



भा.कृ.अ.प. भारतीय कृषि सांख्यिकी अनुसंधान संस्थान  
ICAR-Indian Agricultural Statistics Research Institute  
लाइब्रेरी एवेन्यू, पूसा, नई दिल्ली-110012.  
Library Avenue, Pusa, New Delhi-110012.



Cost of Tender Form is **Rs.1000/-**

F.No.11(15)/2017-Maint.

Dated : 21 .8.2017

**INVITATION OF ONLINE TENDER FOR JOBWORK/SERVICE CONTRACT FOR  
MECHANIZED CLEANING, SANITATION SERVICES AT ICAR-IASRI, NEW DELHI**

**PART-A  
(TECHNICAL & OTHER INFORMATIONS)**

*(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)*

**SCHEDULE: Last Date of Receipt of Tender : 14.9.2017 upto 1.00 P.M.  
Date & Time of Opening of Tender : 15.9.2017 at 2.30 P.M.  
(Technical Bid only)**

S. no	Information	Details
i.	Name of the Firm/Agency	
ii.	Full address with Post Box No. and Telephone No. / email ID, if any	
iii.	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	
iv.	(i) 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.  ii) 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.	

	iii) If the answer to above is in point one and two is 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	
v.	Name and Full Address of your Banker's	
vi.	Your Permanent account No./Circle/Ward	
vii.	Date of establishment of the agency /firm/company	
viii.	Whether registered with all concerned Government authorities ( <i>EPF/ESI etc.</i> ) and having license under contract Labour ( <i>Regulation &amp; Abolition</i> ), Act (copies of all certificates of registration to be enclosed)	
ix.	Any other relevant information	
PART-II		
x.	Earnest Money enclosed( <i>YES/NO</i> ) Write Draft No./date/Name of the Bank	

**Certified that the above information is correct and the firm is willing to accept all the term and conditions of the tender document.**

SINGNATURE .....

NAME .....

ADDRESS .....

PHONE NO.....

.....

FAX NO.....

SEAL



भा.कृ.अ.प. भारतीय कृषि सांख्यिकी अनुसंधान संस्थान  
ICAR-Indian Agricultural Statistics Research Institute  
लाइब्रेरी एवेन्यू, पूसा, नई दिल्ली-110012.  
Library Avenue, Pusa, New Delhi-110012.



F.No.11(15)/2017-Maint.

Dated : 21 .8.2017

**NOT TRANSFERABLE**

Invitation to Online Tender and Instructions containing Terms and Conditions governing contract for **Job work/Service contract for Mechanized Cleaning, Sanitation Services at IASRI office buildings (3 buildings & Sukhatme Hostel) of ICAR-IASRI at Pusa, New Delhi.**

- A Cost of Tender Form is **Rs.1000/- (Rupees One thousand only (Non refundable))**. In case of downloaded Tender form, the cost of Tender form shall have to be deposited in the form of DD along with the Tender document.
- B Last date of Receipt of Tenders in Office is : **14.9.2017 up to 1.00 P.M.**
- C Tenders to be Opened on : **15.9.2017 at 2.30 P.M.**
- D The Tender Document is also available at our website: [www.iasri.res.in](http://www.iasri.res.in) and bids are required to be uploaded online on CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).

**NOTE:**

1. The Director, 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.

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Invitation of Online Tender For JOB WORK/SERVICE CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES FOR THE ICAR-Indian Agricultural Statistics Research Institute office building (3 Buildings and Sukhatme Hostel), at ICAR-IASRI, Pusa, New Delhi-110012.**

Dear Sir(s),

On-line Bids are invited (two bid system) through e-procurement system from Registered/well-established/reputed firms for providing the Mechanized Cleaning, Sanitation services at ICAR-IASRI, Pusa, New Delhi on monthly contract Job/Service basis for a period of TWO YEAR subject to satisfactory performance of the vendor and its willingness to continue. *Tender form, terms & conditions can be downloaded from the website <http://eprocure.gov.in>, [www.iasri.res.in](http://www.iasri.res.in) and CPP Portal. On-line bids complete in all respects should be submitted through CPP Portal only on or before the last date and time.*

1. An earnest money of **Rs.50,000/- (Rupees Fifty Thousand only)** must be deposited in the form of demand draft/pay order payable to Director, IASRI at New Delhi. Conditional bids shall not be considered. No over-writing or cutting is permitted in tender documents. Such bids will be rejected outright.

