

**ICAR - CENTRAL INSTITUTE FOR ARID HORTICULTURE**

Sriganganagar Road NH 15, Beechwal Industrial Area Post Office, Bikaner (Rajasthan) - 334006

Tel No.0151-2250960, 2253123, FAX No.0151-2250145

F.No.07(ii)12/CS/GHM/2014/

Dated : 01.10.2015

**NOTICE INVITING LIMITED TENDER FOR ANNUAL CONTRACT FOR PROVIDING ALLIED SERVICES IN THE FARMERS GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT ICAR - CIAH, BEECHWAL, BIKANER (RAJASTHAN)**

To

M/s.....

.....

.....

Dear (s),

Sealed limited tenders are hereby invited on behalf of the Director, ICAR-Central Institute for Arid Horticulture, Bikaner for contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES IN THE FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT CIAH, BEECHWAL, BIKANER. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the limited tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.10,000/-(Rupees Ten Thousand Only)** must be deposited in the form of Demand Draft/Pay Order in favour of "ICAR Unit - CIAH, Bikaner". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the limited tenders will not be opened. The limited tenders will not be considered if earnest money is not deposited with the tenders.

3. The tenderer is being permitted to give limited tender in consideration of the stipulation on his/her part that after submitting his/her limited tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Bid Security (Earnest Money) will be forfeited by the ICAR-CIAH. In the event of the offer made by the tenderer not being accepted, the amount of Bid Security (earnest money) deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the ICAR-CIAH.

4. The schedule of the limited tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the limited tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.

5. The limited tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he/she must have

authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the limited tender and all other related documents must be signed by every partner of the firm. A person signing the limited tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-CIAH shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.

8. The original copy of the Limited Tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be sealed and super-scribed **"THE JOB WORK CONTRACT FOR PROVIDING ALLIED SERVICES FOR PROVIDING JOB WORK FOR MAINTENANCE OF FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)"** with address of this office. All tenders should be sent by Registered Post. Limited Tenders to be hand delivered should be put in the tender box, which will be kept in the office not later than 14.10.2015 upto 01.00 P.M.

9. The rates quoted by each firm for job/service contract in limited tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the limited tenders. The name and address of the representative who would be attending the opening of the limited tenders on tenderer's behalf should be indicated in the limited tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.

10. The Institute is not bound to accept the lowest or any other limited tenders and also reserve to itself the right of accepting the limited tenders in whole or in part. You are however at liberty to limited tenders for the whole or any portion or to state in the limited tenders that the rates quoted shall apply only if the limited Tenders are considered fully. Other conditional tenders will not be accepted.

11. **An amount of equivalent to 10% of the total cost of the Job/Service Contract as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited.

12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this job contract shall be payable by the contractor and ICAR-CIAH will not entertain any claim whatsoever in this respect. However the service tax or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government.



14. Director, CIAH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-CIAH, for any justifiable reasons not mandatory to be communicated to the contracting agency.

15. Decision of Director, ICAR-CIAH shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIAH. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance by the ICAR-CIAH will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-mail etc. should be acted upon immediately.

17. The following documents/vouchers are required to be enclosed with the BID DOCUMENT which are as per the terms and conditions of the tender document. Incase required documents are not attached the bid is liable to be rejected.

- a) Registration certificate of the firm under the work contract of the State Govt./Govt. of India.
- b) Minimum turnover of the firm not less than Rs.5.00 Lakh (Rupees Five Lakh only) during the last financial year.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations. Provide the details in enclosed tabular form (Schedule-III)
- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by local Govt. etc.
- g) Employee ESI registration certificate issued by local Govt. etc.
- h) The contractor agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i) Nos. of staff/Supervisors registered under ESI & EPF separately. Minimum 50 Nos.(staff/Supervisors) required with the ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached.
- j) Service Tax registration certificate issued by Govt.etc.
- k) Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CIAH on appropriate value of non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only).

Yours faithfully,

*cmh*  
11/11/15

For and on behalf of the  
Director, CIAH, Bikaner  
सहस्रक प्रशासकीय अधिकारी  
ASSISTANT ADMINISTRATIVE OFFICER  
भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान  
ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE  
बीकानेर/BIKANER

**LIMITED TENDER FOR THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES FOR MAINTENANCE OF FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)**

Full address of the Tenderer in  
Additional to Post Box No. if any, should  
be quoted in all communications to this  
office.

