



भा.कृ.अनु.प.- केन्द्रीय आलू अनुसंधान केन्द्र
पोस्ट बैग न 1 पोस्ट ऑफिस मॉडल टाउन जालंधर-144003
ICAR-CENTRAL POTATO RESEARCH STATION
Post Bag No.1, Post Office Model Town, Jalandhar-144003



No.F.VI12016/1/16/Misc./962

E-mail

Dated : October, 2016

To,

Dr. Shashi Rawat,
CPRI, Shimla
(For uploading of quotation on CPRI Website for publicity)

Sub : Tenders for execution of general cleanliness and sweeping work.

Sir,

Sealed tenders are invited for execution of general cleanliness and sweeping work w.e.f. 01.12.2016 to 31.03.2017 at this Station on the terms, conditions and quantum of work mentioned in the enclosed documents. Your tender duly sealed should reach this office by 2.00 PM of 15.11.2016(Tuesday) through Post/Tender box. The words "TENDER FOR GENERAL CLEANLINESS AND SWEEPING WORK" should be super-scribed on the body of the envelope. The tenders will be opened on the same day i.e. 15.11.2016 by 2.30PM in the presence of the tenderers or their representatives who wish to be present on the opening of the tender.

A pre-bid conference to apprise the contractors about the eligibility criterion & description of work to be carried out on contract basis has been arranged on 07.11.2016 (Monday) at 3.00PM. The interested contractors are advised to attend the same before submitting the tender forms. The Head, CPRI, Jalandhar reserves the right to accept or reject any or all the tenders without assigning any reason.

Yours faithfully,

Sd/-
(Dr. JS Minhas)
HEAD

Office located at Village Badshahpur, Jalandhar 2-KM from TV Tower towards Nakodar, Telephone No. (O) 0181-2791474, FAX : 0181-2790863

ICAR-CENTRAL POTATO RESEARCH STATION
(Indian Council of Agricultural Research)
JALANDHAR

SCHEDULE OF JOB REQUIREMENT W.E.F. 01.12.2016 TO 31.03.2017

S.No.	Details of work	Area	Frequency
1	Cleaning of all rooms in buildings (Office, 4 labs, workshop including galleries, corridors, and stairs) with broom and wet cleaning/washing wiping (Pocha Lagana) with/without disinfectant, dusting of tables and work benches, collecting and waste and dump at appropriate place.	41 ROOMS (1741 Sqmtr)	Once a day (8.00 to 9.00 AM)
2	Cleaning of library carpet with broom or brush, dusting of books, shelves, racks and all furniture	One (190.3 Sq mtr)	-do-
3	Cleaning all toilets including urinals, wash basins and and sinks etc in above buildings.	07 No	-do-
4	Cleaning and wiping of glass panes of windows and doors and aluminum doors/sunmica fitted doors	163 Nos windows/doors 3500 Sq.mtr	Once a week
5	Cleaning of campus including cycle sheds, generator room, research prototypes lab, prototype yard, cold store premises and plant room, tractor unit including rooms and open space, garages, implements sheds, cleaning of glass panes of windos/doors and disposal of waste at dumping site located at farm	2000 Sq.mtr	Twice a week
6	Cleaning of roads	500 m length	Once a week
7	Cleaning and wiping of all rooms. Kitchen, dining hall, corridor and open space of the guest house (2Nos) including cleaning of laboratories, wash basin and sinks, cleaning of windows and doors etc.	10 (8+2) rooms 471.13 Sq.mtr	4 times in a month. Toilets to be cleaned as & when required.
8	Cleaning of drains of sewerage system of the campus including residential complex	500m	Once a month
9	Collecting of waste from campus/office and its disposal at dumping site located at the firm	150m distance	Daily
10	Maintenance and cleaning of lawns	3770 Sq, mtr	Once a week

11	Cleaning of potato sheds and conference hall (Farmer's Hall)	12 Sheds,- area 1615 Sqmtr, Conference Hall 301 Sqmtr.	Once in a month and before organizing any type of function
12	To look after the 8 Nos grounds.	2385, 190, 496, 320, 420, 195, 744, 1110 Sq.m.	Once a week
13	Look after the grounds of Office staff colony		Once a week
14	Look after and care of grass on the both sides of roads of office buildings.		Two time in a week

IMPORTANT INSTRUCTIONS:

- 1 The work shall be carried out by the contractor during the Office Hours on all Working days.
- 2 All the non consumables (Broom, Disinfectant etc) items required for Cleaning shall not be provided by this office. These items will be provided by the contractor.