2. The Tenderer 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 Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
3. The Schedules of the Tenders form should be enclosed with the tender.
4. 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 whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.**
5. If Tenderer does not accept the offer, after issue of letter of award by ICAR-IASRI within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders 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 Tenderer.
7. The rates quoted by each firm for job/service contract for providing general cleanliness services for the ICAR-IASRI (*3 Buildings and Sukhatme Hostel*) in quotation are given both in words and figures failing which the same is liable to be rejected
8. An amount of **10% of the contract value as a security deposit** for the contract is to be deposited by the Selected Agency/Successful Tenderer in the form of D.D/Banker check/FDR/B.G. in payable to **Director, IASRI, New Delhi** only after receiving a communication. In the event of non-deposition of the same, the earnest money will be forfeited.
9. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.
10. Service Tax/Goods and Service TAX (GST) or any other tax on material in respect of this contract shall be payable by contractor and ICAR-IASRI will not entertain any claim whatsoever in this respect. However the TDS which is as per the Government rules shall be deducted at source from monthly bills of the successful Tenderer, as per rule.
11. Director, ICAR-IASRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

12. 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.
13. Acceptance will be communicated by FAX/ email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible.
14. The contract will be for a period of **TWO years** extendable for a further period of **Three Months**, subject to satisfactory performance of the vendor and his/her willingness to continue.
15. **Firm has to indicate number of workers they will deploy at the site after the award of the contract. In addition to this, firm will also deploy one supervisor.**
16. Director, 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 whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
17. Director, ICAR-IASRI in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.
18. The firm has never been blacklisted by any organization in the past or debarred to participate in tender for any organization in the last five years.
19. The bidder should be based at Delhi/NCR and **have continuous experience during the last 03 (Three) years** in the field of providing Housekeeping Services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public organizations.
20. The bidder should have completed at least two work of not less than **75 Lakhs** each per year value during the last **2 (Two)** financial years for providing the Housekeeping Services.
21. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-IASRI as detailed in the tender 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.
22. **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 “JOBWORK/SERVICE CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES 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 at outside the old auditorium in SSM Building, ICAR-IASRI, not later than the closing date and time for submission of ONLINE BID.**

### Submission of Essential Documents :

- a) Registration certificate of the firm under Company Act or any other authorities of Central Government/ State Government/any Government department for carrying out the **job work**.
  - b) Last **3 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 organizations. Documentary proof such as copy of the bills for owning the machineries /tools as detailed. (Annexure-I)
  - c) Certified Balance Sheet of the firm for last **3 year** with minimum turnover not less than **Rs.200.00 Lakhs** by the Chartered Accountant/Authorised body.
  - d) Duly certified copies of the satisfactory services from the clients where the tenderer is providing the services for the last **3 years**.
  - e) The Service Provider (Bidder) should possess **ISO 9001:2000** or latest updated version of the Certification in providing Housekeeping Facility Services. Necessary supportive documents shall be enclosed with the bid.
  - f) The Service Provider should have undertaken at least **Three** Housekeeping / cleaning / similar projects for office / residential complex having a minimum **two** work order of **75 lakh** per year during the **last 2 (Two) financial years** in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed organizations.
  - g) Employee EPF registration certificate issued by Government department.
  - h) Employee ESI registration certificate issued by Government department.
  - i) Nos. of supervisors/safaiwala registered under ESI & EPF separately. Minimum **100 nos.** (Supervisors/ safaiwala) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
  - j) Documentary proof such as copy of the bills for owning the machineries /tools as detailed. (Annexure-II)
  - k) Income tax and **Goods and Service tax (GST)** registration certificate issued by the respective departments.
  - l) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.
23. Only those firms who qualify in the technical bid will be considered for financial bid.
24. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-IASRI on non-judicial stamp paper of Rs. 100/- for the work. The manpower of firm shall be allowed to attend the work only after having been verified from Police authority, ESI & EPF card issued to such staff of the firm and deposited in the office.
25. **Undertaking by the Firm that indicate the minimum number of workers will be deployed to manage the cleaning of the area after the award of the contract. (Annexure-III. In addition to this, firm will also deploy one supervisor.**

### 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. **Scanned copy must be uploaded in Technical Bid. FAILING WHICH BID WILL BE DISQUALIFIED.**
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,

