



## भा.कृ.अनु.प.-केन्द्रीय शुष्क बागवानी संस्थान

I.C.A.R.-CENTRAL INSTITUTE FOR ARID HORTICULTURE

बीछवाल, बीकानेर (राजस्थान) - 334006

(दुरभाष नं.0151-2253123/2250960)



### निविदा आमंत्रण सूचना

सचिव, भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, भा.कृ.अनु.प.-केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर संस्थान पर साफ-सफाई के वार्षिक अनुबंध के कार्य हेतु प्रतिष्ठित एजेन्सियों/ठेकेदारों से ऑनलाईन निविदायें [ONLINE BID] (दो बीड प्रणाली-तकनीकी एवं वित्तीय) आमंत्रित करते हैं। निविदा प्रपत्र की राशि रु.1000/- एवं कार्य की बयाना राशि रु.40,000/- है। विस्तृत निविदा सूचना, पूर्ण विवरण, निविदा प्रपत्र (तकनीकी एवं वित्तीय बीड), नियम-शर्तें एवं पूर्ण जानकारी संस्थान की वेब साइट [www.ciah.ernet.in](http://www.ciah.ernet.in) एवम CPP Portal <http://eprocure.gov.in/> eprocure/app पर 09.11.2017 को सायं 05.00 बजे से उपलब्ध होगी। CPP Portal <http://eprocure.gov.in/> eprocure/app पोर्टल पर विधिवत भरे गये ONLINE बीड (सभी द्रष्टि से पूर्ण) अपलोड करने की अंतिम तिथि 29.11.2017 को प्रातः 11.00 बजे है। ONLINE बीड (तकनीकी प्रस्ताव) दिनांक 30.11.2017 को मध्याह्न में 12.00 बजे खोले जावेंगे। सभी द्रष्टि से पूर्ण पाये गये तकनीकी बीड की ONLINE Financial Bid (वित्तीय बीड) खोलने की तिथि/समय बाद में संस्थान की वेबसाइट एवं CPP Portal <http://eprocure.gov.in/> eprocure/app पर सूचित की जावेगी।

सहायक प्रशासनिक अधिकारी

Tender ID: 2017-DARE-263371-1

# भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145

**NOTICE INVITING ONLINE TENDER FOR "ANNUAL JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER".**

- On behalf of Secretary, ICAR, the Director, ICAR-CIAH, Bikaner intend to invite Online Tenders under two bid system (Technical & Financial bids separately) from the reputed agencies dealing in providing of job/services, having continuous experience of minimum three year, 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:-

Works Description	Bid Security (Rs.)
<b>JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER".</b>	<b>₹.40,000/-</b>

- Tender for above Job Work can be downloaded free of cost from the website <http://eprocure.gov.in> OR [www.ciah.ernet.in](http://www.ciah.ernet.in).

The tender schedule is as under:-

Tender ID	Shall be notified on the website of Institute <a href="http://www.ciah.ernet.in">www.ciah.ernet.in</a>
Tender Reference No.	F.No.07(ii)13/CS/S/2017/
Date of release of Tender through e-procurement Portal	07.11.2017
Date & Time for sale of Tender through Website/CPPP	09.11.2017 from 11.00 A.M.
Last date & time for submission of Online bid	29.11.2017 at 11.00 A.M.
Date & time for opening of Online Technical bid	30.11.2017 at 12.00 P.M.
Date & time for opening of Online Financial bid	To be notified later
Address for communication	The Director, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., BIKANER-334006.