TERMS & CONDITIONS OF JOB CONTRACT

1. The successful firm/agency will have to submit acceptance letter on receipt of contract award and deposit a security amounts to 10% of the total contract value in the office, valid upto one year after the date of completion of all contractual obligations.
- 1 The intending contractor may survey the field/farm and operations to be executed before responding to the tender. For this purpose, he may contact **Mr. Gurdev Singh, ESTATE OFFICER** of the Station.
- 2 Labours to be deployed should be within the age group of 20 to 50 yrs. with robust health. In case any of the labour so provided is not found suitable, the Institute shall have the right to ask for its replacement without giving any reasons, and the agency shall on the receipt of a written communication will have to replace such persons immediately.
- 3 Since the above work is required to be completed within the stipulated period, as such, the labour units can be increased/decreased as per requirement of the first party from time to time.
- 4 In case, any deployed labour of the contractor suffer by any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such employee for medical expenditure and or expenditure incurred for rehabilitation and CPRS would have no liability towards damages claimed by such employee. Any statutory benefits of any sort to the deployed person of the contractor under any Act or law of the time being in force would be sole liability of the Contractor and not that of the CPRS.

- 5 The labourer so provided by the agency/contractor under his contract will not be treated as employees of the CPRS and there will be no employer – employee relationship between the CPRS and the personnel so provided.
- 6 The contractor is bound to maintain the services of the deployed personnel in the contract. In case he fails to operate or maintain the services either through willful absence of his staff, negligence, failure or otherwise, the Director, CPRI reserve the right to terminate the contract and recover the such amount of expenditure incurred to rectify the lapse or deduct the necessary amount for the lapse as deems fit from the bill of the contractor.
- 7 The contractor will ensure that all the deployed labourers are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
- 8 The work shall be executed strictly as per the schedule of work and instructions of the Head/ Farm Management **CPRS, Jalandhar.**
- 9 The contractor will have to pay minimum wages as prescribed by Central Govt. for unskilled workers employed in general cleaning & sweeping services and arrears of VDA increase from time to time.
- 10 The contractor will ensure **timely payment of wages strictly as minimum wages act to the deployed labourers through cheque/cash (As a special case) by 7th of each month in the presence of Institute representative,** maintain the record of their attendance, deposition of ESI, EPF etc. and submit such record to the authorized Officer of the Institute regularly every month alongwith the bill. During the contract period, **no accommodation will be provided by CPRS, Jalandhar to the contractor and his deployed labourers.**
- 11 Any tax which is as per the rule of the Central/State Govt./Service tax(if applicable) shall be liability of the Contractor/Service provider to deposit in the concerned department as per the rule. TDS/Surcharge shall also be deducted at source from the bills of the successful contractor as per rule.
- 12 The Contractor shall abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining licence under Contract Labour (R&A) Act, 1970 and other Labour laws applicable to him from time to time.
- 13 If required the successful contractor will have to obtain a licence for cleaning and sweeping work in the establishment of CPRS, **Jalandhar** from Asstt. Labour Commissioner (Central), **Jalandhar.** This document will have to be submitted by the successful contractor to this office before the start of work/within one month.
- 14 The contractor will provide and maintain specified **FIRST AID BOX** at the premises and observe rules and laws as required by Contract Labour (R&A)

Act, 1970 and Contract Labour (R&A), Rules, 1971 and as amended from time to time.

- 15 The successful Contractor/Agency will have to enter into an Agreement Deed on Stamp Paper for execution of job contract on the above terms & conditions of the contract before the start of contract job and the contractor should ensure their presence for the purpose.
- 16 If the allotted work is not done properly as per the satisfaction of the official by the contractor and there is no improvement in the work even after giving written order by the station, then tender/contract will be cancelled after giving fifteen days notice to the contractor. The security deposit of the firm will also be forfeited. For the rest of the period the tender will be awarded to L-2 (Next firm). The defaulter firm will be debarred from applying in any of the tender of the institute for the next one year.

