

Notice Inviting Tender
For Providing
Human Resource Services



**JAWAHARLAL NEHRU CENTRE FOR
ADVANCED SCIENTIFIC RESEARCH**

Jakkur Post, Bengaluru - 560064

**Administrative Officer
JNCASR, Bengaluru**

जोयदीप देब / JOYDEEP DEB
प्रशासनिक अधिकारी/ADMINISTRATIVE OFFICER
जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र
JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH
जकपुर, बेंगलूरु - 560 064 /JAKKUR, BENGALURU-560 064.

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Section 1**INTRODUCTION**

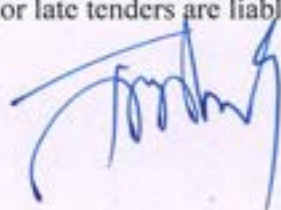
Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is an autonomous institution under the Department of Science & Technology, Government of India. It is a deemed-to-be University and a multidisciplinary research institute situated in Jakkur, Bengaluru. The registered office of the Institution is situated at JNCASR's Main campus at Jakkur, Bengaluru 560064 with its academic facilities and research infrastructures extended to the following locations:

- Sahyadri, Survey No.17, K.V Jayaram road, Jakkur, Bengaluru, 560064
- Chamundi, Survey No.70, Chokkanahalli, Jakkur, Bengaluru, 560064
- Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli, Bengaluru, 562162

JNCASR invites online Bids for providing **Human Resource Services**. Tender documents can be downloaded from the GeM Portal (<http://gem.gov.in>).

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Centre will not be held responsible for issues arising from technology failures, such as server downtimes, internet connection issues, or hardware failures. The bidders are advised to upload the documents well in advance before the due date/time.

The President, JNCASR, Bengaluru reserves the right to select the service provider or to reject any or all bids wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be **rejected**.



SECTION 2**BID SCHEDULE**

Tender No.	JNC/AO/R.0903/2026-1
Tender Date	February 2026
Validity of bid	180 days from the date of opening of technical bid
Item Description	Tender for supply of Human Resource for the year 2026-27
Tender Type	Two Bid System
Place of submission	Online/GeM Portal
**Important Dates:	
Pre Bid meeting Date	24.04.2026
Bid Submission End Date	06.05.2026
Pre Bid meeting venue:	New Council Room, JNCASR, Jakkur, Bangalore-560064
Place of opening of the bids:	JNCASR, Jakkur, Bengaluru-560064. The representatives of the bidders may attend in person at the time of opening the bid, or they may view it online from their respective login IDs in the GeM Portal.
Contract Commencement Date:	Within 30 days from the date of award of contract
Contract Duration:	Initially for one year extendable up to a maximum of 2 years (renewable after each year on review of performance)
Security Deposit (Only for the successful bidder)	The successful bidder has to submit surety of 10% of the annual contract value in the form of a Bank guarantee from RBI approved financial institutions valid for the contract period or as per GeM norms / Rule 170 of General Financial Rules (GFR's) 2017, Micro and Small Enterprises are exempted from submitting Security Deposits.
Earnest money Deposit (EMD)	Amount of Rs. Rs.1,00,000 (Rupees One Lakh only) should be paid through GeM Portal only. Or NSCI/MSME Registered Vendors would get EMD exemption subject to submitting the relevant documents.

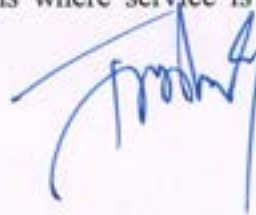


Minimum Annual Turn-over of the Bidding Agency	Rs.10 Crores per annum in the preceding three financial years.
Total number of Human Resource covered under this tender (The no. indicated is tentative and may vary)	175-180
For any tender clarification	Administrative Officer Jawaharlal Nehru Centre for Advanced Scientific Research, Jakkur, Bengaluru. Email: tender@jncasr.ac.in Contact No. 080 22082749

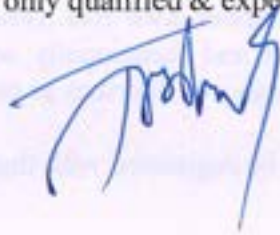

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 जककुर, बेंगलूरु - 560 064 (JAKKUR, BENGALURU-560 064)

SECTION 3**BIDDER'S ELIGIBILITY CRITERIA**

1. Tenders are invited under Two Bid System i.e., Technical Bid and Commercial Bid from reputed, experienced and functionally sound Companies/Firms/ Agencies/Contractors for providing Human Resource Services as per the specifications indicated in Annexure 1.
2. The Agency should be registered with the appropriate Karnataka state Statutory Registration Authorities.
3. The Agency must have a registered and fully functional office/Branch in Bengaluru.
4. Bidder should have minimum of 5 (Five) or more well-established clients in Karnataka having at least 50 personnel in any Two single campus/workplace and the bidder should submit a certificate as proof (work order).
5. Agency should have very good reputation for providing human resource services with at least 5 years' experience in providing/ executed or have at least five in operation contracts for providing secretarial, Ministerial, Technical and Lab staff/or similar services in Public Sector Companies/Banks/Government Organization/Research Organization/Reputed Private Companies.
6. The bidders who are applying for this tender should have on its roll minimum of 400 employees exclusively in human resource services, as on the date of bidding. As proof of the number of employees engaged, ESI and PF payment schedule copy may be enclosed.
7. The Agency should be registered with concerned Tax authorities, as the case may be. The bidder must comply with the statutory requirements, such as registration with ESI, EPF, (Karnataka state), PAN /TIN/TAN & GST etc. and shall submit proof thereof.
8. **The Agency should have been registered with Government of Karnataka authorities under Employees Provident Fund Act and Employees State Insurance Act etc.**
9. The Agency should have a minimum annual turnover of Rupees TEN Crore per annum during the last three years and enclose a certificate from Auditor for this effect.
10. There should not be any mismatch in the general information provided by the bidders in Technical Bid and Commercial Bid.
11. A certificate from at least two clients/organizations where service is provided should be obtained.

