

# CENTRAL POTATO RESEARCH INSTITUTE

SHIMLA – 171 001 (HP)

F.No.03-17/2017/Estt.II/

Dated the 30<sup>th</sup> January, 2017

## NOTICE INVITING TENDER

On behalf of the Secretary, ICAR, the Director, Central Potato Research Institute, Shimla invites e-tenders from the registered contractors/service providers on the prescribed tender form for execution of following services on contract basis at CPRI, Shimla and its Regional Stations.

Sr. No.	Name of work	Duration	EMD (Rs.)
1.	Providing (Watch & Ward) services at CPRI, Shimla (04 Pickets)	01.04.2017 to 31.03.2018	Rs.35, 000/-
2.	Providing (Watch & Ward) services at CPRIC, Modipuram (06 Pickets)	-do-	Rs. 60,000/-
3.	Providing (Watch & Ward) services at CPRS, Patna (02 Pickets)	-do-	Rs. 20,000/-
4.	Providing (Watch & Ward) services at CPRS, Muthorai, Ooty (02 Picket)	-do-	Rs. 15,000/-
5.	Execution of various field/farm operations at CPRS, Kufri/Fagu (HP)	-do-	Rs. 75,000/-
6.	Execution of various field/farm operations at CPRS, Shillong.	-do-	Rs. 35,000/-
7.	Execution of various field/farm operations at CPRS, Muthorai, Ooty.	-do-	Rs. 80,000/-
8.	Execution of various field/farm operations at CPRS, Jalandhar	-do-	Rs. 1,00,000/-
9.	General Cleanliness & Sweeping work at CPRS, Jalandhar, (Punjab).	-do-	Rs. 5,000/-
10.	General Cleanliness & Sweeping work at CPRS, Patna (Bihar).	-do-	Rs. 10,000/-

The tender documents alongwith detailed terms & conditions can be downloaded from our website <http://cpri.ernet.in> or GOI portal <http://eprocure.gov.in>. The tender cost of Rs. 500/- is required to be submit in the shape of Demand Draft in favour of ICAR Unit-CPRI, payable at Shimla. There will be a separate tender for each work, as such, the contractor/bidder is required to submit tender cost separately for each work. The tender can be submitted/ **uploaded by 21.02.2017 upto 1:00 PM**. The technical bids will be opened on **22.02.2017 at 2:00 PM** and the financial bids only of the tenders qualify technically will be **opened later on and the concerned bidders will be intimated through fax/email accordingly**.

The Director, CPRI, Shimla reserve the right to accept or reject any or all the tenders without assigning any reasons.

Sd/xxx  
Administrative Officer

*Not to be returned with tender*

**Annexure: I**

**CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA – 171 001 (HP)**

**NOTICE INVITING TENDER**

**Tender form/ documents for General Cleanliness and Sweeping work on contract basis at CPRS, Jalandhar during 2017-18**

F.No. 03-23/2010/Estt.-II/

Dated: 30<sup>th</sup> January, 2017

**1. Tender Document**

- 1.1** Cost of Tender : Rs. 500/-  
**1.2** Total No. of pages : 17 (including tender notice)

**1.3 2. Submission and opening of Tender Form**

- 2.1 Tender to be addressed to : Director, CPRI, Shimla  
2.2 Last date of downloading of tender form : 20.02.2017 upto 4:30 PM  
2.3 Last date and time for submission : 21.02.2017 upto 1:00 PM  
2.4 Date & time of opening Technical bids : 22.02.2017 at 2:00 PM  
2.5 Date & time of opening financial bids : To be intimated later On  
2.6 Validity of tender : 90 days from the date of opening of Financial Bid

