

केन्द्रीय बागवानी परीक्षण केन्द्र
CENTRAL HORTICULTURAL EXPERIMENT STATION
(ICAR-IIHR)
AIGINLA, BHUBANESWAR-751019.

TENDER NO.02/2018

**INVITATION OF TENDER
FOR
ANNUAL JOB/WORK CONTRACT FOR
PROVIDING HOUSEKEEPING &
SANITATION SERVICES AT
CHES, AIGINLA, BHUBANESWAR**

Last Date of Issue of Blank forms : 11/06/2018 (2 P.M.)
Last Date and Time of receipt of Sealed Bids : 12/06/2018 (3 P.M.)
Date of opening of Tender : 13/06/2018 (11.00 A.M.)

PS: This Original bid document must be returned to this office along with ORIGINAL COPY OF BID, failing which the bid is liable to be ignored.

केन्द्रीय बागवानी परीक्षण केन्द्र
Central Horticultural Experiment Station
(I.C.A.R.- I.I.H.R.)
AIGINIA, BHUBANESWAR-751019.

TENDER NO.02/2018

(For Housekeeping and Sanitation Services at C.H.E.S., (I.C.A.R.-I.I.H.R.) Aiginia, Bhubaneswar

NOTE: All the communications must be addressed to the Head, CHES by designation at Aiginia, Bhubaneswar-751019.

Issue of tender form up to	:	11/06/2018	till	2.00 pm
Receipt of completed form	:	12/06/2018	till	3.00 pm
Due date of opening (Opening of Technical Bid)	:	13/06/2018	at	11.00 am

On behalf of the Director, ICAR-IIHR, Bengaluru-560089 sealed tenders are invited in **Bi-Bid system** for carrying out Housekeeping and Sanitation Services on job/work contract basis at CHES, Aiginia, Bhubaneswar. This tender document including **Schedule I & II, has fourteen serially numbered pages.**

1. The terms and conditions of the contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by CHES and the special terms & conditions detailed in the tender form and its schedules. The tenderer who are in a position to provide the requisite services may submit their tender in accordance with the requirements as stated in the attached Schedules.
2. An earnest money of **Rs.10,000.00 (Rupees ten thousand only) (refundable)** must be deposited in the form of Account Payee DD/ Bankers Cheque only drawn in favour of **CHES, Bhubaneswar** . The tender received without EMD would be summarily rejected.
3. The rates must be submitted in the prescribed format (**Schedule II**). The agency is required to indicate the **number of manpower offered for providing the services and break-up of monthly charges to be claimed along with EPF and ESI and statutory charges in the Schedule-II.**
4. The tenderer is being permitted to tender in consideration of the stipulation on his/her part and after submitting his/her tender, tenderer will not refuse from the offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation, EMD amount paid will be forfeited to the Station. In the event of the offer made by the tenderer not being accepted, the amount of EMD deposited by the tenderer will be refunded after the firm has applied for the same, in the manner prescribed by the Station.
5. The **Schedule I & II** of the tender form should be returned intact and pages should not be detached. In the event of the space provided in the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender. The pages added must be suitably numbered and number of pages must be stated.
6. 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 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 of (ii) a partner of the firm if it is a partnership in which case he/she must have the authority to arbitrate dispute concerning the business of the partnership whether by virtue of the partnership agreement for power of attorney or (iii) constituted attorney of the firm if it is a company. Full address of the agency including telephone (landline and mobile Number) fax, email, etc., of the firm/agency should be provided along with tender.
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 tender and all other related documents must be

