

INVITATION OF TENDER

(For Housekeeping(Sanitation & Cleanliness Services at IASRI)

Note :- All the communications must be addressed to the Assistant Administrative Officer(Maint.), IASRI, Library Avenue, Pusa, New Delhi - 110012.

Telegraphic Address :- AGRIRESTA, New Delhi.

From :-

**Assistant Administrative Officer(Maintenance)
Indian Agricultural Statistics Research Institute ,
(ICAR),Library Avenue,
Pusa, New Delhi - 110012.**

To

Dear Sir(s)

On behalf of the Director, Indian Agricultural Statistics Research Institute, New Delhi tenders are invited for Annual Job contract of Housekeeping(Sanitation & Cleanliness) Services of the Institute's following Buildings at IASRI(ICAR), Pusa, Library Avenue, New Delhi -110 012 :-

- i) Admn.-cum-Trg. Block(New Building)**
- ii) Sample Survey Block including the building earlier occupied by the NCAP(Old Building)**
- iii) Computer Building**
- iv) Guest House(Panse Hostel)**
- v) Sukhatme Hostel**

The terms and conditions of the contract which will govern the contract are those contained in the general conditions of contract applicable to the contract placed by the Institute and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs. 10,000/- (Rupees ten thousand only) must be deposited in the form of Demand Draft in favour of Director, IASRI and payable at New Delhi. No other form of the EMD is acceptable. The particulars of the earnest money deposited must also be superscribed on the top of the envelop by indicating the number and date of the Demand Draft. If EMD is already deposited by the firm they should indicate the amount of D.D.No.dt. in form. The tender will not be considered if the earnest money is not sent with the tender.

3. 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 refuse from his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation EMD amount 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 them after he/she has applied for the same, in the manner prescribed by the Council.

4. The schedule I and II of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tender.

5. *The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he /she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm it is a company.*
6. *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 another shall be deemed to warranty that he has authority to sign such and if, on enquiry it is found that the persons so signing without authority, the Institute will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexures, if any, should be signed by the tenderer(s).*
7. *The original copy of the tender is to be enclosed in single cover. The inner cover should be sealed. The outer cover should bear the address of this office and with indication of “Tender for Annual Job contract of Housekeeping(Sanitation & Cleanliness) Services of the Institute”. Right is reserved to reject outstation tenders. Tender to be hand delivered should be put in the tender box kept at 1st Floor of the Admn .cum.- Trg Block of the Institute not later than 1.00 P.M. on the last date of receipt. Tender can also be sent by Registered post but the Institute shall not be held liable for late receipt of tenders due to postal delay and other reasons.*
8. *The tenderer is at liberty to be present or to authorise a representative to be present at the opening of the tender on the last date of receipt at 2.30 P.M. 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. Please also state the name and address along with telephone of your permanent representative, if any.*
9. *If the contractor does not fulfil the terms & conditions of the contract i.e. delay in completion, not maintaining progress or bad work etc. penalty upto 10% of the total contracted amount of the Annual Contract can be levied by the Director, IASRI . If the work is pending for more than one month of the stipulated time, the Director, IASRI has the right to cancel the contract and the incomplete work of the Contract will be awarded to other Contractor at the cost of defaulter contractor. In that case, the amount of EMD/Security Deposit of the Contractor will be forfeited and no payment will be made to defaulter Contractor.*
10. *Acceptance by the institute will be communicated by telegram, express letter /Fax/E mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter etc. should be acted upon immediately.*

Yours faithfully

(P.S. RAI)
ASSISTANT ADMINISTRATIVE OFFICER

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT

1. BUILDINGS AND THEIR LOCATION

The Institute is situated (near Instt. Of Hotel Management), at "R" Block Rajinder Nagar Crossing and Dev Prakash Shastri Marg leading to the Inderpuri, New Delhi. The other details are as under:-

