



भाकअनुप-राष्ट्रीय कृषि आर्थिकी एवम् नीति अनुसंधान संस्थान
ICAR- NATIONAL INSTITUTE OF AGRICULTURAL ECONOMICS AND POLICY
RESEARCH (NIAP)
D.P.S. Marg, Pusa, New Delhi-110 012

F.No. 8-12(1)/14-15/निआप

Date:-November 22, 2018

INVITATION OF ONLINE TENDER FOR JOBWORK/SERVICE
CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES AT
I.C.A.R.-N.I.A.P., NEW DELHI

Note:- All the quotations must be addressed to the ICAR-Director, NIAP, DPS Marg, Pusa, New Delhi- 110012

To

Dear Sir/Madam,

Online bids are invited from reputed agencies for Job work/Service Contract for Mechanized cleaning Sanitation Services at ICAR-National Institute for Agricultural Economics and Policy Research, DPS Marg, New Delhi-12. Tender documents may be downloaded from eProcurement website of CPPP <https://eprocure.gov.in/eprocure/app> and NIAP's official site i.e www.ncap.res.in. The schedule of CRITICAL DATE SHEET is as under.

CRITICAL DATE SHEET

Name of Organization	National Institute of Agricultural Economics and Policy Research
Date and Time for Issue/Publishing	22-11-2018 at 17.00 hrs
Document Download/ Date and Time	22-11-2018 at 17.00 hrs
Pre-Bid Meeting	26-11-2018 at 12.00 hrs
Bid Submission start Date and Time	28-11-2018 at 15.00 hrs
Bid Submission End Date and Time	19-12-2018 at 15.00 hrs
Submission of Demand Draft and EMD	19-12-2018 at 15.00 hrs
Date and Time for Opening of Technical Bids	21-12-2018 at 11.00
Address for Communication	Admn. Officer, ICAR-NIAP, DPS Marg, Pusa,New Delhi -110012

Sd/-
Adm.Officer



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ICAR - NATIONAL INSTITUTE OF AGRICULTURAL ECONOMICS AND
POLICY RESEARCH (NIAP)

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Date:-November 22, 2018

NOTE:

1. The Director, NIAP may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date upto which the Tender is open for acceptance is declared a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

To,

Sub.: Invitation of Online Tender For JOB WORK/SERVICE CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES FOR THE ICAR-National Institute of Agricultural Economics and Policy Research, office building at ICAR-NIAP, Pusa, New Delhi-110012.

Dear Sir(s),

Bids are invited from Registered/well-established/reputed firms for providing general cleanliness services for the I.C.A.R.-National Institute of Agricultural Economics and Policy Research, New Delhi on monthly contract Job/Service basis for a period of **TWO YEAR** subject to satisfactory performance of the vendor and its willingness to continue.

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> and Institute official website ncap.res.in. regularly.
3. Any Corrigendum, extension of dates and others in respect of above tender shall be issued only on website <https://eprocure.gov.in/eprocure/app> and <http://ncap.res.in>.
4. An earnest money of **Rs.30000/- (Rupees thirty thousand only)** must be deposited in the form of demand draft/pay order payable to Director, ICAR-NIAP at New Delhi. Conditional bids shall not be considered. No over-writing or cutting is permitted in tender documents. Such bids will be rejected outright.
5. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not withdraw from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

6. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
7. If Tenderer does not accept the offer, after issue of letter of award by ICAR-NIAP within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
8. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.
9. The rates quoted by each firm for job/service contract for providing general cleanliness services for the ICAR-NIAP in quotation should be given both in words and figures failing which the same is liable to be rejected
10. An amount of **10% of the contract value as a security deposit** for the contract is to be deposited by the Selected Agency/Successful Tenderer in the form of D.D/Banker check/FDR/B.G. in payable to **Director, NIAP, New Delhi** only after receiving a communication. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.
12. GST or any other tax on material in respect of this contract shall be payable by contractor and ICAR-NIAP will not entertain any claim whatsoever in this respect. However the TDS which is as per the Government rules shall be deducted at source from monthly bills of the successful Tenderer, as per rule.
13. Director, ICAR-NIAP reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
14. Decision of Director, ICAR-NIAP shall 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 level by mutual consultation.
12. Acceptance will be communicated by FAX/ email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible.
13. The contract will be for a period of **TWO years** extendable for a further period of **Three Months**, subject to satisfactory performance of the vendor and his/her willingness to continue.
14. Director, ICAR-NIAP does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

