



भा.कृ.अनु.प. – खरपतवार अनुसंधान निदेशालय  
महाराजपुर, अधारताल, जबलपुर – 482004, (म. प्र.), भारत  
ICAR- Directorate of Weed Research  
Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA



सेवा अनुबंध आधार पर निम्नलिखित कार्य हेतु निविदा सूचना

भा.कृ.अनु.प. – खरपतवार अनुसंधान निदेशालय, महाराजपुर, जबलपुर में निम्नलिखित कार्य हेतु प्रतिष्ठित एवं पंजीकृत एजेंसियों/कान्ट्रेक्टरों से मुहरबंद निविदाएं आमंत्रित की जाती है । निविदा का विवरण एवं विस्तृत जानकारी निदेशालय के बेवसाइट [www.dwr.org.in](http://www.dwr.org.in) पर उपलब्ध है । कार्यों का विवरण निम्नानुसार है :-

क्र	कार्यों का विवरण	निविदा प्राप्त करने की तिथि व समय	निविदा जमा करने की अंतिम तिथि व समय	निविदा खोलने की तिथि व समय
1.	साफ-सफाई कार्य हेतु Re-Tender	01.12.2016 to 16.12.2016 10.30 am to 4.30 pm	17.12.2016 2.30 PM	17.12.2016 3.00 PM

प्रशासनिक अधिकारी

**ICAR - DIRECTORATE OF WEED RESEARCH  
MAHARAJPUR, ADHARTAL, JABALPUR**

The Director, ICAR - Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur invites sealed tenders from reputed contractors registered with Directorate General of Resettlement etc. (who compulsorily have valid labour license, shop establishment registration certificate, EPF and ESI code no. etc.) for **Annual Contract of Providing House Keeping & sanitation work On Job Basis** etc.

Interested bidders may obtain tender from the Estt. Section, from **01.12.2016** to **16.12.2016** during office hours (10.30 AM to 4.30 PM) from ICAR - Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur – 482 004 (MP) on all working days excluding holidays.

The tender documents can be purchased by interested bidders on the submission of a written request on payment of a non-refundable fee of **Rs.1,000/- (Rs. One thousand only)**. The mode of payment will be by **Demand Draft/Banker's Cheque/Pay order only** drawn in favour of **"ICAR UNIT DWSR, Jabalpur, payable at Jabalpur**. The documents will be sent by speed post on an extra amount of **Rs. 250/-** if requested through mail. The eligible bidders may also download the tender documents from the Directorate website **www.dwr.org.in** and attach the demand draft/banker's cheque/pay order as a tender document along with the tender at the time of submission. The tender documents can also be hand delivered on receipt of request letter and non refundable fee.

Tenders must be delivered to the address given below on **17.12.2016 at 2.30 PM**. Electronic tendering will not be permitted. All tenders should be submitted in sealed envelopes and clearly marked as **"TENDER FOR ANNUAL CONTRACT OF PROVIDING HOUSE KEEPING AND SANITATION WORK ON JOB BASIS AT ICAR - DWR**. All tenders must be accompanied by a **EMD/BID SECURITY** of Rs. **25,000/- (Rs. Twenty five thousand only)** in shape of **Demand Draft/Bankers Cheque** in favour of **"ICAR UNIT DWSR, payable at Jabalpur,**

Tenders, which will be received on time will be opened in the presence of the bidders/authorized representative at the Directorate on **17.12.2016 at 3.00 PM**

**The late tenders and without requisite EMD will liable to be rejected and no correspondence will be entertained in this regard.**

**Tender would be based on the two bids, one on technical and second on financial. The technical bids will be opened first and examined and if found as per notifications the financial bids would be opened.**

In the event of any of the above dates being declared a holiday/closed day for the bidders, the tenders will be sold/received/opened on the next working day.

**The Director has right to reject/cancel any tender or all tenders without assigning any reason.**

**The Directorate will not be responsible for postal delay.**

All disputes subject to **Jabalpur jurisdiction** only.

The tender with details is also available at the Institute website **[www.dwr.org.in](http://www.dwr.org.in)**

Administrative Officer  
ICAR - Directorate of Weed Research,  
Maharajpur, Adhartal, Jabalpur

F.No. :

Dated :.....

NOT TRANSFEREABLE

**ICAR - DIRECTORATE OF WEED RESEARCH,  
MAHARAJPUR, ADHARTAL, JABALPUR (M.P.)**

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS  
GOVERNING THE **ANNUAL CONTRACT OF PROVIDING HOUSE KEEPING AND  
SANITATION WORK ON JOB BASIS** AT ICAR - DIRECTORATE OF WEED RESEARCH  
MAHARAJPUR, ADHARTAL, JABALPUR – 482 001 (M.P.)

