



**ICAR -INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE.**  
(An ICAR's autonomous body under Department  
of Agriculture Research and Education (DARE),  
Ministry of Agriculture and Farmers Welfare, Govt. of India)  
**Library Avenue, Pusa, New Delhi -110012.**  
**Tel – 25841479, Fax - 25841564**



**F.No. 11(13)/2017–Maint.**

### **Notice Inviting Tender (NIT)**

Director, ICAR-IASRI invites **online two bids open tender** from reputed eligible firms for "**PROVIDING ANNUAL MAINT. OF CIVIL SERVICES OF ALL RESI./NON-RESI. BLDGS. OF IASRI MAIN CAMPUS, PUSA, NEW DELHI AND ANNUAL MAINT. OF CIVIL/ELECT. OF ALL RESI. STAFF QTRS. I/C ANNUAL WATER SUPPLY PUMP OPERATION AT KRISHI NIKETAN RESI. COMPLEX, PASCHIM VIHAR, NEW DELHI**" of ICAR-IASRI, Library Avenue, Pusa, New Delhi -110012.

The information and schedule of dates are mentioned below:

|  |  |
|--|--|
| <b>Mode of Tender</b>  | Online at <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>                    |
| <b>Procedure and requirements for submission online tender.</b>                | Please refer <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>                 |
| <b>Cost of Tender Document (non-refundable)</b>                                | Rs. 1,000/- (Rupees one Thousand Only)   |
| <b>Earnest Money Amount</b>  | Rs.50,000/- (Rupees Fifty Thousand only)   |
| <b>Bid Document Download Start Date&amp; Time (Online)</b>                     | 10.08.2017, 02:30 PM   |
| <b>Bid Submission Start Date &amp; Time (Online)</b>                           | 28.08.2017, 09:30 AM   |
| <b>Document download End Date &amp; Time(Online)</b>                           | 31.08.2017, 01.00 PM   |
| <b>Bid Submission End Date &amp; Time (Online)</b>                             | 31.08.2017, 02:00 PM   |
| <b>Submission of Demand Draft for Tender Cost and EMD</b>                      | From 28.08.2017, 09:30 AM to 30.08.2017, 02:00 PM  |
| <b>Bid Opening Date, Time and Venue (Online)</b>                               | 01.09.2017, 02:30 PM at ICAR-IASRI, New Delhi  |
| <b>Bid Procedure</b>   | Two Bid System   |
| <b>Bid Evaluation Criteria</b>   | Price Bid of only technically qualified bidders after Technical Evaluation will be opened. |
| <b>Websites for downloading Tender Document, Corrigendum's, Addendums etc.</b> | <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>                              |
| <b>Bid Validity</b>  | 90 days from the date of submission  |

In case any bidder fails to submit the original Demand Draft/PO of tender cost and Earnest Money up to **30.08.2017, 2:00 PM**, the Bid of the bidder shall not be opened. The Demand Draft/PO should be of Scheduled Bank drawn in favour of "Director, IASRI" payable at New Delhi.

#### **Important Notes:**

1. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in eProcurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
2. The tender will be available under Department of Agriculture Research and Education (DARE) on <http://eprocure.gov.in/eprocure/app>
3. Only bids received on e-procurement portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
4. ICAR-IASRI reserves the right to cancel this Notice of Invitation Tender and / or invite a fresh with or without amendments to this NIT, without liability or any obligation and without assigning any reason. Information provided at this stage is indicative and ICAR-IASRI reserves the right to amend further details in the tender document
5. ICAR-IASRI will not be responsible for any delay in enrolment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the

e-procurement website <https://eprocure.gov.in> & enrol their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.

6. Detailed **Terms & conditions, Eligibility, and other reference** for the assignment are available on the website <https://eprocure.gov.in>. In case of any clarification, contact may at the following email: [maint.iasri@icar.gov.in](mailto:maint.iasri@icar.gov.in)
  
7. Any Corrigendum about extension of date or any other kind of details /addition /deletion or modification in respect of above tender shall be issued on our website [www.iasri.res.in](http://www.iasri.res.in) and website <http://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit there websites to keep themselves updated.