15. Director, ICAR-NIAP in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.
16. The firm has never been blacklisted by any organization in the past or debarred to participate in tender for any organization in the last five years.
17. The bidder should be based at Delhi/NCR and **have continuous experience during the last Five years** in the field of providing Housekeeping Services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public organizations.
18. The bidder should have completed at least four similar work orders of not less than 25 **Lakhs** value during the last 3 (**Three**) financial years for providing the Housekeeping Services.
19. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-NIAP as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

Submission of Essential Documents (Checklist as per Annexure IV):

- a) *Scanned Copy of Earnest Money Deposit(EMD)/its exemption if any*
 - b) *Registration certificate of the firm under Company Act or any other authorities of Central Government/ State Government/any Government department for carrying out the **job work**.*
 - c) *Last **5 years** continuous 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 organizations(Annexure-II).*
 - d) *Certified Balance Sheet of the firm for last **3 year** with minimum turnover not less than **Rs.100.00 Lakhs** by the Chartered Accountant/Authorised body.*
 - e) *Duly certified copies at least 3 completion of satisfactorily services contract in the Govt./PSU/Autonomous Organizations where the tenderer is providing the Housekeeping Services for the last five years.*
 - f) *The Service Provider (Bidder) should possess ISO 9001:2000 or latest updated version of the Certification in providing Housekeeping Facility Services. Necessary supportive documents shall be enclosed with the bid.*
 - g) *The Service Provider should have undertaken at least four Housekeeping / cleaning / similar projects for office / residential complex having a minimum work order of 25 lakh annual value each during the last three financial years in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed organizations.*
 - h) *Employee EPF registration certificate issued by Government department.*
 - i) *Employee ESI registration certificate issued by Government department.*
 - j) *Income tax and GST registration certificate issued by the respective departments.*
 - k) *Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.*
 - l) *Name, Address and details of Bank Account*
 - m) *Tender Acceptance Letter (Annexure V)*
 - n) *The firm should have valid Labour Contract License*
20. Only those firms who qualify in the technical bid will be considered for financial bid.
 21. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NIAP on non-judicial stamp paper of Rs.100/- for the work. The manpower of firm shall be allowed to attend the work only after having been verified from Police authority, ESI & EPF card issued to such staff of the firm and deposited in the office.

22. Site Visit and Pre-Bid Meeting

For any clarification, site visit etc. pre bid meeting is scheduled on 26-11-2018 at 12.00 P.M. The bidders may visit the site for better understanding and any clarification at the scheduled date. The pre bid meeting to be held at ground floor committee Room at ICAR-NIAP, DPS Marg, Pusa, New Delhi-12

Address for communications, Demand Draft Submission

The Administrative Officer

ICAR-NIAP DPS Marg, Pusa, New Delhi-110 012

Ph. No. 011-25847628, 25848731

Yours Faithfully,

Administrative Officer

For and on the behalf of the Director

Schedule-I

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR MECHANIZED CLEANING, SANITATION SERVICES AT ICAR-NIAP OFFICE BUILDING AT PUSA NEW DELHI.

DETAILS OF BUILDINGS

S.No.	Description	NIAP Building AREA
1.	Total Building Area (Ground, First, Second and Third Floor)	3581.15 Sq.Mtrs.
2.	TOTAL FLOORS OF BUILDING	Four Floors (including Ground Floor)
3.	TOTAL ROOMS	49
4.	COMMON TOILETS	14
5.	OFFICERS TOILETS/ATTACHED TOILETS	01
6.	RECEPTION ROOM	01
7.	AUDITORIUM	01
8.	COMMITTEE ROOM	02
9.	PENTRY HALL	01
10.	DINING HALL	01
11.	Guard room with attached toilet and bath room	01
12.	Except above the surrounded area of the building, corridors, Galleries, roof top etc. have to be also cleaned on daily basis.	

