



भारत-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान

ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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F No-6(8)/Adm III/Sanitation/Tender/17-18

Date:12/05/2017

TENDER NOTICE

INVITATION OF TENDER FOR THE JOB/ WORK CONTRACT FOR PROVIDING
SANITATION SERVICES AT ICAR NIRJAFT, KOLKATA

- A. Date of publication of Tender:
- B. Last date of receipt of Tender in Office on: 12/06/2017 upto 1.00 P.M.
- C. Tenders (Technical bids) to be opened on: 12/06/2017 at 3.00 P.M.
- D. Tenders (Financial bids) to be opened on: 17/06/2017 at 3.00 P.M.
- E. The Tender document is also available at our website- www.nirjaft.res.in/Central public procurement portal www.eprocure.gov.in (e-publishing)

NOTE:

1. The Director, NIRJAFT 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 Tenders 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.

NOTE: All communications must be addressed to Director (by designation), ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040

Sealed Tenders are hereby invited on behalf of the Director, ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040 for contract of JOB WORK/SERVICE CONTRACT for providing Sanitation Services at ICAR-NIRJAFT, KOLKATA. Please submit your rates in the tenders form if you are in a position to render the requisite services in accordance with the requirements stated in the attached schedules.

1. The bidders are to submit the quotation in two bid system i.e. Technical bid and financial bid. The Technical bid should contain the documents mentioned in page no 10. The Financial bid should contain the quotation/rate in the prescribed format.
2. The Tender fees of Rs 500/- (Rupees Five hundred only) must be enclosed in the form of demand draft only drawn in favour of "ICAR NIRJAFT" and payable at any Nationalized Bank in Kolkata (preferably SBI). The tender fees is non-refundable and should be deposited in a separate demand draft other than EMD and put it in the envelope containing EMD.
3. An earnest money of Rs 20,000/- (Rupees Twenty Thousand only) for sanitation service must be deposited in the form of demand draft only drawn in favour of "ICAR NIRJAFT" and payable at any Nationalized Bank in Kolkata (preferably SBI).. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft number and date. The Tender will not be considered if the Earnest Money by means of demand draft is not attached with the Tender. No other form of deposit will be accepted. No interest will be calculated on EMD.
4. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following 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, 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.
5. The quotation would be evaluated based on the firm's turnover, experience in working Govt. Department/Undertaking in the cost of services and number of workers registered with EPF/ESI, the Service Charge quoted and actual amount to be paid to the workers.
6. The quotation is to be enclosed in sealed envelope super-scribing on the envelope "**Tender for Sanitation Service on job contract basis at ICAR NIRJAFT**". Right is reserved to reject outstation (out of Kolkata agglomeration) tenders. Tender is to be hand delivered and should be put in the tender box kept at this Office in Adm III Section, not later than 1.00 p.m. on the last date of receipt. Tender can also be sent by Registered post/Speed post but ICAR-NIRJAFT shall not be held liable for late receipt of tenders due to postal delay or other reasons.
7. The schedules of the tender form should be returned intact and pages should not be detached. In the event of space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference

to the additional pages must be made in the tender form. Overwriting/Erasing in rates to be quoted by the tenderer will not be allowed; otherwise the tenders may be rejected.

8. The tenders are liable to be rejected if complete information as required is not given therein or if the particulars asked for the schedules to the tenders is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
9. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
10. 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 of the another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the 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 tender and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
11. The original copy of the tender is to be enclosed in triple cover. The inner cover(s) should be sealed. The tenderer shall place three envelopes clearly marked containing EMD, technical bid and financial bid separately in the main envelope.
12. The rates quoted by each firm in tenders are given both in words and figures failing which the same is liable to be rejected. Tenderer is 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 tender on your behalf should be indicated in the tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
13. Any conditional tenders will not be accepted.
14. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
15. Service Tax or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of Service Tax Depository challan to the Institute along with monthly bill.

