

**ICAR – INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE  
LIBRARY AVENUE, PUSA, NEW DELHI-110 012**

F. No. 11(14)/2017-Maint

Dated : 28.2.2017

**NOT TRANSFERABLE**

**Invitation of Online Tender for PROVIDING ANNUAL MAINTENANCE OF ELECTRICAL SERVICES OF SUB-STATION AND ALL RESIDENTIAL & NON RESIDENTIAL BUILDINGS, WATER SUPPLY PUMPS OPERATION AND LIFT OPERATION OF TWO LIFTS, INSTALLED AT ADMN.-CUM-TRG. BLOCK AT ICAR-IASRI MAIN CAMPUS, PUSA, NEW DELHI-110012.**

- A** Cost of Tender Form is Rs.1,000/- (Rupees One Thousand Only). In case of downloaded Tender form, the cost of Tender form shall have to be deposited in the form of Demand Draft in favour the Director, I.A.S.R.I., New Delhi along with the Tender document.
- B** Last date of Receipt of Tenders in Office is 27.3.2017 up to 2.00 P.M.
- C** Tenders to be Opened on 28.3.2017 at 2.30 P.M.
- D** The Tender Document is also available at our website *www.iasri.res.in* and bids are required to be uploaded online on CPP Portal (*www.eprocure.gov.in*) till \_\_\_\_\_2017 upto 2.00 PM

**NOTE:**

- 1. The Director, ICAR-IASRI may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.**
- 2. If the date upto which the Tender is open for acceptance is declared a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.**

**I.C.A.R. – INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE  
LIBRARY AVENUE, PUSA, NEW DELHI-110 012**

**F. No. 11(14)/2017-Maint**

**Dated : 28.02.2017**

**To**

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**Sub. : Providing Annual Maintenance of Electrical Services of 630 K.V.A. sub-station & all Residential & Non-Residential Buildings, Water supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block at ICAR-IASRI Main Campus, Pusa, New Delhi-110012.**

**Dear Sir(s),**

Online Tenders are hereby invited on behalf of the Director, I.A.S.R.I., New Delhi for Providing of Annual Maintenance of Electrical Services of 630 K.V.A. Sub-Station and all Residential & Non-Residential Buildings, Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block of ICAR-IASRI at ICAR-IASRI main Campus, Pusa, New Delhi-12 on the following Terms & Conditions including Additional Terms & Conditions:-

1. Terms & 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-IASRI and the special Terms & Conditions detailed in the Tenders Forms, its Schedules & Appendixes. Please submit your rates in the Tenders Form if you're in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An Earnest Money of **Rs.40,000.00 (*Rupees Forty Thousand Only*)** must be deposited in the form of Demand Draft/Pay Order payable to the **DIRECTOR, IASRI, NEW DELHI**. 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.
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part after submitting his Tenders; he will not resile from his offer or modify the terms & conditions thereof. If Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of E.M.D. will be forfeited by the Institute. In the event of the offer may by the Tenderer not being accepted the amount of E.M.D. by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

