



भा.कृ.अनु.प.-केन्द्रीय उपोष्ण बागवानी संस्थान
ICAR-Central Institute for Subtropical Horticulture
 रहमानखेड़ा, पो. काकोरी, लखनऊ-226101 (भारत)
 Rehmankhara, P.O. Kakori, Lucknow-226101 (India)
 Phone: (O)2841022, 2841024; Fax: 0522-2841025
 Web Site-www. cish.res.in; E-mail- cish.lucknow@gmail.com



F.No.1-21/2016-17-M

Date: .03.2017

ONLINE NOTICE INVITING TENDER THROUGH E-PROCUREMENT BIDS (IFB)

The Director, ICAR-CISH, Lucknow invites sealed tenders for **CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)** as per details given below:-

Tender No.	Name of the work	Quantity Required	Tender Fees	Earnest Money may be deposited in shape of FDR/BG in favour of "ICAR UNIT CISH, Lucknow
03/2017	CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)	One	Rs.1000/-	Rs.50,000.00

Online Bid is invited for the **CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)**

- The Tender document contains the following
- The terms and conditions along with the detailed specifications
- Instructions for Online Bid Submission.

Tender No.	03/2017
Services at	ICAR- Central Institute for Subtropical Horticulture, REHMANKHERA, R.B.ROAD CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WB)
Date and time for Issue/Publishing	11:00 AM on 27.03.2017
Document Download/Sale Start Date and Time	12:00 PM on 28.03.2017
Document Download/Sale End Date and Time	02:00 PM on 24.04.2017
Bid Submission Start Date and Time	04:00 PM on 28.03.2017
Bid Submission End Date and Time	04:00 PM on 24.04.2017
Date and Time for Opening of Technical Bids	11:00 AM on 25.04.2017
Date and Time of Financial Bids	11:00 AM on 02.05.2017

1. The tender form/bidder documents may be downloaded from the website:<https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.

2. Tenders/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

3. Financial bids of only technically acceptable offers will be opened.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director reserves the right to accept or reject any or all the tenders.

5. The interested Firms are required to deposit (In original) an Earnest Money Deposit (EMD) & tender fees in the form of Demand Draft/RTGS on or before bid submission closing date by post or in person to the office latest by the last date of bid submission. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the uploaded bib will be rejected.

The Firms are required to upload copies of the following documents:-

(a) Scanned copy of Earnest Money Deposit (EMD) and Tender fees.

(b) Scanned copy of Firms registration, VAT, RTGS Details and all relevant documents as per technical bids required documents

6. Instruction for online bid submission: As per the directive of the Government the tender document has been published on the CPP Portal. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature certificates.

Tender fee non-refundable fee of Rs.1000/- in the form of a Demand Draft/RTGS through drawn in favour of ICAR Unit CISH, Lucknow, payable at Lucknow and also deposit in **ICAR-Unit-CISH LUCKNOW A/c No.1153012101000034 Punjab National Bank Rehmankhhera Lucknow IFSC Code:PUNB0619500 and bank deposit receipts must be attached with the tender form for verification. <http://www.eprocure.gov.in>. All bids must be accompanied with all relevant documents, Earnest Money and Tender fees. No interest will be paid on EMD.**

The bids received in time will be opened in the presence of the bidders/authorized representatives who opt to attend, at the address given above on the schedule time.

In the event of any of the above dates being declared as a holiday/closed day for the purpose, the bids will be sold/received/opened on the next working day at the appointed time

Encl: As above.

Asstt. Admn. Officer
ICAR-CISH, Lucknow

List of required documents should be attached with the tender

1	Copy of Pan number	Attached/Not Attached	Yes/No	Please mention page No. in Tender Form
2	Copy of Sales Tax/Vat/Service tax registration	Attached/Not Attached		
3	Tender Form duly signed	Attached/Not Attached		
4	Earnest money deposit	Attached/Not Attached		
5	Schedule of requirement	Attached/Not Attached		
6	Bid form and price schedule	Attached/Not Attached		
7	Authorization certificate from Principal/Manufacturing certificate if bidder is manufacturer	Attached/Not Attached		
8	Product Literature/leaflets of quoted model	Attached/Not Attached		
9	Technical Specification	Attached/Not Attached		
10	Documents showing capability to carry out supplier's maintenance, repair & spare parts stocking obligations.	Attached/Not Attached		
11	Duly completed Questionnaires	Attached/Not Attached		
12	List of the users for the quoted model along with postal address telephone no. and e-mail/Mobile No.	Attached/Not Attached		
13	Tender Fee	Attached/Not Attached		

Authorized Signatory of the Firms



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Rehmankhara, P.O. Kakori, Lucknow-226101 (India)
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Web Site www.cish.res.in; E-mail- cish.lucknow@gmail.com



F.No.1-21/2016-17-M

Date: .03.2017

To,

Subject: Online through E-Procurement invitation of tender-regarding.

Dear Sir(s),

On behalf of the Services, you are invited to submit your most competitive tender in the enclosed format for the same. You are also requested to submit the following documents along with your tender, otherwise your tender will not be entertained.

1. Schedule of Requirements
2. Technical Specification
3. Questionnaire
4. Bid Form and Price Schedules.
5. Bank Guarantee/FDR/for Bid Security.
6. Manufacture's Authorization Form.

Each column/ blank be filled properly and every papers/documents enclosed with bid documents must be signed /stamped by the authorized signatory of the firms/Company.

Instructions to Bidders (ITB) and General Condition of Contract (GCC) may not be sent along with tender and these may be retained by bidders for their information and reference.

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of requirements shall prevail.

Yours faithfully,

Encl: As above.

ASSTT.ADMN.OFFICER

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



**TENDER FOR CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD
CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)**



TENDER DOCUMENT

LAST DATE OF RECEIPT OF BID IS 24.04.2017 UPTO 4.00 PM

Date of opening :-

1. Technical Bid opening date : 25.04.2017 at 11.00 am
2. Financial Bid opening date : 02.05.2017 at 11.00 am

Phone No. 0522-2841022, 2841023

FAX No. 0522-2841025

**WEBSITE: www.cish.res.in
Email: cish.lucknow@gmail.com**

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

**TENDER FOR CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD
CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)**

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

**TENDER FOR CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD
CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)**

IMPORTANT DATES AND INFORMATION

S. N.	DETAILS OF SCHEDULE	DATE, TIME AND INFORMATION
1.	DATE OF START OF TENDER SALE	28.03.2017 at 11.00 am
2.	LAST DATE OF SALE OF TENDERS	24.04.2017 at 4.00 pm
3.	RECEIPT OF SEALED TENDERS	24.04.2017 up to 4.00 pm
4.	OPENING OF TECHNICAL BID	25.04.2017 at 11.00 am
5.	OPENING OF FINANCIAL BID	02.05.2017 at 11.00 am
6.	VALIDITY OF TENDER	120 Days form the date of opening of tender
7.	CONTRACT PERIOD	One year from the date of award
8.	AMOUNT OF EARNEST MONEY DEPOSIT	Rs. 50,000.00
9.	AMOUNT OF CLEANLINESS AND SANITATION SERVICES PERFORMANCE SECURITY DEPOSIT	10% of the tendered amount
10.	MODE OF CONTRACT	Monthly bills on production of certification by the concerned

Important

The Tender is consisting of Two Bid system i.e. the Financial Bid and Technical bid. Both the Bids should be sealed in separate envelop duly super scribed as Technical bid and financial bid, respectively and shall be kept in a common envelop super scribed as TENDER FOR CLEANLINESS AND SANITATION SERVICES AT REHMANKHERA, R.B.ROAD CAMPUS, LUCKNOW AND CISH-RRS, MALDA (WEST BENGAL)

1. The Technical Bid will be opened first. The financial bid of only to those tenderers will be opened, who qualify/fulfill the technical bid.
2. Technical bid should contain all terms, conditions and certificates (as mentioned in Annexure-I along with other commercial terms and conditions).
3. The expenditure of this institute for said work likely to be Rs. 5.50 lakhs for the year 2016-17.

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

F. No. 1-21/2016-17/M

Dated : .03.2017

To

Sub : INVITATION OF SEALED TENDER IN RESPECT OF PROVIDING *Cleanliness and sanitation services*—at CISH Rehmankhhera, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal).

Dear Sir(s),

Tenders are hereby invited on behalf of the Director, CISH for contract of PROVIDING *Cleanliness and sanitation services* – at CISH Rehmankhhera, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal).

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 super scribed. The financial bid only of those tenderers will be opened who qualify/fulfill the technical bid. The bid validity period shall be 120 days from the date of opening of the tender.
2. Technical bid consisting of all technical details along with commercial terms and conditions is enclosed as Schedule - IIIA & B.
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 specific 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 fulfilling GOI norms and are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.
4. The firms/parties quoting/offering on downloaded tender form from the website will have to submit the tender cost of Rs. 1000/- only in the shape of Bank Draft in favour of "ICAR Unit-CISH" Lucknow for each item separately failing which the tender shall be liable to be rejected.
5. An earnest money of Rs.50,000.00 must be deposited in the form of demand draft/pay order payable to ICAR Unit CISH, Lucknow. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date. The Tender will be summarily rejected by the Institute as non-responsive if earnest money is not deposited along with the Tender.
6. Unsuccessful bidders bid earnest money will be discharged/ returned as promptly as possible after the expiration of the period of bid validity prescribed by the Institute. But barring any unforeseen circumstances not later than 45 days of the award of contract without any kind of interest.
7. The successful bidder's bid earnest money will be discharged/returned upon the bidder signing and accepting the contract and furnishing the performance security the bid security may be forfeited if after the consideration of the bid (a) a bidder withdraws its bid or impairs or derogated from the bid in any respect

during the period of bid validity specified by the bidder if the bid form or does not accept the correction of errors (b) in the case of successful bidder if the bidder fails to accept and sign the contract in accordance or to furnish performance security in accordance with the contract.

8. **Performance security :**

a. The firm whose tender is accepted will be required to furnish performance guarantee of 10% of the tendered amount (for the complete year) before commencement of work or 15 days of issue of order whichever is earlier. The guarantee shall be in form of Demand Draft from nationalized banks only drawn in favour of "ICAR Unit CISH" payable at par at Lucknow.

b. The security will be forfeited in case of default in fulfilling any of the conditions of the tender at the discretion of Director, CISH, Lucknow.

c. The security money will be refunded after six(6) months of completion of the contract without any interest.

d. The performance security will be discharged and returned to the contractor on completion of the contract obligations under the contract.

9. 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.

10. The Schedules of the Tender form should be returned intact and pages should 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 is liable.**

11. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

12. 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 offer and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexures, if any, should be signed by the Tenderer.

13. 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 deposited will be forfeited.

14. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed " PROVIDING *Cleanliness and sanitation services –at*

CISH, Rehmankhara, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal) with address of this office. The sealed "Technical bid and "Financial bid" duly signed must be kept in the main cover/ envelop. All Tenders should be sent by registered post / Speed Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the room of Assistant Administrative Officer of the CISH, Rehmankhara – 226 101.

15. Consolidated rates for the job should not be quoted in the technical bid. In case the Consolidated rates quoted by the firms in the tender for job contract for PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhara, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal) is mentioned in the technical bid & is the same as that quoted in the Financial bid. the tender is liable to be rejected.

17. An amount of equivalent to 10% of total contract value will have to be deposit as a Cleanliness and sanitation services Performance 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 and the award of contract would be withdrawn.

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

19. 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 GOI/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.

20. 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.

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

22. Acceptance by the Institute will be communicated through and form of communication. Formal letter of acceptance and work order of the Tender will be forwarded as soon as possible, but the instructions in the FAX, letter etc. should be acted upon immediately.

23. Contract Period : This agreement with successful Contracting firm/Contractor shall be enforced for a period of 12 months from the date of execution of the contract (with first three months as period of observation for satisfactory supply of services) and may be extended for another 12 months at a time subject to maximum duration of 2 years during the period of contract on such terms and conditions as are mutually agreed upon.

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

25. 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 and no child labour should be engaged.

26. Successful Tenderer will have to enter into a detailed contract agreement with CISH on non-judicial stamp paper of Rs. 100/- for the job contract for PROVIDING Cleanliness and Sanitation Services- at CISH Rehmankhera, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal).
27. The wages to be provided by the contractor to the staff will be governed by the State Govt./ Central Govt. minimum labour wages act.
28. The documents required to be enclosed with the Tender form, will be the part of the Technical bid of the Tender document as shown in Annexure-I of Tender Document.
29. Execution of the work will start only after completion of all the codal formalities, like agreement on Rs. 100.00 Non-Judicial Stamp paper, deposit of Performance Security i.e. 10% (ten percent) of total contract value, etc.
30. Contractor should submit quarterly return of Service tax as charged by him in the quarter from the Institute.
31. The Director CISH, in its capacity as Principal Employer, reserves the right to modify any of the term and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.
32. The agency is advised to submit their tender after Physical inspection of the site, a very detailed assessment/ requirement of machine/ manpower for providing the above services at the CISH Rehmankhera, R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal). However, the tenderer should quotes only the pump sum amount in respect of all the services covered under this contract and that the rates should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the rates once quoted will be entertained within the period of one year.

Yours faithfully,

*ASSTT.ADMINISTRATIVE OFFICER
FOR ON BEHALF OF DIRECTOR,
CISH, LUCKNOW*

QUOTATION FOR ANNUAL CONTRACT FOR PROVIDING *Cleanliness and sanitation services* –at CISH Rehmankhhera/R.B. Road Campus, Lucknow and CISH-RRS, Malda (West Bengal)

(TO BE GIVEN ON LETTER HEAD OF THE FIRM/AGENCY/COMPANY)

From

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 :

To

The Director,

ICAR-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 CISH-RRS, Malda (West Bengal) 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. I/We have deposited earnest money of Rs..... / (_____) by demand draft in favour of ICAR Unit CISH, Lucknow and payable at Lucknow which shall not bear any interest.

6. I/We do hereby agree that this amount shall be forfeited in the event of the tender is accepted and I/ We fail to execute the contract when called upon to do so.

7. I/We understand that you are not bound to accept the lowest or any tender that you have received.

Yours faithfully,

Dated :

Signature & Seal of the Tenderer

Telephone No. Office

Resi.

