



**Biotechnology Industry Research Assistance Council**

**A Govt. of India Enterprise**

(Setup by Department of Biotechnology, Ministry of Science & Technology)

TENDER NO. :

Ref. No: BIRAC/HR&A/007/2017/ENQ-011

**TENDER DOCUMENT**

**FOR**

**CONTRACTUAL SERVICES AT BIRAC OFFICE**

## **INTRODUCTION :**

Biotechnology Industry Research Assistance Company (BIRAC), a Government of India Enterprise intends to take the services and support of an eligible entity in the process of Contractual Human Resource services.

Personnel are required for the following services:

1. Data Entry
2. Peon, Pantry & Messenger
3. Security

Accordingly, BIRAC invites BIDs from the eligible bidders.

<b><u>S.No</u></b>	<b><u>ANNEXURE NO.&amp; NAME</u></b>	<b><u>PARTICULARS</u></b>
1.	<b>Annexure-I: Terms and Conditions</b>	A. Essential Eligibility Criteria (EEC) B. Instruction to Bidders C. Bid Evaluation Criteria
2.	<b>Annexure-II: Scope of Work (SOW)</b>	A. Scope of Work B. Specific Conditions
3.	<b>Annexure-III: Formats</b>	A. Cover Letter B. Checklist for Essential Eligibility Criteria (EEC) C. Technical Bid D. Price Bid E. Power of Attorney F. Performance Guarantee
4.	<b>Annexure-IV : Contract</b>	Service and Confidentiality Contract
5.	<b>Annexure-V: Wage Structure</b>	Wage Structure