



ICAR-Directorate of Groundnut Research
(Indian Council of Agricultural Research)
Ivnagar Road, P.B.No. 5, Junagadh - 362 001, Gujarat, India
Website: <http://www.dgr.org.in> FAX:0285-2672550
Telephone : 0285 -2673041, 2672461

F. No.2(25)/ Estt /2017-18/

Date: 30.11.2017

TENDER NOTICE (03)

Re-tender/01

Reputed service providers are invited to participate in the open tender to **Award House-Keeping Services at ICAR-Directorate of Groundnut Research, Junagadh** on contract basis at this Directorate.

Schedule of the Tender

A	Last date for sale of Tender Documents	21.12.2017 up to 15:00 hrs
B	Pre-bid conference	05.12.2017 at 11:00 hrs
C	Last date of receipt of Tenders	21.12.2017 up to 15:00 hrs
D	Date, place and time of opening of technical bids	21.12.2017 at 15:30 hrs
E	Date, place and time of opening of financial bids	To be notified by mail to the selected bidders.

Reputed service providers are invited to participate in the open tender. The 'Tender Documents' containing scope of work and terms & conditions may be obtained from this Directorate on submission of a request. Alternatively, the Tender Documents can be downloaded from the website www.dgr.org.in, <https://eprocure.gov.in/cppp> submit the completed Tender Documents failing which the tender will be rejected.

Tender document can be downloaded with full details from www.dgr.org.in and <https://eprocure.gov.in/cppp>

Administrative Officer

REGISTERED WITH ACKNOWLEDGEMENT DUE

F. No.2(25)/ Estt /2017-18/

Date: 30.11.2017

Serial No. _____ Date _____

NOT TRANSFERABLE

ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH 362 001

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING CONTRACT FOR THE HOUSE - KEEPING SERVICES
AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH JUNAGADH

- A. Last date of sale of Tender Form is **21.12.2017 up to 15:00.**
- B. The pre-bid conference will be held on **05.12.2017 at 11:00**
- C. Last date of receipt of Tenders in Office is **21.12.2017 up to 15:00**
- D. Tenders to be opened on **21.12.2017 at 15:30** (Technical Bid Only)

**Date and time of opening of Financial bid may be informed to the
selected bidders of Technical Bid**

- E. Tender to remain open for acceptance up to 90 days from the date of opening.

NOTE:

1. The Director, ICAR-Directorate of groundnut Research, Junagadh may at his discretion, extend this date by a fortnight and such extension shall be binding on Bidders.
2. If the date up to which the Tenders is to be opened for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

INVITATION OF TENDER
FOR THE HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUND
RESEARCH, JUNAGADH 362 001

From: Administrative Officer,
ICAR-Directorate of Groundnut Research,
Ivnagar Road P.O.Bag No.5
Junagadh 362 001

To

Dear Sir(s),

Sealed Tenders are hereby invited for contract of **providing of House keeping service on Job contract at ICAR-DGR, Junagadh**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders 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.30,000/-(Rupees thirty Thousand only)** must be deposited in the form of demand draft/pay order payable to **“ICAR Unit DGR, Junagadh”**. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful bidders' as early as possible whereas in the case of successful tender, EMD will be refunded after deposition of **Performance Security Deposit of Rs.75,000/- (Rupees seventy five thousand) in form of Demand Draft.**

3. The bidder is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resign from his offer or modify the terms and conditions thereof. If the bidder fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-DGR Junagadh.

4. The Schedules 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. Each additional page must be numbered consecutively and be signed in full by the Bidder. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Bidder will not be allowed otherwise the Tender will be rejected.

5. 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 Tender is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of 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.

6. If Bidder does not accept the offer, after issue of letter of award by ICAR-DGR, Junagadh within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tender and all other related documents must be signed by 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 bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council 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 schedules to the Tenders and annexure, if any, should be signed by the Bidder.

8. The original copy of the Tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "providing of House keeping service on Job/Service contract at ICAR-DGR, Junagadh" with address of this office and of the Bidder. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the office not later than **1500 hrs on 21.12.2017**.

Tender received after the specified date and time for receipt of tender shall not be considered.

9. The rates quoted by each firm for job/House keeping service contract in Tender be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The ICAR-DGR, Junagadh does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tender in whole or in part of the Tender. You are however at liberty to bid 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. Other conditional Tenders will not be accepted.

11. **Performance Security deposit of Rs.75,000/- (Rupees seventy five thousand only)** is to be deposited by the Selected Agency/Successful Bidder through Account payee Demand Draft only after receiving a communication from the DGR, Junagadh. In the event of non-deposition of the same and non-undertaking of contract the earnest money will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

12. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Bidder.

