act, 1970.
16. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law including Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, GST, etc. as applicable and amended from time to time as per rules with no obligations whatsoever on the part of Biotech Park either implicitly or explicitly. In case of any dispute arising out of the preceding, the Contractor should agree and accept to indemnify Biotech Park against any claims, damages, etc.

17. The contract shall remain in force for a period of 2 years from the date of commencement of work unless terminated earlier at the discretion of the CEO, Biotech Park, Lucknow on happening of any of the circumstances as indicated below :
 - i. On the expiry of the contract period as stated above.
 - ii. By giving one month notice by Biotech Park without assigning any reason.
 - iii. Committing breach by the contractor of any of the terms and conditions of the agreement.
 - iv. On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third party / person.
 - v. The Contractor being declared insolvent by competent court of law.
18. The Contractor shall keep on discharging his duties as before till the last date of expiry of the notice period as stipulated above.
19. The Contractor shall remove all workers deployed by him on termination of the contract or any ground whatsoever from the premises of the Biotech Park and ensure that no person shall create any disruption/hindrance/problem of any nature to Biotech Park.
20. The Contractor shall make the payment of wages, etc. to the workers deployed by him and shall furnish a undertaking every month that all the dues have been paid to the workers and others liabilities towards E.P.F., E.S.I., GST Tax, etc. have been fulfilled. The contractor will maintain proper records of wage register/muster roll for the whole period of contract and should be able to produce the same as and when required. The wages shall be disbursed in the last week of the following month, before presenting his monthly bill for the work done during the month duly certified to the office that the works has been carried out satisfactorily by the A.E, as representative of CEO Biotech Park. If the wages are not paid by the contractor on time, the office shall have the right to deduct the amount from the dues of the contractor and pay the wages itself to the employee on behalf of the contractor. This obligation is imposed on the contractor to ensure that the contractor is fulfilling his commitment towards his workers so deployed under various labour laws, having regard to the duties of Biotech Park in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The contractor shall comply with or cause to be complied with, the contractors Labour regulations made by Biotech Park from time to time in regard to payment of wages, wage period, deduction from wages recovery of wages not paid and deduction unauthorized made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
21. The contractor must be registered under the Contract Labour (Regulation and Abolition) Act 1970 as amended. Any obligations and/or formalities which for the purpose of entering into, and/or execution of the contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the Biotech Park. The contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
22. The contract can be extended for another two years at the discretion of the CEO, Biotech Park, Lucknow.
23. In connection with the services to be provided, the contractor will deploy all the required labours for work between the age of minimum 21 years.

24. The contractor will provide the required work force as per the level of skills for carrying out the assigned work under the contract.
25. The contractor shall be paid on monthly basis by cheque/ bank Transfer against the monthly measured bill raised for the job executed by him during preceding month authorized by the CEO, Biotech Park, Lucknow, for the purpose. On certifying that the work has been done satisfactorily, the bill shall be paid within 15 days of submitting the bill to the office.
26. Workers engaged by the contractor for executing the work contracted out shall be employees of the Contractor and will be on his payroll and shall receive instruction from him for the work to be carried out by them and for effective discharge of the work. The work will be supervised by the authorized representative of Contractor under instructions of the authorized representative.
27. The contractor shall provide identity card to the staff employed by him showing name of the worker, father's name, date of birth and residential address which shall be produced by the worker on demand of any officer or staff of Biotech Park authorized for this purpose.
28. The Contractor shall engage only physically fit man power for the works at his sole and own risk.
29. The Contractor shall be responsible for any loss or damage caused by him or his worker by theft or otherwise to the property of the Biotech Park and shall pay to Biotech Park on demand at the current value of such properties.
30. The Contractor shall be bound to replace such workers whose conduct and services are not found satisfactory by Biotech Park.
31. In the event of any question or dispute/differences arising in this regard in respect of any matter and during the continuance of the contract or thereafter the same shall be referred to the sole arbitration to Biotech Park or his nominee. The decision of the arbitrator shall be final and binding on both the parties.
32. On award of the contract, the contractor shall deposit in Biotech Park a sum of equivalent to 10% of tendered amount in the form of DD/ Banker's Cheque drawn in favour of CEO, Biotech Park, Lucknow as security money which shall be valid for two year from the date of commencement of contract period. The security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss or damage if any sustained to the institute on account of failure or negligence on his part/or the part of any of his workers. The security deposit shall be 10% of the contract offered value of work by the bidders.
33. The security will be refunded to the Contractor after the satisfactory performance of the contractor and expiry of the contract period no interest will be paid on security amount.
34. The Contractor will have to execute the work under the Contract successfully as per daily requirements of the works as planned on monthly basis in advance in consultation with the authorized representative of, Biotech Park.

