



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

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

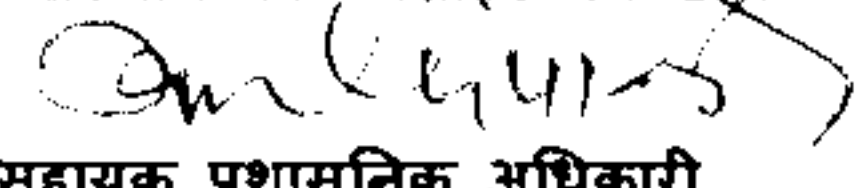
बीछवाल, बीकानेर (राजस्थान) - 334006

(दूरभाष नं.0151-2253123/2250960)



## निविदा आमंत्रण सूचना

सचिव, भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की और से निदेशक, भा.कृ.अनु.प.-केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर संस्थान पर वैज्ञानिक गृह एवं किसान अतिथि गृह के रख-रखाव एवं दिन प्रतिदिन किये जाने वाले कार्यों के वार्षिक अनुबंध 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 20.03.2018 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 10.04.2018 को प्रातः 11.00 बजे तक है। ONLINE बीड (तकनीकी प्रस्ताव) दिनांक 11.04.2018 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: 2018-DARE-319694-1



# 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 MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/FARMERS GUEST HOUSE 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/GST from appropriate authorities, for the Annual Contract for following job:-

Works Description	Bid Security (Rs.)
ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/FARMERS GUEST HOUSE AT ICAR-CIAH, BIKANER.	₹.40,000/-

- 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)09/CS/SH/2017-18/
Date of release of Tender through e-procurement Portal	20.03.2018
Date & Time for sale of Tender through Website/CPPP	21.03.2018 from 05.00 P.M.
Last date & time for submission of Online bid	10.04.2018 up to 11.00 A.M.
Date & time for opening of Online Technical bid	11.04.2018 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)09/CS/SH/2017-18/ Dated: 19.03.2018.

INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/ FARMERS GUEST HOUSE AT ICAR-CIAH, BIKANER.

THE TECHNICAL ONLINE BID SHALL BE OPENED ON 11.04.2018 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 : 10.04.2018 up to 11.00 A.M.
13. Date and time for Opening of Online Technical Bid : 11.04.2018 at 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



File No.07(ii)09/CS/SH/2017-18/

Dated: 19.03.2018.

**INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/ FARMERS GUEST HOUSE 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 maintenance, upkeep and other day to day services/works (except sweeping and cleaning) related services/job(s) in the Scientist Home/Farmers Guest House 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)09/CS/SH/2017-18/
Date of release of Tender through e-procurement Portal	20.03.2018.
Date & Time for sale of Tender through Website/CPPP	21.03.2018 from 05.00 P.M.
Last date & time for submission of Online bid	10.04.2018 up to 11.00 A.M.
Date & time for opening of Online Technical bid	11.04.2018 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 (Schedule-III/Page 16) 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

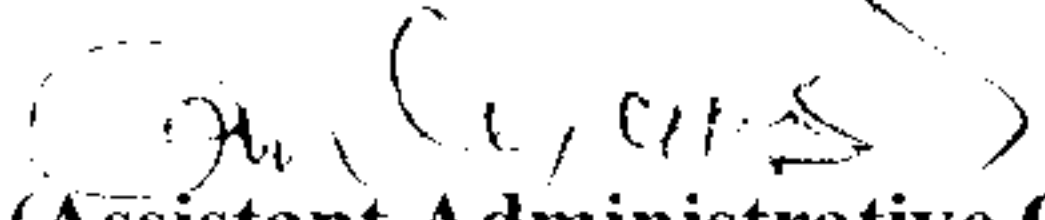
22. The scanned copies of following documents/vouchers duly signed and stamped by the bidder are required to be uploaded by the Bidder with his/her duly filled & completed Technical Online Bid (duly signed/stamped on each page) as required under the terms and conditions of this Online Bid document otherwise 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. The Contractor shall have to obtain the Labour License under this Act after award of contract.
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. (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.)
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 (2015-16, 2016-17 & 2017-18) 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 14 of Bid Document) and also as per Annexure- "Y"/Page-19 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 "ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/FARMERS GUEST HOUSE 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 MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/FARMERS GUEST HOUSE 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 (2015-16, 2016-17 & 2017-18) 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 Govt. 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, then give details.					
17.	Continuous works experience of last 3 years 2015-16, 2016-17 & 2017-18 (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. In case 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.**

