

TENDER FOR SPORTS AND FITNESS FACILITY MANAGEMENT SERVICES

This tender document contains Total 31 pages

Tender Fees: Rs. 1,000/-(Rupees One Thousand only)
(Tenderers who download the tender document from Portal should enclose a DD alongwith Technical Bid for Rs.1,000.00 towards tender fees)

**Earnest Money Deposit: Rs. 36,000/-
(Rupees Thirty Six Thousand only)**

Last date for submission: 04/08/2016 till 15.00 hrs

Tender opening date & time: 04/08/2016 at 15.30 hrs

Ref: ICTS/TIFR/SER/W-10/2016

Tender Notice No. 007/JUL/2016

Sealed tenders are invited from Registered and Licensed Contractors of repute for Job Contract at ICTS - TIFR, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089.

Pre-Bid Meeting: For information / Clarifications required by the Tenderers, a pre-bid meeting with the tenderer will be held as indicated to appraise them about the sports facility operation, expectations of the Institute and to familiarize them on 01/08/2016 @ 11.00 hrs. at ICTS-TIFR, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089. The tenderers who have purchased the Tender Documents are requested to attend the same.

The prospective tenderers expressing interest must attend the Pre-bid Meeting and visit the sports facility and acquaint themselves about the scope and schedule of work, supervision and commitment required.

ICTS expects the Sports & Fitness Centre to be maintained as a high end facility for campus residents, ICTS members and visiting academic community, ensuring state-of-the-art sports facility management at best Standards.

The prospective Contractors should note that high quality of service and professional approach is the essence of this contract.

Please read carefully instructions for the Tenderers and Scope of Work.

Important instructions for the Tenderers

The primary bidder should fulfill the following bidders' eligibility criteria:

Minimum 2 (Two) years of experience in providing sports facility management services which includes handling sports desk, swimming pool maintenance, Gymnasium maintenance etc.

Preference will be given to companies having national presence.

The agency shall have executed or be executing a single contract of minimum **Rs.16 lakhs per annum** or two contracts of minimum **Rs. 8 lakhs per annum** or three contracts of minimum **Rs. 5.5 lakhs per annum** during the **last three year period**.

The bidding agency should have experience (at least one contract in the last 2 years) in providing similar services to Public Sector Companies/Government Departments / Research Organizations / Reputed Private Sector Companies.

Either the Registered Office or one of the Branch Offices of the bidder should be located in Bangalore.

The bidding agency should have its own Bank Account.

Bidders must submit documentary proof in support of meeting the minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company and enclosed in a cover, to be submitted with the proposal.

- A.** The bidder should have a valid **PAN number** issued by the Income-Tax Authority.
- B.** The bidder should have a valid **Registration Certificate** of the firm / agency / Company.
- C.** The bidder should have a valid **License** issued by the Competent Authority.
- D.** The bidder should have valid **ESI & PF** registration certificate.
- E. Security Considerations:** The persons deployed by the agency should NOT have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying.
- F.** Having regard to the scope of work, qualification, training and experience that are required for the job, the contractor should offer such emoluments and benefits to the people to be employed by him which takes into account:
 - a) The Qualification, Training and Experience of the deployed personnel.
 - b) Annual increase in Salary on account of revision of Basic Wages + V.D.A.
 - c) Emoluments which are well above the minimum wages as prescribed under the Minimum Wages Act.

G. The tenders should be submitted in two sealed covers

The first sealed cover – Cover I shall be superscribed Technical Bid and shall contain the following documents:

- (i) Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.
- (ii) Acceptance of terms and conditions specified in these tender documents.
- (iii) Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit.
- (iv) Solvency Certificate issued by your banker.
- (v) Deployment pattern of Personnel including the number of Sports desk managers / Swimming Coach/ Pool attender to be deployed.
- (vi) Work Order copy of a single contract worth **Rs. 16 lakhs per annum** or two contracts of **Rs. 8 lakhs** or three contracts of **Rs. 5.5 lakhs** or more during the last three year period.
- (vii) Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 2 years' experience in providing sports complex facility management in reputed organisations.

The second sealed cover – Cover II shall be superscribed Price Bid and should contain **Annexure F and G**

- The above mentioned two covers shall be sealed on the outside with wax seal bearing the logo/name of the company submitting the bid.
- These two covers shall be again put into a single wax sealed cover superscribed **“Tender for Sports & Fitness Facility Management Services at ICTS Campus, Survey No 151, Shivakote Village, Hessarghatta Hobli, Bangalore North, Pin 560089”**. This should be addressed to **Administrative Officer, ICTS-TIFR, ICTS, TIFR, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089 and shall be sent by post/courier so as to reach before the prescribed time.**

The Bids will be opened on 04/08/2016 at 15.30 hours.