- The Bidder(s) may note that **ONLINE BIDS** will **ONLY** be accepted. All the requisite supporting documents as mentioned in the online bid document alongwith duly signed bid document (Technical & Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.
- However, Original D.D./Pay Order of Non-Refundable Tender Fee (Rs.1000/- for bid) and Bid Security as per detail above, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, CIAH, Bikaner", in person to Assistant Administrative Officer, ICAR-Central institute for Arid Horticulture, Sri Ganganagar Road, Beechwal industrial Area P.O., Bikaner-334006 on or before the last date/time of filing/submission of the online bids on the portal. The particulars of the Tender Fee and Earnest Money Deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the work, failing which the online bids will not be accepted.
- The eligible Bidder(s) who are registered with NSIC and is having valid NSIC Certificate for exemption of Tender Fee and EMD (Bid Security) for the work shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.
- The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The ICAR-CIAH, Bikaner reserves the right to accept or reject any or all the tenders.
- The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-  
<http://eprocure.gov.in/eprocure/app?page=helpForContractors&service=page>

  
Assistant Administrative Officer

PHOTO OF  
TENDERER/  
AUTHORIZED  
SIGNATORY  
TO BE PASTED  
& SIGNED

# भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145

File No. 07(ii)13/CS/S/2017/ Dated: 02.11.2017

**INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER.**

**THE TECHNICAL ONLINE BID SHALL BE OPENED ON 30.11.2017 at 12.00 P.M.**

**THE FINANCIAL BID SHALL BE NOTIFIED LATER**

1. Name & address of the 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 submission of Online tender form : 29.11.2017 - 11.00 A.M.
13. Date and time for Opening of Online Technical Bid : 30.11.2017 - 12.00 P.M.
14. Date and time for Opening of Online Financial Bid : Shall be notified later
15. Cost of Tender Form/Documents : Rs.1000/- D.D./P.O. No..... Date .....
16. Earnest Money Deposit : Rs.40,000/- D.D./P.O. No..... Date .....  
(In favour of ICAR Unit, CIAH, Bikaner)
17. Performance Security Money : 10% of Total Cost of Annual Contract.
18. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.
19. Visit us at our website: [www.ciah.ernet.in](http://www.ciah.ernet.in)

Sign. of Tenderer

# भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145

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**INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER.**

From: The Director,  
ICAR-Central Institute for Arid Horticulture  
Sri Ganganagar Road  
Beechwal Industrial Area P.O.  
Bikaner – 334006 (Rajasthan)

To,

.....  
.....  
.....  
.....

Sirs,

Online Tenders are hereby invited on behalf of the Director, ICAR-CIAH, Bikaner {under Two Bid System (Technical & Financial Bids, separately)} for Annual Job Contract for outsourcing of sweeping & Cleaning related services/Job(s) in the Campus, Main Lab. cum Office Building, Biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office etc. at ICAR-CIAH Bikaner. The Terms and conditions of the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the ICAR and and the special terms and conditions detailed in the tenders form and its schedules. Please submit your tender online if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender ID	Shall be notified on the website of Institute <a href="http://www.ciah.ernet.in">www.ciah.ernet.in</a>
Tender Reference No.	F.No.07(ii)13/CS/S/2017/
Date of release of Tender through e-procurement Portal	07.11.2017
Date & Time for sale of Tender through Website/CPMP	09.11.2017 from 11.00 A.M.
Last date & time for submission of Online bid	29.11.2017 at 11.00 A.M.
Date & time for opening of Online Technical bid	30.11.2017 at 12.00 P.M.
Date & time for opening of Online Financial bid	Shall be notified later
Address for communication	The Director, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., BIKANER-334006.

1. The Bidder(s) may note that **ONLINE BIDS** will **ONLY** be accepted. All the requisite supporting documents as mentioned in the online bid document alongwith duly signed bid document (Technical & Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must uploaded On-line <http://eprocure.gov.in/> eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.