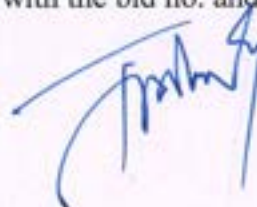


- 12. Copies of the Income Tax return for the last three years need to be enclosed.
- 13. Carrying out the work mentioned in Annexure-I, only qualified & experienced personnel have to be deployed.



SECTION 4**I. Instructions to Bidders**

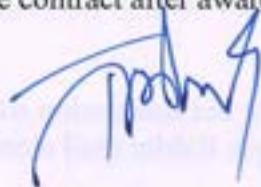
1. The tender document may be downloaded from the Government e-Market place (GeM) Portal upon registration of the firm on the GeM Portal of the Government of India.
2. The Technical Bid should conform to the format as per Annexure II and supporting documents should be enclosed.
3. The rates quoted (**in percentage**) in the commercial bid should be valid for a period of 180 days from the date of opening. Bidders shall not be entitled during the said 180-day period to revoke or cancel the BID or to vary the rates or any term.
4. The bidders are required to submit copies of the documents along with Technical Bid as listed in Annexure II. The tender will be disqualified if any of the documents listed in Annexure II are not attached.
5. Any conditional offer or non-compliance with the tender requirements may lead to rejection of the bid at the bidding stage and/or termination of the contract at the discretion of the Centre.
6. Please go through the tender Notification and the tender conditions carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
7. Financial bid shall be submitted online through the GeM portal in the prescribed format.
8. Financial bids of only the technically qualified (meeting all the requisite criteria) shall be opened at a specified date and place (to be notified later).
9. Bidder, in advance, should keep ready all the bid documents to be submitted as indicated in the tender document/schedule.
10. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11. Bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder shall alone be responsible for any delay due to technical snag or any other issues.
12. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.



13. Each bidder /tender should be marked with the following reference on the top bids submitted online: JNC/AO/R0903/2026-1 dated 10.04.2026.
14. The percentage/rates (in INR only) should be quoted in figures (typed or printed) the figures in words should be readable and alteration/modification should be avoided. The final amount should be in figures as well as in words. If there are any modifications, they should be duly initialed, failing which the bids are liable to be rejected.

II. About EMD

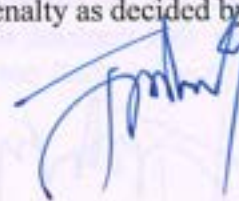
1. The Earnest Money Deposit (EMD) (refundable without interest) should be paid through the GeM Portal at the time of submission of tender, which will be forfeited if the bidder rescinds from the offer.
2. a) The Centre may accept bids without EMD from those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC)/Micro, Small and Medium Enterprises (MSME). To claim EMD exemption, the bidder must provide relevant certificates. The exemption shall not be applicable if the bidder is acting as an agent or intermediary for another vendor.
b) The EMD in respect of the agencies which qualify for the Technical Bid and does not **qualify** for opening the Commercial Bid shall be returned without **any interest**.
c) If the tenderer does not meet any of the requirements as per tender specifications, the EMD will be returned without any interest.
d) The EMD of the successful bidder shall be returned after submission of the Bank Guarantee (if applicable).
e) The EMD may be forfeited if the bidder withdraws the bid during the period of bid validity or fails to execute the contract after award of work.



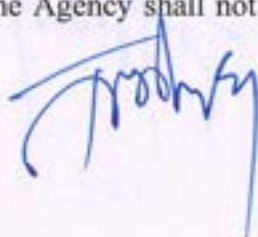
SECTION 5**TERMS & CONDITIONS OF THE CONTRACT**

1. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** The Centre reserves the right to award the contract/work **in full or in parts to one or more Agencies**, at its discretion. Conditional offers, bids that do not meet the minimum eligibility criteria and Technical Bid not meeting the requirements stipulated in the tender document are liable to be rejected. There should not be any mismatch in the general information provided by the bidders in Technical Bid and Commercial Bid.
2. **PERIOD OF CONTRACT:** The Human Resources services provided by the contractor to the Centre shall be initially for a period of one year, extendable up to a maximum period of another two years. The renewal of the contract will be done after each year, based on review of performance and compliance with all terms and conditions of the agreement, which shall be signed by both parties within 7 days of issue of the Letter of Award. The cost of stamp paper, etc., shall be borne by the Agency. Subsequent extensions based on satisfactory performance shall be at the sole discretion of the Centre.
3. **TERMINATION:** The contract may be terminated before the contract period owing to deficiency in service or substandard quality of service. JNCASR reserves the right to terminate the contract at any time by giving two months' notice, without assigning any reason.
4. **CONTRACT SECURITY DEPOSIT:** The successful bidder shall furnish a Security Deposit equivalent to 10% of the annual contract value within 15 days from the date of issue of the Letter of Award (LoA). The Security Deposit shall be submitted in the form of a Bank Guarantee issued by a Nationalized Bank or any other Bank approved by the Reserve Bank of India (RBI) and the proof of the same shall be produced to the Centre.