On the date of tender opening (**i.e. on 04/08/2016**), the Bids shall be opened in the presence of attending tenderers. The financial bids of the bidders who meet all the Technical NIT Stipulations only will be considered for further process

EARNEST MONEY DEPOSIT: Rs. 36,000/- (Rupees Thirty Six Thousand only). Earnest Money Deposit shall be submitted along with the “Technical Bid” in the form of a demand draft drawn in favour of “International Centre for Theoretical Sciences, Bangalore” and the DD should be from a Nationalised / Scheduled bank. Alternatively, a Bank Guarantee from a Nationalised / Scheduled bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD amount is liable to be forfeited, if the successful bidder fails to accept the Work Order or withdraws, or amends, impairs or derogates from the tender in any respect

within the period of validity of this tender. The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

The EMD may be forfeited:

- a. If the bidder withdraws the bid during the period of bid validity specified in the tender.
- b. In case a successful bidder fails to furnish the Performance Bank Guarantee.
- c. If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

Conditions of Tender:

1. Quotations must be submitted giving complete details using enclosed tender papers.
2. **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.**
3. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
4. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
5. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
6. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
7. Bids which do not comply with the above conditions will be rejected.
8. The Centre shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any or all** tenders without assigning any reason whatsoever.
9. The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
10. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a **'No' or 'NIL' or 'Not Applicable'** statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
11. The tender form should be filled and sealed so as to reach ICTS latest by **15.00 hrs.** on 04/08/2016. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.

12. Bids shall be accompanied by the following, failing which the offers will be rejected :
 - a) License and registration certificate issued by Competent Authority
 - b) Organization Structure
 - c) List of works on hand/carried out during the last 5 years
 - d) Performance Certificate from the existing client(s)
 - e) ESI & PF Registration Certificate.
 - f) Annexures B,C,D, F and G duly filled in
 - g) The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
 - h) Earnest Money Deposit
13. All annexures, attachments / drawings (if any) to this tender shall be read as part and parcel of this Tender.
14. Deviation(s) indicated in Annexure E are not automatically accepted; only if any such deviation(s) indicated by tenderer has / have been specifically accepted in the Work Order, such deviations are deemed to have been accepted and become part of the agreement.
15. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company, seal of the person signing the offer and Name and Address of the firms. The envelope containing the bids shall be superscribed "Tender for Sports & Fitness Facility Management Services" and Reference No. "ICTS/TIFR/SER/W - 10/2016".

DEFINITIONS OF TERMS:

1. Centre or ICTS means **International Centre for Theoretical Sciences, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089.**
2. Contractor, bidder, firm means the person to whom the work may be awarded.
3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications, tender documents, etc. executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

1. Scope of Contract

- 1.1 The following annexures are part of the tender documents under reference:
 - a) Annexure – A – Scope of work
 - b) Annexure – B – Profile of experience Sports Facility Management Services.
 - c) Annexure – C – Schedule of Experience of last 5 years (Min 2 years)
 - d) Annexure – D – Schedule of Deviations from specifications / conditions
 - e) Annexure – E – Statutory obligations
 - f) Annexure – F - Price Bid
 - g) Annexure – G – Price Bid for Optional Items

The Tenderer shall fill in Annexures B, C, D, F and G completely and submit them along with their bids. All details and columns shall be filled, and if Annexure D or a particular column(s) in any annexure(s) does/do not apply, it may be indicated by saying why it is not filled (for e.g. 'no deviation', not applicable, not relevant, etc.) – leaving blank columns or a bare hyphenation may disqualify the bidders.

- 1.2 The details of rates and number of personnel required for carrying out the work shall be indicated by the contractor in the **Annexure “F”**.
- 1.3 Once the Work order is issued, the contractor will receive instructions from an Officer designated for this purpose (Officer -in-charge) or his authorized nominee and the contractor thereby undertakes to abide by his/her suggestions/instructions, etc. as regards services in this agreement.
- 1.4 Additions/alterations in scope of work: Any alteration or addition to the scope of work will be communicated to the contractor and the contractor shall carry them out. For any reduction / increase in the scope of work, the increase/decrease in the rates shall be negotiated and finalised simultaneously.

Annexure A
Quality and Scope of Services

1. SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

There is a recreation facility comprising of one physical exercise unit and a water body on campus.

l) Sports complex 1 (ICTS) - Area : 8070 Sqft

Indoor Facilities:

a) Badminton court - 1, table tennis- 1, foos ball- 1, caroms – 1 , Gym - 1 , squash- 1, chess- 1, Gymnasium -1

Outdoor Courts:

Volley ball – 1 , basket ball- 1, cricket/ football field (small size) - 1,

1.1 Swimming Pool Maintenance:

Pool capacity: 400 Cu M, Size: 25 mtrs x12.5 mtrs, depth at shallow end 900mm, deeper end 1350mm

a) Main responsibility covered under this contract is maintenance of the swimming pool, ie Vacuum cleaning, Filtration maintenance, Chemical balancing, plumbing line maintenance, side wall brushing, pump maintenance, handling valve appropriately, water level maintaining, Algae control, switching on/off pumps, fixing and removing of lane markers, keeping track of maintenance chart, checking of water quality, pH of water, maintaining log book , pool usage details etc..

b) Swimming pool shall be cleaned at 6:00am-7:30 and 1:30pm-3pm everyday including Saturdays, Sundays and holidays.

c) Pool shall be closed for maintenance on MONDAY till 3pm.

d) Pool Hours : 7:30am-1:30pm and 3pm – 8pm, Monday- 3pm to 8pm

e) The agency is requested to employ staff on shift wise. One person shall remain near the swimming pool for observation during pool hours.