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/FARMERS GUEST HOUSE 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:

JOB DETAIL
<p><b>ANNUAL JOB CONTRACT FOR OUTSOURCING OF MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS (EXCEPT SWEEPING AND CLEANING) RELATED SERVICES/JOB(S) IN THE SCIENTIST HOME/ FARMERS GUEST HOUSE AT ICAR-CIAH, BIKANER.</b></p>
<p>Attending of routine day to day maintenance, upkeep the Scientist Home/Farmers Guest house related jobs:-</p>
<ol style="list-style-type: none"> <li>1. संस्थान में सरकारी कार्य या अन्य कार्य से आने वाले अतिथियों को वैज्ञानिक गृह व किसान अतिथि गृह में रुकने और भोजन की व्यवस्था करना एवं चाय परोसना, नाश्ता, दोपहर तथा रात्रि का भोजन इत्यादि अच्छा उच्च गुणवत्ता का होना चाहिए।</li> <li>2. वैज्ञानिक गृह व किसान अतिथि गृह में स्थापित सभी स्थाई एवं अस्थायी सामान की सूची के अनुसार एजेंसी को उपभोग हेतु दिया जायेगा, जो कि अनुबंध पूर्ण होने पर सूची के अनुरूप ही ठेकेदार को प्रभारी गेस्ट हाउस को सौंप देना होगा।</li> <li>3. वैज्ञानिक गृह व किसान अतिथि गृह में उपभोग हेतु कम्बल, चद्दर, तकिया एवं तकिया कवर व तौलिया संस्थान स्तर पर उपलब्ध कराये जायेंगे, जिनकी सूची बनाकर एजेंसी को सौंप दे दिया जायेगा, जो कि अनुबंध पूर्ण होने पर उसी सूची के अनुसार एजेंसी द्वारा प्रभारी गेस्ट हाउस को वापस सौंपना होगा।</li> <li>4. भोजन बनाने व उसको परोसने हेतु बर्तन उपलब्ध कराया जाना जो कि एजेंसी को गिनकर उचित गुणवत्त में दिये जायेंगे तथा अनुबंध पूर्ण होने पर उसी गुणवत्ता एवं संख्या के साथ एजेंसी को वापस सौंपना होगा। बर्तनों के गुम होने पर अथवा टूट-फूट की संपूर्ण जिम्मेदारी एजेंसी की होगी, जिसके लिए बर्तनों की अवेज में उचित राशि ठेकेदार के बिल अथवा जमानती राशि में से काटी जायेगी जिसका निर्णय संस्थान के सक्षम अधिकारी द्वारा लिया जायेगा। बिल जमानती राशि के कम होने पर शेष राशि की एजेंसी द्वारा भरपायी की जानी होगी एवं इस हेतु विधिक कार्यवाही के लिए संस्थान स्वतंत्र होगा, जिसको मानने के लिए एजेंसी बाध्य होगी। एल.पी.जी. गैस इत्यादि की व्यवस्था एजेंसी को स्वयं करनी होगी।</li> <li>5. वैज्ञानिक गृह व किसान अतिथि गृह के अंदर लॉन एवं गमलों की आवश्यकता अनुसार देख-भाल करना।</li> <li>6. ठेकेदार द्वारा उक्त अनुबंध के लिये दिन-रात कार्य सर्विस उपलब्ध करवायी जायेगी [Total Points Manpower (04)]. 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 [02 Points]. Similarly the staff deployed for performing skilled nature of the job [02 Points] should be capable of reading &amp; writing Hindi &amp; English with a minimum educational qualification of Secondary and also having experience/knowledge of relevant work.</li> <li>7. वैज्ञानिक गृह व किसान अतिथि गृह के अन्दर सभी सामान की साफ-सफाई [झाड़ू-पोछे के अलावा] की व्यवस्था ठेकेदार को करनी होगी।</li> <li>8. वैज्ञानिक गृह व किसान अतिथि 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। वैज्ञानिक गृह व किसान अतिथि गृह में ठहरने वाले आगंतुकों से सम्बंधित समस्त विवरण रखने की जिम्मेदारी अनुबंधित एजेंसी की होगी।</li> <li>9. प्रभारी गेस्ट हाउस द्वारा बताये गये अन्य रख-रखाव कार्य करना होगा। साथ ही एजेंसी को गेस्ट हाउस के चद्दरों व तकिये कवर की धुलाई आवश्यकतानुसार व समय-समय पर कंबलों की ड्राईक्लीन प्रभारी के दिशा-निर्देश के अनुसार करवानी होगी। लेकिन उसका बिल प्रभारी गेस्ट हाउस द्वारा सत्यापित करने पर भुगतान होगा।</li> <li>10. 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।</li> <li>11. वैज्ञानिक गृह व किसान अतिथि गृह में रुकने वाले अतिथियों को ठेकेदार द्वारा उपलब्ध करवाये जाने वाले चाय, नाश्ता, भोजन इत्यादि की दरें प्रभारी गेस्ट हाउस/सक्षम अधिकारी की सहमति से निर्धारित होगी जिसकी ठेकेदार को पालना करनी होगी।</li> </ol>
<p><b>NOTE:- The rate of Tea, Coffee, Breakfast, Lunch and Dinner in Scientist Home/Farmers Guest House to be charged from the Guests staying in the Scientist Home/Farmers Guest House shall required to be got approved by the Agency from Director, ICAR-CIAH, Bikaner. The decision of the Director, ICAR-CIAH, Bikaner in this regard shall be final.</b></p>

