

## **TENDER DOCUMENT**

**Execution of General Cleanliness and Sweeping work on contract basis at CPRS Jalandhar w.e.f. 01.06.2020 to 31.05.2021**

Scope of the proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed, as per the following details :

1.	Notice Inviting Tender	ANNEXURE-I
2.	Instruction to Bidders	ANNEXURE-II
3.	General Conditions of Contract	ANNEXURE- III
4.	Pre requisites/requirements of the service contract	ANNEXURE- IV
5.	Schedule of Job Requirement and Term &Conditions	ANNEXURE- V
6.	Offer/Bid Form (Technical Bid)	ANNEXURE- VI
7.	Questionnaire	ANNEXURE- VII
8.	Details of Experience/Service provided during the last Three Years	ANNEXURE- VIII
9.	Financial Bid	ANNEXURE-IX
10.	Declaration To be Submitted by Bidder	ANNEXURE-X

*Note: Annexure-I to V not to be returned with tender and Annexure-VI to X to be compulsorily to be returned with the tender.*

### **Contact Details:**

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**Web.** <http://cpri.icar.gov.in>

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR(PUNJAB)**

F.No.VII2016/JAL/Cleaning/7661

Dated : 17<sup>th</sup> February, 2020

**Notice Inviting Tender**

On behalf of the Secretary, ICAR, the Head, CPRS, Jalandhar invites **online** tenders from the registered Contractors/Service Providers on the prescribed tender format for general cleanliness and sweeping work on contract basis at ICAR-CPRS, Jalandhar purely on job contract basis initially for a period of one year but extendable for a further need based period subject to satisfactory performance.

**1. CRITICAL DATA SHEET**

Tender ID	<b>2020_DARE_ 544971_1</b>
EMD Cost & EMD Validity	Rs.25,000/- (one month after award of contract)
Type of Tender	2 Bid (Technical & Financial)
Bid Submission Start Date	19.02.2020 (11.00AM))
Bid Submission Closing Date	11.03.2020 (11.00AM)
Bid Opening Date (Technical)	12.03.2020 (11.00AM)
Bid Opening Date (Financial)	16.03.2020 (11.00AM)
Bid Validity	90 days
Date of Pre-Bid meeting	27.02.2020 (11.00AM)
Venue of Pre-Bid meeting	Administrative Block, CPRS, Jalandhar

**Note:**

- 1.The tender form can be downloaded from our website <http://cpri.icar.gov.in> or GOI Portal <http://eprocure.gov.in>. Tender may be searched on the GOI portal by using the Tender ID.

Sd/  
HEAD, CPRS, JALANDHAR

**ICAR - CENTRAL POTATO RESEARCH STATION, JALANDHAR (PUNJAB)**

**INSTRUCTIONS TO BIDDERS**

**1. Earnest Money Deposit (EMD)**

- 1.1 All the bidders have to deposit **EMD** in the shape of bank draft/FDR/Bank Guarantee in favour of **CPRS, Jalandhar**, payable at Jalandhar which should reach in the office of The Head, CPRS, Jalandhar before opening of the Technical Bids and scanned copy of the same must also be uploaded on the CPP portal failing which the tender will be rejected straightway.
- 1.2 The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit while EMD of unsuccessful bidders will be released within 30 days after the award of the contract.
- 1.3 No interest is bearable on the EMD.
- 1.4 No request for transfer of any previous deposited Earnest Money will be entertained.
- 1.5 It is understood that the tender document downloaded by the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. If the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.
- 1.6 If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money will be forfeited.
- 1.7 If firm/contractor is MSE is registered for such work from any of the following then there is no need of deposition of EMD. However in that case valid registration certificate from any of following is required to be uploaded.
  - i) District industries Centres;
  - ii) Khadi and Village Industries Commission;
  - iii) Khadi and Village Industries Board;
  - iv) Coir Board;
  - v) National small industries Corporation
  - vi) Directorate of Handicraft and Handloom; and
  - vii) Any other body specified by the Ministry of MSME
- 1.8 Similarly, if the firm has valid Udhoyog Aadhaar from MSME ministry then also the firm is exempted from EMD provided the same is uploaded with tender document.