1.2 The detailed maintenance schedule is as follows :-

Daily maintenance, cleaning of swimming pool

1. Skim debris out of the water body.
2. Brush the walls and floor of the water body to remove as much of the algae as possible. This will greatly reduce the amount of time it takes to kill and clear the algae bloom.
3. Ensure that the pH level is within the range of 7.2 - 7.6. This will ensure that any chlorine added will work more efficiently - high pH levels in particular will impair the efficiency of the chlorine doing its job
4. The water body filter system should continue to run 24 hours a day.

Weekly:

1. Test the water.
2. Clean the walls and floor. Use cleaners, brushes and vacuums recommended by the pool manufacturer. Start at the shallow end and continue to the deep end. Overlap each stroke when vacuuming and brushing to cover all areas thoroughly. Always keep the vacuum head under water while in use. To speed up the process, dedicate 10 minutes a day to brushing down the walls.

Cleaning After a Storm

Summer storms can catch you off guard, but if you know a storm is approaching, cover the water body and anchor the sides of the cover with water bags or sandbags. If you have an automatic cleaner, turn it on. If you don't have time to prepare, follow these steps to clean up:

1. Hose down the deck, spraying away from the water body.
2. Remove all debris from the water surface with the skimmer.
3. Turn on the pump.
4. Brush the walls and floor. Push the dirt toward the drain.
5. Vacuum the water body completely.
7. Test the pH and adjust if necessary.

Physical exercise unit maintenance: -

- (a) Inspect all flooring (carpet wood, rubber mats, lifting platforms)
- (b) Clean and disinfect drinking fountain
- (c) Inspect fixed equipment connection to the floor
- (d) Clean and disinfect surfaces that contact skin
- (e) Inspect all equipment for damage, wear and tear, loose or protruding bolts or screws, cables, chains, insecure or non functions straps, improper use of pins attachments or other apparatus.
- (f) Inspect all protective padding for cracks and tears
- (g) Inspect non slip material and mats for proper placement, damage and wear
- (h) Monitor air circulation
- (j) Monitor illumination levels
- (k) Ensure safety, regulation and policy signage
- (l) Ensure that equipment is properly returned and stored after use.

Two to three times per week:

- (a) Clean and lubricate guide rods on machines Twice per week
- (b) Take inventory and replenish cleaning and maintenance supplies Once per week
One manager will supervise and monitor the work of the attender and do the general shift duty

2.

2. 1. The agency will be responsible for providing manpower in managing sports complex desk and swimming pool maintenance. The quote shall also include one swimming coach on full time basis. Sport complex desk shall function from 6 am to 9 pm in two shifts all days including holidays.

2.2 The quote should include staff for sports desk in sports complex and staff for pool maintenance.

2.3 . All their staff must have experience in handling sports complex desk of similar in size.

2.4 . The sports desk manager should have basic knowledge about the rules that needs to be followed in various sports.

2.5. They are responsible for day to day functioning of sports complex, record keeping and maintenance. They must follow check list prepared by the centre on daily basis and record it.

2.6. You are responsible for issuing of permanent and temporary lockers to the facility users.

2.7. All items required for the maintenance will be at ICTS scope. But they must liaison with internal departments in the campus and external to ensure that facility runs very well.

2.8. General housekeeping will be at the scope of campus housekeeping team. But they should be monitored by your staff while cleaning in the facility.

2.9. The sports desk manger will be responsible in conducting games in co-ordination with student in-charges periodically.

2.10. The deployed Sports desk manager will report to Officer-in-charge daily and update the status.

2.12. They will be given access to our helpdesk reporting system. They must attend to the complaint registered by the users in time and escalate to reporting officer if there are any issues.

2.13 Preference will be given to the contractors who have managed sports facility of similar size in any other research or educational organization.

2.14. The agency will be asked to provide specialized coaching in various sports as and when it is necessary. Payment will be made for the special training separately.

2.15 Periodical stock taking of fixtures, consumables and equipments are in your scope.

2.16. Keeping record of guest usage and facility usage data are in your scope. Same must be reported to the internal committee first week of every month.

2.17. You are requested to stock minimum consumables eg- swimming costume, tennis ball, shuttle cock etc.. in sports complex for the convenience of users. Users will pay for it as and when needed.

2.19 You must follow all statutory requirements as per the labor law and records must be produced to Officer Incharge/ Administrative Officer (Services) on demand.

2.20 The contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorised person in ICTS.

2.21 The contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, etc., as relevant and applicable from time to time.

2.22 The contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this tender agreement and in respect of the employees engaged by the contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "E".