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 Tenderer. In such cases reference to the additional pages must be made in the Tenders 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 Tenderer will not be allowed otherwise the Tenders may be rejected.
5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Schedules to the Tenders 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 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 Tenderer does not accept the Offer, after issue of Letter of Award by ICAR-IASRI 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 Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, ICAR-IASRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tenders and the Schedules to the Tenders and Annexure, if any.
8. *While submitting Hard copy of the Tenders it should be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed "Providing of Annual Elect. Maint. of 630 K.V.A. Sub-Station and all Resi. & Non-Resi. Buildings, Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block of ICAR-IASRI at Pusa Main Campus, New Delhi" with address of this Office and of the Tenderer. Tenders to be hand delivered should be put in the Tender Box, which will be kept outside the Office of the Senior Administrative Officer, I.C.A.R.-I.A.S.R.I., not later than the closing date and time for submission of online bid.*
9. The rates quoted by firm for Job/Service for Providing of Annual Electrical Maintenance of 630 K.V.A. Sub-Station and all Residential/Non-Residential Buildings, Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block of ICAR-IASRI at ICAR-IASRI main Campus, Pusa, New Delhi-12 in Tenders be given both in words & figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. ICAR-IASRI does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole. No interest on Security Deposit / Earnest Money shall be paid by the ICAR-IASRI to the Tenderer. **Security Deposit of equivalent to 10% of Contract Value, is to be deposited** by the Successful Tenderer in the form of D.D./Bank Guarantee for the contract, only after receiving a communication from the ICAR-IASRI. In the event of non-deposition of the same, the Earnest Money will be forfeited. The Service Tax or any other Tax which is as per the rule shall be the liability of the agency to deposit in concerned Department & T.D.S. shall be deducted at source from bill of the successful tenderer as per the rule
11. The Director, ICAR-IASRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IASRI for any reasons, not mandatory to be communicated to the Tenderer. Decision of Director, ICAR-IASRI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-IASRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
12. Acceptance by the ICAR-IASRI will be communicated by FAX / Telegram, Express Letter or any other form of communication. Formal Letter of Acceptance and Work Order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax / Telegram / Express Letter etc. should be acted upon immediately. The contract will be initially for a period of **One Year**.
15. **As per Judgment of Hon'ble Delhi High Court, successful tenderer have to depute three persons as Electricians, at their own risk, viz Sh. Rajender Singh, S/O Sh. Govind Singh, R/O 159, Pratap Vihar Part-II, Kirari Extn., Delhi, Sh. Rakesh Roshal, S/O Ami Lal, R/O WZ-93, Dasghara Village, Pusa, New Delhi and Sh. Rajeshwar Paswan, S/O L/Sh. Bisheshwar Paswan, R/O 381, Krishi Kunj, IARI, Pusa, New Delhi during the period of Service Contract.**
16. The following Documents / Vouchers are required to be enclosed with Tenders form, which are the Terms & Conditions of the Tenders document: -
- Relevant Registration Certificate of the Firm under Govt. of NCT.*
  - Minimum Turnover of the Firm less than Rs.25,00,000.00 (Twenty Five Lakhs) during the last financial year.*
  - Last Three Years continuous experience of the Firm in the field of providing such services in Central Govt. Establishment / Autonomous Bodies of GOI / Corporation of GOI / Reputed Public or Private Organizations (Provide details in enclosed tabular form).*
  - Certified Balance Sheet of the Firm for last year duly verified by the Chartered Accountant.*
  - Duly certified copies of the satisfactory services where the Tenderer is providing the service for the last three years.*
  - Employees EPF Registration Certificate*
  - Employees ESI Registration Certificate*

- h) The contractor / agency must have a Registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the Labour License under this act.*
- i) Nos. of staff / Supervisors registered under ESI & EPF separately. **Minimum 100 nos.** (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers required and may be attached.*
- j) Service Tax Registration Certificate issued by the Government.*
- k) The Agency must be conversant with the statutory provisions and quote accordingly.*
- l) Successful Tenderer will have to enter into a detailed contract agreement with ICAR- IASRI on Non-judicial stamp paper of Rs.100/- for each work.*

**NOTE :**

- 1. The Technical Bids and Financial Bids may be submitted in separately. Only those Firms will be considered for Financial Bid who will qualify in the technical bid.*
- 2. The entire tender document including all Annexures, except the Financial Bid in Annexure, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender, Both bids (Technical and Financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). Hard copy to the tender along with original EMD & Tender cost must be submitted to Director, IASRI, Pusa, New Delhi-110012 before the last date time of submission of Tender on CPP Portal. Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).*

Yours faithfully,

**CHIEF TECHNICAL OFFICER (ENGG.)**  
**For and on behalf of the DIRECTOR**

**Tenders For Annual Contract for "PROVIDING ANNUAL MAINTENANCE OF ELECTRICAL SERVICES OF 630 K.V.A. SUB-STATION AND ALL RESIDENTIAL & NON-RESIDENTIAL BUILDINGS, WATER SUPPLY PUMPS OPERATION, LIFT OPERATION OF TWO LIFTS, INSTALLED AT ADMN.-CUM-TRG. BLOCK OF ICAR-IASRI AT ICAR-IASRI MAIN CAMPUS, PUSA, NEW DELHI-110012"**