1. *The job work of providing of general cleanliness services for the ICAR-NIAP at **I.C.A.R.-National Institute of Agricultural Economics and Policy Research, New Delhi** shall have to be undertaken without causing any damage to the ICAR-NIAP properties. In case, any damage is caused by the workers deployed by the contractor to do the work of maintenance of cleanliness for **ICAR-NIAP, New Delhi**. The same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property within the premises of the **ICAR-NIAP, New Delhi**. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR-NIAP on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the ICAR-NIAP.*
2. *Payment to the contractor will be made monthly on submission of pre-receipted bill along with paid EPF / ESI receipt etc.*
3. *The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of maintenance of **I.C.A.R.-National Institute of Agricultural Economics and Policy Research, New Delhi** shall be got done from other source at the expenses of the defaulting firm.*

4. *All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, **provide suitable uniforms to the personnel with identity cards.***
5. *All essential items for general cleanliness services personnel like cleaning material, etc. will be provided by the agency at its own cost.*
6. *The above Services shall have to be provided for the entire locality of the **I.C.A.R.-National Institute of Agricultural Economics and Policy Research, New Delhi.** The ICAR-NIAP can be inspected on any day and time.*
7. *After physical inspection of the site, very detailed assessment/requirements of general cleanliness for ICAR-NIAP, New Delhi, and ICAR-NIAP shall have to be furnished along with the quotation. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.*
8. *The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.*
9. *The workers should be able to communicate in Hindi and English if possible.*
10. *Income tax will be deducted from the payment due for the work done as per rule.*
11. *They should not give lenient or casual impressions in the duties and they should be alert and attentive.*
12. *They should observe movement of all the staff, labourers and visitors etc.*
13. *The general cleanliness personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any sanitation person going on leave under intimation to this office.*
14. *Changing of Workers should be intimated to the Administration Section/Caretaker, ICAR-NIAP.*
15. *The general cleanliness staff should follow the codal formalities of Security System while on duty.*
17. *It will be the duty of the agency to keep entire ICAR-NIAP neat and clean on all time.*
18. *The Contractor/Agency shall make payment o remuneration/wages to its personnel through online transfer/NEFT/RTGS directly in their bank account before 7th of every month. After making the payment, the Contractor shall raise the bill along with necessary documents in the ICAR-NIAP for payment of the settled amount.*

SCOPE OF WORK:

1. *Cleaning, sweeping, dusting, mopping and waste disposal of the entire area of the buildings covered in the contract including the roads. In order to complete the above cleaning and waste disposal jobs at the highest standards of quality and hygiene, the workers would start their work early in the morning so as to complete it fully by the 9.00 AM in the morning itself including waste disposal.*
2. *Special cleaning of all corridors and staircases of the buildings will be done fortnightly. The special cleaning would include the proper rubbing and cleaning of floors and stair cases, cleaning of cob webs etc. and special mopping of roads, common paths ways and parking areas.*
3. *Special dusting, cleaning of all furniture and fixtures installed in the committee rooms/Auditorium with equipment like vacuum cleaner etc. the marble floorings of the toilets have to be cleaned with floor cleaning material and grinding of same as and when required. More manpower would be required at the time of meeting / functions in the Institute.*
4. *The **Firm** will provide sanitary material for cleaning, waste disposal and sanitation work. Periodical Naphthalene balls/Sanitary cubes will arranged & provided for toilets by the firm at own cost.*
5. *All the toilets are to be cleaned as frequently as required to keep them in a well neat and clean condition. The toilets will have to be cleaned twice or more than this in the day for which the workers must be available in the premises.*
6. *The Worker shall also clean all the doors and windows of buildings covered in the contract.*
7. *Removing of waste, garbage, dust and its disposal to recognized MCD dumping ground on daily basis at the cost of the agency. The Institute will not allow any garbage heaps at any place in the premises. It will be the duty of the tenderer to dispose it off to MCD dumping grounds failing which penalty may be imposed and the penalty would be at the discretion of the Competent Authority. Any payment that may be payable to the MCD for using their malba dumping grounds in the area/vicinity will have to be born by the tenderes.*
8. *The staff provided should be experienced in cleaning, sweeping and other sanitation services including waste disposal.*
9. *All complaints shall be attended to immediately by the Agency.*
10. *It will be responsibility of contractor to remove all garbage viz. used plastic glasses, waste papers, removal of nails-capas either on the floor or on wall, food wastages, flower wastages etc.*
11. *Besides above, any cleaning job can be entrusted to the contractor and no extra payment will be made for the same.*
12. *It will also be duty of the contractor to shift some minor furniture and other items of the institute from one place to another within the premises, whenever required. Due penalty will be imposed on the contractor in case any damages/losses while shifting / handing of furniture items during currency of contract.*

