

NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125 001 (HARYANA)
Telephones 01662- 276151, 275787 Fax-01662-276217

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER

From
The Officer-Incharge,
Equine Production Campus,
National Research Centre on Equines,
Shiv bari Jorbeer,
Bikaner-334 001
To

Dear Sir,

Sealed Tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi for **‘THE JOB CONTRACT FOR FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER**

Scope of Work: It covers the **JOB CONTRACT FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER** as per details given in Annexure.

The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract (as mentioned below) applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tender forms and its schedules. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of **Rs 10,000 (Ten thousand only)** must be deposited in the form of demand draft/pay order drawn in favour of ICAR, UNIT NRCE payable at HISAR on any Nationalized Bank. The particulars of the earnest money deposited must also be superscribed on the top of the envelope containing Technical bid by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tender.

The EMD would be refunded to the unsuccessful bidders after finalization of the tender. In case of successful bidder, it can be adjusted towards Security Deposit as per rule.

2. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tender, he will not resile from his offer

or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the NRCE. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Centre.

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

4. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of 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.

5. If Tenderer does not accept the offer, after issue of letter of award by NRCE/ICAR within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender forms 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 NRCE/ICAR (Council) 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.

7. The Technical bid superscribed as “**Technical bid**” and Financial bid superscribed as “**Financial bid**” should be put in two separate envelopes which should be sealed by the tenderer and both the envelopes containing technical and financial bid should be put in another envelope superscribed as “**JOB CONTRACT FOR FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER.**” Tenders may be sent by Registered Post or delivered personally. Tenders to be hand delivered should be put in the Tenders box, which will be kept at the Office of Incharge, EPC, NRCE, Bikaner not later than **4.00 PM** on 16-02-2012.

8. The rates quoted by each firm for job/service contract in Tender be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

9. TIN/VAT/PAN/CST Nos. may be given on the tender.

10. The following documents/vouchers are required to be enclosed with the Tender form which are the terms and conditions of the Tenders document:-
- a) Registration of firm/Contractor- documents
 - b) PAN/TAN No. of firm.
 - c) Experience of the firm in the field of providing such service in Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization; duly-certified copies of the satisfactory services where the contractor is providing the services.
- Note: Firms which are already providing services to any institution during the last one year will have to provide a certificate of satisfactory performance from that institution.
- d) Yearly Turnover of the firm (copy of balance sheet of the firm for last year of the service contract certified by CA may be submitted).
 - e) Employee EPF registration certificate issued by local govt. etc., if applicable
 - f) Employee ESI registration certificate issued by local govt. etc., if applicable
 - g) The contractor/agency must have a registration with Labour Commissioner and the contractor shall obtain the labour license under the Labour Act (before commencement of the job under contract).
 - h) The agency must have certificate of service tax issued by the Govt. etc., if applicable (otherwise indicate it clearly with reason & proof thereof).
 - i) A certificate to the effect that the firm has not been black-listed by any Govt. Office/Institute/ICAR for any reason
 - j) No. of employees on the pay roll of the firm/company during the last two years (documentary proof regarding EPF/ESI contribution etc to be enclosed)
11. It is mandatory to fill all the enclosed proforma failing which the tender will be liable to be rejected.
12. The tenderer should quote their rates after physical inspection of the site, very detailed assessment/requirements of personnel as per specified job requirement for providing the services at the EPC, National Research Centre on Equines, Bikaner. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.
13. No request for alteration in the rates once quoted will be permitted within one year. .
14. The NRCE (ICAR) does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. Other conditional Tenders will not be accepted.
15. Acceptance of tender by the NRCE will be communicated by FAX/ Speed post letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Speed post letter etc. should be acted upon immediately.
16. Successful tenderer will have to enter into a detailed contract agreement with NRCE/ICAR on non-judicial stamp paper of appropriate value for the job work. The contractor will be bound to follow all the terms and conditions in letter and spirit as mentioned in the agreement.
17. The contractor shall not sublet the work without prior written permission of the NRCE.
18. An amount equivalent to 10% of the total contract cost as security deposit in the form of DD/CH/BG/FDR *etc.* for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the NRCE. In