Telephone Nos. :- \_\_\_\_\_

Telegraphic Address / FAX / Cell No. :- \_\_\_\_\_

E-Mail address :- \_\_\_\_\_

From :- \_\_\_\_\_

To

The Director,

Indian Agricultural Statistics Research Institute,

Library Avenue, New Delhi-110012.

1. I / We have read all the particulars regarding the General information and other Terms & Conditions of the contract for providing Annual Electrical Maintenance of 630 K.V.A. Sub-Station and all Residential & Non Residential Buildings Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block of ICAR-IASRI at ICAR-IASRI main Campus, Pusa, New Delhi-110012 and agree to provide the services as detailed in the schedule herein or to such portion thereof as you ay specify. In the acceptance of the Tender at the rates given in Schedle-1 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 & Conditions for the contract and shall provide the best services strictly in accordance with the requirement.
3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II to accompany this tender, are at pages \_\_\_\_\_. Every page so attached with this Tender bears my signature and the office seal.
4. P.O. / D.D. No. \_\_\_\_\_ of Rs.40,000.00 (Rupees Forty Thousand Only) drawn in favour of the **Director, I.A.S.R.I., New Delhi** and payable at **New Delhi** is enclosed as Earnest Money required.

**Yours faithfully,**

**Signature & Seal of the Tenderer.**

Witness \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Signature of witness to contractor's signature \_\_\_\_\_

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

Name & Signature of Witness: \_\_\_\_\_

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

**SCHEDULE TO TENDERS****PART-1**

|                 |  |                 |
|-----------------|--|-----------------|
| <b>1.</b>       | Name of the Firm/Agency,   |                 |
| <b>2.</b>       | Full Address with Post Box No. and Telephone No. if any.   |                 |
| <b>3.</b>       | Constitution of the Firm / Agency (Attached Copy),   |                 |
|                 | a) Indian Companies Act,1956,  |                 |
|                 | b) Indian Partnership Act, 1932,<br>(Please give names of partners)  |                 |
|                 | c) Any other Act. if not the owners,   |                 |
| <b>4.</b>       | 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 partner. |                 |
| <b>5.</b>       | Name and Full Address of your Banker's   |                 |
| <b>6.</b>       | Your Permanent Income Tax No. / Circle / Ward  |                 |
| <b>7.</b>       | Any other relevant information   |                 |
| <b>PART-II</b>  |  |                 |
| <b>8.</b>       | Earnest Money Deposited  | <b>Yes / No</b> |
| <b>PART-III</b> |  |                 |
| <b>9.</b>       | Name & Address of the Firm's representative and whether the firm would be representing at the opening of the Tenders   |                 |
| <b>10.</b>      | Name of the Permanent Representative to be visiting ICAR-IASRI regarding the contract.   |                 |

**Date:** \_\_\_\_\_**Place:** \_\_\_\_\_**AUTHORISED SIGNATORY***Please add supplementary pages to be numbered wherever needed by the Tenderer.*

## SCHEDULE – II

**General Information & Other Terms & Conditions of the Contract for "PROVIDING ANNUAL MAINTENANCE OF ELECTRICAL SERVICES OF SUB-STATION AND ALL RESIDENTIAL & NON-RESIDENTIAL BUILDINGS, WATER SUPPLY PUMPS OPERATION, LIFT OPERATION OF TWO LIFTS, INSTALLED AT ADMN.-CUM-TRG. BLOCK OF ICAR-IASRI AT ICAR-IASRI MAIN CAMPUS, PUSA, NEW DELHI-110012"**

**COMPLEX AND ITS LOCATION :-** ICAR-Indian Agricultural Statistics Research Institute is a prestigious institute under administrative control of Indian Council of Agricultural Research spread over an area of around 16 acres with 3 Office Buildings and 3 Guest House / Hostels. Buildings covered under this contract are :

