

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI
LUCKNOW-2261 01 (UTTAR PRADESH)**



**TENDER FOR CLEANLINESS AND SANITATION SERVICES
AT R.B.ROAD AND AT REHMANKHERA CAMPUS, CISH,
LUCKNOW**



TENDER DOCUMENT

LAST DATE OF RECEIPT OF BID IS 23.07.2016 UPTO 4.00 PM

Date of opening :-

1. Technical Bid opening date : 25.07.2016 at 11.00 am
2. Financial Bid opening date : 26.07.2016 at 11.00 am

Phone No. 0522-2841022, 2841023

FAX No. 0522-2841025

WEBSITE: cish.res.in

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI
LUCKNOW-226101 (UTTAR PRADESH)**

**TENDER FOR CLEANLINESS AND SANITATION SERVICES AT R.B.ROAD
CAMPUS AND AT REHMANKHERA, BLOCK I, II, III AND IV CISH, LUCKNOW**

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**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
REHMANKHERA, P.O. KAKORI, LUCKNOW- 226 101
(UTTAR PRADESH)**

**TENDER FOR CLEANLINESS AND SANITATION SERVICES AT R.B.ROAD
CAMPUS AND AT REHMANKHERA, BLOCK I, II, III AND IV, CISH,
LUCKNOW**

IMPORTANT DATES AND INFORMATION

S. N.	DETAILS OF SCHEDULE	DATE, TIME AND INFORMATION
1.	RECEIPT OF SEALED TENDERS	23.07.2016 up to 4.00 pm
2.	OPENING OF TECHNICAL BID	25.07.2016 at 11.00 am
3.	OPENING OF FINANCIAL BID	26.07.2016 at 11.00 am
4.	VALIDITY OF TENDER	180 Days form the date of opening of tender
5.	CONTRACT PERIOD	One year
6.	AMOUNT OF EARNEST MONEY DEPOSIT	Rs. 85,000.00
7.	AMOUNT OF CLEANLINESS AND SANITATION SERVICES PERFORMANCE SECURITY DEPOSIT	10% of the tendered amount
8.	MODE OF CONTRACT	Monthly bills on production of certification by the concerned

Important

1. The Tender is consisting of Two Bid system, Financial Bib and Technical bid. Both the Bids should be sealed in separate envelop duly superscribed. The financial bid will be opened only to those tenderers who qualify/fulfill the technical bid.
2. Technical bid contain all terms & conditions along with commercial terms and conditions.
3. As per the previous records of the Institute the tentative expenditure on *Cleanliness and sanitation services* is around Rs-17,00,000.00 per annum.

केन्द्रीय उपोष्ण बागवानी संस्थान
रहमानखेड़ा, डाकघर काकोरी, लखनऊ – 226101 (भारत)
CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
Rehmankhhera, P.O. Kakori Lucknow – 226 101 (India)

F. No. **Cleanliness & Sanitation/2016-2017/M**

Dated :11.07.2016

To

Sub : INVITATION OF SEALED TENDER IN RESPECT OF PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhhera and R.B. Road Campus, Lucknow.

Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Director, CISH for contract of **PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhhera and at R.B. Road Campus, Lucknow.**

1. This Tender consist of Two Bid system, the Financial Bid and the Technical Bid. Both the Bids should be sealed in separate envelop duly superscribed. The financial bid will be opened only to those tenderers who qualify/fulfill the technical bid.
2. Technical bid consisting of all technical details along with commercial terms and conditions is enclosed as ANNEXURE - III.
3. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and spell schedule and the special terms and conditions 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.

6. The Tenderer is being permitted to give Tender in consideration of the stipulations on his part that after submitting his Tender, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount, the EMD will be forfeited by the Institute. 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.

7. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

8. 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 or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in this 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.

9. If Tenderer does not accept the offer, after issue of letter of award by CISH within 15 days, the offer made shall be withdrawn & Earnest money will be forfeited.

10. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, 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 Tender and the schedules to the Tenders and annexures, if any, should be signed by the Tenderer.**

11. The Tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed " **PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhara/R.B. Road Campus, Lucknow**" with address of this office and of the Tenderer. Being two bid system, the inner cover contain two envelopes. One is technical bid envelop and other is financial bid envelope. Both of the two envelopes should also be sealed properly & kept in above said big cover as mentioned above. All Tenders should be sent by registered post / Speed Post/ By hand to the Administrative officer of this Institute. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the room of Administrative Officer of the CISH, Rehmankhara . 226 101.