Sd/-

**(Poonam Singh)**

**Administrative Officer (Maintenance)**

*For and on the behalf of the Director*

**Tender for the contract for Job work/Service contract for mechanized cleaning, sanitation services at for the I.C.A.R.-Indian Agricultural Statistics Research Institute, New Delhi on monthly contract basis for the period of TWO years extendable for a further period of Three Months, subject to satisfactory performance of the vendor and its willingness to continue.**

---

Full Name & Address of the Tenderer 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 Director,  
ICAR-Indian Agricultural Statistics Research Institute  
Library Avenue, Pusa, New Delhi-110012**

1. I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **Job work/Service contract for mechanized cleaning, sanitation services** at ICAR-IASRI Office Buildings (**3 Buildings & Sukhatme Hostel**) of ICAR-IASRI at Pusa, New Delhi 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-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 **Two 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 / D.D. No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **Director, IASRI** and payable at **New Delhi** is enclosed as earnest money required.

Yours faithfully,

**Dated:**

**Witness** \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Signature of witness to contractor's signature**

**Address:**

**Name & Signature of Witness:**

**Address:**

**Signature & Seal of the Tenderer**

**Telephone No. Office :**

**Resi.**

**Mobile**

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

1.	Name of the Firm/Agency	
2.	Full Address with Post Box No. and Telephone No. if any	
3.	Constitution of the firm/Agency ( <i>Attached Copy</i> )	
	a) Indian Companies Act,1956	
	b) Indian Partnership Act, 1932 ( <i>Please give names of partners</i> )	
	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.	Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
8.	Earnest Money Deposited	Yes / No
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-IASRI regarding the contract.	

**11 Details of documents:**

S. No.	Particulars	Page No.	Remarks
a	<b><u>Registration certificate No.</u></b> of the firm under Company Act or any other authorities of Central Government/ State Government/any Government department for carrying out the <b>job work</b> .		
b	<b><u>Income tax &amp; Goods and Service tax (GST) registration certificate</u></b> issued by the respective departments.		
c	The Service Provider (Bidder) should possess <b><u>ISO 9001:2000</u></b> or latest updated version of the Certification in providing Housekeeping Facility Services. Necessary supportive documents shall be enclosed with the bid.		
d	<b><u>Employee EPF registration certificate</u></b> issued by Government department.		
e	<b><u>Employee ESI registration certificate</u></b> issued by		



	<i>Government department.</i>		
f	<b>Nos. of Supervisors/Safaiwala registered under ESI &amp; EPF separately. Minimum <u>100 nos.</u> (Supervisors/safaiwala) required their ESI &amp; EPF contributions. Documentary proof of vouchers to be required and may be attached.</b>		
g	<b>Last <u>3 years Continuous Experience</u> 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 organizations. (Annexure-I)</b>		
h	<b><u>Certified Balance Sheet</u> of the firm for last <u>3 year</u> with minimum turnover not less than <b>Rs.200.00 Lakhs</b> by the Chartered Accountant/Authorised body.</b>		
i	<b><u>Duly certified copies of the Satisfactory Services</u> from the clients where the tenderer is providing the services for the last <u>3 years.</u></b>		
j	<b>The Service Provider should have undertaken at least <u>Three</u> Housekeeping / cleaning / similar projects for office / residential complex having a minimum <u>two</u> work order of <b>75 Lakh</b> per year during the <u>last two financial years</u> in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed organizations.</b>		
k	<b>Documentary proof such as copy of the bills for owning the <u>Machineries / Tools as detailed.</u>(Annexure-II)</b>		
l	<b>Undertaking by the Firm that indicate the minimum number of workers will be deployed by the Firm to manage the cleaning of the area. (Annexure-III)</b>		
m	<b>Whether the firm has any Legal suit/Criminal case pending against it for violation of EPF/ESI, Minimum wages act or other law (give details). The <u>firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.</u></b>		

**NOTE : Scanned copy must be uploaded in Technical Bid. FAILING WHICH BID WILL BE DISQUALIFIED.**

Date:.....

Place: .....