On satisfactory completion of the Contract period of one year or on premature termination of the contract, the Security Deposit (form of Bank Guarantee) furnished by the Service Provider will be discharged after 60 days from the date of expiry/termination of the Contract without any interest, after adjusting any outstanding dues, if any. In case the contract is extended, the validity of Bank Guarantee shall be extended accordingly.
5. **EXECUTION OF AGREEMENT:** The Contractor shall bear all costs/expenditure incurred towards the purchase of non-judicial stamp paper and any other documentation required for execution and furtherance of the agreement with the Centre.
6. **PENALTY:** In the event of the Bidder/Contractor's failure to execute the work entrusted under this Agreement satisfactorily, **JNCASR shall make alternative arrangements to do it** and the cost incurred for such alternative arrangements shall be recovered from the Contractor's unpaid bills or Security Deposit. Besides, penalty as decided by the Centre shall also be levied and recovered.

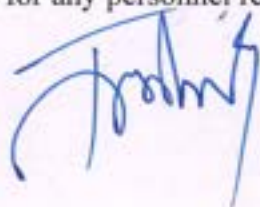


7. **REVISION OF RATE:** Only revision of minimum wages and statutory taxes, if any, as per Government notification, shall be paid with pro-rata effect, **subject to submission of a request along with the relevant Government of India notification by the Bidder/Contractor.** JNCASR reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders **without giving any notice or assigning any reason.** The decision of the President, JNCASR, in this regard shall be **final and binding on all parties.**
8. **TAXES, DUTIES AND LEVIES:** The selected Agency/Contractor shall pay all applicable taxes, including Income Tax, on the contract amount. If any additional rates/taxes/Income Tax are payable, the same shall be borne by the Agency/Contractor; otherwise, the same shall be deductible from the payments due to the Agency.
9. **AGENCY/CONTRACTOR SUBORDINATE STAFF AND THEIR CONDUCT:** In case of any loss, theft, sabotage, etc., caused by or attributable to the negligence of any personnel deployed by the Agency, an enquiry shall be conducted. If any personnel of the Agency are found guilty, the Centre shall have the right to claim damages/loss from the Agency. The decision of the Administrative Officer, JNCASR, shall be final and binding in this regard.
10. The Agency shall ensure good behaviour, conduct, application, and proper discharge of duties by the personnel engaged. The personnel of the Agency shall perform their duties effectively and diligently in accordance with the procedures laid down by the Centre from time to time. The selected Agency shall ensure proper conduct of its personnel on office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc. The persons employed by the Contractor shall not indulge in any unlawful or illegal activities that are against the interests of the Centre.
11. In case of any disciplinary inquiry to be conducted against any delinquent personnel provided by the Contractor to the Centre, the same shall be held by the Officer of the Contractor, **in consultation with the Administrative Officer, JNCASR.**
12. **FAILURE TO DEPLOY PERSONNEL:** If the agency fails to deploy human resources against the initial requirement within the stipulated time from the date of commencement of the contract as per the Contract Award Letter, **the EMD shall stand forfeited without any notice and the contract shall be terminated.**
13. **NON-TRANSFER /SUB-CONTRACTING:** The Agency shall not be allowed to transfer, assign, pledge, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of JNCASR.
14. The Bidder shall not be allowed to transfer, assign, pledge, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of JNCASR. The Agency shall not sub-contract the services of personnel sponsored/deployed by them.



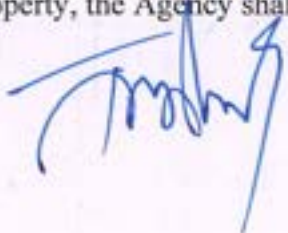
15. **FALSE INFORMATION:** The Agency shall be bound by the details furnished to JNCASR while submitting the bid or at any subsequent stage. In case any documents/ information furnished by the Agency are found to be false at any stage, it shall be deemed to be a breach of the terms of the contract, leading to **termination of the contract and legal action, as deemed fit by the Centre.**
16. **INTEGRITY PACT/ANTI-BRIBERY UNDERTAKING:** The Bidder/Contractor undertakes that it has not given, offered, or promised to give, directly or indirectly, any bribe, gift, consideration, reward, favour, or any other advantage to any official of JNCASR to obtain or retain the contract or any advantage in the tender process or during the execution of the contract. Any violation of this undertaking shall be treated as a serious breach of contract, and the Centre shall have the right to terminate the contract, forfeit the Security Deposit/Performance Bank Guarantee, and take any other action as deemed appropriate under applicable rules.
17. **PAYMENT TERMS:** Payment of bills shall be made to the Agency on a monthly basis as per actual services rendered. The Agency shall submit invoices/bills along with certified attendance sheets and ESI/EPF paid challans **within the first week of the subsequent month for the services rendered in the preceding month.**
18. The Agency/Contractor shall disburse wages to the workers through cheque/bank transfer **before the 7th of every month.** Non-payment of wages before the stipulated date, or any malpractice, if noticed, shall invite penalty, which may lead to termination of the contract and blacklisting of the firm, or any other action deemed fit by the Competent Authority. The Agency/Contractor shall also be liable to pay any disputed outstanding amount. The Centre shall not be directly responsible for the payment of wages to the staff of the Agency/Bidder.
19. The bills for the previous month shall be submitted **on or before the 20th of the following month,** along with paid EPF/ESI challans including the list of such paid staff. The Agency shall issue **salary slips to all staff.**
20. All payments for the services provided by the Contractor shall be made directly to the Contractor on a monthly basis against submission of duly certified bills.
21. The Income Tax shall be deducted at source as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by JNCASR
22. **LEGAL STATUS OF PERSONNEL:** For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel employed and deployed at JNCASR for contractual services.
23. The Agency/Contractor's staff shall not be construed at any time as the staff of the Centre for any purpose whatsoever. They shall not have any rights or privileges to claim any benefits from the Centre.

