

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

F.No. 03-17/2009(17)/Estt.-II/

Dated the 28th March, 2017

NOTICE INVITING e-TENDER

On behalf of the Secretary, ICAR, the Director, Central Potato Research Institute, Shimla invite e-tender from the registered Contractors/Service providers on the prescribed tender form for providing of (watch & ward) services on contract basis at CPRI, Shimla.

Name of work	Duration	EMD (Rs.)
Providing of (watch & ward) services on contract basis at CPRI, Shimla. (4 Pickets)	01.05.2017 to 31.03.2018	Rs. 35,000/-

The tender document alongwith detailed terms & conditions can be downloaded from our website i.e. <http://cpri.ernet.in> and GOI website <https://eprocure.gov.in/eprocure/app> 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. The tender can be uploaded/submitted by 18.4.2017 upto 11:00 AM. The tender will be opened on 19.4.2017 at 11:30 AM.

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

Sd/xxx
Administrative

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

NOTICE INVITING TENDER

Tender form/ documents for (Watch & Ward) services on contract basis at CPRI, Shimla during May, 2017 to March, 2018 (04 Pickets).

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

Dated: 28th 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 : AO, Estt-II, CPRI, Shimla
2.2 Last date of downloading of tender form : 18.04.2017 upto 10:00 AM
2.3 Last date and time for submission : 18.04.2017 upto 11:00 AM
2.4 Date & time of opening bids : 19.04.2017 at 11:30 AM
2.5 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 opening of tenders is declared to be a public holiday, the tenders shall be 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 <https://eprocure.gov.in/eprocure/app> 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 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.

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INSTRUCTIONS TO BIDDERS

1. Earnest Money Deposit (EMD)

- 1.1 All the bidders have to deposit EMD of Rs. 35,000/- 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 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 single bid system. The 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 same covers as per CPP Portal format. The scanned bids will be opened in the first instance for scrutiny.
- 2.2 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 2.3 Each page of the annexures (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped
- 2.4 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.
- 2.5 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.
- 2.6 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.

- 2.7 **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.**
- 2.8 Since bidder has to meet various committed liabilities to government such as taxes etc., so zero or unviable service charges should not be entered. Bids will be rejected if done so.
- 2.9 The rates should be quoted taking into consideration latest notifications issued by the GOI/State Govt. whichever on the higher side for deployment of Security (watch & Ward) Services.
- 2.10 **The rates quoted in BOQ & Financial bid must be congruent with each other, if different rates are indicated in BOQ & Financial bid, the bid may be rejected.**

3. Signing of Tender

- 3.1 Front/each page of the tender shall be signed by the bidder/firm/agency or a person 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:
- i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - ii) 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.
 - iii) 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 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 or 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 CPRI may, without prejudice to other civil and criminal remedies, cancel the contract and hold- the signatory liable for all costs and damages.

4. Delivery of tender:

Tenders should be submitted/uploaded by the bidder in same covers as per CPP portal format and also send hard copy only of EMD and tender cost by Regd./Speed post addressed to Admin Officer (E-II), CPRI, Shimla - 171 001(HP) or should be put in the Tender Box kept in the office of **AO, Estt-II Section** in person not later than the due date and time to authenticate the genuineness of documents uploaded. If the scheduled date is declared as holiday, the delivery of tender & opening will be on next working day at the same time. Hard copy of financial bid & BOQ should not be sent to the office in any case until & unless asked to do so. It is the sole responsibility of bidder to ensure that all its

documents are uploaded correctly as per procedure of CPP Portal hence bidder are suggested to recheck all the documents that are uploaded carefully. In case of any technical problem related to uploading documents decision of Competent Authority in accordance with rules of CPPP shall be final.

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 contractors 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 bids will be opened on 19.04.2017 at 11:30 AM on the CPP Portal. You are at liberty to be present or authorized 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 and then a total for contractual period in the Financial Bid-bid/price schedule (Annexure VIII). **These rates will be inclusive of minimum wages as notified by the GOI, Min. Labour for the persons engaged in Security Services (watch & ward)/concerned State Govt. whichever is on the higher side and revised from time to time with all other statutory obligations payable under labour laws like EPF, ESI, VDA, Weekly off/Leave Compensation. The quoted amount should be inclusive of Service tax and Service Charges of the Contractor.** 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 the right of accepting the whole or any part of the tender.

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SHIMLA – 171 001 (HP)**

GENERAL CONDITIONS OF CONTRACT

1. Definitions

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

“CPRI” means Central Potato Research Institute, Shimla (a Principal Employer for hiring manpower)

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

“Contract” means a legal agreement entered into between the CPRI 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 Security Guards/Security Supervisor to be provided on contract.

“Service” means all the manpower which the Service Provider is required to provide to the CPRI 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 Tenderers 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 the schedule (Annexure-V), if not, details of deviations must be state here.

3. Conditions of Contract:

As contained in General Conditions of Contract, schedules and annexures to the tender are attached herewith.