16. The agreement shall remain in force for a period of two years from the date of issue of work order. However, Director, NIRJAFT 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.
17. Decision of Competent Authority, ICAR-NIRJAFT shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR-NIRJAFT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
18. The contractor will have to follow all stipulated Central Government Guidelines/ requirements namely- i) Minimum Wages Act, ii) EPF, iii) ESI iv) Service Tax, v) Bonus etc as applicable from time to time. It is amply and mutually agreed that the Institute shall not be responsible for any welfare measures benefits etc to the workers and that the Institute shall not be responsible for any untoward incident/casualty of the labourers during his engagement. NIRJAFT will not have any direct responsibility in the matter and the contractor will keep the Institute indemnified of it.
19. The ICAR-NIRJAFT Authority shall reserves the right to inspect the Office of the agency participated in this bid, before work order is awarded to the successful bidder. If it is found on inspection that there is no existence of established office, the bid will be rejected and EMD will be forfeited.
20. The following information documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document.
 - a) Registration certificate of the firm under the work contract from Government
 - b) Documents showing minimum turnover of the firm not less than Rs 50.00 lakh (Rupees Fifty lakh only) during the last financial year.
 - c) Last four years satisfactory performance certificate from the clients in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India to be provided.
 - d) Employees EPF registration certificate issued by appropriate govt. department.
 - e) Employees ESI registration certificate issued by appropriate govt. department.
 - f) Number of manpower registered under ESI & EPF contribution.
 - g) Service Tax (for Sanitation) registration certificate issued by appropriate govt. department.
 - h) Labour License for Sanitation Work issued by Central / State Govt Labour department.
 - i) Successful tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of Rs 100/- for each work.
 - j) Only those firms who qualify in the technical bid will be considered for financial bid.
21. The Authority reserves the right to relax any/all of the clauses.

NOTE: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) VAT Registration No:

ii) Trade License No:

iii) Service Tax No:

iv) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last four years:

10. Name of authorized representative(s):

11. Whether proprietary or partnership Firm or Company:

12. EPF Registration No. (Enclose copy):

13. ESI Registration No. (Enclose Copy):

14. Labour License for Sanitation work
From the Office of Central/State Govt. Labour Department:
(Enclose copy)

Signature of Authorized person of the
Firm/Agency with seal

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING SANITATION SERVICES AT ICAR-NIRJAFT, KOLKATA

Scope of Work

- 1) Cleaning, Sweeping, Dusting, Mopping and Waste disposal of the entire Campus, Open area, Laboratory, Quarters, Guest House, Training Hostels etc.
- 2) Cleaning of toilets, looking mirrors, sanitary wares and its fittings with standard hygienic materials in such a way that no stain/mark is left on toilets/sanitary wares/water closets. Putting of naphthalene balls and freshener cakes in urinals/commodos of toilets twice a week or more as and when required.
- 3) Cleaning of staircases and corridors, windows, doors, ceiling and grills, dusting of stair bars etc
- 4) Cleaning of dust bins in all rooms. Dusting of Nameplates.
- 5) Proper and efficient disposal of office waste in the Institute's VAT.
- 6) Sweeping of all roads and walkways into each quarters including non-occupied quarters if any, from boundary walls upto the plinth of quarters.
- 7) To maintain required standard of cleanliness and hygiene within the premises.
- 8) Washing of vehicles of the Institute as and when required.

Terms & Condition

1. The Service Agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of Director, ICAR-NIRJAFT. However, additional jobs or modifications in the job may be assessed/ carried out with the approval of the Competent Authority of ICAR-NIRJAFT.
2. The sanitation workers will work on 6 days in a week basis including second Saturday.
3. It is the responsibility of the Agency that the staff so deployed for sanitation service should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/ supervisor is to go on leave under intimation to this office.
4. Changing of the staff/supervisor should be intimated to the concerned Officer of the Institute. The contractor will made alternative arrangement in case of absence of its employees.
5. The Director, ICAR-NIRJAFT reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR-NIRJAFT shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
6. The staffs to be provided should also maintain decency and discipline in the premises of the Institute.