13. GST or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, the Income tax/GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Bidder, as per rules.

14. The Director, DGR, Junagadh 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 Bidder.

15. Decision of the Director, DGR, Junagadh will 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 level and will not be referred to arbitration.**

16. Acceptance by the Institute will be communicated by FAX, 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/Express letter etc. should be acted upon immediately.

17. निविदा प्रपत्र के साथ निविदा दस्तावेज/ वाउचर को साथ में संलग्न किया जाए जो कि निविदा दस्तावेज के नियम एवं शर्तों में शामिल है:

The following documents/vouchers are required to be enclosed with the Tenders form which are the terms and conditions of the Tenders document:

(क) समुचित एथारिटी के कार्य अनुबंध के तहत फर्म का पंजीकरण प्रमाण पत्र (दुकान एवं स्थापना अधिनियम, 1948 (मुम्बई)/भारतीय कम्पनीज अधिनियम, 1956/ अथवा अन्य किसी अधिनियम के तहत पंजीकरण)

(a) Registration certificate of the firm under the work contract of the appropriate authority [Registration under Shop & Establishment Act, 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act].

(ख) केन्द्रीय सरकार के निकायों/भारत सरकार के स्वायत्त निकायों/भारत सरकार के निगमों/मान्यताप्राप्त सार्वजनिक अथवा निजी संगठनों में ऐसी सेवाएं प्रदान करने के क्षेत्र में फर्म का कम से कम एक वर्ष के निरन्तर अनुभव के बारे में विवरण को कृपया तालिका प्रारूप में दें (दस्तावेज के पृष्ठ सं. 21) ।

(b) At least one **years continuous experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form [**page No.21 of the document**].

- (ग) चार्टर्ड एकाउन्टेन्ट द्वारा सेवा अनुबंध की पिछले वर्ष के लिए फर्म की प्रमाणित बैलेंस शीट
(c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- (घ) जहां निविदाकर्ता द्वारा पिछले एक वर्ष की लिए सेवा प्रदान की गई है, वहां से संतोषजनक सेवाओं की विधिवत प्रमाणित प्रतियां
(d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last one year.
- (ङ) स्थानीय सरकार द्वारा जारी कर्मचारी ईपीएफ पंजीकरण प्रमाण पत्र आदि
(e) Employee EPF registration certificate issued by local govt. etc.
- (च) स्थानीय सरकार द्वारा जारी कर्मचारी ईएसआई / डब्ल्यू.सि.आई (ईएस आई नहीं होने पर सफल निविदादाता को WCI प्रमाणपत्र 15 दिनों में जमा कराना पड़ेगा) पंजीकरण प्रमाण पत्र आदि ।
(f) Employee ESI/WCI (in case of non availability of ESI, successful bidder will have to obtain WCI within 15 days from the date of award) registration certificate issued by local govt. etc.
- (छ) निविदाकर्ता/एजेन्सी के पास अनुबंध श्रम (निगमन एवं उन्मूलन), अधिनियम, 1970 के तहत पंजीकरण होना चाहिए। निविदाकर्ता द्वारा इस अधिनियम के अंतर्गत श्रम लाइसेंस हासिल करना चाहिए।
(g) 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.
- (ज) ईएसआई/ डब्ल्यू.सि.आई तथा ईपीएफ के तहत पंजीकृत कामगारों की संख्या के साथ साथ ई.एस.आई/ डब्ल्यू.सि.आई एवं ईपीएफ में योगदान का विवरण। वाउचर के दस्तावेजी साक्ष्य (यथा अप्रैल, 2017 से जून, 2017 के लिए चालान) को संलग्न किया जाए।
(h) Nos. of workers registered under ESI/WCI & EPF separately along with their ESI/WCI & EPF contributions. Documentary proof of vouchers **[i.e. challan for the month of April 2017 to June 2017]** to be required and may be attached.
- (झ) आयकर विभाग द्वारा आवंटित आयकर स्थाई लेखा (PAN)
(i) Income Tax Permanent Account allotted by Income Tax dept.
- (त) केन्द्रीय सीमा शुल्क और आबकारी विभाग द्वारा आवंटित माल सेवा कर संख्या
(त) (i) यथा अप्रैल, 2017 से जून, 2017 के लिए सेवा कर चालान की प्रति संलग्न करें।
(j) GST No. allotted by Central Custom and Excise Dept.
(j) (i) Provide Service Tax challan for the month of April 2017 to June 2017
- (थ) सफल निविदाकर्ताओं द्वारा 100 रुपये (एक सौ रुपये) के नॉन जुडिशियल पेपर पर भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ़के साथ एक विस्तृत अनुबंध