**Date :10/08/2017**

**Place:**New Delhi

**Location :**ICAR-IASRI

**Abridged version of this NIT has been published in National News Paper and whole advertisement and Tender document is available on [eprocure.gov.in](https://eprocure.gov.in) and [iasri.res.in](http://iasri.res.in)**

**Chief Technical Officer (Engineering)**



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**F.No.No. 11(13)/2017–Maint.**

**Dated: 10<sup>th</sup> August, 2017**

**Online Two Bid Tender for "PROVIDING ANNUAL MAINT. OF CIVIL SERVICES OF ALL RESI./NON-RESI. BLDGS. OF IASRI MAIN CAMPUS, PUSA, NEW DELHI AND ANNUAL MAINT. OF CIVIL/ELECT. OF ALL RESI. STAFF QTRS. I/C ANNUAL WATER SUPPLY PUMP OPERATION AT KRISHI NIKETAN RESI. COMPLEX, PASCHIM VIHAR, NEW DELHI" ICAR-IASRI, Library Avenue, Pusa, New Delhi -110012.**

**(Part-A TECHNICAL & OTHER INFORMATION)**

(Please provide the information on the following giving all relevant details. In case sufficient space is not available use separate sheets & also enclose documentary proof)

**1: General Information**

| S. no | Particulars   | Details   |
|-------|---|---|
| i.    | Name and address of Firm :                              |   |
| ii.   | Status of the firm (Proprietary/Limited firm/Pvt. Ltd.) |   |
| iii.  | Bank Details  | <b>A/C:</b><br><b>IFSC Code:</b><br><b>Bank Name:</b><br><b>Branch Address:</b> |

**2: Eligibility Criteria**

| S. no | Information for Eligibility Criteria  | Information/Compliance (Yes/ No) |
|-------|---|----------------------------------|
| 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 of 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.   |  |
| 5  | Name and Full Address of your Banker's   |  |
| 6  | Your Permanent Income Tax No. / Circle / Ward  |  |
| 7  | <i>Relevant Registration Certificate of the Firm with Govt. depts. as Contractor under GOI/Govt. of NCT. /Govt Undertaking/Autonomous bodys</i>  |  |
| 8  | <i>Minimum over of the Firm less must be more than Rs.1,00,00,000.00 (One Crore) during the last financial year.</i>   |  |
| 9  | <i>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). The contractor must have completed Minimum Two Work orders of Rs. 10.00 lakh each or One work order of 20.00 lakh during last three financial year.</i> |  |
| 10 | <i>Certified Balance Sheet of the Firm for last three years duly verified by the Chartered Accountant.</i>   |  |
| 11 | <i>Duly certified copies of the satisfactory services where the Tenderer is providing the service for the last three years.</i>  |  |
| 12 | <i>Employees EPF Registration Certificate minimum 20 persons</i>   |  |
| 13 | <i>Employees ESI Registration Certificate minimum 20 persons.</i>  |  |
| 14 | <i>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>  |  |
| 15 | <i>Nos. of staff / Supervisors registered under ESI &amp; EPF separately. <b>Minimum 20 nos.</b> (Staff/Supervisors) required with their ESI &amp; EPF contributions. Documentary proof of vouchers required and may be attached.</i>  |  |
| 16 | <i>Service Tax Registration Certificate issued by the Government.</i>  |  |
| 17 | <b>Any other relevant information</b>  |  |

| <b>PART-II</b>  |  |  |
|-----------------|--|--|
| <b>18</b>       | Earnest Money Deposited  |  |
| <b>19</b>       | Cost of Tender Document  |  |
| <b>PART-III</b> |  |  |
| <b>20</b>       | Name & Address of the Firm's representative and whether the firm would be representing at the opening of the Tenders |  |
| <b>21</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 MAINT. OF CIVIL SERVICES OF ALL RESI./NON-RESI. BLDGS. OF IASRI MAIN CAMPUS, PUSA, NEW DELHI AND ANNUAL MAINT. OF CIVIL/ELECT. OF ALL RESI. STAFF QTRS. I/C ANNUAL WATER SUPPLY PUMP OPERATION AT KRISHI NIKETAN RESI. COMPLEX, PASCHIM VIHAR, NEW DELHI.**