Terms & conditions of the tendering firms/agencies not appearing in the body of the 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 Firms/Agency. 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 submit acceptance letter on receipt of job contract letter and deposit a security amount equivalent to **10% of the total contractual value** in the office of the CPRI 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 contractor is not interested to undertake the job contract, as such, 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 contractual period satisfactorily.

5. Payment

The payment shall be made in the first fortnight of every succeeding month. The firm/Agency shall send its claim (with relevant documents, as required) to the Estt-II Section, CPRI. Before claiming any payment, the Agency/Firm shall ensure that all the contractual obligations for claiming the payment have been duly fulfilled.

6. Termination of Contract

The CPRI, 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 CPRI.

7. Liquidated damages

In case of any occurrence of theft incident during the period of contract or the deployed person of the contractor during the course of their duty damages, destroy, defaces or spoils any of the properties of CPRI, 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 The successful contractor will have to enter into a detailed contract agreement deed with CPRI on Non-Judicial Stamp Paper of appropriate value before commencement of work. The quality assurance of the contractor should be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports from the committee constituted by the Competent Authority.

- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the nominated Security Officer of the Institute.
- 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 alongwith his claim for payment.
- 8.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of Central Potato Research Institute, Shimla or do anything which may cause unnecessary disturbance or inconvenience to CPRI, staff on duty.

9. Resolution of disputes

- 9.1 If any dispute or difference of any kind shall arise between the CPRI and the Contractor/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 failed to resolve their dispute or difference by such mutual consultation, then either the CPRI or Contractor/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 INSTITUTE
SHIMLA – 171 001 (HP)**

PRE-REQUISITE/REQUIREMENT OF THE SERVICE CONTRACT

1. Tender must be from reputed registered Contractors/Service Providers having **two-three** years' experience and expertise of work in Govt./PSU/Private organizations.
 2. The Agency/Contractor should have valid PAN/ESI/EPF/Service Tax number etc. on the date of opening of tender.
 3. **Tender should be submitted only on CPP portal <https://eprocure.gov.in/eprocure/app> after downloading through GOI CPP portal or from our website: <http://cpri.ernet.in> . However, documents of 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. Required documents received after the due time and date will not be accepted and returned in original.**
 4. Tender alongwith its Annexures (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 liable to be rejected.
 7. The Director, CPRI, Shimla does not bind himself to accept the lowest tender and reserve the right to partially accept or to reject any or all the tenders received without assigning any reason.
 8. In case, the successful firm/agency fails 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/agency is required to submit the photocopies duly signed & stamped of the following documents with the tender (Technical bids) so as to consider the eligibility of the contractor failing which tender will liable to be rejected:
 - Valid registration of the firm under The Private Security Agencies (Regulation) Act.2005 and Contract Labour (Regulation & Abolition) act, 1970.
 - EPF & ESI registration certificate issued by concerned departments.
 - PAN/Service tax registration certificate issued by concerned department.
 - A list of work orders awarded in favour of the firm/contractor by the different Govt./PSU/Private organization during the last Three years.
 - Certified copies of the satisfactory services provided by the Agency.
 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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**ICAR - CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA – 171 001 (HP)**

SCHEDULE OF JOB REQUIREMENT

Picket	Details/Description of Security Services
1 & 2	Providing Security services (watch & ward) round the clock at CPRI, Campus Field/Farm area, buildings consisting of Guest House, Canteen, Directors office, Library, Plant Protection, Crop Production, PC Unit, Social Science, Seed Technology Bldg., Glass Houses/Net houses, and Town view Campus containing buildings Administrative Block, Farmers Hostel, Auditorium, Crop Improvement, Engg. Section etc.)
3	Providing Security services (watch & ward) round the clock at CPRI, Campus at Lower Lab (Kanlog), containing Field/ Farm, buildings, glass/polyhouses, bullock shed, etc.
4	Providing Security services (watch & ward) round the clock at CPRI, Green Park Colony at Khalini, Shimla consisting of Director's residence and other residential blocks, Community Hall etc.
	There will be a Security Supervisor to supervise the security services work at all the above 4 pickets.

TERMS & CONDITIONS FOR THE SECURITY SERVICES

1. Security guards to be deployed should be within the age group of 20 to 50 yrs. with robust health & clean record. The preference may be given to Ex-servicemen.
2. The Security Guard should be atleast Matric pass and should be able to communicate in Hindi and also understand English language.
3. The watch & ward shall be round the clock and 7 days of the week and can be changed as per requirement of the one part/first party from time to time.
4. The Contractor shall submit a list of Security guards/Supervisor to be deployed by him alongwith their full address, Passport size photographs, Verification reports from their nearest Police Stations within one month from the date of award of contract.
5. In case there is any change in deployment of the security guard, such change shall be intimated to the Security Officer in writing well in advance.
6. Institute will not provide the uniforms, whistle, torch, lathi, umbrella, raincoat, etc. to the guards. All these peripherals will have to be provided by the Contractor.
7. The guard should wear neat & clean uniform with name plate and possess I-card while on duty (to be issued by the Contractor).