Telephone No.

Telegraphic Address/FAX/Cellular No.

E-Mail address

From.....

To,  
The Director,  
ICAR- Central Institute for Arid Horticulture  
Beechal, Bikaner - 334006.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract of THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES FOR MAINTENANCE OF FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT ICAR-CIAH, BEECHWAL, BIKANER (RAJASTHAN) and agree to provide the services as detailed in the scheduled herein or to such portion thereof as you may specify in the acceptance of the limited Tender at the rates given in Schedule-IV to this limited Tender and I/We agree to hold this officer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have added to and form a part of this limited tender\_\_\_\_\_

4. Every page so attached with this Limited Tender bears my signature and the office seal.

5. Demand Draft/Pay Order No.....of Rs.....drawn in favour of "ICAR Unit, CIAH, Bikaner" and payable at Bikaner is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Telephone No. Office

Witness.....

Address.....

Occupation.....

Resi.

Signature of witness to Contractor's signature

Address:

Name & Signature of Witness:

Address:

## SCHEDULE TO LIMITED TENDERS

## PART-I

1. Name of the Firm/Agency
2. Full address with telephone No. Post Box No. if any
3. Constitution of the Firm/Agency (Attached copy)  
The firm registered under :-  
i) Indian companies Act, 1956  
ii) Indian Partnership Act, 1932 (Please give name of partner)  
iii) Any other Act, if not the owners
4. For partnership firms whether registered under the Indian Partnership Act, 1932 please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.  
  
i) If answer to the above is in negative whether there is any general power of Attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration.  
ii) If answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution should be admitted by affidavit of a properly stamped paper by all partners.
5. Name and Full address of your Banker's
6. Your permanent Income Tax No./Circle/Ward
7. Any other relevant information

## Part-II

8. Detail of the Earnest Money Deposited:-  
a. Demand Draft number with date and Bank Drawn on .  
Demand Draft / Pay order / Banker Cheque  
No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. ....

## Part-III

9. Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Authorized Signatory

Please add supplementary pages and number them wherever needed.



**SCHEDULE - II**

**भा.कृ.अनु.प. - केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर**

**ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER**

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES FOR MAINTENANCE OF FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT ICAR-CIAH, BEECHWAL, BIKANER (RAJASTHAN).**

**Scope of Work :**

संस्थान के आवासीय में स्थित किसान अतिथि गृह व वैज्ञानिक गृह की देख-भाल हेतु वार्षिक जॉब कॉन्ट्रैक्ट अनुबंध की शर्तें :

1. The supporting/allied services staff should follow strict attendance Alternative arrangements are to be made by the agency whenever anyone of staff/supervisor happened to go on leave under intimation to this office.
2. Changing of staff/Supervisor should be intimated to Director, ICAR-CIAH, Bikaner.
3. The Director CIAH, Bikaner reserves the right to reject any or all tenders in whole or in part without assigning any reason therefore. The decision of Director, ICAR-CIAH, Bikaner shall be final and binding on the contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi/English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-CIAH for the purpose. All complaints should be immediately attended to by the Contractor.
7. The contract agreement is terminable with one month notice on either side.
8. The contractor/agency shall not sublet the work without prior written permission of the ICAR.
9. The contractor or his deployed workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected agency shall deploy the required personnel's for execution of job at ICAR-CIAH, as per labour acts. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the provided is not found suitable by the Institute the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.

13. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the ICAR-CIAH, Bikaner shall have to be furnished alongwith the Tender, the Tender should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.
14. The rates to be quoted should include cost of each and every item including transportation cost, manpower and taxes etc. The CIAH/ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
15. The Contractor will discharge all his legal & statutory obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-CIAH shall be final and binding on the contractor.
16. Income Tax will be deducted from the payments due for the work done as per rules.
17. They should not leave their points unless and untill the reliever comes for shift duties.
18. Changing of Supervisor/Staff should be intimated to the officer/person authorized by ICAR-CIAH.
19. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt. and State Govt. of Rajasthan, relating to this contract made applicable from time to time.
20. Risk Clause: CIAH/ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show/cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

#### **LIQUIDATED DAMAGES CLAUSE :**

1. An amount equivalent to two days of contract amount, subject to a minimum of 10% of Bill Amount Per month will be levied as liquidated damages. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the supervisory staff of the firm by ICAR-CIAH and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons(s) will have to be replaced immediately.