**COMPLEX AND ITS LOCATION** :- 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 three Office Buildings and three Hostels. Buildings covered under this contract are:

**A. I.C.A.R.-I.A.S.R.I. Main Campus, Pusa, New Delhi.**

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.

**B. Krishi Niketan Staff Quarters at Paschim Vihar, New Delhi.**

1. **107 Staff Quarters.**
2. **Water Supply Pump House.**
- 3.

Indian Agricultural Statistics Research Institute is located at Library Avenue on the road leading to Hotel Management from R-Block, New Rajinder Nagar Red Light. Total floor area of I.C.A.R.-I.A.S.R.I. Buildings at Pusa is about 19000 Sq. Mtrs. and Krishi Niketan Staff Quarters is 8000 Sq. Mtrs.

**Scope of Work-I**

1. Special cleaning will be done fortnightly. The special cleaning would include the proper cleaning of road and stair cases, cleaning of cob webs etc. and special mopping of roads, common paths ways and parking areas.
2. Cleaning of drains and proper running of sewer lines is included in the contract. Cleaning, sweeping and waste disposal of common area of Krishi Niketan staff quarters is covered in the contract including the roads.
3. The Institute will sanitary material for cleaning, waste disposal and sanitation work.
4. Removing of waste, garbage, dust and its disposal to recognized MCD dumping ground on daily basis at the cost of the agency. The Institute will not allow any garbage heaps at any place in the premises. It will be the duty of the Tenderer to dispose it off to MCD dumping grounds failing which penalty may be imposed and the penalty would be at the discretion of the Competent Authority. Any payment that may be payable to the MCD for using their malba dumping grounds in the area/vicinity will have to be borne by the tenderes.

5. The staff provided should be experienced in civil maintenance, cleaning, sweeping and other sanitation services including waste disposal. All complaints shall be attended to immediately by the Agency.
6. It will be responsibility of contractor to remove all garbage.
7. Besides above, any other job can be entrusted to the contractor & no extra payment will be made for same.
8. Including all the work mentioned in Scope of Work, the Services mentioned in Appendix–I & Appendix–II will also covered under the Annual Maintenance.
9. The work of providing of Annual Civil Maint. of all Resi. & Non Resi. Bldgs. of IASRI at Pusa Main Campus and Annual Civil / Elect. Maint. of all Resi. Staff Quarters i/c Annual Water Supply Pump Operation at Krishi Niketan Resi. Complex, Paschim Vihar, New Delhi shall have to be undertaken without causing any damage at the IASRI properties. in case, any damage is caused by the workers deployed by the contractor to do the work of Civil Maint. at IASRI , Civil/Elect. Mani. at Krishi Niketan, 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 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 IASRI on account of such theft.

**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.**

**Besides above, the following Services are to be provided for smooth / proper maintenance of the buildings :-**

| Sl. No. | Description of Services                         | Days of the week on which services are to be provided   |  |
|---------|---|---|--|
|         |   | In Office Campus  | In Krishi Niketan Campus                                     |
| 1.      | Masonry   | Daily excluding Weekly Off. (09.00 A.M. to 05.00 P.M.). | Tuesday, Friday & Second Saturday (10.00 A.M. to 06.00 P.M.) |
| 2.      | Carpentry                                       |   |  |
| 3.      | Plumbing  | Daily excluding Weekly Off.                             | Daily excluding Weekly Off.                                  |
| 4.      | Electrical Services                             | NIL   | Daily excluding Weekly Off.                                  |
| 5.      | Water Supply Pump Operation                     | NIL   | Daily, all the Seven Days.                                   |
| 6.      | Sewage  | Daily excluding Weekly Off.                             | Daily excluding Weekly Off.                                  |
| 7.      | Cleaning of Road / Residential Area & its Parks | Daily, all the Seven Days.                              | Daily, all the Seven Days.                                   |
| 8.      | Helper  | Daily excluding Weekly Off.                             | Daily excluding Weekly Off.                                  |