Sing. of Tenderer



2. Scanned copies of DD/PO of the Tender Fee and Bid Security should and must also be uploaded On-line with Technical bid. However, Original D.D./Pay Order of Tender Fee (Rs.1000/- for bid) and Bid Security of Rs.40,000/-, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, CIAH, Bikaner", in person to Assistant Administrative Officer, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., Bikaner-334006 **on or before the last date/time of filing/submission of the online bids on the portal.** The particulars of the Tender Fee and Earnest Money Deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the work, failing which the online bids will not be accepted. However, the eligible Bidder(s) who are registered with NSIC and is having valid NSIC Certificate for exemption of Tender Fee and EMD (Bid Security) for the work shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document. The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-  
**<http://eprocure.gov.in/eprocure/app?page=helpForContractors&service=page>**
4. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his/her Tenders, he/she will not resile 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 Institute. In the event of 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 Institute.
5. All the schedule of the tender form should be uploaded alongwith online bids. In the event of 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 online bid tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the Tenders may be rejected.
6. The tender is liable to be ignored if complete information and document as required is not given therein in the online bids or if the particular 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.
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 Tenders 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 has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the tenderer.
8. In case, the tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

Sing. of Tenderer

9. The Tender would be evaluated based on the eligibility criteria given in the Online Bid form, documents & information furnished by Tenderer in response to the requirements given in the online Technical bid of Tender (Annexure-III/Page 15) and then the total monthly liabilities/charges including all as quoted in schedule-II by technical responsive bidder(s).
10. If a firm quotes 'NIL' charges/consideration, his/her online bid shall be treated as unresponsive and shall not be considered.
11. The first order shall be given for a period of only three months and it will be extended for further period of annual contract, if service provided is found to satisfactory during initial period of 03 months.
12. 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.
13. **The firm will not charge placement charges on any other account from the manpower deployed with the Institute. The contract liable to be terminated, security deposited forfeited and the contractor/firm will be blacklisted if, at a later stage, reports are received that the contractor/contracting firm has charged the manpower on any contract.**
14. The Institute (ICAR-CIAH) is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
15. An amount of 10% of total contract value as a security deposit for the job contract is to be deposited by the successful agency/tenderer only after receiving a communication from the Institute. 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.
16. No interest on security deposit and earnest money deposit shall be paid by the Institute.
17. The Income Tax or any other Tax which is as per the rules of the Govt. shall be deducted at source from the monthly bills of the successful tenderer, as per rules/instructions made from time to time. Any other statutory tax applicable or made applicable after awarding the contract in respect of this job contract shall also be payable by contractor. The Institute shall entertain and decide the claim in this respect, strictly as per the Notification(s) issued by the concerned department of Govt. of India.
18. The Director, CIAH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of Institute, for any justifiable reasons not mandatory to be communicated to the contracting agency.
19. 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, 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.
20. Acceptance by the Institute [CIAH] will be communicated by the FAX/Speed Post/Express letter 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 FAX/Speed Post/Express letter etc. should be acted upon immediately.
21. **Only those agencies/firms shall be considered for opening of online financial bid(s), who shall qualify in the Online Technical Bid.**

Sing. of Tenderer



22. The scanned copies of following documents/vouchers duly signed and stamped by the bidder are required to be uploaded by the Bidder with his/her duly filled & completed Technical Online Bid (duly signed/stamped on each page) as required under the terms and conditions of this Online Bid document otherwise the online Technical bid shall liable to be rejected.