24. The personnel deployed by the Agency under the contract shall not be entitled to pay, perks, and other facilities that may be admissible to casual, ad-hoc, or regular employees of JNCASR during the contract period or after expiry of the contract. In case of termination or expiry of the contract, the personnel so deployed by the Contractor shall not be entitled to any claim for absorption in any regular or temporary position at JNCASR.
25. The Centre shall have no liability in respect of transportation, food, medical, or any other requirements of the personnel deployed by the Agency.
26. **STATUTORY COMPLIANCE & WAGES:** The Agency shall pay minimum wages as prescribed under the Minimum Wages Act of the Central Government. The bidder shall maintain proper records as required under the applicable laws/Acts. The Agency shall cover its staff under **ESI, EPF, and other mandatory statutory benefits.**
27. It is mandatory to cover/provide **Group Insurance and Health/Medical Insurance** to all staff who are **not eligible under the ESI Act/benefits (i.e., earning emoluments over and above Rs. 21,000/- per month).**
28. The Agency shall be liable for depositing all taxes (including GST), levies, cess etc., on account of this contract and remit the income tax and other statutory deductions to the concerned authorities from time to time, as per existing rules and regulations. JNCASR shall not be liable for any statutory non-compliance on the part of the Agency.
29. **The Agency shall maintain all statutory registers under the applicable laws and shall produce the same on demand to the competent authority of JNCASR or any other authority under law, from time to time.**
30. The Agency/Contractor shall adhere to the **Central Minimum Wage Rules** as notified by the Ministry of Labour, Government of India, and the categories of labour to be engaged shall be specified in the tender application. It shall be the responsibility of the Agency/Contractor to make regular payment of wages to the workers engaged. The payment of wages and any revision thereof, without any additional deduction other than those stipulated from time to time, shall be **as per the rates of minimum wages prescribed under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules, 1971.**
31. The Contractor shall be responsible for remittance of EPF/ESI contributions to the individual accounts of the employees as per statutory provisions. PF passbooks and ESI cards shall be provided to each employee. The Contractor shall submit proof of depositing both employer's and employee's monthly contributions towards EPF/ESI for each employee along with the monthly bills.
32. **RETENTION/DEPLOYMENT/REPLACEMENT:** It is the prerogative of JNCASR to retain any or all existing Human Resource personnel to continue on the rolls of the new agency. It shall be **binding on the agency** to retain such personnel at JNCASR and provide replacements for any personnel rejected by the Centre.



33. The Agency shall not deploy personnel below the age of 23 years and above 58 years.
34. JNCASR reserves the right to fix higher remuneration based on higher qualifications and/or number of years of experience in the form of incentives. However, the administrative/service charges shall be calculated and paid only on the minimum wages fixed for the staff (excluding incentives). Under no circumstances shall the wages be less than the minimum wages notified under the Central Minimum Wages Act by the Government of India.
35. The selected Agency shall provide the list of personnel to be deployed with full particulars/details such as **name, address, date of birth, age, identification mark, contact details, and references (if any)**, and shall issue **identity cards with photograph and personal information** to the personnel before the commencement of the Agreement.
36. **APPOINTMENT LETTERS, SALARY SLIPS & UNIFORMS:** The Agency shall provide appointment/experience letters to each employee, clearly indicating the terms and conditions of employment. The Agency/Contractor shall issue salary slips every month to each worker deployed by them. The uniforms and accessories for certain categories, as per BOQ, shall also be provided by the Agency. The quantity, colour and texture of the cloth shall be decided mutually.
37. The Agency shall designate/deploy a Field Officer who shall regularly interact with the officers of the Centre for better coordination, service delivery, and optimal human resources deployment.
38. The Contractor shall agree to **increase or decrease Human Resource** at agreed rates and terms and conditions, as and when required by the Centre at short notice.
39. If absenteeism on any particular day or during a month **exceeds 1/10th of the total workforce deployed**, it shall be the responsibility of the Contractor/Agency to provide suitable substitutes temporarily and ensure that the work is not hampered. Such temporarily deployed workers shall be paid wages at the appropriate level.
40. Based on the requirement of each nature of job, the candidates recommended by the Agency for engagement/deployment shall be decided by the Centre, and the decision of the Centre shall be final in this regard. In case it is found that the work/conduct of any deployed staff is not satisfactory or the staff is found unsuitable for any reason, the Centre shall, at its sole discretion, require the Agency to withdraw such person(s) forthwith and provide a suitable substitute acceptable to JNCASR, Bengaluru.
41. The working hours may vary, and the HR/manpower shall be required to work as per the operational requirements of the Centre. The staff may also be required to perform duties on Sundays and other gazetted holidays, if required. In such cases, **compensatory off shall be provided** as per applicable labour laws. **No additional wages shall be payable if compensatory off is granted.**