**Note:**

1. The Director, CPRI, Shimla may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of acceptance/opening of tenders is declared to be a public holiday, the tenders shall be accepted/ opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. The tender form can be downloaded from our website <http://cpri.ernet.in> or GOI portal <http://eprocure.gov.in>. The tender cost of Rs. 500/- is required to be submitted in the shape of Demand Draft in favour of ICAR Unit-CPRI, payable at Shimla” in original alongwith the document of technical bid and upload a scanned copy of the same alongwith tender failing which the tender will not be accepted.
4. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisites/ requirements of the Service Contract, Schedule of Job Requirement, (Annexures-I to V). Submit tender (Technical bid Offer/Bid form, Questionnaire and Schedule of work experience(Annexures VI to VIII) and Financial bid alongwith Bid Price and Declaration (Annexure IX & X) alongwith the necessary documents as required to be attached with the tender.

tender

Annexure :

II

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**INSTRUCTIONS TO BIDDERS/CONTRACTORS**

**1. Earnest Money Deposit (EMD)**

- 1.1 All the bidders have to deposit EMD of Rs. 5,000/- in the shape of bank draft in favour of **ICAR Unit-CPRI**, payable at Shimla which should reach in the office of AO (E-II), CPRI, Shimla before opening of the Technical Bids and scanned copy of the same must also be uploaded on the CPP portal failing which the tender will be rejected straightway.
- 1.2 The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit while EMD of unsuccessful bidders will be released within 30 days after the award of the contract.
- 1.3 No interest is bearable on the EMD.
- 1.4 No request for transfer of any previous deposited Earnest Money will be entertained.
- 1.5 It is understood that the tender document issued to the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. Should the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.
- 1.6 If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money forfeited.

**2. Preparation of tender**

- 2.1 There will be two bids system. The technical bid should consist Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during last 2-3 years (Annexure VIII). It can also be sent as the hard copy which should reach on or before opening of tenders in the office of AO (E-II), CPRI, Shimla. The Financial bid should consist of Format of Bid Rate/Price Schedule (Annexure IX) and Declaration (Annexure X). The scanned copies of bids should be uploaded by the bidder in separate covers as per CPP Portal format. The scanned technical bids will be opened in the first instance for scrutiny and at the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking for awarding the contract.
- 2.2 The Technical bids will be opened on 22.02.2017 at 02:00 PM on the CPP Portal. The date for opening of the financial bids will be intimated through fax/email well in advance to the technically qualified firms/bidders later on.
- 2.3 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 2.4 Each page of the annexures (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped
- 2.5 In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively, bear the Tender number and signed by authorized signatory. In such case, reference to the additional pages must be made in the tender form.

- 2.6 If any modification of the schedule is considered necessary, you should communicate the same by mean of a separate letter sent/upload with the tender.
- 2.7 No addition and alteration shall be made in the tender form. In case of any over writing in the tender form, these should be neatly initialled with date before signing and submitting tender.
- 2.8 The Price bid quoted in BOQ must include price of all items of goods/liabilities on part of bidders for all jobs. Any hidden charges, If found later at any stage, in any form would lead to cancellation of bid/contract.

### **3. Signing of tender**

- 3.1 Front /each page of the tender shall be signed by the bidder/firm/agency or persons duly authorized to bid for the firm/bidder to the contract.
- 3.2 The tender is liable to be ignored if complete information is not given therein or if the particulars in the schedule to the tender not fully filled in. Specific attention must be paid to the General Conditions of the Contract as the contract entered into would be governed by them.
- 3.3 Individual signing the tender or other documents connected with the contract must specify whether he sign as :
  - a) A sole proprietor of the firm or constituted attorney of such proprietor.
  - b) A partner of the firm if it is a partnership, in this case he must have authority to refer the arbitration dispute concerning the business of the partners admitting execution of the partnership agreement or a power of attorney.
  - c) Constituted attorney of the firm if it is a company.

### **4 N.B:**

- 4.1 in case of (a), a copy of the partnership agreement or general power of attorney, in either case attested by Notary should be furnished unless or affidavit on stamp paper of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.
- 4.2 In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender form and all the other related documents must be signed by every partner of the firm.
- 4.3 A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind with other and if, on enquiry it appears that the person so signing has no authority to do so, the CPRS, may, without prejudice to other civil and criminal remedies, cancel the contract and held the signatory liable for all costs and damages.