1.	Scanned copy of Earnest money D.D./Pay Order for Rs.40,000/- and Tender fee for Rs.1000/- in favour of "ICAR UNIT, CIAH, Bikaner".
2.	Scanned copy of Registration certificate of the firm to conduct commercial activity/work contract issued by appropriate authority.
3.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC), if applicable.
4.	Scanned copy of ESI Number certificate of the firm issued by appropriate authority.
5.	Scanned copy of EPF Number certificate of the firm issued by appropriate authority.
6.	Scanned copy of Service Tax Registration certificate of the firm issued by appropriate authority.
7.	Scanned copy of PAN Number Certificate of the firm issued by appropriate authority.
8.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. <u>The Contractor shall have to obtain the Labour License under this Act after award of contract.</u>
9.	Scanned copy of Proof/Certificate(s) of last three years continuous work experience of Bidder/firm in the field of such outsourcing Job/Services in Central Govt. establishments/ Autonomous bodies of Govt./Corporation of govt. of India/reputed public or private organizations. The Bidder/firm should have at least one annual job contract of minimum value of Rs.3.00 lakhs during last three years. <i>(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner given in page 09/Para-17 of Tender Document.)</i>
10.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Labourer has to be attached.
11.	Scanned copy of Certified copy of valid latest Bank solvency certificate for Rs.3.00 lakh to be attached. <b>The bank solvency certificate should not be more than six months old.</b>
12.	Scanned copy of Minimum turnover of the firm should not be less than Rs.5.00 lakhs in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2014-15, 2015-16 & 2016-17) duly certified by the chartered accountant.
13.	Scanned copy of an undertaking in Annexure - "X" attached with the bid document duly attested by Notary on a non-judicial stamp paper of value of Rs.100.00 (rupees One hundred only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertaking and/or by Central Vigilance Commission during the last three years.
14.	<b>Scanned copy of Other Document as per eligibility criteria (para 4/page 11 of Bid Document) and also as per Annexure- "Y"/Page-17 of Tender Document.</b>
15.	Scanned copy of GST Registration.

23. In case rate of one or more bidders are found similar, the criteria of finalizing the successful bidder shall be as under.

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

Yours faithfully,



(Assistant Administrative Officer)  
Central Institute for Arid Horticulture,  
Beechwal, Bikaner

Sing. of Tenderer

**TENDER FOR " JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER".**

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

Telephone No./Mobile No.

Address

e-mail:

From

M/s.....

.....

.....

To,

The Director,  
ICAR-Central Institute for Arid Horticulture  
Sri Ganganagar Road  
Beechwal Industrial Area P.O.  
Bikaner – 334006 (Rajasthan)

I/We have read all the particulars regarding the General information and other terms and conditions of TENDER FOR THE ANNUAL JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER and agree to provide the services as detailed in Annexure herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule - II (attached) 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 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 from a part of this Tender. The Schedules accompany this tender are at page Nos. \_\_\_\_\_.
4. Every page so attached with this tender bears my signature and the office seal.
5. Pay order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ of **Rs.1000/-** in favour of "ICAR UNIT CIAH, BIKANER" and payable at, Bikaner is enclosed as Tender documents fee (Non refundable).
6. Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ of **Rs.40,000/-** in favour of "ICAR UNIT CIAH, BIKANER" and payable at, Bikaner is enclosed as **Earnest money**.

Yours faithfully,

Signature & Seal of the Tenderer with date

Name & Signature of witness \_\_\_\_\_

Address of witness: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of the Tenderer \_\_\_\_\_

Tele. No. of Office

Mobile No.

FAX

E-mail



**Technical Bid  
Schedule to Tender**

1.	Name of Firm/Agency Indian Companies Act 1956 b. Indian Partnership Act 1932: (Please give names of partner)	
2.	Constitution of the Firm/Agency Any other Act, if not the owners	
3.	a. For Partnership firms 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 your Banker's	
5.	Registration Number of the firm	
6.	ESI No. of firm	
7.	EPF No. of firm	
8.	Service Tax Registration No./GST Registration No.	
9.	Registration No. under Labour Contract Act/License	
10.	PAN Number	
11.	Name of the permanent representative to be visiting ICAR-CIAH, Bikaner, regarding the contract.	
12.	Minimum turnover of the firm should not be less than Rs.5.00 lakh in each year during last 3 years. Scanned copies of Balance sheet of the firm/agency for last 3 years (2014-15, 2015-16 & 2016-17) duly certified by the chartered accountant is attached.	
13.	Number of Labour/Supervisor registered under ESI/EPF. Scanned copies of latest ESI/EPF Challans for ascertaining the number of Labour/Supervisor has to be attached.	
14.	Detail of Earnest Money Deposited. Give DD/FDR No. and date (Attach scanned copies)	
15.	Scanned copy of valid latest Bank solvency certificate for Rs.3.00 lakh to be attached. The bank solvency certificate should not be more than six months old.	