- A. Cost of Tender (Form Rs. **1,000/-** (non Refundable) in form of **DD/Pay Order/BC** favoring **“ICAR UNIT DWSR, Jabalpur”**
- B. Sale of tender document From. **01.12.2016** To **16.12.2016** (From **10.30** am to **4.30** pm) (**On all working days**)
- C. Last date of receipt of Tenders in office is **17.12.2016** up to **2.30 PM**
- D. Tenders to be opened on **17.12.2016** at **3.00 PM**.
- E. Tender to remain open for acceptance up to 90 days from the date of opening.
- F. The details of tender documents is also available at Institute’s web site **www.dwr.org.in**
- G. The late tenders and without requisite EMD will liable to be rejected and no correspondence will be entertained in this regard. The demand draft/banker’s cheque/pay order of EMD should be kept with Technical bid only.
- H. The Institute will not be responsible for postal delay.



# भा.कृ.अनु.प. – खरपतवार अनुसंधान निदेशालय

महाराजपुर, अधारताल, जबलपुर – 482004, (म. प्र.), भारत

ICAR - Directorate of Weed Research

Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA



EPABX : +91-761-2353101, 2353934

Fax : +91-761 – 2353129

Gram : WEEDSCIENCE

Email : dirdwsr@icar.org.in

From :

Administrative Officer,  
ICAR - Directorate of Weed Research,  
Jabalpur

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, Directorate of Weed Research for job contract of **PROVIDING HOUSE KEEPING AND SANITATION WORK** at ICAR - DWR. The terms and conditions of the contract which will govern the contract are contained in the general conditions of contract and the special terms and conditions as detailed in the tender forms and its schedule. Please submit the 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. 25,000/- (Rupees Twenty five Thousands)** only must be deposited in the form of demand draft/pay order in favour or **“ICAR UNIT- DWR” Jabalpur**. 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.
2. The tenderer are being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the aforegoing stipulation, the aforesaid amount of EMD will be forfeited by the Directorate. 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 applies for the same in the manner prescribed by the institute. (EMD refund request form enclosed for information and ready reference) It may be noted that this form may be printed on firm's letter head for refund.
3. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of **(i)** as sole proprietor of the firm or constituted attorney of such sole proprietor, or **(ii)** a partner of the firm if it is a partnership in which case he/she must have authority 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.  
Signature of bidder with seal

4. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all 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 or another shall be deemed to warranty that he has authority, the Directorate will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer(s).

The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed "**TENDER FOR PROVIDING HOUSE KEEPING AND SANITATION WORK**". Tender be sent by registered post/speed post but the Directorate shall not be held responsible for late receipt of tenders due to postal delay or other reasons.

5. The tenderer is at liberty to be present or to authorize a representative to be present at the opening. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address along with telephone/mobile Nos. of your representative, if any.
6. Acceptance by the Directorate will be communicated by speed/registered post, telegram, express letter/fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter/fax/e-mail etc. should be acted upon immediately.
7. **Two bid system : i.e. Technical bid and the Financial/Price bid, which should be sealed by the bidder in separates covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The Tender form & EMD amount should be kept in technical bids. The technical bids are to be opened by the committee at the first instance and evaluated by the committee or Competent Authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the final contract.**

Yours faithfully

Administrative Officer

Signature of bidder with seal

**SPECIAL TERMS & CONDITIONS**

- a) The selected agency shall provide required services for all kind of house keeping & sanitation work at the institute. The agency shall employ good and reliable persons after police verification with robust health and clean records, must be within the age group on 21 to 55 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the competent authority, the Directorate shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- b) The personnel engaged by the agency for this job contract will not be an employee of the council and there will be no employer-employee relationship between the council and the personnel so engaged by the contractor.
- c) The agency shall be wholly responsible for making payment under the job contract under the **minimum wages act (Central Govt.)** and the Directorate shall in no way be responsible for meeting any kind of expenditure on job contract.
- d) The Directorate shall not directly or indirectly engage any personnel of the agency during the period of contract.
- e) House Keeping & Sanitation work should be completed within the stipulated time as directed by the Directorate and not as per wish/convenience of the contractor.
- f) Be statutory and contractual obligations to be complied with by contractor and tender enquiry should clearly state that contractor will have to abide by relevant labour and other laws of the land. If there is any complaint by the engaged worker then contractor will be responsible in respect of any kind of litigations.
- h) An amount equivalent to two days of contract, subject to a minimum of Rs. 1500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to mark in any part. It will be brought to the notice of the supervisory staff of the firm or the agency by post/e-mail by the Directorate and if no action is taken within an hour liquidated damages clause will also be invoked.
- i) Any misconduct/misbehaviour of the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

Signature of bidder with seal

- j) In case of any loss or damage done to the property of the ICAR - DWR by the personnel provided by the agency for housekeeping & sanitation work, full damages will be recovered from the agency and the decision of the competent authority of ICAR - DWR shall be a binding on agency.
- k) Delay due to unavailability of material of sanitary/cleaning vipers, booms, bins etc. is not allowed.