समझौता तैयार करना होगा।

- (k) Successful tenderers will have to enter into detailed contract agreement with ICAR-DGR, Junagadh on non judicial paper of Rs. 100/- (Rupees One hundred only)

नोट Note :

- A. तकनीकी तथा वित्तीय बोली को दो अलग अलग लिफाफे में मुहरबंद किया जाए और फिर एक मुख्य लिफाफे में रखा जाए।
- a. The technical bids and financial bids may be submitted in two separate envelopes to be sealed and put in a main cover.
- B. कृपया क्र. सं. 17 (क) से [त (i)] पर वर्णित सभी दस्तावेजों की फोटोप्रति संलग्न करें।
- a. Please attach a Photostat copy of all the documents mentioned against Sl. No.17(a)to[j (i)]
- फर्मों को सलाह दी जाती है कि वे गुजरात राज्य / भारत सरकार द्वारा निर्धारित न्यूनतम मजदूरी दरों व बड़ा हुआ महंगाई भत्तों का कड़ाई से अनुपालन करें।
 - The firms are advised to strictly adhere to the Minimum Wages includes VDA prescribed by GOI /Gujarat State.

भवदीय/Yours faithfully,

प्रशासनिक अधिकारी
निदेशक के लिए एवं उनकी ओर से
Administrative Officer
For and on behalf of the Director

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to three times of the rate quoted for a specific job will be levied as liquidated damages for non-performance/partial performance/poor performance of the specific job assigned to the Agency for carrying out within the specified time/day.

2. Any misconduct/misbehavior on the part of the staff/supervisor engaged by the Agency will not be tolerated and such person(s) will have to be replaced immediately by the Agency and loss/damage caused, if any, shall be recovered from the Agency.

Yours faithfully,

Administrative Officer
For and on behalf of the Director,

निविदा दस्तावेजों के साथ प्रस्तुत किए जाने वाले जरूरी दस्तावेजों की जांच सूची
CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER
DOCUMENTS

- फर्म/एजेन्सी का नाम :
- Name of the Firm :
- प्रस्तुत रूपये 30,000/- की धरोहर जमा राशि :
- E.M.D. for Rs. 30,000/- furnished :

[क] (a)	समुचित एथारिटी के कार्य अनुबंध के तहत फर्म का पंजीकरण प्रमाण पत्र (दुकान एवं स्थापना अधिनियम, 1948 (मुम्बई)/भारतीय कम्पनीज अधिनियम, 1956/ अथवा अन्य किसी अधिनियम के तहत पंजीकरण) Registration certificate of the firm under the work contract of the appropriate authority [Registration under Shop & Establishment Act, 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act].	
[ख] (b)	केन्द्रीय सरकार के निकायों/भारत सरकार के स्वायत्त निकायों/भारत सरकार के निगमों/मान्यताप्राप्त सार्वजनिक अथवा निजी संगठनों में ऐसी सेवाएं प्रदान करने के क्षेत्र में फर्म का कम से कम एक वर्ष के निरन्तर अनुभव के बारे में विवरण को कृपया तालिका प्रारूप में दें (दस्तावेज के पृष्ठ सं. 21) । Atleast one years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form [page No. 21 of the document].	
[ग] (c)	चार्टर्ड एकाउन्टेन्ट द्वारा सेवा अनुबंध की पिछले वर्ष के लिए फर्म की प्रमाणित बैलेंस शीट Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.	
[घ] (d)	जहां निविदाकर्ता द्वारा पिछले एक वर्ष की लिए सेवा प्रदान की गई है, वहां से संतोषजनक सेवाओं की विधिवत प्रमाणित प्रतियां Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last one year.	
[ङ] (e)	स्थानीय सरकार द्वारा जारी कर्मचारी ईपीएफ पंजीकरण प्रमाण पत्र आदि Employee EPF registration certificate issued by local govt. etc.	
[च] (f)	स्थानीय सरकार द्वारा जारी कर्मचारी ईएसआई / डब्ल्यू.सि.आई (ईएस आई नहीं होने पर सफल निविदादाता को WCI प्रमाणपत्र 15 दिनों में जमा कराना पड़ेगा) पंजीकरण प्रमाण पत्र आदि Employee ESI/WCI (in case of non availability of ESI, successful bidder will have to obtain WCI within 15 days from the date of award) registration	