12. The rates quoted by each firm for job/service contract for **PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhara/R.B. Road Campus,**

Lucknow in the quotations are which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tender. The name and address of the representative who would be attending the opening of the Tenders on tenders behalf should be indicated in my Tenders. Please also state the name and address of your permanent representative, if any.

13. The Institute is not bound itself to accept the lowest or any other Tenders and also reserve itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion. Other conditional Tenders will not be accepted.

14. An amount of equivalent to 10% of total contract value will have to be deposit as a Cleanliness and sanitation services security deposit by the Selected Agency/Successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

15. No interest on Cleanliness and sanitation services security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

16. The service tax or any other tax on material/service in respect of this contract shall be payable by contractor as per GOI rules and Institute will not entertain any claim whatsoever in this respect. The Income tax or any other tax Which is as per the rule of the **Govt. of UP** shall be paid by the agency itself to the concerned department. Institute will deduct only TDS @ prescribed rate from the monthly bills of the successful tenderer as per the rule/ instructions made applicable form time to time by Government against which necessary Form-16 will be issued.

17. Director, CISH 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, to be communicated to the Tenderer.

18. Decision of Director, CISH will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement of dispute shall be referred to the sole arbitrator to be appointed by the Director CISH, Lucknow. The decision of the sole arbitrator appointed by the ICAR/Director CISH, Lucknow shall be final and binding on the parties. The arbitrator proceeding shall be governed by the arbitration & constitution Act 1996.

19. Acceptance by the Institute will be communicated by FAX/Registered Post/Speed Post or any other form of communication. Formal letter of acceptance and work order of the Tender will be forwarded as soon as possible, but the earlier instructions in the FAX, letter etc. should be acted upon immediately.

20. The contract will be initially for a period of one year. The period of contract may be changed, which is, as per the discretion of the competent authority.

21. This Institute implements provisions of the RTI Act 2005. The information provided is liable to be disclosed.

22. Successful bidder need to abide by all the provisions of the minimum wages act, Child Labour Act and /or other Labour Acts in force on tenderer in providing services to the Institute.

28. Contractor should submit quarterly return of Service tax as charged by him from the Institute.

Yours faithfully,

**ASSISTANT ADMINISTRATIVE OFFICER
FOR AND ON BEHALF OF DIRECTOR,
CISH, LUCKNOW**

QUOTATION FOR ANNUAL CONTRACT FOR **PROVIDING *Cleanliness and sanitation services*** –at **CISH Rehmankhhera/R.B. Road Campus, Lucknow**

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,
CISH, Rehmankhhera,
P.O. Kakori, Lucknow . 226 101

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **PROVIDING *Cleanliness and sanitation services* at CISH Rehmankhhera/R.B. Road Campus, Lucknow** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in the prescribed schedule as financial bid of this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one 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 understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender _____. The Schedules-I & 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 **ICAR Unit CISH, Lucknow** and payable at Lucknow is enclosed as **earnest money** required.

Yours faithfully,

Dated :

Witness _____
Address _____
Occupation _____

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Signature of witness to contractor's signature
Address :

Name & Signature of Witness :
Address:

Annexure - I

Details of the Minimum 3 years experience/work done.

Sl. No.	Name of the Deptt./Organisation & Name of the contact person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signatory

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/
Agency (Attached copy)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932
(Please give names of partners)
 - c) Any other Act, if not, the owners
4. For Partnership firms whether
registered under the Indian
Partnership Act, 1932, please
state further whether by the
partnership agreement to arbitration
has been conferred on the partner
who has signed the Tender.
 - i) If answer to the above is in negative
whether there is any general power
of attorney executed by all the
partners of the firm authorizing the
partner who has signed the Tenders
to refer dispute condemning business
of the partnership to arbitration
 - ii) If the answer to above is in point one and two
the affirmative please furnish a copy of either the
partnership agreement or the general
power of attorney as the case may be.
The copy should be attested by a Notary
Public or its execution would be admitted
by affidavit on a properly stamped paper
by all partner
5. As per instructions contained in Ministry of Finance,
Government of India order no. 1(1)/2011/TA/292,
dated 31.03.2012 e-payments for more than
Rs. 25,000.00 is mandatory. Hence following
information regards your Bank account needs to
be provided

- a) Name and Full Address of your Bankers
 - b) Bank Account No. of the firm
 - c) IFSC Code No. of the Banker
6. Your Permanent Income Tax No (PAN)/Circle/Ward
7. Service Tax Registration No. :
8. TIN No. :
9. Any other relevant information

