





अनुरक्षण और इंजीनियरिंग इकाई  
मा.कृ.अ.प-भारतीय कृषि अनुसंधान संस्थान  
नई दिल्ली-110 012



फा. सं. 18-55/17-18/एमई यूनिट

दिनांक: 31.08.2018

**ई-निविदा सूचना**

सचिव, आईसीएआर की ओर से निदेशक, आईसीएआर-आईएआरआई द्वारा आईएआरआई, दिल्ली - 12 में परिसर के गैर-आवासीय क्षेत्र के लिए मैकेनाइज्ड स्केवेजिंग, हाउसकीपिंग व सफाई सेवाओं के लिए ऑनलाइन बोलियां आमंत्रित की जाती हैं, जो इस लाइन में काम कर रहे और सरकारी संगठन/संस्थानों में उपरोक्त प्रकार के कार्य में कम से कम तीन साल का अनुभव रखते निदेशक, आईएआरआई के पक्ष में आहरित धरोहर राशि 4,80,000 रुपए (चार लाख अस्सी हजार रुपए) नई दिल्ली में देय वाणिज्यिक बैंक से डिमांड ड्राफ्ट / भुगतान आदेश / सावधि जमा रकम / बैंक गारंटी के रूप में होना चाहिए। मूल धरोहर राशि ऑनलाइन बोली जमा करने की अंतिम तिथि और समय पर या उससे पहले निविदा आमंत्रण प्राधिकरण के पास जमा की जानी चाहिए।

ऑनलाइन निविदा दस्तावेज आईएआरआई की वेबसाइट [www.ari.res.in](http://www.ari.res.in) व [www.eprocure.gov.in](http://www.eprocure.gov.in) पर भी देखे जा सकते हैं। निदेशक, आईएआरआई के पक्ष में डिमांड ड्राफ्ट भुगतान आदेश नई दिल्ली में 1000 रुपए (केवल एक हजार रुपए) ऑनलाइन बोली जमा करने की अंतिम तिथि और समय पर या उससे पहले निविदा आमंत्रण प्राधिकरण के पास जमा किया जाना चाहिए। डिमांड ड्राफ्ट / भुगतान आदेश / भौतिक रूप से भेजे जाने के विवरण स्कैन प्रति उपलब्ध होने चाहिए और ऑनलाइन बोली जमा करने के समय डेटा के साथ दर्ज होना चाहिए अन्यथा अपलोड की गई बोली को खारिज कर दिया जाएगा। सभी प्रकार से पूर्ण ऑनलाइन बोली सीपीपी पोर्टल <https://eprocure.gov.in/eprocure/app> के माध्यम से जमा की जानी चाहिए।

निविदा की महत्वपूर्ण तारीख और समय निम्नानुसार हैं:-

बोली पूर्व बैठक	:	20.09.2018 (सुबह 11.00 बजे)
बोली जमा करने की अंतिम तिथि और समय	:	27.09.2018 (दोपहर 2.30 बजे)
ऑनलाइन तकनीकी बोली खोलने की तिथि और समय	:	28.09.2018 (दोपहर 3.00 बजे)

MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI-12.

F. No. 18-55/18-19/ME Unit

Dated: 31.08.2018

**e-Tender Notice**

Online bids are invited by the Director, ICAR-IARI on behalf of Secretary, ICAR for the **Mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12** from those firms who are dealing in line and having minimum three years experience for such in above nature of work in Government Organization/Institutions.

**EMD of Rs. 4,80,000/ Rupees Four Lakh Eighty Thousand Only)** should be in the form of **D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee** from commercial bank drawn in favour of **Director, IARI** payable at **New Delhi** . The original EMD should be submitted to the Tender Inviting Authority on or before the last date and time of online bid submission.

The Online Tender Documents can also be viewed on the IARI Website [www.iari.res.in](http://www.iari.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) Demand Draft/Pay Order in favour of **Director, IARI for Rs.1000/- (Rs. One Thousand only)** must be submitted to the Tender Inviting Authority on or before the last date and time of online bid submission. The details of D.D./Pay Order/ physically sent, should tally with the details available in the scan copy and the data enter during the online bid submission time otherwise the uploaded bid will be rejected. Online bids complete in all respects should be submitted through CPP Portal: <https://eprocure.gov.in/eprocure/app>

**Critical date & time of Tender is as under:-**

Pre Bid Meeting	: 20.09.2018 (11.00 A.M.)
Last date & time of submission of bid	: 27.09.2018 ( 2.30 P.M.)
Date & Time of opening of Online Technical bid	: 28.09.2018 (3.00 P.M.)

**CTO & Incharge (Works)**

## **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this**

### **e-Procurement Portal**

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScripT/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
  21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
  22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
  23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
  24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
  25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
- ❖ **The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of office buildings where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact ME Unit, Director Office, IARI, New Delhi-110012. A pre-Bid Meeting will be organized at Committee Room, Director Office, IARI on 20.09.2018 (11.00 AM) to evaluate scope of work, every bidder is requested to attend the same positively (Telephone No. 011-25841410)**

**NOTE:**

*ALL NECESSARY CERTIFIED DOCUMENTS IN SUPPORT OF THE DETAILS FOR S. No. A TO Q MUST ACCOMPANY THE TECHNICAL BID. THE BID IS LIABLE TO BE REJECTED IN CASE DOCUMENTS ARE NOT UPLOADED IN THE TECHNICAL BID ON CPP PORTAL, DUCUMENTS ARE INCOMPLETE OR IN CASE ANY CERTIFICATION/ REGISTRATION HAS ALREADY EXPIRED BUT IS YET TO BE RENEWED. ONLY ESSENTIAL AND NECESSARY VALID DOCUMENTS ARE TO BE UPLOADED IN THE TECHNIAL BID. PLEASE AVOID UPLOADING OF EXTRANEIOUS AND IRRELEVANT DOCUMENTS WHICH UNNESSEARYCAUSES CONFUSION WHICH MAY RESULTS IN DISQUALIFICATION OF THE BID IN SHEER CONFUSION.*

**AGENCIES ARE ALSO REQUIRED TO DEPOSIT HARD COPY OF ALL THE DOCUMENTS UPLOADED ON 28.09.2018 BY 2.30 PM AT THE FOLLOWING ADDRESS:-**

**Tender Cell, Maintenance & Engineering Unit, Directorate,  
IARI, New Delhi-12.**

**Requirement of the Technical Bid.**

**List of the essential documents being furnished for consideration of the Tender/Bid:-**

Sl. No	Item	Page No.	Remarks
A	Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State Govt.		
B	Minimum turnover of the firm shall not be less than 5 Crore (Rupees Five Crore) annually during the last three financial years ending March'2017.(2014-15, 2015-16, 2016-17 )		
C	The firm should have last three years continuous experience in the field of providing such services in Central/State Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India or Union state ending march-2017. Please provide details in enclosed tabular form.(2014-15, 2015-16, 2016-17 )		
D	Certified Balance Sheet of the firm for last three years to be provided attested by the chartered accountant. (2014-15, 2015-16, 2016-17 )		
E	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years in Govt. Organizations only.(2014-15, 2015-16, 2016-17 )		
F	Employee EPF registration certificate issued by concerned Govt. Organization.		
G	Employee ESI registration certificate issued by concerned Govt. Organization..		
H	The agency should produce PAN No. (copy to be attached)		
I	The agency should produce a valid solvency certificate from a scheduled bank for an amount not less than Rs. 25 lakh. Bank Account Details.		
J	The agency should have atleast satisfactorily completed one similar job of Rs. 2.00 crores & above or two similar jobs amounting to Rs. 1.40 crores & above or three similar works amounting to Rs. 1.00 crores and above of cleaning/sweeping and waste collection/disposal services (conservancy service) pertaining to internal & external area of large campuses (not less than 50 acres in size) in last three years in Central/State Govt. /Central Autonomous bodies /Central PSU or Universities. The satisfactory completion certificate should be enclosed.(2014-15, 2015-16, 2016-17 )		
K	Whether the firm has any legal suit/criminal case pending against it for violation to PF/ESI, minimum wages Act of other laws (give details). The firm/agency must enclose certificate indicating that there is no criminal/legal suit pending or contemplated against them.		
L	The contractor/agency must have a registration with the contract labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act. Copy of Registration to be enclosed.		
M	Nos. of staff/supervisors registered under ESI and EPF separately. Minimum 200 nos. (Staff/Supervisors) required with their ESI and EPF contributions. Documentary proof to be attached.		
N	Goods & Service tax registration certificate issued by Govt. etc. (Copy to be enclosed.)		
O	Tender Fee		
P	EMD (Earnest Money Deposited)		
Q.	Firm should have an ISO Certification for Services (a valid certificates to be attached.)		

**Note: Sr. No. A to Q documents are essential & therefore should be submitted by the Contractor failing which his/her Tender will not be considered. Please upload only essential and necessary documents in the technical Bid.**

MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI-12.

F. No. 18-55/17-18/ME Unit

***Prescribed format of receipt of deposition of original EMD, Tender Fee:-***

1. Name of work.....
2. NIT No.....
3. Amount of Earnest money deposit.....
4. Amount of Tender Fee .....
5. Last date of submission of bid.....
6. Agency Name .....
7. EMD No. & Date .....
8. EMD Amount & Last Date .....
9. Tender Fee (Amount, No. & Date) .....

**This receipt shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.**

(Receipt No...../date.....)

**Tender Cell, ME Unit**

**MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
PUSA, NEW DELHI-110012**

F. No. 18-55/18-19/ME Unit

Dated: 31.08.2018

**Invitation to e-tender and instructions containing terms and conditions governing the mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12.**

**TENDER DOCUMENT**

**NIT No** : 18-55/18-19/ME Unit  
**Name of work** : **Mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12.**

**Total No. of page** : **30 (Thirty)**  
**Pre Bid Meeting** : **20.09.2018 at 11.00 A. M. at Committee Room, Director Office IARI**

**Last date & Time of online Bids Submission (Technical & Financial) uploaded on CPP Portal** : **Upto 2.30 P.M. of 27.09.2018.**

**Date of Tender Opening (Technical Bid)** : **3.00 P.M. of 28.09.2018.**

**Cost of Tender** : **Rs. 1000/- (non refundable)**

**Validity of Tender** : **120 Days**

**Submission of original Tender Fee & EMD** : **upto 2.30 P.M. of 27.09.2018.**  
**Address :** : **Maintenance & Engineering Unit, Directorate, IARI, New Delhi.**

**Name, Address, E-mail & Mobile No. of Firm** : .....

**Note:**

1. *The Director, IARI may at his/her discretion, extend this date by a fortnight and such extension shall be binding on all 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.*



**MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
PUSA, NEW DELHI-110012**

F. No. 18-55/18-19/ME Unit

Dated: 31.08.2018

**Notice Inviting e-Tender**

From: The CTO & Incharge (Works)  
IARI, New Delhi-12.

To,

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Dear Sir(s),

e-tender are hereby invited by the Director, ICAR-IARI on behalf of Secretary, ICAR for the **Mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12.**

1. The terms and conditions of the contract which will govern the contract are contained in the General conditions. The special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **(Rs. 4,80,000/- (Rupees Four Lakh Eighty Thousand Only)** must be deposited in the form of demand draft/pay order/FDR/ Bank Guarantee from commercial Bank in favor of Director, IARI, payable at New Delhi. EMD & Tender Cost must be deposited off-line to ME Unit, Directorate, IARI, New Delhi-12 before the closing date and time positively.
3. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer is not accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same in writing.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are 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.

5. 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.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other document forming part of the contract on behalf of another shall be deemed to warrant 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 tenders and the schedule to the tenders and annexure, if any should be signed by the tenderer.
7. The Institute is not bound to accept the lowest or any other tender and also reserve to itself the right of accepting the tenders in whole or in part. Firms are however at liberty to submit the tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tenders are considered fully. No conditional tenders will be accepted.
8. An amount of equivalent to **10%** of the tendered amount as a security deposit for the contract is to be deposited by the selected agency/successful tenderer in the form of Bank Draft/Pay order/FDR/Bank Guarantee drawn in favour of **Director, IARI** payable at **New Delhi** only after receiving a communication from the Institute. In the event of not-depositing the same, the earnest money will be forfeited.
9. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
10. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI will not entertain any claim whatsoever in this respect. All duties, taxes and other levies payable by the service provider under the contract, or for any other cause, as in the month prior to the month of the deadline for submission of bids, should be included in the total bid price submitted by the bidder.
11. Director, IARI 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.
12. Decision of Director, IARI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/ her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution, Act, 1996. The seat of arbitration will be Delhi and arbitral proceeding shall be governed in accordance with arbitration and conciliation Act, 1996 as amended from time to time.

13. Acceptance by the institute will be communicated by FAX/ Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Telegram, Express letter etc. should be acted upon immediately.
14. As specified in the schedule, the tenders shall remain open for acceptance upto four months from the date of opening. The successful tenderer will have to under take the job specified in this tender as and when required at site.
15. The firm shall not to quote rates for sweepers and supervisors which as per the minimum wages payable as per the Delhi Govt. as on date for unskilled workers and matriculate supervisor. **The firm have to quote the service charges per worker per month to be levied by them for providing the services. Bidders quoting less then Rs. 1000/- as service charges per worker per month will not be considered and tender will simply be rejected.** No. change/ revision whatsoever in service charges once quoted shall be admissible during the tenure of the tender under any circumstances.
16. **Restrictions regarding Personnel Deployed:** The quoted rates shall not be less than the minimum wage fixed/notified by the State Government – where the service is performed and shall include all statutory obligations. However bids without any element of cost over and above such minimum wage (or below it) shall be treated as ‘Nil’ price quotation and would be rejected. The service provider shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Procuring Entity shall not be liable for any dues for availing the services of the personnel. The service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Procuring Entity. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
17. **Eligibility Conditions:**

The following documents/ vouchers are required to be enclosed with the tender:-

  - a. Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State Govt.
  - b. Firms should have an ISO Certification for services a valid certificates to be attached.
  - c. Minimum turnover of the firm shall not be less than **5 Crores (Rupees Five Crores)** annually during each of the last three financial years ending March’2017.
  - d. The firm should have at least three years continuous experience in the field of providing such services in Central /State Govt. establishments/Autonomous bodies of Govt. of India or Corporations of Govt. of India. Please provide details in enclosed tabular form. (2014-15, 2015-16, 2016-17 )
  - e. Certified Balance Sheet of the firm for the last three financial years to be provided by the chartered accountant. Copy of the ITR filed for the last three financial years. (2014-15, 2015-16, 2016-17 )
  - f. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years. (2014-15, 2015-16, 2016-17 )
  - g. Employee EPF registration certificate issued by concerned Govt. Organization.
  - h. Employee ESI registration certificate issued by concerned Govt. Organization..

- i. The agency should produce PAN No.
- j. The agency should produce a valid solvency certificate from a scheduled bank for an amount not less than Rs. 25 lakh.
- k. The agency should have atleast satisfactorily completed one similar job of Rs. 2.00 Crores & above or two similar jobs amounting to Rs. 1.40 Crores & above or three jobs of Rs. 1.00 Crore & above of cleaning/sweeping and waste collection/disposal services (conservancy service) pertaining to internal & external area of large campuses (not less than 50 acres in size) in last three years in Central/State Govt. /Central Autonomous bodies /Central PSU or Universities. The completion certificate should be enclosed. (2014-15, 2015-16, 2016-17 )
- l. Whether the firm has any legal suit/criminal case pending against it for violation to PF/ESI, minimum wages Act or other laws (give details). The firm/agency must enclose certificate indicating that there is no criminal/legal suit pending or contemplated against them.
- m. The contractor/agency must have a registration with the contract labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- n. Nos. of staff/supervisors registered under ESI and EPF separately. Minimum 200 nos. (Staff/Supervisors) required with their ESI and EPF contributions. Documentary proof to be attached as an ECR along with its challans for at least last three months.
- o. Goods & Service tax registration certificate issued by Govt. etc. Proof of submission of Service Tax return for last year. i.e. upto March'2017.
- p. Successful tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of **Rs. 100.00 (Rupees One Hundred Only)**.
- q. Only those firms will be considered for financial bid which qualify in the technical bid.
- r. Joint Ventures are not permitted.
- s. A consistent history of litigation or arbitration awards against the agency may result in disqualification.
- t. Each bidder shall submit only one bid.
- u. Equipment and managerial capability: a) Ownership/proposal for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the bidding document.  
b) Contract manager with five years experience in services of an equivalent nature and volume, including no less than three years as manager.

Yours faithfully,

**For and on behalf of the Director**  
**IARI, New Delhi**

**MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
PUSA, NEW DELHI-110012**

**TENDER FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR JOB CONTRACT FOR  
SCAVENGING, HOUSEKEEPING & CLEANING SERVICES AT IARI, NEW DELHI.**

Full Name & Address of the Tenderer in

addition to Post Box no., if any, should

be quoted in all communications to this

office : .....

Telephone No. : .....

Telegraphic Address/FAX/Cellular No.:

E-Mail Address : .....

From: .....

.....

To,

ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI-110012.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **Job contract for mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12.**

1. 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 120 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 with the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender ..... The Schedules-I & II to accompany this tender are at pages .....
4. Every page so attached with this tender bears my signature and the office seal.
5. Pay order/DD No. .... of Rs. .... Drawn in favour of Director, IARI and payable at New Delhi is enclosed as earnest money required.

Yours faithfully

Signature of Tenderer

Authorized Signatory (With seal)

Full Name.....

Address.....

Mobile No. ....

**SCHEDULE TO TENDER**

**PART-I**

1. Name of the Firm/Agency
2. Constitution of the Firm/Agency
  - a) Indian Companies Act 1956
  - b) Indian Partnership Act, 1932: (Please give name of partners)
  - c) Any other Act, if not, the owner
3. i) 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.
  - ii) 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.
  - iii) 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. Value of Valid Solvency Certificate issued by their bankers.
5. Registration number of the firm.
6. ESI No. of Firm.
7. EPF No. of Firm.
8. Registration No. under Contract Act.
9. Goods & Service Tax Registration No. of the Firm.
10. Experience in No. of years: Public Sector/Government Departments.
11. Turnover of last three years. (Certified scan copy attached)
12. Details of Earnest Money Deposited. (Demand Draft number with date and Bank drawn on)

All the above information of Part I of Schedule I must be accompanied with the certified scan copies of the documents, failing which the quotation will be liable to be rejected.

Tenderers should furnish specific answers to all the questions given below. Tenderers may please note that if the answers so furnished are not clear and /or are evasive, the tender will be liable to be ignored.

**Signature of Tenderer**

Full name.....

Address of the person signing(In block letter) .....

.....

Whether signing as proprietor / partner / .....  
constituted attorney company

F. No. 18-55/18-19/ME Unit

**Name of work:- Mechanized scavenging, housekeeping and cleaning services for Non-Residential Area of the Campus at IARI, New Delhi-12.**

**Annexure-A**

**SCHEDULE OF WORKS**

<b>S. No. of Part</b>	<b>Description</b>
<b>1</b>	<p>➤ Day to day cleaning of lawns, passage, approach road, storm water drains, plinth protection, shafts and kacha portion of approximated area 26404 sqm on all days and day to day cleaning, brooming, swabbing, and washing etc. of toilet (twice in a day)s, corridors, rooms, common hall, dining hall and all pacca place etc. of approximated area 7400 sqm on daily basis with cleaning materials like taski, cleanzo/Harpic and phenyl tablets and keep the building clean on all working days for the entire buildings including the lifting and shifting of daily waste to nearest dustbins from Cereal Lab, Dispensary, Publication &amp; M.E. Unit, Div. of Agricultural Chemicals, Virology, Plant Pathology, Nematology, ZTM&amp;BPD, AKMU, Entomology, Blue Green Algae, CATAT, A-Block(Todapur) &amp; Kishan Mall, Agronomy, Biomass Unit, Library Service, FHT, Vegetable Science, SST, Plant Physiology, Agricultural Extension and Economics, ATIC, FOSU, WTC, Agricultural Physics, CESCRA &amp; PHT in NRL Building, SPU, Microbiology, F&amp;LS and C.P.C.T., Biochemistry, AC&amp;SS, Genetics, Pulse Lab, Agricultural Engineering Division at IARI, with brooms, tools with emphasis on mechanized cleaning if required as per the directions of Engineer-In-Charge of the concerned building and day to day collection of garbage from all the division (aprx 47) and picking of rags &amp; polythene from road side of approximated area 250000sqm) of IARI and dumping it to the MCD Dustbins at IARI, New Delhi on all working days with emphasis on mechanized cleaning. Agency shall ensure that the Biodegradable and Non-Biodegradable waster are separated out from the hanging plastic dustbins and disposal off accordingly, to Biomass unit or Dhalao (MCD dustbins) respectively daily bases. Agency shall ensure that the cleaning work continues till the closure of library/Auditorium, Conference Hall Director Office. On daily basis even on Saturday/Sunday holidays, if required.</p> <p>➤ Day to day cleaning of lawns, passage, approach road, storm water drains, plinth protection, shafts and kacha portion of on all days by bamboo brooming of approximated area 18866 sqm and day to day cleaning, brooming, swabbing and washing etc. of toilets, corridors, rooms, common hall, dining hall and all pacca places etc. on daily basis with cleaning materials like taski, cleanzo/Harpic and phenyl tables and keep the building clean on all days for the entire buildings premises of approximated area 9272 sqm including the lifting and shifting of daily waste to nearest dustbins from Auditorium, Museum, Conference Hall, Passage along KAB-II, Director Office &amp; Annexe bldg. at IARI, with brooms or tools, if required, with emphasis on mechanized cleaning as per the directions of Engineer-In-Charge and the incharge of concerned Building premises on all</p>

	<p>days including Sunday &amp; Holidays. Roads with berm at IARI, with brooms or tools on daily basis with emphases on mechanized cleaning of all roads in office area including Avenue I, II, and III Avenue II upto VIP Gate (Near B-11 &amp; B-12) from Virology if required as per the direction Engineer-in-charge. Agency shall ensure that the Biodegradable and Non-Biodegradable waster are separated out from the hanging plastic dustbins and disposal off accordingly, to Biomass unit or Dhalao (MCD dustbins) respectively daily bases. Agency shall ensure that the cleaning work continues till the closure of library/ Auditorium, Conference Hall Director Office. On daily basis even on Saturday/Sunday holidays, if required. Agency shall also ensure cleaning of dustbin at the back side of Bungalow No. B-11 &amp; B-12. Along with the Dhalow near Division of Agricultural Engineering through MCD.</p>
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The agency should access the volume of works and survey the place of work before tendering the rates, **Subject to the following Specification (Annexure-B) & Terms & Conditions (Annexure-C) :-**

### Annexure-B

#### SPECIFICATIONS

Sanitary services are to be provided by the contractor in IARI, New Delhi campus to keep common area clean, which includes all external & internal open areas, roads, road side berms, courtyards, car parks, toilets, corridors & buildings included in the schedule. By providing necessary men power, material and T&P etc. complete in all respect as per instruction of the Engineer-in-charge of IARI, New Delhi. The work shall be carried out as specified below.

**(A) Requirement for work of cleaning and sweeping of roads, footpaths, courtyards, car parking, toilets, corridors & buildings included in the schedule. Picking up paper bits and all other waste including maintenance malba as decided by Engineer-in-Charge**

1. All roads, berms, service lanes, courtyards, car parking and other open areas have to be swept every day during day hours as well as on gazetted holidays. The total area to be swept daily is approx. 5,20,000 sq. metre. In which 110 toilet blocks of approximately 5,000 Sqm Area. Rooms and Corridors of approximately 24,000 Sqm Area and open/Kachha Area for brooming / picking of rags / gutkha / polythenes / papers etc. of approximately 5,00,000 Sqm meters including 10 KM road length . The area is to be kept clean even on Holidays and Sundays. Emphasis shall be on fast and timely mechanized cleaning.
2. The above mentioned areas have to be kept clean and no litter of any kind will be left scattered anywhere in the campus. As the Campus is big and scattered in nature. Therefore agencies must visit the Campus before hand to assess the amount of work before quoting their rates.
3. All waste collected from the above mentioned areas have to be transported in wheel barrows/rickshaw hand trolley and automated trolleys etc. (properly covered) and disposed off in the designated drop sites. These designated sites shall be clean and removed the garbage to the Municipal approved dumping sites in Delhi by MCD from IARI Campus (in side) for which the agency/ firms shall liaison with MCD official/ contractor for routine and daily removal of garbage from designated drop sites. Emphasis shall be on fast and timely mechanized cleaning.



4. All lawns including shrubs and hedges have to be kept clean, Fruit peels, groundnut husk and other litters have to be collected and disposed off in the designated dustbins and from bio-degradable bins to transported to Biomass Unit.
5. The refuse shall not be swept into the hedges/shrubs growing around the lawns.
6. Leaves collected during sweeping from the roads, road berms, open spaces etc. shall not be burnt. All leaves collected would be disposed off at prescribed sites. This shall be followed even in spring and autumn where leaves collected would be more.
7. The Campus roads, the lawns, the toilets and area around the drop sites shall be cleaned on daily basis and area be kept clean at all times.
8. The contractor shall provide sufficient number of brooms, wheel barrows, handcarts automated trolleys etc. to sweep and dispose off the garbage.
9. Open spaces like lawns, backyard of different office surroundings etc. have to be kept clean by picking polybags, paper etc. daily and brooming if necessary.
10. Tree Leaves on the streets should be heaped in a place for lifting instead of brooming into the hedges. The heaped of tree leaves shall be lifted on the same day.
11. The waste material that stored in the dustbins shall be sent to authorized MCD dumping ground outside the Campus regularly so as to avoid stinking smell in the area. All necessary permission in this regard from local bodies shall be obtained by the contractor. Nothing extra is payable on this account.
12. The contractor shall lift the garbage apart from wet leftover food from the commercial spots in the Campus. The lifting of wet food is the responsibility of the commercial establishments.
13. The contractor shall ensure that all the plastic dustbins fixed in the campus area are cleaned on daily basis

**(B) Requirement of work of collection of NRB waste from all dust bins i/c surroundings of dust bin and from all B-Type Bungalows including disposal, segregation etc. complete along with supervisory services: (By engaging mechanized trolleys)**

1. There are approx 47 office buildings, administrative Building and Library Conference Hall /Auditorium on the campus where cleaning work is to be carried out..
2. The contractor will not be allowed to dump the collected waste at any place on the campus.
4. The contractor shall ensure cleanliness of the bins in the drop sites and also the area around it.
5. From time to time the contractor shall also campaign amongst the residents to ensure that segregation of waste is done at the households by putting banners.
6. The designated dustbin sites should be kept clean and in proper condition. The Institute has regular local and international visitors.

7. The contractor should also ensure that there is no smell or flies in the compost area. The contractor will also not use any chemicals for composting.
8. Minimum 6 Nos. of double chamber rickshaws or automated trolleys for transporting of garbage is to be arranged by the contractor himself at his cost for collection of waste.
9. Any other duties, which may be assigned from time to time apart from the duties, mentioned above to the contractor.
10. The contractor has to deploy all tools and plants including Truck / Tempo / Tractor with trolley along with driver, Rickshaws in suitable Nos. for carrying out job and nothing extra shall be admissible on this account and rates quoted should be all inclusive. Emphasis shall be on fast and timely mechanized cleaning of the campus.
11. The contractor must provide heavy leather gloves for handling items like broken glass, nails etc. and light cotton gloves for handling garbage where minor injury is not even anticipated.
12. Vehicle used for transportation of waste shall be covered. Waste should not be visible to public, nor exposed to open environment preventing their scattering.
13. It would be responsibility of contractor to arrange all permissions/approvals from all local bodies/statutory bodies & nothing extra shall be paid on account of this by the Institute.

**(C) Requirement of work of internal cleaning of all included area in the schedule of work :**

1. There are various toilets located at the specified building included in the schedule and at the Institute main gate which shall be cleaned daily by the workers of the contractor from inside as well as from outside on all days including gazetted holidays & Sunday. All cleaning chemicals of reputed brand, floor mops and brooms for cleaning toilets shall be provided by contractor himself at his cost.

**(D) Disposal of dead animals**

1. The contractor has to bury the dead animals like cat, dog etc as and when reported as per direction Engineer – In-Charge to the designated places.

- (E) Cleaning of road along the boundary wall from Goomti No. 1 to Goomti No. 12 behind Division of Genetics & Mango Orchard in Farm area. The contractor has to clean the area of garbage and malba on weekly basis.**

**Annexure-C**

**TERMS & CONDITIONS FOR PROVIDING CLEANING SERVICES  
(SPECIFIED IN THE SCHEDULE) AT IARI NEW DELHI**

- 1 The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same. The institute shall not be liable for any compensation in case of any fatal injury, death covered to by any man power while performing / discharging their duties/ for inspection or otherwise.
- 2 The Agency/Contractor shall provide Two set of uniforms to its employees and ensure that they wear them at all times and maintain them clean. The firm's name on pocket & words CONTRACTOR WORKER on the back of upper should be inscribed.
- 3 All employees of the Agency/Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor at their own cost. The ID Cards will be issued by the Contractor. These will be countersigned by the Security Officer IARI New Delhi.

- 4 The Contractor will provide Name Address, Telephone No & Photographs of its employees posted at IARI New Delhi to Security Officer for records.
- 5 **Restrictions regarding Personnel Deployed:** The quoted rates shall not be less than the minimum wage fixed/notified by the Delhi State Government – where the service is performed and shall include all statutory obligations. However bids without any element of cost over and above such minimum wage (or below it) shall be treated as ‘Nil’ price quotation and would be rejected. The agency shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Institute shall not be liable for any dues for availing the services of the personnel. The agency should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Institute.
- 6 The Agency/Contractor shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency/Contractor is found misbehaving with the supervisory staff or other staff members of the Institute the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency/Contractor shall issue necessary instructions to its employees to act upon the instructions given by the supervisory staff of the Institute.
- 7 The Agency/Contractor will be responsible for all the staff supplied, verification of their antecedents through Special Branch, Delhi police and a certificate to this effect be furnished by the Agency/Contractor to the Institute before deployment of the staff. The Agency/Contractor should maintain proper record / document of the same. These documents are required to be produced to the Institute whenever required. Agency has to manage the work during function/ convocation, melas whenever such functions are organized in the Institute to keep area of function clean, spic and span.
- 8 In the event of any loss being occasioned to the Institute on account of the negligence of the duty by the Agency/ Contractor’s employees, the Agency/ Contractor shall make good the loss sustained to the Institute either by replacement or on payment by adequate compensation.
- 9 That no right, much less a legal right shall vest in the contractor workers to claim /have employment or otherwise seek absorption in the Institute nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency / Contractors and this should be the solely responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.
- 10 The Agency / Contractor shall not appoint sub-Contractor to carry out any obligation under the contract.
- 11 The contractor will take day to day instructions from the supervisory staff of the institute and shall maintain diary for the same.
- 12 If the Agency / Contractor fails to implement the schedule of services to the satisfaction of the Engineer-in-Charge of the Institute on any day in any part of the said campuses, shall be penalized by imposing a fine as mentioned in **Annexure -F** for breach of contract. The penalty shall continue for successive days till the Agency/ Contractor gets a certificate from the officer In-charge and such penalty shall be recovered from the bill of the contractor. The decision of Engineer-in-Charge shall be final and binding of the contractor/agency.

- 13 The Agency / Contractor shall render the Cleaning services on all days of the month including gazetted holidays i.e. round the period of contract as work specified in Annexure I. There will be no separate payment for three National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily /monthly charge claim in tender by the contractor.
- 14 The contractor shall ensure that none of the employees of the Agency /Contractor shall enter into any kind of private work at the different campuses of the Institute.
- 15 The employees of the contractor shall be of good character and of sound health and shall be below the age of 40 years but not below the age of 18 years and no worker will be allowed to stay in the Institute Campus. The Supervisor engaged should be at least with 10+2 qualification with sufficient experience. The contractor shall require to furnish the particulars of supervisors immediately after award of the work to Engineer-In-Charge.
- 16 The Contractor shall maintain an Inspection Book as prescribed which will be made available to supervisory staff of the Institute. Fault / observation recorded there on shall be attended to immediately.
- 17 The monthly payment shall be made to the Agency / Contractor on production of certificates of satisfactory completion of cleaning services at all the different locations/Divisions in the campus of the IARI New Delhi from the officer in- charge. Payment of wages to the firm shall be made by cheque/RTGS. Payment for service contract will be made upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by contractual employees and EPF & ESI challans for submission of EPF &ESI contribution for each month.
- 18 Minimum wages shall be paid to the workers by the Agency /Contractor at the rate fixed by Delhi Govt. from time to time and as per the minimum wages Act. The contractor shall also pay all such benefits to its employees as envisaged under various Acts and laws like ESIC Act, EPF & MP Act, Payment of Bonus Act, taxes, etc. The contractor shall also ensure compliance of all laws applicable and / or to be made applicable and IARI shall not be liable for the same and the contractor indemnifies IARI in all respects thereof.
- 19 The Agency / Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein. Though any such onus shall be the exclusive responsibility of the contractor, and it shall not involve the Institute in any way whatsoever.
- 20 The Institute reserves the right to ask and require the contractor to remove any person deployed by him without assigning any reason / notice.
- 21 In case of any dereliction of duty, gross neglect an unintended damage caused by the contractor or its staff or otherwise any harm done to the Institute its properties its designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on Legal / judicial proceedings as well as pay penalty which the Director, IARI may deem fit.
21. The duration of the job contract shall be initially for one year and extendable up to maximum two years on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving two months notice by either party in writing on account of any of the following reasons:-
  - i) On account of unsatisfactory performance
  - ii) Breach of contract clauses
  - iii) Persistently neglecting to carry out his obligations under the contractWhen the contractor has made himself liable for action under any of the aforesaid cases, the Engineer-in-Charge on behalf of IARI, New Delhi shall determine the contract as aforesaid (of which termination notice

in writing to the contractor under the hand of the Engineer-in-Charge shall be conclusive evidence) upon such determination, the earnest money deposit shall be forfeited and shall be absolutely at the disposal of the IARI, New Delhi. In the event of above courses being adopted by Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased T&P for the work.

22. The contractor shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by Govt. of Delhi from time to time. The payment of the wages/Salary of the workers should be made by cheque/ECS/ NEFT only by the 7<sup>th</sup> day of every month. The agency shall note that No cash distribution of salary/ wages to workers. The minimum wages are liable to change every six months i.e. 1<sup>st</sup> April and 1<sup>st</sup> October
23. **The contractor shall deposit an amount equivalent to 10% of the tender amount as Security Deposit (in the shape of Demand Draft Bank Guarantee or FDR of a Scheduled Bank) with the Institute for the entire duration of the Contract.**
24. The employees of contractor shall be bound to perform the assigned jobs by Engineer-in-Charge even though the same may not have been included in the Schedule of Services.
25. Contractor will apply to the Labour Commissioner for obtaining a Labour License as applicable and will submit a copy of license to officer-In-charge.
26. To ensure proper cleaning of all the specified area as scattered at all over the campus, the Engineer-in-Charge may take the help of Facilities In-charge or any such representative of each Deptt. / Centre/ Unit as the case may be.
27. The contractor would sign and give an undertaking as per Performa every month for compliance of the provision of Contract Labour Act. Rule and other Law as applicable
28. Agency shall deploy its manpower & machinery at 7.30 A. M. & clean the premises before 9.30 A. M. i.e. before the start of Institute working hours on daily basis. Manpower shall also stay upto 4.30 p.m. for cleaning, scavenging work. **Manpower at Directorate, Library, Library Conference Hall and Auditorium shall stay till the closure of the building.**
29. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Delhi Courts only and no other court shall have the jurisdiction. The seat of arbitration shall be Delhi.
30. A Separate challan along with the list of employees must be submitted along with the details of payments of ESI and EPF of its employees deployed at the Institute only.
31. The firm/agency will get all the staff for deployment duly verified of their antecedents through Delhi Police and their full particulars along with their recent photographs supplied to the Institute with a copy of the same to the Security Officer of the Institute.
32. Cleaners deployed should not be changed frequently due to security reasons. If any rotation of the cleaners is required on account of Labour Laws, this may be done with prior intimation to the Engineer in-charge.
33. All toilets at the institute will be handed over to the contractor with all the inventory items. After it has been handed over to the contractor, he will be responsible for the inventory items in the toilets. In case of any

theft/ breakage in the toilets, a joint committee comprising of representatives of IARI New Delhi and Contractor will determine the responsibility of the loss/damage and if the responsibility is fixed in respect of Contractor, then the amount of loss will be deducted from the bill of the Contractor.

34. The cleaners deployed should not squatter in the open verandahs / lawns during leisure hours instead they may use the store to be provided by the Institute for resting and keeping their cleaning materials. Engineer-in-Charge will do the needful for providing a store to the contractor. They will also not change their clothes/uniform in open. Dignity & discipline of IARI New Delhi should be maintained always.
35. Feedback mechanism will be worked out to evaluate the performance of Cleaning personnels.
36. IARI Campus is a 'NO SMOKING ZONE' The Contractor should ensure that his employees DO NOT SMOKE while working in the IARI Campus. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ khaini /tobacco etc. they will not play cards or indulge in gambling on campus.
37. The Contractor shall be required to work as per SOP (Standard Operating Procedure) approved by the Institute after award of work which shall require to be strictly followed.
38. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in IARI Campus and nothing shall be paid on this account.
39. Goods & service tax will be paid extra as applicable.
40. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
41. As the sites are scattered in nature, therefore the Agency is advised to physically examine the entire area before quoting the rates which also includes material/Taxes. In case of any dispute, interpretation of any clause English version of the tender only will be taken into consideration.
42. The Agency will discharge all legal obligations of their employees in respect of wages of the service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them time to time Viz statutory obligations under contract labour (Regulation & Abolition) Act 1970, minimum wages act worker's compensation Act, EFP & MP act, industrial dispute etc. The house keeping Agency will indemnify & keep IARI indemnified from any claim, loss or damage that may be caused to the IARI on account of the house keeping Agency's failure to comply with their obligations under the various laws towards their staff /employees employed by them or any loss or damage to Ist party due to acts/ omissions of second party.
43. The Director IARI has the right to debar the agency and forfeit the earnest money of the tenderer for a suitable period in case, he fails to honour the contract without sufficient ground.
44. Fuel consumables, repair and maintenance etc. required for mechanized scavenging shall be arranged by the agency it self as per the schedule and maintain on monthly record. Agency must ensure the quality and quantity of the materials / consumable supplied.

45. All Chemical, Toiletries, Stores & Consumables required for the job as given in **Annexure-F** are to be deposited to respective Caretaker of the building at least for a month. All machineries and equipment's required for mechanized cleaning and sanitation as per list of T & P items are to be handed over to caretaker at Directorate before commencement of contract. All the fuel consumables, repair and maintenance etc required for mechanized leaning/housekeeping shall be arranged by the agency itself.
46. Director IARI, new Delhi reserves the right to reject any or all the tenders or accept them in part without assigning any reason thereof. The decision of the Director, IARI shall be final.
47. The nominated building Incharge shall maintain complaint book for each building as prescribed by the Institute. Fault/observations record there on shall be attended to immediately. Failing which agency shall be penalized by imposing penalty as mentioned in Annexure-F.
48. The agency shall provide 110 workmen days on daily basis to carryout the job under the supervision of a qualified supervisor with consumables/cleaning material and equipments as per the schedule.
49. That in case service provider fails to make any statutory or contractual payment, then the ICAR shall have the right to realize this amount from the Security deposit of the Contractor.
50. The monthly pay of the contractual manpower will be paid as per consolidated wages as detailed in **Schedule III** and pay slips will be issued to the manpower by the agency.
51. The personnel so provided by the agency under this contract will not be the employees of the Council and there will be no employer-employee relationship between the Council and the persons so engaged by the contractor in the aforesaid services. They shall be employees of the contractor for all purposes.
52. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc. Monthly wages should be as per the Minimum Wages prescribed by Govt. of NCT of Delhi. **Bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.**
53. **Agencies are also required to deposit hard copy of all the documents uploaded on 28.09.2018 by 2.30 pm at the following address:- Tender Cell, Maintenance & Engineering Unit, Directorate, IARI, New Delhi-12.**

**Annexure-D**

**LIST OF T&P ITEMS**

<b>S. No.</b>	<b>Particulars</b>	<b>Quantity (Minimum)</b>	<b>Unit per Month</b>	<b>Rate</b>	<b>Amount</b>
1.	Double chamber Rickshaws	6 Nos.			
2.	Wheel barrows	5 Nos.			
3.	Hand cart	2 Nos.			
4.	Vaccum Cleaner (High capacity &Low Capacity )	1 Nos.			
5.	Glass Cleaning Kit	1 Nos.			
6.	Cob Web Removal Kit	1 Nos.			
7.	High Pressure Jet for toilet washing	2 Nos. etc.....			
8.	Automatic floor scrubber Drives	2 Nos.			
9.	Single Disc Scrubber/ Polisher	2 Nos.			
10	Floor Signs	12 Nos.			

Suitable trips of Tempo & Tractor shall be made per day for lifting & disposal of waste. The charges of above T&P shall be inclusive of drivers, fuels, repair and maintenance etc. complete.

**List of Consumable Items to be supplied by the Contractor to the Institute**

The agency will use good quality material for cleanliness of the entire areas as per list enclosed at Annexure-E.

List of material to be used for cleaning purpose (It may please be ensured that only good quality material as approved by committee is to be used for cleanliness) Nothing shall be paid extra for consumables as per Annexure-E.



**Annexure-E**

<b>S. No.</b>	<b>Particulars</b>	<b>Quantity (Minimum)</b>	<b>Unit per Month</b>	<b>Rate</b>	<b>Amount</b>
1.	Hard brooms				
2.	Phool brooms				
3.	Vim (1 Kg. Pkt.) (555 or Vim Brand)				
4.	Acid (1 Ltr.)				
5.	Floor duster of standard size				
6.	Bucket(10 Ltr.)				
7.	Mugs				
8.	Urinal Cubes (400 Gram Pkt.)				
9.	Naphthalene balls (50Gram Each)				
10.	Cleanzo (5 Ltr. Pkt.)				
11.	Nylon Scrubber (Wiper)				
12.	Toilet brushes				
13.	Homocoal/Liquid Soap cleaner of reputed make (5 Ltr. Pkt)				
14.	Phenyl/R-2 (5 Ltr. Pkt.) (Bangal Chemical/ Ganda make/Taski)				
15.	Odonil				
16.	Soap Cake				
17.	Table Duster				
18.	Dettol Hand wash Bottle				
19.	Colin Bottle/ Glass Cleaning (1 ltr.)				
20.	Finit / Bay-go-on (5 Ltr.)				
21.	Finit pump				
22.	Room Air Freshener				
23.	Pochha (Jute Cloth)				
24.	Taski Spiral				
25.	Taski R-6 5 ltr .Can				
26.	Taski R-2 5 ltr. Can				
27.	Taski R 3 5 ltr. Can				
28.	Taski F 11Y 5ltr. Can				
28.	Brasso				
24	Harpic				
25.	Any other items necessary for satisfactory cleaning				
26.	Garbage bags (Big/ Small both)				

27.	Washing Powder				
28.	Plastic Juna big Size				
29.	Neutral floor cleaning chemical				
30.	Paper Rolls				
40.	Paper Napkins				
41.	Cobweb remover long brush				
42.	Dust bins				

**Annexure-F**

**Compensation for breach of contract:**

<b>S.No.</b>	<b>Fault</b>	<b>Fine</b>
1.	Unclean External Area (Grounds)	Rs.200 (per 80x80 m <sup>2</sup> ) per day
2.	Dustbin (no emptied or left over outside)	Rs.500 (per dustbin) per day
3.	Unclean External Area (Buildings)	Rs.200 (per 30x30 m <sup>2</sup> ) per day
4.	Unclean Roads/Footpaths/ Ground	Rs 200 (per 500 Sqm ) per day
5.	Non cleaning of shafts	Rs. 200 per day per shaft
6.	Non-provision of wheel barrow, rickshaw and hand carts etc.	Rs.200 per day for each equipment/ implement
7.	Unclean Toilet	Rs. 200 per toilet block per day
8.	Unclean internal corridor	Rs. 200 per corridor per day
9.	Deduction for unsatisfactory work certificate from End-user	Rs. 5000/- per month for each location/ Division
10.	Deduction for unsatisfactory certificate for shortage of cleaning material from End-user.	Rs. 10000/- per month for each location/Division
11.	Workers without uniform per worker per day	Rs. 100/- per day per worker.

**SCHEDULE -III**

**For providing manpower for FINANCIAL BID**

1. Name of the Manpower Company/Firm/Agency/:

Contractor (In Capital Letters)

i) Registered Address:

ii) Telephone No.:

iii) Operating Branch Address in Delhi/New Delhi:

iv) Contact Person with contact number

(duly authorized)

2. Details of Earnest Money Deposit ₹ 4,80,000/- (Rupees Three lakh only)

DD/PO No. and Date:

Drawn on Bank:

3.The service charges to be charged by the service provider :

S.No	Component of Rate	Amount in whole rupees per point/per month	Sweeper Rates applicable as on date in ₹ (liable to be changed)	Supervisor Rates applicable as on date in ₹ (liable to be changed)
i.	Daily wage rate including existing Dearness Allowance <b>(Not to be quoted below the minimum wages by the Bidder)</b>	As per minimum wage at the rate fixed by Govt. of NCT of Delhi from time to time	13,896.00	16,858.00
ii.	Employees Provident Fund @ 13.36% of (i) (If applicable, maximum limit being 15,000) <b>(Not to be quoted by the Bidder)</b>	As per Rules framed by EPFO from time to time	1856.50	2,252.22
iii.	Employees State Insurance @4.75 % of (i) (If applicable). <b>(Not to be quoted by the Bidder)</b>	As per Rules framed by ESIC from time to time	660.06	800.75
v.	Total mandatory cost per point per month. <b>(Not to be quoted by the Bidder)</b>	(Subtotal of i+ii+iii)	16,412.56	19,910.97
vi.	Company's/Firm's/Agency's service charges to be quoted by firm per point per month in whole ₹ <b>(Not to be quoted in % and not less than ₹ 1000 per point per month)</b>	₹ _____ per point per month	Not to be quoted in percentage	

**Note:- Goods & Service Tax over & above the total quoted would be paid separately as per the prevailing rate fixed by ministry of finance. Hence no need to add it in the quote.**

(Amount to be mentioned in numbers as well as words)

**Date:**

**Place:**

**(Signature of Authorized Person)**

**Name :**

**Designation:**

**Seal:**

**Notes :**

- i) The Service Charges (mentioned in para 3(vi) above) to be charged by the service provider to be quoted separately.
- ii) The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
- iii) The service charges quoted should not be in percentage; otherwise same will be rejected.
- iv) Department will reimburse all statutory payments as applicable from time to time, in addition to the above payments. The bill to be preferred on a monthly basis. The firm should therefore enclose copies of challans, etc. towards statutory payments made by it for reimbursement.

Signature of authorized person  
Full Name and Designation  
Seal :

Place :

Date :

**ACCEPTANCE CERTIFICATE**

**I** \_\_\_\_\_ **Designation** \_\_\_\_\_

**(Name of the Company)** \_\_\_\_\_ **hereby accept**

**the terms and conditions given on page No. 1 to 30 along with Annexure A to G.**

**For M/s** \_\_\_\_\_

\_\_\_\_\_

**Name & Signature of the Agency:** \_\_\_\_\_

**DRAFT SPECIMEN AGREEMENT**

This agreement is made at .....(Place)..... on .....D/M/Y of between INDIAN AGRICULTURAL RESEARCH INSTITUTE through Director, IARI which term shall include its successors, assignees etc. on the first part and .....(name & address of the firm) .....(hereinafter called the firm) through its authorized representative Shri ..... son of ..... Resident of ..... duly authorized by virtue of board resolution which term shall include its legal representatives, successor, assignees etc. on the other part.

WHEREAS the IARI, New Delhi is a deemed university under the aegis of Indian Council of Agriculture Research and has approx 1200 acres campus at Pusa wherein it is in requirement of mechanized scavenging work on annual job work basis.

AND WHEREAS, the Firm has represented that they have sufficient knowledge and expertise in this field and based on the aforesaid representation and assurance of the Firm IARI, New Delhi has agreed to assign the annual job work contract for mechanized scavenging to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come int force w.e.f. ....(date) .....and will remain in force for a period for one year. However, the agreement can be terminated by IARI, New Delhi by giving two calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms and conditions..
2. The firm shall be responsible for annual job work contract for providing mechanized scavenging at IARI, New Delhi.
3. The firm will provide full particulars of every worker deployed by it for proving the services and gate security purposes and get their character and antecedents verified from Delhi Police.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the IARI, New Delhi shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at IARI, New Delhi premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The IARI, New Delhi shall have the right to ask for the removal from the IARI, New Delhi premises any personnel considered by the IARI, New Delhi to be incompetent, disorderly or any other reason and such person shall not again be deployed again at IARI. New Delhi without the consent of the IARI, New Delhi.
7. The Agency / Contractor shall provide the Cleaning services on all days of the month including gazetted holidays i.e. round the period of contract as work specified in Annexure I. There will be no separate payment for three National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily /monthly charge by the contractor.
8. Monthly consolidated charge for job/work contract for providing job work at IARI, New Delhi is as per terms and conditions specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Goods & Service tax and other taxes as applicable will be paid to the firm by the Institute. The firm will raise a bill of this amount on 1st working day of

every month and the payment released by the Institute in the form of crossed cheque payment to the firm subject to satisfactory performance /delivery of contracted job/work/services. Copies of document such as deposit challan along with list of persons showing deposit of ESIC, EFP with the concerned agencies are also to be deposited with the bill. Monthly deposit GST shall be enclosed with the bill.

9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the IARI, New Delhi. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties. The seat of arbitration shall be Delhi and arbitral proceedings shall be conducted in English language.
11. That the firm shall issue uniforms to all their employees engaged. Which they shall wear while on duty.
12. That the firm shall issue identity card to each of the workers engaged for entry into IARI, New Delhi premises.
13. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the IARI, New Delhi shall cancel the contract.
15. That the firm agrees to discharges all their legal obligations in respect of their workers in respect of thir wages and services 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, viz. obligations under contract labour (Regulation & Abolition) Act, 1970, workmen's compensation Act, 1943, ESI & MP Act, 1958, ESI Act, 1948 etc. Firm agrees to indemnify and keep indemnified IARI, New Delhi on account of any failure to comply with the obligations under various laws or damage to IARI, New Delhi and/or due to acts/omissions of Firm. The Firm shall also ensure compliance of all laws applicable and/or to be made applicable and the IARI shall not be liable for the same and the Firm indemnifies IARI in all respects thereof.
16. It is also agreed that under no circumstance, the volunteers and /or the employees/workmen of the firm shall be treated, regarded or considered or deemed to be the employees of the IARI, New Delhi and the firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the IARI, New Delhi against any claim that it may have to meet towards the employees/workmen of the firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of IARI, New Delhi.
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. /NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Institute at which is attributable to the firm and/or its employees, then the firm shall be entitled to pay such damages as determined by the Director, IARI New Delhi and his decision shall be final and binding on the firm and the firm shall bpay the same within the time prescribed by the Director, IARI and /or the same shall be deducted from the bills raised by the firm.
19. The firm shall not sub-contract the work assigned to it under this contract and/or transfer its right to any one else.
20. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.

21. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties any compensation to be paid to the workers the same shall be borne by the firm.
23. There will be surprise checking by an Officer. Shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Coordinator for immediate interaction with the Institute.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE**

1. An amount as specified in Annexure-F of the contract will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by INDIAN AGRICULTURAL RESEARCH INSTITUTE and if no action is taken within an hour liquidated damages clauses will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

The decision of Director, IARI shall be final and binding on the contractor/ agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present one the day, month and year as mentioned above.

(Name & Address of the firm)

**(For the Institute)**

**Witness:**

1. ....

.....

2. ....

.....