42. The Agency shall immediately provide a suitable substitute in the event of any personnel being absent for more than one day. Delay in providing a substitute beyond two working days shall attract liquidated damages @ Rs. 500/- per day (per case), in addition to deduction of payment on a pro-rata basis. No payment shall be made for absentees. Further, the Administrative Officer or any officer authorized by him shall be at liberty to impose a penalty as deemed fit (up to Rs. 10,000/- (Rupees Ten Thousand only) for each such occasion) after giving the Contractor an opportunity of being heard. The decision of the President/Administrative Officer, JNCASR, shall be final and binding on the Contractor.
43. **CONFIDENTIALITY:** The selected Agency shall ensure that any details of office, operational processes, technical know-how, security arrangements, and administrative/organizational matters are **not divulged or disclosed to any unauthorized person** by its personnel deployed on the campus. The Agency shall also ensure that its personnel maintain proper office decorum, punctuality, discipline, and satisfactory work output.
44. **INDEMNITY & DAMAGES:** In case the Service Provider fails to comply with any statutory/taxation liability under the appropriate law, and as a result of which JNCASR is put to any loss/obligation, monetary or otherwise, JNCASR shall be entitled to get itself compensated. Such amount shall be adjusted from the outstanding bills or the Security Deposit of the Agency to the extent of the loss or obligation.
45. **GRIEVANCE REDRESSAL & LIABILITY FOR PERSONNEL:** The Agency shall be solely responsible for the redressal of grievances and resolution of disputes relating to personnel deployed. JNCASR shall in no way be responsible for settlement of such issues whatsoever. JNCASR shall not be responsible for any damages, losses, financial or other injury claims to any personnel deployed by the service providing Agency in the course of performing their duties, or for payment of any compensation.
46. **COMPLIANCE WITH POSH ACT, 2013:** The Contractor shall ensure strict compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed thereunder. All personnel deployed by the Contractor shall adhere to the Centre's POSH policy and Code of Conduct. Any complaint of sexual harassment involving the Contractor's personnel shall be dealt with in accordance with the Act and the procedures of the Centre's Internal Complaints Committee (ICC). The Contractor shall take appropriate disciplinary action against the concerned personnel, as directed by the Centre.
47. The Agency shall indemnify JNCASR against all legal, financial, statutory, taxation, and associated liabilities incurred during the contract period.
48. In case of breach of any terms and conditions of the contract, the Security Deposit of the Agency shall be liable to be forfeited, besides annulment/termination of the contract.
49. In case any person deployed by the Agency is involved in any unlawful act, theft, or causes damage to property, the Agency shall compensate JNCASR for all such losses/damages.



50. In case of default, the Centre shall have the right to deduct/adjust such amounts from the payments due to the Contractor under this Contract or from the Security Deposit of the Contractor.
51. **HOLIDAYS:** In addition to the weekly off, the personnel deployed at the Centre shall be eligible for **10 paid holidays**, namely: Sankranti, Republic Day (26 January), Ugadi, Independence Day (15 August), Muharram/Ramzan, Vijayadashami, Gandhi Jayanti (02 October), Kannada Rajyotsava (01 November), Deepavali, and Christmas (25 December).

In addition to the above, 12 paid leave per year will be granted to all the staff.

52. **MERGER/CHANGE IN MANAGEMENT:** If the successful Agency merges with any other similar organization after award of the contract, the legal documents relating to such merger shall be submitted to the Centre for approval and for noting the change in management.
53. **RECORDS & DOCUMENTATION:** The Agency shall furnish the following documents in respect of each personnel deployed at JNCASR **before the commencement of the contract:**
- List of personnel identified/selected by the Agency for deployment at JNCASR, along with biodata including **date of birth, age, qualification, address, contact details, etc.**
 - Certificate of verification of antecedents of personnel by the Agency/local Police Authority.
54. The Contractor shall provide copies of all relevant records during the period of the contract and even after completion/termination of the contract, whenever requested by the Centre.
55. The Outsourcing Agency shall be responsible for maintenance of leave records of its personnel engaged at the Centre. Leave applications of the outsourced human resources shall be forwarded to the Agency, and the Agency shall maintain records of leave, ensure compliance with applicable rules, and raise bills accordingly.
56. The Contractor shall maintain an attendance register for all personnel deployed at the Centre. The personnel shall mark their attendance daily at the beginning and end of working hours. Payments to the Contractor shall be made based on the attendance records duly certified by the Centre.
57. The Contractor shall exercise full control and supervision over the personnel deputed. The deployed personnel shall be governed by the terms and conditions agreed upon in the contract and by the rules and regulations of the Contractor. Nothing contained herein shall be construed as creating any employer-employee relationship between the Centre and the personnel deployed by the Contractor.