PART – II

10. Earnest Money Deposited: Yes/No

PART – III

11. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
12. Name of the Permanent Representative to be visiting CISH Rehmankhara/R.B. Road Campus regarding the contract

Date : _____

Place: _____

**AUTHORISED SIGNATORY
OF FIRM/COMPANY
TENDERER**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

Schedule -II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT INCLUDING SCOPE OF WORK/WORK TO BE EXECUTED FOR PROVIDING *Cleanliness and sanitation services* at CISH Rehmankhara and R.B. Road Campus, Lucknow :

(Work to be Executed/ Scope of Work)

The following *Cleanliness and sanitation services* is to be executed by the tenderer, who will be awarded the work contract of Cleanliness and sanitation services at Rehmankhara and R.B. Road Campus is as follows :-

The quarterly requirement for the above outsourcing job is tabulated as below :-

CLEANLINESS AND SANITATION SERVICES TO BE DONE AT RB ROAD CAMPUS, REHMANKHERA BOLCK – I, II, III & IV OFFICE BUILDING AND ROADS

A. R B ROAD Campus of CISH, Lucknow

(Field office, Bio-control lab, Trainees hostel, residential area, roads adjacent to office premises) - Quarterly Requirement

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Budget Allocated	Budget Available	Unit Cost	Total Cost Involved
1.	Sweeping and wet wiping by scented phenyl of the floor area	807 sq. m x 75 days			Rs. 0.30 per sq. m	18157.50
2.	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	2890 sq. m x 75 days			Rs. 1.80 / 100 sq. m	3901.50
3.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 toilets x 75 days			Rs. 4.00 per toilet	9000.00
4.	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter			Rs. 2500.00 per unit	2500.00
5.	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 12 nos. RCC Tank – 18 nos.	30 tank x once in a 3 month			Rs. 150.00 each	4500.00
6.	House Keeping – Daily in Office /hostel to maintain, furniture, fan and tube light, cleaning of glazed windows and fix glazed panels and other appliances (spider web removing etc)	35 unit x 75 days = 2625			Rs. 10.00	26250.00

	by cleaning liquid (colin/equivalent) (15 room, 2 dormitory, entrance lounge, training room, dining hall, common room, Lab and farm office)					
7.	Pumping of septic tank	Need based = 5 events			Rs. 200.00	1000.00
8.	<ul style="list-style-type: none"> • Clearing of choked sewage line • main holes cleaning . 	Need based (Job wise)			Rs. 1000.00	1000.00
9.	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	600 running meter x 75 days			Rs. 20.00 / 100 running meter	9000.00
10.	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days			Rs. 1.00 per unit	1800.00
11.	Drain cleaning – once in a month	300 running meter x 3			Rs. 1.50 per running meter	1350.00
TOTAL						78458.50

B. Block – I of CISH, Rehmankhara, Lucknow

(farm office, residential area roads, brooming in poly house and net house)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Budget Allocated	Budget Available	Unit Cost	Total Cost Involved
1.	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days			Rs. 0.30 per sq. m	1575.00
2.	Brooming of surroundings of the office / lab / residential buildings including chopping of grass and weeds	1200 sq. m x 75 days			Rs. 1.80 / 100 sq. m	1620.00
3.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1toilets x 75 days			Rs. 4.00 per toilet	300.00
4.	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter			Rs. 2500.00 per unit	2500.00
5.	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel	1 tank x once in a 3 month			Rs. 150.00 each	150.00

	PVC Tank – 1 nos. RCC Tank –					
6.	House Keeping – Daily in Office to maintain, furniture, fan and tube light, cleaning of glazed windows and fix glazed panels and other appliances (spider web removing etc) by liquid (colin/equivalent) (15 room, 2 dormitory, entrance lounge, training room, dining hall, common room, Lab and farm office)	1 unit x 75 days = 75			Rs. 10.00	750.00
7.	Clearing of choked sewage line and main holes .	Need based			1 job x 500/-	500.00
8.	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily	580 running meter x 75 days			Rs. 20.00 / 100 running meter	8700.00
9.	Disposal of waste – Collected from office buildings and residences to a proper place as directed	1 units x 75 days			Rs. 1.00 per unit	75.00
10.	Drain cleaning – once in a month					00.00
TOTAL						15495.00