The Director, ICAR-CIAH reserve the right to reject any or all Limited Tenders in whole or in part without assigning any reasons therefore. The decision of Director of the Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**भा.कृ.अनु.प. - केन्द्रीय शुष्क बागवानी संस्थान,  
बीछवाल, बीकानेर-334006**

क्रमांक 07(ii)12/CS/GHM/2014/

दिनांक : 01.10.2015.

निविदा प्रपत्र

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|---|---|
| 1.लिमिटेड निविदा जमा करने की अंतिम तिथि एवं समय | :दिनांक : 14.10.2015 दोपहर 01.00 बजे तक |
| 2.लिमिटेड निविदा खोलने की अंतिम तिथि एवं समय    | :दिनांक : 14.10.2015 दोपहर 02.00 बजे    |
| 3.बयाना राशि (EMD)                              | :रु.10,000/- (रुपये दस हजार मात्र)      |
| 4.लिमिटेड निविदा की मान्य अवधि                  | : 120 दिन                               |
| 5.लिमिटेड निविदा शुल्क                          | :रु.500/-                               |

**किसान अतिथि गृह व वैज्ञानिक गृह के लिये कार्य नियम एवं शर्त :-**

- कार्य की अवधि कार्यादेश जारी होने की दिनांक से एक वर्ष तक की होगी । इसे आवश्यकता अनुसार बढ़ाया/घटाया जा सकता है ।
- संस्थान में सरकारी कार्य या अन्य कार्य से आने वाले अतिथियों को किसान अतिथि गृह व वैज्ञानिक गृह में रुकने और भोजन की व्यवस्था करना । चाय, नाश्ता, दोपहर तथा रात्रि का भोजन इत्यादि अच्छा उच्च गुणवत्ता का होना चाहिए ।
- किसान अतिथि गृह व वैज्ञानिक गृह के इस्तमाल होनेवाले आवश्यक सभी सामान जैसे पलंग, गद्दे, चद्दरें, तकिये, फ्रिज, कूलर, गीजर, इनवर्टर, गैस सिलेंडर, चूल्हा एवं खाना बनाने में कार्य में आने वाले बर्तन इत्यादि संस्थान द्वारा उपलब्ध करवाये जावेंगे लेकिन इनके सही ढंग से रख-रखाव की जिम्मेदारी ठेकेदार की होगी । खाली गैस सिलेण्डर भरवाने की जिम्मेदारी ठेकेदार की होगी व उसका भुगतान भी उसे ही वहन करना होगा ।
- ठेकेदार को उक्त अनुबंध के लिये 24 घण्टे कार्य करने हेतु न्यूनतम 04 सहायक (Attendants) आवश्यक रूप से रखने होंगे, जो कि कार्य की आवश्यकता को देखते हुए बढ़ाये भी जा सकते हैं ।
- किसान अतिथि गृह व वैज्ञानिक गृह के अन्दर सभी सामान की साफ-सफाई [झाड़ू-पोचे के अलावा] की व्यवस्था ठेकेदार को करनी होगी ।
- किसान अतिथि गृह व वैज्ञानिक गृह के रिकार्ड को प्रभारी गेस्ट हाउस के दिशा-निर्देशों के अनुसार पूर्ण करना और अतिथियों से प्राप्त राशि को कार्यालय में समय से जमा कराना ।
- प्रभारी गेस्ट हाउस द्वारा बताये गये अन्य रख-रखाव कार्य करना होगा । साथ ही एजेन्सी को गेस्ट हाउस के चद्दरों व तकिये कवर की धुलाई आवश्यकतानुसार व समय-समय पर ब्लेन्केट्स की ड्राईक्लीन प्रभारी के दिशा-निर्देश के अनुसार करवानी होगी । लेकिन उसका बिल रिकार्ड प्रभारी गेस्ट हाउस से सत्यापित करने पर भुगतान होगा ।
- दरें प्रति माह के आधार पर देनी होगी । कार्य का भुगतान प्रतिमाह बिल तीन प्रतियों में प्रस्तुत करने पर 30 दिन के भीतर नियमानुसार कर दिया जायेगा । बिल पर आयकर विभाग से आवंटित पेन संख्या अंकित की जानी आवश्यक है । ई-भुगतान के लिये निम्नांकित विवरण अति अनिवार्य है ।