CHARTER OF DUTIES FOR SANITATION/CLEANLINESS SERVICES

S.NO.	Details of Services	Locations	Frequency & Schedule Time
1.	Proper and efficient sweeping and cleaning of all the open area within the premises/boundary wall of NIAP	NIAP buildings.	Daily on all working days, to be completed before 9.00 am
2.	All roads, surrounded area of the building, berms, service lanes, courtyards, roof top, car parking and other open areas have to be swept every day during day hours. The job includes picking of rags / gutkha / polythenes / papers etc in outdoor areas	Common Outdoor Area with Big stick Bamboo Broom	Daily twice a days before 9.00 am and 3:30 pm respectively.
3.	All collected waste from the above mentioned areas have to be disposed off in the designated drop site. This designated site shall be cleaned and garbage be removed to the Municipal approved dumping sites in Delhi by MCD from NIAP Campus. Emphasis shall be on fast and timely removal of waste	Entire NIAP Premises	As and when required
4.	Proper and efficient cleaning using water, Vim, Harpic and Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings pipes etc.	All common & attached toilets.	Two times on all working days to be completes before 9.00 am and 3.00 pm.
5.	Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/wiping of all items within the room, Corridors, Galleries etc..	NIAP Building	Daily all working days, (Senior officer's room-by 8.00 am, other rooms by 9.00 am.)
6.	Proper efficient sweeping, cleaning, mopping using cleanzo and Trishul Phenyl, of staircase and corridors, dusting of stair bar.	NIAP Building	Daily all working days to be completed by 9.00 am
7.	Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors, window panes, grills of iron gated and plants etc.	NIAP Building	Once in a Week
8.	Cleaning of Chairs, Sofa, Carpets etc using Vacuum cleaner.	NIAP Building	Twice a Month
9.	Proper and efficient disposal of office waste in the dustbin/Dalao of MCD.	NIAP Building	On all working Days.
10.	Completion Report of scheduled works	NIAP Building	On all working days.
11.	Maintaining hourly schedule charts of toilet cleaning, pasted behind toilet doors and duly signed by supervisor for each hour.	NIAP Building	On all working days.
12.	Maintaining uninterrupted supply of toilets rolls and c-fold towels paper	NIAP Building	On all working days.

13	Floor Polishing with Single Disc Machine using floor polish and Teepol	NIAP Building	Weekly for each floor
14	Vacuum cleaning of Furniture, Carpets, Auditorium and Committee Room.	NIAP Building	Weekly
15.	Maintaining C-fold paper supply in all NIAP toilets	All common & attached toilets	Continuous Supply / as and when required
16.	Polishing of Metallic wares, door knobs and handles, etc with brasso	NIAP Building	Weekly
17	Spraying Room Freshener in All rooms including Committee Rooms, Auditorium Libraries etc. and all other rooms containing special facilities	NIAP Building	Daily
18	Cleaning of Roof	NIAP Building	Once in a week

TERMS & CONDITIONS:

1. *The staff provided by the agency should follow strict attendance and alternate arrangements are to be made by the agency when ever any staff does not report on duty.*
2. *Payment for Cleaning and House Keeping service bill will be made monthly upon submission of pre-receipted bill.*
3. *The contractor shall not sublet the work.*
4. *The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, work of maintenance of Cleaning and House Keeping at ICAR-NIAP, New Delhi shall be got done from other source at the expenses of the defaulting firm.*
5. *All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency shall, at its own cost, provide suitable uniform (Both Summer and Winter) to the personnel with identity cards.*
6. *All essential consumable items for Cleaning and House Keeping services personnel will be provided by the Institute.*
7. *The Cleaning and House Keeping Services shall be provided for the entire office building ICAR-NIAP both inside the building and roads. The sites can be inspected any day any time.*
8. *After physical inspection of the site, very detailed assessment/requirements of Cleaning and House Keeping personnel for providing Cleaning and House Keeping services at ICAR-NIAP shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted within contract period.*
9. *The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the ICAR-NIAP shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.*
10. *The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, O.T.A. etc.*
11. *The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the from any claims loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NIAP shall be final and binding on the contractor.*
12. *The selected agency shall provide the necessary personnel for providing Cleaning and House Keeping services at ICAR-NIAP as per Labour acts prevalent in Central Govt. organization (Agril.)*
13. *Income Tax will be deducted from the payments due for the work done as per rule.*
14. *The workers should be able to communicate in Hindi and also in English if possible.*
15. *Sanitary supervisor will make sure that all the toilets/rooms/roads are properly cleaned.*
16. *The agency shall employ good and reliable persons with robust health and clean record.*
17. *In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.*
18. *They should not give lenient or casual impressions in the duties.*
19. *The job of sanitation and dusting is to be carried out on each floor and surrounding areas of Institute's buildings etc. as detailed in charter of duties from 8.00 a.m. to 4.00 p.m. uninterruptedly. It is to be ensured by the Contractor that these services on each floor are provided and supervised properly.*
20. *The personnel engaged by the Agency for this job contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnels so engaged by the Contractor.*
21. *The contractor must employ adult persons only. Employment of child labour may lead to the termination of the contract.*
22. *Changing of workers should be intimated to the Caretaker.*

RISK CLAUSE:

1. *Director, ICAR-NIAP reserves the right to discontinue the service at any point of time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from performance Security Deposit or pending bills or by rising a separate claim.*
2. *The personnel provided shall be under the direct control a supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR-NIAP from time to time. They will be bound by ICAR-NIAP timing, duty, placement, locations, wearing of uniform etc. as decided by the ICAR-NIAP.*
3. *The tender document duly signed on all pages shall be submitted along with failing which the bids shall not be considered. Outsider firms shall not be considered for bids.*
4. *In the financial bid the bidder must quote the rates in figures as well as in words. The amount of each item should be worked out and total should be given.*
5. *The ICAR-NIAP shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc.*
6. *That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.*
7. *Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.*

LIQUIDATED DAMAGES CLAUSE:

1. *An amount equivalent to two days of contract amount, subject to a minimum of **Rs.1,000/- (Rupees One thousand only)** will be levied as liquidated damage per day. Whenever and wherever it is found that the services are not up to the mark, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within one hour liquidated damages clause will be invoked.*
2. *Any misconduct/misbehavior on the part of the manpower deputed by agency will not be tolerated and such person(s) will have to be replaced immediately.*

The Director ICAR-NIAP, reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director ICAR-NIAP, shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

ANNEXURE-II

DETAILS OF THE MINIMUM 5 YEARS EXPERIENCE IN THE FIELD OF HOUSEKEEPING/CLEANING/SIMILAR PROJECTS IN CENTRAL GOVT ESTABLISHMENTS/AUTONOMOUS BODIES OF GOVT. OF INDIA/ CORPORATIONS OF GOVT. OF INDIA/REPUTED ORGANIZATIONS.