## **TERMS & CONDITIONS:**

1. 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. All the complaints should be sort out on the same day, failing which or due to not providing services on a particular day, the penalty will be imposed at the rate of Rs.1,000.00 per day for each Services.
2. Payment for civil maintenance services bill will be made monthly on submission of pre-receipted bill.
3. 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 Civil Maintenance at IASRI , New Delhi shall be got done from other source at the expenses of the defaulting firm.
4. 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 Inst. & the personnel's so engaged by the Contractor. Salary to all the personnel engaged, will be paid as per minimum wages act through A/C Payee Cheque/RTGS/NEFT.
5. 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 & Winter) to the personnel with ID cards. Proper Bio data of all the personnel deployed, including Date of Birth, Educational Qualifications, Address etc. (with Photo), along with the Police Verification, should be submitted to the Office before starting the Contract.
6. All essential consumable items for civil maintenance services will be provided by the Institute. However implements required by the workers have to be provided by the Tenderer.
7. The Civil maintenance services shall be provided for the entire Office Buildings, Hostels, Guest House and Residential Buildings at Pusa campus, Civil/Electrical Maint. & Pump Operation in Staff Quarters at Krishi Niketan, Paschim Vihar, New Delhi. The sites can be inspected any working day during working hours.
8. After physical inspection of the site, very detailed assessment/requirements of workers for providing above services at 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.
9. 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 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.
10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.



11. 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, IASRI shall be final and binding on the contractor.
12. The selected agency shall provide the necessary personnel for providing civil maintenance services at IASRI as per labour acts prevalent in Central Govt. organization (Agril.)
13. Income Tax will be deducted from the payments due for the work done as per rule.
14. The workers should be able to communicate in Hindi and also in English if possible.
15. The agency shall employ good and reliable persons with robust health and clean record.
16. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
17. They should not give lenient or casual impressions in the duties.
18. Changing of workers should be intimated to the concerned authorities.
19. The contractor must employ adult persons only. Employment of child labour may lead to the termination of the contract.
20. **Risk Clause :** 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 for each service. 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.

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

## **LIST OF WORKS**

- 1- इस अनुसूची में जिन भवनों का समस्त सिविल रखरखाव शामिल है, उनमें कार्यालय का प्रशासनिक-सह-प्रशिक्षण खण्ड, पुराना भवन (प्रतिदर्श सर्वेक्षण खण्ड) (भाग I व II), संगणक भवन, पान्से अतिथि ग्रह, सुखात्मे छात्रावास, अन्तरराष्ट्रीय प्रशिक्षण छात्रावास, वार्डन का आवास, टाईप-ट क्वार्टर्स, ई-टाईप क्वार्टर्स, जी-टाईप क्वार्टर्स, पम्प हाऊस, विद्युत सब-स्टेशन तथा कृषि निकेतन, पश्चिम विहार, नई दिल्ली-110063 स्थित इस संस्थान का आवासीय परिसर है ।
2. अनुसूची के विभिन्न भागों में दिया गया काम का ब्यौरा संक्षेप में है तथा इन्हें बढ़ा हुआ समझा जाए और इस काम के क्षेत्र, शर्तों, काम की विशेष विनिर्देशों और ठेके की शर्तों के साथ पढ़ा जाए ।
3. अनुसूची में दिए गए काम के लिए निविदादाता द्वारा उद्धृत की गई दरों के बारे में यह समझा जाएगा कि इस काम में पूरी तरह से पूरा करने के लिए संपूर्ण कार्य-क्षेत्र में विनिर्दिष्ट कामों की संबंधित मदें शामिल हैं ।
4. यदि कार्य क्षेत्र में कुछ कामों का उल्लेख नहीं है, परन्तु समुचित रखरखाव के लिए उनका किया जाना जरूरी है, तो उसे इसमें शामिल समझा जाएगा ।

