



भा.कृ.अनु.प. –केन्द्रीय शुष्क बागवानी संस्थान

I.C.A.R. - Central Institute for Arid Horticulture

श्रीगंगानगर रोड एन.एच. 15, बीछवाल औद्योगिक क्षेत्र पोस्ट ऑफिस, बीकानेर (राजस्थान) – 334006

दूरभाष 0151-2253123, 0151-2250960, फेक्स 0151-2250145



साफ-सफाई कार्य अनुबंध हेतु निविदा आमंत्रण सूचना

सचिव, भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर निम्नलिखित कार्य को अनुबन्ध के आधार पर (On job contract basis) निष्पादन कराने के लिये वार्षिक अनुबन्ध हेतु प्रतिष्ठित एजेन्सियों/ठेकेदारों से के.शु.बा.सं., बीकानेर में मुहरबन्द निविदाएं (तकनीकी एवं वित्तीय निविदाएं अलग-अलग) आमंत्रित करते हैं: -

क्र. सं.	कार्य का नाम	बयाना राशि	निविदा प्रपत्र बिक्री की अंतिम तिथि/समय	पूर्ण रूप से भरी हुई निविदा को प्रस्तुत किए जाने की अंतिम तिथि/समय	निविदा (तकनीकी) खोलने की तिथि/समय	तकनीकी रूप से पात्र (responsive) पाए जाने वाले निविदा प्रस्तुतकर्ताओं की वित्तीय निविदाएं खोलने की तिथि/समय
1.	संस्थान परिसर में साफ-सफाई कार्य हेतु अनुबन्ध (वार्षिक)	Rs.20,000/-	16.03.2016 up to 05.00 P.M. Wednesday	17.03.2016 up to 02.00 P.M. Thursday	17.03.2016 at 03.00 P.M. Thursday	बाद में सूचित की जायेगी

उपरोक्त कार्य की विस्तृत निविदा सूचना, पूर्ण विवरण, निविदा प्रपत्र, नियम-शर्तें एवं पूर्ण जानकारी संस्थान की वेब साइट www.ciah.ernet.in एवम् Central Procurement Portal/NIC पर उपलब्ध है।

(के.एफ.बरबरीवाला)

सहायक प्रशासनिक अधिकारी



I.C.A.R. - 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

NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR PROVIDING JOB WORK FOR CLEANING & SWEEPING WORK AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)

1. On behalf of Secretary, ICAR, the Director, CIAH, Bikaner intend to invite **Sealed Tenders under two bid system (Technical & Financial bids separately)** from the reputed agencies dealing in providing of Job/Services, having experience of minimum three year in Govt. Deptt. having sufficient strength of Labourer and having PAN, EPF, ESI Labour / Wage Registration and Service Tax Registration from appropriate authorities for the Annual Contract for following job :-

S.No.	Work Description	Bid Security (Earnest Money) (Rs.)
1.	JOB CONTRACT FOR PROVIDING JOB WORK FOR CLEANING & SWEEPING WORK AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)	20,000/-

2. Interested, eligible and reputed agencies may obtain bidding document for the job contract, on submission of a written application, from the Assistant Administrative Officer, Central Institute for Arid Horticulture, Sriganganagar Highway NH-15, Beechwal Industrial Area Post Office, Bikaner – 334006 (Rajasthan) on payment of Rs.500/- through crossed bank draft/banker cheque (Non-Refundable) drawn on a scheduled commercial Bank in India, in favour of “ICAR UNIT-CIAH, BIKANER” payable at Bikaner (Rajasthan) for each tender form during working days between 10.00 A.M. to 5.00 PM. The bidding documents can also be obtained through registered post/speed Post on an extra payment of Postal Charges of Rs.100/- but CIAH will not be responsible for any postal delay. The bidding document is also available on our **website www.ciah.ernet.in** and **Central Procurement Portal / NIC**. The bidders may download the bidding document from these website and submit bidding document equipment along with non refundable fee of Rs.500/- in the form of crossed Bank Draft/Banker's Cheque alongwith the Bid Security (Earnest Money).