58. **ARBITRATION & JURISDICTION:** No party shall be allowed to be represented by the lawyer during any investigation/ enquiry, dispute or appeal.
59. In the event of any dispute or breach of terms and conditions of the Contract the same shall be referred to the arbitration by the President. concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the President, JNCASR or his nominee on mutual agreement between both the parties. The award of such Arbitrator shall be final and binding on the parties.

Disputes shall be resolved as per the provisions of the Arbitration & Conciliation Act, 1996 and GeM GTC.

60. The Courts at Bengaluru only shall have the jurisdiction for the purpose of this agreement.

61. **Termination & Succession :-**

The Contract may be terminated under the following circumstances:

- i) On expiry of the contract period, without any notice;

OR

- ii) By the Centre, by giving **two (2) months' notice** at any time during the contract period, if the services rendered by the Agency/Contractor are not found satisfactory or in conformity with the terms and conditions of the Contract;

OR

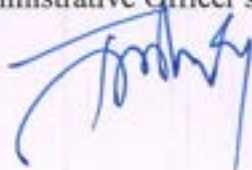
- iii) If the Agency/Contractor is declared insolvent by a competent Court of Law, without any notice;

OR

- iv) In case the Agency desires not to continue the contract subject to the terms and conditions that the Agency has agreed upon, the agency shall give minimum **two months' notice**. If the Agency does not give the requisite notice as mentioned before, then one month's bill amount shall be forfeited and Bank Guarantee shall be invoked.

OR

- v) During the notice period for termination, the Agency/Contractor shall continue to provide services as per the Contract terms until the expiry of the notice period or such extended period as decided by the Administrative Officer of the Centre. The decision of the Administrative Officer shall be final and binding;



62. In the event of exigencies arising due to death, infirmity, insolvency, or any other reason or circumstances affecting the Contractor, the liabilities under the Contract shall be borne by:

- Legal heirs, in case of sole proprietor
- Successor entity, in the case of company or firm
- Surviving partners, in case of a partnership firm;

63. Neither party shall be liable for failure due to force majeure events such as natural calamities, war, government restrictions, pandemics etc.



SECTION 6

SELECTION PROCESS AND EVALUATION CRITERIA

I. Technical Evaluation

1. A Technical/Tender Committee duly constituted by the President, JNCASR will evaluate all the technical bids.
2. The Technical Bids shall be evaluated by the Committee for compliance with eligibility criteria including financial turn-over, registration certificates, legal, statutory, taxation and other associated compliances of existing contracts. The Committee would also evaluate the performance of the agency with the existing clients, which may include obtaining references and /or visiting the work site, and ascertaining the quality of the service provided and personnel deployed by them. **Based on all these parameters the committee will awards marks/ grades to the bidders.**
3. The Commercial/Financial bids of only the technically qualified bidders, meeting all the requisite criteria shall be opened on a specified date & place, which will be notified later.
4. The Centre reserves the right to grade the bidders based on the technical capabilities and professional approach.
5. Based on the requirement and/or decision of the Centre, the bidders may be requested to give a technical presentation (in PPT as well) on the parameters to be informed later. The technical details presented by the bidders will carry additional weightage marks/points.

II. Financial Bid Evaluation

1. The agencies/ bidders who technically qualify and score more than 35 marks out of total 50 marks shall be shortlisted for opening of Financial Bids. The date and time of opening of Financial Bids will be communicated by the Centre and will be communicated to technically qualified and shortlisted agencies/firms only. The bidders or their authorized representatives may attend the opening of the financial/commercial Bid.
2. The bidder who offers the **minimum / lowest** percentage of Administrative/Service Charges will be declared as Lowest Bidder (L1)
3. In case one or more agency quote the same rate (L1), the bidder securing higher technical marks/ranking shall be awarded the contract.



Annexure 1

BOQ

Sl. No.	Category of Human Resource required	Estimated requirement	Educational Qualification	Remarks
1.	Dhanvantri			
	a) Nursing Assistants	4	Diploma in General Nursing and Midwifery with minimum 5 years of experience.	
	b) Lab Technician	2	Diploma in Lab Technology with minimum 5 years of experience.	
2.	Office/Lab personnel			
	a) Office Executive / Library Assistants	42	Degree in any stream with Computer knowledge and good communication and independent drafting skills, with minimum 5 years of experience in a reputed Organization	
			Degree in any discipline with Computer literacy and good communication skills with 1 or 2 years of experience in establishment/Stores & Purchase/Academic/ Accounts Section. OR Diploma in Secretarial Practice from a recognized Technical Board with 3 to 4 years experience in Establishment/Stores & Purchase/Academic/ Accounts Section.	
	b) Lab Assistants	0	**	
	c) Junior Office Executive	4	SSLC/PUC passed with minimum 5 years of experience in a reputed organization	
d) Multi Tasking Personnel (Office /Lab)	34	SSLC passed with one year experience in a reputed organization		