Mobile

Mail Id

Signature of witness to contractor's signature

Name & Signature of Witness :

Address:

Occupation :

Details of the Minimum 3 years relevant experience/work done.

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

Authorized Signatory

SCHEDULE OF TENDERS (SECTION-I)**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 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 needs
to be provided
 - a) Name and Full Address of your Banker's
 - b) Bank Account No. of the firm
 - c) IFSC Code No. of the Banker
6. Your Permanent Income Tax Account No (PAN)/Circle/Ward
7. Any other relevant information
8. Service tax registration No.
9. TIN No.

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 Rehmankhera/ R.B. Road Campus/ CISH-RRS, Malda (WB) regarding the contract (Separately may be indicated for Rehmankhera and R.B. Road Campus)

Date : _____

Place: _____

AUTHORISED SIGNATORY

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

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 R.B. 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)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	807 sq. m x 75 days
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	2890 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	30 toilets x 75 days
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter
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
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) by cleaning liquid (colin/equivalent) (15 room, 2 dormitory, entrance lounge, training room, dining hall, common room, Lab and farm office)	35 unit x 75 days = 2625
7	Pumping of septic tank	Need based = 5 events
8	<ul style="list-style-type: none"> • Clearing of choked sewage line • main holes cleaning . 	Need based (Job wise)
9	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	600 running meter x 75 days
10	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	24 units x 75 days
11	Drain cleaning – once in a month	300 running meter x 3

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
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days
2	Brooming of surroundings of the office / lab / residential buildings including chopping of grass and weeds	1200 sq. m. x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	1toilets x 75 days
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter
5	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 1 nos. RCC Tank –	1 tank x once in a 3 month
6	House Keeping – Daily in Office to maintain, furniture, fan and tube light, cleaning of	1 unit x 75 days = 75

	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)	
7	Clearing of choked sewage line and main holes .	Need based
8	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	580 running meter x 75 days
9	Disposal of waste – Collected from office buildings and residences to a proper place as directed	1 units x 75 days
10	Drain cleaning – once in a month	

C. Block – II of CISH, Rehmankhhera, Lucknow

(Main institute building including annexe 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
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
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 arrange by contractor and cleaning of wall panels, floor, curtains will be cleaned properly once in a month.)	350 sq. m x 10 event
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 nos x 75 days
4	Brooming of workshop, store, farm and other stores of the farm section	850 sq. m x 75 days
5	Brooming of surroundings of the office / lab including chopping of grass and weeds (bi-weekly)	6000 sq. m x 25
6	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed.	30 toilets x 75 days
7	Overhead tank cleaning with the help of bleaching powder by skilled personnel	1 no. once in a quarter
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
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
10	Clearing of choked sewage line and main holes .	Need based x 10 job
11	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road	600 running meter x 75 days
12	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days
13	Drain cleaning – once in a month	850 meter per month

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
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days
2	Brooming of surroundings of the office including chopping of grass and weeds	1200 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days
4	Clearing of choked sewage line and main holes.	Need based – 1 job
5	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days

E. Block – IV of CISH, Rehmankhhera, Lucknow

(farm office building, road adjacent to farm office)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	85 sq. m x 75 days
2	Brooming of surroundings of the office including chopping of grass and weeds	500 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days
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
5	Clearing of choked sewage line and main holes .	Need based
6	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days

F. CISH-RRS, Malda (West Bengal)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	200 sq. m per day
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	500 sq. m per day
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	04 nos.
4	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 12 nos. RCC Tank – 18 nos.	8 x 1000 litres tanks (PVC)
5	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	200 running meter per day
6	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	2 units per day
7	Drain cleaning – once in a month	50 running meter per day

Signature of Contractor

Note : If the required no. of worker/supervisor deployed is less then the minimum required i.e. 20 workers (16 workers at Rehmankhera and 4 workers at R.B. Road Campus) as per the contract, a penalty of Rs.500/- per worker per day will be deducted from the bill.

Terms & Conditions

1. The Outsourcing of seasonal jobs- for providing Cleanliness and Sanitation Services at CISH Rehmankhara and at R.B. Road Campus , Lucknow separately shall have to be undertaken without causing any damage to the Institute properties. In case, any damages 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 recovery of the same from his monthly bills.
2. Scope of Work:- The scope of work as defined in Schedule IIIA. Any other minor work may be assigned by the competent Authority without any extra payment.
3. The CISH will supply unfiltered water/ tube well water at Selected site free of cost. However, contractor will make his own arrangements for distribution of water from the point of supply and all the needed equipments, instruments of work, materials and expert manpower and workers (plus uniform to the workers will be provided by the Contractor as per requirement, at his own cost) have to be arrangement at his end and at own cost.
4. Progress Report: The contractor will have to submit progress report of each month by the 7th of the succeeding month showing the materials supplied at site and also the detailed works executed on ground. He will give report of works done on day to day basis to the Designated Officer.
5. Transportation : The contractor shall make his own transportation arrangements for all the workers and the required materials to site of works including for disposal of any waste material to the authorized dumping grounds. Burning of waste grassed/ plants in the lawns/ beds/ by road side etc. is not allowed at any cost. No extra charge will be paid by CISH. Any hazardous materials/ item to be disposed of as per directions and at designated sites.
6. The contractor shall not sublet the work without prior written permission of the Institute.
7. The firm will raise a bill by 10th day of every month and submit the same to office; payment will be released by CISH, lucknow in the form of e-payment to the firm subject to satisfactory performance of contracted services to be recorded by the designated officer. Copies of documents such as deposit receipt along with list of persons showing deposit of EPF, ESI etc. of the previous month with the concerned firm is also to be deposited along with the bill (in triplicate). **The contractor has to ensure that the payment for the preceding month is disbursed to workman/staff latest by 7th day of the month.** All statutory deductions/ Government levies, if any, shall be made from the payment due to the contractor. If the services of landscape and horticultural features by the contractor is found to be not as per our terms and conditions, in the contract and is not found satisfactory, a penalty as deemed fit, shall be imposed and deducted from the monthly bill of the contract at the discretion of Director, Central Institute for Subtropical Horticulture, Rehmankhara, Lucknow whose decision will be final and binding on the contractor.
8. The contractor shall certify that the wages have been disbursement of wages to each labourer as per contract Labour (Regulation and Abolition) Act, 1970.
9. The above Services shall have to be provided for the entire Premises of the Institute **at CISH, Rehmankhara and R.B. Road Campus, Lucknow.**
10. The agency shall employ good and reliable persons with robust health and clean record. No person below 18 years of age should be deployed. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for immediate replacement without giving any reasons thereof and the agency shall over all and/ or shall/ will have to replace such persons immediately on receipt of a oral/ written communication.

11. Any compensation for disengagement on account of death, disability of any workers provided for deployment in the Institute campus (during working hours), even if such disability manifests after the termination of the contract shall be contractor's exclusive liability. The contractor should insure the person engaged by him for job contract work at CISH, Lucknow for all coverage of causality, death or accident.
12. The contractor is wholly responsible to provide the personnel in the Institute premises and if any accident/ untoward incident happen, on account of improper workmanship with the concerned person during duty, the whole responsibility for settling the case with police/ court lies with the contractor.
13. The workers engaged by contractor on job contract will not be on payroll of the CISH, Lucknow and will not be entitled to any benefit as applicable to the employee of ICAR.
14. The rates have to be quoted separately for Rehmankhera and R. B. Road Campus, Lucknow should inclusive of 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, taxes etc.
15. 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.
16. The selected agency shall provide the necessary personnel for providing above services separately **at CISH, Rehmankhera, R.B.Road Campus, Lucknow and its CISH-RRS, Malda (WB)** as per labour acts prevalent in Govt. of UP/GOI/West Bengal Govt.
17. The contractor shall make payment of wages to each as per Contract Labour (Regulation and Abolition) Act- 1970, and in accordance with minimum wages act to the 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 the Competent Authority, CISH by cheque, so that there is no disruption in the performance of duties of deployed personnel. Wage should be paid according to the Minimum Wages Act of Uttar Pradesh Govt./Govt. of India/ West Bengal Govt and together with statutory Acts applicable by Govt. of UP/GOI/W.B. from time to time. CISH reserves the right to check periodically the status of the payment of wages made by him to personnel deployed by demanding to furnish copies of wages register/muster roll etc. to the CISH for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement. The obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his contract workers so deployed under various Labour Laws.
18. The selected contractor or his representative shall be bound to follow the directions/instructions of the Director, CISH, Lucknow or the designated Officer (s).
19. **Personal Supervision** : It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed by him/her and his/their designated staff. (Supervisor).
20. **Complaints and Improvements** : The Contractor shall carry out such improvements as may be necessary by the Institute's Administration for ensuring satisfactory service of **Cleanliness and sanitation services** to the Institute.

21. Summary Termination of the Contract : In the event of instances of gross misbehavior, theft, burglary, moral turpitude, misuse of the Institute's property etc. by the Contractor or by any workmen/staff or agent of the Contractor, CISH may forthwith terminate this contract summarily without any previous notice to Contractor and Contractor shall have to claim whatsoever against CISH.
22. **Contractor to vacate the site on Termination/Expiry:** Immediately on the termination or expiry of this contract, the Contractor and its employees and agents shall peacefully vacate the premises and handover all articles, equipments, furniture and fixtures belonging to CISH and entrusted in its custody and shall remove all its stores and effects. In case of default, CISH shall be entitled to enter into the stores or remove the stores or the effects wherever lying of the Contractor and to dispose of the same by sale or otherwise without being liable for any damage.
23. No other costs, charges, wages, dues and compensation whatsoever to workmen/staff or other persons engaged by the contractor shall be payable by CISH, Lucknow or shall be claimed by the contractor from CISH, Lucknow for the services required to be rendered by the Contractor over and above the said contractual payment.
24. The tender **duly signed on all pages of the document** shall be submitted along with the technical bid and financial bid in separate envelopes super scribed as "Technical Bid" and "Financial Bid", there after placing them in single cover super scribed Tender for **Cleanliness and sanitation services** at CISH, Rehmankhara/ R. B. Road Campus, Lucknow and CISH-RRS, Malda(WB), failing which the tender shall not be considered.
25. This Institute is under the provisions of RTI Act 2005. All information provided by the bidder under this is liable to be disclosed.
26. No accommodation living place will be provided by the Institute to the personnel deployed by the firm.
27. Within 15 (fifteen) days after the issue of notification of award of outsourcing of jobs by the CISH, the Contractor shall furnish performance security - **Cleanliness and sanitation services** to the CISH office for an amount of 10% (ten percent) of the total contract value.
28. **The performance Security : Cleanliness and sanitation services** shall be denominated in Indian Rupees and shall be in form of demand draft/pay order of any scheduled bank to be drawn in favour of ICAR unit- CISH payable at Lucknow.
29. **The performance Security : Cleanliness and sanitation services** will be kept by the CISH and returned to the contractor on completion of CISH contractual obligation satisfactorily without any interest there on.
30. In case of any loss and damage done to the property of CISH attributable to the personnel of contractor the full damages will be recovered from the agency/ Contractor.
31. The wages of the personnel deployed should be disbursed on or before 7th of succeeding month at CISH, Rehmankhara/ R.B. Road Campus in the presence of an authorized representative of this Institute by cheque.
32. 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 & ESI 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.

33. Under no circumstances, the workmen 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 workers deployed by the agency/contractor and shall indemnify against any claims may arise in respect of the workers act/commission leading to the losses to CISH by the personal deployed by the Contractor.
34. The workers deployed by the contractor will not have any right to demand/claim for jobs, their wages and statutory/obligations from CISH, Lucknow and the contractor will be the sole agency to tackle these issues.
35. Under no circumstances, the Institute shall be made liable or additional monetary involvement other than what has been mutually agreed upon. In case of any of the above contingencies, the one part/first party herein CISH, Lucknow will have the right to terminate this agreement forthwith 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.
36. The worker deployed by the contractor shall not develop social relationship with Institute Staff.
37. The worker shall be provided with every necessary material, dress, marks, gloves etc. required/ related to the outsourced job to performed etc., by the Contractor.
38. The workers are to be issued with identify card and also ESI card immediately by the contractor. The workers have to display identify card as and when they enter into/out CISH, Lucknow.
39. The workers of the contractor should invariably make entries in the register kept at the gate before entering the premises.
40. The contractor/Agency will furnish list of workers 15 days in advance to be deployed in the forthcoming month with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number, Aadhar No. etc and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite experience for rendering the requisite services to the CISH, Lucknow.
41. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty under prior intimation to Officer In-Charge.
42. **Failure to Exercise Institute's rights:** Any commission on the part of CISH at any time to exercise any of its rights under the terms of the Cleanliness and sanitation services shall in no way impair or affect the validity of the terms and the rights of CISH to enforce its rights at any time subsequent.
43. **Tenancy Rights:** Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the premises and CISH may of its mere motion effect the termination of this cleanliness and sanitation services and re-enter and retake and absolutely retain possession of the area provided for their store purposes.
44. **Contract period :** This agreement with successful contracting firm/Contractor shall be enforced for a period of 12 months from the date of execution of the contract (with first three months as period of observation for satisfactory supply of services) and may be extended for another 12 months at a time subject to maximum duration of 2 years during the prior of contract on such terms and conditions as are mutually agreed upon.