The Director, ICAR - DWR reserves the right to reject any or all tenders in whole or in part without assigning any reasons thereof. The decision of Director, ICAR - DWR shall be final and binding on the firm / agency in respect of any clause covered under the contract.

Signature of bidder with seal



## **ELIGIBILITY CONDITION**

### **Agency will be given preference if :-**

- a) The firm is having **last three years continuous experience** of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies of Govt. of India/Corporation of Govt. of India provide the details in enclosed tabular form.
- b) The firm having a turnover of more than Rs. 8.00 Lakhs p.a. in the past three years will be preferred.
- c) The firms should have at least 20 manpower/supervisor registered under ESI and EPF. The EPF nos. of these personnel are to be submitted along with tender.
- d) The firms should also fulfill the statutory and welfare requirements in respect of its employees.
- e) The firm should have solvency certificate from their bankers for more than Rs.8.00 Lakhs.
- f) **The firm should have valid labour contract license for current contract issued by labour commissioner from Central Govt..**
- g) The firm must have Service Tax Registration. Only those firms will be considered for financial bids who will qualify in the technical bid.
- h) The above conditions are minimum and the tenderer will have to fulfill the criteria specified at Annexure-I

### **TERMS OF THE CONTRACT :-**

1. The terms of the contract will be for one year. However the Directorate reserves the rights to terminate the contract if the services are not satisfactory or any discrepancies in eligibility or fulfilment or statutory liabilities (minimum wages (**Central Govt.**), ESI, EPF, etc.) are observed. On the expiry of the contract or on its termination, the Directorate reserves the right to renew the contract on the terms and conditions that may be mutually agreed upon.

2. Monthly basis duly supported by proof of disbursement of wage to the staff, in triplicate, for payment. The payment to the agency shall be released within 30 days from the date of receipt of invoices, provided the claim of the agency is found to be in order from all angles. The income tax deducted at source and such other taxes/ levies as are required by law to be deducted shall be deducted from the charges payable to the agency. The agency shall furnish details of disbursement made to the staff indicating the amount deducted on account of statutory deductions such as ESI, EPF etc. as employee's share and net amount paid to each individual duly supported by details of payment made to the contractual staff before presenting claim for the month. The proof of payment of statutory obligations such as ESI, EPF etc. showing name of each individual engaged for ICAR - DWR and any other applicable taxes accompanied by prescribed form must be furnished by the agency indicating the names of the employees engaged for ICAR - DWR and the amount deposited in respect of each for ESI & EPF, falling which

Signature of bidder with seal

subsequent payment to the agency shall be withheld for which contracting agency will be responsible. The copy of annual ESI and EPF statements in respect of individual personnel engaged by the firm must be submitted to the Directorate.

**3. LABOUR LAW:-** As per contract labour (Regulations and Abolition) Act,1970 (**Central Govt.**) and the contract labour (Regulations and Abolition) central rules 1971 w.e.f 21/03/74 any contract in which 20 or more workmen are employed or were employed on any day in the preceding 12 months as contract labour and to every contractor who employ or who employed on any day of the preceding 12 months 20 or more workmen. It does not apply to establishment/contractor where the work performed is of intermittent and seasonal nature an establishment/contractor wherein work is of intermittent and seasonal nature will be covered by the act. If the work performed is of more than 120 days and 60 days in a year respectively. The act also applies to establishment of the government and local authorities as well. The EPF parties shall be obliged to observe the content of above para strictly.

**4. TERMINATION:-** This contract can be terminated by giving one month's 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/speed post.

**5. LOSS AND/OR DAMAGES :-** In case of any loss or damage done to the property of the Directorate by the personnel provided by the agency at ICAR - DWR full damages will be recovered from the agency and decision of the competent authority of ICAR - DWR shall be a binding on agency.

**6. SECURITY DEPOSIT:-** The successful bidder will be required to deposit an amount of **Rs. 80,000/-** as security deposit in the form of demand draft/Pay Order favouring "**ICAR-UNIT- DWR** payable at **JABALPUR** within two weeks from the date of award of the 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 by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Directorate.

**7. PENALTY CLAUSE :-** In case of non satisfactory service, a penalty of minimum Rs.1500/- per day shall be imposed, if the quality of service is not rectified to be satisfactory within 7 days 50% of performance security deposit shall be forfeited and the contract shall be liable to be terminated without any further notice. Also if the firm does not observe the minimum wages (Central Govt.), ESI, EPF and other statutory liabilities as prescribed by law, the whole security deposit shall be forfeited and the contract will be terminated immediately.