Sl. No.	Category of Human Resource required	Estimated requirement	Educational Qualification	Remarks
4.	<u>Special Skill Set personnel</u>			
	a) AV and Projector Technician	1	Diploma in Electronics and minimum 1 to 2 years experience in handling AV and Projection equipment.	
	b) Plumbers/Waterman/Safaiwala	8	SSLC Pass, Fitter Training/ITI with minimum 5 years of experience	
	c) Carpenter	1	SSLC Pass, Fitter or Mechanic Course with minimum 5 years of experience	
	d) Painter / Gym Instructor	1	Skilled painter with minimum 3-5 years of experience	
	e) Electrician	1	ITI passed with minimum 1 or 2 years of experience in the relevant field	
	f) Drivers / Washing Machine Operator	1	SSLC passed with a valid commercial LMV/ H MV license, with 2-3 years of experience in driving motor vehicles.	
5.	<u>Day Care Facility</u>			
	a) Care Taker	1	Pre University Course: Nursery Teachers Training or Montessori Training or equivalent certificate with minimum 10-15 years of experience in a educational or child care facility Language Skills: Should read, write and speak in English, Hindi and Kannada.	
	b) Attendants	2	SSLC with minimum 5 years of experience in educational or child care facility. Language Skills: Should speak in English, Hindi and Kannada .Should read Kannada has rudimentary knowledge of English.	

Sl. No.	Category of Human Resource required	Estimated requirement	Educational Qualification	Remarks
6.	Hospitality			
	a) Kitchen /Mess Supervisor	2	PUC with 1 or 2 years experience at the supervisory level at the relevant field should be a computer literates	
	b) Store Keeper	0	PUC with 1 or 2 years experience at the supervisory level at the relevant field should be a computer literates	
	c) Senior Cooks	6	Diploma in hotel management with 1 or 2 years experience in a large scale hospitality/industry/ staff canteen or 15-20 years of experience in a reputed canteen/ hotel as Head Cook.	
	d) Cooks / Junior Cooks Kitchen Attendants	21	5 to 6 years experience in a large scale hospitality/industry/ Staff canteen in a reputed canteen/hotel.	
		47	1 to 2 years experience in staff canteen/hotel.	
	Total	178		

Note :

1. The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of Human Resource including qualifications shall be communicated to the Agency at the sole discretion of the Centre as and when the need arises, during the period of contract.
2. Please note that the contributions for EPF are payable on maximum wage ceiling of Rs.15,000/- p.m. irrespective of payment of higher wages as per existing GOI notifications under EPF Act.
3. The wage limit for ESI coverage is Rs.21,000/- p.m. as per existing GOI Circular.

Annexure-2**TECHNICAL BID FORMAT**

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor: _____
2. Number of Years in Operation: _____
3. Registered office address at Bengaluru: _____

4. Operational Address if different from above: _____

5. Telephone No.(Landline): _____
6. Tele fax No.: _____
7. Mobile No. _____
8. Official Email Address: _____
9. PAN/GR/TIN No. (Attach Attested Copy): _____
10. Labour Regn No. (Attach Attested Copy): _____
11. GST Regn. No. (Attach Attested Copy): _____
12. E.P.F Regn. No. (Attach Attested Copy): _____
13. E.S.I Regn. No. (Attach Attested Copy): _____
14. FINANCIAL turnover of the tendering Company/Firm/ Agency for the last

3 FINANCIAL Years:

FINACIAL Year	Amount (Rs. In Lakhs)	Remarks, if any
2022-23		
2023-24		
2024-25		



15. Details of the major contracts handled by the tendering Company/ Firm/Agency on behalf of PSUs/Research Organization/ Government Departments/Corporate Sectors during the last three years in the following format. Attested copies of work orders also be attached.

Sl. No.	Details of client along with address, telephone and email ID	Amount Contract (Rs. In Lakhs)	Duration of Contract	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

16. Details of Earnest Money Deposit: _____
 D.D. /P.O. No. & Date & Bank

17. Additional information, if any: _____
 (Attach separate sheet, if required)

SIGNATURE OF BIDDER WITH SEAL

Annexure-3**FINANCIAL BID FORMAT****Name of the Agency along with Address and Telephone No.:**

Description of work: Contract for providing human resource on outsourcing basis in JNCASR, Bengaluru as per qualification and job requirements of each category of such staff on contract basis as per details mentioned in the tender document subject to fulfillment of other terms and conditions of the Agreement.

Rates are to be quoted per person per month in accordance with the prevailing rates of the Minimum Wages Act of Central Government and other bye-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.) for the manpower.

Sl. No.	Particulars	Highly Skilled	Skilled	Semi-Skilled	Unskilled
01	Wages (Basic +VDA)	Rs. X 26/27 days	Rs. X 26/27 days	Rs. X 26/27 days	Rs. X 26/27 days
02	Administrative/Services Charges (to be quoted in percentage for Sl. No.1)				
	GRAND TOTAL				

Note:

1. Prices to be quoted in INR only.
2. The Centre may fix higher remuneration to personnel based on higher qualifications and/or years of experience in the form of incentives. However, the administrative/Service Charges payable to the Agency shall be calculated only on the minimum wages payable as per the Central Minimum Wages Act and shall not be applicable on the incentive component.
3. The admissible EPF contribution (Employers) and GST will be paid. The ESI Employers contribution (4.75%) will be paid to those staff who draw less than Rs. 21,000/-.
4. The statutory deductions/contributions such as ESI, EPF, GST will be paid in accordance with Government of India norms as amended from time to time.
5. The Centre may issue uniform to certain selected category of staff under this contract for which Rs.100/- p.m will be paid extra.