- signed by each and 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 warrant that he has the authority to sign as such and if, on enquiry it appears that the persons so signing without authority, the Station will cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender, if any, should be signed by the tenderer(s).
8. The original copy of the tender duly completed is to be enclosed in double cover. The inner cover should contain two separate sealed covers one for bid document with **“Technical Bid” (Schedule-I)** and another, for **“Financial Bid” (Schedule-II)** and both should be duly sealed. The outer cover should be super scribed as **“Housekeeping and Sanitation Services at CHES, Aiginia, Bhubaneswar”** so as to reach Head, CHES, Bhubaneswar-751019 by **12/06/2018 at 3.00 p.m after which no tender shall be accepted.** The tenders (**Technical Bid**) will be opened on **13.06.2018 AT 11.00 AM. Financial Bids** of those Agencies/Firms whose Technical bids are found responsive only will be opened either on the same date as decided by the tender opening Committee or on specified date and time with advance intimation provided to the responsive bidders through Station website or other modes(s) of communication to the addresses provided. Right is reserved to reject outstation tenders.
 9. The tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tender on the notified date. The name and address of the representative who would be attending the opening of the tender process on behalf of the tenderer should be clearly indicated in the tender document. Please also state the name and address along with telephone number of your permanent representative, if any. **In case of authorization of a representative, an appropriately duly signed letter by the tenderer on the letter head of the agency should be produced at the time of participation. Visiting cards will not be accepted as proof of authorization.**
 10. The right to accept or reject any tender is reserved with the Head, CHES, Bhubaneswar.
 11. Offer of the tender by the Station will be communicated by letter/Fax/Email or any other form of communication. Formal letter of award of tender will be sent following acceptance by the tenderer as soon as possible, but the earlier instructions in the letter/Fax/Email etc. should be acted upon immediately.
 12. **The validity of the contract is initially for a period of one year extendable with mutual consent to the terms & conditions.**
 13. **The tender shall be valid for a period of 90 days from the date of its opening.**
 14. The interested parties are advised to inspect the premises as in Annexure-I & II and assess the scope/quantum of work involved before submitting their offer. Clarifications, if any, may be obtained by contacting the office of the undersigned during office hours on working days. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.
 15. Successful tenderer will have to execute an agreement on Non-Judicial Stamp Paper of appropriate value before the commencement of work as per the terms and conditions stipulated in the tender document.
 16. **Initially, the contractor shall deposit materials (as per list enclosed) equal to two months requirement in the CHES Store officially and later on will replenish the quantity equal to one months’ requirement on the first working day of every month. The contractor or his representative will get the material issued from register of the store for next day’s requirement before the close of the previous day on the basis of the requisition slip/issue.**
 17. The contractor shall not sub-contract the services of personnel sponsored by them.
 18. The Contractor shall have to furnish all the information required by CHES, BBSR to fulfil the requirements of the concerning Acts, and in the Form so prescribed.
 19. The contractor shall be responsible to compensate the loss of any kind to CHES caused due to theft, damage or negligence of his personnel.
 20. In case of revision of VDA by the Competent Labour Authority the revision of rates may be considered following the minimum wages on mutually consented terms. However, the decision of the Station in this regard will be final.
 21. The CHES reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof.

HEAD

2. Terms of Services:

This is a service contract for the entire built up area in all the buildings and other places in the campus as per the Annexure- I will have to be cleaned / maintained strictly as per the contract & schedule of services and Schedule of material to be used as indicated in Annexure-II as per Schedule-X.

