

**MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES**

(An Autonomous Body under th Ministry of Culture, Govt. of India)

IB Block, Plot No. 166, Sector- III,

Salt Lake, Kolkata- 700 016

**EXPRESSIONS OF INTEREST FOR DEPLOYMENT OF OFFICE PERSONNEL**

Expressions of interest are invited from reputed agencies/establishments for contract for deployment of different categories of personnel to work in the office of MAKAIAS at Azad Bhavan, Salt Lake & Maulana Azad Museum, Ballygunge. For details please visit our official website [www.makaias.gov.in](http://www.makaias.gov.in).



Director

डॉ. श्रीरधुा दुत्ता  
Dr. Srueradha Dutta  
निदेशक / Director  
मौलाना अबुल कलाम आजाद  
एशियाई अध्ययन संस्थान  
Maulana Abul Kalam Azad  
Institute of Asian Studies  
सल्लेकरी सिटी, कोलकाता - ७०० १०६  
Salt Lake City, Kolkata - 700 106

## NOTICE INVITING TENDER

Expressions of interest are invited from reputed agencies/establishments for contract for deployment of the following categories of personnel to work in the office of MAKAIAS at Azad Bhavan, Salt Lake & Maulana Azad Museum, Ballygunge.

1 Caretaker -	One
2 Computer Technician -	One
3 Mali(Highly skilled) -	One
4 Office Assistant (Skilled) -	Four
5 Office Attendant (Skilled) -	Two
6 Library Assistant (Skilled) -	Two
7 Electrician (Skilled) -	One
8 Peon (Skilled) -	One
9 Pantry Boy (Un-skilled) -	One

### GENERAL TERMS AND CONDITIONS

1 The agencies should submit their rates of lump sum service charge only as the wages are to be paid as per the minimum wages fixed by the Govt. of India for all categories except those at sl. nos 1 & 2 whose wages will be fixed by MAKAIAS. The agencies shall not be paid any amount other than the wages payable to their employees deployed under the contract and the lump sum service charge.

2 The wages for the employees to be paid as per the minimum wages, shall be revised as and when the same are revised by the Govt. of India. For those in category sl nos. 1 & 2, the wages shall be revised at the rate of 1% of the basic wages each time the Govt. of India revise the dearness allowance for Central Government employees.

3 The agencies may also submit details of the statutory contributions payable by the employer like EPF, ESI, bonus, service tax etc. in their offer.

4 Offers are to be submitted in double sealed covers superscribed " Expression of Interest for deployment of office Personnel" will be received upto 12.30 pm on 11.09.15 along with earnest money of Rs.25000.00 (Rupees twenty five thousand) only in the form of demand draft drawn in favour of "Maulana Abul Kalam Azad Institute of Asian Studies" payable at Kolkata. The tenders will be opened at 2.30 pm on 11.09.15 at MAKAIAS, IB- 166, Sector- III, Salt Lake, Kolkata- 700 106.

5 The term "MAKAIAS" wherever mentioned in this NIT shall mean the authorities of Maulan Abul Kalam Azad Institute of Asian Studies. The term "Agency" wherever mentioned in this NIT shall mean the Agency selected for award of the contract.

6 MAKAIAS does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the quotations received, without assigning any reason.

  
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7 Offers, which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.

8 Offers incorporating additional conditions are liable to be rejected.

9 Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing will be liable to rejection on this ground alone.

10 Consolidated service charges (not percentage) should be quoted for the contract on monthly basis, and as a token of acceptance of all terms and conditions mentioned in this NIT the Agency shall submit this offer after signing all the pages and quoting the rates.

11 While submitting the offer the Agency must note that there will be no revision in the Agency charges comprising their own administrative expenses and profit on any ground whatsoever during the entire tenure of the contract as mentioned in clause 24 herein below. However, in case of revision of minimum wages or introduction of any other statutory charges by the Government of India, the same shall be reimbursed to the extent of the liabilities arising on that account only.

## CREDENTIALIALS


12 The Agency shall declare in writing that none of their partners is anyway related to any officer of MAKAIAS, including the units under its control.

13 The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc, both in the office as well in the residence(s), of Partners/ Directors/ Proprietor.

14 The Agency shall furnish following information with valid documents along with Technical Bid.

- i) Registration with Government
- ii) Valid Trade Licence
- iii) Audited balance sheet for last two financial years
- iv) Shop & Establishment Registration
- v) Registration with ESI & EPF authorities
- vi) PAN number
- vii) Service Tax Registration certificate along with last challan (quarterly) in detail
- viii) Income Tax return certificate for last two financial years.
- ix) Bankers name, Address and Account Number of the bidder.
- x) Labour licence of the applicant organization
- xi) Experience Certificates from User Departments. Preference will be given to the bidders having past performance records with Govt. organizations/ Departments, Semi- Govt., State Govt.
- xii) Number of office employees of the agency.

Agencies not having either adequate credentials or the experience to take up contracts of such magnitude, need not submit tenders.

  
Dr. Srs. Indha Dutta  
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## RESPONSIBILITIES OF THE AGENCY

15 The Agency shall ensure that all the wages and allied benefits like P.F. ESIC, bonus etc. as prescribed by the Government, from time to time, are paid to their staff deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of respective existing rules and regulations of the Government for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wages as per law to their staff deployed at any time by them in the campus of MAKAIAS for the purpose of this contract.

16 The Agency shall submit the proof of having deposited the amount of contribution claimed by them on account of ESI & EPF in respect of the personnel deployed at MAKAIAS in their respective names each month while submitting their bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents.


17 The Agency shall pay wages to the personnel deployed by the 7<sup>th</sup> of every month in the presence of an authorized officer of MAKAIAS who shall record a certificate to that effect in the acquittance roll, a copy of which has to be submitted by the agency along with their bill for the relevant month.

18 The Agency shall obtain necessary licence etc., as required under the Contract Labour(Regulation & Abolition) Act,1970 or any other Act as may be applicable.

19 The successful agency shall remit a security deposit of not less than one tenth of annual tender value in the form of demand draft drawn in favour of "Maulana Abul Kalam Azad Institute of Asian Studies" to cover risk or any loss to MAKAIAS due to fraud, theft, pilferage etc the responsibilities for which are attributable, directly or otherwise to the negligence, failure or inefficiency on the part of the agency or their employees, or any breach of contract of whatsoever nature or form on the part of the agency. The EMD may be adjusted with Security Deposit. In event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by MAKAIAS shall be recovered either from the bill for monthly service charges due to the agency or from their security deposit.

20 The Agency shall be responsible for observance and compliance of different Industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of MAKAIAS by persons engaged by the agency.

21 The agency shall replace forthwith any employee deployed under the contract, if in the opinion of MAKAIAS their conduct and/ or the services are found unsatisfactory.

  
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## PAYMENT

22 The payment will be made by A/c payee cheque within 30 days from the date of submission of the proper and pre-receipted bill, duly certified by the authorized representative of MAKAIAS.

23 Income tax will be deducted at the prescribed rate from the monthly bill of the agency and the same would be deposited with the Income Tax Authority by MAKAIAS.

## TENURE AND VALIDITY


24 The contract shall be valid for a period of one year from the date of commencement of work. However, if the agency's services are found satisfactory, the contract may be extended on year to year basis for a maximum period of three years on mutual consent on same terms & conditions.

MAKAIAS however, reserves the right to terminate the contract by giving 15 days notice and without assigning any reason.

22 For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing .

## ARBITRATION

23 In case of any dispute arising out of this contract between MAKAIAS and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of MAKAIAS on receipt of an official request with details of the dispute, from either MAKAIAS or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force.

  
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