**Signature of Bidder/ Contractor
with seal and stamp**



TOTAL MARKS: 50

Annexure-4**EVALUATION MATRIX FOR TECHNICAL BID**

Name of the bidder: _____

(Sl. No. I to III. To be filled in by the Agency/Contractor)

Evaluation Matrix:

Sl. No.	Description	Documentary Proof attached at Page No.	Marks
I	Certification and Credentials		
a)	Company Incorporation (Max. Marks-10)		
	(i) Private Limited/Limited Company/ Corporation -(10Marks) (ii) Partnership with Limited Liability - (5 Marks) (iii) Partnership firm- (3Marks) (iv) Proprietary firm- (2 Mark)		
b)	Assessment of average turnover for the preceding three financial years on the basis of audited balance sheets and certificates of ITRs (Max. Marks -10)		
	(i) Turnover of >= INR 10-25 Crore < INR 5 Crore (3 marks)		
	(ii) Turnover of > INR 25-50 Crore < INR 7 Crore (5 marks)		
	(iii) Turnover of > INR 50 Crores (10 marks)		
c)	Compliance with the statutory requirements such as valid registration with EPF/ESI/PAN/TAN & GST Etc. (Max. Marks - 10, 2 marks each)		
	(i) EPF Registration		
	(ii) ESI Registration		
	(iii) PAN Registration		
	(iv) TAN Registration		
	(v) GST Registration		
II	Worker strength and Experience in large volume, multistate relevant assignments		
	Total workers continuously on roll for last six months, will be verified from EPF Portal (Max. Marks - 10)		
	(i) 400 - 500 (5 Marks)		
	(ii) 500 - 1000 workers (7 Marks)		



	(ii) > 1000 workers (10 Marks)		
III	Working Experience		
	Providing Ministerial Staff, Technical Staff, Lab Staff & Labourers etc. to IITs/NITs/IISc/IISERs/IIMs/PSUs/Pvt. Organisation/Corporate Sector in with a minimum turnover of 10 crores during the last three years. (Max. Marks - 10)		
	(i) 3-5 (3 marks)		
	(ii) 5 and above (5 Marks)		
	(iii) Implemented 4-7 contracts during last three years (7 Marks)		
	(iv) Implemented 8 or more contracts during last three years (10 Marks)		

(SEAL AND SIGNATURE OF BIDDER/CONTRACTOR)



Annexure-5

NO DEVIATION CONFIRMATION

To

The Administrative Officer,
JNCASR, Bengaluru

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

SEAL AND SIGNATURE OF BIDDER



Annexure-6

CERTIFICATE OF ETHICAL PRACTICES

- I. I/ We assure the Centre that neither I/We nor any of my/ our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.
- II. Neither I/ We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Centre.
- III. I/ We will have no conflict of interest in any of our works/ contracts at the Centre.

Date:

Signature of the Bidder



Annexure-7

LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING TECHNICAL & FINANCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO

BID. No. -----

Date:

To
The Administrative Officer
JNCASR
Bengaluru

Dear Sir,

I/We hereby authorize following representative(s) to attend Technical/Financial BID opening and for any other correspondence and communication against Bidding Document:

Name & Designation _____ Signature _____

Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by forementioned authorized representative.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority.



Annexure-8**BIDDERS CHECK LIST**

Sl. No	Description	Confirmation (Yes/No)	Proof Attached at Page No.
1.	Does your agency approved/recognized/registered by Govt. of India/State Govt. for providing Human Resource Services. Copy of relevant certificates should be attached. Service Provide should have a valid license from competent license authority under the provision of contract Labour Act.1970 and Contract Labour Central Rules 1971.		
2.	Does your agency/Contractor comply with the statutory requirements such as valid Registration with EPF, ESI/PAN/TAN and GST etc. Registration authorities and license to execute such contracts?		
3.	Does your agency have been in existence for the last 05 years		
4.	Do you have any experience of providing similar services in Educational Institutes?		
5.	Does your agency implemented atleast 3 contracts of deployment of Ministerial Staff, Technical Staff, Lab staff and Labours etc. to IITs/NITs/ISC/ISSER/IIM/ Corporate Sector/PSUs during the last 3 years		
6.	Does out of previous three contracts one was worth Rs.1.5 crore and at least 100 personnel were deployed.		
7.	Does the agency deployed at least 200 or more workers continuously on roll for the last six months. For proof, EPF challan should be submitted.		
8.	Financial sources to run the contract.		



9.	Do you have average annual turnover of INR 10 Crores in preceding three financial years in similar services.(Copy of audited balance sheets and ITR certificates with matching PAN no. must be enclosed).		
10	Whether the Earnest Money Deposit is uploaded in the E-procurement Portal		
11	Whether the other required information/documents, as mentioned in the Tender Document is completed/submitted?		
12.	Does the Firm/Agency/ Contractor ISO 9001-2008 certified?		
13.	Do you have a registered branch office in Bengaluru?		

Date:

Note: Enclose copies of the relevant documents.

As per GeM / MSME norms, relaxation may be given where applicable.

Signature and Seal of Bidder