45. The contractor agrees and undertakes to beat all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State/Central Govt. or any local body or authority. The Contractor agrees to furnish such proof of payments or compliance of the obligations including Registration Certificate, Clearance Certificate etc. as may be required by the Institute from time to time.
46. The contractor and his workmen/staff shall devote their full attention to the work of Cleanliness and sanitation services of the Institute and its R.B. Road Campus and CISH-RRS, Malda (WB). They shall discharge his obligations as mentioned in the agreement most diligently and honestly.
47. In case the contractor or any of his workmen/staff fails to fulfill their obligations for any day or any number of days to the satisfaction of the Institute for any reason whatsoever he shall be liable for imposition of financial penalty without prejudice to its other rights and shall be entitled to deduct such damages from the amount payable to him.
48. In case the Contractor assigns or sub-contracts this contract without written approval of the Institute or attempts to do so, the Institute shall have the right to terminate the agreement without giving any notice to the Contractor.
49. The Institute shall have the right to without any reasonable sums from the amounts payable to the Contractor under this contract, if the Contractor commits break of any of the terms and conditions to the satisfaction of the Institute and if the quality performance of contract with regard Cleanliness and sanitation services are found unsatisfactory, the Institute shall have the right to terminate this agreement. (a) The agreement shall be terminated without notice on gross violation or by efflux of time or it may be terminated on account of un- satisfactory services by One months notice at the option of the Institute. The contractor shall also have the option to terminate the agreement after giving one months notice to the Institute. On termination of contract by the Institute for any reason whatsoever , the Institute shall be entitled to engage the services of any other person, agency or Contractor to meet the Contractor being declared insolvent by competent Court of Law.
50. The Contractor shall maintain highest standard and quality in the services. The Institute shall also have the right to insist on getting any service of maintenance related to Institute, which has already been performed if the same was not carried out to the satisfaction of the Institute.
51. The Director of the Institute shall be the sole authority to judge and decide on the quality of the services rendered by the Contractor. All questions relating to the performance of the obligations under the agreement and all the disputes and differences which shall arise either during or after the agreement period or matters, arising out of or relating to the agreement or payments to be made in pursuance thereof shall be decided by the Director of the Institute. The Contractor hereby agrees to be bound by the decisions of the Director.
52. **Penalty clause/Liquidated damages clause:**
- a. 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.
- b. 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 an hour liquidated damage clause will be invoked.
- c. Any misconduct / misbehavior on the part of manpower deployed by the agency will be viewed seriously.

- d. **If the required no. of worker/supervisor deployed is less then the minimum required i.e. 20 workers (16 workers at Rehmankhara and 4 workers at R.B. Road Campus) as per the contract, a penalty of Rs.500/- per worker per day will be deducted from the bill.**
53. 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.
54. This agreement shall be enforceable in Courts situated at Lucknow, U.P. Any suit or application enforcement of the above shall be field in the competent court at Lucknow and no other court of any other district of U.P. or outside U.P. shall have jurisdiction in the matter.
55. The contractor shall bear all the costs and expense in respect of all charges, stamp duties of Rs. 100/- etc. relating to this agreement.
56. Notwithstanding anything contained herein before, it is agreed that the Director shall have the right to after, modify and or add such other terms and conditions considered necessary by the Institute and the Contractor in such case shall abide by the same.

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

ASSTT.ADMINIDTRATIVE OFFICER

SCHEDULE OF REQUIREMENTS (SECTION-II)

1. Name of the Purchaser – **The Director,
ICAR-CISH, Lucknow (UP)**
2. Purchaser's mailing address – **Asstt. Admn Officer,
ICAR-Central Institute for Subtropical Horticulture,
Rehmankhhera, Kakori, Lucknow-226101 (UP) India
E-mail: cish.lucknow@gmail.com**

3. Preparation of Bids-----

- i. Price Structure :- **ICAR-Central Institute for Subtropical Horticulture, Rehmankhhera, R.B.Road Campus, Lucknow and ICAR-CISH, RRS, Food Park, English Bazar, Malda, (W.B.).**
- ii. Language of Bid- English
- iii. List of reputed customers/clients to whom Services has been made during last two years, may be submitted, if any.
- iv. The amount of Bid Security- Amount as per IFB.
- v. The bid security must be valid 120 days.

4. Submission of Bids-----

- i. Number of copies required is **One**
- ii. Address for submission of bids, to be given on the envelope is-
The Asstt. Admn Officer, ICAR-Central Institute for Subtropical Horticulture, Rehmankhhera, Kakori, Lucknow-226101 (UP) India
- iii. **Time & Date of Technical Bid opening are 25.04.2017 at 11:00 AM**
- iv. **Deadline for submission of bids is 4:00 PM on 24.04.2017**
- v. (In the event of the above specified date being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.)
- vi. **“Technical Bid” & “Commercial (Price) Bid”** should be kept separately in two different sealed envelop, superscripted thereon **TECHNICAL BID** and **PRICE BID** within a larger sealed packet/envelop. The larger outer cover/ envelop should indicate **Tender Number, Name of the Services and opening date on the top of the right hand corner.**

**SECTION –II/2
QUESTIONNAIRE**

BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE” BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.

- 1. Bid No. Date for bid opening on
- 2. Offer is open for acceptancedays
- 3. What is your permanent Income Tax A/C no:
- 4. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.

5. Status:

- (a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D) for the item(s) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration. -----

- (b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the item(S) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration -----

- (c) If you are not registered either with NSIC or DGS&D, please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration. --

- (d) Are you registered under the Indian Companies Act, 1956 or any other Act?

Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to your above answer(s).

6. Please indicate:-

Name & full address of your Banker(s): -----

7. State whether business dealings with you have been currently banned by any Ministry/Deptt. of Central Govt. or any State Govt. -----

Signature of Witness
Name & address of Witness

Signature of Bidder
Full name, designation &
Address of the person signing above
For and on behalf of M/S.
.....
(Name and address of the bidding firm)

BID FORM AND PRICE SCHEDULES

Date

**To,
The Director,
ICAR-Central Institute for Subtropical Horticulture,
Rehmankhhera, Kakori,
Lucknow-226101 (UP) India**

Ref. Your bidding documents No. dated

Having examined the above mentioned bidding documents, including addenda Nos..... (if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... (description of goods and services) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the Schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per the instructions specified in GCC clause 14 and in a form acceptable to you for a sum equivalent to 10 % (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period specified in the tender (read with modification, if any, in the Bid Data Sheet) or for the subsequently extended period. If any, agreed to by us and it shall remain binding up on us and may be accepted at any time before the expiration of that period.

Until a format contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this Day of 200

Signature
(in the capacity of)
Duly authorized to sign bid for and on behalf of

SECTION II/3
BANK GUARANTEE FORM FOR BID SECURITY

Whereas (name of bidder) (herein after called "the bidder") has submitted his bid dated [dated] for the supply of (brief description of the relevant goods and services) (herein after called "the bid").

KNOW ALL PEOPLE by these presents that WE..... (name of the bank) having registered office at (full address) (herein after called "the bank") are bound unto..... (name of the purchaser) (herein after called "the purchaser") in the sum of (amount in figures and in words) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this Day of 20.....

THE CONDITIONS of this obligations are :

1. If the bidder
 - I. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - II. Does not accept the correction of errors in accordance with the Instruction to Bidders

OR

2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - I. Fails or refuses to execute the contract form, if required; or
 - II. Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the purchaser upto the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the Bank
SEAL of the Bank

Date -----
Place-----

SECTION-II/4

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

**The Director,
ICAR-CISH
Lucknow-266101(U.P.)**

WHEREAS (name and address of supplier)
(hereinafter called “ the supplier”) has taken , in pursuance of contract No. _____ dated _____ to
supply _____(description of goods and services) (hereinafter call “ the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you
with a bank guarantee by a recognized bank acceptable to you, for the sum specified therein as security for
compliance with its (supplier’s) obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of
the supplier, up to a total of _____ (amount of the guarantee in words and figures) such sum
being payable in the types and proportions of currencies in which the contract price is payable, and we
undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract
and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid,
without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay you the sum so demanded notwithstanding any dispute raised by the
supplier in any suit or proceedings pending before any court or tribunal relating thereto liability under this
present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount form the supplier before
presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and without affecting in
any manner our obligations hereunder; to vary any of the terms and conditions of the contract or to extend the
time of performance by the supplier from time to time or to postpone for any time or form time to time any of
the powers exercisable by you against the supplier and to forbear or enforce any of the terms and conditions
relating to the contract and we shall not be relieved from our liability under this guarantee.

This guarantee shall be valid and shall remain in force until _____ day of _____
200 ---

(Name of the Bank)
Signature
Name of the officer
Designation of the Officer
Code No. with full address .

Financial Bid

(This financial bid to be enclosed in a separate envelop)

Last Date for receipt of Tender : 24.04.2017 at 4.00 pm

Date of opening of Technical Bid : 25.04.2017 at 11.00 am

To

The Director,
Central Institute for Subtropical Horticulture,
Rehmankhara, P.O. Kakori,
Lucknow – 227 107

Sir,

I/We wish to submit our Tenders for the job work/service contract for providing Cleanliness and sanitation services at CISH, Rehmankhara, at R.B. Road Campus, Lucknow and CISH-RRS, Malda (W.B.) on the following rates.

A. R B ROAD Campus of CISH, Lucknow**(Field office, Bio-control lab, Trainees hostel, residential area, roads adjacent to office premises)**

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	807 sq. m x 75 days		
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	2890 sq. m x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	30 toilets x 75 days		
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter		
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		
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) by cleaning liquid (colin/equivalent) (15 room, 2 dormitory, entrance lounge, training room, dining hall, common room, Lab and farm office)	35 unit x 75 days = 2625		
7	Pumping of septic tank	Need based = 5 events		
8	<ul style="list-style-type: none"> • Clearing of choked sewage line • main holes cleaning . 	Need based (Job wise)		
9	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	600 running meter x 75 days		
10	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	24 units x 75 days		
11	Drain cleaning – once in a month	300 running meter x 3		

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	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days		
2	Brooming of surroundings of the office / lab / residential buildings including chopping of grass and weeds	1200 sq. m. x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	1toilets x 75 days		
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter		
5	PVC / RCC tank cleaning with the help of bleaching powder by skilled	1 tank x once in a 3 month		

	personnel 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		
7	Clearing of choked sewage line and main holes .	Need based		
8	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	580 running meter x 75 days		
9	Disposal of waste – Collected from office buildings and residences to a proper place as directed	1 units x 75 days		
10	Drain cleaning – once in a month			

C. Block – II of CISH, Rehmankhera, Lucknow

(Main institute building including annexe 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	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		
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 arrange by contractor and cleaning of wall panels, floor, curtains will be cleaned properly once in a month.)	350 sq. m x 10 event		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 nos x 75 days		
4	Brooming of workshop, store, farm and other stores of the farm section	850 sq. m x 75 days		
5	Brooming of surroundings of the office / lab including chopping of grass and weeds (bi-weekly)	6000 sq. m x 25		
6	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed.	30 toilets x 75 days		
7	Overhead tank cleaning with the help of bleaching powder by skilled personnel	1 no. once in a quarter		
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		
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		
10	Clearing of choked sewage line and main holes .	Need based x 10 job		
11	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road	600 running meter x 75 days		
12	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days		
13	Drain cleaning – once in a month	850 meter per month		

D. Block – III of CISH, Rehmankhera, Lucknow

(farm office building, road adjacent to farm office)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days		

2	Brooming of surroundings of the office including chopping of grass and weeds	1200 sq. m x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days		
4	Clearing of choked sewage line and main holes.	Need based – 1 job		
5	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days		

E. Block – IV of CISH, Rehmankhara, Lucknow
(farm office building, road adjacent to farm office)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	85 sq. m x 75 days		
2	Brooming of surroundings of the office including chopping of grass and weeds	500 sq. m x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days		
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		
5	Clearing of choked sewage line and main holes .	Need based		
6	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days		

F. CISH-RRS, Malda (West Bengal)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	200 sq. m per day		
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	500 sq. m per day		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	04 nos.		
4	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 12 nos. RCC Tank – 18 nos.	8 x 1000 litres tanks (PVC)		
5	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	200 running meter per day		
6	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	2 units per day		
7	Drain cleaning – once in a month	50 running meter per day		

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.

Note: If the required no. of worker/supervisor deployed is less then the minimum required i.e. 20 workers (16 workers at Rehmankhara and 4 workers at R.B. Road Campus)) as per the contract, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

(TO BE GIVEN ON LETTER HEAD OF THE FIRM/AGENCY/COMPANY)

From

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 :

To

The Director,
ICAR-CISH, Rehmankhara,
P.O. Kakori,
Lucknow – 226 101

Date : 2017

Reg: Work- Declaration of non-involvement in any illegal activities.

I/ We hereby declare that my firm M/s.....
..... has never been involved in any illegal activities, charged for financial misappropriation/ fraud/ embezzlement etc. nor any criminal case is pending against me / us, my / our firm in any court of law.

signature
Authorized Signatory/ Signatories
(Seal of the Contracting Firm)

Technical Bid Enlosures

The following documents are required to be enclosed along with the technical bid, in sealed envelope.

- a) Registration certificate of the firm under the work contract of the Govt. of UP/GOI.
- b) Minimum Annual turnover of the firm not less than Rs. 25,00,000.00 (Rupees Twenty five lakhs only) during the last financial year.
- c) Last three years continues experience of the firm in the field of providing such services in Central/state Govt. establishments/Autonomous bodies of Govt./ Corporations of Govt./reputed public organizations. Please provide the details in enclosed tabular form (Schedule-I).
- 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 in the organization of State/ Government of India where the Tenderer has provided the services for the last three years.
- f) Employee EPF registration certificate issued by local govt. etc. List of Nos. of labour registered under EPF under the firm. List of Minimum 20 nos. (Labour) required along with their respective EPF contribution. Documentary proof of payment vouchers may be attached.
- g) Employee ESI registration certificate issued by local govt. etc. List of Nos. of labour registered under ESI. Minimum 230 nos. (labour) required and their ESI contributions. Documentary proof of payment vouchers may be attached.
- h) The agency must have registration with service tax department and submit a self attested Photo copy.
- i) It should be declared by the tenderer that 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 on the letterhead in the prescribed format (Page No.- of the tender document)

Note : The concerned firm/ Agency/ Company should bring them in original on the date of Tender opening.