1. Administrative –cum–Training Block.
2. Sample Survey Block.
3. Computer Building.
4. Panse Guest House.
5. Sukhatme Hostel.
6. International Training Hostel.
7. E–Type Quarters.
8. G–Type Quarters.
9. Warden Bungalow.
10. Staff Quarter, Krishi Niketan, Paschim Vihar, New Delhi

ICAR-Indian Agricultural Statistics Research Institute is located at Library Avenue on the road leading to Hotel Management from R-Block, Rajender Nagar Red Light. Total floor area of ICAR-IASRI Buildings at Pusa is about 19000 Sq. Mtrs.

### **Scope of Work (कार्य क्षेत्र)**

#### **(क) 630 के.वी.ए. सब स्टेशन का रखरखाव**

1. एच.टी. पैनेल, 630 के.वी.ए. के. ट्रांसफॉर्मर एवं एल.टी.पैनेल का दिन-प्रतिदिन, जब भी जरूरत पड़ेगी, रखरखाव करना तथा उसमें आई खराबियों को ठीक करना ।
2. एच.आर.सी फ्यूज/टी एन पी स्पेयर्स/एच.टी.ओ.सी.बी. स्पेयर्स, एल टी पेनेल, एम.सी.बी. स्पेयर्स, इत्यादि को बदलना ।
3. एच.टी.एवं एल.टी. पैनेलों की खराबियों को दूर करना एवं मरम्मत ओवरहॉलिंग करना ।
4. वोल्टमीटर, एम्पीयर मीटर, सेलेक्टर स्वीच, इन्डीकेशन स्वीचों, इत्यादि की मरम्मत ।
5. ए.एम.एफ. पैनेल की निगरानी तथा कोई खराबी होने पर उसकी सूचना देना ।
6. विभिन्न आकारों की खराब भूमिगत केबलों को बदलना ।
7. उपस्करों का उपचारी रखरखाव ।
8. सब-स्टेशन की किसी भी आपातकालीन खराबी को दूर करना ।
9. सभी भवनों, ट्यूबवैलों तथा पम्पहाऊस में बिजली की उचित एवं नियमित आपूर्ति सुनिश्चित करने के लिए सब-स्टेशन के सुचारु संचालन के लिए आवश्यक कोई अन्य कार्य ।



(ख) आवासीय, गैर-आवासीय, छात्रावास भवनों एवं सड़क की लाइटों का रखरखाव

1. बाहरी/आन्तरिक/भूमिगत केबलों में किसी भी प्रकार की खराबी का पता लगाना व उसे ठीक करना ।
2. विद्युत फिटिंग्स, जैसे लैंप शैड, स्वीच/सॉकेट/चोक्स, स्टार्टर, बल्ब, ट्यब लाइट, कॉल बैल, इन्डिकेटिंग प्लग/सॉकेटों को बदलना ।
3. संगणक भवन/प्रशासनिक-सह-प्रशिक्षण खंड में लगे डी.जी सैटों का संचालन तथा डीजल और मोबिल ऑयल भरना । हालांकि, यह इलैक्ट्रीशियन / रखरखाव के लिए लिए रखे गए व्यक्तियों द्वारा किया जाएगा ।
4. पंखों के रैगुलेटर/कन्डेसरों को बदलना, पंखों की वार्षिक ग्रीसिंग, आयलिंग, एवं आवश्यक उपचारी रखरखाव ।
5. सभी लाइटों, पावर एवं इन्डस्ट्रीयल टाईप प्वाइन्ट्स एवं सॉकेटों की मरम्मत एवं रखरखाव ।
6. पंखों, बल्बों एवं ट्यबलाइटों को बदलना ।
7. विद्युत बोर्डों/भवनों, पम्पहाऊस, ट्यबवैलों, इत्यादि में एस.डी.बी. का रखरखाव ।
8. एस.डी.बी कक्षों में एम.सी.बी. स्वीचों का रखरखाव एवं बदलना ।
9. सभी भवनों, पम्पहाऊसों, ट्यबवैलों, इत्यादि में बिजली की नियमित आपूर्ति सुनिश्चित करना ।
10. बिजली की शार्ट सर्कोटिंग में व्यक्तियों एवं उपस्करों की सुरक्षा को सुनिश्चित करना ।
11. कॉल-बैल, बज़र, इन्डिकेटिंग प्लगों एवं सॉकेटों, इत्यादि का रखरखाव ।
12. विभिन्न आकार के खराब भूमिगत केबलों को बदलना ।
13. हैलोजन फिटिंग्स एवं बल्बों की मरम्मत एवं बदलना ।
14. दिल्ली विद्युत बोर्ड/जनरेटर सैटों के माध्यम से लिफ्टों, पम्प-हाऊसों, ट्यबवैलों को बिजली की उचित/नियमित आपूर्ति सुनिश्चित करना ।
15. दिल्ली विद्युत बोर्ड से बिजली की आपूर्ति न होने पर, ठेकेदार/फर्म के द्वारा दिल्ली विद्युत बोर्ड में शिकायत दर्ज की जाएगी तथा ठीक कराने के लिए उसके द्वारा ही कार्रवाई की जाएगी ।
16. विद्युत सेवाओं को ठीक रखने व उनके उचित रखरखाव के लिए अन्य आवश्यक कार्य ।