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

Sing. of Tenderer



### 3. वैज्ञानिक गृह व किसान अतिथि गृह के कार्य हेतु नियम एवं शर्तें :-

1. कार्य की अवधि कार्यादेश जारी होने की दिनांक से एक वर्ष तक की होगी। इसे आवश्यकता अनुसार बढ़ाया/घटाया जा सकता है, परंतु अनुबंध की समय सीमा बढ़ाने या घटाने का अधिकार संस्थान के सक्षम अधिकारी के पास सुरक्षित रहेगा।
2. संस्थान में सरकारी कार्य या अन्य कार्य से आने वाले अतिथियों को वैज्ञानिक गृह व किसान अतिथि गृह में रुकने और भोजन की व्यवस्था करना। चाय, नाश्ता, दोपहर तथा रात्रि का भोजन इत्यादि अच्छा उच्च गुणवत्ता का होना चाहिए।
3. वैज्ञानिक गृह व किसान अतिथि गृह में प्रयोग 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।
4. ठेकेदार द्वारा उक्त अनुबंध के लिये दिन-रात कार्य सर्विस उपलब्ध करवायी जायेगी [Total Points Manpower (04)]. 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 [02 Points]. Similarly the staff deployed for performing skilled nature of the job [02 Points] should be capable of reading & writing Hindi & English with a minimum educational qualification of Secondary and also having experience/knowledge of relevant work.
5. वैज्ञानिक गृह व किसान अतिथि गृह के अंदर सभी सामान की साफ-सफाई [झाड़ू-पोछे के अलावा] की व्यवस्था ठेकेदार को करनी होगी।
6. वैज्ञानिक गृह व किसान अतिथि 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। वैज्ञानिक गृह व किसान अतिथि गृह में ठहरने वाले आगंतुकों से सम्बंधित समस्त विवरण रखने की जिम्मेदारी एजेंसी की होगी।
7. 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 कंबलों की ड्राईक्लीन प्रभारी के दिशा-निर्देश के अनुसार करवानी होगी। लेकिन उसका बिल प्रभारी गेस्ट हाउस द्वारा सत्यापित करने पर भुगतान होगा।
8. 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, GST अंकित की जानी आवश्यक है।
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. 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। Minimum wages, as prescribed by the Government of India from time to time should be payable to the personnel deployed by the Contractor for service to the office. भुगतान से संबंधित कोई भी विवाद होने/क्लेम प्रस्तुत करने पर न्यायालय द्वारा निर्धारित राशि का पूर्ण भुगतान स्वयं अनुबंधकर्ता/ठेकेदार को करना होगा।
12. 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 जनवरी माह से अनुबंध जारी होता है तो फरवरी 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।