भा.कृ.अनु.परि.–केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, डाकघर काकोरी, लखनऊ – 226 101(भारत)

ICAR-CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
Rehmankhara, P.O. Kakori Lucknow – 226101(India)



भा.कृ.अनु.प.–केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ के रायबरेली रोड परिसर तथा रहमानखेड़ा स्थित ब्लॉक 1, 2, 3 तथा 4 एवं के.उ.बा.सं.– आर.आर.एस. माल्दा (पश्चिम बंगाल) में की जाने वाले क्लीनलाइन्स एंड सेनीटेशन कार्यों संबंधी निविदा



निविदा दस्तावेज

बोली के प्राप्त करने की अंतिम तिथि 24.04.2017 कर अपराह्न 4 बजे तक

खुलने की तिथि :

1. तकनीकी बोली खुलने की तिथि : 25.04.2017 पूर्वान्ह 11:00 बजे
2. वित्तीय बोली खुलने की तिथि : 02.05.2017 पूर्वान्ह 11:00 बजे

फोन : 0522-2841022, 2841023 फैक्स नं. : 0522-2841025 वेबसाइट : www.cish.res.in
ईमेल : cish.lucknow@gmail.com

भा.कृ.अनु.परि.—केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, डाकघर काकोरी, लखनऊ – 226 101(भारत)

ICAR-CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE
Rehmankhhera, P.O. Kakori Lucknow – 226101(India)

भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ के रायबरेली रोड परिसर तथा रहमानखेड़ा स्थित ब्लॉक 1, 2, 3 तथा 4 एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिमबंगाल)में की जाने वाले क्लीनलाइन्स एंड सेनीटेशन कार्यों संबंधी निविदा

अनुक्रमणिका

क्र.सं.	विवरणिका	पृष्ठ सं.
1.	निविदाकार को संबोधित पत्र जिसमें निविदा से संबंधित सामान्य सूचना तथा दिशा निर्देश दिए गए हैं।	5–11
2.	निविदाकार का पत्र निदेशक सी.आई.एस. एच. लखनऊ को संबोधित।	12–13
3.	अनुभव संबंधी प्रपत्र (संलग्नक I)	14
4.	निविदा की अनुसूची-II	15–16
5.	अनुसूची -III कार्य का विषयक क्षेत्र/किए गए कार्य तथा सामान्य सूचना अन्य सेवा ठेका संबंधी अन्य निबंधन एवं शर्तें।	17–25
6.	वित्तीय बोली (संलग्नक I)	26–29
7.	निविदाकर्ता द्वारा दी गई घोषणा पत्र (संलग्नक II)	30
8.	तकनीकी बोली (संलग्नक III)	31

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

भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान के रायबरेली रोड स्थित परिसर तथा रहमान खेड़ा स्थित ब्लाक 1,2,3 तथा 4 एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) में की जाने वाली क्लीनलाइन्स एंड सेनीटेशन कार्य संबंधी निविदा।

महत्वपूर्ण तिथियाँ एवं सूचना

क्र. सं.	अनुसूची का ब्योरा	तिथि, समय, तथा सूचना
	निविदा बिक्री शुरू करने की तिथि	28.03.2017 पूर्वान्ह 11.00 बजे
2.	निविदा बिक्री बन्द करने की अंतिम तिथि	24.04.2017 अपराहन 4.00 बजे
3.	मोहरबन्द निविदाओं की प्राप्ति	24.04.2017 4.00 बजे तक
4.	तकनीकी बोली को खोलना	25.04.2017 पूर्वान्ह 11.00 बजे
5.	वित्तीय बोली को खोलना	02.05.2017 पूर्वान्ह 11.00 बजे
6.	निविदा की विधिमान्यता	निविदा खोले जाने के दिन से 120 दिनो तक
7.	निविदा अवधि	अनुबन्ध के प्रभावी होने की तिथि से एक वर्ष तक
8.	ई.एम.डी. राशि जमा	` 50,000 /—
9.	क्लीनलाइन्स एंड सेनीटेशन कार्य निष्पादन हेतु जमानत राशि जमा	निविदा की राशि का 10 प्रतिशत
10.	सी.आई.एस.एच. लखनऊ द्वारा भुगतान	मासिक बिलो तथा संबंधित द्वारा बिलो के प्रभागीकरण पर

महत्वपूर्ण

1. निविदा दो बोलीय प्रणाली की होगी – वित्तीय बोली तथा तकनीकी बोली। दोनों बोलियों को अलग-अलग सील बंद लिफाफों में जिनके ऊपर वित्तीय बोली एवं तकनीकी बोली स्पष्ट रूप से लिखा होना चाहिये प्रेषित करें। उन्हीं निविदाकारों की वित्तीय बोली खोली जायेगी जिनकी बोली तकनीकी अर्हकताओं को पूरा करेगी।
2. तकनीकी बोली के निबंधन एवं शर्तों में सभी वाणिज्यिक निबंधन एवं शर्तें भी होंगी।
3. संस्थान के विगत रिकार्ड के अनुसार क्लीनलाइन्स एंड सेनीटेशन कार्य में आनुमानिक व्यय लगभग रूपये पांच लाख पचास हजार (5,50,000.00) होगा जिसका वर्णन निविदा में भी किया गया है।

भा.कृ.अनु.परि.—केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, डाकघर काकोरी, लखनऊ – 226 101(भारत)

ICAR-CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE

Rehmankhhera, P.O. Kakori Lucknow – 226101(India)

फाइल सं. 1-21/2016-17/एम.

दिनांक 03.2017

सेवा मे,

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विषय – क्लीनलाइन्स एंड सेनीटेशन कार्य—लखनऊ स्थित रहमानखेड़ा तथा रायबरेली रोड परिसर एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) मे क्लीनलाइन्स एंड सेनीटेशन के लिए मोहरबन्द निविदा आमंत्रित की जाती है—

क्लीनलाइन्स एंड सेनीटेशन कार्य—लखनऊ स्थित रहमानखेड़ा तथा रायबरेली रोड परिसर एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) मे।

महोदय,

भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ में दो प्रायोगिक फार्म तथा माल्दा (पश्चिम बंगाल) हैं। एक रहमानखेड़ा (क्षेत्र:132.5 हेक्टेयर) जो लखनऊ शहर से 30 कि.मी. दूर स्थित है जबकी दूसरा रायबरेली रोड (क्षेत्र:13.2 हेक्टेयर) पर एवं तीसरा के.उ.बा.सं.—आर.आर.एस. माल्दा (पश्चिम बंगाल) (क्षेत्र 70.04 एकड़) में स्थित है। यह निविदा तीनों फार्मों के लिए है। निदेशक, भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ द्वारा संस्थान के रहमानखेड़ा तथा रायबरेली रोड परिसरो एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) में क्लीनलाइन्स एंड सेनीटेशन कार्य के लिए मोहरबन्द निविदा आमंत्रित की जाती है।

1. इस निविदा मे दो बोली प्रणाली सम्मिलित है – वित्तीय बोली तथा तकनीकी बोली। दोनों ही बोलियाँ अलग-अलग मोहरबन्द लिफाफों में प्रेषित की जानी चाहिए जिनके ऊपर स्पष्ट अक्षरों मे लिखा होना चाहिए। वित्तीय बोलियाँ उन्हीं निविदाकारों की खोली जाएगी जिनकी तकनीकी बोली अर्हता प्राप्त करेगी।
2. तीन में तकनीकी बोली अनुलग्न-।।। है जिसमें सभी तकनीकी विवरणों के साथ वाणिज्यिक निबंधन एवं शर्तें दी गई हैं।

3. इस निविदा में दी गयी शर्तें सभी निविदा दाताओं पर समान रूप से लागू होंगी । यदि वे सभी शर्तों की पूर्ति करते हैं तथा इस प्रकार की सेवाओं के लिये भारत सरकार द्वारा निर्धारित नार्म को पूर्ण करते हैं तो वे उनकी दरें इस निविदा के लिये आमंत्रित की जाती हैं ।
4. फर्म/पार्टी जो वेबसाइट से निविदा प्रपत्र डाउनलोड कर उद्धृत करेंगे उन्हें एक हजार रूपया निविदा शुल्क आई.सी.ए.आर. यूनिट-सी.आई.एस.एच. के पक्ष में बैंक ड्राफ्ट के रूप में अलग-अलग कार्यों के लिये अलग-अलग जमा करना होगा अन्यथा उनकी निविदा निरस्त कर दी जायेगी।
5. ₹ 50,000.00 (पचास हजार) की धरोहर राशि डिमान्ड ड्राफ्ट के रूप में आई.सी.ए.आर. यूनिट सी.आई.एस.एच, लखनऊ के नाम देय होगी, जमा की जाएगी। धरोहर राशि का विवरण लिफाफे के ऊपर लिखित होगा। इसमें बैंक ड्राफ्ट/बैंकर्स चेक तथा तारीख इंगित होगी। यदि निविदा के साथ धरोहर राशि जमा नहीं कराई जाती है तो निविदा स्वीकार नहीं की जाएगी।
6. निविदाकार को निविदा यह विचार कर जमा करने दिया जायेगा कि जमा करने के पश्चात् निविदा के प्रति उसका लचीला रूप नहीं होगा या वह निबंधन एवं शर्तों में संशोधन नहीं चाहेगा। यदि निविदाकार उद्धृत राशि का अवलोकन एवं अनुपालन करने में विफल होता है तो संस्थान द्वारा ई.एम.डी. राशि जब्त कर लेगी। यदि निविदाकार द्वारा दिया गया प्रस्ताव स्वीकार नहीं होता है तो संस्थान द्वारा दिये गये तरीके से उसके द्वारा निविदाकार के रूप में जमा की गयी ई.एम.डी. राशि बिना ब्याज के वापस कर दी जायेगी।
7. निविदा प्रारूप की अनुसूची पूर्ण रूप से वापस जमा करनी होगी तथा उसका कोई भी पेज अलग नहीं किया होना चाहिये। यदि अपेक्षित उद्देश्य से संबंधित अनुसूची में दी गयी जगह अपर्याप्त हो रही हो तो अतिरिक्त पन्ने लगाये जा सकते हैं। प्रत्येक अतिरिक्त पन्ने पर पृष्ठ संख्या क्रमागत रूप से दी होनी चाहिये तथा निविदाकार द्वारा हस्ताक्षरित भी होनी चाहिये। इन मामलों में अतिरिक्त पृष्ठों संबंधित संदर्भ का वर्णन निविदा प्रारूप में किया जाना चाहिये। यदि निविदाकार द्वारा उद्धृत दरों पर ओवर राइटिंग किया गया है या उसको मिटाया गया है तो निविदा नामंजूर कर दी

जाएगी।

8. यदि प्रारूप में अपेक्षित पूर्ण सूचना नहीं दी जाती है तो संविदा को अनदेखा किया जा सकता है। या संविदा की सूचियों में माँगे ब्योरे को नहीं उपलब्ध कराया गया है। अनुबंध से संबंधित संविदा या अन्य दस्तावेजों पर जिसे व्यक्ति ने हस्ताक्षर किया है उन्हें स्पष्ट करना होगा कि वे किस क्षमता में हस्ताक्षर कर रहे हैं। 1. फर्म के एक मात्र प्रोपराइटर के रूप में या एक मात्र मालिक को कांस्टीट्यूटेड अटर्नी के रूप में 2. यदि फर्म पार्टनरशिप में हो तो फर्म के पार्टनर के रूप में।

ऐसा तभी किया जाये जब पार्टनर के पास साझेदारी वाले व्यापार में विवाद होने पर विवादक के पास मामले को प्रेषित करने का प्राधिकार हो।

साझेदारी समझौता या मुख्तारनामा होने पर या 3. यदि यह एक कंपनी है तो फर्म के कांस्टीट्यूटेड अटर्नी होने की स्थिति में।

9. यदि सी.आई.एस.एच द्वारा कार्य अवार्ड किये जाने के 15 दिनों के अन्दर संविदाकार ऑफर स्वीकार नहीं करता है तो ऑफर को वापस ले लिया जायेगा तथा धरोहर राशि जब्त कर ली जायेगी।

10. फर्म यदि साझेदारी में है तथा साझेदारी के व्यवसाय संबंधी विवाद उत्पन्न पर विवायक के पास जाने का प्राधिकार किसी के पास नहीं हो तो निविदाओं तथा फर्म के अन्य सभी दस्तावेजों पर फर्म के पार्टनरों का हस्ताक्षर होना अनिवार्य है। यदि कोई व्यक्ति निविदा या किसी ठेका से संबंधित अन्य दस्तावेज पर हस्ताक्षर करता है तो किसी अन्य के बदले में तो इसे वारंटी मानी जायेगी कि उस व्यक्ति के पास ऐसा करने का प्राधिकार होगा तथा यदि जाँच के दौरान ऐसा पाया जाता है कि उस व्यक्ति/उन व्यक्तियों के पास ऐसा करने का कोई प्राधिकार होगा तो परिषद अन्य सिविल तथा क्रिमिनल रेमेडीज को संज्ञान में लाये हुए संविदा को रद्द कर देगा तथा हस्ताक्षरकर्ता को सभी लागतों तथा क्षतियों के लिए जिम्मेदार ठहराएगी। निविदा तथा निविदाओं की सूचियों तथा संलग्नकों के प्रत्येक पृष्ठ को निविदाकार द्वारा हस्ताक्षरित करना होगा।

11. निविदाओं की मूलप्रति को दो कवरों में अनुलग्न करना होगा। अंदर का कवर सील बंद होना चाहिये। बाहरी कवर पर निविदाकार के कार्यालय का पता लिखा होना चाहिये "सी.आई.एस.एच. रहमानखेड़ा तथा रायबरेली रोड परिसर लखनऊ एवं के.उ.

बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) के क्लीनलाइन्स एंड सेनीटेशन कार्य हेतु”। तकनीकी बोली, वित्तीय बोली तथा मुख्य लिफाफा अलग-अलग होना चाहिये। सभी निविदाएँ पंजीकृत पोस्ट/स्पीड पोस्ट के माध्यम से प्रेषित की जानी चाहिये। दस्ती रूप से भेजे गये निविदाओं को केन्द्रीय उपोष्ण बागवानी संस्थान, रहमानखेड़ा, लखनऊ के सहायक प्रशासनिक अधिकारी के कक्ष में रखे हुये निविदा बॉक्स में डालना होगा।

12. यदि फर्मों द्वारा सी.आई.एस.एच. रहमानखेड़ा तथा रायबरेली रोड परिसर लखनऊ एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) के क्लीनलाइन्स एंड सेनीटेशन संबंधी संविदा कार्य के लिये उद्धरित दरें एक ही हैं तो उन्हें अस्वीकार किया जा सकता है। निविदाओं के खुलने के समय निविदाकार को यह स्वतंत्रता होगी कि वह स्वयं उपस्थित रहें या किसी अन्य प्रतिनिधि को प्राधिकृत कर दें। निविदाओं में उपस्थित होने वाले निविदाकारों के नाम तथा पता अनिवार्य रूप से उद्धरित करे यदि कोई नियमित प्रतिनिधि हो तो उसका नाम भी उद्धरित करें।
13. संस्थान न्यूनतम राशि वाले निविदा को मानने के लिये बाध्य नहीं है। संस्थान के पास यह अधिकार सुरक्षित है कि वह निविदा को संपूर्ण रूप से या खण्डों में स्वीकार करे। निविदाकार के पास यह स्वतंत्रता है कि वह पूरे क्षेत्र के लिये या किसी एक हिस्से के लिये निविदा दायर करे। इसके लिये कोई अन्य प्रकार के शर्तबंद निविदा को स्वीकार नहीं किया जायेगा।
14. चयनित एजेन्सी/सफल निविदाकार संस्थान द्वारा फैंक्स, पत्र आदि से प्रेषित स्वीकृति के उपरान्त क्लीनलाइन्स एवं सेनीटेशन का कार्य निष्पादन सुरक्षा जमा राशि के रूप में कुल संविदा मूल्य की राशि का 10 प्रतिशत जमा करवायेंगे। यदि यह राशि जमा नहीं की जाती है तो जमानत राशि जब्त कर ली जायेगी।
15. निविदाकार को संस्थान की ओर से क्लीनलाइन्स एंड सेनीटेशन कार्य से संबंधित सुरक्षा जमा राशि तथा जमानत राशि पर कोई ब्याज नहीं दिया जायेगा।
16. भारत सरकार के नियमों के अनुसार यदि संविदाकार को कोई सेवा कर या सामग्री/सेवा पर कोई अन्य कर निविदा से संबंधित देना हो तो उसे स्वयं ही देना होगा तथा संस्थान इससे संबंधित किसी भी प्रकार के दावे पर विचार नहीं करेगा। सेवा पंजीकरण टैक्स संख्या के साथ तीन संख्या अनिवार्य रूप से हर अदायगी बिल

पर उद्धरित रहेगी। इनकम टैक्स या उत्तर प्रदेश सरकार का कोई अन्य कर एजेन्सी द्वारा स्वयं ही संबंधित विभागों को दिया जायेगा। संस्थान द्वारा सफल निविदाकार के मासिक बिलों से नियमों/अनुदेशों में होने वाले परिवर्तनों के मद्देनजर टी.डी.एस. काटा जायेगा। यदि आवश्यकता होगी तो फॉर्म 16 जारी किया जायेगा।

17. सी.आई.एस.एच. के निदेशक के पास न्यायसंगत कारणों से संस्थान के हित में संविदा की अवधि कम करने या समाप्त करने या बढ़ाने का अधिकार है जिसकी सूचना निविदाकार को दे दी जायेगी।
18. सी.आई.एस.एच. के निदेशक का निर्णय संविदा के किसी भी पहलू के लिये अंतिम होगा तथा सभी पक्षों को इसको मानने की बाध्यता होगी। यदि संविदा से संबंधित विवाद की स्थिति उत्पन्न होती है तो परस्पर परामर्श से मामले को सुलझाया जायेगा तथा यदि विवाद नहीं सुलझता है तो मामले को सी.आई.एस.एच. लखनऊ के निदेशक द्वारा नियुक्त विवाचक को प्रेषित किया जायेगा। सी.आई.एस.एच., लखनऊ के निदेशक द्वारा नियुक्त विवाचक का निर्णय अंतिम तथा सभी पार्टियों के लिये बाध्य होगा। विवाचक की कार्यवाही आरबीट्रेशन एण्ड कौन्सटीट्यूशन अधिनियम 1966 द्वारा शासित होगी।
19. संस्थान द्वारा स्वीकृति को फैक्स या संचार के किसी अन्य माध्यम के द्वारा बताया जायेगा। निविदा से संबंधित औपचारिक स्वीकृति पत्र तथा कार्य का आदेश भी शीघ्रति शीघ्र अग्रेषित की जायेगी किन्तु फैक्स, पत्र आदि से प्रेषित अनुदेशों का तत्काल पालन करना होगा।
20. यह संविदा प्रारंभ में एक वर्ष के लिये लागू होगी। संविदा की अवधि में परिवर्तन किया जा सकता है जिसका अधिकार सक्षम प्राधिकारी महोदय को होगा।
21. संस्थान में जनसूचना कानून अधिनियम 2005 लागू है। अतः जो भी सूचना उपलब्ध करायी जाएगी उसको प्रकट किया जा सकता है।
22. सफल बोली लगाने वाले निविदाकार को संस्थान को सेवा उपलब्ध कराते समय न्यूनतम मजदूरी अधिनियम, बाल श्रमिक अधिनियम तथा श्रम अधिनियम के सभी उपबंधों का पालन करना होगा।

23. सफल निविदाकार को लागू होने वाले ई.एस.आई. तथा ई.पी.एफ. के अधिनियमों का भी पालन करना होगा। संस्थान की आवश्यकता होने पर यहाँ कार्यरत स्टाफ का ई.एस.आई तथा ई.एस.आई. एवं ई.पी.एफ. कार्यालयों में जमा की गयी राशि की पावती संख्या भी संस्थान को उपलब्ध करानी होगी।
24. सफल निविदाकार को 100 रूपये के गैर-न्यायिक स्टाम्प पर सी.आई.एस.एच. से विस्तृत ठेका करार करना होगा।
25. ठेकेदार द्वारा अपने स्टाफ को दी जाने वाली मजदूरी राज्य सरकार/केन्द्र सरकार के न्यूनतम श्रम मजदूरी अधिनियम से गवर्न्ड करना होगा।
26. निविदा प्रपत्र के साथ अनुलग्न होने वाले दस्तावेज जो तकनीकी बोली का हिस्सा होंगे को निविदा दस्तावेज के संलग्नक-3 में दिखाया जायेगा।
27. 100 रूपये के गैर न्यायिक स्टाम्प पेपर पर समझौता, निष्पादन सुरक्षा राशि का जमा किया जाना (10 प्रतिशत कुल ठेका मूल्य का) जैसे कोडल फारमैलिटीज के पश्चात् ही कार्य निष्पादन प्रारंभ करना होगा।
28. निविदाकार को प्रत्येक तिमाही में संस्थान द्वारा चार्ज किये गये सेवा कर को तिमाही रिटर्न के माध्यम से अवश्य जमा करना होगा।
29. निविदा दाता को निविदा के साथ निम्नलिखित दस्तावेज प्रस्तुत करना आवश्यक होगा :-
 - i) ठेके के आधार पर उ0प्र0 सरकार/भारत सरकार के अधीन कार्य करने का पंजीकरण प्रमाण पत्र।
 - ii) पिछले वित्तीय वर्ष में रु0 50,00,000-00 का टर्न ओवर से कम नहीं होना चाहिए।
 - iii) सम्बन्धित फील्ड में केन्द्र सरकार/भारत सरकार के स्वायत्त संस्थानों/भारत सरकार के निगमों/सरकारी एवं गैर सरकारी संगठनों में पिछले तीन वर्षों में लगातार कार्य करने का अनुभव।
 - iv) सम्बन्धित फील्ड में पिछले तीन वर्षों में किये गये कार्यों की बैलेन्स शीट की प्रमाणित प्रति जो कि चार्टर्ड एकाउन्टेन्ट द्वारा जारी की गयी हो।
 - v) सम्बन्धित क्षेत्र में पिछले तीन वर्षों में संस्थानों में किये गये कार्यों को संतोषजनक रूप से सम्पादित करने का प्रमाण पत्र।

- vi) सम्बन्धित सरकार/विभाग द्वारा जारी इम्पलाइज ई0पी0एफ0 पंजीकरण प्रमाण पत्र ।
- vii) सम्बन्धित सरकार/विभाग द्वारा जारी इम्पलाइज ई0एस0आई पंजीकरण प्रमाण पत्र ।
- viii) सम्बन्धित सरकार/विभाग द्वारा जारी इम्पलाइज ई0एस0आई पंजीकरण प्रमाण पत्र ।
- ix) सरकार द्वारा जारी सेवा कर पंजीकरण प्रमाण पत्र ।
- x) ठेकेदार के पास केन्द्रीय श्रम आयुक्त द्वारा जारी केन्द्रीय श्रमिक अधिनियम 1970 के अन्तर्गत जारी प्रमाण पत्र की प्रति ।
- xi) सम्बन्धित निविदा दाता को रु0 100/- के नान जुडीशियल स्टैम्प पेपर पर इस आशय का घोषणा पत्र प्रस्तुत करना होगा कि उनके विरुद्ध माननीय न्यायालय में कोई अपराधिक/फौजदारी अथवा अन्य किसी भी प्रकार का न तो कोई मामला चल रहा है अथवा न हीं लम्बित है ।
- xii) उसी निविदादाता को वित्तीय बोली में सम्मिलित किया जायेगा जो तकनीकी बोली में उपयुक्त पाये जायेंगे ।
- xiii) पूर्ण निविदा प्रपत्र निदेशक, आई.सी.ए.आर.-सी.आई.एस.एच. ,रहमानखेड़ा, पो0-काकोरी, लखनऊ -226 101 के पते पर भेजा जावे ।
30. अंग्रेजी अथवा हिन्दी के निविदाओं में यदि विरोधाभाष पाया जाता है तो अंग्रेजी के निविदा को अंतिम माना जावेगा ।

भवदीय,

सहायक प्रशासनिक अधिकारी

कृते निदेशक सी.आई.एस.एच. लखनऊ की ओर से

भा.कृ.अनु.परि.— केन्द्रीय उपोष्ण बागवानी संस्थान के रहमानखेड़ा एवं रायबरेली रोड परिसरों एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) में क्लीनलाइन्स एंड सेनीटेशन कार्य को ठेका पर करवाने सम्बन्धी वार्षिक ठेका कोटेशन

पूरा नाम तथा निविदादाता का पता पोस्ट बॉक्स संख्या सहित (यदि कोई पोस्ट बॉक्स संख्या है तो कार्यालय से किये गये सभी संचार में उसको उद्धरित किया जाना चाहिये)

फोन नं.:

टेलीग्राफिक पता / फैंक्स / मो.नं.:

ई-मेल का पता:

प्रेषिती

.....
.....
.....

सेवा में

भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान
रहमानखेड़ा पोस्ट काकोरी,
लखनऊ 226101

महोदय,

मैंने/हमने केन्द्रीय उपोष्ण बागवानी संस्थान रहमानखेड़ा तथा रायबरेली रोड परिसर एवं के.उ.बा.सं.— आर.आर.एस. माल्दा (पश्चिम बंगाल) में किये जाने वाले क्लीनलाइन्स एंड सेनीटेशन कार्य से संबंधित सामान्य सूचना तथा अन्य निबंधन एवं शर्तों के ब्योरों को पढ़ा है तथा अनुसूची में दिये गये विस्तृत सेवाओं को उपलब्ध कराने के लिये तैयार है। उद्धृत दर संविदा संबंधी कार्य अवार्ड करने से एक वर्ष की अवधि तक मान्य होगा। मैं/हम लिखित समय में प्रेषित किये गये संचार से स्वीकृति के लिये बाध्य होंगे।

2. मैं/हमने संविदा से संबंधी निबंधन एवं शर्तों को समझ लिया है तथा इन अपेक्षाओं के अनुसार सर्वश्रेष्ठ सेवा उपलब्ध करायेंगे।

3. इस निविदा के प्रारूप में निम्नलिखित पृष्ठों को जोड़ा गया है। अनुसूची एक तथा दो जो इस निविदा के साथ संलग्न है को पृष्ठ संख्या.....में जोड़ा गया है।

4. इस निविदा से संबंधित सभी पृष्ठों पर मेरा हस्ताक्षर तथा कार्यालय का मोहर विद्यमान है।

5. आई.सी.ए.आर यूनिट सी.आई.एस.एच लखनऊ को देय रू०..... वाले पेय आर्डर/डी.डी नं० को बयाना राशि के रूप में अनुलग्न किया गया है।

भवदीय

दिनांक:.....

निविदाकार का हस्ताक्षर तथा सील

गवाह.....

कार्यालय का टेलीफोन नं०

पता.....

आवास

व्यवसाय.....

मोबाईल सं०

संविदाकार के हस्ताक्षर के साक्षी हस्ताक्षरकर्ता

पता

गवाह का नाम एवं हस्ताक्षर

पता

न्यूनतम 3 वर्षों के अनुभव/किये गये कार्यों का विवरण

क्र. सं.	विभाग/संगठन का नाम तथा संपर्क किये जाने वाले व्यक्ति का नाम फोन नं. सहित	अवधि		कार्य कर रहे कर्मचारियों की संख्या	अभ्युक्ति
		से	तक		

प्राधिकृत हस्ताक्षरकर्ता

निविदाओं की अनुसूची

भाग – 1

1. फर्म/एजेंसी का नाम

2. पोस्ट बॉक्स नं तथा टेलीफोन नं. यदि कोई हो
के साथ पूरा पता

3. फर्म/एजेंसी का संगठन (संलग्न प्रतिलिपि)

क) भारतीय कंपनी अधिनियम, 1956

ख) भारतीय भागीदारी अधिनियम, 1932

(कृपया भागीदारों के नाम दे)

ग) किसी अन्य अधिनियम, अगर नहीं, मालिकों

4. साझेदारी फर्म जो भारतीय भागीदारी अधिनियम, 1932 के

तहत पंजीकृत किये गये हैं। कृपया वर्णन करें कि क्या निविदा पर हस्ताक्षर करने वाले साझेदारी समझौता साथी को जानकारी दी है।

i) यदि ऊपर का जवाब नकारात्मक है तो

क्या सभी भागीदारों द्वारा किसी साझेदारी को जिसने निविदा पर हस्ताक्षर किये हैं को मुख्तारनामा की सामान्य शक्तियाँ दी गयी हैं ताकि विवाद की स्थिति में विवाचन के लिये विचारार्थ भेज सके ।

ii) ऊपर का जवाब यदि बिंदु एक और दो में है तो

हस्ताक्षरकर्ता साझेदारी समझौता या मुख्तारनामा की सामान्य शक्तियाँ की एक प्रति प्रस्तुत करे। साझेदारी समझौते की प्रतिलिपि नोटरी द्वारा सत्यापित की हुई होनी चाहिए या इसके सभी साझेदारों द्वारा मुहर लगी कागज पर शपथ पत्र के साथ निष्पादन किया हुआ होना चाहिए।

5 भारत सरकार के वित्त मंत्रालय के आदेश संख्या 1 (1)/2011/टी.ए./292 दिनांक 31.03.2012 के अनुसार 25,000.00 रुपये से अधिक के लिए ई-भुगतान अनिवार्य है। इसलिए निम्नलिखित जानकारियाँ प्रदान की जानी जरूरी है।

क) नाम और अपने बैंकर का पूरा पता

ख) फर्म के बैंक खाता सं.