Continued on page 9

Authorized Signatory/Tenderer

16.	Whether you have been declared "Blacklisted" OR banned for Business by any Department of Central/State Gove. Department/Public body. Reply Yes or No, as the case may be and attach scan copy of undertaking as per format given at Annexure-X/Page No.16. If Yes, than give details.					
17.	Continuous works experience of last 3 years 2014-15, 2015-16 & 2016-17 (Name & address of client department may be indicated in chronological order and scanned copies of supporting documents/proofs may be attached) - as per eligibility criteria (Page 12), with at least one annual <u>contract of minimum value of Rs.03.00 lakhs.</u>					
	Sl. No.	Name of Client Department/ Organization & Name of Contact person with Ph.No.	Period From	To	No. of Staff	Total value of the contract
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					

I/We undertake that scanned copies of all the above documents/information have been attached (except S.No.7) with the Online Technical Bid. Incase any document and/or information is not found in my/our online bid or found incomplete or invalid, then the ICAR-CIAH, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Date :

Place :

**Authorized Signatory/Tenderer**

**NOTE: All the desired information in column 01 to 17 should be filled in/replied by the Bidder alongwith scanned copies of all the above information/documents duly signed and stamped must be accompanied with the online bid, otherwise bid is liable to rejected.**

**SCHEDULE-II****GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER.****1. OFFICE, LABORATORIES, UNITS AND THEIR LOCATION:-**

**ICAR-Central Institute for Arid Horticulture, Bikaner:-** The Campus is situated at Beechwal Industrial Area P.O., In front of 10th K.M. Mile Stone, Beechwal Area of the District H.Q.

**2. SCOPE OF WORK/SERVICES/JOB REQUIRED TO BE PERFORMED:**

<b>JOB DETAIL</b>
<p><b>JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER.</b></p> <p>Attending of routine day to day sweeping and cleaning related jobs</p> <ol style="list-style-type: none"> <li>संस्थान के संपूर्ण कार्यालय/प्रयोगशाला भवन (दिन में दो बार सफाई की जानी है)। (02 point)</li> <li>संस्थान की बायोटेक लेब एवं आस-पास की समस्त सड़कें (दिन में दो बार सफाई की जानी है)। (01 point)</li> <li>संस्थान के वैज्ञानिक गृह/किसान गृह एवं आस-पास की सड़कें (दिन में दो बार सफाई की जानी है)। (01 point)</li> <li>संस्थान के मेन गेट से पुलिया नं.2 तक की सड़कें एवं आवासीय परिसर की सड़कें तथा संस्थान के विद्युत सब-स्टेशन, पम्परूम एवं आस-पास का प्लेटफोर्म एवं सड़कें एवं चिल्ड्रन पार्क का भ्रमण पथ इत्यादि। (01 point)</li> <li>संस्थान प्रक्षेत्र/नर्सरी भवन/कार्यालय एवं आस-पास की सड़कें तथा आवश्यकतानुसार प्रक्षेत्र की सड़कें। (01 point)</li> </ol> <ul style="list-style-type: none"> <li>संस्थान परिसर में बने समस्त सैप्टिक टैंक को प्रतिमाह खाली करना एवं सीवर लाईन की सफाई तथा कचरा संस्थान से बाहर फेंकना।</li> </ul>
<p align="center"><b>Total Points/Manpower</b> <b>= 06 Points = 26 days/month</b></p>

**3. TERMS & CONDITIONS:**

- The agency/Firm have to deploy required number of manpower to perform the job on day to day basis assigned period on all working day. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remains absent.
- The staff to be deployed should maintain secrecy and discipline in the premises of Institute.
- The staff to be deployed for performing the job should be capable of efficiently attending the job(s) and also having appropriate essential academic/technical/professional qualification(s) and experience of the job.
- The contractor shall keep a complete register with his supervisor, and it shall be open to verification by the authorized office of Institute for the purpose. All complaints should be immediately attended to by the Contractor/Agency.
- The contract agreement is terminable with one month on either side.
- The contractor/agency shall not sublet the work.
- 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.
- The selected agency shall deploy the required personnel's for execution of job at Institute, as per labour acts. The agency shall employ good and reliable persons with robust health of age group 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.
- 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 Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services/job.