भवनों में लगाया जाने वाला सामान संस्थान द्वारा उपलब्ध कराया जाएगा । फिर भी, औजार एवं अन्य सामान, जैसे काम करने वालों के इस्तेमाल में लाए जाने वाले औजार कौटन, टेस्ट लैम्प, जिनमें शामिल हैं- बल्ब, टैस्टर, इत्यादि, सामान ठेकेदार द्वारा अपने कार्यकर्ताओं को उपलब्ध कराया जाएगा । निविदादाता को भवनों के सभी विद्युत उपस्करों एवं फिटिंग्स के रखरखाव के लिए उपयुक्त एवं प्रशिक्षित विद्युतकार नियुक्त करने होंगे । दर्ज की गई शिकायतें उसी दिन दूर करनी होंगी । ठेकेदार को शिकायत दर्ज करने के लिए पूछताछ पटल खोलना होगा । उपचारी रखरखाव के लिए साप्ताहिक अवकाश, जो आपस में तय किया जाएगा, और राष्ट्रीय अवकाश को छोड़कर शेष सभी दिन पूछताछ पटल खोलना होगा । **हालांकि, सब-स्टेशन सप्ताह में सभी दिन चौबीस घंटे खुला रहेगा और जब भी जरूरी होगा, आकस्मिक सेवा प्रदान करनी होगी ।** यदि किसी शिकायत पर उसी दिन, ठेकेदार की उपेक्षा के कारण ध्यान नहीं दिया गया तो उपयुक्त जुर्माना लगाया जाएगा । भवनों का उचित व बेहतर रखरखाव सुनिश्चित करने हेतु ठेकेदार को निम्नानुसार नियत समय में सेवाएं उपलब्ध करनी होंगी :-

|    |  |  |
|----|--|--|
| 1. | सब स्टेशन का संचालन एवं रखरखाव                 | प्रतिदिन चौबीस घण्टे ।                             |
| 2. | कार्यालय के भवनों हेतु विद्युत रखरखाव सेवाएं   | प्रतिदिन, सरकारी (राजपत्रित) अवकाशों को छोड़कर ।   |
| 3. | आवासीय भवनों हेतु विद्युत रखरखाव सेवाएं        | प्रतिदिन, साप्ताहिक अवकाश को छोड़कर ।              |
| 4. | छात्रावास/अतिथिग्रह हेतु विद्युत रखरखाव सेवाएं | प्रतिदिन, साप्ताहिक अवकाश को छोड़कर ।              |
| 5. | कार्यालय परिसर में लगे पम्पों का संचालन        | प्रतिदिन (प्रातः 06.00 बजे से रात्रि 10.00 बजे तक) |
| 6. | लिफ्टों का संचालन                              | प्रतिदिन, साप्ताहिक/राजपत्रित अवकाश को छोड़कर ।    |