- | | |
|---|-------------------------------|
| 1. Last Date and time of sale of tender form | : 16.03.2016 up to 05.00 P.M. |
| 2. Last Date and time of submission of Sealed Bid in tender box | : 17.03.2016 up to 02.00 P.M. |
| 3. Date and time for Opening of Technical Bid | : 17.03.2016 at 03.00 P.M. |
| 4. Date and time for Opening of Financial Bid | : TO BE NOTIFIED LATER ON |

3. **Financial Bid of only those Bidders would be opened who fulfilled eligibility criteria and whose technical bids are declared responsive.**
4. The bidders may send duly filled completed bidding document as per instruction contained in the bidding documents. Incomplete bid or bid received after date/time notified above shall be out rightly rejected. The conditions of tender shall be governed by the details contained in complete bid document. The Director, CIAH reserves the right to accept or reject any or all the bids without assigning any reasons thereof. The bids shall be opened as per schedule in the presence of the bidder's authorized representative who choose to attend at the address given in para no.2 above.
5. In the event of any of the above dates being declared as a holiday /closed day for the CIAH, the bids will be sold/received/opened on the next working day at the appointed time.


Assistant Administrative Officer



PHOTO
OF
TENDER
ER WITH
SIGNAT
URE

I.C.A.R. - 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)14/CS/S/14/

dated: 24.02.2016

"THIS SERVICE CONTRACT IS A PURELY JOB CONTRACT"

**INVITATION TO TENDER UNDER TWO BID SYSTEM (TECHNICAL AND
FINANCIAL BID SEPARATELY AND INSTRUCTION CONTAINING TERMS
AND CONDITIONS GOVERNING THE JOB CONTRACT FOR PROVIDING JOB WORK FOR
CLEANING & SWEEPING WORK AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)**

**THE TECHNICAL BID WILL BE OPENED ON 17.03.2016 AT 03.00 P.M.
THE FINANCIAL BID WILL BE OPENED ON DATE TO BE NOTIFIED LATER**

1. Name & address of Proprietor :
2. Name & address of firm/agency/company :
3. Telephone No. : Off. Res. Mobile No.
4. Particulars of firm/agency/company :
(Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number :
6. Service Tax Number (Allotted by CED) :
7. E.P.F. Registration Number :
8. E.S.I. Registration Number :
9. Labour License Number :
10. Name of Office where firm is registered :
11. Name of Banker : Account No.
12. Last Date and time of sale of tender form : **16.03.2016 up to 05.00 P.M.**
13. Last Date and time of submission of Sealed Bid in tender box : **17.03.2016 up to 02.00 P.M.**
14. Date and time for Opening of Technical Bid : **17.03.2016 at 03.00 P.M.**
15. Date and time for Opening of Financial Bid : **TO BE NOTIFIED LATER ON**
16. Cost of Tender Form / Documents : **Rs.500/- T.R.** No. Date
17. Earnest Money Deposit : **Rs.20,000/- DD/BC No. Date**
(In favour of ICAR Unit-CIAH, Bikaner)
18. Performance Security Money : **10% of total Contract value.**
19. The tender must be reached to Office on or before **Due Date 17.03.2016 up to 02.00 P.M.** by self/ authorized representative/ by Courier/Registered Post/Speed Post/Courier Post in sealed cover super scribed "**Tender for JOB CONTRACT Work – to be opened on 17.03.2016 at 03.00 P.M.**" failing which it will not be considered. The tender should be dropped in the Tender Box placed in Office of Assistant Administrative Officer.
20. Visit us at our website: www.ciah.ernet.in


ASSISTANT ADMINISTRATIVE OFFICER



I.C.A.R. - CENTRAL INSTITUTE FOR ARID HORTICULTURE
Sriganganagar Road NH 15, Beechwal Industrial Area Post Office, Bikaner (Raj.) - 334006
PHONE No.0151-2250960, 225123 / FAX No.0151-2250145

F. NO. 07(ii)14/CS/S/14/

Dated: 24.02.2016

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR PROVIDING JOB WORK FOR CLEANING & SWEEPING WORK AT CIAH, BEECHWAL, BIKANER (RAJASTHAN)

From:-

Assistant Administrative Officer
 Central Institute for Arid Horticulture
 Sriganganagar Road NH 15,
 Beechwal Industrial Area Post Office
 Bikaner (Raj.) – 334 006

To,

.....