**2. Preparation of tender**

- 2.1 The tender will consist of Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during last 3 years (Annexure VIII), Financial bid (Annexure IX) and Declaration (Annexure X) and BOQ in excel format apart from other required documents. The scanned copies of bids should be uploaded by the bidder as per CPP Portal format.
- 2.2 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 2.3 Each page of the annexures (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped
- 2.4 In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively,

bear the Tender number and signed by authorized signatory. In such case, reference to the additional pages must be made in the tender form.

- 2.5 No addition and alteration shall be made in the tender form and BOQ. In case of any over writing in the tender form, these should be neatly initialled with date before signing and submitting tender.
- 2.6 **The Price bid quoted in BOQ must include price of all items of goods/liabilities on part of bidders for all jobs. Any hidden charges, If found later at any stage, in any form would lead to cancellation of bid/contract.**
- 2.7 The rates should be quoted taking into consideration latest notifications issued by the GOI/State Govt. whichever on the higher side for deployment of Manpower Services.
- 2.8 **The rates quoted in BOQ & Financial bid must be congruent with each other, if different rates are indicated in BOQ & Financial bid, the bid may be rejected.**

### 3. Signing of Tender

- 3.1 Front/each page of the tender shall be signed by the bidder/firm/agency or a person duly authorized to bind the firm/bidder to the contract with stamp of the firm/agency.
- 3.2 Individual signing the tender or other documents connected with the contract must specify whether he signs as:
- i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
  - ii) A partner of the firm if it be a partnership, in this case he must have authority to refer the arbitration dispute concerning the business of the partners admitting execution of the partnership agreement or a power of attorney.
  - iii) Constituted attorney of the firm if it is a company.
- 3.3 The tender is liable to be ignored if complete information is not given therein or if the particulars in the schedule to the tender not fully filled in. Specific attention must be paid to the General Conditions of the Contract as the contract entered into would be governed by them.

#### **N.B:**

1. In case of a copy of the partnership agreement or general power of attorney, in either case attested by Notary should be furnished unless or affidavit on stamp paper of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.
2. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender form and all the other related documents must be signed by every partner of the firm.
3. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to **warranty** that he has authority to bind with other and if, on enquiry it appears that the person so signing has no authority to do so, the CPRI may, without prejudice to other civil and criminal remedies, cancel the contract and hold- the signatory liable for all costs and damages.

### 4. Delivery of tender:

Tenders should be uploaded by the bidder in same/different covers as per CPP portal format and **hard copy only of EMD/exemption certificate must be sent by post addressed to The Head, CPRS, Jalandhar** to authenticate the genuineness of documents uploaded. If the scheduled date is declared as holiday, the delivery of tender and opening will be on next working day at the same time.

### 5. Validity of tender

Intending agencies/firms should note that their offers should remain open for acceptance for 90 days from the date of opening of tender. In the absence of such specifications in the tender, it will be presumed that their offers will remain open for acceptance for the period as specified in the schedule.

**NB:** Tenders with vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

**6. Opening of tenders:**

The bidders are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any. But since bids are to be opened online, hence decision regarding physical presence may be taken accordingly.

**7. Rates:**

The rates should be quoted in lump-sum amount in respect of all the general cleanliness work and other related activities mentioned in Schedule (Annexure-V) keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of **Minimum wages as prescribed by Central Govt./State Govt. whichever is on higher side for workers employed in general cleanliness and sweeping work and increase of VDA, if any, during the contractual period, EPF, ESI etc. payable under labour laws.** The quoted amount should be inclusive of any other Govt. Levies, if any and service charge of the Contractor. No request for alternation in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.

**8. Tender condition:**

If the rates quoted by bidders comes to an equal in that situation preference will be given to those firms who's total financial turnover of last three years is on higher side.

**9. Right of Acceptance:**

This office does not pledge itself to accept the lowest tender and reserves the right of accepting the whole or any part of the tender.

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**ICAR - CENTRAL POTATO RESEARCH STATION, JALANDHAR-144003**

**GENERAL CONDITIONS OF CONTRACT**

**1. Definitions**

In this contract, the following terms shall be interpreted as indicated:

“CPRS” means Central Potato Research Station, Jalandhar (a Principal Employer for hiring manpower)

“Contractor/Tenderer/Service Provider” means the individual, a firm/agency, who intends to provide manpower on contract basis to CPRS.

“Contract” means a legal agreement entered into between the CPRS and the Service Provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

“Contract Price” means the price payable to the Service Provider under a contract for the full and proper performance of its contractual obligations.

“Manpower” means labour to be provided on contract.