**8.** All disputes subject to Jabalpur jurisdiction.

Signature of bidder with seal

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT**

1. ICAR - DWR holds the discretion to terminate the contract for any reason whatsoever on giving at least one calendar month's written notice.
  - a. If the contractor fails or neglects to render the pay less per hour rate as mentioned in the tender/work order, or service or any of them to the satisfaction of ICAR - DWR or if the contractor commits breach of any of its obligation hereunder and/or.
  - b. If the business of the contractor is wound up, dissolved or if any receiver is appointed or attachment is levied in respect of any of the properties and assets.
2. Tenders should be on the specified form (non-transferable) which may be obtained from Establishment Section between 10.30 AM to 4.30 PM on submission of demand draft drawn in favour of **ICAR Unit - DWR payable at Jabalpur for Rs.1,000/-** (non-refundable), or can be downloaded from ICAR-DWR web site **www.dwr.org.in** and should attach the **DD** of Rs **1,000/-** along with tender failing which the tender will be rejected.
3. Tenders should be submitted in double sealed covers, super scribed with **TENDER FOR PROVIDING HOUSE KEEPING AND SANITATION WORK AT ICAR - DWR due on 17.12.2016.**(written both in the inner and outer envelopes) The last date of the receipt of tender is on **17.12.2016 at 2.30 PM** and it will be opened on **17.12.2016 at 3.00 PM** in the presence of tenderes, if any. Tenders to be send by speed/registered post only which should be addressed to **Director, ICAR - DWR, Jabalpur**. The Directorate will not be responsible for any postal delay. Tender received after due date will be rejected.
4. The Earnest Money Deposit (EMD) may be deposited through demand draft drawn in favor of **ICAR Unit - DWR, payable at Jabalpur** should accompany the tender. **Tender received without earnest money deposit will be invalid and shall not be considered.**
5. The ICAR - DWR, Jabalpur does not bind itself to accept the lowest or any other tender and reserves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
6. Canvassing in any form is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection.
7. The contractor shall declare in writing if he is related to any officer/employee of the ICAR - DWR, Jabalpur with details of relationship thereof along with the tender.
8. Tenders submitted should remain valid for 90 days from the date of opening.

Signature of bidder with seal

9. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to nature of work required to be performed/executed at this Directorate, Farm, Lab; Office, Guest House, Godown and Workshop. No claim whatsoever on such accounts shall be entertained by the ICAR - DWR, Jabalpur under any circumstances.
10. Earnest money & security deposit after award of work will be forfeited if the contractor fails to provide service as per letter of award of contract/Payment of less rate of minimum wages (Central Govt.) to persons engaged on job basis contract and other statutory liabilities.
11. **Except writing rates, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tender.**
12. Incomplete or vogue tenders will be rejected. The tenderer should mention the rates both in figures and words. There should be no cutting and overwriting. The cutting, if any, should be duly attested. Unattested amended/overwritten figures will not be considered.
13. The successful tenderer will have to sign the agreement on Non-judicial stamp paper of Rs. 100/- at their cost and submit it within 07 days from the date of the issue of the letter of acceptance of the tender. Also if he does not initiate the work as per work order, the EMD & security deposit is liable to be forfeited.
14. The contractor shall not sublet this contractor or any part there to any other party.
15. The workers engaged by contractor on job contract will not be on payroll of the ICAR - DWR, Jabalpur and will not be entitled to any benefit as applicable to the employee of ICAR.
16. In case the integrity, character and behaviour of any of the contractor's labourers is found doubtful, he would be replaced by contractor on receiving instruction from the competent authority on his own account.
17. The contractor shall be fully responsible for the work allotted and shall not indulge in any other activities than doing specified job allotted to them. In case of any loss/damage to Directorate property or its interest of contract value or violating any clause given in tender the competent authority shall be free to impose penalty maximum up to 10% of contract value and deduct the same from the security deposit of the firm.
18. Any compensation for disengagement on account of death, disability of any labuors(s) provided for deployment in the Directorate campus, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability. The contractor should insure the person engaged by him for job contract work at ICAR - DWR, for all coverage of causality, death or accident.