### **5. Delivery of tender :**

Tenders should be submitted/uploaded by the bidder in separate covers as per CPP portal format and also sent hard copy of documents enclosed with Technical Bids by Regd. /Speed

post addressed to Admin Officer (E-II), CPRI, Shimla - 171 001(HP) to authenticate the genuineness of documents uploaded . Unless otherwise specified in the schedule, the tender must reach this office not later than 1:00pm on the date of opening of the tender. Hard copy of Technical Bids should be put in the Tender Box kept in the office of **AO, Estt-II Section** not later than the due date and time . If the scheduled date is declared as holiday, the delivery of tender & opening will be on next working day at the same time.

#### **6. Validity of tender :**

Intending agencies/firms should not that their offers should remain open for acceptance for 90 days from the date of opening of tender. If the firms are unable to keep their offers open for the specified period, they should specifically state in the tender form the period upto which they want their tenders to remain open for acceptance. In the absence of such specifications in the tender, it will be presumed that their offers will remain open for acceptance for the period as specified in the schedule.

**N.B.** Tenders with vague and indefinite expressions such as “subject to immediate acceptance will not be considered.

#### **7. Opening of tender :**

The technical bids will be opened in the first instance and the financial bids only of the bidders/tenders qualify technically will be opened. You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.

#### **8. Rates :**

The rates should be quoted in lump-sum amount in respect all the General Cleanliness and Sweeping work mentioned in the schedule (Annexure V) keeping in mind the quantum of work/activities to be done during the period. The rates should not be proposed on the basis of manpower deployed under this contract. **However, the rates thus quoted should be inclusive of minimum wages as prescribed by Central Govt./concerned State Govt. whichever is on the higher side** for workers employed for Sweeping & General Cleanliness, EPF, ESI, VDA etc. payable under the labour laws and any other Govt. levies. No request for alteration in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.

#### **9. Right to Acceptance :**

This office does not pledge itself to accept the lowest tender and reserves the right of accepting the whole or any part of the tender. Conditional Tender will not be accepted,

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tender

Annexure :

III

**GENERAL CONDITIONS OF CONTRACT**

**1. Definitions :**

In this contract, the following terms shall be interpreted as indicated:

“CPRS” means Central Potato Research Station, Jalandhar (a Principal Employer for hiring manpower)

“Contractor/Tenderer/Service Provider” means the individual, a firm/agency, who intends to provide manpower on contract basis to CPRS.

“Contract” means a legal agreement entered into between the CPRS and the Service Provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

“Contract Price” means the price payable to the Service Provider under a contract for the full and proper performance of its contractual obligations.

“Manpower” means labour to be provided on contract.

“Service” means all the manpower which the Service Provider is required to provide to the CPRS in terms of a contract.

2. These General Conditions of Contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract.
  - 2.1 In case the tenderer wants to furnish in a separate covering letter any additional information/particulars or quote conditions (e.g. those relating to allowance, discount, rebate, etc.) which cannot be accommodated in the tender form an indication to that effect should be given in the tender form by means of a note. In the absence of such indication to that effect should be given in the tender form the contents of the covering letter will be ignored in consideration of tender.
  - 2.2 Tender must give specific answers of the following question. Tenders containing equivocal or evasive will be ignored.
    - i) Whether services offered conform to particulars quoted in Job Schedule (Annexure V), if not, details of deviations must be stated here.
3. As contained in General Conditions of Contract, Schedules & Annexures to the tender are attached herewith. Terms & conditions of the tendering firms/agencies not appearing in the body of tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to the Invitation to Tender and Instructions to Bidder/Tendered. In case any terms & conditions of contract applicable to this Invitation to tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.

**4. Security Deposit :**

The successful firm/agency will have to submit acceptance letter on receipt of contract award and deposit a security amount to 10% of the total contract value in the office of the CPRS, valid upto one year after the date of completion of all contractual obligations. In the event of non-deposition of the same, it will be presumed that the said contractor is not interested to undertake the job/contract and the earnest money will be forfeited. No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contract satisfactorily. The security deposit will be discharged by CPRS to the Service Provider/Firm/Contractor on completion of the contract period satisfactorily.