“Service” means all the manpower which the Service Provider is required to provide to the CPRS in terms of a contract.

**2. Application**

2.1 These General Conditions of Contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract.

2.2 Tenderers must give specific answers of the following question. Tenders containing equivocal or evasive replies will be ignored.

i) Whether services offered conform to particulars quoted in the schedule (Annexure V), if not, details of deviations must be stated here.

**3. Conditions of Contract:**

Tendering firms should quote on the basis of the conditions referred to in the Invitation to Tender and Instructions to Firms/Agency. If a bidder has quoted in response to this invitation to tender then it shall be understood that bidder agrees to all T&C of this tender document during & after the bidding stage.

**4. Security Deposit**

4.1 The successful firm/agency will have to submit acceptance letter on receipt of job contract letter and deposit a security amount equivalent to **10% of the total contractual value** in the office of the CPRS, Jalandhar valid beyond a period of 60 days after the date of completion of all contractual obligation

- 4.2 In the event of non-deposition of the same, it will be presumed that the contractor is not interested to undertake the job contract, as such, the Earnest Money will be forfeited.
- 4.3 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contractual period satisfactorily.

## **5. Payment**

The payment shall be made in the first fortnight of every succeeding month. The firm/Agency shall send its claim (with relevant documents, as required) to the Head, CPRS, Jalandhar. Before claiming any payment, the Agency/Firm shall ensure that all the contractual obligations for claiming the payment have been duly fulfilled. Contractor shall have to submit, if asked, proofs of deposition of EPF, ESI and GST etc. every month.

## **6. Termination of Contract**

The CPRS, without prejudice to any other remedy for breach of contract, may by written notice of default sent to the Service provider, terminate the contract in whole or in part, if the Service Provider fails to provide the services or fails to perform any other contractual obligation(s) within the time period specified in the contract given by CPRS.

## **7. Liquidated damages**

In case of any occurrence of theft incident during the period of contract or the deployed person of the contractor during the course of their duty damages, destroy, defaces or spoils any of the properties of CPRS, the contractor will be held responsible for the same to the extent of financial liability and the same shall be recovered from the contractor's bill or Security deposit. Due to any non execution/unsatisfactory execution of general cleanliness and sweeping work the resultant loss shall be recovered from bill of contractor. In such case, if the institute gets this work done by some other means, the cost thus incurred shall be deducted from the bill of the contractor. The work should be executed to the satisfaction of Head, CPRS, Jalandhar or any other authority appointed by him for this purpose.

## **8. Evaluation of Performance**

- 8.1 The Successful contractor will have to enter into a detailed contract agreement deed with CPRS on Non-Judicial Stamp Paper of appropriate value before commencement of work. The quality assurance of the contractor should be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports from the committee constituted by the Competent Authority.
- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the Head/Estate Officer of the Station. The labourer should be supplied ID Cards. A representative of the contractor/supervisor shall have to be maintained by the contractor to whom all directions shall be issued by the institute. This supervisor should have a valid phone number and E-mail ID during all stages of contract and same shall be intimated to Head, CPRS, Jalandhar.
- 8.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, etc. shall be maintained by the Contractor at his own cost and submit regularly to the office alongwith his claim for payment.

8.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of Central Potato Research Station, Jalandhar or do anything which may cause unnecessary disturbance or inconvenience to the staff on duty.

**9. Resolution of disputes**

9.1 If any dispute or difference of any kind shall arise between the CPRS and the Contractor/Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

9.2 If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the CPRS or Contractor/Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

9.3 All question disputes or differences under in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of Tender is issued, is situated.