C. Block – II of CISH, Rehmankhhera, Lucknow

(Main institute building including an

next building, library, museum, canteen, auditorium, LT substation, central store, Biotech lab, Engineering workshop, Packaging hall, farm office, roads adjacent to office building etc.)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Budget Allocated	Budget Available	Unit Cost	Total Cost Involved
1.	Sweeping and wet wiping by scented phenyl of the floor area – office building, laboratory building, canteen, Biotech lab, Library, Directors block etc.	2000 sq. m x 75 days			Rs. 0.30 per sq. m	45000.00
2.	Sweeping and Vacuum cleaning of floor and wall panels by scented phenyl of the floor area of the auditorium, museum etc. (power vacuum cleaner to be arranged by contractor and cleaning of wall panels, floor, curtains will be cleaned properly once in a month.	350 sq. m x 10 event			Rs. 0.50 per sq. m	1750.00
3.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 nos x 75 days			Rs. 4.00 per toilet	9000.00
4.	Brooming of workshop, store, farm and other stores of the farm section	850 sq. m x 75 days			Rs. 1.80 / 100 sq. m	1147.50
5.	Brooming of surroundings of the office / lab including chopping of grass and weeds (bi-weekly)	6000 sq. m x 25			Rs. 1.80 / 100 sq. m	2700.00
6.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 toilets x 75 days			Rs. 4.00 per toilet	9000.00
7.	Overhead tank cleaning with the help of bleaching powder by skilled personnel	1 no. once in a quarter			Rs. 2500.00 per unit	2500.00
8.	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 10 nos.	10 tank x once in a 3 month			Rs. 150.00 each	1500.00
9.	House Keeping – Daily in Office to maintain, furniture, fan and tube light, cleaning of glazed windows and fix glazed panels and other appliances (spider web removing etc) by Colin liquid (at Directors block, auditorium, dome, administration, laboratories, Biotech lab, PHM and Packaging hall, staircase railing)	17 units x 75 days			Rs. 10.00	12750.00
10.	Clearing of choked sewage line and main holes .	Need based x 10 job			10 x 500	5000.00
11.	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road	600 running meter x 75 days			Rs. 20.00 / 100 running meter	9000.00

12.	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days			Rs. 1.00 per unit	1800.00
13.	Drain cleaning – once in a month	850 meter per month			Rs. 1.50 per meter	3825.00
TOTAL						104972.50

**D. Block – III of CISH, Rehmankhhera, Lucknow
(farm office building, road adjacent to farm office)**

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Budget Allocated	Budget Available	Unit Cost	Total Cost Involved
1.	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days			Rs. 0.50 per sq. m	2625.00
2.	Brooming of surroundings of the office including chopping of grass and weeds	1200 sq. m x 75 days			Rs. 1.80 / 100 sq. m	1620.00
3.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days			Rs. 4.00 per toilet	300.00
4.	Clearing of choked sewage line and main holes .	Need based – 1 job			Rs. 500 / - each	500.00
5.	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days			Rs. 1.00 per unit	75.00
TOTAL						5120.00

E. Block – IV of CISH, Rehmankhera, Lucknow

(farm office building, road adjacent to farm office)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Budget Allocated	Budget Available	Unit Cost	Total Cost Involved
1.	Sweeping and wet wiping by scented phenyl of the floor area	85 sq. m x 75 days			Rs. 0.50 per sq. m	3187.50
2.	Brooming of surroundings of the office including chopping of grass and weeds	500 sq. m x 75 days			Rs. 1.80 / 100 sq. m	675.50
3.	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days			Rs. 4.00 per toilet	300.00
4.	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 1 no. RCC Tank – 18 nos.	1 tank x once in a 3 month			Rs. 150.00 each	150.00
5.	Clearing of choked sewage line and main holes .	Need based			1 job x 500	500.00
6.	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days			Rs. 1.00 per unit	75.00
TOTAL						4888.00

Quarterly Budget for all building:

R B road Campus = **78458.50**
 Block – I = **15495.00**
 Block – II = **104972.50**
 Block – III = **5120.00**
 Block – IV = **4888.00**

GRAND TOTAL = 208934.00

Terms & Conditions

1. The work of providing *Cleanliness and sanitation services at CISH Rehmankhhera and R.B. Road Campus, Lucknow* shall have to be undertaken without causing any damage to the Institute properties. In case, any damage is caused by the workers deployed by the contractor to do the work, the same shall be recovered from the contractor, and the total damage will be estimated by the Director, CISH, Lucknow and contractor shall agree for the same.
2. The contractor shall not sublet the work without prior written permission of the Institute.
3. Payment for Service work will be made monthly upon submission of pre receipted bill.
4. The above Services shall have to be provided for the entire locality of the Institute premises **at CISH Rehmankhhera and R.B. Road Campus, Lucknow**.
5. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 40 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.
6. The rates to be quoted separately for Rehmankhhera and R. B. Road Campus, Lucknow should include cost of each and every item including transportation cost, manpower cost etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI contribution, Uniform, Liveries, etc. The items required for cleaning like Brom, Phenyl, standard disinfectants/sanitizer etc. will be provided by the contractor.
7. 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 Council 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 of the Institute shall be final and binding on the contractor.