Sl. No.	Name of the Deptt./ Organisation & Name of contact Person with Ph. No.	Period		Remarks(Encl. work order/
		From	To	

**(Authorised Signatory)
with Stamp**

Annexure-III

1. All the cleaning agents/chemicals etc. used shall be bio-degradable and environmental friendly so that it does not cause any harm to employees, workers and the object for which it is used. It shall follow all the mandatory international and national standards of chemical, international detergent legislation, should be Phosphate-free, should not be a combustible liquid to the regulations governing combustible liquids.
2. Following cleaning agents of superior quality required for cleaning purpose should be supplied in standard sealed packing of OEMs only for the purpose of verification of brand and diluted chemical should not be kept in store under any circumstances.

Proposed Indicative list of Housekeeping/Sanitation Materials should be provided by Firm.

1. **CLEANING AIDS (MANUAL):**
 - a. Soft Brooms
 - b. Hard Brooms
 - c. Brushes (hard & soft)
 - d. Floor scrubbers
 - e. Handle Brush (soft)
 - f. Window Ledge Brush
 - g. Long Brush (handle)
 - h. W.C. Brush
 - i. Curtain Brush
 - j. Venetian Blind Brush (soft)
 - k. Cob Web Brushes
 - l. Ladders (all sizes required)
 - m. Wiper, Glass Wiper, Buckets, Mug, Garbage bags(Big/Small both)etc
 - n. Plastic juna etc.
2. **CLEANING AIDS (MECHANICAL):**
 - a. Floor Scrubber and shampooing machine
 - b. Vacuum Cleaners (Small & Big)
 - c. Glass Kits
 - d. High Pressure Cleaning Machines etc.
 - e. Ringer trolley etc.
3. **MOP, SCRUBBERS & DUSTERS:**
 - a. Squeezer with long handles/Window Cleaners
 - b. Mops (different sizes)/Day Mops with long handles
 - c. Check Dusters
 - d. Glass Cloths
 - e. Yellow Dusters, Floor Duster, White Duster
 - f. Old Wiping sheets
 - g. Rags
 - h. Pocha etc.
4. **CLEANERS/SANITIZERS/DISINFECTANTS/REPLANTS:**
 - a. Reputed Harpic/Domex/Sanifresh
 - b. Reputed Clenzo/Trishul Phenyl
 - c. Reputed Liquid Organic Cleaners (LOC)
 - d. Reputed Vim Liquids
 - e. Reputed Collin Glass Cleaners
 - f. Reputed Liquid Soaps/Dettol/Savalon/
 - g. Reputed Odonil
 - h. Reputed Urinal Cubes, (Eco Cubes)
 - i. Reputed Hit Sprays (Mosquito & Cockroach)
 - j. Reputed Brasso
 - k. Reputed Room Fresheners
 - l. Toilet Roll
 - m. C fold towel
 - n. Floor/Metal Polish etc.
 - o. R1, R-2, R-3,R-4,R-5 and R-6 taski

Note:

1. Only such chemicals which are not hazardous to humans and reputed brands which are WHO certified, Eco-friendly and bio-degradable are to be used. All the above items should be used in adequate quantity regularly so that the cleanliness and hygiene of the entire complex are well-maintained always.
2. Eco-friendly and water conserving materials will be permitted for use with prior inspection and confirmation by the In charge ICAR-NIAP.
3. Non-functional/non-serviceable cleaning aids, equipment must be replaced as and when needed.
4. Disposal bags for garbage will be used.

