

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

मि. सं. 03-19/2009/स्था-II/

दिनांक: 04 मार्च, 2017

ई-निविदा आमंत्रण सूचना

सचिव, भा.कृ.अ.प. की ओर से निदेशक, भा.कृ.अ.प.- के. आ. अनु. सं., शिमला द्वारा इस संस्थान व इसके अधीनस्थ केन्द्रों पर निम्नलिखित सेवाओं/कार्यों को ठेके पर करवाने हेतु पंजीकृत ठेकेदारों/सेवा प्रदाताओं से निर्धारित प्रपत्र पर आनलाईन निविदाएं (e-tenders) आमंत्रित करते हैं।

क.सं.	कार्य का नाम	समयावधि	ब्याना राशी
1.	संस्थान के कुफरी केन्द्र पर स्थित खेतों/फार्म में होने वाले विभिन्न कृषि सम्बन्धित कार्य	01.04.2017 to 31.03.2018	Rs. 75,000/-
2.	संस्थान के शिलांग केन्द्र पर स्थित खेतों/फार्म में होने वाले विभिन्न कृषि सम्बन्धित कार्य	-do-	Rs. 35,000/-
3.	संस्थान के जालन्धर केन्द्र पर स्थित कार्यालय की सफाई से सम्बन्धित कार्य	-do-	Rs. 5,000/-
4.	संस्थान के पटना केन्द्र पर स्थित कार्यालय की सफाई से सम्बन्धित कार्य	-do-	Rs. 10,000/-
5.	संस्थान के मोदीपुरम परिसर पर स्थित कार्यालय की सफाई से सम्बन्धित कार्य	-do-	Rs. 10,000/-
6.	शिमला संस्थान व कुफरी केन्द्र में स्थित कार्यालय की सफाई से सम्बन्धित कार्य	-do-	Rs. 10,000/-

Note: There will be two bid system for work item No. 1 & 2 only.

निविदा दस्तावेजों का पूर्ण विवरण, निबंधन एवं शर्तों की जानकारी बैबसाईट <http://cpri.ernet.in> or GOI portal <http://eprocure.gov.in> से डाउनलोड की जा सकती हैं। निविदा की कीमत रु 500/- बैंक ड्राफ्ट ICAR UNIT CPRI, Shimla के रूप में देय होगी। प्रत्येक कार्य के लिए अलग-अलग निविदा फार्म व निविदा कीमत प्रस्तुत करनी होगी। निविदाएं दिनांक 27.03.2017 को 11:00 बजे तक प्राप्त की जाएगी। निविदाएं 28.03.2017 दोपहर 11:30 बजे खोली जाएगी।

निदेशक, भा.कृ.अ.प.- के. आ. अनु. सं., शिमला के पास यह अधिकार सुरक्षित रहेगा कि वह किसी या सभी निविदाओं को बिना कारण बताए अमान्य/रद्द कर सकते हैं।

हस्ता/-
प्रशासनिक अधिकारी

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

F.No.03-19/2009/Estt.II/

Dated the 04th March, 2017

NOTICE INVITING e-TENDER

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

Sr. No.	Name of work	Duration	EMD (Rs.)
1.	Execution of various field/farm operations at ICAR-CPRS, Kufri/Fagu (HP)	01.04.2017 to 31.03.2018	Rs. 75,000/-
2.	Execution of various field/farm operations at ICAR-CPRS, Shillong.	-do-	Rs. 35,000/-
3.	General Cleanliness & Sweeping work at ICAR-CPRS, Jalandhar, (Punjab).	-do-	Rs. 5,000/-
4.	General Cleanliness & Sweeping work at ICAR-CPRS, Patna (Bihar).	-do-	Rs. 10,000/-
5.	General Cleanliness & Sweeping work at ICAR-CPRIC, Modipuram, Uttar Pradesh.	-do-	Rs. 10,000/-
6.	General Cleanliness & Sweeping work at ICAR-CPRI, Shimla and ICAR-CPRS, Kufri.	-do-	Rs. 10,000/-

Note: There will be two bid system for work item No. 1 & 2 only.

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 submitted 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 27.03.2017 upto 11:00 AM**. The tender will be opened on **28.03.2017 at 11:30 AM**.