7. The staff provided should be literate.
8. The contractor shall maintain a complaint register with his supervisor and it shall be open to verification by the authorized officer of ICAR-NIRJAFT for the purpose. All complaints should be immediately attended to by the Agency.
9. The contractor shall not sublet the work without prior written permission of the ICAR NIRJAFT.
10. The agency must provide 2 set of aprons to the sanitation personnel to be deployed along with uniform indicating the company's logo on the front and the word "Housekeeping" at the back.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The rates to be quoted should include cost of each and every item including manpower cost, transportation cost and taxes etc. ICAR NIRJAFT shall not bear any extra charge on any account whatsoever i.e, Uniform, Liveries, OTA etc.
13. The selected agency shall provide the necessary personnel at ICAR-NIRJAFT as per labour acts and guidelines issued by ICAR / Govt of India from time to time. The agency shall employ good and reliable persons with good health. In case any of the personnel so provided is not found suitable by the ICAR-NIRJAFT, the ICAR-NIRJAFT shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such person immediately.
14. The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.
15. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages & VDA, as prescribed by the Government of India Ministry of Labour & Employment from time to time shall be payable to the personnel deployed on job contract to this institute by the Selected Agency.
16. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt, State Govt relating to this contract made applicable from time to time.
18. The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
19. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be 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 ICAR-NIRJAFT shall be final and binding on the contractor.
20. ELIGIBILITY CONDITIONS:
 - a) The firm should have minimum 4 years' experience of performing job contract in reputed Govt./Semi Govt./Govt. undertaking/University establishment and should have at least one annual contract of Rs. 25.00 lakh cost.

- b) Minimum Turnover of the Firm should not be less than Rs. 50, 00,000/- (Rupees Fifty lakhs only) during the last financial year.
- c) The firms should have at least 50 Sanitation personnel registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of persons registered with the ESI/EPF.
- d) The firm must have Service Tax Registration, ESI/EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License.
21. **TERMS OF THE CONTRACT:** - Initially the contract will be valid for a period of two year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.
22. **MODE OF PAYMENT:** The payment of wages to its workers shall have to be made in the presence of NIRJAFT designated official within first week of the month. The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF, records of payment made to security guards/supervisor as per the Minimum wage Act and Service Tax paid for the Manpower provided to the Institute. The Institute shall make payment by means of electronic transfer in favour of the agency. However taxes which are as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rule.
23. **TERMINATION:** - This contract can be terminated by giving One month's notice on Institute's side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
24. **LOSS AND /OR DAMAGES:** - In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for duties at entire campus, full damages will be recovered from the Agency and decision of the Director of the Institute shall be a binding on agency.
25. **SECURITY DEPOSIT:** - An amount of Rs 2,50,000/- (Two lakh and fifty thousand only) by means of Demand Draft payable in favour of ICAR-NIRJAFT shall be deposited as security money/performance guarantee within two weeks from the award of 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 Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
26. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled.
27. The contractor is advised to have a complete survey of all buildings and entire institute campus before offering rates.

28. Risk Clause: ICAR NIRJAFT reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

29. **Liquidated Damages Clause**

1. An amount equivalent to two days of contract amount subject to a minimum of Rs 500/- will be levied as liquidated damages per day. Whenever it is found that the work is not up to the mark in any Section, it will be brought to the notice of supervisory staff of the firm by ICAR NIRJAFT and if no action is taken within one hour, liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The decision of the Competent Authority, ICAR NIRJAFT shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

CHECK LIST TO BE ATTACHED WITH TECHNICAL BIDS

Sl No	Specification		Page number at which document is placed
1.	Envelope of Financial Bid	Yes/ No	
2.	EMD of ₹20,000/- (Mention the D.D No)	Yes/ No	
3.	Tender fees of ₹500/- (Mention the D.D No)	Yes/ No	
4.	Whether Black listed	Yes/ No	
5.	Constitution of the firm, whether copy attached or not	Yes/ No	
6.	PAN number of the firm	Yes/ No	
7.	Service Tax Registration Certificate / GST Registration Certificate	Yes/ No	
8.	Labour License for Sanitation Work issued by Central / State govt Labour department	Yes/ No	
9.	Balance Sheet duly certified by Chartered Accountant	Yes/ No	
10.	Documentary proof of EPF Registration	Yes/ No	
11.	Documentary proof of ESI Registration	Yes/ No	
12.	Documentary proof of Registration Certificate	Yes/No	
13.	Annual turnover of ` 50 lacs (Fifty lacs) in last 4 years (enclose proof)	Yes/ No	
14.	Experience of the firm (minimum 4 years) (Attach proof) with satisfactory performance certificate from concerned employer	Yes/ No	
15.	Detailed Assessment Report attached or not *	Yes/ No	

*please enclose detailed assessment report including man-power to be deployed by Service agency for this job/contract work.

Authorized Signatory

FINANCIAL BID

(The financial bid to be enclosed in a separate envelope with seal)

PART: A

To
The Director
ICAR-NIRJAFT
12 Regent Park
Kolkata 700 040

Sir,

I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING _____ on the following rates.

No.	Particulars	Per Day
	Daily consolidated rate for each manpower offered for THE JOB CONTRACT FOR PROVIDING _____	_____ _____ (Rs in Figure) _____
	In accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, transportation, specially covered all acts & taxes etc. as applicable from time to time.	_____ _____ (Rs in word) _____

(The rates given in financial bid should match with Sl No. 7 of the table of page no 12)

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: _____

(In the letterhead of the Firm)

Contractor to be reimbursed at rates detailed below for each manpower on daily wages basis:

Sl No	Particulars	Amount (in figure)	Amount (in words)
1	Min Wages for Sanitation Service as on date		
	Basic (Daily wages as per GoI rate)		
	VDA (Daily wages as per GoI rate)		
2	EPF (13.36% on minimum wages)		
3	ESIC (4.75% on minimum wages)		
4	Sub total		
5	Contractor Service Charges per day per worker (In fixed rupees)		
6	Service Tax (15% on 4 + 5)/ GST (as per applicable rate)		
7	Grand Total		
8	Contribution by the employee for ESI/EPF to be deducted for a day		
9	Actual Amount to be paid to the worker for a day		

Note:

1)EPF and ESI will be payable by the Contractor to its workers as per Minimum Wages Act of Govt. for which necessary challan /documents/ECR copies duly signed by the contractor are required to be submitted to the Office alongwith each monthly bill.

2) The service charge of contractor is a fixed amount and must be indicated in figures and words clearly without any overwriting or cutting. Any such thing will automatically disqualify the quotation/tender offer from consideration. The service charge will not change even when there is any change in minimum wages.

3) **Any extra charge (Bonus, Uniform etc) which the Agency deems fit OR if required to be payable to its workers by Government of India's law, any such payment shall have to be paid by the Agency directly to its employee. In such cases, if the Agency wishes to make this additional payment to its workers, it may provide from its own sources or include such charges within the service charge in the response by the agency. It is reiterated that No extra charge shall be paid to the company on any account afterwards, if not mentioned.**

4) Latest order of Central Labour Commissioner for minimum wages may be enclosed with the quotation/tender offer. The rate of EPF, ESI, and Service Tax may be applicable as per GoI instruction issued time to time.

5) Tender offering rates less than minimum wages of Govt. of India or undervalued service charge in the opinion of Director, ICAR NIRJAFT will not be considered.

Signature: _____

Name & Address of the firm: _____

Mobile No: _____

Tender Covering Letter
(In duplicate in Firm's Letterhead)

Ref No:

Date:

To
The Director,
NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Your tender notice no. dated
For.....

We the undersigned have examined the above mentioned tender documents dated..... For hiring of Sanitation/Housekeeping Services on job contract basis. We now submit our offer to supply Sanitation Manpower on job contract basis in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of
Signature of Authorized person
With Company Seal and Date

Encl: 1) Sealed Envelope-I (EMD/Tender fee)
2) Sealed Envelope-II (Technical Bid)
3) Sealed Envelope III (Financial Bid)

To
The Director,
NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the
Tender no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender
mentioned above on behalf of(Bidder's
name) in order of preference given below.

Order of Preference Name

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening (Technical and Financial Bid)
- 2) Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not produced.