इस ठेके में वर्णित कार्यों को समय पर पूरा करने हेतु विद्युतकार/पम्प चालक/लिफ्ट चालक, निम्न वर्णित चार शिफ्ट में कार्य करेंगे :-

| क्र. सं. | शिफ्ट                          | कार्य स्थल                                    | समयावधि                  | वांछित सेवाएं |
|----------|--------------------------------|---|--------------------------|---------------|
| 1.       | जनरल शिफ्ट                     | कृषि निकेतन, पश्चिम विहार<br>आवासीय परिसर में | 10.00 A.M. to 06.00 P.M. | 1 विद्युतकार  |
| 2.       | जनरल शिफ्ट                     | संस्थान परिसर में                             | 09.00 A.M. to 05.00 P.M. | 3 विद्युतकार  |
| 3.       | शिफ्ट - ए.                     | संस्थान परिसर में                             | 06.00 A.M. to 02.00 P.M. | 1 विद्युतकार  |
| 4.       | शिफ्ट - बी.                    | संस्थान परिसर में                             | 02.00 P.M. to 10.00 P.M. | 1 विद्युतकार  |
| 5.       | शिफ्ट - सी.                    | संस्थान परिसर में                             | 10.00 P.M. to 06.00 A.M. | 1 विद्युतकार  |
| 6.       | संस्थान परिसर में पम्प संचालन  |   | 06.00 A.M. to 02.00 P.M. | 1 पम्प चालक   |
|          |                                |   | 02.00 P.M. to 10.00 P.M. | 1 पम्प चालक   |
| 7.       | संस्थान परिसर में लिफ्ट संचालन |   | 09.00 A.M. to 05.00 P.M. | 1 लिफ्ट चालक  |

इस प्रकार से ठेकेदार को इस ठेके में कुल मिलाकर 7 विद्युतकारों, 2 पम्प चालकों एवं 1 लिफ्ट चालक की सेवाएं प्रतिदिन प्रदान करनी होंगी और यदि ठेकेदार द्वारा उपरोक्त के अनुसार ठेके की अवधि में किसी भी दिन विद्युतकार प्रदान नहीं किए जाते हैं तो उसके लिए रु.1,000.00 प्रति दिन/प्रति शिफ्ट की दर से पैनल्टी लगाई जाएगी तथा उनके बिल में से कटौती कर ली जाएगी ।

**ADDITIONAL TERMS & CONDITIONS:**

1. *The staff provided should be experienced in Electrical maintenance.*
2. *All complaints shall be attended to immediately by the Agency.*
3. *Besides above, any other job can be entrusted to the contractor and no extra payment will be made for the same.*
4. *The work of providing of Annual Electrical Maintenance of Sub-station and all Residential & Non Residential Buildings, Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.–cum–Trg. Block of ICAR-IASRI at Pusa Main Campus, New Delhi shall have to be undertaken without causing any damage at the ICAR-IASRI properties. In case, any damage is caused by the workers deployed by the contractor to do the work of Electrical Maintenance at ICAR-IASRI, the contractor shall make the same good. The agency shall also have to ensure that there is no theft of the moveable/immovable property at ICAR-IASRI. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR-IASRI on account of such theft.*
5. ***NOTE Additional workers have to be deployed during the important meetings / Seminars at this office as and when required. No extra payment will be made on this account.***
6. *The staff provided by the agency should follow strict attendance and alternate arrangements are to be made by the agency when ever any staff does not report on duty.*
7. *Payment for Electrical Maintenance Services will be made Quarterly upon submission of pre-receipted bill on the basis of Satisfactory Services certified by Competent Authority.*
8. *The contractor shall not sublet the work. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, work of maintenance of annual Electrical maintenance at ICAR-IASRI, New Delhi shall be got done from other source at the expenses of the defaulting firm.*
9. *All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency shall, at its own cost, provide suitable uniform (Both Summer and Winter) to the personnel with identity cards.*
10. *All essential consumable items for Electrical maintenance services will be provided by the Institute. However implements required by the workers have to be provided by the tenderer.*
11. *The Electrical maintenance services shall be provided for the entire office buildings, Hostels, Guest Houses and Residential buildings and Sub-station at Pusa campus. The sites can be inspected any day any time.*