Annexure: II**FINANCIAL BID****ICAR-CENTRAL POTATO RESEARCH STATION****(Indian Council of Agricultural Research)****JALANDHAR****FORMAT OF BID RATE/ PRICE SCHEDULE (W.E.F. 01.12.2016 TO 31.03.2017)**

S.No.	Details of work	Area	Rate
1	Cleaning of all rooms in buildings (Office, 4 labs, workshop including galleries, corridors, and stairs) with broom and wet cleaning/washing wiping (Pocha Lagana) with/without disinfectant, dusting of tables and work benches, collecting and waste and dump at appropriate place.	41 ROOMS (1741 Sqmtr)	
2	Cleaning of library carpet with broom or brush, dusting of books, shelves, racks and all furniture	One (190.3 Sq mtr)	
3	Cleaning all toilets including urinals, wash basins and and sinks etc in above buildings.	07 No	
4	Cleaning and wiping of glass panes of windows and doors and aluminum doors/sunmica fitted doors	163 Nos windows/doors 3500 Sq.mtr	
5	Cleaning of campus including cycle sheds, generator room, research prototypes lab, prototype yard, cold store premises and plant room, tractor unit including rooms and open space, garages, implements sheds, cleaning of glass panes of windos/doors and disposal of waste at dumping site located at farm	2000 Sq.mtr	
6	Cleaning of roads	500 m length	
7	Cleaning and wiping of all rooms. Kitchen, dining hall, corridor and open space of the guest house (2Nos) including cleaning of laboratories, wash basin and sinks, cleaning of windows and doors etc.	10 (8+2) rooms 471.13 Sq.mtr	
8	Cleaning of drains of sewerage system of the campus including residential complex	500m	
9	Collecting of waste from campus/office and its disposal at dumping site located at the firm	150m distance	
10	Maintenance and cleaning of lawns	3770 Sq, mtr	

11	Cleaning of potato sheds and conference hall (Farmer's Hall)	12 Sheds,- area 1615 Sqmtr, Conference Hall 301 Sqmtr.	
12	To look after the 8 Nos grounds.	2385, 190, 496, 320, 420, 195, 744, 1110 Sq.m.	
13	Look after the grounds of Office staff colony		
14	Look after and care of grass on the both sides of roads of office buildings.		

Total amount for items No. 1 to 14 _____) = Rs. _____

(In words rupees _____ only)

Note The above quoted rates are inclusive of Minimum wages, ESI, EPF, Variable Dearness Allowance (payable from time to time), Service tax etc, and any other kind of Govt. levies payable under the Contract Labour (Regulation & Abolition) Act, 1970 & 1971.

Signature of the Contractor
Full address _____
Contract No. _____
SEAL of Contractor

ICAR-CENTRAL POTATO RESEARCH STATION
(Indian Council of Agricultural Research)

JALANDHAR

DECLARATION TO BE SUBMITTED BY BIDDERS/TENDERERS

- 1 I/We agree to keep the offer of this tender valid upto **31.03.2017** from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/We withdraw the tender, EMD may be forfeited.
- 2 I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contract and agree that we will not hereafter make any claims or demand to Head, CPRS, **Jalandhar** based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
- 3 I/We shall not assign the contract to anyone else or sub-contract any portion of the contract.
- 4 If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by Head, CPRS, **Jalandhar** upto the submission of acceptance letter of contract award to the office till deposition of **10% security** as required under the contract.
- 5 If upon written intimation to me/us by the Head, CPRS, **Jalandhar**, I/We fail to attend the said office on the date fixed therein or I/We fail to deposit security deposit and entered into the required agreement deed as defined in the terms and conditions in tender documents, then I/We agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficient if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
- 6 I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/our failure to comply with their obligations.
- 7 I/We, agree to discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions under Central Labour (Regulations & Abolition) Act, 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act. Industrial dispute act etc. as applicable.
- 8 I/We have fully understood that the written agreement to be entered between us and CPRS shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of Central Potato Research Station, **Jalandhar**.

Signature of the Contractor

Name & address_____

SEAL of Contractor