

Registered with Acknowledgement Due

File NO. P-11(10)Sweeping/2010

Serial No. _____

Date: _____

NOT TRANSFERABLE CENTRAL SOIL SALINITY RESEARCH INSTITUTE, KARNAL-132 001

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE SWEEPING/CLEANING OF THE INSTITUTE. AT CENTRAL SOIL SALINITY RESEARCH INSTITUTE, KARNAL-132 001

- A. Cost of Tender form Rs. 200/- (Rupees Two hundred fifty only)
- B. Last date of sale of Tender Form is 16.08.2010 time 12.30 PM
- C. Last date of receipt of tenders in Office is 16.08.2010 time 02.30 PM
- D. Tenders to be opened on 17.08.2010 time 03.00 PM
- E. Financial bid will be opened on 17.08.2010 at 03.00 PM
- F. Tender to remain open for acceptance up to 90 days from the date of opening.
- G. The Tender document is also available at our web-site www.cssri.org

NOTE

1. The Director, Central Soil Salinity Research Institute, Karnal may at his Discretion, extend this date by a fortnight and such extension shall be Binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next Working day.
3. If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
4. The intending renderers' may survey the campus to know the Sweeping arrangement before responding to the tender. For this purpose they may contact Officer-In-Charge (security) CSSRI, Karnal before submitting their bids. However, the Tenderer should quote the only lump sum amount in respect of all the services covered under this contract and the rates should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the rates, once quoted will be entertained within the period of one year.

**PURCHASE AND CONTRACT SECTION
CENTRAL SOIL SALINITY RESEARCH INSTITUTE
KARNAL-132 001**

**INVITATION OF TENDER
FOR THE JOB CONTRACT, CSSRI, KARNAL**

From:

Sr. Admn. Officer,
CSSRI, Karnal

To

Dear Sir, (s)

Sealed Tenders are hereby invited on behalf of the Director, CSSRI, Karnal for contract of providing Sweeping on job/service contract at CSSRI, Karnal. The terms and conditions of the contract which will govern any contract made and those contained in the General conditions of contract applicable to the contracts placed by the ICAR and Research Institute and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of RS. 10,000/- (Rupees ten thousand only) must be deposited in the form of demand draft/pay order favouring “ ICAR -Unit-CSSRI” payable at Karnal. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not back out from his offer or modify the terms and conditions thereof, If the

Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the Tenderer not being accepted by the Institute, 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 Institute, without any interest there upon.

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

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 such case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer after issue of letter of award by CSSRI, Karnal within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

7. 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 the other related documents must be signed by every partner of the firm. A person signing the Tender 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 by the terms of the office and if, on enquiry it appears that the persons so signing had no authority to do so, the 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. The original copy of the tenders is to be put in double cover. The inner cover containing Technical Bid and financial bid should be sealed separately and kept in the outer cover, mentioning the address of the Tenderer as well of the purchaser. The outer cover should be superscribed “providing sweeping service on contract at CSSRI, Karnal and NOT TO BE OPENED BEFORE 17.08.2010

At 03.00 PM (date & time of Tender opening)” with address to this office and of the Tenderer. All Tenders should be sent by Registered Post or Tenders to be hand delivered should be put in the **Tender BOX, which will be kept in Security section not later than 12.30 PM on 16.08.2010**.

9. The rates quoted by each firm for job/Sweeping/cleaning 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.

10. The Institute 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.

11. An amount equal to 5% of the total value of job contract, as a performance security deposit in the form of DD, FDR, banker’s cheque or Bank Guarantee from any of the Commercial Banks for the contract is to be deposited by the selected Agency/Successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, it will be presumed that the said Agency/Tenderer is not interested to undertake the job/service contract and the earnest money will be forfeited.

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

13. The Service Tax or any other tax which is as per the rule of the Central/ State Govt. shall be the liability of the Service provider to deposit in the concerned department as per the rule. TDS shall also be deducted at source from the bills of the successful tenderer as per rule.

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

14. Director, CSSRI, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the Tenderer.

15. Decision of Director, CSSRI, Karnal will 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/her level and will not be referred to arbitration.

16. Acceptance of the Tender by the Institute will be communicated by FAX/Telegram, Express 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 / Telegram/Express letter etc should be acted upon immediately.

17. Please state whether business dealings with you presently stands banned by any government organization, and if, so, furnish relevant details.

18. The Institute will evaluate and compare the bids duly quoted by the tenderers which are substantially responsive i.e. which are properly prepared & signed and meet substantially the required terms, conditions, specification etc. The institute will award the job contract to the service provider whose quotation will be determined to be responsive and offering the best evaluated price.

19. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost with D.C. rate and taxes etc. The CSSRI shall not bear any extra charge on any account whatsoever i.e.

EPF contribution, Uniform, Liveries, OTA etc. Therefore rates not practicable/rational such tenders shall summarily be rejected. The office will not go for the lowest quote if the rates are no viable/practicable to our requirement fulfilling the labour laws.

20. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tenders's document:-

- a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State Govt.
- b) Minimum turnover of the firm not less than (Rs. In figures) Rs. In words) during the last financial year.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form.
- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by local Govt. etc.
- g) Employee ESI registration certificate issued by local Govt. etc.
- h) The contractor/agency must have a registration with the contract Labour (Regulation and Abolition) Act,1970. The contractor shall obtain the labour license under this Act.
- i) Nos. of staff/supervisors registered under ESI&EPF separately. Minimum 50 nos (Staff/Supervisors) required with their ESI& EPF contributions. Documentary proof of vouchers to be required and may be attached.
- J) Service tax registration certificate issued by Govt. etc.
- K) Successful Tenderer will have to enter into a detailed contract agreement with CSSRI on non-judicial stamp paper of Rs. (In figures) In words) for each work.
- l) Only those firms will be considered for financial bid who will qualify in the technical bid.

- 21. The contractor will pay the minimum wages to the workman, and will follow all the Laws in this regard as per the instructions of ministry of labour, Govt. of India.**

Note: The technical bids and financial bids may be submitted in separate envelopes to be properly sealed and superscribed so and put in a main cover.

Yours faithfully

Asstt. Admn. Officer
CSSRI, Karnal

SCHEDULE

TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SWEEPING /CLEANING ON JOB/SERVICE CONTRACT AT CENTRAL SOIL SALINITY RESEARCH INSTIUTE, KARNAL

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 Senior Admn. Officer,
CSSRI, Karnal

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for SWEEPING/CLEANING contract at CSSRI, Karnal and agree to provide the services as detailed in the schedule herein or to such portion there of 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.

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

3. The following pages have been added to and form a part of this tender_____.The Schedules-I&II to accompany this tenders are at pages 9 & 11.
4. Every page so attached with this tender bears my signature and the office seal.
5. Pay order/ DD No./ etc _____of Rs._____drawn in favour of “ICAR- Unit-CSSRI” payable at Karnal is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer
Telephone No. Officer_____
Resi:_____
Mobile_____

Dated:_____

Signature of Witness_____
Name _____
Address_____
Occupation_____

SCHEDULE OF SERVICE

1. Area of CSSRI, Karnal to be covered by the SWEEPING/CLEANING

Point No.1

Gate No.1 to Institute building road Area 500x14 meter.

Point No.2.

Gate No.2 to Institute road 100x06 meter.

Point No.3

Gate No.3 to Institute road 100x 06.

Point No.4

Gate No.4 : Cycle, scooter stand, Canteen road area 100x10 meter

Residential Block: Area and road 200x12 meter

Laboratory Block : Four floor Cleaning and sweeping

International Hostel: All rooms and other related work.

Shoping centre area inner and outside road area.

Community Center area.

CPWD Area and Elect, Bank, Both area of office

All Dustbin of Institute Office area and residential area.

Scientist Hostel all rooms and other related work.

Indo-Dutch Extn. Building, Ground floor to 2nd Floor area.

SERVICE REQUIREMENT:

- a) The tender shall comply with requirements of all labour laws applicable, No. request for alteration in the rates once quoted will be permitted during the contract period.
- b) For manning the points indicated in Appendix “A” the agency shall employ good and reliable trained manpower only with good health and clean record within the age group of below 45 years . In case any of personnel so provided is not found suitable, the Institute shall have the right to ask for its replacement without giving any reasons and the agency shall on receipt of a written communication will have to replace such persons immediately.
- c) The personnel so provided by the agency under this contract will not be treated as employees of the CSSRI, and there will be no employer-employee relationship between the CSSRI, and personnel so provided.
- d) The agency/contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged at the CSSRI, Karnal and the Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel directly. The contractor shall be wholly responsible for compliance of all statutory labour laws regulations in force and any contravention of the same or any dispute arising there from shall be the responsibility of the contractor/firm and the Institute shall in no way be responsible for meeting any obligation and liabilities from financial/legal implications of the contractor or any other arising there from. It should be ensured by the agency that approved strength is maintained at all times. Periodical inspections will be carried out by the designated officers of the Institute. The Institute shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/agency during the contract period.
- e) The Institute shall not have any obligation to employ any personnel of the agency after the termination of the contract.
- f) All the personnel deployed will perform their duty in proper uniforms and will maintain a smart turn out. The agency shall at its own cost, provide suitable uniforms (summer, winter and rainy season) to their personnel .