Certified that	
1.	Banker name & full address
2.	Bank Code
3.	Computerized complete account number
4.	Telephone & Fax No. of the Banker
5.	IFSC/RTGS/NEFT Code No. of the Bank
6.	Signature & Seal of the Agency

9.संस्थान परिसर में समय-समय पर होने वाले समारोह, आयोजन बैठकों प्रशिक्षण में बाहर से विशिष्ट व्यक्तियों/अधिकारियों के आगमन पर चाय, पानी एवं भोजन की व्यवस्था करनी होगी ।

10.अनुबंध की अवधि में स्वयं अनुबंध कर्ता/उसके प्रतिनिधि द्वारा संस्थान के अधिकारियों/कर्मचारियों के साथ शिष्टता का



व्यवहार करना होगा तथा संस्थान की संपत्ति को नुकसान से बचाना होगा। कार्य के दौरान यदि ठेकेदार/प्रतिनिधि द्वारा संस्थान की संपत्ति को नुकसान पहुंचाया जाता है उसकी वसूली ठेकेदार के बिल से की जायेगी।


11.लिमिटेड निविदा के साथ रुपये 10,000/- बयाना राशि (EMD) का डिमाण्ड ड्राफ्ट ICAR Unit CIAH, Bikaner के पक्ष में तथा पंजाब नेशनल बैंक, समतानगर, बीकानेर में भुगतान योग्य हो, निविदा निर्धारित तिथि एवं समय तक कार्यालय में रखे गये टेण्डर बाक्स में डालनी होगी अथवा पंजीकृत डाक द्वारा स्वीकार किया जावेगा। निविदा प्रपत्र संस्थान की वेब साइट [www.ciah.ernet.in](http://www.ciah.ernet.in) and Central Procurement Portal/NIC से डाउन लोड करना होगा, निविदा प्रपत्र का शुल्क रु.500/- का अलग से डिमाण्ड ड्राफ्ट ICAR Unit, CIAH, Bikaner के नाम से संलग्न किया जाना अतिआवश्यक है, अन्यथा निविदा स्वीकार नहीं की जावेगी।

12.सफल लिमिटेड निविदा दाता को कुल लागत की 10 प्रतिशत जमानत राशि डिमाण्ड ड्राफ्ट/एफ.डी.आर. "ICAR Unit, CIAH, Bikaner" के रूप में जमा करानी होगी, उसके बाद ही कार्यादेश जारी किया जायेगा। यह राशि अनुबंध की अवधि संतोषजनक पूरी होने के बाद ही वापस लौटायी जायेगी, यदि अनुबंधकर्ता का कार्य संतोषजनक नहीं पाया जाता है तो उसकी जमा जमानत राशि को जब्त करते हुए अनुबंध को निरस्त कर दिया जायेगा।

13.निविदादाता को भुगतान से संबंधित श्रमिक कानूनों का पूर्णतया पालन करना होगा। उनके द्वारा लगाये जाने वाले श्रमिकों के भुगतान की संपूर्ण जिम्मेदारी स्वयं अनुबंधकर्ता की होगी। भुगतान से संबंधित कोई भी विवाद होने/क्लेम प्रस्तुत करने पर न्यायालय द्वारा निर्धारित राशि का पूर्ण भुगतान स्वयं अनुबंधकर्ता/ठेकेदार को करना होगा।

14.अनुबंधकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई.पी.एफ./ई.एस.आई संबंधित रिकार्ड कार्यालय में जमा करवाने के उपरांत चालान की प्रतियाँ (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग खाता संख्या के साथ (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह मार्च से अनुबंध जारी होता है तो अप्रैल माह के बिल के साथ प्रस्तुत करना होगा) हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबंधकर्ता द्वारा जमा करवाये जाने वाले सेवा कर (Service Tax) की सत्यापित प्रतिलिपि संलग्न करनी होगी।