**AUTHORISED SIGNATORY**

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

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES AT ICAR-IASRI OFFICE BUILDINGS (3 Buildings & Sukhatme Hostel) OF ICAR-IASRI AT PUSA NEW DELHI.**

**COMPLEX AND ITS LOCATION :-**

I.C.A.R.-Indian Agricultural Statistics Research Institute, New Delhi 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 (3 Office Buildings & Sukhatme Hostel). Buildings covered under this contract are: (1) **Administrative-cum-Training Block**, (2) **Sample Survey Block**, (3) **Computer Building** & (4) **Sukhatme Hostel**

ICAR-IASRI is located at Library Avenue on the road leading to Hotel Management from R-Block, Rajender Nagar Red Light, New Delhi-110012

**DETAILS OF BUILDINGS**

S. No.	Description	Admn.-cum-Trg. Block	Sample Survey Block including Quadrangle	Computer Building	Sukhatme Hostel
1	PLINTH AREA	1100 Sq.Mtrs.	2093 Sq. Mtrs.	1073 Sq.Mtrs.	-
2	FLOOR AREA	6097.13 Sq. Mtrs.	4105.13 Sq.Mtrs.	3482 Sq.Mtrs.	1215 Sq.Mtrs.
3	STOREY	6 Storeyed	1 <sup>st</sup> Wing double storey and 2 <sup>nd</sup> Wing 4 storeyed	3 Storeyed	3 Storeyed
4	TOTAL ROOM	91	104	44	22
5	COMMON TOILETS	12	14	6	5
6	OFFICERS TOILETS/ ATTACHED TOILETS	7	2	1	-
7	RECEPTION ROOM	-	1	-	-
8	AUDITORIUM	-	1	1	-
9	COMMITTEE ROOM/ CONFERENCE ROOM	4	2	1	-
10	COMPUTER LAB	5	-	4	-
11	CANTEEN	1	-	-	1
12	COMMON ROOM/ KITCHEN/ DINNING ROOM	1	-	1	1 each

1. The job work of providing of general cleanliness services for the ICAR-IASRI at I.C.A.R.-Indian Agricultural Statistics Research Institute, New Delhi shall have to be undertaken without causing any damage to the ICAR-IASRI properties. In case, any damage is caused by the workers deployed by the contractor to do the work of maintenance of cleanliness for ICAR-IASRI, New Delhi. The same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property within the premises of the ICAR-IASRI, New Delhi. 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. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the ICAR-IASRI.

2. Payment to the contractor will be made monthly on submission of pre-receipted bill along with paid EPF / ESI receipt, copy of statement of NEFT/Bank Statement etc.
3. 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 maintenance of ICAR-Indian Agricultural Statistics Research Institute, New Delhi shall be got done from other source at the expenses of the defaulting firm.
4. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms to the personnel with identity cards.
5. All essential items for general cleanliness services personnel like cleaning material, etc. will be provided by the agency at its own cost.
6. The above Services shall have to be provided for the entire locality of the ICAR-Indian Agricultural Statistics Research Institute, New Delhi. The ICAR-IASRI can be inspected on any day and time.
7. After physical inspection of the site, very detailed assessment/requirements of general cleanliness for ICAR-IASRI, New Delhi, and ICAR-IASRI shall have to be furnished along with the quotation. 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 manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.
8. 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 Council 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.
9. The workers should be able to communicate in Hindi and English if possible.
10. Income tax will be deducted from the payment due for the work done as per rule.
11. Firm will maintain all the registers, which are kept at points. They should not leave their points.
12. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
13. The general cleanliness personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any sanitation person going on leave under intimation to this office.
14. Changing of Workers should be intimated to the Maintenance Section/Caretaker/Concerned Officer, ICAR-IASRI.
15. The general cleanliness staff should follow the codal formalities of Security System while on duty.
16. It will be the duty of the agency to keep entire ICAR-IASRI neat and clean on all time.
17. The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7<sup>th</sup> of every month. After making the payment, the Contractor shall raise the bill in the ICAR-IASRI for payment of the settled amount.

### **SCOPE OF WORK:**

1. Cleaning, sweeping, dusting, mopping and waste disposal of the entire area of the buildings covered in the contract including the roads. In order to complete the above cleaning and waste disposal jobs at the highest standards of quality and hygiene, the workers would start their work early in the morning so as to complete it fully by the 9.00 AM in the morning itself including waste disposal.