- the event of non-deposition of the same, the earnest money will be forfeited. No interest on security deposit and earnest money deposit shall be paid by the NRCE to the Tenderer.
19. This office reserves the right to award additional work/service not listed in the specifications. Tenderers are bound to accept the additional work/service under this clause at the rates mutually agreed.
20. The contractor will engage sufficient number of workers for satisfactory performance of work. The contractor will himself be responsible for his workers on all accounts and provide highest standard of Sweeping and cleaning of Lab. cum Admn. Building services to the satisfaction of the Centre/concerned incharges. The work shall not be considered as completed satisfactorily and maintain until the respective Incharges or their authorized representative has certified in writing that the firm has completed the work satisfactorily and maintained properly. Contractor will provide the details of the workers engaged by him within one month from the date of taking contract.
21. The agency shall engage good and reliable workers with robust health and clean record. In case, any of the workers so provided is not found suitable, the NRCE shall have the right to ask for their replacement without giving any reasons thereof and the agency shall, on receipt of a written communication, have to replace such workers immediately. They should not give lenient or casual impressions in the duties and they should be alert and attentive. The contractor shall have to provide the material, which are used for contract work.
22. The selected agency shall provide the necessary workers for the respective jobs at EPC, NRCE as per Labour Act prevalent in Rajasthan State. The workers so provided by the agency under this contract will not be employee of NRCE (ICAR) and there will be no employer-employee relationship between NRCE (ICAR) and persons so engaged by the contractor in the aforesaid service delivery.
23. In case, any damage is caused by the workers deployed by the contractor to do the work of **THE JOB CONTRACT FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER**, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property at EPC, National Research Centre on Equine, Bikaner (Bikaner). In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the EPC, NRCE on account of such theft.
24. The contract is subject to the conditions that the tenderer will comply with all the laws and bye laws of Central Govt./State Govt. relating of this contract.
25. The agency shall be fully responsible for providing leave benefit, weekly off, National and festival holiday etc to the persons deployed as may be required but work of EPC, NRCE should not suffer on that account.
26. The contractor will discharge all his legal obligations in respect of the workers to be engaged/deployed by him for execution of the work in respect of their wages, EPF, ESI, etc. 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.
27. The firm will have to provide minimum wages to their workers, even in the event of revision in the minimum wages during the period of the contract.
28. EPF Account number will have to be provided by the firm to its workers within one month/proof thereof under intimation to this office, failing which the bill will not be entertained. However, the firm is liable to pay the dues to its worker in time (even without getting the payment from the office). The firm will have to provide EPF

passbook to their workers at the earliest. In case, contractor fails to fulfill his obligations in this regard, the contract will be treated as cancelled.

29. ESI Card will have to be issued to the workers by the firm within 1st month of initiation of contract and a copy each of the cards will be deposited with the office, failing which the bill will not be entertained and the firm is liable to pay the dues to its workers in time (even without getting the payment from the office).

30. The contractor shall indemnify and keep indemnified the EPC, NRCE from any claims, loss or damages/accident of workers 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, NRCE shall be final and binding on the contractor.

31. Payment for service bill will be made on monthly basis upon submission of pre-receipted bill. Payment will be made to the firm /agency by office in the form of cheque only. It will be the responsibility of the firm to pay wages to the workers by cheque on or before 10th of every month in the presence of officers nominated by this Centre irrespective of the fact whether they receive the payment of bill from NRCE or not.

32. Payment of the bills of the contractor will be released by NRCE only on completion of all mandatory formalities viz. opening of EPF/ESI A/C of Workers etc. If the contractor is unable to complete such formalities, the payment will be withheld till the completion of all formalities and contractor will himself be responsible for such delay in payments.

33. The sales tax/service tax or any other tax which is as per the rule of the Govt. of Rajasthan, shall be the liability of the agency to deposit in concerned department.

34. Income Tax shall be deducted at source (TDS) from bills of the successful tenderer as per the rule.

35. The contractor will make available all necessary material required for sweeping and cleaning work.

36. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of **THE JOB CONTRACT FOR AGRICULTURE AND RELATED WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR** shall be got done from other source at the expenses of the defaulting firm.

37. Director, NRCE reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the NRCE (Council), for any justifiable reasons, not mandatory to be communicated to the Tenderer.

38. The Director, NRCE, Hisar also reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. Decision of the Director, NRCE, Hisar shall be final for any aspect of the contract and binding to all the parties. Disputes arising, if any on the contract will be settled at his/her level and will not be referred to arbitration.

Note:

- 1. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.**
- 2. All the pages of tender documents must be signed.**
- 3. All the blanks in tender forms must be filled.**

Yours faithfully,

**For and on behalf of the Director
NRCE, Hisar (Haryana)**

TENDERS FOR ANNUAL THE JOB CONTRACT FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office:

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address:

From _____

To

The Officer-Incharge,
Equine Production Campus,
National Research Centre on Equines,
Shiv bari Jorbeer,
Bikaner-334 001

I / We have read all the particulars regarding the General information and terms and conditions of above said job contract **at EPC.National Research Centre on Equines, Bikaner** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the Acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

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

3. The following pages have been added to and form a part of this Tender _____ . The Schedules-I & Schedule II to accompany this Tender are at pages _____

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

5 Pay order / DD No. _____ of Rs. _____ drawn in favour of ICAR, Unit NRCE and payable at Hisar is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Witness _____ Telephone No. Office

Address _____ Resi.