8. The selected agency shall provide the necessary personnel for providing above services separately at **CISH, Rehmankhara and R. B. Road Campus, Lucknow** as per labour acts prevalent in **Govt. of UP/GOI**.
9. The contractor shall make payment of wages by Cheque (to those employees having bank account) to his personnel engaged by him by 7th of the following month in the premises of **CISH** in the presence of an officer designated for the purpose by competent authority, so that there is no disruption in the performance of duties of deployed personals. Wages should be according to Minimum Wages Act and together statutory Acts applicable by **Govt. of UP/GOI**. The CISH reserves the right to check periodically payment of wages made by him to personnels deployed.
10. The tender document duly signed on all pages shall be submitted along with the technical bid and financial bid failing which the technical bid shall not be considered.
11. This Institute is under the provisions of RTI Act 2005. All information provided by the firm under this, is liable to be disclosed.
12. No accommodation/no living place will be provided by the Institute to the staff of the firm.
13. Within 21 (twenty one) days after the issue of notification of award by the CISH, the Contractor shall furnish performance security for Cleanliness and sanitation services to the CISH for an amount of 10% (ten percent) of the contract value.
14. The proceeds of the performance Security for Cleanliness and sanitation services shall be payable to the CISH as compensation for any loss resulting from the service failure to complete its obligations under the contract.
15. The performance Security of Cleanliness and sanitation services shall be denominated in Indian Rupees and shall be in one of the following forms:
 - (a) Demand draft of any scheduled bank, to be drawn in favor of **%CAR Unit . CISH+ payable at Lucknow**
 - (b) Bank guarantee issue by scheduled Bank in the prescribed form.
16. The performance security of Cleanliness and sanitation services will be discharged by the CISH and returned to the contractor on completion of contractual obligation satisfactorily.
17. The contractor shall submit the bills after completion of each month preferably before 7th day of month. The bills shall be supported with the copy of challans of deposits of EPF. The payment will be made through e-payment as per

- instructions of Ministry of Finance, Government of India order no. 1(1)/2011/TA/292, dated 31.03.2012 regarding satisfactory execution of services by the officer authorized for this purpose. In case, the prescribed jobs are not completed up to the satisfaction of the authorities, suitable deduction shall be made from the payment at the discretion of Director, Central Institute for Subtropical Horticulture, Rehmankhera, Lucknow whose decision will be final and binding on the contractor.
18. The wages shall be disbursed on or before 7th of succeeding month at CISH, Rehmankhera/R. B. Road Campus in the presence of an authorized representative of this Institute and he shall certify the disbursement of wages to each labourer as per contract Labour (Regulation and Abolition) Act, 1970.
 19. The Contractor shall be responsible to discharge all their legal obligation of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulation and provisions of law in force that may be applicable to them from time to time, viz statutory obligation under Contract Labour (Regulation & Abolition) Act, 1970. Minimum wages Act, Workman's compensation Act EPF & MP Act, Industrial Dispute Act and Child Labour Act etc. The Contractor shall agree to indemnify himself any claims, losses or damages that may be caused to the CISH on account of the Contractor's failure to comply with their obligation under the various laws towards their persons engaged by them or any losses or damages to CISH due to acts/Commission by Contractor.
 20. Under no circumstances, the staff member and/or the workmen/employees of the Contractor shall be treated, regarded or considered or deemed to be the employees of the CISH and the Contractor alone shall be responsible for their remuneration wages and to their benefits service conditions and welfare of all the employees deployed by the agency and shall indemnify and keep indemnified the CISH against any claim that may arise in respect of the employees deployed the Contractor.
 21. Under no circumstances, the Institute shall be made liable or additional monetary involvement other than what has been mutually agreed. In case of any of the above contingencies, the one part/first party will have the right to terminate this agreement forth without notice and will not be liable to any damages and/or loss which may be suffered by the Contract Agency on account of termination of this agreement.
 22. If any question or dispute arise between the parties here to or there representative with respect to the meaning or effect of any clauses of this agreement or about the right of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the ICAR/CISH his award shall be governed by the provisions of the Arbitration and Conciliation Act 1996 for time being in force in India Union and shall be binding on both the parties hereto.
 23. The worker shall not develop social relationship with Institute Staff.