13. एजेंसी द्वारा लगाये जाने वाले कर्मियों द्वारा संस्थान की चल-अचल संपत्ति को किसी प्रकार का नुकसान नहीं पहुंचाया जायेगा। इस प्रकार के नुकसान एवं अन्य किसी आपत्तिजनक गतिविधि के लिए एजेंसी उत्तरदायी होगी एवं इसकी वसूली एजेंसी के बिल में से की जावेगी।
14. अनुबंध के अंतर्गत लगाये जाने वाले कर्मियों की उम्र 21 से 45 वर्ष में मध्य होगी एवं कार्य संतोषजनक न होने की अवस्था में एजेंसी को कर्मियों को तुरंत बदलना होगा अन्यथा अनुबंध रद्द कर दिया जावेगा एवं बकाया बिल यदि कोई हो, व धरोहर राशि जब्त कर ली जावेगी। उसकी पूर्ण जिम्मेदारी एजेंसी की होगी।
15. The Contractor/Agency shall have to pay the monthly wages to his worker under this contract in the bank Account of respective worker 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, photo copy of Bank passbook of every worker deployed under the Contract to the Authorized Officer/Officers [Administrative Officer] of Institute for verification.
16. एजेंसी द्वारा संस्थान में लगाये गये सभी मजदूरों को लेबर कॉन्ट्रैक्ट (रेग्युलेशन एवं एबोलेशन) एक्ट 1970 के अनुसार उपलब्ध सभी सुविधायें जैसे कि ई.एस.आई., ई.पी.एफ. आदि प्रदान करनी होगी।
17. कार्यावधि के दौरान यदि किसी कार्मिक के समक्ष किसी भी प्रकार की दुर्घटना घटती है तो लेबर कॉन्ट्रैक्ट (रेग्युलेशन एवं एबोलेशन) एक्ट 1970 के अनुसार ठेकेदार एजेंसी को ही क्षतिपूर्ति का भुगतान करना होगा।
18. एजेंसी को माह के दौरान किये गये कार्य के भुगतान हेतु अगले महीने की पहली तारीख को मासिक बिल तीन प्रतियों में (पूर्व प्राप्ति किया हुआ) प्रस्तुत करना होगा।
19. व्यवसाय कर सहित अन्य सभी करों इत्यादि के सम्बन्धित विभाग को भुगतान की पूर्ण जिम्मेदारी एजेंसी की होगी एवं संस्थान अलग से कोई भुगतान नहीं करेगा।
20. वर्णित कार्य के अनुबंध पर यदि कोई विवाद उत्पन्न होता है तो उसे संस्थान के मुख्यालय भा.कृ.अनु.परि., नई दिल्ली द्वारा नियुक्त पंच को सुपुर्द कर दिया जावेगा। पंच के निर्णय को मानने के लिए दोनों पक्ष बाध्य होंगे।
21. पीने के पानी हेतु वाटर कूलर तथा उसके रख-रखाव का कार्य संस्थान स्तर पर पूर्ण किया जायेगा।
22. वैज्ञानिक गृह व किसान अतिथि गृह में पानी की आपूर्ति का कार्य संस्थान स्तर पर पूर्ण किया जायेगा।
23. वैज्ञानिक गृह व किसान अतिथि गृह में संस्थान द्वारा उपलब्ध कराये गये किसी मशीन अथवा अन्य स्थाई सामान की मरम्मत का कार्य संस्थान स्तर पर पूर्ण किया जायेगा।
24. भोजन बनाने व उसको परोसने हेतु बर्तन उपलब्ध कराया जाना जो कि एजेंसी को गिनकर उचित गुणवत्ता में दिये जायेंगे तथा अनुबंध पूर्ण होने पर उसी गुणवत्ता एवं संख्या के साथ संस्थान को वापस करना होगा। बर्तनों के गुम होने अथवा टूट-फूट की सम्पूर्ण जिम्मेदारी एजेंसी की होगी, जिसके लिए बर्तनों की अवेज में उचित राशि ठेकेदार के बिल से अथवा जमानती राशि में से काटी जायेगी, जिसका निर्णय संस्थान के सक्षम अधिकारी द्वारा लिया जायेगा। बिल/जमानती राशि के कम होने पर शेष राशि की भरपाई एजेंसी द्वारा की जानी होगी एवं इस हेतु विधिक कार्यवाही के लिए संस्थान स्वतंत्र होगा, जिसको मानने के लिए एजेंसी बाध्य होगी। एल.पी.जी. गैस इत्यादि की व्यवस्था एजेंसी को स्वयं करनी होगी।
25. वैज्ञानिक गृह व किसान अतिथि गृह में स्थापित सभी स्थाई एवं अस्थायी सामान की सूची के अनुसार एजेंसी को उपभोग हेतु दिया जायेगा, जो कि अनुबंध पूर्ण होने पर सूची के अनुरूप ही ठेकेदार को प्र. गेस्ट हाउस को सुपुर्द करना होगा।
26. वैज्ञानिक गृह व किसान अतिथि गृह में उपभोग हेतु कम्बल, चद्दर, तकिया एवं तकिया कवर व तौलिया संस्थान स्तर पर उपलब्ध कराये जायेंगे, जिनकी सूची बनाकर एजेंसी को सुपुर्द किया जायेगा, जो कि अनुबंध पूर्ण होने पर सूची के अनुरूप ही ठेकेदार को प्रभारी गेस्ट हाउस को वापस सौंपना होगा।
27. वैज्ञानिक गृह व किसान अतिथि गृह में रुकने वाले अतिथियों को ठेकेदार द्वारा उपलब्ध करवाये जाने वाले चाय, नाश्ता, भोजन इत्यादि की दरें प्रभारी गेस्ट हाउस/सक्षम अधिकारी की सहमति से निर्धारित होगी, जिसकी ठेकेदार को पालना करनी होगी।