**SCOPE OF WORK-II**

**(ए) मैसनरी सेवाएं**

1. फर्श पर, जहां कहीं भी जरूरी हो, गड्डे भरने का काम ।
2. पलस्तर/स्कर्टिंग और डाडू में उभर आए गड्डों को भरने का काम ।
3. जहां कहीं जरूरी हो ईंट का काम ।
4. प्लम्बिंग एवं बढई इत्यादि का काम पूरा हो जाने के बाद मरम्मत ।
5. जल निकास एवं मेनहोलों की मरम्मत एवं रखरखाव ।
6. फुटपाथ की मरम्मत एवं रखरखाव ।
7. जहां कहीं जरूरी हो छत एवं दीवार से जल रिसाव का वाटर प्रुफ उपचार द्वारा नियंत्रण ।

**(बी) प्लम्बिंग सेवाएं**

1. ऊपर पानी की टंकियों तथा भूमिगत जल पम्प की मरम्मत (लीकेज से बहाव) ।
2. दीवार के अन्दर और बाहर लगी जल पाइपों की मरम्मत ।
3. पानी की टैंटियों, वाश बेसिन और इससे जुड़ी फिटिंग्स में जल रिसाव की मरम्मत ।
4. टैंटियों, वाश बेसिन और इससे जुड़ी फिटिंग्स को बदलना ।
5. पानी के उचित एवं समान वितरण के लिए जलापूर्ति लाइनों की जांच और प्रचालित करना ।
6. दीवार/फर्श में हो रहे जल रिसाव का ध्यान रखना व उसे रोकना ।
7. जी.आई. पाइपों को बदलना ।
8. पीतल के वॉल्व एवं बिब कौक बदलना ।
9. उचित एवं समान जलापूर्ति सुनिश्चित करना ।

**(सी) कार्पेण्टरी सेवाएं**

1. दरवाजों, खिड़कियों, रोशनदानों और शटरों की मरम्मत ।
2. टूटी हुई खिड़की इत्यादि में लगे कांच को बदलना ।
3. टूटे हुए नॉब, हण्डलों, हिंग्स, स्लाइडिंग बोल्ट, दरवाजों के स्टॉपर्स, और दरवाजों तथा खिड़कियों की अन्य फिटिंग्स की मरम्मत करना और बदलना ।
4. बरसात के मौसम के बाद आमतौर पर खराब हुए दरवाजों और खिड़कियों को ठीक करना ।

**(डी) सीवेज**

1. मेनहोल, प्लशिंग सिस्टर्न का ओवरफ्लो ।
2. सीवेज लाइन, डबलू. सी. में रूकावट ।
3. क्वार्टरों की छतों / नालियों और अन्दर की नालियों की सफाई ।
4. गली अथवा नहानी के लिए ग्रेटिंग को बदलना ।
5. डबलू सी. यूरिनल पॉट एवं प्लशिंग सिस्टर्न बदलना ।
6. पम्प हाऊस के आस-पास के इलाके की सफाई ।

**(ई) सड़क एवं परिसर की सफाई**

1. सड़क, फुट-पाथ, सम्पूर्ण आवासीय परिसर, सार्वजनिक उपयोग के स्थल जैसे ज़ीना, सभी ब्लॉकों की सीढ़ियां, पम्प हाऊस, पार्क, नालियां, दो ब्लॉकों के बीच का स्थान व दूसरे सभी सार्वजनिक स्थल ।
2. पन्द्रह दिन में एक बार झाड़ियों एवं घास की कटाई तथा स्टाफ क्वार्टरों में लगे सी.आई. / जी.आई. पाईप लाइनों के साथ उगे पीपल के पेड़ों की कटाई ।
3. कालोनी में घरों से निकले कचरे को हटाकर उसे म्यूनिसिपल कचरा पेटी में डालना ।