15.संस्थान को बिना कोई कारण बताये प्राप्त किसी एक या सभी दरों को स्वीकार/अस्वीकार करने का पूर्ण अधिकार सुरक्षित है।

  
 सहायक प्रशासनिक अधिकारी  
 सहायक प्रशासनिक अधिकारी  
 ASSISTANT ADMINISTRATIVE OFFICER  
 भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान  
 ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE  
 बीकानेर/BIKANER

## SCHEDULE - III

**भा.कृ.अनु.प. - केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर**  
**ICAR - CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER**

**लिमिटेड टेण्डर के साथ निम्नलिखित दस्तावेज/सूचनाएं दें :-**

**The following documents/information may be furnished :-**

Sl.No.	Information required	To be filled/attached by the Tenderer
1.	Registration certificate of the firm under the work contract of the State Govt./Govt. of India	Copy of the certificate enclosed
2.	Turnover of the firm during the last financial year	Rs.
3.	Last three years continuous experience of the firm in the OFFICE of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations.	
	Name of the Deptt./ Organization & Name of contract Person with Ph.No.	Period From To No.of staff deployed Remarks
4.	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant	
5.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.	
6.	Employee EPF registration certificate issued by local Govt.etc.	
7.	Employee ESI registration certificate issued by local Govt.etc.	
8.	The contractor/agency must have a registration with the Contract Labour (Registration and Abolition) Act,1970. The contractor shall obtain the labour license under this Act.	
9.	Nos. of staff/Supervisors registered under ESI &EPF separately. Minimum 50 Nos. (staff/Supervisors) required with their ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached	
10.	Service Tax registration certificate issued by Govt. etc.	
11.	Detailed assessment/ requirements of personnel	

**(Authorised Signatory)**

**Signature** \_\_\_\_\_

**Name & Address of the Firm** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

## SCHEDULE - IV

**भा.कृ.अनु.प. - केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर**  
**ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER**

Last date for receipt of Limited Tender : 14.10.2015 upto 01.00 P.M.

Date of opening of Limited Tender : 14.10.2015 upto 02.00 P.M.

To

The Director  
 ICAR-Central Institute for Arid Horticulture  
 Beechwal, Bikaner - 334006.

Sir,

I/We wish to submit our Limited Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES FOR MAINTENANCE OF FARMER GUEST HOUSE SITUATED IN RESIDENTIAL QUARTER AND NEWLY CONSTRUCTED SCIENTIST HOME AT CIAH, BEECHWAL, BIKANER (RAJASTHAN) on the following rates:-

Sl. No.	Particulars	Rate
1.	संस्थान के आवासीय क्वाटर्स में स्थित किसान अतिथि गृह एवं नव-निर्मित वैज्ञानिक गृह के रख-रखाव देख-भाल हेतु	रु. प्रति माह

(रु.....मात्र)

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Limited Tender form.

We have carefully read the terms and conditions of the Limited Tender and are agree to abide by these in letter and spirit.

Signature \_\_\_\_\_  
 Name & Address of the Firm \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_



**SCHEDULE-V****Check list of the documents to be submitted by the Tenderer**

**Name of Bidder :** \_\_\_\_\_

S.No.	Documents required & submitted *	Yes/No	Page No.
1	Earnest Money : Demand Draft/Pay Order for Rs.....		
2	Registration certificate of the firm under work contract of the Govt.		
3	ESI Number certificate of the agency issued by appropriate		
4	EPF Number certificate of the firm issued by appropriate authority		
5	Service Tax registration certificate of the agency issued by appropriate authority		
6	PAN Number Certificate of the firm		
7	The Agency must have a registration with the Contract Labour (Regularization and Abolition) Act.1970/CL(R&A) Central Rules, 1971. The contractor shall obtain the labour license under this act.		
8	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached		
9	Certified copy of Bank Solvency certificate for Rs.....Lakh to be attached		
10	Minimum turnover of the agency not less than Rs.....Lakh per year during the last 3 years.		
11	Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant		

**Details of the Minimum 3 years experience/work done\***

Sl.No.	Name of Client Deptt./Organization & Name of Contact person with Ph.No.	Period		No. of staff	Remarks
		From	To		
1					
2					
3					

\* Copies of Documents/Work Orders are attached

**Authorized Signatory**