- 2 Special cleaning of all corridors and staircases of the buildings will be done fortnightly. The special cleaning would include the proper rubbing and cleaning of floors and stair cases, cleaning of cob webs etc. and special mopping of roads, common paths ways and parking areas.
- 3 Special dusting, cleaning of all furniture and fixtures installed in the Committee rooms/Auditorium/Lab with equipment like vacuum cleaner etc. the marble floorings of the toilets have to be cleaned with floor cleaning material and grinding of same as and when required. Maintenance of sanitary fittings with regular cleaning with surf etc. More manpower would be required at the time of meeting / functions in the Institute.
- 4 All the toilets are to be cleaned as frequently as required to keep them in a well neat and clean condition. The toilets will have to be cleaned twice or more than this in the day for which the workers must be available in the premises.
- 5 The Worker shall also clean all the doors and windows of buildings covered in the contract.
- 6 The Firm will provide sanitary material for cleaning, waste disposal and sanitation work. Periodical Naphthalene balls/Sanitary cubes/Liquid soap will arranged & provided for toilets by the firm at own cost.
- 7 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 born by the tenderes.
- 8 The staff provided should be experienced in cleaning, sweeping and other sanitation services including waste disposal.
- 9 All complaints shall be attended to IMMEDIATELY by the Firm.
- 10 It will be responsibility of contractor to remove all garbage viz. *used plastic glasses, waste papers, removal of nails-capes either on the floor or on wall, food wastages, flower wastages* etc.
- 11 Besides above, any cleaning job can be entrusted to the contractor and no extra payment will be made for the same.
- 12 It will also be duty of the contractor to shift of furniture (like Almirah, Chair, Table, Rack etc.) and other items of the institute from one place to another within the premises, whenever required. Due penalty will be imposed on the contractor in case any damages/losses while shifting / handing of furniture items during currency of contract.
- 13 **The Contractor has to bury the dead animals like cat, dog, monkey etc. as and when required at the designated places strictly in accordance with rules/regulations applicable.**

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.

**CHARTER OF DUTIES FOR SANITATION/CLEANLINESS SERVICES**

<b>S. No.</b>	<b>DETAILS</b>	<b>FREQUENCY</b>
1	<i>Proper and efficient sweeping and cleaning with water of all the open area, parking lot, within the premises/boundary wall of Instt.'s Buildings.</i>	<i>Daily on all working days, to be completed by 9.00 a.m.</i>
2	<i>Proper and efficient sweeping with brush and swabbing of all the floor/carpet area, staircase, corridors and extended terrace(s), ways of water coolers with sufficient deodorants/ phenyle.</i>	<i>Daily on all working days, to be completed by 9.00 a.m.</i>
3	<i>Proper and complete dusting/cleaning and swabbing of false ceiling, artificial partitions, reception desks and all other accessories like doors, window panes, grills of iron gates and artificial plants, railing etc.</i>	<i>Daily on all working days, to be completed by 9.00 a.m.</i>
4	<i>Dusting of all items of furniture, fixture, partitions, glasses almirahs etc. within the rooms, Interview/ Committee Room/ Conference Hall, Stores , Exhibition Room &amp; Auditorium</i>	<i>Twice in a days.</i>
5	<i>Proper and efficient cleaning with water and Phenyl/ deodorants of all floor area. Glazed looking mirrors, sanitary-ware and its fittings, pipes etc. in the common and officers toilets.</i>	<i>Twice in a days</i>
6.	<i>Proper and efficient disposal of office waste in the dustbin/dalao of M.C.D.</i>	<i>For all buildings daily</i>
7	<i>Cleaning of roofs</i>	<i>For all buildings Two times in a week.</i>
8.	<i>Shifting of furnitures</i>	<i>Any time as per requirement of Institute.</i>

**Format of Daily Checklist of cleaning of Toilets and Rooms during the month of .... 2017.**

Dated	8.00 AM	9.00 AM	10.00 AM	11.00 AM	12.00 N	1.00PM	2.00 PM	3.00 PM
1.8.2017								
2.8.2017								
3.8.2017								
.								
.								
.								
30.8.2017								
31.8.2017								

**For any complaints please contact the SUPERVISOR. Contact No.....**

Note- *The sweeping & cleaning work of all Three (3) Office Buildings & Sukhatme Hostel including premises is to be done daily (including Sundays & Holidays).*