Sign of tenderer

28. 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.
29. The contract agreement is terminable with one month on either side.
30. The contractor/agency shall not sublet the work.
31. 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.
32. 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.
33. 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 uniform, Liveries, OTA etc., if any.
34. 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 entertained, considered and accepted by the Institute on any condition/ground whatsoever during the entire term of the contract.
35. Income Tax and Service Tax shall be deducted from the payments due for the work done as per rule.
36. 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.
37. 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.
38. **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.

Sign of tenderer

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**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 (2015-16, 2016-17 & 2017-18) 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 (2015-16, 2016-17 & 2017-18) duly certified by the Chartered Accountant is to attached.
- f) Other details as per Para 22/Page-6 and Annexure-"Y"/Page-19.

**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.

Sign of tenderer

- 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 under this contract in the bank Account of respective worker 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, photo copy of Bank passbook of every worker deployed under the Contract to the Authorized Officer/Officers [Administrative Officer] 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.
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 cancelled 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-III****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 Annual Job Contract for outsourcing of maintenance, upkeep and other day to day services/works (except sweeping and cleaning) related services/job(s) in the Scientist Home/Farmers Guest House at ICAR-CIAH Bikaner at CIAR-CIAH, Bikaner on the following rates:-

Particulars	Per Month*
Monthly consolidated Rate offered for the Annual Job Contract for outsourcing of maintenance, upkeep and other day to day services/works (except sweeping and cleaning) related services/job(s) in the Scientist Home/Farmers Guest House at ICAR-CIAH Bikaner 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)
[संस्थान पर वैज्ञानिक गृह एवं किसान अतिथि गृह में प्रतिदिन रात-दिन आवश्यक सेवायें [Schedule-II के क्रमांक 01 से 11 अनुसार] उपलब्ध करवाने हेतु।	_____ (In words)

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 Annual Job Contract for outsourcing of maintenance, upkeep and other day to day services/works (except sweeping and cleaning) related services/job(s) in the Scientist Home/Farmers Guest House at ICAR-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. 01.10.2017	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 04 points/Manpower per month.</b>	--	Rs.63284.28 Say Rs.63284.00
8.	Service Charges* (To be quoted by tenderer/bidder and the same will be rounded off nearest to Rupee). (निविदाकर्ता/फर्म को सर्विस चार्ज हेतु ली जाने वाली राशि पूर्ण रुपये में अंकित करना आवश्यक है।)		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 and the same will be rounded off nearest to Rupee.

\* निविदाकर्ता/फर्म को सर्विस चार्ज [क्र.सं.8] हेतु ली जाने वाली राशि पूर्ण रुपये में अंकित करना आवश्यक है।

**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 (2015-16, 2016-17 & 2017-18) 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 (2015-16, 2016-17 & 2017-18) 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 14 of Bid Document) and also as per Annexure- "Y"/Page-19 of Tender Document.</b>		
16.	Detail of the continuous work experience of last 3 years/work done (with at least one annual <u>contract of minimum value of Rs.03.00 lakh</u> ).		

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