	certificate issued by local govt. etc.	
[छ]	निविदाकर्ता/एजेन्सी के पास अनुबंध श्रम (निगमन एवं उन्मूलन), अधिनियम, 1970 के तहत पंजीकरण होना चाहिए। निविदाकर्ता द्वारा इस अधिनियम के अंतर्गत श्रम लाइसेंस हासिल करना चाहिए।	
(g)	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.	
[ज]	ईएसआई/ डब्ल्यू.सि.आई तथा ईपीएफ के तहत पंजीकृत कामगारों की संख्या के साथ साथ ई.एस.आई/ डब्ल्यू.सि.आई एवं ईपीएफ में योगदान का विवरण। वाउचर के दस्तावेजी साक्ष्य (यथा अप्रैल, 2017 से जून, 2017 के लिए चालान) को संलग्न किया जाए।	
(h)	Nos. of workers registered under ESI/WCI & EPF separately along with their ESI/WCI & EPF contributions. Documentary proof of vouchers [i.e. challan for the month of April 2017 to June 2017] to be required and may be attached.	
[झ]	आयकर विभाग द्वारा आवंटित आयकर स्थाई लेखा (PAN)	
(i)	Income Tax Permanent Account allotted by Income Tax dept.	
[त]	केन्द्रीय सीमा शुल्क और आबकारी विभाग द्वारा आवंटित माल सेवा कर संख्या	
[त] (i)	अप्रैल, 2017 से जून, 2017 के लिए सेवा कर चालान की प्रति संलग्न करें।	
(j)	GST No. allotted by Central Custom and Excise Dept.	
(j) (i)	Provide Service Tax challan for the month of April 2017 to June 2017	

नोट : निविदा के साथ संलग्न किए गए सभी दस्तावेजों के पृष्ठों पर हस्ताक्षर किए जाएं और मुहर लगाई जाए।

Note: All the pages of documents attached with the bid must be signed and stamped.

TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH

Full Name & Address of the Bidder 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

The Administrative Officer,
ICAR-Directorate of Groundnut Research,
Iv Nagar Road P.O.Bag No. 5
Junagadh 362 001

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing of House Keeping services at ICAR-DGR, Junagadh** 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 90 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 within 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 form a part of this Tender _____ . The Schedules-I & II to accompany this Tenders 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 "ICAR Unit DGR, Junagadh, and payable at Junagadh is enclosed as earnest money required.

Yours faithfully,

Dated :

Signature & Seal of the Bidder
Telephone No. Office
Resi. Mobile

Witness

Address

Occupation

Signature of witness to contractor's signature

Address :

Name & Signature of Witness :

Address:

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932
(Please give names of partners)
 - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting ICAR-DGR, Junagadh regarding the contract

Date:

Place:_____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Bidder.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH

1. **Building and location:** Below mentioned office-cum-laboratory building, farm office, guest house, farmers training hostel, and residential quarters are located in ICAR-DGR campus, Ivanagar road, P.B.no.5, Junagadh.

Sr. No.	Description	Office-cum-Lab	Farm section+ Recreation room* + canteen**+ Training hall [§]	Guest house	Training hostel	Residential quarters
1.	Storey	Four storied	Single storied	Single storied	Two storied	---
3.	Total room	77 nos. (un-numbered and partitioned room may be considered as part of numbered room)	7 + 1* + 1**+1 [§]	7+kitchen+dining hall	12+ kitchen+dining hall	Type-I: 04 Type-II: 08 Type-III: 14 Type-IV: 14 Type-V: 03
4.	Common toilet	10 nos.	01 nos.	01 nos.	01 nos.	01 no.
5.	Attached toilet	02 nos.	01 nos.	07 nos.	12 nos.	--
6.	Corridor	04 nos.	01 nos.	01 nos.	02 nos.	--
7.	Stairs	02. nos.	---	--	01 no.	6+7+1= 14
8.	Vehicle Parking	--	01(two wheel) 01(four wheel)	----	---	4 (two wheel)
9.	Path & open area	Concrete floor in front of main office building and approach roads around the main office premises.	Open area in farm section with vehicle shade and approach road from two wheeler parking to farm section and annexae lab.	---	---	Approach roads connecting to quarters and main road from residential colony main gate to last junction of approach road to residential quarters.