## **TERMS & CONDITIONS:**

1. Firm can inspect the area of work and quote the amount in their tender after assessing the requirement of number of workers. No relaxation will be given in the work defined in the tender document. Penalty will imposed if the work defined will not completed under the conditions stated in the tender document.
2. The rates to be quoted should include cost of each and every items including Equipment cost, material cost, transportation cost, manpower cost etc. Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, O.T.A. etc.
3. Firm has to indicate number of workers they will deploy at the site.
4. All essential consumable items for Cleaning and House Keeping services / equipment will be provided by the Firm. It must be ISI mark.
5. No local Items will be accepted. Firm has to be mention the quality of cleaning material to be used. No compromise will be made on the quality of services, quality and quantity of material and machinery given in tender document.
6. The contractor shall not sublet the work.
7. 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.
8. The Firm shall have to main a consolidated floor-wise checklist regarding cleaning of each area and get it verified by Floor In-charge/Concerned Officer and maintain satisfactory performance during the whole period. Firm shall be submitted the same with the monthly bill. In case of shortfall in performance penalty may be imposed.
9. The Firm shall in no case pay his employees less than the minimum mandatory rates per day/months as announced by Govt. of Delhi from time to time. The payment should be made directly into the bank account of the worker through NEFT and copy of statement of NEFT shall be enclosed with the monthly bill.
10. Payment for Cleaning and House Keeping service bill will be made monthly upon submission of pre-receipted bill.
11. **The service charges/rates quoted by the Firm shall be fixed for the period of the contract and no request for any changes/modification shall be entertained before expiry of the period of the contract unless the same is warranted for enforcing statutory instructions like revised minimum wages issued by the appropriate Government under Minimum Wages Act, 1948**
12. 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 Cleaning and House Keeping at ICAR-IASRI, New Delhi shall be got done from other source at the expenses of the defaulting firm.
13. 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.
14. The Cleaning and House Keeping Services shall be provided for the entire office (3 buildings and Sukhatme Hostel) of ICAR-IASRI both inside the building and roads. The sites can be inspected any day any time by Caretaker/Concerned Officers.
15. 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.
16. 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.
17. **The personal deployed by the Firm should not have any police records/criminal cases against them. The service provider will provide the duly filled police verification form of the personnels to the ICAR-IASRI within 15 (fifteen) days of award of contract and the ICAR-IASRI will get them verified from the police authorities. The firm will provide Name, Address, Telephone No. & Photographs of its workers to Caretaker/Concerned Officer, ICAR-IASRI, New Delhi.**
  18. The selected agency shall provide the necessary personnel for providing Cleaning and House Keeping services at ICAR-IASRI as per Labour Acts prevalent in Central Govt. organization (Agril.)
  19. Income Tax will be deducted from the payments due for the work done as per rule.
  20. The workers should be able to communicate in Hindi and also in English if possible.
  21. Sanitary supervisor will make sure that all the toilets/rooms/roads are properly cleaned.
  22. They should not give lenient or casual impressions in the duties.
  23. The job of sanitation and dusting is to be carried out on each floor and surrounding areas of Institute's buildings etc. as detailed in charter of duties from 8.00 a.m. to 4.00 p.m. uninterruptedly. It is to be ensured by the Contractor that these services on each floor are provided and supervised properly.
  24. 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.
  25. The contractor must employ adult persons only. Employment of child labour may lead to the termination of the contract.
  26. For security point of view, Firm has to provide the list of worker every month and worker must wear the Identity Card of firm.
  27. Firm shall deployed additional workers during the important Meetings/Seminars at this office as and when required. No extra payment will be made on this account.
  28. Director, ICAR-IASRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of ICAR-IASRI for any justifiable reasons.
  29. Undertaking by the Firm that indicate the minimum number of workers will be deployed to manage the cleaning of the area after the award of the contract. (Annexure-III). In addition to this, firm will also deploy one supervisor.
  30. In case of shortfall in performance penalty shall be imposed as per the penalty clause defined in the tender document.
  31. NO Compromise will be made on the quality of service, quality & quantity of prescribed material and machinery given in the prescribed Annexure in the tender document.

## **RISK CLAUSE:**

1. Director, ICAR-IASRI reserves the right to discontinue the service at any point of 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 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 performance Security Deposit or pending bills or by rising a separate claim.
2. The personnel provided shall be under the direct control a supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR-IASRI from time to time. They will be bound by ICAR-IASRI timing, duty, placement, locations, wearing of uniform etc. as decided by the ICAR-IASRI.
3. The tender document duly signed on all pages shall be submitted along with failing which the bids shall not be considered. Outsider firms shall not be considered for bids.
4. In the financial bid the bidder must quote the rates in figures as well as in words. The amount of each item should be worked out and total should be given.
5. The ICAR-IASRI shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, TA etc.
6. That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.
7. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