- (a) **The service providing agency is required to keep the material required for a month in advance after satisfying the Section In –charge/Caretaker regarding the quality and quantity of the material. In case of insufficient and unsatisfactory use of material, the station reserves the right to supervise the purchase of required material through the Caretaker/designated officials.**
- (b) The non compliance of schedule of services may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time.
- (c) **The agency shall provide required services for performing the job of maintenance of cleaning services at this station. The Agency shall employ good and reliable persons with good health and clean record antecedents duly verified by the police preferably within the age group of 21-45 years of age to carry out the service contract. In case, any of the personnel so engaged by the agency is not found suitable by the Station, The station shall have the right to ask for its replacement without giving any reasons thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.**
- (d) The housekeeping and sanitation services are to be provided as detailed in Annexure-I of services from 8 a.m. to 4 p.m. uninterruptedly and schedule of material used in all working days. It is to be ensured by the agency that these services are provided and supervised.
- (e) The agency is free to deploy number of manpower as per the need of the services to be provided for completion of the scheduled work. However number of workers required may be ascertained by Chairman (works)/ Head of office and the surprise check would be undertaken by person so nominated by the Chairman (works)/ Head of office.
- (f) The personnel engaged by the agency for this job contract will not be an employee of the station and there will be no employer-employee relationship between the station and the personnel so engaged by the agency.
- (g) The Agency shall ensure the payment of wages to their labourers deployed at this station by e-banking to their accounts on or before 07th of every month without waiting for payment from station and should provide the wage slip to the labourer. The complete details and copies of wages paid and EPF/ESI recovered/remitted should be submitted along with the monthly bills. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel on time under the minimum wages act and the station shall in no way responsible for meeting any kind of expenditure on salaries etc. to these personnel.
- (h) The agency shall be wholly responsible for depositing the EPF/ESI and other statutory benefits in respect of the workers engaged as per the prevailing Government laws and submit self certified copies of such transaction for verification if required. However, the station shall in no way be responsible for any default for lacer payment/short payment by the agency in this regard
- (i) After awarding the work contract, the contractor must submit the approximate number of labourers to be engaged along with their name and addresses within 7 days every month along with bill.
- (j) At the end of the month it is mandatory on the part of the contractor to submit the details mentioning the exact number and names of the labourers engaged for the particular month along with bill.
- (k) He/ she should ensure that the labourers are paid the minimum wages as prescribed under the labour law which is in force from time to time and necessary contributions towards EPF, ESI, etc., should be paid in their individual accounts from the first month itself.
- (l) The contractor has to maintain all the relevant registers viz., daily attendance registers of labourers engaged, wages registers with signatures, monthly contribution of EPF & ESI registers. He/ she has to produce all such registers as and when required by the officer / works unit/ Labour Commissioner or its authority.
- (m) He / she should ensure that the labourers maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such labour should immediately be removed from the work permanently.

- (n) The station shall not directly or indirectly engage any personnel of the agency during the period of the contract.
- (o) The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the agency for the referred job as and when required.
- (p) All the persons deployed will carry identity cards issued by the agency, perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide uniform to the personnel.**
- (q) The agency will also have to furnish particulars relating to ESI, EPF, Registration under the Contract Act, turnover and infrastructure etc., along with tender.
- (r) The agency shall furnish experience certificate of performing job contract of cleanliness in reputed Govt. /semi Govt. buildings and other organizations.
- (s) This station implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.

3. ELIGIBILITY CONDITIONS:

- a. The agency should have at least three years of experience of performing job contract of House Keeping and Sanitation Services in reputed Govt. / Semi Govt. Undertaking & other establishments etc..]
 - b. Turnover for the last Three years (should be at least 3.00 lakhs minimum per annum and should have executed one work order for Rs. 0.25 lakhs during the last three years). Balance Sheet certified by the Chartered Accountant indicating the Turnover per annum should be enclosed.
 - c. The agency must have undertaken and completed House Keeping and Sanitation Services to the extent of Rs.0.25 lakhs and above in central / state Govt. Department / Institutions/ reputed organization during the last three years and copies of documents in support of the above should be enclosed.
 - d. GST Registration Certificate.
 - e. Registration with Central Labour Commissioner.
 - f. Registration with EPF department.
 - g. Registration with ESI department.
 - h. Registration of the establishment under shops and establishment act.
 - i. Valid license issued in the recent past by the office of the Central/State Labour Commissioner for providing housekeeping and sanitation services.
 - j. Client list.
 - k. Registration with Income Tax department (copies of PAN & IT returns for the last three years).
 - l. The Agency should enclose copies of the payment made to its existing House Keeping and Sanitation Services Personnel for the last two months in terms of wages through Bank, and copies of ECR in respect of EPF/ESI remittance made pertaining to the local area operations in support of the condition (individual statements to be enclosed).
 - m. The above documents are mandatorily required based on which the evaluation of Technical Bid (schedule I) will be made. In case any of the mandatory information is not furnished along with the valid supporting documents, the Technical Bid (schedule I) is liable to be rejected. Only those Technical Bids which are found responsive, the Financial Bid (schedule II) will be opened either on the same date as decided by the tender Opening Committee with intimation to the representative of agencies attending the tender opening process or on specified date/time, fixed by the office with advance intimation to the responsible bidders through the website or any other mode of communication.**
- 4. Evaluation of the quotation/tender:** The Station will evaluate and compare the quotation determined to be substantially responsive i.e. which are properly signed, fulfil all the eligibility conditions, confirm to the terms and conditions and meet the minimum wages criteria and other statutory requirement. The Station will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
- 5. Terms of the contract:** The terms of the contract will be only for one year extendable up to 3 months on mutually agreed terms and conditions.