2. Estimated man days for total services per day: 10(ten)

3. **Scope of Work:** As per Schedule-II

4. The work of providing of housekeeping services at ICAR-DGR, Junagadh shall have to be under taken without causing any damage to the ICAR-DGR properties. In case, any damage is caused by the mandays deployed by the contractor to do the work of cleaning/sweeping at ICAR-DGR, Junagadh the same shall be made good by the contractor.
5. The Agency/Firm shall not appoint any Sub-Contractor to carry out any obligations under this Contract.
6. The contractor has to carry out the work on needs basis. However the contractor shall carry out the contract work under the direct supervision/ instruction/ satisfaction of the Director or his nominee between **8.00 hrs. to 17.00 hrs.** The Contractor shall complete the job works within the stipulated time. However, in case, if he fails to complete the work entrusted to him within the stipulated time, the proportionate amount as per day penalty clause (which is enclosed) applicable at that time will be deducted from the monthly bill keeping in view the fact that had the contractor actually provided mandays to complete the work in time.
7. Payment for maintenance work will be made monthly upon submission of pre--receipted bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual requirement provided during the month.
8. **An earnest money of Rs. 30,000/-**(Rupees thirty thousand only) in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resile from the offer.
9. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of Housekeeping at ICAR-DGR, Junagadh shall be got done from other source at the expenses of the defaulting firm.
10. All essential items for cleaning/sweeping should be provided by the agency at their own cost such as Soft broom (phul jharu), Hard broom (sari jharu) Broom, Wiping cloth (pocha) with long handle, Table duster, acid, Phenyl Naphthalene balls, Road cleaning brush, Toilet cleaning brush, hand wash liquid or soap, Buckets, toilet cleaner, Liquid Detergent etc. of standard quality.
11. **The work at ICAR-DGR should be supervised by providing suitable personnel of firm.**
12. After physical inspection of the site, very detailed assessment/requirements of sweeping personnel for providing House Keeping services at the ICAR-DGR, Junagadh shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that **rates should not be proposed on the basis of mandays to be provided under the contract.** No request for alteration in the rates once quoted will be permitted within one year.
13. The Agency/firm shall employ fresh, good and reliable workers (men) with robust health and clean record preferably within the age group of 21 to 50 years. The Agency/Firm shall be responsible for the conduct and decent behavior of its

employees In case any employee of the Agency/Firm is found misbehaving with any staff of the Instituted, visitors, etc. or creating any disturbance to the peaceful atmosphere in the corridors, etc. the Agency/Firm shall withdraw them at their own risk and responsibility. The Agency/Firm shall therefore, issue necessary instruction to its employee to act upon the instructions given by the concerned officers of this Institute.

14. The rates to be quoted should include cost of each and every item including transportation cost, mandays prevailing minimum labour wages, material cost, etc. The ICAR-DGR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, Consumable items etc. and the same will be bear by the contractor only.
15. The Agency/Firm will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency/Firm shall indemnify and keep indemnified the ICAR-DGR, Junagadh from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-DGR shall be final and binding on the contractor.
16. Income Tax and GST TDS will be deducted from the payments due for the work done as per rule.
17. The Agency/Firm shall be responsible to the Director of this Institute and other Officers nominated by him for the execution of the contract and for day to day cleanliness work in various rooms, toilets, corridors and other areas mentioned in the Schedule – II.
18. On proceeding on leave, etc. by the employee of the Agency/Firm, his substitute shall be posted immediately under intimation to this Institute without any additional charge or expenses. Changing of workers should be intimated to the Officer-in-charges, House Keeping.
19. The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, if required as per rules.

The Director, ICAR-DGR, Junagadh reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-DGR, Junagadh shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

20. Penalty clause

1. सफाई व सीवरेज संबंधी शिकायत का निवारण ठेकेदार द्वारा शिकायत का प्रस्ताव प्राप्त होते ही तुरन्त करना अनिवार्य है व आवश्यकता पड़ने पर अतिरिक्त संसाधन जुटा कर शिकायत निवारण करना होगा | यदि समस्या विकट है तो चौबीस घंटे में उसका निवारण आवश्यक है |

तत्पश्चात असाधारण मामलों को छोड़ कर रु 100/- प्रति दिन प्रति शिकायत की दर से मुख्य बिल से पैसा काट लिया जाएगा।

