

# भारतीय विज्ञान कांग्रेस संस्था



( विज्ञान और प्रौद्योगिकी विभाग के अंतर्गत एक व्यावसायिक संस्था,  
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार )  
14, डॉ० बिशेश गुहा स्ट्रीट, कोलकाता -700 017, भारत

## THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,  
Ministry of Science & Technology, Government of India)

14, Dr. Biresh Guha Street , Kolkata - 700 017, INDIA

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No 1819 /52B/2019-2020  
February 3<sup>rd</sup> 2020

**Subject: Deployment of 1No. Caretaker –cum- Cook for Indian Science Congress Association located at 14, Dr. Biresh Guha Street, Kolkata 700017**

### TENDER CALL NOTICE

Dear Sirs,

The Indian Science Congress Association (ISCA) is one of the largest Scientific Institutions in India. It is a Professional Body under Department of Science Technology, Ministry of Science & Technology, Government of India.

The Association invites sealed tenders in **Two Bid System containing Part I (Technical Bid) & Part II (Financial Bid)** from reputed firms/companies for hiring of Caretaker-cum-Cook on contract basis as mentioned below:

#### **PART - I**

**TECHNICAL BID:** The Technical Bid must accompany the following documents with self attestation and company seal for Technical Evaluation:

- Updated Employees State Insurance (ESI) Registration.
- Updated Employees Provident Fund (EPF) Registration.
- Service TAX
- PAN
- Earnest Money Deposit (EMD)
- Labour License
- Firm registration Certificate / Trade License

#### **PART - II**

**FINANCIAL BID:** The Financial Bid must accompany the Price Bid dully filled in as per the format given below:

|   |  |
|---|--|
| Name of Agency  |  |
| Wages 1 ( As per minimum wages Act of the Central Govt. |  |
| EPF   |  |
| ESI   |  |
| Bonus   |  |
| HRA, Uniform Allowance, Medical Misc.                   |  |
| Admin. Relieving, Supervisor Charges                    |  |
| Service Charges   |  |
| Service Tax   |  |
| Total   |  |
| Grand Total   |  |

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General President  
Prof. K.S. Rangappa

General Secretary (Membership Affairs)  
Dr. S.Ramakrishna

General Secretary(Scientific Activities)  
Dr. Anoop Kr. Jain

Treasurer  
Dr. Sheo Satya Prakash

Sealed Tender documents (both Technical & Financial Bid) must reach the undersigned at this address, **Dr. S. Ramakrishna, General Secretary (Membership Affairs), The Indian Science Congress Association, 14, Dr. Biresh Guha Street, Kolkata-700 017** on or before **February 24<sup>th</sup>, 2020**. The Earnest Money of 2% of the total estimated contract amount to be paid by Account Payee Demand Draft/Cheque in favor of "The Indian Science Congress Association" on any nationalized bank of India payable at Kolkata along with tender documents.

The bids for **Caretaker –cum- Cook** will be for 8 hours 30 minutes (Monday to Friday from 9.30 a.m. to 6 p.m. for normal working day) beyond office hours and holidays as and when required. The rates should be quoted in accordance with minimum wages Act of the Central/State Govt. & are liable to be increased proportionally if and when the minimum wages are increased by the local government. The contractor has to certify that the Caretaker-cum-cook will be extended all the benefits such as PF, ESI etc. in accordance with relevant Central/State Labor laws. The Contractor should be a registered Company/firm holding all required licenses/tax registration documents etc. The contract will be initially for duration of one year from the date of signing of the new contract and may extend up to maximum of three years under same terms and conditions subject to satisfactory performance every year.

The successful bidder will have to execute a contract agreement with the office and the validity of the contract agreement will be for a period of one year which the successful bidder has to convey in writing. EMDs of all other bidders shall be returned on completion of tendering process. Earnest money shall be refunded to the successful bidder after the contract period is over. **The bidders must submit the tenders in envelope containing a) Technical Bid, b) Financial Price Bid & c) Earnest Money Deposit** superscripting the envelope "**Deployment of 1No. Caretaker –cum- Cook at ISCA Office**". The envelope should be sealed and stamped on ends. Please do not send rates by fax/e-mail/. It can be send through post/courier. It may be noted that ISCA reserves right to reject any quotation without assigning any justification. For further enquiry you may kindly contact the undersigned at ISCA office in any working days.

Thanking you,

Yours Sincerely,

*Ramkrishna*

**(Dr. S. Ramakrishna)**  
**General Secretary (Membership Affairs)**