2.23 It is understood and agreed that the contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees.

2.24 It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

2.25 a) The contract employees should be covered under all statutory requirements like ESI, PF, etc. by the contractor and the contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.

b) The contractor shall pay Salary and other Allowances/Benefits as indicated by the contractor in their tender and accepted by ICTS. Such salary shall be well above minimum wages. In order to ensure high quality of service and having regard to the scope of work and the appropriate level of expertise (i.e., qualification, experience) required for the job, the contractor should pay such salary / wages which is higher than the statutory wages as prescribed by the Minimum Wages Act, so that quality of service is assured. Such salary shall be well above minimum wages.

c) If the rates quoted by the contractor and accepted by the Centre includes bonus, charges for over time, uniform, food, applicable wage increase, miscellaneous, etc., details of what is provided, its cost, etc. shall be furnished periodically. The proof for uniform cost, bonus and applicable wage increase, details of what is provided shall be furnished once in a year or before expiry of the contract, whichever is earlier. If proof of payment of all benefits like charges for over time, staff, food, miscellaneous, etc., are not furnished once in 3 months and once in a year for uniform cost, bonus, applicable wage increase, the Centre reserves the right to withhold /recover such portion of the salary/benefits. However, the proof for payment of PF and ESI and name of such employees whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.

d) The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency

imposes upon the Centre due to the contractor's non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure 'E' attached. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Centre along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.

e) The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1st of every month for the previous month or as necessary for inspection. The contractor shall provide all facilities for inspection/books/personnel on demand by ICTS or any Statutory Authority.

f) The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at ICTS. This should be done immediately but not later than one month from the date of signing joint agreement.

2.26 It is clearly understood and agreed upon that neither the contractor nor contract employees shall have any claim on employment with Centre at any point of time and this arrangement is purely between the contractor and the Centre for specific services for the period specified.

2.27 The successful contractor shall indemnify/deemed to have indemnified the Centre for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the contractor on a demand from ICTS.

2.28 The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of ICTS that they would indemnify and keep ICTS indemnified and harmless against any claims, losses, expenses which ICTS may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till ICTS is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. The contractor also should undertake not to revoke this indemnity during its currency save with ICTS's previous consent in writing.

2.29 The contractor shall follow all rules as may be existing or may be framed from time to time at ICTS on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in ICTS as amended from time to time.

2.30 Currently, to maintain the Sports facility, the following work force is envisaged.

Sports Desk manager	- 2 Nos
Pool attenders	- 3 Nos
Swimming Coach	-01 No

This is the minimum manpower requirement envisaged, to maintain the system. *However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of ICTS.*

2.31 Responsibility and qualification of Staff

The responsibility, qualification of the staff being deployed by the agency should be:

(a) Sports Desk Manager

1. They are responsible for providing manpower in managing reception desk and swimming pool maintenance.. Desk shall function from 6:30am to 9:30pm in two shifts, all days except Sunday and Monday. Sunday timing will be 7 AM-2 PM and Monday timings will be 1 PM -9 PM .
2. The sports desk manager should have basic knowledge about the rules that needs to be followed in various sports.
3. They must have an experience in handling sports complex desk similar in size. He should have basic knowledge about the rules that needs to be followed in various sports.They are responsible in conducting games in coordination with student in-charges periodically
4. They are responsible for day to day functioning of sports complex and maintenance. All items required for maintenance will be at ICTS scope. But they must liaison with departments in ICTS and external agencies to ensure that facility runs well.
5. Person should know swimming.
6. They must attend to the complaints registered by the users.

(b) Swimming Coach

1. Swimming coach on full time basis.
2. The persons must be aware all safety practices especially w.r.t. swimming and concerned rescue /safety implements. He should have a three years experience in swimming coaching and rescue in a reputed swimming pool or club
3. He should have a certificate on the same.

(c) Pool attender

1. Main responsibility covered under this contract should be maintenance of the pool, i.e vacuum cleaning, filtration maintenance, chemical balancing, plumbing line maintenance, side wall brushing, pump maintenance, handling valve appropriately, water level maintaining, Algae control, switching on/off pumps, fixing and removing lane markers,

keeping track of maintenance chart, checking of water quality, PH of water, maintaining log book, pool usage detail etc. The pool attender will be deployed in shift wise 6.00 AM to 2 PM and 2 PM to 10 PM. One will do reliever for other employees on weekly off and rest of the day come for general shift.

2. Person should know swimming.

3. Pool attendant shall remain near the pool for observation during pool hours (7.30 AM - 1.30 PM and 3 PM - 8.30 PM). Swimming pool to be cleaned at 6 AM - 7.30 AM and 1.30 PM - 3 PM every day and night maintenance for applying chemicals, stopping pumps etc from 8.30 PM - 9.30 PM.

3. A. Tenure

A.1 The contract with the Centre will be initially awarded for a period of 3 months and if the services are found to be satisfactory, the Centre reserves the right to extend the contract by 9 months initially and subsequently for a further period of 12 months on the same terms and conditions.