2. ठेकेदार को सीवरेज लाइन व हौंदियो की सफाई करते समय विशेष ध्यान रखना होगा की सीवरेज लाइन व हौंदियो में जहरीली गैस का रिसाव न हो रहा हो ऐसा पूरी तरह आश्वस्त होने के बाद ही ठेकेदार श्रमिकों को हौंदियो में कार्य करने देगा। इसमें किसी तरह की लापरवाही/ या दुर्घटना के लिये ठेकेदार स्वयं जिम्मेवार होगा।
3. सीवरेज लाइन व हौंदियो की सफाई करते समय उनको जरूरी समय तक खुला रखना होगा किन्तु यह व्यवस्था करनी होगी की कोई व्यक्ति या जानवर उसमें गिरे नहीं।
4. आंधी व वर्षा आदि किसीभी कारण से परिसर में मिटटी एवं कचरा तथा कीचड आदि होनेकी स्थिति में ICAR-DGR, JUNAGADH संस्थान द्वारा अधिकृत अधिकारी के निर्देशानुसार सफाई ठेकेदार को समुचित मात्रा में अधिक सफाई श्रमिक लगाकर परिसर की सफाई का कार्य सुचारू रूप से करवाना होगा जिसके लिए कोई अतिरिक्त भुगतान नहीं किया जायेगा। निर्देशानुसार कार्य न करने पर अनुपातिक पेनल्टी का प्रावधान है।
5. सफाई अनुबंध में आने वाले सभी भवनों के छतों व पानी कि टंकियों की आदेशानुसार तुरंत सफाई करनी होगी। छतों व पानी कि टंकियों की सफाई कर संस्थान नोडल अधिकारी (सफाई कार्य हेतु)को सूचित करना होगा। सफाई न होने पर रु 100/- प्रति माह प्रति भवन की दर से मुख्य बिल से पैसा काट लिया जाएगा।
6. संस्थान के सक्षम अधिकारी/सफाई प्रभारी अधिकारी के निरीक्षणों के दौरान सफाई संतोषजनक नहीं होने पर ठेकेदार पर अलग से पेनल्टी लगाई जा सकती है अथवा ठेका समाप्त किया जा सकता है।
7. प्रति दिन सभी बिन्दुओ पर सफाई कार्य पूरा नहीं होता है अथवा संतोषजनक नहीं होता है तो उसे संतोषजनक तरीके से पूरा करना ठेकेदार की जिम्मेदारी होगी। कार्य पूर्ण व संतोषजनक नहीं पाये जाने पर आनुपातिक रूप से बिल में से कटौती की जायेगी।
8. ठेकेदार एवं सफाई कर्मों कार्य के दौरान परिसर में मादक पदार्थों का उपयोग नहीं करेंगे एवं ऐसा पाये जाने की दशा में जो भी उचित कार्यवाही हो, वो की जायेगी।
9. ठेकेदार द्वारा नियुक्त सुपरवाइजर संस्थान नोडल अधिकारी (सफाई कार्य हेतु) को व्यक्तिगत रूप से उपस्थिति हो दैनिक कार्य प्रगति से अवगत कराएगा व रिपोर्ट सुपर्द करेगा। सुपरवाइजर उपलब्ध नहीं होने पर और दैनिक रिपोर्ट नहीं देने पर रु 500/- प्रतिदिन प्रति सुपरवाइजर के हिसाब से कटौती होगी।
10. आवासीय परिसर की सफाई सम्बन्धी शिकायतों का निवारण करने हेतु ठेकेदार को कार्यालय समय के पश्चात व अवकाश के दिनों में जिम्मेदार कर्मचारी को उपलब्ध कराना होगा। ऐसा नहीं होने पर रु 200/- प्रति शिकायत के हिसाब से कटौती होगी।
11. संस्थान में विभिन्न आयोजनों के दौरान व पश्चात होने वाली गंदगी की सफाई अलग से व्यवस्था कर तुरंत करवानी होगी। विलंब होने पर रु 100/- प्रति दिन के हिसाब से मुख्य बिल से काटा जाएगा।
12. कोई भी आकस्मिक सफाई कार्य होने पर ठेकेदार को तुरंत करवाना होगा। विलंब होने पर रु 200/- प्रति दिन के हिसाब से मुख्य बिल से काटा जाएगा।
13. ठेकेदार को परिसर के कचरे व गंदगी को डालने की व्यवस्था स्वयं करनी होगी व परिसर के अंदर निर्धारित स्थान पर ही डालना होगा।

अन्य नियम व शर्तें :

Other terms & Conditions:

- 1.1 प्रधान नियोक्ता/डीडीओ को ठेकेदार को भुगतान करने से पहले उससे ईसीआर, ई चालान तथा प्रोविजनल फंड कटौती को दर्शाने वाला वेतन/मजदूरी के रजिस्टर की प्रति हासिल करनी चाहिए।

Principal employers/ D.D.O s should get a copy of ECR, e- challan and salary/wages register reflecting P.F. deductions, before releasing payments to contractors.