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

Sd/xxx
Administrative Officer

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

NOTICE INVITING TENDER

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

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

Dated: 4th March, 2017

1. Tender Document

- 1.1** Cost of Tender : Rs. 500/-
1.2 Total No. of pages : 16 (including tender notice)

1.3 2. Submission and opening of Tender Form

- 2.1 Tender to be addressed to : Director, ICAR-CPRI, Shimla
2.2 Last date of downloading of tender form : **27.03.2017 upto 11:00 AM**
2.3 Last date and time for submission : **27.03.2017 upto 11:00 AM**
2.4 Date & time of opening Technical bids : **28.03.2017 at 11:30 AM**
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 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.

Annexure: II

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA
INSTRUCTIONS TO BIDDERS/CONTRACTORS**

1. Earnest Money Deposit (EMD)

- 1.1 All the bidders have to deposit **EMD of Rs. 10,000/-** 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 Tender document containing each page of the annexures (required to be submitted with the tender) should be duly signed by the authorised signatory & stamped.
- 2.2 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.
- 2.3 The bids will be **opened on 28.03.2017 at 11:30 AM** on the CPP Portal.
- 2.4 If any modification of the schedule is considered necessary, you should communicate the same by mean of a separate letter sent with the tender.
- 2.5 No addition and alteration shall be made in the tender form. In case of any over writing & cutting in the tender form, these should be neatly initialled before signing and submitting/uploading the tender.
- 2.6 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 a person or persons duly authorized to bind the firm/bidder to the contract with stamp of the firm/agency.
- 3.2 Individual signing the tender or other documents connected with the contract must specify whether he signs as:

- a) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - b) A partner of the firm if it be 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.
- 3.3 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.

N.B:

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.
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.
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 ICAR-CPRS may, without prejudice to other civil and criminal remedies, cancel the contract and held the signatory liable for all costs and damages.

4. 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.

5. Validity of tender

Intending agencies/firms should note 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.

NB: Tenders with vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

6. Opening of tenders:

The tender will be opened on 28.03/2017 at 11.30 a.m. 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.

7. Rates:

The bidder should quote his rate in lump sum for per month in the Financial Bid / price schedule (Annexure VIII). **These rate will be inclusive of minimum wages as prescribed by the Central Govt./concerned State Govt. whichever is on the higher side for the persons engaged in General Cleanliness & sweeping work revised from time to time with all other statutory obligations payable under labour laws like EPF, ESI, VDA. The quoted amount should be inclusive of Service Tax and service charge of the contractor, if any.** No request for alternation in the rates, once quoted will be entertained within the period of contract in any case. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.

8. Right of Acceptance:

This office does not pledge itself to accept the lowest tender and reserves itself the right of accepting the whole or any part of the tender.

ICAR-CENTRAL POTATO RESEARCH STATION

PATNA

GENERAL CONDITIONS OF CONTRACT

1. Definitions

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

“ICAR-CPRS” means Central Potato Research Station, Patna (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 ICAR-CPRS.

“Contract” means a legal agreement entered into between the ICAR-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 unskilled worker to be provided on contract.

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

2. Application

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 Tenders must give specific answers against each of the questions. Tenders containing equivocal or evasive will be ignored. Whether Services offered conform to particulars quoted in the schedule (Annexure V), if not, the details of deviations must be stated here.

3. Conditions of Contract

As contained in General Conditions of Contract and annexure to the tender 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/Tenderer. In case any term & 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

- 4.1 The successful firm/agency will have to deposit a security amount equivalent to **10% of the total contract value** in the office of the ICAR-CPRS, Patna on receipt of contract award, valid upto one year/contract period 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.
- 4.2 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contract 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, ICAR-CPRS, Patna/Scientist In-charge (Farm Management), ICAR-CPRS, Patna. Before claiming any payment, the Contractor/Firm shall ensure that all the contractual obligations like minimum wages, deposition of EPF & ESI etc. have been duly fulfilled.

6. Termination of Contract

The ICAR-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 obligation(s) within the time period specified in the contract given by ICAR-CPRS.

7. Liquidated damages clause:

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

8. Performance of Evaluation

- 8.1 Successful contractor will have to enter into a detailed contract agreement with ICAR-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 Deptt.) on the basis of the periodical reports furnished by the Contractor as such the contract in the first instance will be awarded for three months and only upon evaluation of satisfactory performance, the contract will be extended for subsequent period.

- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the Scientist In-charge (Farm Management) of the Station..
- 8.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, Service Tax etc. shall be maintained by the Contractor at his own cost and submit regularly to the office along with his claim of payment above shall be maintained by the contractor at his own cost.
- 8.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of Central Potato Research Station, Patna or do anything which may cause unnecessary disturbance or inconvenience to ICAR-CPRS staff on duty.

9. Resolution of disputes

- 9.1 If any dispute or difference of any kind shall arise between the ICAR-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 amicably by mutual consultations.
 - 9.2 If after 30 days, the parties have failed to resolve their dispute or difference by such mutual consultation, their either the ICAR-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.
 - 9.3 All question disputes or differences under in 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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ICAR-CENTRAL POTATO RESEARCH STATION

PATNA

PRE-REQUISITE/REQUIREMENT OF THE TENDER

1. Tender must be from reputed leading registered Firms/Agencies/Contractors/Service Providers having 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 only in the presence of tenderers or their representatives, if any.
6. Conditional and tenders without earnest money will be liable to be rejected
7. The Head, ICAR-CPRS, Patna 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.
8. In case the successful firm or arrange/agency fail to arrange to provide security services within the stipulated time/period the EMD shall be forfeited and no correspondence in this regard will be entertained.
9. The firm/ contractor should submit details about its yearly turn over and also submit photo copies of the following documents so as to consider eligibility for the contract.
 - (i) Registration certificate from any registration agency of State/Central Govt. under Contract Labour (Regulation & Abolition) Act, 1970
 - (ii) EPF & ESI registration certificate issued by concerned department.
 - (iii) PAN,Service tax registration certificate issued by concerned departments.
 - (iv) A list of similar work orders, awarded in favour of the firm/contractor by the different Govt. /semi Govt. /PU during the last three years.
 - (v) Certified copies of the satisfactory services provided by the Agency.
10. The Station 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 determined to be responsive, offering the best /lowest evaluated price on the basis of minimum applicable statutory obligation payable under the labour laws.
11. 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 station/institute 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 tender of the institute for the next one year.

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

SCHEDULE OF JOB REQUIREMENT

Details description of works related to general cleanliness of roads, laboratories, office premises

1. Cleaning & Sweeping Work : New Laboratory cum Library Building, Old Laboratory Building, Main Office Building, in & around Aeroponics facility, Processing Unit, Old Library Building, Potato Store, Engineering Shed, Implement Shed, Cycle Stand, Road around Office, New Power House, Stores and Laboratories premises starting from main gate, Cleaning and maintenance of all Toilets/ Laboratory(New Laboratory cum Library Building, Old Laboratory Building, Office, Old Library Building, Engineering Shed)	Period 01-04-2017 to 31.03.2018
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TERMS & CONDITIONS OF JOB CONTRACT

1. The intending contractor may survey the above sites to be executed before responding to the tender. For this purpose, he may contact Farm Incharge, ICAR-CPRS, Patna.
2. Workers 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 Station shall have the right to ask for its replacement without giving any reasons, and the agency shall on receipt of a written communication will have to replace such persons immediately.
3. In case, any deployed personnel 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 ICAR-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 the sole liability of the Contractor and not that of the ICAR-CPRS.
4. The personnel so provided by the agency/contractor under this contract will not be treated as employees of the ICAR-CPRS and there will be no employer-employee relationship between the ICAR-CPRS and the personnel so provided.
5. The contractor is bound to maintain the services of the deployed workers in the contract. In case he fails to operate or maintain the services either through wilful absence of his staff, negligence, incompetence, failure or otherwise, the Head, ICAR-CPRS, Patna 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.