35. The contractor will have to execute an agreement on Rs. 100/- non judicial stamps papers after the award of the work but before the commencement of work.
36. The last month payment of the contract shall be paid only after receiving the satisfactory completion certificate..
37. The CEO, Biotech Park, Lucknow reserves the right to accept the tender in part or reject any or all the tenders without assigning any reasons thereof.
38. The contractor shall have to maintain at his own expense attendance register throughout the contract period in which the daily attendance of the workers shall be recorded.
39. The contractor shall within fifteen days of the award of work to him produce a license/permission from the Labour Commissioner, Ministry of Labour, Govt. of India, for undertaking the work. If the license/permission is not received by the stipulated time, the award of work to him shall be liable to be cancelled. Income Tax shall be deducted at source @ applicable to be remitted to Income Tax Department.
40. Tools and machines required for carrying out different work shall be provided by the Contractor.
41. The Contractor or his authorized representative shall have to be present on the site of work and will be responsible for execution of job satisfactorily.
42. Tender submitted shall be valid for 90 days from the date of opening for purpose of acceptance and award of work, Validity beyond 90 days from the date of opening shall be by mutual consent.
43. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
44. That if the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized. In this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.
45. The Increase of wages for the staff mentioned at 8 B, 8C, 8D and 8E will be the sole discretion of CEO Biotech Park.
46. The services of the staff at serial no 8D and 8E will be upto the tenure of projects

EQUIPMENTS, MATERIAL AND STORAGE

For : Contract for cleaning washing, dusting, polishing, pest control, dusting of furniture, and cleaning of road of Biotech Park, Lucknow

- i) The contractor has to use his own equipment, tools and implements required for the job like vacuum cleaners, floor polishing machine, spades, pans, mops, banisters, masks, brushes , rate catchers, of various types, **dresses, cap & shoes & winter dress materials also** for the employees and other equipments required for specialized cleaning.
- ii) The contractor has to use his own cleaning materials like brooms, brushes, soaps, detergents, soda, disinfectants preferably phenyl antiseptics, dettol, vim, odonil, deodorants, dusters, cloth pieces, saw-dust rate traps etc, or any other material required for his work and directed by the Officer-in-Charge. A list of minimum requirements in respect of equipment, material, staff and work is placed at Annexure II for guidance of the Contractor.
- iii) Water required for washing / cleaning purposes can be used from Institute's taps free of cost.
- iv) The contractor has to make his own arrangements for storage of his materials and equipments and at his risk. In case the Institute provides the storage space (subject to availability) rent will be charged at the rate of Rs. 15/- per sq. ft. per month. The Institute will be fully indemnified against any loss it has to incur because of Contractor's acts of omission and commission in relation to the storage.

GENERAL SPECIFICATION AND CONDITIONS OF CLEANING

A. DAILY:

- a) Proper and effective cleaning of all the floors, staircases, toilets corridors, lounges and other paths spaces and approaches to the said buildings of spaces of Biotech Park, (Hereinafter called the Space) with brush and swabbing them with water and detergents and antiseptics before opening of the office.
- b) Proper sweeping with brush, swabbing of the space effectively at least twice a day before 08:30 a.m. and 02:00 p.m.
 - ii) Proper and effective cleaning, washing and swabbing of the floors and walls, sanitary fittings, pantries, canteen floors, canteen tables corridors, conference Room, Seminar Room, Auditorium and Reception areas etc, before opening of the office providing with sanitary cubes air purifiers, toilet paper rolls, towels, liquid soap.
 - iii) Proper and effective cleaning of waste paper baskets before opening of the office and before 2.00 p.m.
 - iv) Dusting of all items equipment, laboratory racks, furniture (wooden steel and upholstered) fixtures, partitions/walls doors, windows, notice boards, flower art objects, pictures and machines in the premises before opening of the office and dusting of all items of furniture's in the Reception areas.
 - v) Contractor will use his own plastic containers for handling waste materials etc and provide containers for air purifiers etc.
 - vi) Workmen employed by the contractor will not use reception area, terrace, canteen, passenger lift etc.

- vii) Contractor will provide workmen for smooth movement/loading and unloading of furniture, equipments etc. inside the campus as and when required.
 - viii) Contractor will provide worker for rodent control to save food grains & other valuable commodities, damaged destructed & contaminated by rates, Mice, & Bandicoots.
- B. WEEKLY:**
- i) Proper and effective washing, swabbing and wax polishing the floors by moving furniture and fixtures and then repositioning the same as originally placed, cleaning of ceiling by dusting and removal of cobwebs, cleaning of pool.
 - ii) Proper and effective cleaning of the windowpanes, pelmets, rolling shutters, bars, and brasso polishing of brass works.

 - iii) Providing and changing of towels in the rooms of Divisional/Sectional Heads.

All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by Biotech Park authorities are to be rendered without causing any hindrance or disturbances to the persons/ Biotech Park staff working before, during and after normal working hours and shall be carried out effectively and in consonance and conformity with the standards of a neatly maintained office premises.

Signature of Contractor

Biotech Park, Lucknow

Sector-G, Jankipuram Kursi Road
Lucknow -226021.