**5. Payment :**

The Payment shall be made in the first week of every succeeding month. The Contractor/firm shall send its claim (with relevant documents, as required) to the Head, CPRS, Jalandhar. Before claiming the payment, the Contractor/firm shall ensure that all the contractual obligations like minimum wages, deposition of EPF & ESI etc. have been fulfilled. All payments will have to be made by the second party (contractor) from his own sources.

**6. Termination of Contract :**

The CPRS, without prejudice to any other remedy for breach of contract, may, by written notice of default sent to the Service provider, terminate the contract in whole or in part, if the Service Provider fails to provide the services or fails to perform any other contractual obligations(s) within the time period specified in the contract given by CPRS.

**7. Liquidated damages :**

In case any deployed person of the contractor during the course of duty or otherwise damages, destroy, defaces or spoils any of the properties of CPRS, the contractor will be held responsible for the same and shall be recovered from the contractor's bill or Security deposit.

**8. Performance of Evaluation :**

The successful contractor will have to enter into a detailed contract agreement with CPRS on Non Judicial Stamp Paper of appropriate value before commencement of work. The quality assurance of the contractor shall be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the CPRS) on the basis of the periodical reports furnished by the Farm Incharge of the Station. The contractor and all his staff deployed for contract work will be under the supervision of the Head, Field/ Farm Management of the Station. Appropriate records in reference to above shall be maintained by the Contractor at this own cost. The Contractor shall not any stage cause or permit any nuisance at the premises of Central potato Research Station, Jalandhar or do anything which may cause unnecessary disturbance of inconvenience to CPRS staff on duty.

**9. Resolution of disputes :**

If any dispute or difference of any kind shall arise between the CPRS and the Contract/Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicable by mutual consultations. If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the CPRS or Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. All

questions, disputes or differences under connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of Tender is issued, is situated.

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tender

Not to be returned with

**Annexure : IV**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**PRE-REQUISITE/REQUIREMENT OF THE SERVICE CONTRACT.**

1. Tender must be from reputed Registered Firms/Agencies/Contractors/Service Providers and having Two-three years' experience and expertise of work in Govt./Semi-Govt. Organization/Public Sector undertaking.
2. The Firm/Agency/Contractor should have valid ESI/EPF/Service Tax/PAN number etc. on the date of opening of tender.
3. Tender should be submitted only on CPP portal <http://eprocure.gov.in> after downloading through GOI CPP portal or from our website: <http://cpri.ernet.in> . However, documents of Technical Bids alongwith, cost of Tender and EMD duly filled in a sealed envelope may be sent in the name of Admin Officer(E-II) CPRI, Shimla (HP) or put in the tender box kept in Estt-II Section and ensure that the same is received in the office within stipulated time. Tender received after the due time and date will not be accepted and returned in original.
4. Tender alongwith its Annexure (required to be sent with tender) should be returned intact and pages should not be detached.
5. Tender shall be opened on the given date and time by the authorized digital signatory in the presence of tenderers or their representatives, if any.
6. The Head, CPRS, Jalandhar does not bind himself to accept the lowest tender and reserve the right to reject or partially accept any or all the tenders received without assigning any reason.
7. Tenderer should give full detail of rates in figures as well as in words. The rate should be inclusive of minimum wages, ESI, EPF, Variable Dearness Allowance etc. and any other kind of Govt. levies payable under the Labour Laws in the prescribed format of Bid/Rate Schedule.
8. Conditional tender and without earnest money are liable to be rejected.
9. The firm/contractor should submit details about its yearly turn over/Audited CA Report/Bank Statement and also submit photo copies of the following documents so as to consider eligibility for the contract :
  - i) Registered certificate from any registration agency of State/Central Govt. under Contract Labour (Regulation & Abolition) Act, 1970.
  - ii) EPF & ESI/PAN/Service Tax registration certificates issued by concerned Deptt.
  - iii) A list of work orders awarded in favour of the firm/contractor by the different Govt./Semi Govt./PU during the last Three years.
  - iv) Certified copies of the satisfactory services provided by the agency/Contractor.
10. The Institute will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The contract will

be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under the labour laws.