10. Payment for service job contract will be made monthly upon submission of pre-receipted bill by the Contractor.
11. 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.
12. The Contractor shall discharge all his legal & statutory obligations in respect of the each workers/supervisors to be employed/deployed by him for the execution of the work in respect of their minimum wages, EPF and ESI 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. Any statutory increase in Minimum Wages, EPF/ESI and taxes etc. during the term of the Contract and its consequential effect of EPF and ESI contributions and service tax shall be reimbursed to the contractor by Institute. However, no request any alternation or increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per S.No./Point No.08 Annexure-A to Schedule-III to Tender, shall be shall be entertained, considered and accepted by the Institute on any condition/ground whatsoever during the entire term of the contract.
13. Income Tax and Service Tax shall be deducted from the payments due for the work done as per rule.
14. The Contractor must employ adult labour only. Employment of child labour would lead to the termination of the Contract beside legal action as per Law.
15. The contract is subject to the condition that the tenderer shall comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
15. **Risk Clause:** ICAR-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 period of two days 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 of the Agency or by rising a separate claim.

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

1. An amount of Rs.500/- per day per job will be levied as Liquidated Damage whenever and wherever it is found that the work is not up to the mark OR not executed in any Unit/Section of the Institute. It will be brought to the notice of the supervisory staff of the Firm/Agency/Contractor, by Institute and if no action is taken within one hour, liquidated damages clause will be invoked and shall be deducted/recovered from monthly bill(s)/Security Deposit of the Firm/Agency/Contractor
2. 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.
3. If the required number of Workers are less than the minimum required then as a Penalty of Rs.500/- per worker per day will be deducted from the bill.
4. In case of any Loss or Damage etc. occurred to the movable or immovable property(ies) of the Institute due to any act or negligence of the worker(s) deployed by the Firm/Agency/Contractor for execution of job/services as per Annexure-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.

The Director, ICAR-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 any clause under the Contract.

#### **4. ELIGIBILITY CONDITIONS:**

- a) The firm should have **minimum 3 years (2014-15, 2015-16 & 2016-17)** continuous experience of performing job/outsourcing service contract of in reputed Govt./Semi Govt./Govt. Undertaking/University/establishment or reputed public or private organization and should have at least one annual contract of minimum value of Rs.03.00 lakh during last 3 years.
- 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 Deptt.

- c) The firm must have Service Tax Number, ESI, EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License, PAN (Income Tax) and GST.
- d) The firm must have solvency certificate for at least 03.00 lakh from their bankers. The Bank solvency certificate should not be more than six months old.
- e) Minimum turnover of the firm should not less than Rs.05.00 Lakh in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2014-15, 2015-16 & 2016-17) duly certified by the Chartered Accountant is to attached.
- f) Other details as per Para 22/Page-6 and Annexure-"Y"/Page-17.

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 Institute reserves the right to renew the contract on monthly/quarterly/six 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 during initial period of 03 months 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 Institute are also to be deposited by the Agency/Contractor within 08 days of receipt of payment of preceding month. The Institute 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 Institute from each monthly bill.

6.3 The Contractor/Agency shall have to pay the monthly wages to his worker through cheques or through electronic mode/e-payment of bank on or before 07<sup>th</sup> of every month at his own resources and the Agency shall have to submit required monthly detail including Wages Register etc. to the Authorized Officer/Officers of Institute for verification.

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 Institute will have no responsibility for any loss/damage caused to them. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall be entitled to and have no claim for any absorption in the regular/otherwise capacity in Institute/Council. This also cannot be challenged through any court of law.
8. **LOSS AND/OR DAMAGES:** Any theft, damage or loss of property (movable or immovable) of Institute 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 Institute 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 a week 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 Institute.

Sign. of tenderer

10. The selected Agency/Contractor has to execute an Agreement on Non-judicial Stamp paper of appropriate value, 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 ICAR-CIAH, 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 duly signed and stamped supporting documents with proper referencing as per the check list (Annexure-"Y"). No extra documents need to be attached with the tender form.
13. All documents to be furnished/attached with their Online Bid form by the Bidder must have to be signed and stamped by the bidder.
14. Any legal dispute arising out of this contract shall be within the Jurisdiction of Bikaner Court(s).

Sign. of tenderer



## SCHEDULE-II

## FINANCIAL BID

(The financial bid to be furnished online (Cover-2))

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,  
ICAR-Central Institute for Arid Horticulture  
Sri Ganganagar Road  
Beechwal Industrial Area P.O.  
Bikaner – 334006 (Rajasthan).

I/We wish to submit my/our Tender for providing/outsourcing of Sweeping and cleaning related to services/jobs in the Campus, Main Lab. cum Office Building, biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office, Children Park, Campus Roads etc. at CIAR-CIAH, Bikaner on the following rates:-

Particulars	Per Month*
Monthly consolidated Rate offered for the Job Work contract for providing/outsourcing of Sweeping and cleaning related to services/jobs in the Campus, Main Lab. cum Office Building, Biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office, Children Park, Campus Roads etc. in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tender including current minimum wages prescribed by Govt. of India, contribution towards EPS and ESI, Service Tax/GST, Income Tax Service Charges <b>as indicated at Annexure-A to this Tender Schedule-III</b> and all other labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.	Rs. _____ _____ (In figures) _____ _____ _____ _____ _____ (In words)
[सफाई कार्य के लिए 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 करवाये जायेंगे।]	
<b>Total 06 Points/Manpower per month</b>	

1. In case the monthly consolidated charges is found less than the minimum monthly requirement of total minimum wages, employer contribution towards EPF, ESI etc. Service charges, Service Tax, then my/our online bid may be treated as unresponsive in light of the provisions of office memorandum no.29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India.
2. I/we agree to the forfeiture of the earnest money and Security money deposited by me/us for 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.

**Note: \* Total of current monthly Liability - sum of Sl.No.11 of Annexure "A" attached to this schedule. however, any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF & ESI contribution shall be and service tax reimbursed to the contractor by Institute. However, no request for any increase in the Service charge, to be quoted and payable to the Contractor/Agency as per Annexure "A" attached to this Schedule to tender shall be entertained, considered and accepted by the Institute on any ground and/or conditions whatsoever during the entire term of the contract.**

Signature.....

Authorized Signatory/Tenderer

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

## Annexure 'A' to Schedule-III

Financial implication for outsourcing of services/job of outsourcing of sweeping and cleaning related to services/jobs in the Campus, Main Lab. cum Office Building, biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office etc. at CIAR-CIAH, Bikaner.

S.No.	Particulars (Existing Rates)	Rate/Amount Cost per month per point	Monthly Liability (Rupees)
(i)	(ii)	(iii)	(iv)
1.	Minimum wages as prescribed by Govt. of India w.e.f. 01.04.2017	448/-	448 x 26 = 11648.00
2.	EPF @13.36 (@Rs.15000/- being the maximum limit on part of employer vide EPFO notification No.actuarial/18(2)2008/Vol.III/7738 dated 29.08.2014)	@ 13.36 % of wages	1556.17
3.	ESI	@ 4.75%	553.28
4.	<b>Sub-total (1+2+3)</b>	--	13757.45
5.	Service Tax	@15% of 4	2063.62
6.	<b>Cost per point per month Rs. (Sum of 4+5)</b>	--	<b>15821.07</b>
7.	<b>Total cost for 06 points/Manpower per month.</b>	--	Rs.94926.42 Say Rs.94926.00
8.	Service Charges*		Rs.
9.	Service Tax on Service Charges*	@15% of 8	Rs.
10.	Total service charge + service tax on service charge (sum of 8+9)		Rs.
11.	<b>Grand Total Monthly liability Sum of 7 + 10</b>		[Inclusive of Service Charges quoted by Bidder/Agency]

\* To be quoted by tenderer/bidder.