Signature of bidder with seal

19. **The contractor is wholly responsible to supply the personnel in the Directorate premises and if any accident/untoward incident happens, on account of improper workmanship with the concerned person during duty, the whole responsibility for setting the case with police/court lies with the contractor.**
20. The ICAR - DWR, Jabalpur without giving any reasons at any time by giving one month notice may terminate the contract and the contractor shall have no claim if the period of contract is curtailed. The contractor however, will have to give two months notice to ICAR - DWR, Jabalpur for discontinuing his work.
21. The Director, ICAR - DWR, Jabalpur shall have absolute right to impose penalty for unsatisfactory services rendered by the contractor maximum upto 10% of contract value.
22. The decision of the Director, ICAR - DWR, Jabalpur regarding any disputes whatsoever arising out of the contract will be final and binding on the contractor.
23. The Director, ICAR - DWR, Jabalpur reserves the right to accept or reject any tender without assigning any reasons thereof.
24. Only registered and bona-fide service provider/agencies having continuous experience of **last three (3) years** of out sourcing service to the Ministries/Departments/Govt. Organizations/Public Sector Undertaking/Autonomous Bodies etc. are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificates issued by Government Ministries/Departments etc. in support of its having rendered satisfactory services to such departments during the continuous **last three (3) years**.
25. The Agency must be registered with the ESI, Provident Fund and Service Tax Departments and must be in possession of Permanent Account Number (PAN). The documentary proof of registration should be attached.
26. The Firm should also produce Income Tax Clearance Certificate (ITCC) for the last three (3) years.
27. The Agency should attach financial statement for the last three (3) years to corroborate their claim of turnover.
28. There should be no legal suit, Criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in the case of Pvt. Ltd., Company) on grounds of moral turpitude or for violations of any of the laws in-force. The Agency must enclose this declaration at the time of submission of bid.
29. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages (Central Govt.), ESI, EPF and Labour Act and various other provisions for all its employees deputed to work for the ICAR - DWR.

Signature of bidder with seal

30. The ICAR - DWR shall have no liability whatsoever towards any other personal or equipment of the Agency. All statutory requirements for the work men engaged for ICAR - DWR contract work are to be borne by the Agency and shall be sole responsibility of the Agency.
31. The Agency shall not sub-contract the services of personnel sponsored by them.
32. The ICAR - DWR reserves the rights to award the work in full or in parts to any agency and also terminate the contract at any stage if the performance of persons provided by the Agency is not found to be satisfactory.
33. The ICAR - DWR is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids.
34. The contractor shall keep a complainant register with his supervisor, and it shall be opened to verification by the authorized officer of ICAR - DWR for the purpose. All complaints should be immediately attend to by the Agency.
35. After physical inspection of the site, very detailed assessment/requirements of personnel, material, tools for providing allied services at the ICAR - DWR, Jabalpur shall have to be furnished along with the Tender. No request for alteration in the rates once quoted will be permitted within one year.
36. The payment to contractor is to be made through e-payment details/IFSC code may be mentioned/submitted with tender/quotation. So details such as :
  - i. Name of the firm, ii. Name of the Beneficiary Bank, iii. Name of the Bank Branch iv. Beneficiary Bank Account No., v. Beneficiary Bank Account Type, vi. Beneficiary Bank IFSC code No., vii. PAN No. of Beneficiary (Proforma enclosed)
37. Contractor should pay applicable minimum wages fixed by **Central Govt.**
38. The contractor or representative shall have to be in regular touch with Administrative Officer or I/c Sanitation for any suggestions/required and should inform about any change of duty immediately.
39. Such tender offering rates less than minimum wages of Govt. of India (Central) (as decided by Deptt. of Labour from time to time) will not be considered. A copy of the latest order regarding the minimum wages (Central Govt.) issued to this effect from competent authority be attached positively, (Daily working time count shall be for **Eight hours**)
40. The bid should commensurate the requirement of the classification of manpower as per Labour (Skilled/Semi-skilled/Unskilled)

Signature of bidder with seal

41. The contractor will be the employer for the man power deployed at this Directorate and, accordingly, the contractor needs to complete all legal formalities.
42. The workers are to be issued with identify card and also ESI card by the contractor.
43. The workers have to display identify card as and when they enter into and out of Directorate.
44. **The payment to the workers is to be made on or before 7<sup>th</sup> of every month as per the labour law failing which penalty @ Rs. 100/- per day per bill per worker will be deducted from the service charges payable to contractor.**
45. Since the different job contract work as mentioned in the tender will be awarded on 'work contract on area basis only', the workers deployed by the contractor do not have any right to demand/claim for jobs, their wages and statutory/obligations directly with this Directorate.
46. The contract is subject to the condition that the bidder will comply with all the laws and acts of **Central**/State Govt. relating to this contract made applicable from time to time.
47. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone/Mobile Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite experience for rendering the requisite services to the Directorate.
48. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty failing which penalty @ Rs. 300/- per day per person will be deducted from the contractor's commission.
49. **RISK CLAUSES** ; ICAR - DWR reserves the right to discontinue the services at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right of 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 Security Deposit of pending bills or by raising a separate claim.
50. **LOSS AND/OR DAMAGES** : In case of any lose or damage done to the property of the ICAR - DWR by the personnel provided by the agency for house keeping & sanitation work, full damages will be recovered from the Agency and decision of the competent authority of ICAR - DWR shall be a biding on agency.
51. Contractor is responsible for payment of EPF, ESI of the workers deployed by him and service tax as applicable and maintain all records/registers as mentioned in labour acts/laws for inspections by the concerned government officers.