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## ICAR-CENTRAL POTATO RESEARCH INSTITUTE JALANDHAR-144003

## PRE-REQUISITE/REQUIREMENT OF THE TENDER

1. Tender must be from reputed registered Contractors/Service Providers having at least **three** years' experience and expertise of similar (general cleanliness and sweeping) work in Govt./PSU/Private organizations.
  2. The Agency/Contractor should have valid PAN/ESI/EPF/GST number etc. on the date of opening of tender.
  3. Tender should be submitted only on CPP portal <http://eprocure.gov.in> Tender can download from GOI CPP portal or from our website: <http://cpri.icar.gov.in>. However, EMD, in a sealed envelope may be sent in the name of HEAD, CPRS, Jalandhar(Punjab) or put in the tender box kept in Office and ensure that the same is received in the office within stipulated time. Tender received after the due time and date will not be accepted and returned in original.
  4. Tender alongwith its Annexures (required to be sent with tender) should be returned intact and pages should not be detached.
  5. Tender shall be opened on the given date and time by the authorized digital signatory only in the presence of tenderers or their representatives, if any.
  6. Conditional and tenders without earnest money will liable to be rejected.
  7. The Director, CPRI, Shimla/CPRS, Jalandhar does not bind himself to accept the lowest tender and reserve the right to partially accept or to reject any or all the tenders received without assigning any reason.
  8. The firm/contractor should upload documents as detailed in Annexure-VI so as to consider eligibility for the contract.
  9. The rates should be quoted in lump-sum amount in respect of all general cleanliness and sweeping work and other related activities mentioned in Schedule (Annexure-V) keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of **Minimum wages as prescribed by Central Govt./State Govt. whichever is on higher side for workers employed in General cleanliness and sweeping work and increase of Variable Dearness Allowances, if any, during the contractual period, EPF, ESI etc. payable under labour laws.** The quoted amount should be inclusive of any other Govt. Levies, if any and service charge of the Contractor. No request for alternation in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.
  10. The Institute will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The contract will be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under the labour laws and other T&C specified in this document.
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## ICAR-CENTRAL POTATO RESEARCH STATION-JALANDHAR-144003

## SCHEDULE OF JOB REQUIREMENT

Details of General cleanliness and sweeping work to be undertaken during 1<sup>st</sup> June, 2020 to 31<sup>st</sup> May, 2021

S.No.	Details of work	Area	Frequency of work	Estimated labour units if work is to be carried out manually
1	Cleaning of all rooms in buildings (Office, labs, workshop, library including galleries, corridors, stairs and rooftops) with broom and wet cleaning/washing wiping (Pocha Lagana) with/without disinfectant, dusting of tables and work benches, collecting waste and disposal/dump at dumping site located in the farm(at 500 mtr.)	41 ROOMS (1741 Sq/mtr)	Once a day	500
2	Cleaning all toilets including urinals, wash basins and sinks etc. in above buildings.	10 No	-do-	150
3	Cleaning and wiping of glass panes of windows and doors (aluminium doors/sunmica fitted doors)	163 Nos windows/doors 3500 Sq.mtr	Twice in a month	25
4	Cleaning of campus including cycle sheds, generator room, research prototypes lab, prototype yard, cold store premises and plant room, tractor unit including rooms and open space, garages, implements sheds, cleaning of glass panes of windows/doors and disposal of waste at dumping sites located within campus	2500 Sq/mtr	Once in a week	60
5	Cleaning of roads in office & residential premises.	800 m length	Twice in a month	60
6	Cleaning and wiping of all rooms in guest house. Kitchen, dining hall, corridor and open space of the guest house, cleaning of wash basin and sinks, dusting of windows and doors etc.	10 rooms 471.13 Sq/mtr	4 times in a month. Toilets to be cleaned as & when required.	235
7	Cleaning of drains of sewerage system of the campus including residential complex	500m	Occasionally	10
8	Cleaning of potato sheds and conference hall (Farmer's Hall)	12 Sheds, (area 1615 Sq/mtr) Conference Hall (301 Sq/mtr).	Once in a month and before organizing any type of function.	100

## **IMPORTANT INSTRUCTIONS:**

- i) The work shall be carried out by the contractor during the office hours on all working days.
- ii) All the consumables (Brooms, disinfectant etc.) items required for cleaning shall not be provided by this office. These items will be provided by the contractor.