6. **Mode of payment:**

- I. The agency shall submit monthly bills as per contract along with list of workers actually engaged and their individual bank accounts with proof of depositing the wages amount as per the pay roll to their accounts.
- II. **While submitting the 2nd month bill onwards the agency must provided the details of the individual account numbers of EPF/ESI and the contribution made to their accounts of labourers is actually engaged pertaining to the previous month, only then the subsequent bill of the agency will be passed for payment.**
- III. The Station shall make such payments by e-banking in the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.

7. **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 despatched at the address here in given under registered post.

8. **Loss & damage:** In case of any loss or damage done to the property of the Station by the personnel provided by the agency, full damage will be recovered from the agency and the decision of the Competent authority at the Station shall be a binding on the agency.

9. **Security deposit & Agreement:** The successful bidder will be required to deposit an amount equivalent to `10% of the total contract value as Security Deposit in the form of DD/**bank guarantee issued from approved financial institution with validity covering the contract period and an agreement** to this effect duly signed on non judicial stamp paper of value of Rs.200/- to the Station within 2 weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities/damages or loss of property etc., caused by the personnel deputed by the agency or agency itself. No interest is payable on the security deposit.

10. The Agency is advised to do a complete survey on his own of all the buildings/area before offering rates.

11. Any dispute arising out of this contract in subject to adjudication under the jurisdiction of Bhubaneswar city court only.

(A) SCHEDULE /AREA OF WORK *

Sl.No.	Details of Service	Location	Frequency & Schedule Time
1.	Dusting/ wiping of all items in the room, proper and efficient sweeping, cleaning, mopping of room, staircase & corridors, using disinfectant/cleaning liquid	All buildings	Daily on all working days.
3.	Proper and efficient cleaning/ sweeping of open area around buildings and near Banyan tree	Main building, farm office premises and nursery area, in front of the gate	Twice in a week.
4.	Roads	Within campus	Twice in a month

Area to be covered under sanitation services (Agency is advised to do complete survey on his own of all the buildings/area before offering rates.):

ITEMS OF WORK :

1. Cleaning of all roof areas/Terraces/chhajjas/projections in all buildings, removing the debris, cleaning blockages to ensure smooth flow of rain water and removing and conveying the debris to a designated disposal point as directed – ONCE A MONTH and before rains.
2. All workers should be provided with safety gear like gloves, masks, gum boots, body harness etc. Those who work on roofs/terraces shall strictly follow personal safety regulations to avoid injury/fall from heights etc.

Sl.No.	Description *	Area in Sq.mt. (approx)	Sl.No.	Description	Area in Sq.mt. (approx)
1.	Farm Office Building	162	7.	Main administrative building including all laboratories toilets (Ground & first floor) (except Head's chamber and library). The toilets 4 Nos have to be cleaned	577
2.	Garage area (02 nos.)	126	8.	Organic Unit Room and adjacent space	1250
3.	Workshop Building	180	9.	Farm Stores (02 nos.)	180
4.	Vegetable Farm Store	48	10.	Roads	4.6 km
5.	Security post(02 nos. & Sale Counter	70	11.	Banyan tree premises and open space in front of farm office	800
6.	Information Centre (1) ATIC	56	12.	Adjacent area near main building and nursery open area	1103

* The schedule of work executed on daily basis, has to be verified by the I/C Estate or any other official designated for the purpose. The verification sheet has to be enclosed with the bill document.

