



भारतीय विज्ञान कांग्रेस संस्था

(विज्ञान और प्रौद्योगिकी विभाग के अंतर्गत एक व्यावसायिक संस्था,
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार)

14, डॉ० बिरेश 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

Telephone : (033) 2287-4530, 2281-5323
Website : <http://sciencecongress.nic.in>

Fax : 0091-33-2287-2551
E-Mail : iscacal@vsnl.net
es.sciencecongress@nic.in

No 505 /52B/2021-2022
Dated: 23.03.2022

Subject: Hiring 3 Nos. personnel for housekeeping services for Indian Science Congress Association office, building premises and Guest House 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 firms/ companies having experience as provider of services to Government (such as service providers to DRDO etc.) of daily wages housekeeping services 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
- Service Provider Credentials

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 I (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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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 **5th April, 2022**. **THE QUOTATIONS MUST REACH BY SPEED POST/ REGISTERED POST/ COURIER POST ONLY**. 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 **Hiring 3 Nos. personnel for housekeeping services** 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 Housekeeping services 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 "Hiring 3 Nos. personnel for housekeeping services at ISCA Office and Guest House"**. The envelope should be sealed and stamped on ends. Please do not send rates by fax/e-mail. 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,

(Dr. Atul Kumar)
Executive Secretary