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**Not to be returned with tender**

**Annexure-V**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR  
JALANDHAR**

**SCHEDULE OF JOB REQUIREMENT W.E.F. 01.04.2017 TO 31.03.2018**

<b>S.No.</b>	<b>Details of work</b>	<b>Area</b>	<b>Frequency</b>
<b>1</b>	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)
<b>2</b>	Cleaning of library carpet with broom or brush, dusting of books, shelves, racks and all furniture	One (190.3 Sq mtr)	-do-
<b>3</b>	Cleaning all toilets including urinals, wash basins and and sinks etc in above buildings.	07 No	-do-
<b>4</b>	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
<b>5</b>	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
<b>6</b>	Cleaning of roads	500 m length	Once a week

<b>7</b>	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.
<b>8</b>	Cleaning of drains of sewerage system of the campus including residential complex	500m	Once a month
<b>9</b>	Collecting of waste from campus/office and its disposal at dumping site located at the firm	150m distance	Daily
<b>10</b>	Maintenance and cleaning of lawns	3770 Sq, mtr	Once a week
<b>11</b>	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
<b>12</b>	To look after the 8 Nos grounds.	2385, 190, 496, 320, 420, 195, 744, 1110 Sq.m.	Once a week
<b>13</b>	Look after the grounds of Office/staff colony		Once a week
<b>14</b>	Look after and care of grass on the both sides of roads of office buildings.		Two time in a week

### **TERMS & CONDITIONS OF JOB CONTRACT**

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.
3. The intending contractor may survey the premises for General Cleanliness and Sweeping work before responding to the tender. For this purpose, he may contact Mr. Gurdev Singh Estate Officer of the Station.
4. Workers to be deployed should be within the age group of 20 to 50 years with robust health. In case any of the labour so provided is not found suit able, the Institute/Station have the right to ask for its replacement without giving any reason, and the agency shall on the receipt of a written communication will have to replace such persons immediately.
5. In case, any deployed worker 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 the 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.
6. The workers so provided by the agency/contractor under his contact 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.

7. 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 wilful absence of this staff, negligence, failure or otherwise, the Director CPRI reserve the right to terminate the contract and recover the 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.
8. The contractor will ensure that all the deployed workers are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
9. The work shall be executed strictly as per the schedule of work and instructions of the Head/ Farm Management, CPRS, Jalandhar.
10. The contractor will have to pay minimum wages as prescribed by State/Central Govt. whichever is on higher side for workers employed in general cleaning and sweeping work and arrears of VDA increase from time to time.
11. 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 7<sup>th</sup> of each month in the presence of Stations representative, maintain the record of their attendance, deposition of ESI, EPF etc. and submit such record to the authorized Officer of the Station regularly every month along with the bill. During the contract period, no accommodation will be provided by CPRS, Jalandhar to the contractor and his deployed labourers.
12. Any tax which is as per the rule of the Central/State Govt. shall be liability of the Contractor/ Service provider to deposit in the concerned department as per the rule. TDS/Surcharge shall also be deducted from the bill of the successful contractor as per rule.
13. 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.
14. If required the successful contractor will have to obtain a licence for General Cleanliness and Sweeping work in the establishment of CPRS, Jalandhar form 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.
15. 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.
16. 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.
17. 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.

18. The Contractor should submit details of EPF/ESI deposited by him in favour of each labourer engaged by him. The details must be supported with EPF/ESI challans (duly signed & attested by the contractor) regarding deposit of EPF/ESI with the concerned departments. The enclosed challans should be in respect of workers deployed by the contractor at CPRS, Jalandhar only and not of a consolidated challans containing number of employees deployed by the contractor at other sites.
19. The contractor is responsible for making necessary arrangement for issue of ESI Cards/ Renewal of ESI Cards from the concerned department.
20. The Contractor is liable to pay any increase in minimum wages from time to time to the labourers. The payment (Including arrears etc.) should be made by the contractor in the presence of the authorised representative of CPRS, Jalandhar duly verified by the firm and representative of the office.
21. The CPRS, will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The contract will be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under the labour laws.