CONTRACTOR MUST FILL THIS FORM BEFORE SUBMITTING THE QUOTATION

1. Name of the Contractor :
2. Name of the Firm :
3. Address with telephone number :
4. Residential Address :
5. Is the firm registered? : Yes/No, If yes, Regd. No.
6. Give name and address of partner, if any,

NAME	ADDRESS
(a)	
(b)	
(c)	
7. Partnership Deed : Please enclose with tender
8. Name of Bankers :
9. Power of Attorney : Enclose attested of Power of Attorney in case of firm.
10. Name & address of the person(s) Holding power of attorney. :
11. Specimen signature of the person Holding power of attorney :
12. Particulars of Registration
 - (a) Registered with :
 - (b) Registration Number :
 - (c) Financial limit upto which Registered :
13. PAN Number :

Signature of Contractor

FORM-II

Biotech Park,Lucknow

Sector-G, Jankipuram Kursi Road
Lucknow-226021.

DETAILS OF EXPERIENCE

Details of the works completed satisfactorily during the three years and details of annual turnover for the preceding five years which must not be less than 50% of the estimated value for which tender is being given.

S. No	Name of Work	Location / site	Period of work	Value of Work/annual turnover	Name of the Deptt. & In charge of the work
1.					
2.					
3.					

* Certificate of satisfactory completion of work signed by Head of Office / Administrative officer must be attached.

Signature of Contractor

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ANNEXURE -A- I

Work Details

S.No.	Particular	Unit	Qty	Rate for per month	Amount per Year
1.	Cleaning , washing, dusting and polishing of all labs, premises, office premises fitting drains pipes , l and cleaning dusting of furniture etc. (including required T & P and material)	Sqm.	4342		
2.	Cleaning of the Road of Biotech Park campus	Sqm.	2231		
	Total amount Rs.				

Signature of Contractor with Seal

Date:

Place:

Biotech Park,Lucknow

Sector-G, Jankipuram Kursi Road

Lucknow-226021.

Enclosure of Form –III

Breakup of monthly quoted lump-sum rate for above work

Wages

Unskilled	@	Rs.	Per month/person.
Semi skilled	@	Rs	Per month/ person.

Total : Rs. per month + GST tax extra as per rule

BIOTECH PARK, LUCKNOW

ANNEXURE – (“A-2)

Providing Skilled and unskilled Man power

SNo.	Manpower	Experience	Quantity Nos	Mohtly amount Rs.
a	Electrical work			
	Skilled Electrician	ITI certified holder / License holder 5 Years' experience	1	
	Unskilled	Experience in electrical work	3	
b	Horticulture work			
	Unskilled man power		2	
c	Drivers	LMV license holder	2	
d	Security Guards (Unarmed)		4	
e	Skilled man power		1	
		Estimated amount		153193

Providing Office Staff

S.No	Man Power	Experience	Quantity	Salary Monthly
1.	Assistant Engineer	B Tech In Civil Engineer Minimum 10 years or Diploma in Civil Engineer, 20 years' Experience.	1	<u>26993</u>
2.	Office Assistant PS to CEO	Office administration 10 years' Experience Graduate with the Knowledge of English shorthand having speed of 120 wpm and typing 40wpm and at least 2 years of working experience in a research institute organization	1	<u>26993</u>
3.	Office Assistant	Graduate with 55% and above marks. Two years hand on experience in administrative work, liaising work, handling correspondence and maintenance of records in a scientific institute.	1	<u>25000</u>
4.	Boiler Operator (IBR certified)	Minimum 10Yeras experience to operate boiler with IBR certified	1.	<u>15500</u>
5.	Security Supervisor	Minimum matriculation and Ex Serviceman of JCO rank 3 years experience of the Security supervising in R&d Government/Semi Government.	1	<u>22494</u>

Providing Consultant

S.No	Man Power	Experience	Quantity	Salary Monthly
1.	Consultant	Ist class M sc. In Analytical/Inorganic Chemical or M. Pharma knowledge of computer and one year experience in operation and maintenance of GLC, HPLC ,HPTLC, and other analytical equipment's conforming GLP/GMP/ISO Guidelines as evident by the report / publications.	2	<u>30400</u>

Providing Technical Staff

S.No	Man Power	Experience	Quantity	Salary Monthly
1.	Senior Programmer	M.Sc./B Tech Bioinformatics with minimum 60% marks with two years of relevant experience.	1	<u>14400</u>
2.	Programmer	M.Sc. in Bioinformatics/ Life Science with minimum 60% marks from recognized University/ Institute having one year diploma in Computer Application with one year experience in Software and Database Development.	1	<u>10800</u>
3.	Data Entry operator cum office Assistant	Graduate with one year diploma in Computer application with at least one year experience.	1	<u>11100</u>

Providing Tissue Culture Lab Assistant

S.No	Man Power	Experience	Quantity	Salary Monthly
1.	Trained Staff media Preparation	Trained Staff media preparation	1	<u>10000</u>
2.	Trained Staff for sub culture	Trained Staff for Sub culture	2	<u>10000</u>

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Lucknow- 226021.

Declaration

I/we undertake to abide by the terms and conditions for the cleaning, and dusting etc of Biotech Park. I/we understand that this is a job contract and the persons to be deployed in Biotech Park for the cleaning, dusting etc shall be the employees of the tenderer and shall have no claim implicit or explicit for absorption/appointment in (Biotech Park).

I/we also undertake to execute the necessary agreement before commencement of the work, if awarded.

Signature of Contractor with Seal

Date:

Place: