



ICAR – INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

Hesaraghatta lake post, Bengaluru – 560 089

(Establishment-I Section)

E-TENDER DOCUMENT (TWO BID SYSTEM)

**E-TENDER FOR ANNUAL JOB / WORK /SERVICE CONTRACT TO PROVIDE HOUSE
KEEPING & SANITATION SERVICES AT IIHR, HESARAGHATTA CAMPUS & IIHR-
FARM/KVK, HIREHALLI**

Contact Details:

**Senior Administrative Officer
Indian Institute of Horticultural Research
Hesaraghatta Lake Post,
Bengaluru – 560 089**

Tel: 080-28466370, Fax: 080-28466291

**Website: <http://www.iihr.res.in>
CPPP: <https://eprocure.gov.in>**

ICAR – INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

Hesaraghatta lake post, Bengaluru – 560 089

F. No. 4-44/Estt-I/2021-22/HKSS/

Dated: 27.11.2021

Sub: E-TENDER FOR ANNUAL JOB / WORK CONTRACT TO PROVIDE HOUSEKEEPING & SANITATION SERVICES AT IIHR, HESARAGHATTA CAMPUS & IIHR-FARM/KVK, HIREHALLI

Director, ICAR-IIHR invites online tenders in Two Bids System through e-tendering from reputed firms with proven track record in the field of Housekeeping & Sanitation services to provide **Housekeeping & Sanitation services** on Annual Job / Work contract basis at IIHR Main campus and CHES/KVK, Hirehalli. The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

1. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	4-44/Estt-I/2021-22/HKSS
TENDER COST	Rs.1,000/- (Rupees One Thousand Only) (Non-refundable) in the form of Demand Draft/Bankers Cheque in favour of Director, ICAR-IIHR payable at Bengaluru.
DESCRIPTION OF WORK	Annual Job / Work contract to provide Housekeeping & Sanitation Services at IIHR Main campus & IIHR-Farm/KVK, Hirehalli.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	27.11.2021 at 04:00 PM onwards
BID SUBMISSION END DATE AND TIME	18.12.2021 upto 04:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	20.12.2021 at 11:00 AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	Will be notified through Institute's website/ CPP portal
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.1,60,000/- (Rupees One Lakh sixty Thousand Only) in the form of Demand Draft in favour of Director, ICAR-IIHR payable at Bengaluru.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD) PERFORMANCE SECURITY (PS)	10% of the total contract value (Annual) in the form of Bank guarantee/FDR in favour of Director, ICAR unit -IIHR.
VALIDITY OF SD/PB	90 days after the expiry of the contract (total -15 months from the initial date of contract period)
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 27.11.2021 at 04:00 PM to 18.12.2021 upto 4:00 PM before the closing date and time. Also submit hardcopy of one complete set of documents uploaded in the CPP for Technical Bid along with all enclosures to The AAO, Establishment-I section, ICAR-IIHR personally or by post.
Details of tender	Tender Documents and Notice is also available on IIHR website: www.iihr.res.in

2. Schedules of Housekeeping & Sanitation Services proposed and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation, Terms of Services, Eligibility Conditions, evaluation of Tender etc.,	ANNEXURE-I
3.2	a) Schedule of Housekeeping & Sanitation services b) Schedule of Areas c) Plants, Tools and other materials to be arranged	ANNEXURE-II
3.3	Instructions to Bidders	ANNEXURE- III
3.4	Check List for Technical Bid Evaluation	ANNEXURE- IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE- V
3.6	Financial Bid (BOQ)	ANNEXURE- VI
3.7	Draft Agreement	ANNEXURE- VII

3. The entire tender document including all Annexures, except the Financial Bid in Annexure VI, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). **Original DD/Banker Cheque relating to EMD & Tender cost alongwith one complete set of documents uploaded on the CPP for Technical Bid must be submitted to Establishment-I Section, ICAR- Indian Institute of Horticulture Research, Bengaluru-560089 personally or by post** before the last date of submission of Tender on CPP Portal to facilitate expeditious processing of tender. Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).

Yours faithfully,

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

Copy to:

The Chairman, (AKMU), ICAR-IIHR, Bengaluru for uploading on ICAR-IIHR Website.

**ICAR- INDIAN INSTITUTE OF HORTICULTURE RESEARCH
HESARAGHATTA LAKE POST, BENGALURU
(Establishment Section)**

TENDER NOTICE

F. No. 4-44/Estt-I/2021-22/HKSS

Dated: 27.11.2021

Director, ICAR- Indian Institute of Horticulture Research invites online tenders in Two Bids System through e-tendering from reputed firms with a proven track record in the field of Housekeeping & Sanitation Services for Annual Job/ Work contract to provide Housekeeping & Sanitation Services at ICAR- IIHR, Bengaluru & IIHR-FARM/ KVK, Hirehalli, Tumkur.” Eligible firms may submit their tenders / bids online on CPP Portal (www.eprocure.gov.in/eprocure/app) from 27.11.2021 at 4.00 PM to 18.12.2021 upto 4.00 PM . Tenderers are required to submit all the documents online only. However, to ensure clarity of documents & expedite faster processing, tenderers are requested to submit one complete set of documents uploaded in the CPP for Technical Bid along with BG / DD towards EMD and Tender Fee to AAO Est-1. **The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tenders for processing.** Details can be obtained from www.iihr.res.in also.

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

LETTER OF INVITATION

Dear Tenderer,

.....
Online bids are hereby invited on behalf of the Director, ICAR- Indian Institute of Horticulture Research, Bengaluru for Annual Job/ work contract to provide **Housekeeping & Sanitation services** at ICAR- IIHR, Hesaraghatta and IIHR-FARM/ KVK, Hirehalli, Tumkur. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to provide the requisite services in accordance with the requirements stated in the attached Annexures. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.** However, to ensure **clarity of documents & expedite faster processing,** tenderers are requested to submit one complete set of documents uploaded in the CPP for Technical Bid along with Banker's Cheque / DD towards EMD and Tender Fee.

1. An earnest money of **Rs.1,60,000/-** (Rupees One Lakh sixty Thousand Only) must be deposited in the form of Demand Draft/Banker Cheque in favour of Director, ICAR unit-IIHR and payable at Bengaluru. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the Demand Draft/Bankers Cheque number and date, failing which the Tenders will not be opened. **The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect like NSIC, Udyog, Aadhar etc.** The Tenders will not be considered if earnest money exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-IIHR.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Indian Institute of Horticultural Research reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final on any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
5. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**.

Yours faithfully,

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

I. Terms of Services:

- (a) This is a service contract for the entire built up area in all the buildings and other places in the campus as per the Annexure- II. Accordingly, the areas will have to be cleaned /maintained strictly as per the contract & schedule of services and Schedule of material to be used as indicated in Annexure II. The open area in the office campus and residential colony is required to be cleaned /maintained twice in a week.
- (b) The service providing agency is required to keep the material required for a month in advance after satisfying the Section In-charge/Caretaker regarding the quality and quantity of the material. In case of insufficient and unsatisfactory use of material, the Institute reserves the right to supervise the purchase of required material through the Caretaker/designated officials.
- (c) The non compliance of schedule of services may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time.
- (d) The agency shall provide required services for performing the job of maintenance of cleaning services at the Main Institute/IIHR-Farm & KVK, Hirehalli. The Agency shall employ good and reliable persons with good health and clean record antecedents duly verified by the police preferably within the age group of 21-50 years of age to carry out the service contract. 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 reasons thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- (e) The housekeeping and sanitation services are to be provided as detailed in Annexure – II of services from 8 a.m. to 5 p.m. uninterruptedly and schedule of material used in all working days. It is to be ensured by the agency that these services are provided and supervised.
- (f) The agency has to deploy number the required of manpower as insisted in the contract to provide the services as per schedule. Surprise check would be undertaken by person so nominated by the Director / Chairman (FMC)/ Head of Office to ensure the deployment & quality of services
- (g) 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 personnel so engaged by the agency.
- (h) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel under the minimum wages act and the Institute shall in no way responsible for meeting any kind of expenditure on salaries etc. to these personnel.
- (i) The Agency shall ensure the payment of wages to their labourers deployed at this Institute by e-banking to their accounts on or before 05th of every month without waiting for payment from Institute.
- (j) Agency should provide the wage slip to the labourer.
- (k) The complete details and relevant proof for timely payment of wages, EPF , ESIC , GST to be submitted along with the monthly bills.
- (l) After awarding the Job /work contract, the contractor must submit the details of laborers to be deployed along with their name , addresses, Aadhaa copy, Pan card copy, Bank passbook copy within 7 days through the FMC.
- (m) At the end of the month it is mandatory on the part of the contractor to submit the details mentioning the exact number and names of the labourers deployed for the particular month along with bill.
- (n) He/ she should ensure that the labourers are paid the minimum wages as prescribed under the labor law which is in force from time to time and necessary contributions towards EPF, ESI, etc., should be paid in their individual accounts from the first month itself.
- (o) The contractor has to maintain all the relevant registers viz., daily attendance registers of laborers engaged, wage registers with signatures, monthly contribution of EPF & ESI registers. The firm has to produce all such registers as and when required by the officer / FMC/ Labour Commissioner or its authority.
- (p) The Firm should ensure that the labourers maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such labour should immediately be removed from the work permanently.
- (q) The Institute shall not directly or indirectly engage any personnel of the agency during the period of the contract.

- (r) The job of minor shifting or furniture and other items also needs to be attended by the personnel engaged by the agency for the referred job as and when required.
- (s) All the persons deployed shall carry identity cards issued by the agency, perform their duty in proper uniforms and maintain a smart turn-out. The agency shall, at its own cost, provide uniform to the personnel.
- (t) The agency shall also have to furnish particulars relating to ESI, EPF, UAN, Registration under the Contract Act, turnover and infrastructure etc., along with the tender.
- (u) The financial bids of only those firms whose technical bids are found to be responsive in technical bid evaluation only will be opened. **The past performance of the bidders will be an important criterion in considering or not considering their Tender for further processing and ultimately awarding the contract.** The ICAR-IIHR reserves the right to reject all or any of the quotations, and decision of the Director, ICAR-IIHR in the matter shall be final and binding
- (v) The agency shall also furnish experience certificate of performing work/job contract of Housekeeping & Sanitations Services in a reputed Govt./semi Govt. organizations or in a reputed Corporate
- (w) Institute complies with the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.

II. ELIGIBILITY CONDITIONS:

1. Prescribed tender cost and EMD to be provided.
2. Registration with GST authority
3. Registration with EPF department.
4. Registration with ESI department.
5. Registration of the establishment under shops and establishment act.
6. Valid license issued in the recent past by the office of the Central Labour Commissioner for engaging Manpower to provide Housekeeping & Sanitation Services to Govt. Organizations / reputed corporate.
7. Registration with Income Tax department (Copies of PAN & IT returns for the last three years to be provided).
8. The agency should have at least Five years of experience in executing contract to Provide Manpower to Housekeeping & Sanitation Services in reputed Govt./Semi Govt. undertaking & other reputed establishments etc. Provide list of at least three clients in the past five years (1.4.2016 onwards) in following format. Provide proof of purchase order. At least one order should have been issued during FY 2016-17 or before; proof to be provided.

SN	Name & Address of the clients along with name , details, phone number of contact person	Number of Housekeeping personnel provided/day	Amount of contract/month (Rs./lakh)	Duration of contract (dd/mm/yyyy)	
				From	To
1					
2					
3					
4					
5					

9. The agency must have undertaken and completed at least one Job/ work contract for Providing Housekeeping & Sanitation Services to the extent of Rs. 43lakhs/annum or two job/work contracts of Rs. 27 lakhs/annum or three job / work contracts of Rs. 22 lakhs/annum in central / state Govt. Department / Institutions / reputed corporate during the last five years and copies of documents in support of the above should be enclosed.
10. The Agency should enclose copies of the payment made to its existing Manpower / workers of minimum 100 workers for the last two wage months (wage month August & September 2021) in terms of wages through Bank, and copies of ECR (with names of workers), TRRN, payment confirmation receipt in respect of EPF/ESI remittances, proof for wage remittance to bank, in support of the condition.
11. Average turnover of the agency during the last Three years in the business of Contractual Services (like Security / Housekeeping & Sanitation services / Manpower Outsourcing) in central / state Govt. Department / Institutions / reputed organization shall be at Rs.54 lakhs per annum. Balance Sheet duly certified by the Chartered Accountant which is used for filing Income Tax returns indicating the Turnover per annum should be enclosed. Last three years can be (2018-19, 2019-20. & 2020-21 or 2017-18,2018-19 & 2019-20).
12. **The bidder should have Registered Office or Branch Office with full infrastructure in Bangalore. Proof to be uploaded.**
13. The agency shall also furnish experience certificate of performing work/job contract of Housekeeping & Sanitations Services in a reputed Govt./semi Govt. organizations or in a reputed Corporate. Minimum 3 certificates in past five years,
14. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose notarized affidavit issued by the Notary to this effect that there is no criminal/ legal suit pending or contemplated against it
15. **The above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case, any of the mandatory information is not uploaded alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Hardcopy submitted is only for reference sake and will not be used for technical bid evaluation. Financial Bid's of only such firms whose Technical Bid's are found responsive will be opened on specified date/time, fixed by the office with advance intimation to the responsive bidders through the website or any other mode of communication.**
16. **To ensure proper service to IIHR and meeting out the statutory requirements and other provisions to the personnel employed by the agency, and to cover these expenditure, the service provider has to quote reasonable and adequate enough service charges. However if quoted service charge is less than 4.56 percent, such tenders will not be considered for awarding the work.**
17. All pages of tender document need to be signed and stamped and uploaded in CPPP only will be considered for technical evaluation. Photocopies of all necessary documents duly self-attested.

III. **Evaluation of the quotation/tender:** The Institute shall evaluate the technical bids based on the eligibility conditions and documents uploaded. Then the financial bids of only those firms whose technical bids are evaluated to be responsive will be opened and evaluated. The Institute shall award the contract to the firm whose quote for Service Charge is the lowest among those firms which are evaluated to be both technically & financially responsive. **if quoted service charge is less than 4.56 percent, such tenders will not be considered for awarding the work.** If the lowest bid is same for two / more or firms, then the contract will be decided as follows:

- a. Based on the average annual turnover of the last 3 financial years. The firm with higher average annual turnover will be given preference and awarded the contract.
- b. If average annual turnover is also the same for two / more firms, then the firm with long existence in this field will be given preference and awarded the contract.

IV. **Term of the contract:** Initially the term of the contract will be for one year and extendable for two more years on year to year basis, mutually agreed terms and conditions and satisfactory performance of the contract.

- V. **Mode of payment:**
- a. The agency shall submit 1st month bill on the first week of next month along with list of personnel actually deployed and their individual bank accounts with proof of depositing the wage amount to their accounts.
 - b. **While submitting the 2nd month bill (onwards), along with pay remittance proof, the agency must provide the details of the individual account numbers of EPF, ESI,UAN,GST and the contribution made to their accounts of labourers actually deployed pertaining to the previous month. Only then the subsequent bill of the agency will be passed for payment.**
 - c. The Institute shall make such payments by e-banking to the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in letter and spirit.
- VI. **Termination:** This contract can be terminated by giving one month's notice by either parts and that any notice required to be served shall be sufficiently served on the parties by delivering to them either personally or dispatched at the address herein given under registered post.
- VII. **Loss & damages:** In case of any loss or damage done to the property of the Institute by the personnel deployed by the agency, full damages will be recovered from the agency and the decision of the Competent Authority of the Institute in this regard shall be a binding on the agency and it's final.
- VIII. **Security deposit & Agreement:** The successful bidder will be required to deposit @10% of annual contract value immediately (within 15days) as Security Deposit in the form of **DD/Bank Guarantee issued from approved financial institution with validity covering the contract period and an agreement** to this effect duly signed on non judicial stamp paper of value of Rs. 200/- to the Institute within 2 weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities / damages or loss of property etc., caused by the workers deployed by the agency or by agency itself. No interest is payable on the security deposit.
- IX. ***The Agency is advised to do a complete survey on its own of all the area / activities of the institute before quoting its service charge. While quoting service charge the agency must keep in mind the hurdles in arranging the workers required for performing the Housekeeping and Sanitation Services contract, the overhead cost involved in submission of monthly wage bill, remittance of EPF, ESI and Statutory Tax to the concerned Department. The agencies are advised not to quote low freak Service Charges and suffer later and provide poor quality service.***
- X. Any dispute arising out of this contract is subject to adjudication under the jurisdiction of Bangalore city court only.

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

A- SCHEDULE OF HOUSEKEEPING & SANITATION SERVICES

I. ROUTINE HOUSE KEEPING WORK

It shall be the responsibility of the Contractor to ensure the total cleanliness in the entire office premises and maintain the premises hygienic and clean as required according to ISO standard. The work schedule for housekeeping is herewith furnished for ensuring the total housekeeping and cleaning of premises. Mechanisation of all cleaning activities has to be adopted wherever possible to the maximum extent.

JOBS TO BE CARRIED OUT DAILY (Six working days in a week)

The following jobs are to be carried out to the satisfaction of the Competent and contractor must ensure that no complaints are made against their employee for the job assigned to them in any manner. These jobs must be done at least once per day or twice if so required:-

- i. Cleaning the exposed surface of built in and removable furniture items such as tables, chairs, cabinets, Almirahs, sofas, cupboards, racks etc. by dusting, brushing, mopping.
- ii. Cleaning of loose items such as door, mats, fire fighting accessories, photo frame, boards, wooden planter boxes, other fixture etc. by dusting brushing.
- iii. Cleaning the fixtures of pantries, in all the floors such as sinks, draining boards, platforms, the cabinets etc. by washing with approved quality liquid detergents, soap, air purifier acid for removing stains.
- iv. Cleaning the canteen e.g. counter, dado, skirting floor sink, elevated sinks, utensil washing area, drying boards, platforms metallic built in fixtures, louvers, wash basins exposed surface of cabinets, cupboards, tables, chairs, removing dirt from the areas and cleaning the binds and dirt catchers, drain gratings etc i.e. washing and cleaning with water, approved quality dry/liquid detergents. Chemicals, soap, acid and removing stains with cupboards wet mopping with cloth, rugs, brooms, brushes etc.(complete as directed).
- v. Cleaning with brooms and wet mopping with cloth of entire floors of office premises, receptions, all cabins, halls, passages, lobbies, utility services, areas, stair cases, stains pantries, canteen, toilets excluding the carpeted area and skirting, dado etc. removing dirt, sweeping, brushing, cleaning binds, dirt catchers, paved areas, grating with approved quality dry/liquid detergents, chemicals, soap by brooms brushes, rugs, cloth, removing water stains, cleaning marble same cladding with water, detergents, phenyl, collecting dust, dirt, mud, waste papers etc. Removing the garbage bin at and Disposal point, air-purifier, Detol completely.
- vi. Cleaning of toilets of office premises floors, skirting, dado wall cladding, doors, EWC commode and Cisterns vitreous partitions, squatting plates, wash basins, IWC pan, grating waste fittings etc. with approved quality dry/liquid detergent chemicals, acids, soap, phenyl, airpurifier, cakes, naphthalene balls, sanitary cubes, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, over all surfaces of commandment and cover with brooms, brushes, rugs, clothes, removing stains collected dust, dirt, mud, waste of all nature completely.
- vii. Cleaning carpets with soft brooms, brushes by brushing, sweeping carefully along the grains, removing strain with approved quality stain removers, complete as directed with vacuum cleaners and carpet cleaning machine. Cleaning thoroughly all internal roads, paved parking areas, pavements etc. by sweeping.

NOTE :- All the above items of job shall be completed before 9.30 AM every day during the working hours of the office. The Contractor shall keep adequate workmen for cleaning within the premises who will render the service as and when required.

II. WEEKLY SCHEDULE OF HOUSEKEEPING & SANITATION

The following jobs are to be performed by the contractor at least once in a week or more if so required:-
Cleaning thoroughly the floors of entire office premises, pantries, exposed areas as well as behind/corners, niches/under the furniture and fixture with water, chemicals, detergents soap, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot etc. drying with vacuum cleaners brushes, clothes, rug, disposal of dirt's with floor scrubbing machine completely.

1. Cleaning thoroughly the canteen area comprising of entire floor wall, exposed areas as well as unexposed areas behind/corners/niches under within over the cupboards, cabinets, built-in counters, platforms, sinks, gratings, washing areas, all the exposed surfaces and interiors of furniture. All fixtures, kitchen accessories, bins, cleaning accumulation of dirt within the traps, gullies, with water, liquid and dry detergents, chemicals acid, washing, wet mopping, drying polishing i.e. with dettol or equivalent quality compound, with vacuum cleaners, brushes brooms, clothes, rug, disposal of dirties completely.
2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction from inside and outside.
3. Cleaning the venetian blinds at all location with chemicals, water, stain removers, including the jambs, soffits, frames, recesses, rebates around the fixture with vacuum cleaner, brushes, soft linen clothes, rugs, all the approved quality and as directed.
4. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushes etc. Drying, removing cobwebs, soot etc. all as per instruction.
5. Cleaning thoroughly the Sign boards, main gates, channel gates etc., including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing stains atleast once in a week by using materials of good quality.
6. Removing of grass, wild scrubs etc. growing in the premises on the terrace and areas other than the grass lawns.
7. Dry waste / Lab chemical waste others if required.

III. FORTNIGHTLY WORK SCHEDULE

1. Cleaning wall panelling, high partitions, low partitions of timber work including top, jambs soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting with vacuum cleaners, brushes, soft linen cloths, rugs, chemicals and stain removers-all of approved quality and as per direction.
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc. dusting with brushes, rugs, clothes, chemicals all of approved quality and as per direction.
3. Cleaning pelmets and curtains with vacuum cleaners, brushes, duster etc. at all locations complete as directed.
4. Cleaning electrical fixtures e.g. ceiling fans, A. C. grills, ducts, lighting fixtures, electrical gadgets, dusting, brushing, removing stains, soot, dust polishing in the entire premises with vacuum cleaners, dusters, brushes, cleaning compounds, all of approved quality.
5. Cleaning thoroughly the canteen as per specification vide item No. II (V).
6. Cleaning all furniture built in and removable type thoroughly, over all surfaces including interiors, polishing, removing stains with vacuum cleaners, brushes, linen clothes, rugs, chemicals, cleaning compounds metal polish, all of approved quality as directed.
7. Cleaning of ceiling, coffered beams of entire area, removing cobwebs, soot, dust accumulation with vacuum cleaners, brushes by applying colourless detergent shall of approved quality and instruction.

8. Cleaning carpet thoroughly by vacuum cleaners, brushing carefully along the grains, removing stains with stain removers cleaning the floor underneath with vacuum cleaners, brushes removing dampness, relaying the carpet into original position all of approved quality as directed.
 9. Cleaning and polishing the dado of toilets, sanitary fittings and fixtures with a approved quality. Polishing compound on CP brass and the metal finishes shall be of standard quality as per direction. Cleaning of toilet shafts, gully traps including man holes & sewers and keeping them clean free from garbage, waste water accumulation and silt.
 10. Cleaning the canteen thoroughly as per specifications in item no.II (2) complete.
 11. Cleaning the miscellaneous loose items as specified in item no. II (5) complete.
 12. Cleaning the areas, balconies, extended slabs, windows, including slabs walls etc. by sweeping, brushing, cleaning the dust accumulation, mud, cleaning with water the spouts, open and underground storm water drains etc. with water, after declogging as and when required. Chemicals, soaps and detergents used in all operation shall be of standard quality and make as approved.
- 13 Cleaning of Sewer situated in IIHR premises at least twice a month or as and when required.