## **PENALTY CLAUSE FOR DEFICIENCY IN SERVICES AS PER STANDARD LAID DOWN.**

S.No.	Fault	Fine
1	Non-wearing of Uniform	Rs.200/- Per Worker Per day
2	Unclean External Area (Ground/ Roads/Footpaths/Terrace)	Rs.1,000/- Per day
3	Unclean Internal Area (Building)	Rs.200/- Per Room Per day
4	Unclean Toilet	Rs.500/- Per Toilet Block Per day
5	Unclean of Internal Corridor	Rs.500/- Per Corridor Per day
6	Using of local cleaning material	Rs.500/- Block Per day
7	Non cleaning / removal of garbage from the ICAR-IASRI, Pusa, New Delhi to MCD/NDMC/Other/Civic Agency collection / dumping yard on own arrangement and transportation.	Rs.1,000/- Per day
8	Failing to provide Liquid soap/ Naphthalene Ball/ Phenyl/ etc. should be available in the required place.	Rs.500/- Per place Per day
9	Failing to transfer wages on or before 7 <sup>th</sup> of every month for any worker or supervisor.	Rs.1,000/- Per Worker Per day

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.



**DETAILS OF THE MINIMUM 5 YEARS EXPERIENCE/WORK DONE.**

<b>Sl. No.</b>	<b>Name of the Deptt./ Organisation &amp; Name of contact Person with Ph. No.</b>	<b>Period</b>		<b>Remarks</b>
		<b>From</b>	<b>To</b>	

**(Authorised Signatory)**

**Machinery & Equipment to be deployed in ICAR-IASRI premises for undertaking the work.**

<b>Sl.No.</b>	<b>Description</b>
1	Automatic floor Scrubber Drivers
2	Single Disc Scrubber / Polishers
3	Wet and Dry Suction Cleaners
4	Dry type commercial vacuum cleaners
5	High pressure cleaning machine
6	Wringer Trolleys
7	Glass kits
8	Caddies
9	Floor Signs

**Note : At least above quantities of Machineries and Equipment's shall be brought in the campus before commencement of work and mechanized cleaning and sanitation work will be carried on with the held of above machineries.**

**UNDERTAKING**

Our Firm has assessed the area of ICAR-IASRI, Pusa, New Delhi and decided that we will provide minimum ..... (*in Number*) of worker to clean the area/buildings upto your satisfaction. In addition to this, firm will also deploy one supervisor.

Signature

**Name of Firm  
Address &  
Seal of the Firm**

**Proposed Indicative list of Housekeeping/Sanitation Materials should be provided by Firm.**

- 1. CLEANING AIDS (MANUAL):**
  - a. Soft Brooms
  - b. Hard Brooms
  - c. Brushes (hard & soft)
  - d. Floor scrubbers
  - e. Handle Brush (soft)
  - f. Window Ledge Brush
  - g. Long Brush (handle)
  - h. W.C. Brush
  - i. Curtain Brush
  - j. Venetian Blind Brush (soft)
  - k. Cob Web Brushes
  - l. Ladders (4ft., 6ft., & 8ft.)
  
- 2. CLEANING AIDS (MECHANICAL):**
  - a. Floor Scrubber and shampooing machine
  - b. Vacuum Cleaner
  
- 3. MOP, SCRUBBERS & DUSTERS:**
  - a. Squeezer with long handles/Window Cleaners
  - b. Mops (different sizes)/Day Mops with long handles
  - c. Check Dusters
  - d. Glass Cloths
  - e. Yellow Dusters
  - f. Old Wiping sheets
  - g. Rags
  
- 4. CLEANERS/SANITIZERS/DISINFECTANTS/REPLANTS:**
  - a. Harpic/Domex/Sanifresh
  - b. Liquid Organic Cleaners (LOC)
  - c. Vim Liquids
  - d. Collin Glass Cleaners
  - e. Dettol/Savalon
  - f. Odonil
  - g. Urinal Cubes (Eco Cubes)
  - h. Hit Sprays (Mosquito & Cockroach)

Note:

1. *Only such chemicals which are not hazardous to humans and reputed brands which are WHO certified, Eco-friendly and bio-degradable are to be used. All the above items should be used in adequate quantity regularly so that the cleanliness and hygiene of the entire complex are well-maintained always.*
2. *Eco-friendly and water conserving materials will be permitted for use with prior inspection and confirmation by the In charge ICAR-IASRI.*
3. *Non-functional/non-serviceable cleaning aids, equipment must be replaced as and when needed.*
4. *Disposal bags for garbage will be used.*



भा.कृ.अ.प. भारतीय कृषि सांख्यिकी अनुसंधान संस्थान  
**ICAR-Indian Agricultural Statistics Research Institute**  
 लाइब्रेरी एवेन्यू, पूसा, नई दिल्ली-110012.  
**Library Avenue, Pusa, New Delhi-110012.**



F.No.11(15)/2017-Maint.