Sirs,

On behalf of the Secretary, ICAR sealed tenders {under Two Bid System (Technical & Financial Bids, separately)} are invited for Annual Contract for Job work for Cleaning & Sweeping Work at Central Institute for Arid Horticulture, Bikaner – 334 006. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender documents fee	Rs.500/-
Last date and time for sale of tender form	16.03.2016 up to 05.00 P.M.
Last date and time for submission of sealed bid in tender box	17.03.2016 up to 02.00 P.M.
Date and time for opening of Technical bid	17.03.2016 at 03.00 P.M.
Date and time for opening of Financial bid	TO BE NOTIFIED LATER ON
Tender to remain open for acceptance up to 90 days from the date of opening.	

1. An earnest money of Rs.20,000/- (Rupees Twenty thousand only) must be deposited in the form of Demand Draft/Pay Order payable to ICAR Unit-CIAH, Bikaner. In no case cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
2. The tender must be submitted as per details given in Schedules.
3. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her 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 Earnest Money will be forfeited by the CIAH. In the event of the offer made by the tenderer not being accepted, the amount of 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 CIAH.

Sign. of tenderer

4. The schedule of the 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 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 tender is 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 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. 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 tender and all other related documents must be signed by every partner of the firm. A person signing the tenders 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 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.
7. In case the tenderer does not accept the offer, after issue of letter or award by CIAH within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
8. The Tender would be evaluated based on the documents & information furnished by the Tenderer in response to the requirements given in the Tender (Annexure-III/Page 16), total monthly liability of technical responsive bidders, the Service Charges quoted and actual amount to be paid to Labourers.
9. The technical and financial bids be submitted in separate envelopes to be sealed and put in the main cover. The Main Cover be also sealed and super-scribing on the envelop **"THE JOB WORK CONTRACT FOR PROVIDING ALLIED SERVICES AT CIAH"** and be put in the Tender Box kept in the office of Assistant Administrative Officer by not later than 02.00 P.M. on the last date of receipt viz. 17.03.2016. Tender, to be hand delivered, would be put in the tender box. Tender can also be sent by Registered post but the CIAH/ICAR shall not be held liable for late receipt of tenders due to postal delay or other reasons.
10. The first work order will be given for a period of only three months and it will be extended for further period if service provided is found to satisfaction.
11. The rates quoted by firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected.

Sign. of tenderer

12. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
13. The CIAH is not bound to accept the lowest or any other tenders and also reserve to itself the right of the accepting the tenders in whole or in part.
14. An amount of 10% of total contract value as a security deposit (Performance Security Money) for the job contract is to be deposited by the successful agency/tenderer only after receiving a communication form the CIAH. In the event of non-deposition of the same the earnest money will be forfeited. SMD will be released after 60 days of expiry of contract, subject to clearance of all dues pending against the contracting agency.
15. No interest on security deposit and earnest money deposit shall be paid by the CIAH.
16. 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 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.
17. Director, CIAH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the CIAH, for any justifiable reasons not mandatory to be communicated to the contracting agency.
18. Decision of Director, 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, 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.
19. Acceptance by the 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-main etc. should be acted upon immediately.
20. Successful tenderer will have to enter into a detailed contract agreement with Director, CIAH, Bikaner on non-judicial stamp paper of appropriate value for the Job contract.
21. **Only those agencies/firms will be considered for financial bid who will qualify in the Technical Bid.**
22. In case, the bid document is down loaded from CIAH web site, the bidder shall have to deposit the cost of each tender document (i.e. Rs.500/- non-refundable) in the form of Demand Draft/Pay Order in favour of ICAR Unit- CIAH, Bikaner along with the bid.

Sign. of tenderer

23. The following documents/vouchers are required to be enclosed with the BID DOCUMENT (Technical bid) 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.

1.	Earnest Money: D.D. /Pay Order for Rs.20,000/- in favour of ICAR Unit-CIAH, Bikaner
2.	Registration certificate of the firm under work contract of the Govt.
3.	ESI Number certificate of the firm issued by appropriate authority.
4.	EPF Number certificate of the firm issued by appropriate authority.
5.	Service Tax Registration certificate of the firm issued by appropriate authority.
6.	PAN Number Certificate of the firm
7.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act. 1970. The contractor shall obtain the labour license under this act.
8.	Experience of the firm of last 3 years in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations.(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)
9.	Latest ESI/EPF Challan for ascertaining the number of Labourer has to be attached.
10.	Minimum turnover of the firm not less than Rs. 06.00 Lakh per year during the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.

24. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.

- i) Experience in the field.
- ii) Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.