**(एफ) विद्युत रखरखाव (केवल कृषि निकेतन आवासीय परिसर के लिए)**

1. क्वार्टरों और पम्प हाऊस में सभी बाहरी एवं भीतरी वायरिंग में हुई गड़बड़ी को सुधारना ।
2. क्वार्टरों में लैम्प शेड, स्विचों, सॉकेटों, एम.सी.बी.स्विचों, काल बैलों, ज़ीने की ट्यूब लाइटों को बदलना ।
3. पंखों के रैग्यूलेटर बदलना और पंखों तथा रैग्यूलेटरों का रखरखाव, जिसमें उपचारी रखरखाव जैसे पंखों में ऑयलिंग एवं ग्रीजिंग करना शामिल है ।
4. पंखों, बलबों, ट्यूब लाइटों इत्यादि को बदलना ।
5. कॉलोनी में बिजली की फिटिंग एवं तारों का रखरखाव ।
6. बिजली के बोर्ड/एस.डी.बी. का रखरखाव ।
7. सभी क्वार्टरों और पम्प हाऊस में बिजली की उचित एवं नियमित आपूर्ति सुनिश्चित करना ।
8. कालोनी की स्ट्रीट लाइट का रखरखाव ।
9. विद्युत सेवाओं के समुचित रखरखाव के लिए कोई भी दूसरा जरूरी काम ।

**(जी) ऊपर बताए गए रखरखाव संबंधी काम पूरा हो जाने के बाद कूड़ा-करकट/मलवा हटाना ।**

**(एच) जलापूर्ति पम्प संचालन (केवल कृषि निकेतन आवासीय परिसर के लिए) :- कृषि निकेतन आवासीय परिसर में निवासियों के लिए पेय जल आपूर्ति पम्प चलाना है और इसके अलावा अन्य कार्य निम्नानुसार होंगे :**

1. पेय जल की आपूर्ति के लिए लगाए गए पम्प, मोटर, और डीज़ल इंजन का रखरखाव करना, पम्प चलाना तथा क्वार्टरों में पेय जल की उचित व समान आपूर्ति करना जिसके लिए फर्म/टेकेदार को उपलब्ध वॉल्वों को नियमित/ एडजस्ट करना होगा ।
2. यह सुनिश्चित करना कि ऊपर बने टैंक से पानी बहे ना तथा आपूर्ति लाइन में आई रूकावट की जांच कर उसे दूर करना ।
3. पम्प को नियमित प्रचालन के अलावा जब कभी जरूरत पड़ने पर चलाना होगा । पंप को रोज, यहां तक कि रविवार और अवकाश के दिनों में भी, कम से कम दिन में तीन बार (प्रत्येक बार एक घण्टा तीस मिनट तक) चलाना होगा ।

**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 I.C.A.R.-I.A.S.R.I. and the special Terms & Conditions detailed in the Tender, its Schedules & Appendixes'. Please submit your rates in the 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.50,000.00 (Rupees Fifty Thousand Only)** must be deposited in the form of Demand Draft / Pay Order payable to the **DIRECTOR, I.A.S.R.I. , 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 resale from his offer or modify the terms & conditions thereof. If Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD 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 or constituted attorney of such sole proprietor, or  
ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership 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 I.C.A.R.-I.A.S.R.I. 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, I.C.A.R.-I.A.S.R.I. 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. The original hard copy of the Technical Bid along with Tender Cost and Earnest Money must be delivered to IASRI well before the date and time fixed for submission of Online Tender.**

