



AN ISO 9001:2008 CERTIFIED INSTITUTE
भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद, (Indian Council of Agricultural Research)
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INSTRUCTIONS TO THE TENDERERS

SCHEDULE I

1. The Tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

Note: For Online Bid Submission, as per the directives of Department of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app.

2. The Technical Bids will be opened on **21.12.2017 at 15:00 hrs.** The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-CRIJAF, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. The Technical Committee constituted by the Director, ICAR-CRIJAF, Barrackpore, Kolkata shall have the right to verify the particulars furnished by the bidder independently.
6. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the Bidder.
7. **Tender Cost:** The bidder should submit a demand draft of ₹ 500/- (Rupees Five hundred only) towards non-refundable tender fee, drawn in favour of "ICAR-Unit, CRIJAF" payable at Barrackpore, Kolkata in a sealed envelope super-scribed as "Tender fee for (Name of the work) and NIT No. **08/2017-18 dated 29.11.2017**" on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.
8. **Earnest Money Deposit (EMD):** ₹ 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft drawn in favour of "**ICAR Unit-CRIJAF**" payable at **Barrackpore, Kolkata**. This EMD should be submitted in sealed envelope super-scribed as "EMD for (Name of the work) and NIT No. **08/2017-18 dated 29.11.2017**". Failure to deposit Earnest

Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: Both (tender fee & EMD) envelopes should be placed in another sealed envelope and addressed to: "The Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120" **This envelop having tender fee & EMD should reach on or before last date & time of submission of bid.**

9. **Security Money:** An amount of ₹ 1,00,000/- (Rupees One Lakh) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
11. The Director, ICAR-CRIJAF, Barrackpore reserves the right to reduce or terminate the period of contract for any justifiable reasons, not mandatory to be communicated to the tenderer.
12. Decision of the Director, ICAR-CRIJAF, Barrackpore will be final for any aspect of the contract and binding to all parties. Disputes arising if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CRIJAF. The Decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
13. **No request for alteration in the rates, once quoted will be entertained within the period of one year.** However, rate may be revised with proportionate increase of DA / wages notified by the Ministry from time to time. **The minimum rate quoted by the tenderer should be in accordance with the minimum wage of agricultural labour as fixed by Chief Labour Commissioner (Central), Min of Labour, Govt of India.**
14. **A guideline of wages, EPF, ESI per housekeeping & cleanliness has been given at Schedule III.**
15. Successful tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of ₹ 100/-
16. The following documents are required to be uploaded with the tenders form which are the terms and conditions of the tender's documents :-
 - a) Registration certificate of the firm under the work contract of the Govt. of India.
 - b) Last three years continues experience of the firm in the field of providing such services in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations.
 - c) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
 - d) Employee EPF registration certificate issued by local govt. etc.
 - e) Employee ESI registration certificate issued by local govt. etc.

- f) Number of manpower registered under ESI & EPF contribution, Documentary proof of voucher to be required and may be attached.
- g) The agency must have certificate of GST issued by the Govt. of India
- h) The agency must have certificate of Labour Commission issued by the Govt. of India (Regulation and Abolition) Act, 1970.
- i) Scan copy of PAN Card
- j) Bank mandate form
- k) Scanned and signed Tender acceptance letter

17. Detailed list of items to be supplied (minimum) per month for the job:

- | | |
|---------------------------------------|------------|
| a. Brooms of coconut stick (big size) | : 06 nos |
| b. Phool jharu | : 06 nos |
| c. Odonil (75 gms each) | : 25 nos |
| d. Muriatic acid | : 10 litrs |
| e. Colin | : 2 lits |
| f. Harpic | : 2 ltrs |
| g. Mope | : 06 nos |
| h. Naphthalene | : 2 kg |
| i. Liquid soap | : 5 ltrs |
| j. Toilet brush | : 06 nos |
| h. Duster | : 06 nos |