Yours faithfully,


Assistant Administrative Officer

Sign. of tenderer

GENERAL INFORMATION AND TERMS & CONDITIONS OF JOB CONTRACT

1. OFFICE, LABORATORIES, FIELDS, UNITS AND THEIR LOCATION:

Central Institute for Arid Horticulture, Beechwal, Bikaner: The Campus is Situated at Sriganganagar Highway NH-15, Beechwal Area of the District H.Q.

2. SERVICES/JOB REQUIRED TO BE PERFORMED :

JOB	JOB DETAIL
JOB-1	<p><u>Un-Skilled Nature of job for Cleaning & Sweeping work at CIAH – as per details given in JOB-1 of Annexure-I enclosed.</u></p> <p>(Approximate Man-hour per month = 1152 man-hour)</p>

Sign. of tenderer

3. TERMS & CONDITIONS:

1. The Agency/Firm have to deploy sufficient required number of Manpower to perform the job within assigned period. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remain absent.
2. The staff deployed should maintain secrecy and discipline in the premises of CIAH.
3. The staff deployed for performing unskilled nature of job should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. Similarly the staff deployed for performing skilled nature of the job should be capable of reading & writing Hindi and English, with a minimum educational qualification of Secondary & also having experience/knowledge of relevant work.
4. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CIAH for the purpose. All complaints should be immediately attended to by the Contractor/Agency.
5. Uniform with colour specifications and pattern approved by CIAH should be supplied by the contractor to the workers deployed by him at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
6. The contract agreement is terminable with one month notice on either side.
7. The contractor/agency shall not sublet the work.
8. 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.
9. The selected agency shall deploy the required personnel's for execution of job at 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.
10. The persons so deployed by the agency for performing the assigned job under this contract will be employee of the Agency/Contractor and will not be the employee of the CIAH and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services/job.
11. Payment for service job contract will be made monthly upon submission of pre-receipted bill by the Contractor.
12. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the CIAH, shall have to be furnished alongwith the Tender. **However, the Tenders 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 alteration in the rates once quoted will be permitted within one year.
13. The rates to be quoted should include cost of each and every item including material cost if any, transportation cost, manpower cost and taxes etc. The CIAH shall not bear any extra charge on any account whatsoever including EPF/ESI contribution, uniform, Liveries, OTA etc., if any.
14. 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, CIAH shall be final and binding on the contractor.

15. Income Tax and Service Tax will be deducted from the payments due for the work done as per rule.
16. The Contractor must employ adult labour only. Employment of child labour would lead to the termination of the Contract.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
18. Risk Clause : CIAH 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 S.D. or pending bills or by rising a separate claim.
19. The monthly payment to deployed labourers shall be made by the Agency in presence of officer nominated by the competent authority of CIAH for this purpose. The payment shall be made only through crossed cheque in favour of the labour.

LIQUIDATED DAMAGES CLAUSE:

1. निविदा में अंकित किसी भी कार्य के संपादित न होने अथवा कार्य संतोषप्रद नहीं होने की स्थिति में, अनुपातिक (10% मासिक बिल) दर से क्षतिपूर्ति हर्जाना वसूलने हेतु संस्थान स्वतंत्र होगा जिसकी भरपाई ठेकेदार/ऐजेन्सी के मासिक बिल अथवा धरोहर राशि में से की जाएगी।
2. ठेकेदार/ऐजेन्सी द्वारा कार्य संपादन हेतु लगाये गये श्रमिकों की लापरवाही से यदि किसी प्रयोगशाला या अन्य किसी भी कार्य स्थल के किसी भी उपकरण या अन्य अनुसंधान सामग्री को नुकसान पहुंचाया जाता है, या संस्थान के किसी भी कार्य स्थल पर कार्य करते समय किसी भी प्रकार का नुकसान होता है तो सम्बंधित प्रभारी/समिति जो कि संस्थान के सक्षम अधिकारी द्वारा गठित की जायेगी कि रिपोर्ट के अनुसार सक्षम अधिकारी नुकसान की भरपाई हेतु उचित राशि ठेकेदार के बिल अथवा धरोहर राशि में से काटने के लिये स्वतंत्र होगा जिसके लिये ठेकेदार/ऐजेन्सी को सक्षम अधिकारी का निर्णय की अनुपालना करनी होगी।
3. 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 Agency/Contractor, by CIAH and if no action is taken within one hour, liquidated damages clause will be invoked.
4. Any misconduct/misbehavior and un-lawful activity on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

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

Sign. of tenderer

4. **ELIGIBILITY CONDITIONS:**

- a) The firm should have **minimum 3 years** experience of performing job service contract of in reputed Govt./Semi Govt./ Govt. Undertaking/ University establishment and should have at least one annual contract of Rs. 03.00 lakh cost.
- b) The firm should have at least 20 to 25 labourer registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of labourer registered with the ESI/EPF.
- c) The firm must have Service Tax Number, ESI, EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License and PAN (Income Tax)
- d) Minimum turnover of the firm should not less than Rs.06.00 Lakh per year during the last 3 years. Certified Balance Sheet of the firm/agency for last year by the chartered accountant.