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**To be returned with Technical bid**

**Annexure-VI**

**TECHNICAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**OFFER/BID FORM**

From :

Shri/M/S \_\_\_\_\_

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

Ph.No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Mob.No. \_\_\_\_\_

To,

The Director,  
Central Potato Research Institute,  
Shimla

Ref : Your tender documents No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

Having been examined the above mentioned tender document, including addenda 17 Nos., the receipt of which is hereby acknowledge, I/We, the undersigned, offer to execute the General Cleanliness and Sweeping work on contract in conformity with the said tender documents and agree to hold this office upto \_\_\_\_\_ on the rate/sum as shown in the Rate Schedules, attached herewith and made part of tender this documents. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if our offer is accepted, to execute the General Cleanliness and Sweeping work on contract in accordance with a the Service Schedule specified in the Schedule of Job requirement after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this tender :

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_

Every page so attached with this Tender bears my signature.

EMD in the shape of Pay order/DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn in favour of "ICAR-Unit-CPRI" payable at Shimla, is enclosed herewith.

Yours faithfully,

Signature of tenderer

**To be returned with Technical**

**bid**

**Annexure : VII**

**TECHNICAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**QUESTIONNAIRE**

BIDDER/CONTRACTOR SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER/CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE" BIDDERS MAY PLEASE NOT THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEARED AND/OR EVASIVE, THE OFFER WILL LIABLE TO BE IGNORED.

1.	Name and address of firm/contractor with contact/fax No.	
2.	Registration No. of the Contractor (Attached proof).	
3.	What is your PAN No. ? (Attach attested copy)	
4.	What is your Service Tax No. ? (Attach attested copy)	
5.	What is your EPF Registration No. (Attach attested copy)	
6.	What is your ESI Registration No. (Attach attested copy)	
7.	Detail and amount of EMD enclosed.	Amount Rs. _____ DD No. _____ Dated _____
8.	List of documents submitted with the tender	1. 2. 3. 4. 5.

		6.
9.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness  
(Name & Complete address)  
Contractor/Firm

Signature of Authorized person  
For and on behalf of

**To be returned with Technical bid**

**Annexure : VIII**

**TECHNICAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST TWO-THREE YEARS.**

S. No.	Name of the Deptt./ Organization with Phone No.	Period	No. of manpower deployed	Enclose performace certificate issued, if any by the Deptt.
1				
2				
3				
4				
5				

seal

Signature of the contractor with

To be returned with Financial bid

Annexure : IX

**FINANCIAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION**

**JALANDHAR**

**FORMAT OF BID RATE/ PRICE SCHEDULE (W.E.F. 01.04.2017 TO 31.03.2018)**

<b>S.No.</b>	<b>Details of work</b>	<b>Area</b>	<b>Rate</b>
<b>1</b>	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)	
<b>2</b>	Cleaning of library carpet with broom or brush, dusting of books, shelves, racks and all furniture	One (190.3 Sq mtr)	
<b>3</b>	Cleaning all toilets including urinals, wash basins and and sinks etc in above buildings.	07 No	
<b>4</b>	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	Sweeping & Cleaning of the grounds of Office/residential colony		
14	Sweeping & Cleaning 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**

**Bid**

**To be returned with Financial**

**Annexure : X**

**FINANCIAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION, JALANDHAR**

**DECLARATION TOP BE SUBMITTED BY BIDDER/TENDERERS**

1. I/We agree to keep the offer of this tender valid upto 31.03.2018 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 requires 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.

Contractor

Signature of the

Name & Address : \_\_\_\_\_

\_\_\_\_\_  
SEAL of Contractor.