24. The worker shall be provided with every necessary things required/related to job etc. by the Contractor.
No child labour will be deployed by the contractor.
25. The supervisor will maintain all the register which is kept at main gate and other points.
26. From 9.00 A.M. to 4.30 P.M. one supervisor shall be on patrolling duty in the campus by rotation and while patrolling he shall check all the building and other area included in the scope of work.
27. The worker shall not give lenient or casual impression in the duties.
28. The staff shall follow the codal formalities of system while on duty.
29. The execution of work is subject to the actual request for which the quarterly order will be placed to the contractor.

Penalty clause/Liquidated damages clause:

1. 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 Cleanliness and sanitation services deposit.
2. An amount of Rs.500/- will be levied as liquidated damages per day. 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 supervisory staff of the firm by Institute and if no action is taken within one hour liquidated damage clause will be invoked.
3. 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.
4. If the required no. of worker/supervisor is less then the minimum required workers as per, a penalty of Rs.500/- per worker per day will be deducted from the bill.

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

ASSISTANT ADMINISTRATIVE OFFICER

Financial Bid**(This financial bid to be enclosed in a separate envelop)**Last Date for receipt of Tender :23.07.2016 upto 4.00 pmDate of opening of Technical Bid :25.07.2016 at 11.00 am

To

The Director,
Central Institute for Subtropical Horticulture,
Rehmankhhera, P.O. Kakori,
Lucknow – 226101

Sir,

I/We wish to submit our Tenders for the job work/service contract for providing Cleanliness and sanitation services at CISH, Rehmankhhera and R.B. Road Campus, Lucknow on the following rates.

Sl. No.	Nature of Work as per outsourcing Format	Annually Requirement	Rates to be quoted	
			Rehamankhera	R.B.Road campus
1.	Toilet cleaning - seat and urinal pans cleaning by standard disinfectants/sanitizer, providing toilet freshner, tiles cleaning etc	Per toilet		
2.	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel	Per tank		
3.	Pumping of septic tank.	Per unit		
4.	Clearing of choked sewage line and main holes	Per meter		

5.	Disposal of waste ó Collected from office buildings, residences, and hostel to a proper place as directed	Per bucket/basket		
6-	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Per tank 4 times in a year /as per requirement		
7-	Farm road cleaning ó Brooming of farm road, chopping of grass / weeds both sides of the road (bi-weekly)	Per running meter		
8-	Brooming, Sweeping and wet wiping by scented phenyl of the floor area ó office building, laboratory building, Workshop, store, Trainees hostel hostel, Farm, canteen, Biotech lab, Library, Directors block floor area, auditorium, museum etc. and chopping of grass and weeds	Per Sq. m.		
9-	House Keeping ó Daily in Office to maintain, furniture, fan and tube light, cleaning of glazed windows and fix glazed panels and other appliances (spider web removing etc) by standard disinfectants/sanitizer liquid (at Directors block, auditorium, administration, laboratories, Biotech lab, PHM and Packaging hall, staircase railing)	Per unit		
10-	Drain cleaning ó once in a month	850 meter per month		
11-	Maintenance/Repair of cistern attached to toilet seats	Per unit		

I/We agree to forfeit of the Earnest money, if I/We failed to comply with any of the terms and conditions in whole or in part laid down in the tender form.

I/We have carefully read the Terms & Conditions of the Tender and are agreed to abide by these in letter & spirit.

Signature
Name & Address of the Firm
Telephone/Mobile No.

Annexure -III

Technical Bid

The following documents are required for technical bid, which should be kept in the separate sealed envelop.

- a) Registration certificate of the firm under the work contract of the **Govt. of UP/GOI.**
- b) **Minimum turnover of the firm not less than Rs. 50,00,000.00 lakhs during the last financial year.**
- c) Last three years continues experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
- d) Certified Balance Sheet of the firm for last two years of the service contract by the Chartered Accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by local govt. etc.
- g) Employee ESI registration certificate issued by local govt. etc.
- h) Nos. of labour registered under ESI & EPF separately. Minimum 10 nos. (labour) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- i) The agency must have registration with service tax department and submit a zerox copy.
- j) Whether the firm has any legal suit/criminal case pending against it for violation to PF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.