Mechanisation:-: All cleaning tools including vaccum cleaner/industrial floor cleaning machines and cleaning materials will be arranged by the agency. List of following branded materials only to be used.

MATERIALS TO BE USED:-

Sl. No.	Name of the item	REQD QUANTITY. PER MONTH
1	Liquid soap for cleaning floors-cleanzo Brand	6 Nos
2	Napthalene balls	1 kg
3	Room freshner	03 Nos
4	NYMILE	03 ltrs
5	Acid	5 bottles
6	Brass Polishing compound "Brasso" Brand	1 No.(small)
7	Floor duster-full size good quality (MOP)	2 Nos
8	Table duster-full size good quality	5 Nos
9	Broom (Phool Jharoo)	3 Nos
10	Broom(Nariyal Jharoo)/Bamboo broom	6 Nos
11	Jalaz Brush	2 Nos
12	Surf Ultra	2 kg
13	Odonil	10 packets
14	Harpic Cleaner (for STP)	5 Nos

(The above branded material minimum for one month's requirement should be available in the store at any point of time and it should be replenished on the first working day of the month. Quality of the materials being used shall have prior approval of the Officer In Charge.)

Date:

Place:

For M/S.....

.....

.....

(Authorized Signatory With seal)

I. ROUTINE HOUSE KEEPING WORK:

It shall be responsibility of the Contractor to ensure the total cleanliness in the entire office premises and maintain the premises hygienic and clean as required according in the ISO standard. The work schedule for housekeeping is herewith furnished for ensuring the total housekeeping and cleaning of premises. Mechanisation of all cleaning activities shall be adopted wherever possible to the maximum extent.

JOBS TO BE CARRIED OUT DAILY (Six working days in a week)

The following jobs are to be carried out to the satisfaction of the Competent and contractor must ensure that no complaints are made against their employee for the job assigned to them in any manner. These jobs must be done at least once per day or twice if so required as per the direction of the designated authority at CHES, at all placed as per Annexure-I:-

- i. Cleaning the exposed surface of built in and removable furniture items such as tables, chairs, cabinets, almirahs, sofas, cupboards, racks etc. by dusting, brushing, moping.
- ii. Cleaning of loose items such as door, mats, fire fighting accessories, photo frame, boards, wooden planter boxes, other fixture etc. by dusting brushing.
- iii. Cleaning the fixture in all the floors such as sinks, draining boards, platforms, the cabinets etc. By washing with approved quality liquid detergents, soap, air purifier acid for removing stains.
- iv. Cleaning with brooms and wet mopping with cloth of entire floors of office and its premises, receptions, all cabins, halls, passages, lobbies, utility services, areas, stair cases, vehicle sheds, canteen, toilets excluding the carpeted area and skirting, dado etc. Removing dirt, sweeping, brushing, cleaning binds, dirt catchers, paved areas, grating with approved quality dry/liquid detergents, chemicals, soap by brooms brushes, rugs, cloth removing water stains, cleaning marble same cladding with water, detergents, phenyl, collecting dust, dirt, mud, waste papers etc.
- v. Cleaning of toilets of office premises floors, skirting, dado wall cladding, doors, EWC commode and Cisterns vitreous partitions, squatting plates, wash basins, IWC pan, grating waste fittings, etc. with approved quality dry/liquid detergent chemicals, acid, soap, phenyl, air purifier, cakes, naphthalene balls, sanitary cubes, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, over all surfaces of commandment and cover with brooms, brushes, rugs, clothes, removing stains collected dust, dirt, mud, waste of all nature completely.

NOTE:- All the above items of job shall be completed before 9.30 AM every day during the working hours of the Office, the contractor shall also keep adequate cleaning workman within the premises who will render the service as and when required.

II. WEEKLY SCHEDULE OF HOUSEKEEPING & SANITATION:

The following jobs are to be performed by the contractor at least once in a week or more if so required:-

1. Cleaning thoroughly the followers for entire office premises, exposed areas as well as behind/corners, niches/under the furniture and fixture with water, chemicals, detergents soap, by washing, wet mopping removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required removing cobwebs, soot etc. drying with

vaccum cleaners brushes, clothes, rug, disposal of dirt manually or with floor scrubbing machine completely.