Dated : 21 .8.2017

**Invitation of Online tender for Jobwork/Service contract for Mechanized Cleaning, Sanitation services at ICAR-IASRI, Pusa, New Delhi**

**PART-B (Financial Bid)**

**Bill of Quantity (BoQ) (To be filled by bidder online as Financial Bid)**

S. No.	Item Description	Per Month
1	<p><u>Monthly consolidated rate</u> offered for the contract of "<i>Mechanized Cleaning, Sanitation services at ICAR-IASRI, Pusa, New Delhi</i>" include cost of each and every items including Transportation cost, Manpower cost with minimum wages + EPF/ESI as per Govt. approved rates, Cleaning Materials and Service Charges etc.</p> <p><u>The ICAR-IASRI, shall not bear any extra charges on any account whatsoever i.e. ESI/EPF contribution, Uniform, Liveries, OTA etc. in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the tenders as applicable from time to time.</u></p>	<p>Rs. _____ P.M.  <i>(in figures)</i></p> <p>(Rupees _____            _____ Only)  <i>(In words)</i></p>
2	Goods & Service Tax (GST)/ Service Tax @ as per prescribed rate.	
	Total (1+2)	Rs. _____ P.M.

**(Rupees \_\_\_\_\_ Only)**  
**(In words)**

I/We agree 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. \_\_\_\_\_

### Checklist for Technical Bid Evaluation

S. No.	Documentary (Strictly as per details below)	Page Number	To be filled by Bidder
1	<u>Registration certificate No. of the firm under Company Act or any other authorities of Central Government/ State Government/any Government department for carrying out the job work.</u>		<u>Scanned copy must be uploaded in the technical bid.</u>  <u>Failing which bid will be disqualified.</u>
2	<u>Income tax &amp; Goods and Service tax (GST) registration certificate issued by the respective departments.</u>		
3	<u>The Service Provider (Bidder) should possess ISO 9001:2000 or latest updated version of the Certification in providing Housekeeping Facility Services. Necessary supportive documents shall be enclosed with the bid.</u>		
4	<u>Employee EPF registration certificate issued by Government department.</u>		
5	<u>Employee ESI registration certificate issued by Government department.</u>		
6	<u>Nos. of Supervisors/Safaiwala registered under ESI &amp; EPF separately. Minimum 100 nos. (Supervisors/ safaiwala) required their ESI &amp; EPF contributions. Documentary proof of vouchers to be required and may be attached.</u>		
7	<u>Last 3 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 organizations. (Annexure-I)</u>		
8	<u>Certified Balance Sheet of the firm for last 3 year with minimum turnover not less than Rs.200.00 Lakhs by the Chartered Accountant/Authorised body.</u>		
9	<u>Duly certified copies of the Satisfactory Services from the clients where the tenderer is providing the services for the last 3 years.</u>		
10	<u>The Service Provider should have undertaken at least THREE Housekeeping / cleaning / similar projects for office / residential complex having a minimum two work order of 75 Lakh per year during the last two financial years in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed organizations.</u>		
11	<u>Documentary proof such as copy of the bills for owning the Machineries / Tools as detailed.(Annexure-II)</u>		
12	<u>Whether the firm has any Legal suit/Criminal case pending against it for violation of EPF/ESI, Minimum wages act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.</u>		
13	<u>Undertaking by the Firm that indicate the minimum number of workers will be deployed by the Firm to manage the cleaning of the area. (Annexure-III)</u>		
14	<u>Bid Security (EMD)Rs.50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order/Banker Cheque issued by any Nationalised/ Scheduled commercial Bank is favour of Director, I.A.S.R.I. payable at New Delhi</u>		
15	<u>Tender Cost of Rs..1,000/-(Rupees One thousand only) in the form of Demand Draft/Pay Order/Banker Cheque issued by any Nationalised / Scheduled commercial Bank is favour of Director, I.A.S.R.I. payable at New Delhi</u>		