S. No.	Description	Admnv.-cum-Trg. Block (New Building.)	Sample Survey Block including bldg earlier occupied by NCAP (Old Building)	Computer Building	Guest House (Panse Hostel)	Sukhatme Hostel
1.	PLINTH AREA	<i>1100 Sq.Mtrs.</i>	<i>2093 Sq. Mtrs.</i>	<i>1073 Sq.Mtrs.</i>	<i>702 Sq.Mtrs.</i>	-
2.	FLOOR AREA	<i>6097.13 Sq. Mtrs.</i>	<i>4105.13 Sq.Mtrs.</i>	<i>3482.00 Sq.Mtrs.</i>	<i>1236.39 Sq.Mtrs.</i>	<i>1215.00 Sq.Mtrs.</i>
3.	STOREY	<i>6 Storeyed</i>	<i>1st Wing double storey and 2nd Wing 4 storeyed</i>	<i>3 storeyed</i>	<i>2 storeyed</i>	<i>3 storeyed</i>
4.	TOTAL ROOM	<i>90</i>	<i>104</i>	<i>40</i>	<i>27</i>	<i>22</i>
5.	COMMON TOILETS	<i>12</i>	<i>14</i>	<i>6</i>	<i>2</i>	<i>5</i>
6.	OFFICERS TOILETS/ ATTACHED TOILETS	<i>7</i>	<i>2</i>	<i>1</i>	<i>24</i>	-
7.	RECEPTION ROOM	-	<i>1</i>	-	-	-
8.	AUDITORIUM	-	<i>1</i>	<i>1</i>	-	-
9.	EXHIBITION ROOM	-	-	<i>1</i>	-	-
10.	COMMITTEE ROOM/ CONFERENCE ROOM	<i>4</i>	<i>2</i>	-	-	-
11.	CANTEEN	<i>1</i>	-	-	-	-
12.	COMMON ROOM/KITCHEN/DINNING ROOM	--	-	-	<i>1 each</i>	<i>1 each</i>

2. SERVICES REQUIRED

The entire open area and the built up area in all the buildings will have to be cleaned/ maintained strictly as per the Charter of duties as indicated in Annexure-I.

- (a) The selected agency shall provide required services for performing the job of maintenance of cleaning services at the IASRI. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.*
- (b) The job of sanitation and dusting is to be carried out on each floor and surrounding areas of Institute's buildings etc. as detailed in charter of duties from 8.00 a.m. to 4.00 p.m. uninterruptedly. It is to be ensured by the Contractor that these services on each floor are provided and supervised properly.*
- (c) The personnel engaged by the Agency for this job contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnels so engaged by the Contractor.*
- (d) The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and the Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel. As per the orders of the Govt. of India/ICAR, the Agency is required to make the payment of the salary/wages to their employees through Cheque in the presence of authorised official of IASRI.*
- (e) The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.*
- (f) The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the Contractor for the referred job as and when required.*
- (g) All the persons deployed will perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms (Summer & Winter) to the personnel.*
- (h) The tenderer will also have to furnish particulars relating to ESI, EPF, Registration Under Contract Act, turnover, infrastructure, Service Tax Number, PAN Number & Income Tax clearance certificates etc.*
- (i) Necessary police verification of the workers is also required.*
- (j) The agency shall furnish experience of performing job contract of Cleanliness services in reputed Govt/Semi Govt. building and organizations/Institutions.*

3. ELIGIBILITY CONDITIONS

- (a) *The firm should at least have five years of experience of performing job contract of Sanitation Services in reputed Govt./Semi Govt./Govt. undertaking/University establishment.*
- (b) *The firm should have a turnover of Rs. 10 Lakhs p.a. in past three years.*
- (c) *The firms should have at least 25 Sanitary Workers/Supervisor registered under ESI. & EPF.*
- (d) *The firm should also fulfil the statutory and welfare and labour law requirements in respect of its employees.*
- (e) *The above conditions are minimum and the tenderers will have to fulfil the criteria specified at Annexure-I also.*

4. TERMS OF THE CONTRACT

Initially the terms of the contract will be for one 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.

5. MODE OF PAYEMNT

The agency shall submit monthly bills for the job performed during the preceeding month on the first working day and the Institute shall make payment by means of crossed cheque drawn in favour of the agency.

6. TERMINATION

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post.

7. 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 sanitary duties at the Institute, full damages will be recovered from the agency and decision of the competent authority of the Institute shall be binding on agency.

8. SECURITY DEPOSIT:

The selected agency will have to make a security deposit (refundable) of Rs. 60,000/- (Rupees Sixty thousand only) through Demand Draft drawn in favour of Director IASRI New Delhi within two weeks from the award of the contract. No other form of payment of security deposit is acceptable. This will be adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency.

9. SANITARY MATERIAL

The required sanitary material will be provided by the Institute.

10. SURVEY OF THE BUILDINGS

The contractor is advised to do a complete survey on his own of all the buildings/Roads/Area of the Institute before offering the rates.

11. The ternder will be terminated in case the conditions in the agreement are not fulfilled.

12. In case of any dispute arising, decision of the Director, IASRI will be final and binding.

TENDER FOR ANNUAL CONTRACT FOR HOUSE-KEEPING/SANITATION SERVICES AT IASRI, NEW DELHI

*Full Name and address of the tenderer in
Addition to address and other relevant information
Needed for the complete Address :-*

*Telephone No.
Telegraphic Address*

From :-

*To
The Asstt. Administrative Officer
Indian Agricultural Statistics Research Institute,
Library Avenue,
Pusa, New Delhi – 12.*

*Sir,
I/we have read all the particulars regarding the general information and other terms and conditions of the Annual contract for Housekeeping/Sanitation Services at IASRI, Pusa New Delhi-12 and agree to provide the services as detailed in schedule here or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached " I and II"to this tender. We shall be bound by a communication acceptance dispatched within the prescribed time.*

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

*3. The following pages have been added to and form part of this Tender _____
_____. The schedules I and II to accompany this
tender are at page Nos. _____*

4. Total number of pages(please number the pages)

Signature of Tenderer with date

Address _____

Contact No. _____

Signature of witness _____

Address _____

SCHEDULE OF TENDER

1. Last date of receipt of Tender :- 17-9-2-10 upto 1:00 p.m.

2. Date of opening of Tender:- 18-9-2-10 at 2:30 p.m.

The rates tendered will be valid for a period of one year from the date of accepting the rates without Service charge will not be accepted.

Details of Monthly Salary/wages

<i>Requireme nt of Sanitation worker/Sup ervisors</i>	<i>Wages (Rs.)</i>	<i>ESI (Rs.)</i>	<i>EPF (Rs.)</i>	<i>Other Allowa nces (Rs.)</i>	<i>Serv ice Tax (Rs.) %</i>	<i>Service charges (Rs.) %</i>	<i>Monthly charges inclusive of all taxes/Charges (Rs.)</i>
<i>Sanitation workers 23</i>							
<i>Sanitation Supervisors 02</i>							
<i>Total 25</i>							

DECLARATION:

I ACCEPT ALL THE TERMS & CONDITIONS OF THE TENDER.

SIGNATURE _____

NAME & ADDRESS OF THE FIRM _____

(With seal)

Address _____

DATED _____ Contact NO. _____

ii) CHARTER OF DUTIES FOR SANITATION/CLEANLINESS SERVICES

S. No.	DETAILS	NUMBER	FREQUENCY
1	<i>Proper and efficient sweeping and cleaning with water of all the open area, parking lot, within the premises/boundary wall of Instt.'S Buildings.</i>	<i>In all the five buildings</i>	<i>Daily on all working days, to be completed by 9.30 a.m.</i>
2	<i>Proper and efficient sweeping with brush and swabbing of all the floor/carpet area, staircase, corridors and extended terrace(s), ways of water coolers with sufficient deodorants/phenyle.</i>	<i>In all the five buildings</i>	<i>Daily on all working days, to be completed by 9.30 a.m.</i>
3	<i>Proper and complete dusting/cleaning and swabbing of false ceiling, artificial partitions, reception desks and all other accessories like doors, window panes, grills of iron gates and artificial plants etc.</i>	<i>Ground floor and all floors. All rooms and Reception desks,toilets,stores</i>	<i>Daily on all working days, to be completed by 9.30 a.m.</i>
4	<i>Dusting of all items of furniture, fixure, partitions, glasses almirahs etc. within the rooms,Interview/CommitteeRoom/Conference Hall, Stores , Exhibition Room & Auditorium</i>	<i>In all five buildings . On all floors All rooms, CommitteeRooms, Class Rooms Auditorium, ExhibitionRoom/ Computer Labs.</i>	<i>Two/three times on all working days.</i>
5	<i>Proper and efficient cleaning with water and phenyle/deodorants of all floor area. Glazed looking mirrors, sanitary-ware and its fittings, pipes etc. in the common and officers toilets.</i>	<i>All common Toilet and all officers toilets.</i>	<i>Two/three times on all working days.</i>
6.	<i>Proper and efficient disposal of office waste in the dustbin/dalao of M.C.D.</i>	<i>For all five buildings</i>	<i>For all buildings daily</i>

Note-

The sweeping & cleaning work in the following buildings/Hostels including premises is be done daily(including Sunday & Holidays), as these buildings remain always open. Therefore, arrangement should be made to provide sufficient sanitation workers for these buildings on Sunday & Holidays also.

- 1- Guest House (Panse Hostel)
- 2- Sukhatme Hostel

BUILDING – WISE & SHIFT-WISE REQUIREMENT OF THE SANITATION WORKERS

S.NO.	Name of the Building/Location	Requirement of Workers	Duty Time /Shift
1	New Building	6	8.00 AM – 4.00 PM
2	Old Building	5	
3	Computer Building	3	
4	Sukhatme Hostel	3	
5	For sweeping and cleaning of all Open area, parking lot , within the Institute s premises/boundary wall	3	
6	Guest House (Panse Hostel)	2	6.00 AM – 2.00 PM
		1	2.00 AM – 10.00 PM
7	Sanitation Supervisors	1	6.00 AM – 2.00 PM
		1	8.00 AM – 4.00 PM
8	TOTAL	25	

Note:-

The sweeping & cleaning work in the following buildings/Hostels including premises is be done daily(including Sunday & Holidays), as these buildings remain always open. Therefore, arrangement should be made to provide sufficient sanitation workers for these buildings on Sunday & Holidays also.

- 1 Guest House (Panse Hostel)**
- 2 Sukhatme Hostel**

Asstt. Admn. Officer

SCHEDULE OF TENDER

PART-I

SCHEDULE - II

1	Name of the firm/agency	<u>Information furnished (with Proper Supporting Documents)</u>
2	Constitution of the Firm / Agency a) Indian Companies Act 1956 b) Indian partnership Act, 1932: (please give names of partners) c) Any other Act, if any,	
3	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	Name and Full address of 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	Service Tax Registration no. of the firm	
10	PAN Number	
11	Experience in no. of years (Name and address of client department may be indicated.)	
12	Turnover of last 5 years. (Certified copy be attached)	
13	Number of Sweepers / supervisor registered under ESI & EPF	

NOTE:-

- i) **All the above information of Part I of schedule II must be accompanied with the certified copies of the documents.**
- ii) **The information asked for at S.No. 11 to 13 above, may be furnished in detail clearly in separate separate sheets duly flagged**

SCHEDULE - III

Part – II

1. Detail of the Earnest Money Deposited

<i>S. No</i>	<i>Demand Draft No.</i>	<i>Date</i>	<i>Name of the Bank drawn on</i>	<i>Amount</i>
	<i>(Rupees</i> _____			

Part – III

**1. Name and address of the firms representatives
and whether the firm would be represented
at the time of opening of the tenders.**

Dated : _____

Place : _____

Authorised Signatory _____

Please add supplementary pages to be numbered wherever needed.