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

10. I.C.A.R.-I.A.S.R.I. 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 I.C.A.R.-I.A.S.R.I. to the Tenderer.
11. Security Deposit of equivalent to 10% of Contract Value, is to be deposited by the Selected Agency / Successful Tenderer in the form of Demand Draft / Bank Guarantee for the contract, only after receiving a communication from the I.C.A.R.-I.A.S.R.I. In the event of non-deposition of the same, the Earnest Money will be forfeited.
12. 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.
13. The Director, I.C.A.R.-I.A.S.R.I. reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the I.C.A.R.-I.A.S.R.I. , for any reasons, not mandatory to be communicated to the Tenderer. Decision of Director, I.C.A.R.-I.A.S.R.I. 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, I.C.A.R.-I.A.S.R.I. 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.
14. Acceptance by the I.C.A.R.-I.A.S.R.I. 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. Firm will submit monthly bill for the said contract and the payment to firm will be made only after the entire satisfaction of the authority of ICAR-IASRI.

16. The following Documents / Vouchers are required to be enclosed with Tenders form, which are the Terms & Conditions of the Tenders document: -

- a) *Relevant Registration Certificate of the Firm with Govt. deptt. as Contractor under Govt. of NCT./Govt Undertaking/Autonomous Bodies*
- b) *Minimum Turnover of the Firm not less than Rs.1,00,00,000.00 (One Crore) during the last financial year.*
- c) *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).*
- d) *Certified Balance Sheet of the Firm for last year duly verified by the Chartered Accountant.*
- e) *Duly certified copies of the satisfactory services where the Tenderer is providing the service for the last three years.*
- f) *Employees EPF Registration Certificate*
- g) *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 20 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.*
- m) *The contractor must have valid electrical contractor ship license issued by Govt.*
- n) *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). The contractor must have completed Minimum Two Work orders of Rs. 10.00 lakh each or One work order of 20.00 lakh during last three financial year.*

**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**  
**for and on behalf of Director, ICAR-IASRI**  
**New Delhi**



**ICAR - INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE.**

(An ICAR's autonomous body under Department  
of Agriculture Research and Education (DARE),

Ministry of Agriculture and Farmers Welfare, Govt. of India)

**Library Avenue, Pusa, New Delhi -110012.**

**Tel – 25841479, Fax - 25841564**



**F.No.No. 11(13)/2017–Maint.**

**Dated: 10<sup>th</sup> August, 2017**

**To**

**Director,  
Indian Agricultural Statistics Research Institute,  
Library Avenue, New Delhi-110012.**

**Sir,**

I / We wish to submit our Tenders for Providing Civil Maintenance of all the Buildings of I.C.A.R.-I.A.S.R.I. & Civil/ Electrical Maintenance of Krishi Niketan Staff Qtrs. on the following rates :-

**1. Rates for Annual Maintenance :-**

| Sl. No. | Particulars  | Rate Per Month                 |                                |
|---------|--|--------------------------------|--------------------------------|
|         |  | In Figures                     | In Words                       |
| 1.      | Monthly consolidated Rate for PROVIDING ANNUAL MAINTENANCE OF CIVIL SERVICES OF ALL RESIDENTIAL & NON RESIDENTIAL BUILDINGS OF I.C.A.R.-I.A.S.R.I. AT PUSA CAMPUS, NEW DELHI (TOTAL AREA–19000 SQ. MTRS.) AND ANNUAL CIVIL/ELECTRICAL MAINT. OF ALL RESI. STAFF QTRS. (TOTAL AREA–8000 SQ. MTRS.) i/c ANNUAL WATER SUPPLY PUMP OPERATION AT KRISHI NIKETAN PASCHIM VIHAR, NEW DELHI for the period of ONE YEAR as per the required Specifications and Terms & Conditions and Scope of Works detailed in the Tender (SCHEDULE-II) i/c. all labour, transportation, specially covered all acts and taxes etc. as applicable from time to time. | To be Quoted separately online | To be Quoted separately online |

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:**