IV. OTHER TERMS AND CONDITIONS:

1. The Contractor is required to undertake any kind of Housekeeping work which the IIHR require at any point of time in its premises.
2. The sufficient supply of water is available in the premises. No charges, therefore, shall be levied for use of water by Contractor or his workmen.
3. All the tool & equipment viz. Scrubbing machine, trolley, buckets, ladders etc shall have to be arranged by The Contractor himself. No extra payment on this account shall be made.
4. The Contractor himself shall be responsible for the safety of his tools & equipment. No damage claimed by The Contractor on this account shall be entertained. The Contractor shall have to make his own arrangement for storage of the material required for the job. However, a suitable room may be provided to him on rent free basis during the tenure of the contract subject to availability.
5. The Contractor shall be responsible to ensure usual precautions during the execution of work and shall also be liable to make good the damages caused to installation during the execution of housekeeping work.
6. The Contractor will supply sufficient sets of Uniforms, Identity cards, Gumboots etc. to each workman, who shall wear the same while at work and shall keep it clean. If during working hour any workman is found to be without uniform, he will be marked absent.
7. Contractor shall not allow the Garbage to get accumulated in the premises & ensure proper disposal of the same in a manner as deemed fit and also by observing the regulations and provisions of MCD/State Govt./Local Bodies/Health Dept.etc. **He has to use his own/hired road vehicle to carry the garbage to Municipal dumping ground.**

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

Schedule of Area's of Work

1. Buildings and the Location: IIHR, Hesaraghatta and IIHR-Farm / KVK Hirehalli near Tumkur. The details of buildings etc. are as under:-

Sl.No.	Description	Area in sq.mt.
1	Main laboratory building – 3 floors	4800
2	Entomology building – 2 floors	760
3	Entomology building terrace floor	70
4	Quarantine building-ground floor	110
5	Growth chambers-ground floor	235
6	NICRA Lab. Buildings (Behind growth chamber)	105
7	Food safety Referral Lab – ground floor	750
8	Ornamental Crops-Flower seed unit (3 buildings)	165
9	Soil science building & glass house-ground floor	1300
10	Plant Pathology building & glass house-ground floor	1100
11	Plant Pathology Meeting Hall	90
12	Plant Pathology Backside building	143
13	Animal house – ground floor	50
14	Flower seed unit	165
15	Workshop – ground floor	600
16	Farm Implements shed – ground floor	260
17	BIRAC Bionest rooms & mixing sheds	825
18	ABI incubation room	90
19	Seed production unit	370
20	Quality control lab. – ground floor	90
21	Seed processing hall – ground floor	90
22	Mushroom laboratory – ground floor	710
23	Agril. Engineering building – ground floor (three portions)	650
24	Mushrrom incubation center	50
25	Central Stores – ground floor	500
26	BESST-Hort building	615
27	PHT & PGR – ground floor	660
28	Cold storage plant= Cellar + ground floor	300
29	Library – two floors	950
30	Golden Jubilee building	265
31	Administration block – three floors	1500
32	Auditorium – ground floor plus food court	425
33	NICRA Buidling (Opp.Admn.Building)	150
34	Biotechnology building-ground floor	2000
35	Biotechnology building-PC-Fruits	400
36	ATIC building – ground floor	400
37	Extension & Training – two floors	960
38	Trainee Hostel – two floors(Nethravathi)	500
39	Canteen – ground floor	450
40	Hemavathi –Ground floor-Hostel	400
41	Hemavathi First Floor	375
42	Sharavathi-Ground Floor-Guest House	400
43	Sharavathi First Floor	462
44	P.G.Hostel :Type III -16 Nos (12x45 Sqmt)	840
45	P.G.Hostel :Type II – 12 Nos (12 x 35 Sqmt)	420
46	Old Auditorium (BPD)	156
47	Old auditorium backside rooms in Block I	92
48	Garden Supdt. office	108
49	Modern Sales counter	230
50	Field Toilets - Three in Block –I <i>One each in Block -2,3,6,7,8 & 9</i>	12 24

51	Roads & surroundings in residential colony, office campus + parking area	6760
52	Multipurpose unit at residential colony	100

	CHES/KVK HIREHALLI (Tumkur District)	Area in sq ft
1	Old CPCRI Building	2800
2	CHES building	4000
3	KVK Building	5000
4	KVK hostel building	5000
5	Mushroom building	1600
6	Old training hall	1800
7	Field laboratory office	1600

LIBRARY AT IIHR BANGALORE

Sl. No.	Description	Nos	Frequency
1.	Books	11000	Cleaning quarterly (Book by Book) and rearranging
2.	Back Volumes	15000	Cleaning quarterly (Book by Book) and Cleaning and rearranging
3.	Research highlights, Annual Reports, Bulletins, etc.	4000	Cleaning quarterly (Book by Book) and Cleaning and rearranging
4.	Tables	15	Cleaning daily
5.	Chairs	80	Cleaning daily
6.	Double Faced Carrels	10	Cleaning weekly
7.	Racks	60	Cleaning Weekly
8.	Newspaper display racks	6	Cleaning Weekly
9.	Computer Tables	10	Cleaning daily
10.	Counter Unit	1	Cleaning daily
11.	Server Unit	1	Cleaning weekly
12.	Almirahs	10	Cleaning Weekly
13.	Fans and Lights	In all Buildings	quarterly

PLANTS, TOOLS AND OTHER MATERIALS TO BE ARRANGED

Mechanisation:- All cleaning tools including vaccum cleaner/industrial floor cleaning machines and cleaning materials have to be arranged by the agency. List of following branded materials or equivalent only to be used.

Materials to be used:-

1.	Liquid soap for cleaning floors-reputed Brand
2.	Naphthalene balls
3.	Liquid soap- "Homacol" brand
4.	Urinal cakes of Doctor/Trishul brand
5.	Room Freshener
6.	Trishul/Doctor brand Phenyl

7.	Washing Powder (VIM)
8.	Acid
9.	Toilet Paper Prestige quality
10.	Fem liquid soap
11.	Brass Polishing compound "Brasso" brand
12.	Floor duster-full size good quality
13.	Table duster-full size good quality
14.	Broom (Phool Jharoo)
15.	Broom (Nariyal Jharoo)/Bamboo Broom
16.	Jalaz Brush
17.	Colin-Godrej brand
18.	Surf Ultra
19.	Odonil
20.	Paper Napkins
21.	Harpic Cleaner (for STP)
22.	Bagyon Spray
23.	Sanitary Cubes
24.	Teapole
25.	Liquid soap for dispenser (colgate Palmolive)- STP

The expenditure (Rs.30,000/- per month) towards material purchase shall be reimbursed to the firm on production of bill every month. The firm has to purchase the required materials from standard stores like Metro, Big-Bazar, Reliance etc. The material has to be shown to the authorised officer –In-Charge of Housekeeping & Sanitation Services and used only with his authorisation.

The above branded material minimum for one month’s requirement should be available in the store at any point of time and it should be replenished on the first working day of the month. Quality of the materials being used shall have prior approval of the Officer In Charge.

Date :

For

M/s:

.....

.....

.....

Place:

.....

(Authorized Signatory with Seal)

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD/Tender fee and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. The two separate bids shall contain information as under:-
 - a) Technical Bid : This shall contain the entire tender document, except **Annexure- VI**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 1,60,000/- & tender fee amounting to Rs.1000/- (Rs. One thousand only). Demand Draft should be drawn in favour of Director, ICAR unit IIHR payable at Hesaraghatta from any of the Scheduled Commercial Bank. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.
 - b) Financial Bid: This shall contain the schedule of rates duly filled and signed in the prescribed formats i.e. **Annexure VI**.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed format only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. The financial bid will be opened only in respect of those bidders who's bids are qualified in technical evaluation. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. The IIHR reserves the right to reject all or any of the quotations, and decision of the Director, ICAR-IIHR in the matter shall be final and binding.
7. The successful bidder shall have to deposit 10% of the total bid amount (calculated annually) either in the form of Cash or Bank Guarantee as performance security and within the time frame indicated by the ICAR-IIHR.
8. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR- IIHR Campus at Hesaraghatta and regional stations of Central Horticulture Experimental Station / Krishi Vigyan Kendra at Hirehalli, where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Chief Administrative Officer/ Chairman (FMC), ICAR- IIHR, Bengaluru with prior appointment on phone no.080-23086100 on any working day between 3 to 4 PM.

9. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website www.eprocure.gov.in.
10. No interest on Security Deposit and earnest money deposit shall be paid by the ICAR-IIHR to the tenderer.
11. The firm is being permitted to give tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR-IIHR. 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, in the manner prescribed by ICAR-IIHR.
12. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
13. The tenderers are liable to be ignored if complete information as required is not given therein or if the particular information asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The 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 person 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.
14. Acceptance by the ICAR-IIHR will be communicated by FAX, email, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Express letter etc. should be acted upon immediately.
15. Details of essential documents required for Technical evaluation of bids are provided in annexure IV
16. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the ICAR-IIHR. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated by giving two month notice's. The decision of Director, ICAR-IIHR in this regard shall be final and binding.
17. The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
18. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the ICAR-IIHR shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
19. **The agency has to provide services by ensuring prevailing minimum wages prescribed by the Government of India. The Institute shall reimburse the agency the expenditure it involved in providing the service as per the wages notified by Government of India along with service charge and GST.**
20. It is the obligation of the agency to pay the minimum wages notified by the appropriate Government under Minimum Wages Act, 1948. The ICAR-IIHR shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of

performing work of this Council. Neither the firm nor its workers shall have any claim on ICAR-IIHR for compensation or financial assistance on this account.

21. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/orders of GoI/NCT of Delhi. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. The ICAR-IIHR in no case shall be a party to such a dispute.
22. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
23. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR-IIHR within fifteen days of award of contract and will get them verified from the police authorities. The Contractor will provide Name Address, Telephone No & Photographs of its employees deployed at ICAR-IIHR and CHES/KVK, Hirehalli.
24. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-IIHR nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR-IIHR. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deploying on work at ICAR-IIHR. There is no Master and Servant relationship between the workers of the service provider and the ICAR-IIHR and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-IIHR by virtue of their engagement for this work.
25. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-IIHR.**
26. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
27. The employees for the contractor shall be of good character and of sound. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
28. The service provider shall replace immediately any of its personnel, if not unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-IIHR.
29. The damage caused, if any, to ICAR-IIHR property through the acts of the firm and/or by its workers shall be made good by the agency and decision in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-IIHR may deem fit.

30. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF & ESI through ECR / UAN. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the IIHR, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. IIHR will not at all be liable.
31. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
32. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
33. In the event of any loss being occasioned to the ICAR-IIHR on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the ICAR-IIHR either by replacement or on payment by adequate compensation.
34. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as null and void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
35. As the agency will be awarded the contract on job/work contract basis there will not be any separate payment for working on Saturdays, Sundays or other gazetted / national holidays etc. and The workers are to be paid for the number of days they work in a month.
36. Director, ICAR-IIHR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IIHR for any justifiable reasons, not mandatory to be communicate to the tenderer.
37. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
38. The ICAR-IIHR reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.
39. The Agency/Contractor shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR-IIHR staff or other staff of Agencies working in ICAR-IIHR and IIHR-Farm/KVK, Hirehalli, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR.
40. Any dispute arising out of and in relation to this agreement shall be referred the Director, ICAR-IIHR. His decision will be binding on the contractor.
41. The duration of the contract shall be initially for one year and extendable for two more years on year to year basis on the same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving one month prior notice by either party in writing on account of any of the following reasons:

- i) On account of unsatisfactory performance

- ii) Breach of contract clauses(s)
 - iii) Persistently neglecting to carry out obligations under the contract
 - iv) Issues relating to payment of wage, EPF, RSI, GST
42. The contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
43. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

ANNEXURE- IV

CHECKLIST FOR TECHNICAL BID EVALUATION

	Documents (Strictly as per same order below)	Yes/No	Page number
1	Tender cost of Rs. 1000/- (Rupees One Thousand Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR payable at Bengaluru. For Tender Fee exemption, upload & or enclose valid documents. Submit Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR, payable at Bengaluru to AAO (EST-1) before due date and upload the photocopy.		
2	Bid security (EMD) of Rs. 1,60,000/- (Rupees One Lakh sixty Thousand Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR, payable at Bengaluru. For EMD exemption, upload or enclose valid documents like NISC or Udyog Aadhar Regn. Certificate. Submit to AAO (EST-1) before due date and upload the photocopy.		
3	The firm must have certificate of Service tax/GST issued by the Government		
4	EPF registration certificate		
5	ESI registration certificate.		
6	Registration certificate of the firm under shops and Establishment Act., of the State where the firm is registered.		
7	Valid license issued in the recent past by the office of the Central Labour Commissioner for engaging Manpower to provide Housekeeping & Sanitation Services to Govt. Organizations / reputed corporate		
8	PAN Registration Certificate		
9	IT returns for the last three financial years to be provided		
10	Proof to show at least Five years of experience in executing contract to Provide Manpower to Housekeeping & Sanitation Services in reputed Govt./Semi Govt. undertaking & other reputed establishments etc. Provide list of at least three clients in the past five years (1.4.2016 onwards) in format provided under eligibility condition Sl.No7. Provide proof of purchase orders. At least one order should have been issued during FY 2016-17 or before; proof to be provided		
11	Proof for undertaking & completing at least one Job/ work contract for Providing Housekeeping & Sanitation Services to the extent of Rs. 43 lakhs/annum or two job/work contracts of Rs. 27 lakhs/annum or three job / work contracts of Rs. 22 lakhs/annum in central / state Govt. Department / Institutions / reputed corporate during the last five years and copies of documents in support of the above should be enclosed		
12	Enclose proof of the payment made to its existing Manpower / workers of minimum 100 workers for the previous two wage months (wage month August 2021 & September 2021) in terms of (i) minimum wage disbursement through Bank, (ii) ECR (with names of workers), TRRN, payment confirmation receipt in respect of EPF (iii) ESI remittances proof along with names of workers.		
13	Balance Sheet duly certified by the Chartered Accountant which is used for filing Income Tax returns indicating the Turnover per annum should be enclosed for last three years. Average turnover of the agency during the last Three years in the business of Contractual Services (like Security / Housekeeping & Sanitation services / Manpower Outsourcing) in central / state Govt. Department / Institutions / reputed organization shall be at Rs.54 lakhs per annum. Last three years can be (2018-19, 2019-20. & 2020-21 or 2017-18,2018-19 & 2019-20)		
14	The bidder should have Registered Office or Branch Office with full infrastructure in Bangalore. Proof to be uploaded.		
15	The agency shall also furnish experience certificate of performing work/job contract of Housekeeping & Sanitations Services in a reputed Govt./semi Govt. organizations or in a		

	reputed Corporate. Minimum 3 certificates in past five years to be provided.		
16	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must <u>enclose notarized affidavit</u> issued by the Notary to this effect that there is no criminal/ legal suit pending or contemplated against it		
17	Tender acceptance letter Annexure-V has to be mandatorily uploaded		
18	The above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case, any of the mandatory information is not uploaded alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bid's of only such firms whose Technical Bid's are found responsive will be opened on <u>specified date/time, fixed by the office with advance intimation to the responsive bidders through the website or any other mode of communication.</u>	To be noted	
19	To ensure proper service to IIHR and meeting out the statutory requirements and other provisions to the personnel employed by the agency, and to cover these expenditure, the service provider has to quote reasonable and adequate enough service charges. However if quoted service charge is less than 4.56 percent, such tenders will not be considered for awarding the work.	To be noted	--
20	All pages of tender document need to be signed and stamped		--
21	Photocopies of all necessary documents duly self-attested		--
22	All documents must be attached for the purpose of Technical Evaluation and uploaded. Only documents available in CPPP portal will be considered for technical evaluation.	To be noted	--
23	One identical set of tender document uploaded is to be submitted in hard copy form to AAO (EST_1) for reference. However, the document/proof provided herein will not be considered for technical evaluation.		

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

ANNEXURE - V

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To,

The Director
ICAR-Indian Institute of Horticultural Research
Hesaraghatta Lake Post
Bengaluru – 560 089.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Job / work service contract for Housekeeping & Sanitation services at ICAR-IIHR, Bengaluru and CHES/KVK, Hirehalli & its premises.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses (both at ICAR-IIHR, Bengaluru and IIHR-Farm/KVK, Hirehalli). I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in **Annexure VII**.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are no any legal suit/criminal case pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Government organization in the field of providing service contract for the Housekeeping & Sanitation services.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-IIHR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)
Stamp/Seal of the firm

FINANCIAL BID
(BOQ) TO BE UPLOADED IN CPPP

Last date for receipt of tender : 18.12.2021 upto 4.00 PM

Date of opening of tender (Technical Bid) : 20.12.2021 at 11.00 AM

(At ICAR-IIHR, Hesaraghatta Lake Post, Bengaluru – 560 089)

To,

The Director,
ICAR-Indian Institute of Horticultural Research,
Hesaraghatta Lake Post,
Bengaluru – 560 089.

Sir,

I/We wish to submit our tender for Annual Job / works contract for the Housekeeping & Sanitation services at ICAR-IIHR, Bengaluru and IIHR-FARM/KVK, Hirehalli on the following rates :

S.No.	Particulars	Service charge (in % only)
1.	Annual Job / work contract to provide Housekeeping & Sanitation services at IIHR, Bengaluru and IIHR-Farm & KVK, Hirehalli as per the required specifications terms & conditions and scope of works as detailed in the Tender.	

Note: The Contractor / Firm has to provide the services by deploying 27 workers on daily basis (22 workers for ICAR-IIHR plus one Supervisor) & 4 workers for IIHR-Farm & KVK, Hirehalli). The wages corresponding to Bengaluru and Hirehalli are to be taken into account while quoting the Service Charge. **Agency quoting less than 4.56% service charge will not be considered for awarding the contract.** We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature :

Name & Address of the Firm :

Telephone No. :

Moblie No. :

Email :

(Signature of authorized representative of the firm)
Stamp/Seal of the firm

Annual JOB / WORK CONTRACT FOR Housekeeping & Sanitation Services at IIHR, Bengaluru and IIHR-FARM/KVK, Hirehalli.

DRAFT SPECIMEN AGREEMENT

This agreement is made at Bengaluru on (Date.....) , 2020 between..

(ICAR-IIHR) having office as IIHR, Hesaraghatta, through Director, IIHR, which term shall include its successors, assignees etc. on the first part and (name & address of the firm) , hereinafter called the Firm which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the IIHR invited open tender from reputed firms with experience & financial capability for providing Job work / service contract for the Housekeeping and Sanitation Services at ICAR-IIHR, Hesaraghatta, Bengaluru-560089.

And whereas the IIHR has decided to assign the annual Job work / service contract Housekeeping and Sanitation Services at ICAR-IIHR, Hesaraghatta, Bengaluru-560089 and IIHR-FARM/KVK, Hirehalli to the firm

M/son the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. (date) and will remain in force for a period for one year but can be terminated by Director, ICAR-IIHR by giving one calendar month's notice in writing of its intentions to terminate the Agreement.
2. The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm and its willingness to continue on mutually agreed terms. The Agreement can be renewed, on mutually agreed terms. The firm shall be responsible for annual Job work / service contract for the Housekeeping and Sanitation Services at ICAR-IIHR, Hesaraghatta, Bengaluru-560089 and IIHR-FARM/KVK, Hirehalli
3. The firm will provide full particulars of every worker/personnel deployed by it for providing the services and get their character and antecedents verified from the Police Authorities.
4. All personnel deployed at premises shall all times and for all purpose be deemed to be employee of the firm and the IIHR shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Director, IIHR or duly authorized officer in this behalf shall have the right to ask for the removal from the ICAR-IIHR, Hesaraghatta, Benglauru-560089 and CHES/ KVK, Hirehalli any personnel considered by the IIHR to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the IIHR .
7. The manpower deployed by the firm should work as per the scope defined at **Annexure II** of the tender document. No extra wages will be paid by IIHR for weekends and holidays.
8. That ICAR-IIHR shall pay monthly consolidated charges for Rs..... (Rupees.....only) for the Job / work service contract for the Housekeeping and Sanitation Services at ICAR-IIHR, Hesaraghatta, Bengaluru-560089 and IIHR-FARM/KVK, Hirehalli. This payment includes all statutory payment/ charges such as ESI and EPF and other charges. Service Taxes are extra as per government notification.

9. The manpower deployed by the firm shall render the services on job / work contract basis on all days of the month as per the work specified in Annexure II. There will be no separate payment for three national Holidays i.e Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the monthly charge claim in the tender by the Contractor. The persons deployed on duty shall be available in the premises throughout the working hours. They need to be paid for the number of days they work along with EPF & ESI.
10. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF and ESI contribution with concerned authorities through ECR. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to this office, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
11. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Institute (IIHR) through ECS system subject to (i) satisfactory performance of contracted job / work/ services (ii) Evaluation of monthly progress report.
12. Copies of the documents (i) deposit challan along with list of persons showing deposit of ESI, EPF with the concerned agencies (ii) Monthly progress report (iii) Proof of ESI, EPF, salary through bank account of previous month (iv) salary slip have to be compulsorily be deposited with the bill
13. The deduction of income tax (TDS) from the bills of the firm will be made at source as per law & rates applicable from time to time.
14. In case of dispute between the parties, the matter shall be referred to Director, ICAR-IIHR. The decision of the Director, ICAR-IIHR shall be final and binding in any respect of any dispute between the parties.
15. The firm shall issue uniforms and identity cards to all their employees engaged, which they shall wear while on duty.
16. In case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, ICAR-IIHR shall have power to terminate the contract.
17. The firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services 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, viz. obligations under Contract Labour (Regulation & Abolition) Act. 1970, Workmen's Compensation Act, E.P.F. & M.P. Act, and ESI Act etc. Firm agrees to indemnify and keep indemnified the council on account of any failure to comply with the obligations under various laws or damage to Council's property of ICAR-IIHR, Hesarghatta, Bengaluru & IIHR-FARM & KVK, Hirehalli, Tumkur due to acts/omissions of firm. Minimum wages shall be paid to the workers by the firm at the rate fixed by Central Labour Commissioner. Government of India from time to time as per the minimum wages Act. The firm shall also pay all such benefits to its employees as envisaged under various Acts and laws like ESIC Act, EPF & MP Act. Payment of Bonus Act, Taxes etc. The firm shall also ensure compliance of all laws applicable and / or to be made applicable and IIHR shall not be liable for the same and the firm agrees to indemnify IIHR in all respects thereof. The firm shall provide an undertaking as every month for compliance of the provision of Contract Labour Act/ Rule and other Law applicable along with the monthly bill.
18. It is also agreed that under no circumstances the employees/ workmen of the firm shall be treated, regarded or considered or deemed to be treated as the employees of the IIHR and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the IIHR, against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of IIHR

19. In case of any loss or damage to the property of the Council which is attributable to the firm, the full damages will be recovered from the firm.
20. The firm shall not transfer its right or work or sub- contract to anyone else. If the firm appoint any sub-contractor to carry out any obligation under the contract, under such a case the agreement will be declared as void & such a contractor will be taken as breach of contract & resultantly security deposit shall be forfeited & contract shall be terminated.
21. The firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
22. The firm shall devote its full attention to service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
23. In case of any accident/ loss of life of the workers during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
24. There will be surprise checking by an Officer of IIHR. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
25. The firm shall provide a coordinator for immediate interaction with the ICAR.
26. The terms and conditions as stipulated in the tender documents shall be part of this agreement.
27. **Liquidated damages clause:** 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. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by IIHR and if no action is taken or no progress is noticed within stipulated time, liquidated damage clause will be invoked. An amount of Rs. 15000/- will be deducted from its monthly bill as liquidated damages.

The decision of Director, ICAR-IIHR shall be final and binding on the contractor/firm in respect of any clause covered under the contract.

Name & Signature of Witness 1 :
Address :

(Authorized Signatory)
on behalf of the firm

Name & Signature of Witness 2 :
Address :

(Authorized Signatory)
Director, IIHR

For and on behalf of the Secretary ICAR