5. **TERMS OF THE CONTRACT:-** The terms of the contract will be of one year.

On the expiry of the contract or on its termination, the CIAH reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will be awarded only for 3 months and it will be extended for further period, if the service provided by the agency is found satisfactory.

6. **MODE OF PAYMENT:-**

6.1 The agency shall submit monthly bills for the job performed during the preceding month on first working day of next month. The proof of contribution made for ESI, EPF and Service Tax paid for the Manpower deployed by the Contractor at the CIAH are also to be deposited by the Agency/ Contractor within 08 days of receipt of payment of preceding month. The CIAH shall made payment through e-payment mode to the agency/contractor, in a reasonable period viz.30 days after completion /fulfillment of all obligations by the Contractor/Agency.

6.2 Income tax and Service Tax as per rules will be deducted by the Centre from each monthly bill.

6.3 The Contractor/Agency shall have to pay the monthly wages to his worker through cheques on or before 07th of every month, at his own resources.

7. **TERMINATION:-** This contract can be terminated by giving one months notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The CIAH will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.

Sign. of tenderer

8. **LOSS AND/OR DAMAGES:** Any theft, damage or loss of property (movable or immovable) occurred by the contractor or its deployed manpower or due to negligence of Contractor or its deployed manpower would be recovered from the Contractor and decision of the competent authority of CIAH shall be a binding on agency.
9. **SECURITY DEPOSIT:-** An amount of 10% of total contract value shall be deposited as security money/performance guarantee within two weeks from the award of contract to Agency/Contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused due to the negligence of the personnel deputed by the agency. No interest will be paid on the security money deposited with the CIAH.
10. The selected Agency/Contractor has to execute an Agreement on Non-judicial Stamp paper , containing all terms/conditions etc. The tender is likely to be canceled in case the conditions in the agreement are not fulfilled.
11. **The contractor is advised to have a complete survey of whole campus of CIAH on Camel, Bikaner, for on the spot complete assessment of all the sites / location and field conditions, before offering rates.**
12. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-III). No extra documents need to be attached with the tender form.

Sign. of tenderer

ANNEXURE - I

List/Schedules of jobs to be carried out with identified points

JOB-1 Un-Skilled Nature of job for Cleaning & Sweeping work at CIAH, Bikaner.

Period = One year

संस्थान में किये जाने वाले साफ – सफाई कार्य: –

क्र.सं.	कार्य
1.	संस्थान के सम्पूर्ण कार्यालय एवं प्रयोगशाला भवन
2.	संस्थान का बॉयोटेक प्रयोगशाला भवन
3.	संस्थान का वैज्ञानिक गृह भवन एवं किसान अतिथि गृह
4.	उपरोक्त भवनों के आस-पास की सड़कें एवं मेन गेट से केम्पस की पुलिया नं. 2 तक
5.	सम्पूर्ण फार्म प्रक्षेत्र भवन एवं आस-पास की सड़कें एवं आवसीय परिसर की सड़के
6.	संस्थान का विद्युत सब-स्टेशन, पम्प रुप एवम् आस-पास का निर्मित प्लेटफार्म
7.	संस्थान परिसर के समस्त septic tanks को हर दूसरे माह में मशीन से खाली करवाना व समस्त कचरा परिसर के बाहर फेंकने का कार्य

- प्रतिदिन सफाई का कार्य 08.00 बजे प्रारम्भ किया जाना होगा।
- कार्यालय एवं प्रयोगशाला भवनों एवं वैज्ञानिक गृह की गैलरी/कोरीडोर इत्यादि एवं शौचालय, मूत्रालयों की साफ-सफाई दिन में दो बार करनी होगी।
- सफाई कार्य के लिये आवश्यक सभी सामान जैसे झाड़ू, बांस, कपड़ा, बाल्टी इत्यादि साफ-सफाई एजेंसी द्वारा सफाई कर्मियों को उपलब्ध कराने होंगे लेकिन अन्य सामान जैसे फिनायल, विम आदि संस्थान द्वारा उपलब्ध कराये जायेंगे।

उपरोक्त सभी कार्यों हेतु अनुमानित मासिक श्रम घंटे = 1152 मासिक श्रम घंटे

The Jobs are only illustrative and not exhaustive, additional jobs or modifications in the job will be carried out with approval of the authorities of CIAH, Bikaner and have to perform by the Agency / Contractor.