Checklist of documents for Technical Bid Evaluation

Sl. No.	Documentary (Strictly as per details below)	To be filled by Bidder (Yes/No)	Page Number
1	<i>Registration certificate of the firm under Company Act or any other authorities of Central Government/ State Government/NCT/UT/any Government department for carrying out the Job work/Service Contract.</i>		
2	<i>Last 5 years continuous 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 organizations.(Annexure-II)</i>		
3	<i>Certified Balance Sheet of the firm for last 3 year with minimum turnover not less than Rs 100.00 Lakhs by _____ the Chartered Accountant/Authorised body.</i>		
4	<i>Certified copies of at least 3 completion of satisfactory services contract in the Govt/PSU/Autonomous organization where the tenderer is providing the Housekeeping services for the last five years.</i>		
5	<i>The Service Provider (Bidder) should possess ISO 9001:2000 or latest updated version of the Certification in providing Housekeeping Facility Services. Necessary supportive documents shall be enclosed with the bid.</i>		
6	<i>The Service Provider should have undertaken at least four _____ Housekeeping / cleaning / similar projects for office / residential complex having a minimum work order of 25 lakh annual value each during the last three financial years in central Govt. establishments/ Autonomous bodies of Govt. of _____ India/Corporations of Govt. of India/reputed organizations.</i>		
7	<i>Employee EPF registration certificate issued by Government department.</i>		
8	<i>Employee ESI registration certificate issued by Government department.</i>		
9	<i>Income tax and GST registration certificate issued by the respective departments.</i>		
10	<i>Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.</i>		
11	<i>Bid Security (EMD)Rs.30000/-(Rupees Thirty Thousand only) in the form of Demand Draft/Pay Order/Banker Cheque issued by any Nationalised/Scheduled commercial Bank in favour of Director, NIAP payable at New Delhi/if exempted enclosed proofs</i>		
12	<i>Name, address and details of Bankers</i>		
13	<i>Tender Acceptance Letter (Annexure V)</i>		
14	<i>Valid Labour License under Contract Labour Act</i>		

**Tender Acceptance Letter
(To be given on company Letter Head)**

Tender for the contract for Job work/Service contract for mechanized cleaning, sanitation services at for the I.C.A.R.-National Institute of Agricultural Economics and Policy Research, New Delhi on monthly contract basis for the period of TWO years extendable for a further period of Three Months, subject to satisfactory performance of the vendor and its willingness to continue.

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. :
Telegraphic Address/FAX/Cellular No. :
E-Mail address :

From _____

To _____

**The Director,
ICAR-National Institute of Agricultural Economics and Policy Research
Library Avenue, Pusa, New Delhi-110012**

1. I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **Job work/Service contract for mechanized cleaning, sanitation services** at ICAR-NIAP Office Buildings Pusa, New Delhi and agree to provide the services as detailed in the schedule herein or to such portion thereof as you ay specify. In the acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of Two year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have accepted all the terms and conditions of the tender document.
3. The following pages have been added to and form a part of this Tender _____. The Schedules-II to accompany this Tenders are at pages_____.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. _____ of Rs. _____ drawn in favour of **Director, NIAP** and payable at **New Delhi** is enclosed as earnest money required.

Yours faithfully,

Dated:

Witness _____

Address _____

Occupation _____

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Signature & Seal of the Tenderer

Telephone No. Office

Resi.

Mobile



भाकृअनुप-राष्ट्रीय कृषि आर्थिकी एवम् नीति अनुसंधान संस्थान
ICAR - NATIONAL INSTITUTE OF AGRICULTURAL ECONOMICS AND
POLICY RESEARCH (NIAP)

Schedule-II

F.No. 8-12(1)/14-15/निआप

Date:-November 22, 2018

**INVITATION OF ONLINE TENDER FOR JOBWORK/SERVICE
CONTRACT FOR MECHANIZED CLEANING, SANITATION
SERVICES AT I.C.A.R.-NIAP NEW DELHI**

**PART-B
(PRICE BID)**

I/We wish to submit our Tenders for **Job work/Service contract for mechanized cleaning, sanitation services at I.C.A.R. -National Institute of Agricultural Economics and Policy Research, New Delhi** of ICAR on the following rates

No.	Particulars	Per Month
1.	Monthly consolidated charges for Job work/Service contract for mechanized cleaning, sanitation services at ICAR-National Institute of Agricultural Economics and Policy Research, New Delhi as specified in the tender terms and conditions and scope of work at annexure in the quotation document including all manpower, labour, material, transportation, ESI, EPF etc. as applicable from time to time	Rs. _____ (Rs. in figures) Rupess _____
	G.S.T.	_____
	Total	_____
		(Rs. in words)

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part lay down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____
Name & Address of the Firm _____

Telephone No. _____
Mobile No. _____