## **TERMS & CONDITIONS OF JOB CONTRACT:**

1. The intending contractor may survey the Station and work to be executed before responding to the tender. For this purpose, he may contact Dr. Sunayan Saha, Estate Officer of the Station.
2. Workers to be deployed should be within the age group of 20 to 50 yrs. with robust health. In case any of the labour so provided is not found suitable, the Institute shall have the right to ask for its replacement without giving any reasons, and the agency shall on receipt of a written communication will have to replace such persons immediately.
3. Since the work is required to be completed within the stipulated period, as such, the labour units can be increased/decreased as per requirement of the one part/first party from time to time.
4. In case, any deployed labour of the contractor suffer by any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such employee for medical expenditure and or expenditure incurred for rehabilitation and CPRS would have no liability towards damages claimed by such employee. Any statutory benefits of any sort to the deployed person of the contractor under any Act or law of the time being in force would be the sole liability of the Contractor and not that of the CPRS.
5. The labourer so provided by the agency/contractor under this contract will not be treated as employees of the CPRS and there will be no employer-employee relationship between the CPRS and the personnel so provided.
6. The contractor is bound to maintain the services of the deployed personnel in the contract. In case he fails to operate or maintain the services either through wilful absence of his staff, negligence, incompetence, failure or otherwise, the Director, CPRI/Head, CPRS reserve the right to terminate the contract and recover the such amount of expenditure incurred to rectify the lapse or deduct the necessary amount for the lapse as deems fit from the bill of the contractor.
7. The contractor will ensure that all the deployed labourers are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
8. The work shall be executed strictly as per the schedule of work and instructions of the Head/Estate Officer or his nominee.
9. The contractor will have to pay minimum wages and arrears of Variable Dearness Allowances increase from time to time as prescribed by Central Govt. for workers employed in general cleanliness services.
10. The contractor will ensure timely **Payment of wages strictly as per minimum wages Act to the deployed labourers in their bank account only** and maintain the record of their attendance, EPF/ESI etc. and submit such record to the authorized Officer of the Station regularly every month alongwith the bill. During the contract period, no accommodation will be provided by CPRS to the contractor and his deployed labourers.
11. Any other tax which is as per the rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department as per the rule. TDS/GST shall also be deducted at source from the bills of the successful contractor as per rule.
12. The Contractor shall abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining licence under Contract labour (R&A) Act, 1970 and other Labour laws applicable to him from time to time.
13. If required, the successful contractor will have to obtain a licence for execution of general cleanliness and sweeping work in the establishment of CPRS, Jalandhar from Asstt. Labour Commissioner (Central), Jalandhar. This document will have to be submitted by the successful contractor to this office before the start of work/within one month.

14. The contractor will provide and maintain specified FIRST AID BOX at the premises and observe rules and laws as required by Contract Labour (R&A) Act, 1970 and Contract Labour (R&A), Rules, 1971 or any other Act not specified herein but mandated by state Govt. or Central Govt.
15. The successful Contractor/Agency will have to enter into an Agreement Deed on Stamp Paper for execution of job contract on the above terms & conditions of the contract. Failure to submit an agreement deed before the start of work, the contract is liable to be terminated.

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**TECHNICAL BID****ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR-144003(PUNJAB)****OFFER/BID FORM**

From :

Dated \_\_\_\_\_

Shri/M/s \_\_\_\_\_

Address: \_\_\_\_\_

Ph.No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Mob. No. \_\_\_\_\_

To

The Head,  
Central Potato Research Station,  
Jalandhar-144001(Punjab)

Ref : Your tender document No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

Having examined the above mentioned tender document, the receipt of which is hereby duly acknowledged, I/We, the undersigned having accept all the T&C of this document, offer to execute **general cleanliness and sweeping work at CPRS, Jalandhar** on contract in conformity with the said tender documents and agree to hold this offer upto validity period as specified in tender document on the rate/sum as shown in the uploaded Rate Schedules, (BOQ and Annexure-IV). I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if our offer is accepted, I/We shall do general cleanliness and sweeping work on contract in accordance with the Service Schedule specified in the Schedule of Job Requirement after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this tender:

- 1- Registration certificate of the firm from any registration agency of State/Central Govt. Under contract Labour (Regulation & Abolition) Act 1970.
- 2- EPF certificate
- 3- ESI certificate
- 4- GST registration
- 5- Proof of PAN
- 6- Income tax return of last three years
- 7- Balance Sheet of last three years & turnover certificates of last 3 years.
- 8- User list including satisfactorily report of the client Department/Experience certificate
- 9- Annexure7
- 10-Annexure8
- 11-Annexure10

Every page so attached with this Tender bears my signature.

EMD in the shape of FDR/BG/DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.25,000/- drawn in favour of "CPRS, Jalandhar payable at Jalandhar is enclosed herewith.

Yours faithfully

Signature of tenderer

**TECHNICAL BID****ICAR-CENTRAL POTATO RESEARCH INSTITUTE JALANDHAR-144003(PUNJAB)****QUESTIONNAIRE**

BIDDERS/CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER/CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE". BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEARED AND/OR EVASIVE, THE OFFER WILL BE LIBLE TO BE IGNORED.