3. B. Termination

B.1 Except as provided in Clause B.5 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the contractor, the entire security deposit shall be forfeited. Any other costs and or damages incurred by the Centre to maintain the services contracted to the contractor, on account of such short notice will be deducted from the dues payable to the contractor, or shall be paid by the contractor on demand if such dues fall short of such costs.

B.2 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Centre from any party at a higher rate, the contractor shall be liable to pay the Centre the difference between existing rate and the rate of the new contract.

B.3 **Risk Clause:** Notwithstanding the other terms herein, the Centre at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof as deemed so by the Centre. The contractor shall be liable for any loss which the Centre may sustain by reason of such risk contract in addition to penalty.

B.4 **Insolvency and breach of contract:** The Centre may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:

- a. If the contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order to order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or
- b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs, a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
- c. If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Centre for any extra expenditure he is thereby put to but shall not be entitled to any gain on tender.
- d. In the event of inadequate or unsatisfactory performance of duties by the contractor, the Centre shall have the right to bring to the notice of the contractor the default(s) on their part and the contractor shall ensure that the said default(s) is /are not repeated and /or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default(s) being inadequately corrected, the Centre shall have the right to immediately terminate the agreement.

- B.5 Notwithstanding any other clause herein, if there is any act of omission by the contractor or the contract employees which jeopardizes the safety/security of the Centre including, but not limited to:
- a) Theft or pilferage of property of ICTS
 - b) Fire, flooding, breakage or damage
 - c) Violence or physical attack on the Campus
 - d) Any act or incident which may prove detrimental to the interests of ICTS - the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate as deemed by ICTS. The decision of the Centre Director shall be final in such matters.

B.6 PENALTY

The contractor shall pay any claim made by the Centre of any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Centre shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the contractor. If the Security Deposit or outstanding bills of the contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the contractor against this or any other contract until the dues of the Centre are fully settled. If the claim of the Centre could not be met in this manner, the contractor shall pay up all such claims if a demand is made by ICTS.

Deduction on account of unsatisfactory services will be made from the monthly bill. The recovery will be decided by the designated Officer -in Charge. The methodology for deduction will be as under:

1. In case of shortage of manpower, an amount proportionate to the shortage of manpower, taking into account number of employees as well as duration shall be deducted from the monthly bill of the contractor. Further each occurrence of absenteeism in excess of 20% per day for 3 continuous days, will entail a penalty of 1.5% in the administrative charges charged by the agency, subject to a maximum of 30%.

2. For various lapses, the quantum of penalty shall be as follows:

(a) Non-compliance of environment friendly waste disposal methods.
Rs.100.00 per instance

(b) Not wearing of uniforms by Agency's employees / untidy uniform
Rs.500.00/day/Person

(c) The penalty for unsatisfactory and substandard service or lapse of service:
Rs.500/- per complaint

3. In the event of appeal, the decision of Director, ICTS Bangalore shall be final and binding upon the Agency.

4. DAMAGES AND LOSSES

All the equipment and the items at site stands at the risk and sole charge of the contractor who shall deliver in proper condition at the time of annual stock taking to be done by ICTS. Any shortfall shall be immediately made good by the contractor by replacement. If the same is not replaced within one month of stock taking, the amount shall be recovered from the dues/bills of the contractor. The contractor or his representative shall be present during the stock taking. If the contractor or his representative does not make themselves available, the stock taking shall be conducted in their absence, which will be binding on them. For losses, if any due to natural calamity or any other act of god, beyond the control of either party, ICTS will replenish the same, as per obligation mentioned above.

5. COMPLAINTS

The contractor shall keep a suggestion box to be provided by ICTS to record any suggestion/complaints on performance of services, by the ICTS members & guests and produce to ICTS or its representatives for perusal during their visit to ensure that prompt action has been taken on such complaints and measures taken to avoid their re-occurrence. The contractor shall attend to all the complaints and address as early as possible to the satisfaction of ICTS. The contractor is to sit for monthly meetings with Administrative Officer- Services.

6. MISBEHAVIOUR OF EMPLOYEES

The employees of the contractor shall maintain strict discipline and not use any violent, abusive or offensive languages while inside the premises. Smoking and consuming alcohol inside the premises is strictly prohibited. In the case of misbehaviour, ICTS has the right to terminate the contract. It will be mandatory for the conducting agency to brief their personnel in advance and apprise them of the conduct, expected for them, while working in an institution of national importance. Nothing prevents ICTS to advise the contractor about any such issue, or any erring personnel engaged by the contractor, which warrant urgent action, in the interest of work and its fast disposal.

The selected agency shall not involve in any bribery or other unethical activities with anyone employed at the Institute. Involvement in any such activity shall entail a penalty of Rs. 10,000/- for the first incident. Subsequent occurrence of such incidents will entail in termination of the contract without any notice.

Any personnel deployed by the agency, who refuses work or creates indiscipline would have to be immediately replaced with the consent of the Administrative officer. ICTS reserves the right, to ask the Agency to terminate the services of any of the Agency's employees immediately on grounds of noncompliance of duties or if found guilty of misconduct. ICTS will in no way be held responsible or liable for any loss, caused by negligence or any other harmful action on the part of the employee of the Agency.