SCHEDULE –III

GUIDELINES FOR MONTHLY CHARGES FOR HOUSEKEEPING AND CLEANING SERVICES

| Sl No | Particular | Per staff |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 01. | Monthly charges as per prevailing rate of Ministry of Labour & Employment, Govt of India for sweeping and cleaning which is subject to revision from time to time (Taking into view 26 days engagement / wages = 1 month) | 13936.00 |
| 02. | EPF @ 13.15% towards employer share | 1833.00 |
| 03. | ESI @ 4.75% towards employer share | 662.00 |
| 04. | Total | 16431.00 |
| 05. | GST as per prevailing rate fixed by the Min. of Finance | |
| 06. | Service charge * (to be filled by the bidder in BOQ through online) | |
| 07. | Grand total | |

* Service charges to be quoted by the bidder will include minimum items required for the job and any/all other obligatory & prescribed norms under different Guidelines / Acts of the Govt. as in force. The Service provider will keep the Principal employer indemnified from all matters.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF CONTRACT FOR HOUSE KEEPING & CLEANLINESS (Safai) SERVICES at ICAR-CRIJAF, Barrackpore.

Scope of Work: The scope of work covers House Keeping of Buildings, Others spaces, Roads and general cleaning and other miscellaneous under the work contract. The details are listed below.

1. The selected agency shall provide services for house keeping and cleanliness of all the floors and stair cases of all office buildings i.e. main office, Crop Improvement Division building, Argil. Extension building, Corp Protection Building, Bio-technology Laboratory, Farm Office, Argil Engineering Section, Guest House, Hostel, Director's Bungalow, Conference Hall, Lecture Hall, Auditorium and canteen along with all the roads of the campus providing manpower and all the required materials complete to carry out the job contract. Manpower will be upon the contractor to decide the number of labour to be engaged in the job and the Institute will not entertain any employment whatsoever. The normal duty hours will be eight hours as per official timings.
2. All the toilets of those buildings are to be cleaned **twice in a day** providing air refreshers, liquid soap with fitting containers, naphthalene, and phenyl to keep the toilets free from bad odour on all working days. Daily service report in the prescribed format duly certified by the Estate & Maintenance Cell is to be submitted alongwith the monthly bills for making payment.
3. The metal laid roads of the Institute are to be swept regularly and the two sides of the roads should be kept in a descent manner. The brass nameplates inside the office building and in the entrance should be kept clean.
4. All the floors, stair cases, room doors and window of the above buildings to be cleaned with sophisticated reagents / oxalic acid daily on all working days positively.
5. Periodically cleaning (once a week) of drains & dustbins surrounding all office buildings.
6. If it is found that the agency is not providing sufficient cleaning items, the Authority of the Institute will deduct the amount as deemed fit for such short supply.
7. The agency has to engage one supervisory staff of looking after all those house keeping works as well as providing of requisite items in all toilets.
8. The agency will abide by all the statutory requirements as per Govt. Laws and regulations in force. The salaries, EPF, ESI, bonus as per Minimum Wages Act to be provided to their staff engaged as may be required under the law and all other expenses whatsoever to maintain the sweeper and labour personnel has to be borne by the agency. The Institute will not be in any way liable on any account for the employees/ staff engaged by the agency for carrying out the above referred job. The

Institute will not be liable to be a partly in any circumstances.