- 1.2 वैधानिक प्रावधानों के तहत, नियोक्ता के 12 प्रतिशत अंशदान के साथ कर्मचारी के वेतन/मजदूरी में से कटौती किए जाने वाले पीएफ देय का कर्मचारी वार विवरण इलैक्ट्रॉनिक चालान व रिटर्न (ईसीआर) के प्रारूप में प्रस्तुत किया जाता है और उसके बाद ईपीएफ वेबसाइट से ई-चालान सृजित होता है। चूंकि सभी सार्वजनिक तथा निजी सेक्टरों को आपूर्ति की गई मानवशक्ति के संबंध में ठेकेदार की समेकित ईसीआर बड़ी भारी होगी और इससे डीडीओ के स्तर पर संशय पैदा होगा तथा अधिक समय और ऊर्जा लगेगी इसलिए मैनीपुलेशन को रोकने के लिए एक अलग ईसीआर और ई-चालान का होना जरूरी है। किसी विशेष कार्यालय/विभाग में तैनात की गई मानवशक्ति जिसके लिए डीडीओ द्वारा ठेकेदार को भुगतान किया जाना है, के संबंध में प्रति माह एक अलग ईसीआर और ई-चालान की मांग करके ठेकेदार द्वारा की जाने वाली धोखाधड़ी को रोका जा सकता है।

Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees, alongwith 12% employer share are submitted in the form of electronic challan cum return (ECR), thereafter, e-challan is generated from the EPF website. Since the consolidated ECR's of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e-challan as stated above are very important to prevent manipulations. Cheating by the contractors can be prevented by demanding separate ECR and e-challan every month in respect of manpower deployed in a particular office/ departments for which DDO is to release the payments to the contractors.

- 1.3 डीडीओ द्वारा ईपीएफओ की वेबसाइट यथा epfindia.gov.in. से ईसीआर के संबंध में सभी कर्मचारियों के नाम की जांच की जा सकती है।

DDOs can check the name of all the employees with regard to ECR from the website of EPFO i.e. epfindia.gov.in.

- 1.4 ईपीएफ संगठन द्वारा ई चालान की लेन देन संख्या के संबंध में भुगतान की सुविधा प्रदान की जाती है। जब भी कभी किसी सदस्य के खाते में पीएफ देय का क्रेडिट करने के लिए ईसीआर के साथ कोई चालान प्राप्त होता है तब ई चालान के लिए एक TRAN No सृजित किया जाता है। ठेकेदारों द्वारा झूठे चालान को जमा कराने से रोकने के लिए इस TRAN No के संदर्भ में वास्तविक जमा का सत्यापन ईपीएफओ वेबसाइट से किया जा सकता है।

EPF Organisation has provided a facility to the payment of dues with reference to transaction number of e- challans. Whenever any challan is received alongwith ECR for crediting PF dues in the accounts of individual members, a TRAN No. is generated for e- challan. With reference to this

TRAN No. actual deposit can be verified from the EPFO website to prevent submission of fake challans by the contractors.

- 1.5 अप्रैल, 2012 के बाद से, ईसीआर के माध्यम से प्राप्त मासिक योगदान किया जाता है और राशि जमा कराने के एक माह के भीतर निजी सदस्य के खाते में ई चालान क्रेडिट किया जा रहा है इसलिए कोई भी सदस्य ईपीएफ वेबसाइट पर अपना पंजीकरण कराकर इसका सत्यापन कर सकता है। कोई भी डीडीओ किसी भी सदस्य से किसी भी समय अपने देय की जांच करने के लिए कह सकता है कि क्या ठेकेदार द्वारा बिना किसी मैनीपुलेशन अथवा गैर विनियोजन के उसका अंशदान जमा कराया जा रहा है।

From April 2012 onwards, monthly contributions received through ECR and e- challans are being credited in the individual members account within one month from the date of deposit individual members can also verify the same by registration on the EPF website. DDO can ask any member at random to check whether the dues are being deposited by the contractor fully without any manipulation / mis-appropriation.

- 1.6 वर्ष की समाप्ति पर, ईपीएफ कार्यालय द्वारा प्रत्येक सदस्य के खाते का विवरण सृजित किया जाता है जिसमें प्रारंभिक शेष, योगदान, निकासी, ब्याज और समापन शेष आदि की जानकारी होती है। डीडीओ द्वारा कार्यालय/विभाग में खातों के इन वार्षिक विवरणों का वितरण कर्मचारियों को करने के लिए कहा जा सकता है।

At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. DDO should ask for distribution of these annual statements of accounts in the office/ Department.