Signature of bidder with seal

**52. PENALTY CLAUSE** : In case of non satisfactory service, a penalty of minimum of Rs. 1,000/- per day, maximum 5% of contract amount shall be imposed. If the quality of service is not rectified to be satisfactory within 7 days, 50% of performance security deposit shall be forfeited and the contract shall be liable to be terminated without any further notice. Also if the firm does not observe the minimum wages (Central Govt.), ESI, EPF and other statutory liabilities as prescribed by law, the whole security deposit shall be forfeited and the contract will be terminated immediately.

**Note : Two bid system : i.e. Technical bid and the Financial/Price bid, which should be sealed by the bidder in separates covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The Technical bids are to be opened by the committee at the first instance and evaluated by the committee or Competent Authority. At the second stage Financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the final contract.**

Administrative Officer

Signature of bidder with seal



**SUBMISSION OF ESSENTIAL DOCUMENTS**  
**(FOR TECHNICAL BID EVALUATION)**

Sl. No.	Documents	To be mentioned by tenderer & coipes to be enclosed.
1.	Registration certificate of the firm under the work contract of the Central Govt./State Govt.	Yes/No (at page No. ....)
2.	<b>Last three years continuous experience</b> of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies of Govt. of India Corporations, provide the details in enclosed tabular form. Duly certified copies of the satisfactory services where the tenderer was providing the services for the last three years	Yes/No (at page No. ....)
3.	Certified Balance Sheet of the firm for last three years by the chartered accountant	Yes/No (at page No. ....)
4.	Employee EPF registration certificate issued by local govt. etc. No. of staff/supervisors registered under EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their EPF contributions Documentary/ECR copy proof of vouchers to be required and may be attached.	Yes/No (at page No. ....)
5.	Employee ESI registration certificate issued by local govt. etc.No. of staff/supervisors registered under ESI separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI contributions Documentary proof of vouchers to be required and may be attached.	Yes/No (at page No. ....)
6.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the valid labour license under this Act from Central Govt.	Yes/No (at page No. ....)
7.	Service tax registration certificate issued by Govt. etc.	Yes/No (at page No. ....)
8.	Copy of PAN & TIN Number	Yes/No (at page No. ....)
9.	Bank solvency certificate more than Rs. 8.00 lakhs	Yes/No (at page No. ....)
10.	Details of the income tax return filed last three assessment year.	Yes/No (at page No. ....)
11.	Minimum turnover of the firm not less than Rs. 8.00 lakhs in each of the last three years.	Yes/No (at page No. ....)

Signature of bidder with seal

**ANNEXURE- II****CHART OF DUTIES FOR PROVIDING HOUSE KEEPING AND SANITATION WORK  
RATES TO BE FURNISHED IN FINANCIAL BID**

Sl. No.	Description	Details
1.	Main Directorate Building DWR (Surrounding area)	
2.	All Stories of main building	
3.	Total Rooms	
4.	Attached toilet (Director Chamber)	
5.	Common Toilets	
6.	Reception Hall	
7.	Conference Hall	
8.	Meeting Hall	
9.	Sub Station Building including rooms	
10.	Green House & Poly House/Net House	
11.	Digestion Rooms	
12.	Farm Block Shed (Godown) with Toilet & workshop shed & Implementation shed	
13.	Farm Block Shed Rooms & others rooms at Farm Section including threshing yard & Vermi compost field lab's etc.	
14.	Guest House and Residential Colony (Quarters Type III, IV & V)	
15.	Attached Bathrooms	04
16.	Stair cases	
17.	Director Bungalow	Roads all around
18.	Roads	All roads in the premises of Directorate
19.	Security rooms at main gate & Guest House/Colony gate etc.	02
20.	Weekly cleaning of garbage containers	Main building = 10 Guest House including residential quarters = 05
21.	Cleaning of surface drains in around office building, guest house, Residential quarters, premises at regular intervals.	
22.	Other works related to the House keeping & sanitation which have not mentioned above	
Total Rs.		

All the required cleaning materials, machinery, tools, dustbin, booms, wipers etc. must be provided by the agency.