8. The Institute will not provide any residential accommodation to the security staff.
9. No Security supervisor/security guard will perform double duty except in genuine emergency. In case, they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from the Contractor's bill.
10. The deployed personnel will be professionally trained and qualified to undertake the security work as required. In case, the contractor fails to provide adequate guards as per the contract or if there is lapse/negligence in executing security work and operation, or in event of negligence of any worker, the Director will be at liberty to initiate such action, as deemed fit, to overcome the aforementioned lapses or negligence, and the same would be done at the cost of the Contractor without any notice and remuneration for the period.
11. In case, any deployed person 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 CPRI 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 CPRI.
12. The personnel so provided by the agency/contractor under this contract will not be treated as employees of the CPRI and there will be no employer-employee relationship between the CPRI and the personnel so provided.
13. 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 his staff, negligence, incompetence, 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.
14. 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. The Director, CPRI reserves the right to reject any person provided by the Contractor without assigning any reason and the contractor will make arrangement for immediate replacement for such staff.
15. The contractor will make the **payment of wages from his own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith the monthly bill to this office for payment. The office will release the payment within 15 days.** He will maintain the record of wages paid, attendance, EPF, ESI, Service Tax deposition and submit such record to the authorized Officer of the Institute regularly every month alongwith the bill. The Service tax or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments. The CPRI will deduct applicable TDS/Surcharge under Section 94 –(C) of the Income Tax Act, 1961 from the Contractor as per rules.

16. 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.
17. The contractor will have to pay minimum wages as notified by concerned GOI, Min. of Labour/ State Govt. whichever is on the higher side, to the persons deployed for Security (watch & ward) service and arrears of increase in VDA /wages, if any, from time to time.
18. In case of concealment of any information/fact while submitting tender for security work and any breach of above terms & conditions, the contract will be liable to be terminated. In that case the Contractor will be debarred for **Three Years** and will not be permitted to participate in any contractual work of the Institute.
19. 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 job contract.

TECHNICAL BID

Annexure: VI

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

OFFER/BID FORM

From:

Dated _____

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

To

The Director,
Central Potato Research Institute,
Shimla – 171 001 (HP)

Ref : Your tender document No. _____ dated _____

Dear Sir,

Having been examined the above mentioned tender document, including agenda 16, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide Security Services in conformity with the said tender documents and agree to hold this offer upto _____ 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, I/We shall provide security services 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. _____
4. _____
5. _____

Yours faithfully

Signature of tenderer
with seal

TECHNICAL BID

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

QUESTIONNAIRE

CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. CONTRACTORS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE OFFER WILL BE LIBLE TO BE IGNORED.

1.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
2.	Registration No. of the Firm/Agency (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. _____ D.D. No. _____ Dt. _____
8.	List of documents submitted with the tender	1. 2. 3. 4.
9.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness
Name & address of the witness

Signature of Authorized person of Contractor
for and on behalf of bidder/firm

To be upload with Technical Bid

Annexure: VIII

TECHNICAL BID

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

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

S. No .	Name of the Deptt./Organization with phone Nos.	Period	No. of Guards deployed	Enclose performance certificate issued, if any by the Deptt.
1				
2				
3				
4				

Signature of the contractor with seal

FINANCIAL BID

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

FORMAT OF BID/PRICE SCHEDULE

Sr. No.	Component	Rates in lump sum (wages as notified by State /Central Govt., whichever is higher.		Remarks, if any
		Supervisor	Guard	
a	Minimum wages per month inclusive of weekly off, EPF, ESI etc. (quote rate for 30 days)			
b	Minimum daily wages inclusive of weekly off, EPF, ESI etc. (divide the amount given in Sr.no.(a) above by 30)			
c	Service charges, if any			
d	Service Tax as applicable*			
e	Grand Total (for one month)			
f	Grand total (for 12 months)			
g	Total Rs.			

***Service Tax may be charged 100%. The office will deduct 75% on the bill to be deposited by the Service Taker and the rest 25% will be deposited by the Service Provider/Contractor at his own.**

Total Amount for (One Supervisor + 12 Guards) for the period 1.5.2017 to 31.3.2018:

Rs. _____ (in figures)

(Rupees _____ (in words))

Note: The above quoted amount/rates are inclusive of minimum wages, weekly off and all statutory obligatory liabilities viz. EPF, ESI, VDA etc. payable under the Central Labour (Regulations & Abolition) Act, 1970 & 1971.

Signature of the Contractor
Full Address:.....
.....
Contact No.
SEAL of the Contractor

To be upload with financial bid

FINANCIAL BID

Annexure: X

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

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 will be forfeited to Director, CPRI, and Shimla.
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 Director, CPRI, Shimla 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 or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, CPRI, Shimla upto the submission of acceptance of contract award letter and **10% Security deposit**.
5. If upon written intimation to us by the Director, CPRI, Shimla, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agrees 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, agrees to discharge all the legal obligations of the employees engaged by me/us 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. Industrial dispute act etc. as applicable.
8. I/We hereby agrees to identify and keep indemnified 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 CPRI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of CPRI.

Signature of Contractor & Seal

Address: _____

Contact No. _____

Dated : _____