9. The agency will have to furnish the documentary evidence of ESI, EPF Registration to their individual staff engaged under Contract Act. Further such evidence of receipts of monthly deposition is to be furnished under the bill of following month failing which the bill will not be processed.
10. The agency has to make the payment to their staff in the form of account payee cheque in presence of Estate Officer, ICAR-CRIJAF. The acutance roll of such payment along with the attendance sheet of their labour has to be furnished duly counter signed by Estate Officer, ICAR-CRIJAF under bill of following month filing which the bill will not be processed.
11. Selected Tenderer has to sign a Memorandum of Understanding (MOU) with the Institute and submit the same to the office along with the Indemnity Bond within 10 days of award of contract on Non-judicial stamp paper.
12. If it is found that the quality of works as provided in the contract is not being maintained properly for one or more than one reason, the Institute will have the right to deduct the amount from the monthly bill as may be decided by the Officer-in-charge and approved by CA or terminate the contract immediately without any notice. In the event of any damage of the Institute's property caused by the contractors, the amount of damage, so ascertained by the Institute's Competent Authority the contractor shall be liable to compensate for the said damage.
13. The pre receipted monthly bills in duplicate duly certified by the In-charge E&MC of the Institute will have to be submitted by the contractor to the office at the rates specified and the payment re-imburement will be made after verification of the same. On no account, any extra payment whatsoever will be made for this contract.
14. Contractor will have to submit schedule of work and placement of personnel to the Officer-in-charge. Entry of outsiders into the Institute Campus will be regulated at the gate and therefore contractual Sweeper/ labourers will have to carry the gate pass issued to them.
15. In the event of any dispute or interpretation arising out of or in connection with this contract, the same shall be referred to the sole arbitration of the Director/Senior Administrative Officer, ICAR-CRIJAF or by any person nominated by him. The Arbitrator will have the summary power and will not be required to give any reason.
16. The appropriate court at Kolkata will alone have jurisdiction in this regard and the Arbitration will be according to the Arbitration Act, 1940.
17. The general conditions of the contract of the Institute will form part of the above contract.

18. The responsibility of the Contractor at ICAR-CRIJAF is effective from the date and time as mentioned in the work order that will be issued by the competent authority.
19. The engagement of Contractual service is on temporary basis and such contractual engagement will not confer any right whatsoever for permanency or regularization. Payment will be released by ICAR-CRIJAF to the contractor for re-imbusement and it would be the whole responsibility of the contractor to ensure that all government norms are strictly followed.
20. The **Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore** reserves in himself the right to accept or reject any quotation/tender lowest or highest without assigning any reason therefore.
21. **Mode of Payment:** The contractor shall submit the pre-receipted monthly bill in triplicate for consolidated monthly payment as per agreed rates after making payment the wages to their workers and acquittance roll of payment along with bank details for **e-payment etc.**
22. **Subletting:** The contractor shall not sublet any of the work without the written permission of the Director, ICAR-CRIJAF, Barrackpore.
23. **Manpower:** The contractor shall himself maintain his labourer force and supervisory staff as required and as directed from time to time by ICAR-CRIJAF, Barrackpore to provide highest standards of maintenance of housekeeping.
24. **Certificate of completion of work:** The work shall not be considered as completed satisfactorily and maintained until the Competent Authority or an authorized representative of this Institute has certified in writing that they have been completed satisfactorily and maintained properly.
24. **Labour:** The contractor will engage sufficient number of labour force for satisfactory performance of the work within a stipulated time without adversely affecting the research materials (plants, seeds etc.) and must comply with all labour rules including payment of minimum wages prescribed by Government.
25.
 - a) The labourer so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the persons so engaged by the contractor in the aforesaid services.
 - b) The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and Institute

shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.

- c) The Institute shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances.
- d) The contract is subject to the condition that the tenderer will comply with all the laws and bylaws of ICAR/Govt. of India relating to this contract.

- 26. **Loss And / or Damages:** In case of any loss or damage done to the property of the Institute attributable to the personnel of the Contractor, the full damages will be recovered from the Agency/Contractor.
- 27. **Income Tax** will be deducted from the payments due for the work done as per rule.
- 28. If the services of Cleanliness work by the contractor is found to be not as per our terms and condition, in the contract and is not found satisfactory, a penalty as deemed fit, shall be imposed and deducted from the monthly bill of the contract.
- 29. The supervisor staff has to visit the site on regular basis.
- 30. A register has to be maintained by the agency for attendance of sweepers and supervisor.
- 31. Daily service report of cleaning of toilets may be obtained from concerned Divisions / sections by the agency and submitted to Estate and Maintenance Cell/