- h) The contractor shall submit an undertaking to keep the CSSRI indemnified from all angles and for all purposes.
- i) The firm will make payment to their staff through cheque in presence of the authorized officer of the Institute.

Dated _____

Place _____

AUTHORISED SIGNATORY

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

TECHNICAL BID
SCHEDULE-I

SCHEDULE TO TENDERS

PART-I

1. Name of the firm/Agency.
2. Full address with post box No. and Tele. No if any:
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. For Partnership firms whether registered under the Indian Partnership Act., 1932, please state further whether by the Partnership agreement to arbitration has been conferred on the Partner who has signed the tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.
5. Name and full Address of Yours Banker's alongwith Account number.
6. Your Permanent Income Tax No/Circle/ward.
7. The Xerox copies of the following documents are enclosed, for the purpose. Please tick the relevant, Yes/No.

- a) Valid Registration certificate of the firm under the work contract of the government concerned/Certificate of labour Commissioner issued by government concerned. YES/NO
 - b) Employee EPF registration certificate issued by Concerned department. YES/NO
 - c) Employee ESI registration certificate issued by concerned department. YES/NO
 - d) Service tax registration certificate issued by concerned department. YES/NO
 - e) PAN Number YES/NO
 - f) Bank Account number and name of the bank for electronic transfer of payment.
8. Any other relevant information.

PART-II

- 9. Earnest Money Deposited : YES/NO

PART-III

10. Name and address of the firm's representative and whether the firm would be representing at the opening of the Tenders.

11. Name of the permanent Representative to be visiting CSSRI, Karnal regarding the contract.

Dated:_____

Place_____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tender

FINANCIAL BID
SCHEDULE-II

TENDER FOR ANNUAL CONTRACT FOR PROVIDING OF SWEEPING ON JOB/SERVICE CONTRACT AT CSSRI, KARNAL

The tender shall remain open for acceptance up to 90 days and the rates quoted once in the tender will be valid for one year from date of acceptance of the same and no change will be allowed during this period.

1. Name of the firm/Agency/
(full Address with Telephone no)

2. Registration No. of the firm/

3. Lump sum amount per month for Sweeping/Cleaning work inclusive of wages at D.C. rate and all statutory requirements & taxes covering all acts etc. as applicable from time to time.
 - a.) In figures Rs. _____

 - b.) In words (Rupees _____

Note:

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

I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Place _____

Dated _____

Signature of the contractor or his
Authorized signatory with Seal of
the Agency/Firm.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDIN OF SWEEPING/CLEANING AT CENTRAL SOIL SALINITY RESEARCH INSTITUTE KARNAL

1. Scope of work: The work of providing of Sweeping/Cleaning CSSRI, Karnal shall have to be undertaken as per Annexure-A without causing any damage to the CSSRI, Karnal properties. In case, any damage is caused by the workers deployed by the contractor to do the work of maintenance of Sweeping at CSSRI, Karnal. The same shall be made good by the contractor.
2. The contractor shall not sublet the work without prior written permission of the Institute
3. Payment of the bill will be made monthly upon submission of pre-receipted bill.
4. An earnest money of Rs. 10,000/- (Ten thousand only) in the Form of DD/FDR, Banker's cheque or Bank Guarantee from any commercial bank is required to be attached with Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder backs out from accepting the offer.
5. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of Sweeping/cleaning at CSSRI, Karnal shall be got done from other source at the expenses of the defaulting firm.
6. The tenders should indicate only the lump-sum amount in respect of all the services covered under this contract, No request for alteration in the rates once quoted will be permitted within one year.
7. The Sweeping/cleaning will be round the clock for 7 days of the week. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required. The tenderer will comply with all the social Sweeping (employees Provident fund) medical benefits (employees state Insurance) etc. at his/her own cost as may be required. In case any of the Sweeping/cleaning so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reason therefore and the agency shall on receipt of a written communication will have to replace such

person immediately. If the firm wants to replace any sweeper, he may do so only in consultation with the office incharge, sanitation

8. The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CSSRI, Karnal shall be final and binding on the contractor.
9. Income Tax will be deducted from the payment due for the work done as per rule.
10. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
11. The worker should follow strict attendance and alternate arrangements are to be made by the agency whenever any worker going on leave under intimation to this office.
12. For any legal dispute, the jurisdiction will be of court, Karnal.

The Director CSSRI, Karnal reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of Director, CSSRI, Karnal shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.