Signature of bidder with seal

**TECHNICAL BID****ANNEXURE – III****SCHEDULE TO TENDER****PART-I**

1.	Name of Agency/Firm a. Indian Companies Act. 1956 b. Indian Partnership Act, 1932 (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act. If not, the owner	
3.	a. For partnership firm whether registered under. "The Indian Partnership Act., 1932", please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Earnest Money : Rs. 25,000/- in favour of ICAR Unit, DWSR, Jabalpur Draft No.....Date.....issuing Bank.....	
6.	Registration certificate of the firm under the work contract of the Central Govt./State Govt.	
7.	<b>Last three years continuous experience</b> of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies of Govt. of India Corporations, provide the details in enclosed tabular form. Duly certified copies of the satisfactory services where the tenderer was providing the services for the last three years	
8.	Certified Balance Sheet of the firm for last three years by the chartered accountant	
9.	Employee EPF registration certificate issued by local govt. etc. No. of staff/supervisors registered under EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their EPF contributions Documentary/ECR copy proof of vouchers to be required and may be attached.	
10.	Employee ESI registration certificate issued by local govt. etc.No. of staff/supervisors registered under ESI separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI contributions Documentary proof of vouchers to be required and may be attached.	
11.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the valid labour license under this Act from Central Govt.	
12.	Service tax registration certificate issued by Govt. etc.	
13.	Copy of PAN & TIN Number	
14.	Bank solvency certificate more than Rs. 8.00 lakhs	
15.	Details of the income tax return filed last three assessment year.	
16.	Whether agency profile is attached ?	
17.	List of other clients.	

Name and address of the firm's representatives \_\_\_\_\_:

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

Dated : \_\_\_\_\_

Place \_\_\_\_\_

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

Signature of bidder with seal

PART-II

**TENDERS FOR THE ANNUAL JOB CONTRACT FOR HOUSE KEEPING AND  
SANITATION WORK**

Full Name & Address of the Tenderer in addition to Post Box No., if any. Should be quoted in all communication to this Office	
Telephone No. Telegraphic Address/Fax/Cellular No.	
E-Mail address	

To,

Administrative Officer,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004

Sir,

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **ANNUAL JOB CONTRACT FOR PROVIDING HOUSE KEEPING AND SANITATION WORK AT ICAR - DWR, JABALPUR** 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-I 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 acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and form a part of this Tender\_\_\_\_\_ The schedules I & II to accompany this Tender are at pages\_\_\_\_\_.
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order/DD No.\_\_\_\_\_ dtd. \_\_\_\_\_ of Rs.\_\_\_\_\_ drawn in favour of **ICAR UNIT, DWR**, payable at **Jabalpur** is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer  
Address (Office)

Witness

Occupation :

Signature of witness to contractor's Signature

Address :

Name & Signature of Witness :

Address :

Signature of bidder with Seal

**CHECKLIST OF DOCUMENTS SUBMITTED**

<b>S. No.</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Not submitted</b>	<b>Remarks If any or Page No.</b>
1.	Details of EMD deposited			
2.	Registration certificate of the firm under the work contract of the Central Govt./State Govt.			
3.	<b>Last three years continuous experience</b> of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies of Govt. of India Corporations, provide the details in enclosed tabular form. Duly certified copies of the satisfactory services where the tenderer was providing the services for the last three years			
4.	Certified Balance Sheet of the firm for last three years by the chartered accountant			
5.	Employee EPF registration certificate issued by local govt. etc. No. of staff/supervisors registered under EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their EPF contributions Documentary/ECR copy proof of vouchers to be required and may be attached.			
6.	Employee ESI registration certificate issued by local govt. etc.No. of staff/supervisors registered under ESI separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI contributions Documentary proof of vouchers to be required and may be attached.			
7.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the valid labour license under this Act from Central Govt.			
8.	Service tax registration certificate issued by Govt. etc.			
9.	Copy of PAN & TIN Number			
10.	Bank solvency certificate more than Rs. 8.00 lakhs			
11.	Details of the income tax return filed last three assessment year.			
12.	Registration certificate of the firm under the work contract of the Central Govt./State Govt.			
13.	Rate quoted complies with the Minimum Wages Act. of Govt. of India ( <b>Central Govt.</b> ) with all other statutory provisions			

**Details of the Minimum 3 years experience/work done**

<b>S. No.</b>	<b>Name of Client Deptt./Organization &amp; Name of Contact person with Ph. No.</b>	<b>Period</b>		<b>No. of Staff</b>	<b>Remarks If any or Page No.</b>
		<b>From</b>	<b>To</b>		
1.					
2.					
3.					

**Authorized Signatory**

**Full Name of Bidder with Address & Date**

Signature of bidder with Seal

**SCHEDULE OF TENDER**

1. Last date of receipt of tender : 17.12.2016 2.30 PM
2. Date of opening of tender : 17.12.2016 3.00 PM

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a minimum period of one year from the date of acceptance of the rates. However, any increase in minimum wages (Central Govt.) shall be acceptable on producing relevant document from the Competent Government Department.