ग) बैंकर का आई.एफ.एस.सी. कोड संख्या

6. अपने स्थायी आयकर (पैन) संख्या / सर्किल / वार्ड

7. कोई भी अन्य प्रासंगिक जानकारी

8. सेवा कर पंजीकरण सं.

9. टिन नं

भाग द्वितीय

10 बयाना पैसे जमा : हां / नहीं

भाग – तृतीय

11. नाम और फर्म के प्रतिनिधि का पता और क्या फर्म में प्रतिनिधित्व निविदाएं खोलने के समय उपलब्ध होंगे।

12. स्थायी प्रतिनिधि का नाम जो भा.कृ.अनु.प.–केंद्रीय उपोष्ण बागवानी संस्थान, लखनऊ के रायबरेली रोड परिसर तथा रहमानखेड़ा स्थित ब्लॉक 1, 2, 3 तथा 4 एवं के.उ.बा.सं.– आर.आर.एस. माल्दा (पश्चिम बंगाल) में ठेका के कार्य के सिलसिले में आते जाते रहेंगे।

(रहमानखेड़ा और आर.बी. रोड कैम्पस एवं के.उ.बा.सं.– आर.आर.एस. माल्दा (पश्चिम बंगाल) के लिए अलग से दिया जा सकता है)

दिनांक :-----

स्थान :-----

अधिकृत हस्ताक्षरकर्ता

कृपया अनुपूरक पृष्ठों को जोड़ें जहाँ भी निविदाकर्ता द्वारा जरूरत समझा जाये।

निष्पादन किये जाने वाले कार्य

भा.कृ.अनु.परि.- केन्द्रीय उपोष्ण बागवानी संस्थान के रहमानखेड़ा एवं रायबरेली रोड परिसरों एवं के.उ.बा.सं.- आर.आर.एस. माल्दा (पश्चिम बंगाल) में क्लीनलाइन्स एंड सेनीटेशन कार्य को ठेका पर करवाने सम्बन्धी वार्षिक ठेका कोटेशन

(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 Rehmakhera 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 R.B. 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)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	807 sq. m x 75 days
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	2890 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	30 toilets x 75 days
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter
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
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) by cleaning liquid (colin/equivalent) (15 room, 2 dormitory, entrance lounge, training room, dining hall, common room, Lab and farm office)	35 unit x 75 days = 2625
7	Pumping of septic tank	Need based = 5 events
8	<ul style="list-style-type: none"> • Clearing of choked sewage line • main holes cleaning . 	Need based (Job wise)
9	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	600 running meter x 75 days
10	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	24 units x 75 days
11	Drain cleaning – once in a month	300 running meter x 3

B. Block – I of CISH, Rehmankhera, Lucknow

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

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days
2	Brooming of surroundings of the office / lab / residential buildings including chopping of grass and weeds	1200 sq. m. x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles	1toilets x 75 days

	cleaning etc complete as directed	
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter
5	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 1 nos. RCC Tank –	1 tank x once in a 3 month
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
7	Clearing of choked sewage line and main holes .	Need based
8	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	580 running meter x 75 days
9	Disposal of waste – Collected from office buildings and residences to a proper place as directed	1 units x 75 days
10	Drain cleaning – once in a month	

C. Block – II of CISH, Rehmankhhera, Lucknow

(Main institute building including annexe 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
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
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 arrange by contractor and cleaning of wall panels, floor, curtains will be cleaned properly once in a month.)	350 sq. m x 10 event
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 nos x 75 days
4	Brooming of workshop, store, farm and other stores of the farm section	850 sq. m x 75 days
5	Brooming of surroundings of the office / lab including chopping of grass and weeds (bi-weekly)	6000 sq. m x 25
6	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed.	30 toilets x 75 days
7	Overhead tank cleaning with the help of bleaching powder by skilled personnel	1 no. once in a quarter
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
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
10	Clearing of choked sewage line and main holes .	Need based x 10 job
11	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road	600 running meter x 75 days
12	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days
13	Drain cleaning – once in a month	850 meter per month

D. Block – III of CISH, Rehmankhhera, Lucknow

(farm office building, road adjacent to farm office)

Sl.	Nature of Work as per outsourcing Format	Quarterly
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No.		Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days
2	Brooming of surroundings of the office including chopping of grass and weeds	1200 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days
4	Clearing of choked sewage line and main holes.	Need based – 1 job
5	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days

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
1	Sweeping and wet wiping by scented phenyl of the floor area	85 sq. m x 75 days
2	Brooming of surroundings of the office including chopping of grass and weeds	500 sq. m x 75 days
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days
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
5	Clearing of choked sewage line and main holes .	Need based
6	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days

F. CISH-RRS, Malda (West Bengal)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement
1	Sweeping and wet wiping by scented phenyl of the floor area	200 sq. m per day
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	500 sq. m per day
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	04 nos.
4	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 12 nos. RCC Tank – 18 nos.	8 x 1000 litres tanks (PVC)
5	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	200 running meter per day
6	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	2 units per day
7	Drain cleaning – once in a month	50 running meter per day

Signature of Contractor

Note : If the required no. of worker/supervisor deployed is less then the minimum required i.e. 20 workers (16 workers at Rehmankhera and 4 workers at R.B. Road Campus) as per the contract, a penalty of Rs.500/- per worker per day will be deducted from the bill.

निबंधन एवं शर्तें

1. भा.कृ.अनु.प.–केंद्रीय उपोष्ण बागवानी संस्थान, लखनऊ के रायबरेली रोड तथा रहमानखेड़ा स्थित परिसरों एवं के.उ.बा.सं.– आर.आर.एस. माल्दा (पश्चिम बंगाल) में किये जाने वाले क्लीनलीनेस एवं सेनीटेशन कार्य का निष्पादन संस्थान की सम्पत्ति को बिना किसी क्षति के किया जाना है। यदि, ठेकेदार के द्वारा तैनात किसी श्रमिक से क्षति होती है, तो उसकी क्षतिपूर्ति ठेकेदार द्वारा की जायेगी। क्षति का प्राक्कलन निदेशक, भा.कृ.अनु.प.–केंद्रीय उपोष्ण बागवानी संस्थान, लखनऊ द्वारा किया जायेगा। ठेकेदार को क्षतिपूर्ति की वसूली के लिए सहमत होना पड़ेगा।
2. कार्य क्षेत्र– कार्य क्षेत्र जो कि सिड्यूल III ए में दर्शाया गया है। इसके अतिरिक्त यदि कोई छोटा कार्य सक्षम अधिकारी द्वारा दिया जाता है तो उसे बिना किसी भुगतान के सम्पादित करना होगा।
3. क्लीनलीनेस एवं सेनीटेशन कार्य हेतु संस्थान द्वारा बिना फिल्टर पानी/ट्यूब वेल का पानी चिन्हित साइट पर बिना किसी भुगतान के उपलब्ध कराया जायेगा। ठेकेदार को पानी सप्लाई के बिन्दु से जिस बिन्दु तक उसे पानी ले जाना है उसके लिये वांछित उपकरण/सामान एवं अनुभवी कर्मी का प्रबन्ध स्वयं करना होगा साथ ही कार्य पर लगाये जाने वाले कर्मियों की वर्दी ठेकेदार को अपने स्तर से माँग के अनुरूप उपलब्ध करानी होगी।
4. सम्बन्धित ठेकेदार को प्रत्येक माह की 7 तारीख को कार्य की प्रगति रिपोर्ट जिसमें कार्य स्थल पर उपलब्ध कराया गया सामान एवं वास्तविक किये गये कार्य की सूचना उपलब्ध कराना होगा इसके अतिरिक्त प्रति दिन किये गये कार्य की सूचना भी इस हेतु नामित अधिकारी को प्रस्तुत करना होगा।
5. ठेकेदार को अपने सभी कर्मियों के लिये यातायात की व्यवस्था अपने स्तर से करनी होगी तथा कार्यस्थल पर कार्य से सम्बन्धित जरूरी सामान लाने एवं निस्तारण योग्य सामान को अधिकृत स्थल पर डालने की जिम्मेदारी ठेकेदार की होगी जिसकी लिये उन्हें संस्थान द्वारा कोई अतिरिक्त भुगतान नहीं किया जायेगा।
6. संस्थान की पूर्व लिखित अनुमति के बिना ठेकेदार अनुबंध के आधार पर दिये हुए कार्य को उप-किरायेदार को नहीं दे सकता है।
7. सेवा कार्यों का भुगतान पूर्व रसीदी बिल को मासिक रूप से जमा करने के बाद ही किया जाएगा जिसे सम्बन्धित ठेकेदार को प्रतिमाह की 10 तारीख तक कार्यालय में प्रस्तुत करना होगा। कार्य का भुगतान इस हेतु नामित अधिकारी द्वारा सन्तोषजनक कार्य होने के प्रमाण पत्र के उपरान्त ही सम्बन्धित ठेकेदार को ई-पेमेन्ट के आधार पर किया जावेगा। सम्बन्धित ठेकेदार को बिल के साथ पिछले माह में लगाये गये कर्मियों की सूची, उनका ई.पी.एफ.,ई.एस.आई.जमा करने के अभिलेखों की प्रतियाँ बिल के साथ लगाना अनिवार्य होगा।

। ठेकेदार को यह सुनिश्चित करना होगा कि उनके द्वारा अपने कर्मियों को सम्बन्धित माह का भुगतान 7 तारीख तक कर दिया गया है । यदि कार्य निविदा के शर्तों के अनुसार सम्पादित नहीं किया जाता है तो सम्बन्धित ठेकेदार पर सक्षम अधिकारी द्वारा जो भी जुर्माना निर्धारित जावेगा उसकी भरपायी सम्बन्धित ठेकेदार को करनी होगी । इस सम्बन्ध में संस्थान के निदेशक का निर्णय अन्तिम माना जायेगा एवं वह सम्बन्धित ठेकेदार को मान्य होगा ।

8 ठेकेदार को इस आशय का प्रमाण पत्र देना होगा कि उनके द्वारा मजदूरी का भुगतान प्रत्येक श्रमिक को श्रमिक अधिनियम 1970 के तहत किया गया है ।

9- संस्थान के रायबरेली रोड परिसर तथा रहमानखेड़ा स्थित सभी ब्लॉकों के लिये सेवा कार्य दिये जा सकते हैं ।

10.. एजेंसी 18 वर्ष से अधिक आयु के मजबूत, स्वास्थ्य और स्वच्छ रिकॉर्ड वाले अच्छे और विश्वसनीय लोगों को रोजगार पर लगाये। इस मामले में यदि कोई कार्मिक किसी भी प्रकार से उपयुक्त नहीं पाया जाता है, तो संस्थान को बिना कोई कारण बताये उनकी प्रतिस्थापन के लिए पूछने का अधिकार होगा तथा ठेकेदार को तुरन्त संस्थान के मौखिक अथवा लिखित सूचना पर उसे बदलना होगा ।

11. यदि ठेकेदार द्वारा लगाये गये किसी भी श्रमिक की कार्य के दौरान परिसर के अन्दर किसी प्रकार की दुर्घटना या अन्य कारणों से शारीरिक क्षति अथवा मृत्यु हो जाती है तो उसका उत्तर दायित्व सम्बन्धित ठेकेदार का होगा तथा उससे सम्बन्धित यदि कोई मुआवजा देय बनता है तो उसका भुगतान ठेकेदार द्वारा ही करना होगा ।

12. कर्मियों को संस्थान परिसर में लगाने का पूर्ण उत्तर दायित्व सम्बन्धित ठेकेदार का होगा तथा यदि किसी भी कर्मी की अपनी लापरवाही आदि के कारण कोई विवाद अथवा दुर्घटना होती है तो उसका पूर्ण उत्तर दायित्व सम्बन्धित ठेकेदार का होगा तथा उसे स्वयं ही मामले को पुलिस/न्यायालय से निपटाने की पूर्ण जिम्मेदारी ठेकेदार की ही होगी ।

13. ठेकेदार द्वारा जाप कान्ट्रेक्ट परदलगाये गये श्रमिक संस्थान के पेराल में नही माने जायेगें तथा उन्हें संस्थान द्वारा देय किसी भी सुविधा की पात्रता नही होगी ।

14. रहमानखेड़ा और आर.बी.रोड कैम्पस के लिये अलग-अलग दरें अंकित करनी होगी जाकि समस्त सामान एवं अन्य लागत को जोड़कर अंकित करना होगा। संस्थान किसी भी प्रकार का अतिरिक्त प्रभार वहन नही करेगा जैसे ई.पी.एफ., ई.एस.आई. का अंशदान अन्य कर इत्यादि ।

15. कार्य पर लगाये जाने वाले कर्मियों की कानूनी प्रक्रिया एवं स्वयं ठेकेदार को करनी होगी तथा उन्हें समस्त नियमों का पालन जोकि समय-समय पर उनके ऊपी लागू किये जाते हैं उन्हें मानना होगा ठेकेदार द्वारा लगाये गये कर्मियों यदि संस्थान की सम्पत्ति का किसी भी प्रकार से नुकसान किया जाता है तो उसकी भरपाई ठेकेदार को करनी होगी । यदि किसी भी प्रकार का विरोधाभाष होता है तो उसमें संस्थान के निदेशक का निर्णय अन्तिम माना जायेगा ।