In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.

7. BREAKAGE

All damages/breakage to the equipment/inventory in the charge of the contractor, if caused due to negligence of the contractor's employee, the cost or repair/replacement of the equipment will be borne by the contractor. Whether the damage/breakage has been caused due to negligence or normal wear and tear shall be heard and will be decided at sole discretion of ICTS.

8. REPLACEMENT

Replacement of articles (viz. pool linen, inventory etc.), which have been lost will be done after proper assessment by the competent authority and as per decision/mutual discussion and shall be borne by the contractor.

9. Payment Terms:

9.1 The contractor shall submit bills after completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the contractor shall only be for actual salary and other benefits paid by the contractor for the number of employees deployed as per contract with ICTS.

If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between ICTS and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to ICTS. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to ICTS with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

Payment in respect of ESI, PF and other statutory payments shall be paid / reimbursed by the Centre only on submission of proof of payment and Schedule of Employees covered for such benefits.

9.1.1 Contractor's monthly claim/bill shall contain the following 12 elements only :

- a. Basic + VDA + Others
- b. PF
- c. ESI
- d. ELI / Group Insurance
- e. Uniform + washing charges of uniform supplied
- f. Supervision and Administration Expenditure
- g. Material Charges
- h. Transportation Charges
- i. Others (if any)
- j. Contractor's margin
- k. Taxes
- l. 1/6 relieving charges shall be paid on monthly basis. However, the contractor should ensure that minimum 90% attendance is maintained per shift of duty. PF, ESI and ELI will be reimbursed to the contractor only on production of registration No./ ESI card/payment of ELI premium.

9.1.2 Leave Salary and Bonus: The leave salary and bonus shall be claimed by the contractor as and when these are paid by the contractor to its employees and the same will be reimbursed by the Centre on submission of proof for having paid. Leave salary is payable only if substitute is appointed in place of contract Employee on leave subject to the condition that the contractor maintains 90% attendance per shift of duty.

- 9.1.3 Uniform and washing charges: The uniform and washing charges will become payable only after the uniforms are provided by the contractor to his employees. Uniform charges will however be reimbursed on a pro rata basis along with monthly bill and the first bill should include arrears, if any. Washing charges are paid from the month the uniforms are supplied to the contract employees by the contractor. However, if during pendency of the contract, it is observed that appropriate uniform have not been issued by the contractor to its employees, for which reimbursement has been claimed by the contractor, then the Centre reserves the right to recover the amount paid towards supply of uniform and washing charges from the subsequent monthly bill of the contractor.
- 9.1.4 Bonus : Bonus shall be payable by the contractor to his contract employees once in a year before Dussehra/Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33% subject to maximum of Rs. 7000/- per annum (the ceiling for calculation purpose from the salary or Wage of Rs. 7000/- per month) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs. 21,000/- per month as per Section 2(13) of Bonus Act, 1965.
- 9.2 The monthly/running bill of the contractor will become payable after the end of each month on submission of a bill with all details, data and certification by the Contractor, and on due certification by the Officer-in-Charge about the satisfactory services against the claim, the contractors payment will be released only after the contractor disburses the salary to the contract employees as per Clause No. 4.5 every month.
- 9.3 The Officer-in-Charge/Accounts Officer is authorized to deduct any amount as determined by the Centre Director from the amounts due to the Contractor for any deficiency in the services provided by the contractor.
- 9.4 Payment of contractor's bill shall normally be made within 15 working days of submission subject to the claim being found proper in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.
- 9.5 Payments by the contractor to the contract employees shall be disbursed on or before 7th of the succeeding month in the presence of the Accounts Officer and / or any other authorized officer of ICTS. If 7th happens to be a holiday, payments shall be made on the previous working day. The contractor shall notify all his employees /workers about the monthly payment date in their appointment order, and follow this schedule strictly, whether the Centre has paid the contractor's bill or not. The payment of salary and all other benefits such as bonus and over time charges to the contract employees shall be disbursed in the presence of Accounts Officer and / or any authorized officer of ICTS.
- 9.6 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

- 9.7 Security Deposit: A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period.

The security deposit is refundable after expiry of the agreement subject, to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Centre shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Centre Director, whose decision shall be final on account of any act or omission in the contract, by the contractor.

- 9.8 It is important for the contractor to note that the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the agreement, i.e. 2 years from the date of issuance of Work Order. Any increase or decrease in the rates shall be only in respect of statutory duties / levies and such claim/s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

- 9.9 At any point of time, there must be a minimum of 90% attendance in each shift. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism less than 90% in shift shall be penalized including termination of the contract. All the posts should be filled at any given point of time. No post should be kept vacant due to absenteeism. Payment shall however be restricted to actual number of people as physically deployed in each month.

10. Suggestions Register:

The contractor will maintain a complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Officer-in-Charge. This register will be open to any authorized person of the Centre for inspection and supervision at all times.

11. Safety, Security and Insurance

- 11.1 The contractor shall follow all security rules of the Centre and instructions received from time to time regarding issue of identity cards, all material movements (incoming and outgoing).