Signature of Tender

ANNEXURE-II

Full Name and address of the tenderer in Addition to address and other relevant information needed for the complete Address:-

Telephone No.
Telegraphic Address

To,

**The Director,
Central Institute for Arid Horticulture,
Sriganganagar Highway NH 15
Beechwal Industrial Area Post Office,
Bikaner (Rajasthan) - 334006**

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the annual contract for Job work for **Cleaning & Sweeping Work at CIAH, Bikaner** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of Rs.20,000/- in favour of ICAR Unit CIAH, Bikaner and payable at Bikaner is enclosed as earnest money.

Signature & Seal of Tenderer with date

Address _____

Name & Signature of witness _

Address _____

Schedule-I**Technical Bid**
Schedule to tender**PART-I**

1.	Name of Firm/Agency a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a. For partnership firm whether registered under „The Indian Partnership Act, 1932“, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	Service Tax Registration No.	
9.	Registration No. under Security Contract Act/License	
10.	PAN Number	
11.	Experience of 3 years (<i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached</i>)	
12.	Turnover of last 3 years. (Certified copy be attached)	
13.	Number of Guards/Supervisor registered under ES/EPF. Latest ES/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.	
14.	Detail of the Earnest Money Deposited	

Name and address of the Agency's representatives

And whether the firm would be represented at the Time of opening of the tenders

Dated:-

Place:-

Authorized Signatory

All the above information must be accompanied with the certified copies of the documents.

Schedule – I Contd.**Part-II****1. 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.20,000/-

Part-III

1. 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.

Annexure-III**Check list of documents to be submitted by the Tenderer in Technical Bid**

Name of Bidder: _____

S.No.	Documents required & submitted*	Yes/No	Page No.
1	Earnest Money: Demand Draft/Pay Order for Rs.20,000/-		
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/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules, 1971/ Private Security Agencies Act. 2005/2006. 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	Minimum turnover of the agency not less than Rs. 06.00 Lakh per year during the last 3 years.		
10	Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant		

Detail 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

Schedule-II**FINANCIAL BID FOR JOB-1****(The financial bid to be enclosed in a separate sealed envelop)**

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

**The Director,
Central Institute for Arid Horticulture,
Sriganganagar Highway NH 15
Beechwal Industrial Area Post Office,
Bikaner (Rajasthan) - 334006**

I/we wish to submit our rates tender for providing Allied services and Job Contract at CIAH, Bikaner on the following rates for **JOB-1**:

Description	Total cost	Service charges of the total cost	Service tax of the total cost	Grand total (2+3+4)	Actual wages to be paid to labourer per month (Break-up in Scheduled -III attached)*
1	2	3	4	5	6
	(A)	(B)	(C)	(D)	F1
Total lump sum monthly charges for providing Allied Services/Job Contract at CIAH, Bikaner <u>FOR JOB-1</u> (rates should Not below to minimum wages of Govt. of India)					

*** Refer Schedule-III A**

I/we agree to the forfeiture of the earnest money and Security money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the Tender Document. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Authorized Signatory

Name, address and Seal of the agency with Phone No. _____

Schedule-III A*** Break-up of Monthly charges to be claimed and actual to be paid**

S. No.	Description	Actual Amount to be paid to Labourer deployed by the Contracting Agency for performing Unskilled nature of Job
	a. Monthly Rate	
	b. ESI Contribution	
	c. EPF Contribution	
	d. Other Charges including bonus, gratuity, etc. if any	
A.	*Total cost per head (a+b+c+d)	
B.	*Services charges	
C.	*Service Tax	
D.	*Grand Total (A+B+C)	
E.	Contribution by the employee for ESI/EPF to be deducted	
	Other deduction, if any	
F.	*Actual amount to be paid to the Labourer	

Authorized Signatory

Name, address and Seal of the agency with Phone No. _____