2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction from inside and outside.
3. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushes etc. Drying removing cobwebs, soot etc. all as per instruction.
4. Cleaning thoroughly the sign boards, main gates, channel gates etc., including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing stains at least once in a week by using materials of good quality.
5. Removing of grass, wild scrubs etc. growing in the premises on the terrace and areas other than the grass lawns.

III. FORTNIGHTLY WORK SCHEDULE:

1. Cleaning wall panelling, high partitions, low partitions of timber work including top, jambs, soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting, with vacuum cleaners, brushes, soft linen cloths, rugs, chemicals and stain removers-all of approved quality and as per direction.
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc., dusting with brushes, rugs, clothes, chemicals all of approved quality and as per direction.
3. Cleaning pelmets and curtains with vacuum cleaners, brushes, duster etc. at all locations complete as directed.
4. Cleaning electrical fixtures e.g. ceiling fans, A.C. grills, ducts, lighting fixtures, electrical gadgets, dusting, brushing, removing stains, soot, dust polishing in the entire premises with vacuum cleaners, dusters, brushes, cleaning compounds, all of approved quality.
5. Cleaning all furniture built in and removable type thoroughly, over all surfaces including interiors, polishing, removing stains with vacuum cleaners, brushes, linen clothes, rugs, chemicals, cleaning compounds metal polish, all of approved quality as directed.
6. Cleaning of ceiling, coffered beams of entire area, removing, cobwebs, soot, dust accumulation with vacuum cleaners, brushes by applying colourless detergent shall of approved quality and instruction.
7. Cleaning polishing the dado of toilets, sanitary fittings and fixtures with a approved quality. Polishing compound on CP brass and the metal finishes shall be of standard quality as per direction. Cleaning of toilet shafts, gully traps including man holes and sewers and keeping them clean from garbage, waste water accumulation and silt.

IV OTHER TERMS AND CONDITIONS:

1. The Contractor is required to undertake any kind of Housekeeping work which the CHES required at any point of time in is premises.
2. The sufficient supply of water is available in the premises. No charges, therefore, shall be levied for use of water by Contractor or his workmen.
3. All the tool and equipment viz., scrubbing machine, trolley, buckets, ladders etc. shall have to be arranged by the Contractor himself. No extra payment on this account shall be made.
4. The Contractor himself shall be responsible for the safety of his tools & equipment. No damage claimed by the Contractor on this account shall be entertained. The contractor shall have to make his own arrangement for storage of the material required for the

job. However, a suitable room may be provided to him on rent free basis, if required during the tenure of the contract subject to availability.

5. The contractor shall be responsible to ensure usual precautions during the execution of work and shall also be liable to make good the damages caused to installation damaged during the execution of housekeeping work.
6. The Contractor will supply sufficient sets of Uniforms, Identity cards, Gumboots etc. to each workman, who shall wear the same while at work and shall keep it clean. If during working hour any workmen are found to be without uniform, he should be marked absent.
7. Contractor shall not allow the garbage to get accumulated in the premises & ensure proper disposal through MCD/State Govt./Local Bodies/Health Dept.etc. He has to use his own/hired road vehicle to carry the garbage to Municipal dumping ground.

HEAD

TENDER DOCUMENTS FOR ANNUAL JOB CONTRACT FOR PROVIDING HOUSEKEEPING AND
SANITATION WORK AT CHES, AIGINIA, BHUBANESWAR

From

To
The HEAD
Central Horticultural Experiment Station, AIGINIA, BHUBANESWAR-751019

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing housekeeping and sanitation work on job contract basis at CHES, BHUBANESWAR and agree to provide the services as detailed out in schedule herein or to such portion thereof as you may specify in the acceptance of the tender as per the information (Annexure-I & II) and at the rates given in schedule-II attached to this tender. I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication of acceptance to be dispatched within the specified time.