- 1.7 कर्मचारियों को ईपीएफ कार्यालय की वेबसाइट से ई-पासबुक हासिल करने में मदद की जाए। Employees may be guided to obtain e- passbooks EPFO website.

निदेशक, भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ़ के पास बिना कोई कारण बताये निविदा के किसी भी भाग अथवा समस्त निविदा को निरस्त करने का सर्वाधिकार सुरक्षित रहेगा। अनुबंध के तहत शामिल किसी भी धारा के संबंध में निदेशक, भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ़ का निर्णय अंतिम होगा और वह ठेकेदार/एजेन्सी के लिए बाध्यकारी होगा।

The Director, ICAR-Directorate of Groundnut Research, Junagadh reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

SCHEDULE-II

SCOPE OF THE WORK REQUIRED HOUSE KEEPING SERVICE FOR THE VARIOUS POINTS
DURING INSTITUTE WORKING HOURS AND WORKING DAYS

Sl. No.	Job Description
1	Cleaning & washing of all lavatories, water closets, wash basins, urinals and doors etc.
2	Sweeping, Moping/wiping ,dusting, & removal of webs of floors of office/ room/ laboratory including outer window seal, windows, electronic items, Furniture and all indoor items (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade; reception area with counter, and terrace etc.
3	Sweeping of concrete floor in front of main office building and approach roads around the main office premises, two wheeler parking to farm section and annexae laboratory.
4	Cleaning of pits from bottom of all residential quarters, office buildings and guest house etc.)
5	Collection of garbage from the residential quarters and its disposal at a place identified for the purpose. Sweeping of staircase and roads in front of each residential building, parking stands, approach roads connecting to quarters and main road from colony main gate to last junction of approach road.
6	Cleaning of small septic tank/chambers in quarters, office buildings, guest house, hostels and farm section etc.
7	Cleaning of big sewerage chambers in quarters, office buildings, guest house, hostels and farm section etc.
8	Cleaning of Water Tank (Office Building ,Farm Section, Guest House and residential quarters, on occasion of vacation / occupation etc. on need based.

Note:-Additional man days have also to be provided during the important meetings /functions as and when required. No extra payment will be made on this account.

Details of the Minimum 01 year experience/work done.

Sl. No.	Name of the Deptt ./ Organisation & Name of contact Person with Ph. No.	Period		No. of Manpower deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID :-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : _____ **UP TO** _____ **PM**
Date of opening of Financial Bid : _____ **AT** _____ **PM**

To,
The Administrative Officer,
ICAR-Directorate of Groundnut Research,
Ivenagar Road, P.O.Bag No.5,
Junagadh 362 001
Sir,

I/We wish to submit our Tenders for **providing the House Keeping Services at DGR, Junagadh** on contract basis, on the following rates

SCOPE OF JOB WORK

Sl. No.	Job Description	Area	Rates (in rupees)/unit (to be quoted both figures and words)	
			Figures	Words
1	Cleaning & washing of all lavatories, water closets, wash basins, urinals and doors etc.	Each lavatory Per day (Irrespective of no. of cleaning times)		
2	Sweeping, Moping/wiping ,dusting, & removal of webs of floors of office/ room/ laboratory including outer window seal, windows, electronic items, Furniture and all indoor items (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade; reception area with counter, and terrace etc.	Each room /day By name or no. of room (un-numbered and partitioned room may be considered as part of numbered room)		
3	Sweeping of concrete floor in front of main office building and approach roads around the main	Per day		

	office premises, two wheeler parking to farm section and annexae laboratory.			
4	Cleaning of pits from bottom of all residential quarters, office buildings and guest house etc.)	Per Pit on need based		
5	Collection of garbage from the residential quarters and its disposal at a place identified for the purpose. Sweeping of staircase and roads in front of each residential building, parking stands, approach roads connecting to quarters and main road from colony main gate to last junction of approach road.	Per day		
6	Cleaning of small septic tank/chambers in quarters, office buildings, guest house, hostels and farm section etc.	Per small chamber / one time		
7	Cleaning of big sewerage chambers in quarters, office buildings, guest house, hostels and farm section etc.	Per big chamber / one time		
8	Cleaning of Water Tank (Office Building ,Farm Section, Guest House and residential quarters, on occasion of vacation / occupation etc. on need based.	Each one time		

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature_____

Name & Address of the Firm _____

Telephone No._____ Mobile No._____

Date_____

Signature of the Agency/Firm or his representative