12. *After physical inspection of the site, very detailed assessment/requirements of workers for providing above services at ICAR-IASRI 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. No request for alteration in the rates once quoted will be permitted within one year.*
13. *The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the ICAR-IASRI shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.*
14. *The rates to be quoted should include transportation cost, manpower cost etc. Institute shall **NOT** bear any extra charge on any account whatsoever i.e. E.P.F. contribution/ Uniform/ Liveries/ O.T.A. etc.*
15. *The contractor 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 contractor shall indemnify and keep indemnified the from any claims loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-IASRI shall be final and binding on the contractor.*
16. *The selected agency shall provide the necessary personnel for providing Electrical maint. services at ICAR-IASRI as per Labour Acts prevalent in Central Govt. organization (Agril.).*
17. *Income Tax will be deducted from the payments due for the work done as per rule.*
18. *The workers should be able to communicate in Hindi and also in English if possible.*
19. *They should not give lenient or casual impressions in the duties.*
20. *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.*
21. *The contractor must employ adult persons only. Employment of child labour may lead to the termination of the contract.*
22. *Changing of workers should be intimated to the Caretaker.*
23. **Risk Clause** : *ICAR-IASRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the work contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.*

**LIQUIDATED DAMAGES CLAUSE :**

1. *An amount equivalent to two days of contract amount, subject to a minimum of Rs.1,000/- will be levied as liquidated damage per day. Whenever and wherever it is found that the services are not upto the mark, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within one hour liquidated damages clause will be invoked.*
2. *Any misconduct/misbehavior on the part of the manpower deputed by agency will not be tolerated and such person(s) will have to be replaced immediately.*
3. *The Director, ICAR-IASRI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-IASRI shall be final and binding on the contractor/ agency in respect of any clause covered under the Contract.*

**ICAR – INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE  
LIBRARY AVENUE, PUSA, NEW DELHI-110 012**

F. No. 11(14)/2017-Maint

Dated : 28.2.2017

**FINANCIAL BID**

Last date for receipt of Tender : 27.3.2017 upto 14:00 hrs  
Date of opening of Financial Bid : To be decided

To

The Director,  
I.C.A.R.-Indian Agricultural Statistics Research Institute,  
Library Avenue,  
New Delhi-110012.

Sir,

I / We wish to submit our Tenders for providing Electrical Maintenance of Sub-station and all Residential & Non-Residential Buildings, Water Supply Pumps Operation and Lift Operation of Two Lifts, installed at Admn.-cum-Trg. Block of ICAR-IASRI on the following rates:

| No. | Particulars  | Per Month      |               |
|-----|--|----------------|---------------|
|     |  | Rate in Figure | Rate in Words |
| 1.  | Monthly consolidated rate for <b>Providing Annual Maintenance of Electrical Services of sub-station and all residential &amp; non residential buildings, water supply pumps operation, operation of lifts, installed at Admn.-cum-trg. block of ICAR-IASRI at ICAR-IASRI Main Campus, Pusa, New Delhi</b> for One Year as per the required specifications and terms, conditions and scope of works detailed in the Tender (SCHEDULE-II) including all labour, transportation, specially covered all acts and taxes etc. as applicable from time to time. |                |               |

I / We agree to forfeit of the Earnest Money if I / We fail to comply with any of the Terms & Conditions in whole or in part laid down in the Tender form.

We have carefully read the Terms & Conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature : \_\_\_\_\_  
Name & Address of the Firm : \_\_\_\_\_  
(With Rubber Stamp) \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_