2. I/We have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements outlined.
3. The following pages have been added to and from part of this tender_____.
The Schedules-I & II attached with this tender bear page Nos._____.
4. Every page so attached with this tender bears my signature and the official seal.
5. Account payee Demand Draft/Bankers cheque drawn in favour of CHES, Bhubaneswar bearing No._____ dated_____ for Rs...../- towards EMD is enclosed herewith.

Yours faithfully,

Dated signature & seal of the tenderer

Full address with Pin code for correspondence:

Phone :

Fax :

Email:

TECHNICAL BID

1	Name of the firm/agency	
2	Constitution of the firm/Agency a) Indian Companies Act, 1856 b) Indian Partnership Act, 1953 (please give names of partners) c) Any other act, if not, the owner	
3	For partnership firms whether registered under the Indian Partnership Act,1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.	
	i) If the answer to the above is 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.	
	ii) If answer to (i) or (ii) above 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	GST registration No.	
6	Registration number of the agency under shops & establishment act.	
7	ESI Registration number of the agency	
8	EPF Registration number of the agency	
9	License issued under Contract Act (Central Labour Commissioner) if contract has been carried out in previous years in any of the Central Government Organizations.	
10	PAN Number	
11	Details of Experience (Name of organisation & duration etc., with value of contract per annum)	
12	Turnover for the last Three years should be at least Rs.2.50 lakhs minimum per annum. The firm should have executed at least one work order for Rs.0.25 lakhs during last three years. Balance sheet certified by the Chartered Accountant indicating the Turnover per annum should be enclosed.	
13	Registration Number under Service Tax.	

14	Details of EMD (DD No. with date and bank drawn on)	DD No...../Dt..... Name of the issuing bank.....
15	An affidavit/police verification to the effect declaring no case if contemplated or pending against the firm/agency or any member(s) of the Board of Director of the company or against the proprietor of the firm/agency, need to be enclosed along with Schedule I(Technical Bid).	
16	Also an affidavit declaring that the agency /firm is not a defaulter of EPF/ESI bodies and no case is being contemplated or pending against the firm / agency or any member(s) of the Board of Director of the company or against the proprietor of the firm/agency needs to be enclosed in Schedule I(Technical Bid)	

Name and address of the representative and whether the agency would be represented by him/her at the time of opening of tenders should be indicated. Representative if any needs to carry an appropriate authorization letter duly signed by the tenderer on the letter head of the agency / firm. Visiting card of the agency /person will not be considered as proof of authorization.

THE FIRM/CONTRACTOR HAS TO PROVIDE THE FOLLOWING INFORMATION WHICH ARE MANDATORY:

01. Name of the Farm/contractor bank account holder for making transaction under the contract	:	
02.Name of the Bank & Branch Name	:	
03.IFSC Code of Bank	:	
04.Name of Account & Account No	:	
05.Branch Code	:	
06.E-mail address of the party	:	
07.TIN Number	:	

Dated:.....

Place :.....

AUTHORISED SIGNATORY

Note:- The above documents are mandatorily required based on which the evaluation of Technical Bid will be undertaken. In case, any of the mandatory information found not furnished along with the valid supporting documents, the Technical Bid liable to be rejected. Only those Financial Bids, whose technical bids are found responsive will be opened on specified date/time, fixed by the office with advance intimation provided to the responsive bidders.

FINANCIAL BID

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To

The HEAD
CHES, Aiginia, Bhubaneswar-751019

Description	Labour charges with number of Personnel to be deployed*	Material charges	Service charges all inclusive	GST of total cost	Total (Rs.)
1	2	3	4	5	6 = (2+3+4+ 5)
Total monthly charges including wages, EPF & ESI , and other charges, etc., for housekeeping and sanitation at CHES, Aiginia, Bhubaneswar as per the terms & conditions specified in tender form, charter & schedule of services/work and schedule of material use as mentioned in Annexure-I to II & X (including sanitary materials)					

I/We agree to the forfeiture of the EMD deposited by me/us in connection with this tender if I/We fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

- **It is mandatory to mention the number of personnel to be deployed with brake up of wages in column No.2, otherwise tenders will be ignored.**

Signature with date & seal of the agency