1.	Name & address of Firm/contractor With contact/fax No.	
2.	Registration No. of the Contractor (Attach proof)	
3.	What is your PAN No.(Attach attested copy)	
4.	What is your GST No.(Attach attested copy)	
5.	What is your EPF registration No.? (attach attested copy)	
6.	What is your ESI registration No. ? (attach a attested copy)	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ No. _____ Dt. _____
8.	Income tax return of last 3 years (attached or not)	
9.	Turnover certificate of last 3 years (attached or not)	
10.	User list including satisfactorily report of the client Department/experience certificate	
11.	All required Annexures (attached or not)	
12.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Authorized person of Contractor

For and on behalf of Contractor/firm

**TECHNICAL BID****ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR-144003(PUNJAB)****DETAILS OF EXPERIENCE/SERVICE FOR SIMILAR WORK (GENERAL CLEANING AND SWEEPING WORK) PROVIDED DURING THE LAST THREE YEARS**

S.No.	Name of the Deptt./Organization with phone Nos.	Period	No. of manpower deployed	Amount of contract	Enclose performance certificate issued, if any, by the Deptt.
1					
2					
3					

**Signature of the contractor with seal**

**FINANCIAL BID****FORMAT OF BID RATE/PRICE SCHEDULE**

<b>S.No.</b>	<b>Details of work</b>	<b>Area</b>	<b>Rates inclusive of all liabilities for execution of activities mentioned in Annexure-V</b>
<b>1</b>	Cleaning of all rooms in buildings (Office, labs, workshop, library including galleries, corridors, stairs and rooftops) with broom and wet cleaning/washing wiping (Pocha Lagana) with/without disinfectant, dusting of tables and work benches, collecting waste and disposal/dump at dumping site located in the farm(at 500 mtr.)	41 ROOMS (1741 Sq/mtr)	
<b>2</b>	Cleaning all toilets including urinals, wash basins and sinks etc. in above buildings.	10 No	
<b>3</b>	Cleaning and wiping of glass panes of windows and doors (aluminium doors/sunmica fitted doors)	163 Nos windows/doors 3500 Sq.mtr	
<b>4</b>	Cleaning of campus including cycle sheds, generator room, research prototypes lab, prototype yard, cold store premises and plant room, tractor unit including rooms and open space, garages, implements sheds, cleaning of glass panes of windows/doors and disposal of waste at dumping sites located within campus	2500 Sq/mtr	
<b>5</b>	Cleaning of roads in office & residential premises.	800 m length	
<b>6</b>	Cleaning and wiping of all rooms in guest house. Kitchen, dining hall, corridor and open space of the guest house, cleaning of wash basin and sinks, dusting of windows and doors etc.	10 rooms 471.13 Sq/mtr	
<b>7</b>	Cleaning of drains of sewerage system of the campus including residential complex	500m	
<b>8</b>	Cleaning of potato sheds and conference hall (Farmer's Hall)	12 Sheds, (area 1615 Sq/mtr) Conference Hall (301 Sq/mtr).	
	Total Amount		
	GST (Service Tax)		
	Grand Total		

Signature of the contractor with SEAL

Total amount (In words) rupees \_\_\_\_\_  
only)

**Note: The above quoted rates are inclusive of Min. wages (wages as notified by State/ Central Govt., whichever is higher) EPF, ESI and VDA etc. payable under the Contract Labour (Regulations & Abolition) Act, 1970 & 1971 & other relevant acts during the contract period.**

Signature of the contractor with SEAL

**FINANCIAL BID**

**ICAR - CENTRAL POTATO RESEARCH STATION, JALANDHAR-144003**

**DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER**

- 1 I/We agree to keep the offer of this tender valid upto 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
- 2 I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to HEAD, CPRS, Jalandhar based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
- 3 I/We shall not assign the contract to anyone else or sub-contract any portion of the contract.
- 4 If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by HEAD, CPRS, Jalandhar upto the submission of acceptance letter of contract award to the office and till deposition of **10% security** as required under the contract.
- 5 If upon written intimation to me/us by the HEAD, CPRS, Jalandhar, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
- 6 I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
- 7 I/we, agrees to discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, EPF & ESI Act. Industrial dispute act etc. as applicable.
- 8 I/We have fully understood that the written agreement to be entered between us and CPRS shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of Central Potato Research Station.

**Signature of Contractor**

**Name & Address :** \_\_\_\_\_

**Seal of Contractor**\_\_\_\_\_