11.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant and machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Centre Director shall be final and will be binding on both parties.

11.3 The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the contractor shall produce the original insurance policy and the license of the workers where applicable to the Centre.

12. Miscellaneous

12.1 The work mentioned in the schedule is not exhaustive, but only indicative. The Centre reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract.

12.2 The contractor shall meet the designated Officer-in-Charge of the Centre everyday, to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer-in-Charge.

12.3 The employees/workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure 'A'. If such experienced hands are not available, either because the service is extremely specialised and only in-house training is possible, at least a certain percentage of employees/workers shall be experienced/trained who shall be able to impart training/expertise to others.

12.4 The contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless ICTS has asked for it or without advance approval of ICTS.

12.5 The contractor shall ensure that no contract employees nor anyone from his side use ICTS transport to come to the work spot or return. The contractor shall use emergency services like medical help and emergency vehicles of ICTS in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury/death and or loss/damage will fully rest with the contractor.

12.6 The tenderer must indicate any deviations in Annexure-D, with reasons thereof. The deviations indicated by the tenderer shall be from the tender document issued by ICTS. Deviations shall be valid only if it is accepted by ICTS and forms part of the joint agreement.

13. **Dispute and Resolution**

Any dispute or differences that may arise between the parties shall be referred for sole arbitration to the Centre Director or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

14. **Primacy of Documents**

The tender documents, subsequent communication exchanged and the work order as well as all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents clauses in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexures thereof, i.e. tender documents and annexures have least primacy, if any clause or detail there has been superceded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the contractor.

15. **Amendments to Work order/agreement**

Any amendment to the Work order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorised representatives of both parties.

For and on behalf of International Centre for Theoretical Sciences

Administrative Officer

ANNEXURE -B

**PROFILE OF EXPERIENCE IN THE SPORTS AND FITNESS FACILITY
MANAGEMENT SERVICES**

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

1. Name and status of the Proprietor / Director/ Partner :
2. Qualification :
3. Average age of the work men :
4. Sports Facility Management Experience in : Medium / Large Research Establishment / Large Residential Public School/Big Multinational company
 - a. Position held :
 - b. Reasons for leaving :
 - c. Length of service and designation in each post (*attach additional sheet, if necessary*) :
 - d. Do you have experience of running a system similar to work put to tender. If yes, please give details :
5. a. Do you have a control room which is open round the clock. If yes, Name, phone No./Mobile No. & the designation of person manning it :
 - b. In case of a sudden accident, fire or any emergency, what support in terms of resources your organization can provide? :
6. Have you provided All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. :
7. If you think you have expertise in the work put to tender, please give a brief write up on that. :
8. Any other information :

Signature :
Name :

Designation :
Name & Address of the company with Seal :
Date :

ANNEXURE – C

SCHEDULE OF EXPERIENCE OF LAST FIVE YEARS

Please furnish list of firms/offices where you have undertaken similar jobs (please use additional sheets, if necessary)

Sl. No.	Name of the Company with full Address	Period		Contract Value (Rs.) Contact person & phone Nos.
		From	To	
Signature				
Name				
Designation				
Name of the company				
Date				
Seal of the company				

ANNEXURE – D

SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

--

The bidder hereby certifies that the above mentioned are the only deviations from Technical Specifications / Commercial terms and conditions of this tender. (State NIL if no deviation is envisaged.)

Signature

Name

Designation

Name of the company

Date

Seal of the company

ANNEXURE - E

STATUTORY OBLIGATIONS:

The selected contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules/changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify/is deemed to have indemnified ICTS against all such liabilities which are likely to arise out of the contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all contractors to cover all their employees/workmen cover by this tender with these cover/benefits.

1. The Contract Labour (Abolition & Regulation Act, 1970):

The selected contractor shall obtain and produce license from the Labour Commissioner's office (Central). They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

2. Payment of Wages Act:

It is necessary that the contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month. The contractor will receive payment from the Centre only after he has disbursed in full the wages payable to his employees. The wages shall be distributed in ICTS premises and the Accounts Officer or one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report.

3. Provident Fund Act:

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be by contribution from the successful bidder as indicated in Annexure B. Proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

4. Employees State Insurance Scheme:

The successful bidder shall cover all their employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

5. Minimum Wages Act:

The successful bidder shall pay well above the minimum wages to each of their employees. Such rates shall be the rate implied or agreed between ICTS and the contractor.

6. Workmen's Compensation (ELI):

All employees/workers shall be covered for injury/death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the contractor to cover all employees/workers employed by the contractor in ICTS. ELI premia is of the order of 3% on salary + DA as per the statutory laws and amendment.

7. Payment of Bonus Act, 1965:

Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year shall be paid bonus. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year. Bonus shall be paid every year one week before Diwali.

8. Karnataka Labour Welfare Fund Act, 1965.

9. General :

Contribution towards PF, ESI & ELI shall be reimbursed to the contractor only in succeeding months on submission of proof of having paid the premia/subsription. Premia towards ELI shall be paid to the contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/contribution/subsription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the contractor shall promptly inform ICTS, which will suggest ways and means to put such unpaid amounts to proper use.