16. चिन्हित ठेकेदार को संस्थान के रहमानखेड़ा, आर.बी.रोड कैम्पस और आर.आर.एस. माल्दा के लिये अलग-अलग कर्मियों को लगाना होगा तथा भारत सरकार/ उत्तर प्रदेश सरकार/ पश्चिम बंगाल सरकार के श्रमिक नियमों के अनुसार कार्य पर लगाना होगा।
17. ठेकेदार को अपने कर्मियों को भुगतान श्रमिक अधिनियम 1970 के अनुसार करना होगा श्रमिक अधिनियम 1970 के अनुसार प्रत्येक माह की 7 तारीख को संस्थान के परिसर में इस हेतु नामित अधिकारी के समक्ष चेक के माध्यम से भुगतान करना आवश्यक होगा। संस्थान को समय-समय पर भुगतान की प्रक्रिया का निरीक्षण करने का अधिकार सुरक्षित होगा ताकि भुगतान में किसी भी प्रकार की गड़बड़ी उत्पन्न हो न सके। ठेकेदार को यह आश्वस्त अना होगा कि उसके द्वारा समय-समय पर जारी श्रमिक कानून को पालन किया जा रहा है।
18. नामित ठेकेदार की यह जिम्मेदारी होगी कि वह समय-समय पर संस्थान के निदेशक अथवा उसके द्वारा नामित अधिकारी द्वारा समय-समय पर दिये गये निर्देशों का पालन करें।
19. यह ठेकेदार की जिम्मेदारी होगी कि ये निविदा में दिये हुये निबंधन/ शर्तों एवं सहमति पत्र का पूर्ण पालन उसके और उसके कर्मियों द्वारा किया जायेगा।
20. ठेकेदार की जिम्मेदारी होगी कि वह संस्थान प्रशासन को सफाई एवं सेनीटेशन व्यवस्था में संतोषजनक प्रगति को दर्शित करेगा।
21. यदि ठेकेदार द्वारा लगाये गये कर्मियों द्वारा किसी प्रकार की चोरी की घटना/ अभद्रता/ संस्थान सम्पत्ति को क्षति पहुंचाने की कोशिश की जाती है तो संस्थान प्रशासन द्वारा उसके अनुबंध को बिना कोई कारण बताये समाप्त करने का अधिकार होगा।
22. अनुबंध समाप्त होने के उपरान्त ठेकेदार और उसके कर्मियों को शांतिपूर्ण तरीके से संस्थान परिसर को खाली करना होगा तथा संस्थान द्वारा उपलब्ध कराये गये समस्त सामान/ उपकरण/ फर्नीचर जोकि उनको उपलब्ध कराये गये है संस्थान को वापस करना होगा। ऐसा न करने की अवस्था में ठेकेदार द्वारा जमा धरोहर राशि में से इसकी भरपाई कर ली जायेगी।
23. निबंधन में अंकित शर्तों के अतिरिक्त किसी भी प्रकार का मूल्य/ मुआवजा संस्थान द्वारा नहीं दिया जायेगा।
24. निविदा दाता को अपनी निविदा के तकनीकी और वित्तीय बिड के प्रत्येक पृष्ठ पर हस्ताक्षर करने के बाद अलग-अलग लिफाफों में प्रस्तुत करना होगा जिसके ऊपर तकनीकी बिड अथवा वित्तीय बिड लिखना आवश्यक होगा। जिसे एक लिफाफे में बन्द करते हुये उसके ऊपर सफाई एवं सेनीटेशन सेवायें सी.आई.एस.एच., रहमानखेड़ा/ आर.बी.रोड कैम्पस/ आर.आर.एस. माल्दा लिखना आवश्यक होगा।
25. यह संस्थान सूचना का अधिकार अधिनियम 2005 के अन्तर्गत आता है, अतः बोली करने वाले से संबंधित सभी जानकारियों को सूचना का अधिकार अधिनियम के अन्तर्गत खुलासा किया जा सकता है।
26. फर्म द्वारा तैनात कर्मियों के लिए संस्थान द्वारा कोई आवास/ जगह प्रदान नहीं किया जाएगा।

27. आउटसोर्सिंग कार्य के आबंटन संबंधी अधिसूचना जारी होने के 15 दिनों के अन्दर, ठेकेदार को निष्पादन सुरक्षा-केंद्रीय उपोष्ण बागवानी संस्थान के बागवानी से संबंधी मिसलेनियस आऊटसोर्सिंग कार्यों में आने वाली कुल अनुबंधित मूल्य का 10 प्रतिशत राशि कार्यालय में जमा करवानी होगी।
28. निष्पादन सुरक्षा- सफाई एवं सेनीटेशन कार्य के लिये जमानत राशि भारतीय रुपए में जमा किया जाएगा। इसे निम्नलिखित में से किसी एक तरीके से किया जा सकता है।
(अ) डिमांड ड्राफ्ट/पे आर्डर जो आई.सी.ए.आर. यूनिट सी.आई.एस.एच. के पक्ष में लखनऊ में देय हो।
29. निष्पादन सुरक्षा- सफाई एवं सेनीटेशन कार्य सी.आई.एस.एच. द्वारा रखा जाएगा और संतोषजनक ढंग से संविदात्मक दायित्व के पूरा होने पर ठेकेदार को लौटा दिया जायेगा। जिस पर किसी भी प्रकार का ब्याज देय नहीं होगा।
30. यदि ठेकेदार द्वारा लगाये गये श्रमिकों द्वारा संस्थान के किसी भी सम्पत्ति को क्षति पहुंचाई जाती है तो उसकी पूर्ण भरपाई सम्बन्धित ठेकेदार को करनी होगी।
31. मजदूरी अगले महीने की 7 तारीख को या उससे पहले भा.कृ.अनु.प.-केंद्रीय उपोष्ण बागवानी संस्थान, लखनऊ के रहमानखेडा या रायबरेली रोड स्थित परिसर एवं के.उ.बा.सं.-आर.आर.एस. माल्दा (पश्चिम बंगाल) में संस्थान के प्राधिकृत प्रतिनिधि की उपस्थिति में वितरित की जाएगी। संस्थान के अधिकृत प्रतिनिधि को ठेका श्रम (विनियमन एवं उन्मूलन) अधिनियम, 1970 के रूप में प्रत्येक मजदूर को मजदूरी के संवितरण को प्रमाणित करना होगा।
32. निविदाकार अपने कर्मचारियों के वेतन और अन्य सेवा शर्तों के संबंध में सभी कानूनी दायित्वों का निर्वहन करने के लिए जिम्मेदार होंगे और साथ ही समय-समय पर उन पर लागू होने वाले ठेका श्रम (विनियमन एवं उन्मूलन) अधिनियम, 1970, न्यूनतम मजदूरी अधिनियम, कर्मकार क्षतिपूर्ति अधिनियम ईपीएफ एवं एम.पी. अधिनियम, औद्योगिक विवाद अधिनियम आदि सभी नियम और विनियमन के कानून के प्रावधानों का अनुपालन करेंगे। ठेकेदार को भा.कृ.अनु.प.-केंद्रीय उपोष्ण बागवानी संस्थान, लखनऊ को अनुबंध के आधार पर निर्धारित कार्यों के पालन में वैधानिक दायित्व अर्थात् विभिन्न कानूनों के तहत अपने दायित्व का पालन न करने के लिए ठेकेदार की विफलता के कारण विफल होने से संस्थान को होने वाली हानियों या क्षति संबंधी दावों की पूर्ति करने के लिए सहमत होना पड़ेगा।
33. किसी भी स्थिति में निविदाकार द्वारा उपलब्ध कराये गये श्रमिक केन्द्रीय उपोष्ण बागवानी संस्थान के कर्मचारी समझे या माने नहीं जायेंगे तथा एजेंसी/निविदाकार द्वारा नियुक्त सभी श्रमिकों की पारिश्रमिकी सेवा संबंधी लाभ तथा कल्याण के लिए निविदाकार स्वयं ही जिम्मेदार होंगे।
34. ठेकेदार द्वारा लगाये गये श्रमिकों को संस्थान के किसी भी प्रकार की सेवा के लिये न तो क्लेम करने का अधिकार होगा और न ही इसकी मांग उनके द्वारा मान्य होगी। इस प्रकार के बिन्दुओं पर ठेकेदार की जिम्मेदारी होगी कि वह इसका निपटान स्वयं अपने स्तर से करेगा।
35. किसी भी परिस्थिति में संस्थान दोनों पक्षों के अनुबंध संबंधी देनदारी के अलावा किसी अतिरिक्त वित्तीय के प्रति देनदार होगा। किसी भी आकस्मिकता की स्थिति में

केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ के पास बिना किसी सूचना के अनुबंध को नोटिस के तत्काल प्रभाव से रद्द करने का अधिकार होगा तथा ठेका एजेंसी को समझौता को रद्द किये जाने से हुई धनराशि संबंधी क्षति के प्रति देनदारी नहीं होगी।

36. ठेकेदार द्वारा तैनात श्रमिक संस्थान स्टाफ के साथ सामाजिक संबंध विकसित नहीं करेगा।

37. ठेकेदार द्वारा श्रमिक को सफाई एवं सेनीटेशन कार्य करने के लिए प्रत्येक आवश्यक वस्तुओं/संबंधित वस्तुओं को उपलब्ध कराना होगा।

38. ठेकेदार को उनके द्वारा लगाये गये प्रत्येक कर्मियों को वैध परिचय पत्र जारी करना होगा जिससे कि उसे संस्थान परिसर में प्रवेश मिल सके। प्रत्येक कर्मी को अपना परिचय पत्र संस्थान में प्रवेश करते समय एवं संस्थान से बाहर जाते समय दिखाना आवश्यक होगा।

39. ठेकेदार द्वारा लगाये गये कर्मियों को प्रतिदिन संस्थान परिसर में प्रवेश करने से पूर्व गेट पर रखे रजिस्टर में अपनी उपस्थिति दर्ज कराना होगा।

40. ठेकेदार को 15 दिन पूर्व प्रतिमाह कार्य पर लगाये जाने वाले श्रमिकों के सूची जिसमें उनका पूर्ण विवरण हो जैसे नाम, पिता का नाम, उम्र, फोटो, टेलीफोन नम्बर, आध्वर नम्बर, स्थायी पता आदि सहित उपलब्ध कराना आवश्यक होगा।

41. यदि कार्य पर लगाया गया कर्मचारी नियमित रूप से कार्य नहीं कर रहा है तो संस्थान को सूचित करते हुये उसके स्थान पर किसी अन्य श्रमिक को लगाना आवश्यक होगा।

42. संस्थान को पूर्ण अधिकार होगा कि यदि किसी भी स्तर पर उसके द्वारा सफाई एवं सेनीटेशन कार्य से सम्बन्धित कार्य के लिये संस्थान द्वारा उल्लिखित किसी भी शर्तों का उल्लंघन ठेकेदार द्वारा किया जाता है तो संस्थान उसका अनुबन्ध समाप्त कर सकता है।

43. संस्थान को पूर्ण अधिकार होगा कि यदि किसी भी स्तर पर उसके द्वारा मिस आउटसोर्सिंग कार्य से सम्बन्धित कार्य के लिये संस्थान द्वारा उल्लिखित किसी भी शर्तों का उल्लंघन ठेकेदार द्वारा किया जाता है तो संस्थान उसका अनुबन्ध समाप्त कर सकता है।

44. सफल ठेकेदार का ठेका अनुबन्ध प्रथम बार में ठेका प्रदान करने से 12 माह के लिये होगा जिसे संस्थान के सक्षम अधिकारी द्वारा अगले एक वर्ष तक बढाने पर विचार किया जा सकता है जिस प्रकार ठेका अवधि 2 वर्ष से अधिक नहीं होगा जिसके समस्त नियम एवं शर्तों पर दोनों पक्षों की सहमति आवश्यक होगी।

45. निविदाकार अपने कर्मचारियों के वेतन और अन्य सेवा शर्तों के संबंध में सभी कानूनी दायित्वों का निर्वहन करने के लिए जिम्मेदार होंगे और साथ ही समय-समय पर उन पर लागू होने वाले ठेका श्रम (विनियमन एवं उन्मूलन) अधिनियम, 1970, न्यूनतम मजदूरी अधिनियम, कर्मकार क्षतिपूर्ति अधिनियम ईपीएफ एवं एम.पी. अधिनियम, औद्योगिक विवाद अधिनियम आदि सभी नियम और विनियमन के कानून के प्रावधानों का अनुपालन करेंगे। तथा संस्थान द्वारा माँग किये जाने पर इसका सबूत भी उपलब्ध कराना होगा।

46. ठेकेदार एवं उसके द्वारा लगाये जाने वाले कर्मियों को एग्रीमेंट में अंकित सभी बिन्दुओं का कड़ाई से पालन करना अनिवार्य होगा तथा संस्थान एवं संस्थान के आर.बी.रोड

कैम्पस की सफाई एवं सेनीटेशन कार्य को मेहनत एवं ईमानदारी से सम्पादित करना होगा ।

47. यदि ठेकेदार का कोई कर्मी/स्टाफ दिन प्रतिदिन के अपने उत्तरदायित्वों की पूर्ति करने में किसी भी स्तर पर असफल होता है अथवा संस्थान की नजर में किसी भी कारणवश कार्य संतोषजनक नहीं पाया जाता है तो संस्थान को पूर्ण अधिकार होगा कि इस कारण से संस्थान को होने वाली आर्थिक हानि की भरपायी का आंकलन करके ठेकेदार को भुगतान किये जाने वाले उसके बिल से इसकी भरपायी करे ।

48. यदि अनुबन्धित ठेकेदार दार बिना किसी लिखित अनुमोदन के सम्बन्धित ठेका किसी उप-ठेकेदार को दे दिया जाता है तो संस्थान के संज्ञान में आने पर संस्थान को पूर्ण अधिकार होगा कि ठेकेदार को बिना किसी नोटिस दिये उसका अनुबन्ध समाप्त कर दे ।