Occupation _____ Mobile

Signature of witness to contractor's signature

Name & Signature of Witness :

Address:

SCHEDULE TO TENDERS

SCHEDULE – I

(TECHNICAL BID)

PART – I

1.	Name of the Firm/Agency	
2.	Full address with Telephone/Mobile No.	
3.	Constitution of the Firm/ Agency (Attached copy)	
	a) Indian Companies Act, 1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act, if not, the owners	
4.	(i) For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender	
	(ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration	
	(iii) If the answer to above point one and two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners	
5.	Name and Full Address of your Banker	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	

PART – II

8.	Earnest Money Deposited: Yes/No	
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PART – III

9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10.	Name of the Permanent Representative to be visiting NRCE, Hisar regarding the contract	

Date : _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

(Please attach all the documents as required at Sr. No. 10 of invitation of tender. Also see the check list).

Details of the relevant experience/work done by the firm/contractor in different organizations

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No.	Period		No. of Workers deployed	Remarks (including the amount of the contract)
		FROM	TO		

(Authorised Signatory)

(Please attach self attested copies of work orders pertaining to experience)

Check List to be attached with Tender with all Documents

Sr. No	Description	
1.	Registration of the firm, whether copy attached or not	
2.	PAN/TAN Number of firm (Yes/No)	
3.	Earlier experience of the firm (Yes/No) (Attach Proof with copies of work orders)	
4	Turn over per annum Balance sheet duly certified by CA (Yes/No)	
5.	Whether EPF applicable Yes/No If yes, EPF number with document proof	
6.	Whether ESI applicable Yes/No If yes, EPF number with document proof	
7.	Whether registration with Labour Commissioner (Labour License) Yes/No If yes, copy attached If no, indicate requirement for obtaining labour license	
8.	Whether Service Tax applicable (Yes/No) If yes, service Tax No. with documentary proof.	
8.	Whether Black listed Yes/No	
9.	Pay roll of the firm attached Yes/No	

***Note:**

- 1. It is mandatory to fill all the above columns failing which the tender will be liable to be rejected.**

SCHEDULE – II

FINANCIAL BID

Last date for receipt of Tender: 16.02.2012 up to 4.00 PM
Date of opening of Financial Bid : 17.02.2012 AT 11.00 AM
In Conference Room of EPC, NRCE, Bikaner

The Director,
National Research Centre on Equines,
SIRSA ROAD, HISAR, HARYANA
Sir,

I/We wish to submit our Tender for **THE JOB CONTRACT FOR FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER** on the following rates

No.	Particulars	PER MONTH RATE
1.	Monthly consolidated rate offered for <u>THE JOB CONTRACT FOR FOR SWEEPING AND CLEANING OF LAB. CUM ADMN BUILDING AT EPC, NATIONAL RESEARCH CENTRE ON EQUINES, BIKANER</u> in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc. (as applicable from time to time) and required materials (for sweeping & cleaning work) etc.	<hr/> <hr/> <p>(Rs. In figures)</p> <hr/> <hr/> <hr/> <hr/> <p>(Rs. In words)</p> <hr/> <hr/> <hr/> <hr/>

I/We agree for forfeiture of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender..

I/We have carefully read all the terms and conditions of the tender before quoting rates and hereby give undertaking to abide by these in letter and spirit.

Signature.....
Name & Address of the Firm.....
.....
Telephone/Mobile No.....

Details of quantum of work for sweeping and cleaning of lab. Cum Admn. Building and its surrounding area at EPC, Bikaner.

1.	Laboratories	06 Nos.
2.	Different rooms/halls with furniture (Dir. Office, I/C-EPC Office, Seminar Hall, Museum, ARIS Cell, Office & Office Store, Library, Committee Room, Scientist Office)	10 Nos.
3.	Toilets	04 Nos.
4.	Porch & Varanda (inside) of the entire building	Appr. Area 400 Sqm.
5.	Walls/Windows etc. outside of Building	Appr. Area 600 Sqm
6.	Gagage of ten motor cars/Surrounding open area outside of building	Appr. Area 1000 Sqm.
7.	Old Lab. Cum Office building and its nearby area	Appr. Area 200 Sqm.
8.	Residential campus area	Appr. Area 1000 Sqm.
9.	Rest House	Appr. Area 300 Sqm.

At least 4 unskilled labours are required for the all the above works per day for 8 hours