

**TENDER DOCUMENT FOR MANPOWER  
FOR THE YEAR 2020-21.**

Price= Rs 100  
Institute G.R. No. \_\_\_\_\_  
Dated: \_\_\_\_\_

(Part –I)

**TERMS AND CONDITIONS FOR MANPOWER**

- I. Only agency(s) in the trade as notified in the Tender Notice issued by the Institute are allowed to quote. The tenders submitted by the middleman and those not in the trade will not be entertained.
- II. Rates accepted by IHM shall remain valid for a period of one year from the date of acceptance which can be extended further depending on the performance.
- iii) Persons to be provided by the successful tenderer must be physically and mentally sound and have to maintain high degree of personal hygiene and discipline.

**Manpower requirement**

- iv). The Successful tenderer, shall have to provide the photographs along with the personal profile/resume of the man power to be provided.
- v) The manpower provided shall have to make the daily attendance on a Bio-metric machine, which will be monitored by the designated officer of the IHM.
- vi) Conduct and discipline shall have to be maintained by the worker while on duty. Any disobedience or indiscipline shall not be tolerated and will be viewed seriously, and the agency penalized appropriately.
- vii). **Deposit**  
The Successful tenderer shall have to furnish a Security deposit or bank guarantee of Rs. 50,000/- (Rupees Fifty thousand only) as security deposit, in the event of any lapse or unsatisfactory performance, affecting the working of the Institute, the deposit is liable to be forfeited in whole or part as may be determined by the Institute at its sole discretion.

**Terms/Rejection of Tender:**

- viii) During the course of contract, if the quality of work is not found up to the mark, the Institute shall be at liberty to cancel the contract after giving 30 days notice to the party with or without assigning reasons thereof.
- ix). The Institute reserves the right to accept or reject in part or in whole or all tenders without assigning reasons thereof.
- x). The Institute indemnify itself from any and all legal and statutory regulations of the agency with regard to Income Tax, EPF and labour Act/laws etc as applicable. The agency should have EPF and ESI registration of the J&K Government.

**XI). Payments**

The Institute shall make payment to the agency within 10 days from the date of receipt of the monthly bill(s). However, there can be delay, if the circumstances are beyond control.

**P-II**  
**GENERAL CONDITIONS**  
**MANPOWER SERVICE**

1. The Agency should be registered with the labour and other concerned departments of the State for providing manpower.
2. The Agency (s) should be capable of providing the required manpower to IHM, Srinagar customized to its needs.
3. The Agency should provide professional/trained, active and disciplined Drivers, Cooks, Data entry operators etc.
4. The Agency shall be responsible for obeying the labour laws and the manpower provided should not be less than 18 years of age. The Drivers provided should be in possession of Valid Driving license.
5. Agency should be able to provide extra manpower in case of emergency on demand from the management.
6. Agency will be responsible to provide substitute in case of absent/(ees) for any its staff on account of sickness etc during contract period.
7. During the course of Hartal/Curfew or any other Law and order problem the agency shall have to ensure attendance of the manpower provided and no excuse whatsoever shall be entertained.

**Technical bid**  
**COMPANY PROFILE**

1. Name of the Agency: \_\_\_\_\_.
2. Address: \_\_\_\_\_
3. Name of Head/Owner of the Agency: \_\_\_\_\_
4. Experience in the field: \_\_\_\_\_
5. Reference of earlier department/ organizations/ public/ private firms etc whose worker was undertaken during last 3 years:  
\_\_\_\_\_  
\_\_\_\_\_  
(Copies of the work orders be enclosed).
6. Annual Turnover: \_\_\_\_\_
7. Income tax paid for the last three years \_\_\_\_\_  
\_\_\_\_\_  
(copies of IT returns enclosed).
8. PAN/ TIN NO.: \_\_\_\_\_
9. EPF/ESI Registration no. \_\_\_\_\_ date of issue \_\_\_\_\_
10. Contact Address: \_\_\_\_\_
11. Details of Phone: \_\_\_\_\_