ANNEXURE – F

PRICE BID

- Name of the firm along with Registration No. :
- PF Registration No. :
ESI Registration No. :
(copies to be enclosed)
- Registered address of the firm :
- Status of the firm (tick what is relevant) : (Co-operative, Proprietary, Partnership, Private Ltd, Public Limited Co., etc.,)
- No. of employees proposed to be deployed for running the contract and Deployment Pattern
- a) For estimated quantities as in Annex. A.
- i) Facility Manager
ii) Receptionist
iii) Supervisor Janitors
iv) Janitors

Monthly salary & other contributions payable to each worker /employee under:

- a) The Minimum Wages Act and other statutory provisions (and requirements as enumerated by ICTS in these documents and as applicable) in force as on date (indicate with break up in the columns below).
- b) You propose to pay (please indicate in column furnished in Table B below)

The percentage of salary (Sl.No.1 in Table-B below) to be paid by the Contractor for various statutory benefits are listed below indicating percentage to be paid by the Contractor, the part to be collected from the employee, and total.

TABLE A

Sl.No	Statutory Benefits	% to be collected from employee	% to be paid by the Contractor	Total %
1	PF	12	13.61	25.61
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33 *	8.33 *
4	ELI (Workmen's Comp)	-	3.00	3.00
	Total	13.75	29.69	43.44

*Subject to maximum of Rs. 7,000.00 per annum
Total bid amount per month inclusive of all taxes and duties as per Scope of Work and other details as contained in the tender document (please furnish in table below based on scope of work as shown in Annexure 'A'):

TABLE – B

Sl. No.	Description	Sports Desk Manager	Swimming Coach	Pool Attender
1	Salary (Basic)			
2	VDA			
3	PPF (13.61%) on Rs.8100/-			
4	ESI 4.75% on Rs.8100/-			
5	ELI (workmens compensation)			
6	Bonus			
7	Uniform	Rs 600	Rs.600.00	Rs.600.00
8	Accommodation/Food(max.7% if given			
9	Washing charges	Rs 100	Rs.100.00	Rs.100.00
10	Special allowance			
11	Supervision & Administrative expenses			
12	Contractor's margin			
13	Travel allowance			
14	Taxes,duties,levies,ect.			
15	TOTAL			
16	No of total employee			
	TOTAL (Rs.)			

Total Monthly Rate in respect of the following:- Rate for one man day under each category

Sl. No.	Description	Requirement of manpower as estimated by the bidder	Salary per man day	Rate per month in Rs. (including all duties taxes)
A	Sports Desk Manager			
B	Swimming Coach			
C	Pool attender			

Specify designation and experience in the field with level for each column

- i.* Please specify and attach separate sheets, if necessary
- ii.* All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.
- iii.* In order that the bidders have a clear idea, it is important that the prospective contractors visit ICTS to see the area and work and have discussions before submitting the bids.
- iv.* Please submit the Deployment Pattern of the above mentioned Staff.

All amounts in Table – B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The contractor shall quote salary, supervision & admin. charges, contractor's margin, (Sl.No. 1, 12 & 13 above) and the rest are either percentages of salary or fixed as indicated herein. Uniform and washing charges are Rs. 600+100 per month. The contractor shall supply 2 sets of uniform within a month of award of contract and two fresh sets will be issued if the contract is renewed beyond one year i.e. by the 13th month if renewed for 2nd year.

The monthly and periodical premia/subscription on all the above shall be paid by the contractor and the quantum to be paid by the employee shall be collected from each employee by the contractor or deducted from their salary. The quantum on leave salary and accommodation & food are 6% and 7% of salary respectively.

The statutory benefits, uniforms, etc. listed above are comprehensive. It is incumbent on the contractors to include any statutory or safety precautions, benefits, etc. as prevailing under various statutes and to claim premia or costs thereof under Sl. No.11"any other" and indicate details thereof or separately. (pl. attach additional sheets, if necessary).

Signature, Name, Address and
Seal of the proprietor / Managing Partner etc.

Name :

Seal of the Company:

Designation:

Signature:

Date:

ANNEXURE G

Commercial Bid for Other Items (Optional but Mandatory to quote)

Format to be filled up by the Agency

1. Name of Firm/Bidder: _____

2. Address : _____

3. Phone/Fax/Mobile/Email: _____

POOL ACCESSORIES AND CHEMICAL				
Sl.no	Description	Rate	Per Month	Per year
1	Chlorine per month 50 Kg			
2	Suction pipe			
3	All other chemical per month 10 Kg			
4	Life Buoy rings			
5	Towels washing charge Rs 12 /- each			
6	Pool track lane			

* Provide list of cleaning material, brand, and unit rate, quantity required for one month, total cost, equipment needed for cleaning and its rental cost in a separate sheet.

Signature of the Authorized Person

Date:.....
 Place:.....

Full Name.....
 Company Seal.....