From :

\_\_\_\_\_

To,

Administrative Officer,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004

I/we wish to submit our tender for providing **ANNUAL JOB CONTRACT FOR PROVIDING HOUSE KEEPING AND SANITATION WORK AT ICAR - DWR, JABALPUR AS PER ANNEXURE-II**

I/we agree to the forfeit of the earnest money deposit & security deposit by me/us in connection with this tender, if I/we fail to comply with any of the terms & conditions, or providing unsatisfactory job contract works/not providing the required labour in time schedule for gardening work, not providing experienced persons for job works given at Annexure- II in whole or in part as laid down in the tender form after award of Job contract. We have carefully read the terms & conditions of the tender and agree to abide by these in letter and spirit.

Signature with seal\_\_\_\_\_

Name and address of the firm with phone No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of bidder with Seal

**FINANCIAL BID**

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 17.12.2016 2.30 PM  
Date of opening of Financial Bid : 17.12.2016 3.00 PM

To,

ICAR - Directorate of Weed Research,  
Maharajpur, Adhartal,  
Jabalpur

Sir,

I/We wish to submit out tenders for THE JOB WORK/SERVICE CONTRACT FOR **PROVIDING HOUSE KEEPING AND SANITATION WORK** on the following rates.

No.	Particulars	Per Month
01.	Monthly consolidated rate offered for THE JOB WORK CONTRACT FOR <b>PROVIDING HOUSE KEEPING AND SANITATION WORK</b> in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, material, required booms, wiper, beans, transportation, specially covered all acts and taxes etc. as applicable from time to time.	.....(Rs. in figure) ..... ..... (Rupees in word)

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.

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

Signature-----

Name & Address of the firm -----

Telephone No.-----

Mobile No. -----



**Break up of charges to be claimed & actual to be paid to the persons engaged on job contract**

Sl. No.	Description	Sweeping & Cleaning on B category	Material cost
1.	Monthly Rate		
2.	ESI Contribution		
3.	EPF Contribution		
A.	Total cost per head (1+2+3)		
B.	Service charges		
C.	Service Tax		
D.	Grand Total (A+B+C)		
E.	Contribution by the employee for ESI/EPF to be deducted		
	Deduction, if any		
F.	Actual amount to be paid to the person engaged on job contract by the agency/contractor		

The monthly wage payment is to be made by 7<sup>th</sup> of every month through account payee cheque in the presence of authorized officer of ICAR – DWR. Penalty will be imposed in case of delayed payment or less-payment as per penalty clause from the service charge/security deposit of the agency.

Signature of bidder with Seal

**EMD REFUND REQUEST FORM**

**(To be printed on company/firm's letter head)**

From :

M/s

To,

Administrative Officer,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004

Sub : Request for refund of EMD deposited for tender No. Tender No.  
..... due on .....

Sir,

I/We request you that EMD deposited by me/us against the tender  
No..... due on ..... vide DD No. \_\_\_\_\_ dt.  
\_\_\_\_\_ for Rs. ....../- for providing **ANNUAL JOB CONTRACT  
FOR PROVIDING HOUSE KEEPING AND SANITATION WORK AT ICAR - DWR,  
JABALPUR** may kindly be refunded.

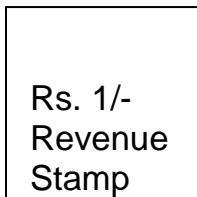
Yours faithfully,

(Signature & Seal)

For M/s

**PRE-RECEIPT**

Received Rs. ....../- (Rs. .......) from Director,  
ICAR - DWR, Jabalpur towards refund of EMD deposited against .....  
Tender No..... for annual job contract services.



stamp

Signature  
With affixing Rs. 1/- revenue

\*Please note without revenue stamp EMD will not be refunded  
Signature of bidder with Seal

**FORM FOR SUBMISSION DETAILS FOR PAYMENT OF BILLS THROUGH**  
**E-PAYMENT**

1.	Name of the Vendor in Capital Letters	
2.	Address in Capital Letters	
3.	Bank IFSC Code	
4.	Bank Branch Name & Address	
5.	Bank Account No.	
6.	Mobile Number of Vender	
7.	PAN No.	
8.	TAN No.	

Please get the above details verified from your bankers.

**CERTIFICATE**

Certified that the information at S.No.1 to 8 are correct.

Signature of branch manager with seal

Signature of bidder with Seal

**UNDER TAKING**

1. I, \_\_\_\_\_  
S/o \_\_\_\_\_

Proprietor/Director/authorized signatory of the Company/Firm mention above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature & Name of the authorized  
Signatory with seal of the firm

Place :

Date :

Signature of bidder with Seal