49. यदि ठेकेदार द्वारा अनुबन्ध का कोई भी बिन्दु का उल्लंघन किया जाता है अथवा उसका पालन संस्थान के अनुरूप नहीं किया जाता है अथवा सफाई एवं सेनीटेशन कार्य की गुणवत्ता संस्थान के अनुसार नहीं पायी जाती है तो संस्थान को पूर्ण अधिकार होगा कि वह बिना किसी पूर्व सूचना के अनुबन्ध समाप्त कर दे । सम्बन्धित ठेकेदार यदि अपना अनुबन्ध समाप्त करना चाहता है तो उसे संस्थान को एक माह पूर्व नोटिस देना होगा इस प्रकार से अनुबन्ध समाप्त करने की अवस्था में संस्थान को यह भी पूर्ण अधिकार होगा कि वह संस्थान की सफाई एवं सेनीटेशन कार्य किसी अन्य ठेकेदार अथवा एजेन्सी को जिस पर अनुबन्धित ठेकेदार को कोई भी कानूनी अधिकार नहीं रहेगा ।

50. ठेकेदार को उच्च गुणवत्ता का कार्य देना होगा । यदि कोई का संस्थान क अनुरूप नहीं किया जाता है तो संस्थान को पूर्ण अधिकार होगा कि ठेकेदार को बिना किसी अतिरिक्त भुगतान के उस कार्य को पुनः सम्पादित कराना होगा ।

51. ठेकेदार द्वारा सम्पादित कराये जा रहे कार्यो की गुणवत्ता निर्धारित करना एवं सम्पादित कराये गये कार्यो पर निर्णय देने का अधिकार संस्थान के निदेशक के पास सुरक्षित होगा । कार्य की स्थिति/प्रगति/गुणवत्ता आदि से जुडे समस्त प्रश्नों एवं मामलों में संस्थान के निदेशक का निर्णय अन्तिम माना जायेगा तथा तथा उनका निर्णय सम्बन्धित ठेकेदार को मान्य होगा ।

52. जुर्माना खंड/नष्ट हर्जाना खंड

क. दिये गये कार्यो के विश्वसनीयता पूर्वक अनुपालन के लिए ठेकेदार जिम्मेदार होगा ।
किसी

प्रकार के उल्लंघन या कार्य की सफलतापूर्वक निष्पादन की विफलता के कारण
कार्य

आबंटन को रद्द कर सुरक्षा राशि जब्त कर ली जायेगी ।

ख. प्रत्येक दिन के हर्जाने के रूप में 500 रुपये की राशि लगायी जायेगी । जब भी और जहां भी यह पाया जाता है कि किसी भी स्थान पर किया गया कार्य संतोषजनक नहीं है

तो उसे संस्थान द्वारा फर्म के पर्यवेक्षी कर्मचारी के ध्यानार्थ लाया जाएगा और अगर कोई

कार्रवाई नहीं की जाती है, नष्ट नुकसान खंड लागू किया जाएगा।

ग. एजेंसी द्वारा तैनात मानवशक्ति की ओर से किसी भी कदाचार/दुर्व्यवहार को गंभीरता से

देखा जाएगा।

घ. यदि किसी दिवस पर ठेकेदार द्वारा संस्थान की मॉग से कम श्रमिक/सुपरवाइजर जो कि 20 श्रमिक है(16 श्रमिक रहमानखेड़ा तथा 4 श्रमिक आर.बी.रोड कैम्पस) लगाये जाते है तो

सम्बन्धित ठेकेदार को रु0 500 प्रति श्रमिक की दर पर जुर्माना देना होगा जिसकी कटौती उसके बिल से की जावेगी।

53. यदि दोनों समझौता पक्षों के बीच किसी भी प्रकार का प्रश्न या विवाद अर्थ या समझौतों का खंड या देनदारियों के अधिकार से संबंधित उत्पन्न होता है तो उस प्रश्न या विवाद को भारतीय कृषि अनुसंधान परिषद/केन्द्रीय उपोष्ण बागवानी संस्थान द्वारा नियुक्त विवेचक के समक्ष लाया जायेगा। दिये गये कार्य विवाचन के उपबंधों तथा भारत में लागू होने वाले सुलह अधिनियम 1996 के अनुसार होंगे जो दोनों पक्षों के लिए बाध्यकारी होगा।

54. किसी भी प्रकार का न्यायिक विवाद केवल लखनऊ न्यायालय में ही मान्य होगा किसी

भी अन्य जिलों में दायर मामले मान्य नहीं होंगे।

55. अनुबन्ध से सम्बन्धित स्टैम्प ड्यूटी एवं इससे सम्बन्धित खर्च ठेकेदार को स्वयं अपने आप से वहन करना होगा।

56. संस्थान के निदेशक के पास पूर्ण अधिकार सुरक्षित होगा कि वह इन नियम एवं शर्तों में परिवर्तन/संशोधन कर सकते हैं जो कि ठेकेदार को मान्य होगा

संस्थान के निदेशक के पास पूर्ण अधिकार सुरक्षित होगा कि वे किसी भी निविदा को आंशिक अथवा पूर्ण रूप से बिना किसी भी कारण को दर्शाये हुए निरस्त कर सकते हैं। संस्थान के निदेशक का निर्णय अंतिम माना जावेगा तथा वह सभी निविदा दाताओं को मान्य होगा।

सहायक प्रशासनिक अधिकारी

वित्तीय बोली

(रहमानखेड़ा और रायबरेली रोड परिसरों एवं के.उ.बा.सं.- आर.आर.एस. माल्दा (पश्चिम बंगाल) के लिए अलग-अलग लिफाफों में वित्तीय बोली संलग्न करें)

बोली प्राप्त करने की अंतिम तिथि : 24.04.2017 अपराहन 4:00 बजे तक
तकनीकी बोली खुलने की तिथि 25.04.2017 पूर्वाहन 11:00 बजे
सेवा में

निदेशक

भा.कृ.अनु.प.-केंद्रीय उपोष्ण बागवानी संस्थान,
रहमानखेड़ा, पोस्ट काकोरी,
लखनऊ - 226 101 (उत्तर प्रदेश)

श्रीमान

मैं / हम केंद्रीय उपोष्ण बागवानी संस्थान के रहमानखेड़ा और रायबरेली रोड परिसरों तथा सी.आई.एस.एच.-आर.आर.एस. माल्दा में किये जाने वाले क्लीनलाइन्स एंड सेनीटेशन कार्य संबंधी निविदा कार्य-सेवा से सम्बंधित निविदा के लिए निर्धारित दर पर आवेदन प्रस्तुत करता हूँ

मैं/हम सहमत हैं कि यदि निविदा प्रपत्र में दिए हुए निबंधन एवं शर्तों को पूरी तरह या आंशिक रूप से पूरा नहीं करता/करते हैं तो बयाना जब्त कर लिया जाये।

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

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	807 sq. m x 75 days		
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	2890 sq. m x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	30 toilets x 75 days		
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter		
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		
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) by	35 unit x 75 days = 2625		

	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		
8	<ul style="list-style-type: none"> • Clearing of choked sewage line • main holes cleaning . 	Need based (Job wise)		
9	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	600 running meter x 75 days		
10	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	24 units x 75 days		
11	Drain cleaning – once in a month	300 running meter x 3		

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	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	70 sq. m x 75 days		
2	Brooming of surroundings of the office / lab / residential buildings including chopping of grass and weeds	1200 sq. m. x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	1toilets x 75 days		
4	Overhead tank cleaning with the help of bleaching powder by skilled personnel	Once in one quarter		
5	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 1 nos. RCC Tank –	1 tank x once in a 3 month		
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		
7	Clearing of choked sewage line and main holes .	Need based		
8	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	580 running meter x 75 days		
9	Disposal of waste – Collected from office buildings and residences to a proper place as directed	1 units x 75 days		
10	Drain cleaning – once in a month			

C. Block – II of CISH, Rehmankhara, Lucknow

(Main institute building including annexe 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	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		
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 arrange by contractor and cleaning of wall panels, floor, curtains will be cleaned properly once in a month.)	350 sq. m x 10 event		

3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	30 nos x 75 days		
4	Brooming of workshop, store, farm and other stores of the farm section	850 sq. m x 75 days		
5	Brooming of surroundings of the office / lab including chopping of grass and weeds (bi-weekly)	6000 sq. m x 25		
6	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed.	30 toilets x 75 days		
7	Overhead tank cleaning with the help of bleaching powder by skilled personnel	1 no. once in a quarter		
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		
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		
10	Clearing of choked sewage line and main holes .	Need based x 10 job		
11	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road	600 running meter x 75 days		
12	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	24 units x 75 days		
13	Drain cleaning – once in a month	850 meter per month		

D. Block – III of CISH, Rehmankhara, Lucknow

(farm office building, road adjacent to farm office)

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

E. Block – IV of CISH, Rehmankhara, Lucknow

(farm office building, road adjacent to farm office)

Sl. No.	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	85 sq. m x 75 days		
2	Brooming of surroundings of the office including chopping of grass and weeds	500 sq. m x 75 days		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshener, tiles cleaning etc complete as directed	1 toilets x 75 days		
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		
5	Clearing of choked sewage line and main holes .	Need based		

6	Disposal of waste – Collected from office buildings, residences, and hostel to a proper place as directed	1 units x 75 days		
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F. CISH-RRS, Malda (West Bengal)

Sl. No	Nature of Work as per outsourcing Format	Quarterly Requirement	Unit Cost	Total Cost Involved
1	Sweeping and wet wiping by scented phenyl of the floor area	200 sq. m per day		
2	Brooming of surroundings of the office / lab / trainees hostel including chopping of grass and weeds	500 sq. m per day		
3	Toilet cleaning - seat and urinal pans cleaning by Harpic, providing toilet freshner, tiles cleaning etc complete as directed	04 nos.		
4	PVC / RCC tank cleaning with the help of bleaching powder by skilled personnel PVC Tank – 12 nos. RCC Tank – 18 nos.	8 x 1000 litres tanks (PVC)		
5	Farm road cleaning – Brooming of farm road, chopping of grass / weeds both sides of the road daily.	200 running meter per day		
6	Disposal of waste – Collected from office buildings, residence, and hostel to a proper place as directed	2 units per day		
7	Drain cleaning – once in a month	50 running meter per day		

Note: If the required no. of worker/supervisor deployed is less then the minimum required i.e. 20 workers (16 workers at Rehmankhara and 4 workers at R.B. Road Campus)) as per the contract, a penalty of Rs.500/- per worker per day will be deducted from the bill.

मैंने/हमने निबंधन एवं शर्तों को सावधानीपूर्वक पढ़ लिया है तथा उनसे अक्षरशः सहमत हूँ।

हस्ताक्षर
नाम तथा फर्म का पता

फोन/ मोबाइल न.

(फर्म/एजेन्सी/कम्पनी के लेटर हेड पर दिया जाये)

प्रेषक

निविदाकर्ता का पूरा नाम एवं पता
पोस्ट बाक्स नं० के अतिरिक्त (यदि हो तो
कार्यालय द्वारा पत्राचार करने हेतु) :
टेलीफोन नं० :
टेलीग्राफिक पता/फैक्स/सेलुलर नं०:
ई-मेल पता:

सेवा में

निदेशक,
आई.सी.ए.आर.-सी.आई.एस.एच.,
रहमानखेड़ा, पो.आ. काकोरी,
लखनऊ - 226 101

विषय:- कार्य-किसी भी अंसवैधानिक गतिविधियों में सम्मिलित न होने सम्बन्धी घोषणा पत्र।

मैं/हम यह घोषणा करते हैं कि मेरी फर्म मेसर्स.....
..... किसी भी प्रकार की
अंसवैधानिक गतिविधि में सम्मिलित नहीं है, तथा न ही कोई वित्तीय गड़बड़ी/धोखधड़ी/ गबन आदि
का मामला उस पी लगा है और न ही विचाराधीन है तथा कोई भी न्यायिक विवाद भी विचाराधीन नहीं
है।

हस्ताक्षर.....
अधिकृत सिगनेटरी/सिगनेटरीस
(फर्म की सील)

तकनीकी बोली

निम्नलिखित दस्जावेजो को मोहरबन्द लिफाफे में तकनीकी बोली के साथ अनुलग्न किए जाने की आवश्यकता है।

1. फर्म का पंजीकरण उत्तर प्रदेश सरकार/भारत सरकार कार्य ठेका के अर्न्तगत होना चाहिए।
2. विगत वित्तीय वर्ष के दौरान कुल आवर्त (कुल बिक्री) 50 हजार रूपए से कम की नहीं होनी चाहिए।
3. विगत तीन वर्षों का फर्म का अनुभव संबंधित सेवाओ मे भारत सरकार के संगठनो /भारत सरकार के स्वायत्त सेवाओ/प्रतिष्ठित सरकारी एवं निजी संस्थाओ की होनी चाहिए जिनका ब्योरा टैब्युल रूप से अनुलग्न होना चाहिए।
4. फर्म द्वारा दी गई सेवाओ का वर्ष 2014-15 तथा 2015-16 की प्रमाणित तुलना पत्र चार्टर्ड अकाउन्टेंट द्वारा प्रमाणित होना होना अनिवार्य है।
5. विगत तीन वर्षों के दौरान राज्य सरकार/भारत सरकार के संगठनो मे जहाँ निविदाकार ने संतोषजनक सेवाएं दी है की प्रमाणित प्रतियां उपलब्ध करना अनिवार्य है।
6. स्थानीय सरकार द्वारा जारी की गई नियोक्ता ई.पी.एफ. पंजीकरण प्रमाण पत्र।
7. स्थानीय सरकार द्वारा जारी की गई नियोक्ता ई.एस.आई. पंजीकरण प्रमाण पत्र।
8. ई.एस.आई एवं ई.पी.एफ. के अर्न्तगत अलग-अलग पंजीकृत लेबरो/श्रमिको की संख्या।
9. एजेन्सी का सेवाकर विभागो मे अनिवार्य रूप से पंजीकरण होना अनिवार्य है। (पंजीकरण संलग्न करें)।
10. निविदाकार द्वारा रु0 10/- के नान जुडीशियल स्टैम्प पेपर पर घोषित किया जाना आवश्यक है कि क्या फर्म के विरुद्ध पी.एफ./ई.एस.आई. के उल्लंघन से संबंधी कोई कानूनी/आपराधिक मामला विचारार्थ है। फर्म/एजेन्सी को प्रमाण पत्र अनुलग्न करना होगा कि एजेन्सी के विरुद्ध कोई भी आपराधिक मामला लंबित नहीं है।