6. The contractor will ensure that all the deployed personnel are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
7. The work shall be executed strictly as per the schedule of work and instructions of the Scientist In-charge, Farm Management, ICAR-CPRS, Patna.
8. The contractor will have to pay minimum wages as prescribed by State/Central Govt. for workers employed in general cleaning & sweeping work.
9. The contractor will ensure **timely payment of wages strictly as per minimum wages act to the deployed workers in their bank account.** Maintain the record of their attendance, deposition of ESI, (if application), EPF, etc. and submit such record to the authorized Officer of the Station regularly every month alongwith the bill. During the contract period, **no accommodation will be provided by ICAR-CPRS to the contractor and his deployed workers.**
10. The Service Tax or any other tax which is as per the rule of the Central/State Govt. shall be the 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.
11. .The Contractor shall be responsible to pay Minimum Wages and other statutory obligation to the unskilled personnel deployed by him, abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining license under Contract labour (R&A) Act, 1970.
12. The successful contractor will have to obtain a license for execution of general cleaning work and maintenance of gardens etc., in the establishment of ICAR-CPRS, Patna from **Asstt. Labour Commissioner (Central), Patna for a maximum of 06 workers a day.** This document will have to be submitted by the successful contractor to this office before the start of work/within one month.
13. 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.
14. 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 contracts of the contract before the start of contract job.

**TECHNICAL BID
OFFER/BID FORM**

From: _____ Dated _____

Shri/M/s _____
Address: _____
Ph.No. _____ FAX No. _____ Mob. No. _____

To
The Director,
Central Potato Research Institute,
Shimla

Ref: Your tender document No. _____ dated _____

Dear Sir,

Having been examined the above mentioned tender document, including addenda 16 Nos., the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to **general cleaning & sweeping work** on contract in conformity with the said tender documents and agree to hold this offer upto 90 days on the rate/sum as shown in the Rate Schedules, attached herewith and made part of tender this document. 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 security work on contract in accordance with 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

ICAR-CENTRAL POTATO RESEARCH STATION

Patna

QUESTIONNAIRE

BIDDERS/CONTRACTORS 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 NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEARED AND/OR EVASIVE, THE OFFER WILL BE LIBLE TO BE IGNORED.

1.	Name & address of Firm/contractor With contact/fax No.	
2.	Registration No. of the Contractor (Attach 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 code No.? (attach attested copy)	
6.	What is your ESI code No.? (attach attested copy)	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ (Rupees _____ D.D. No. _____ dt. _____ For Rs. _____
8.	A list of service provided to Govt./Semi-Govt./PSU during the last 03 years, (attach a photocopy of work award)	
9.	List of documents submitted with the tender	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
10.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness

Signature of Authorized person of Contractor

(Name & complete address)

For and on behalf of Contractor/firm

ICAR-CENTRAL POTATO RESEARCH STATION

PATNA

DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST THREE YEARS

S NO.	Name of the Deptt./ Organization Phone No.	Period	No. of Unskilled labours deployed	Enclose performance certificate issued, if any, by the deptt.

Signature of Contractor with seal
Full address

FINANCIAL BID

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

**FORMAT OF RATE SCHEDULE FOR EXECUTION OF GENERAL
CLEANING WORK etc.,**

Sl. No	Item of work	Period	Amount (Rs.) (For Whole Work)
1.	General Sweeping and cleaning work of the Campus (as per details given in annexure V)	01-04-2017 to 31-03-2018	

(In words rupees _____ only)

Note: The above quoted rates are inclusive of Service tax, Service Charge and all obligatory liabilities viz. Minimum wages, EPF, ESI, (if applicable), Variable Dearness Allowance, etc. payable under the Contract Labour (Regulations & Abolition) Act, 1970 & 1971.

Signature of the contractor
Full address

Contact No. _____
SEAL of Contractor

FINANCIAL BID

DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER

1. I/We agree to keep the offer of this tender valid upto 90 days 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 contracts and agree that we will not hereafter make any claims or demand to Head, ICAR-CPRS, Patna 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, ICAR-CPRS, Patna up to the submission of acceptance letter of contract award to the office and till deposition of 10% security as required under the contract.
5. If upon written intimation to me/us by the Head, ICAR-CPRS, Patna, 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 & 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 sufficiently 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 & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act., ESI Act, Industrial dispute act etc. as applicable.
8. I/We hereby agree to identify and keep indemnify the first party that no security supervisor/ guard will perform double duty. In case, they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from my/our security bill.
9. I/We have fully understood that the written agreement to be entered between us and ICAR-CPRS shall be the foundation of the rights of 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 ICAR-Central Potato Research Institute.

Signature of Contractor

Address: _____

Contact No. _____