**Note:** Any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF & ESI contribution shall be and service tax reimbursed to the contractor by Institute. However, no request for any increase in the Service charge, to be quoted and payable to the Contractor/Agency as per Annexure "A" attached to this Schedule to tender shall be entertained, considered and accepted by the Institute on any ground and/or conditions whatsoever during the entire term of the contract.

Signature.....  
Authorized Signatory/Tenderer  
(With Seal)

**(To be attested by Central Notary on a Non-Judicial Stamp Paper worth Rs.100.00)**

**UNDERTAKING**

I/We have read and understood ICAR-CIAH, Bikaner's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER.

I/We do hereby also accept ICAR-CIAH, Bikaner have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CIAH, Bikaner any changes the condition or working of the firm.

It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization , he/she represent. we authorize ICAR-CIAH, Bikaner to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

.....

.....

.....

Mobile:.....

Place:.....

Date:.....



**Check list of duly signed and stamped documents to be submitted by the Tenderer with Online Technical Bid**

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

S.No.	Documents required & submitted*	Yes/No	Page No.
1.	Scanned copies of Earnest money D.D./Pay Order for Rs.40,000/- and Tender fee for Rs.1000/- in favour of "ICAR UNIT, CIAH, Bikaner".		
2.	Scanned copies of Registration certificate of the firm under work contract of the Govt.		
3.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC), if applicable.		
4.	Scanned copy of ESI Number certificate of the firm issued by appropriate authority.		
5.	Scanned copy of EPF Number certificate of the firm issued by appropriate authority.		
6.	Scanned copy of Service Tax Registration certificate of the firm issued by appropriate authority.		
7.	Scanned copy of PAN Number Certificate of the firm issued by appropriate authority.		
8.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. The Contractor shall have to obtain the Labour License under this Act after award of contract by Institute.		
9.	Scanned copy of Proof/Certificate(s) of last three years (2014-15, 2015-16 & 2016-17) in the field of such outsourcing Job/Services in Central Govt. establishments/ Autonomous bodies of Govt./Corporation of govt. of India/reputed public or private organizations. The firm should have executed atleast one annual job contract of minimum value of Rs.6.00 lakhs during last three years. (Name and address of client departments may be indicated in chronological order in point 14 below and supporting documents may be attached in said manner)		
10.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Labourer has to be attached.		
11.	Scanned copy of valid latest Bank solvency certificate for Rs.3.00 lakhs to be attached. The bank solvency certificate should not be more than six months old.		
12.	Scanned copy of Minimum turnover of the firm should not be less than Rs.5.00 lakh in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2014-15, 2015-16 & 2016-17) duly certified by the chartered accountant is attached..		
13.	Scanned copy of an undertaking in Annexure - "X" attached with the bid document duly attested by Notary on a non-judicial stamp paper of value of Rs.100.00 (Rupees One hundred only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertaking and/or by Central Vigilance Commission during the last three years. (As per Annexure-X/Page No.16)		
14.	Scanned copy of GST Registration.		
15.	<b>Scanned copy of Other Document as per eligibility criteria (para 4/page 12 of Bid Document) and also as per Annexure- "Y"/Page-17 of Tender Document.</b>		

16. Detail of the continuous work experience of last 3 years/work done (with at least one annual contract of minimum value of Rs.03.00 lakh).

S.No.	Name of Client Department/ Organization & Name of Contact person with Ph.No.	Period From	To	No. of Staff	Total value of the contract
1.					
2.					
3.					
4.					

I/we undertake that scanned copies of all the above documents/information have been attached with the Online Technical Bid. Incase any document/information is not found in my/our online bid OR found incomplete or invalid, then the ICAR-CIAH, Bikaner is free to reject my/our online bid which for the Bidder shall be wholly responsible.

Authorized Signatory