



**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
SANTOSHNAGAR, SAIDABAD P.O., HYDERABAD – 500 059, INDIA**

F.No: 4-10(4)/2011/Estt.I

Date:

To

Sub: Tender Invitation for House Keeping work on contract basis – Reg.

Sir,

On behalf of Director, CRIDA, Sealed Tenders are invited from reputed agencies who are exclusively engaged for housekeeping job to undertake the house keeping work on contract basis. Such contractors who have proven experience in housekeeping job in large Organizations, Central Government/ State Government/ Autonomous bodies may submit tenders as detailed below:

1. Scope of work:-

S. No.	Details of work	Number of rooms	Frequency & time
1.	Details cleaning and mopping in		
a)	Main building	154	Rooms before 9.30 A.M. Corridors twice a day
b)	Corridors of main building (GF,FF)		
c)	International guest house	32	Rooms after 9.30 A.M. Corridors twice a day
d)	Corridors of guest house (GF,FF)		
e)	TTC Hostel (including corridors, dining halls (2 Nos), committee rooms, auditorium and garages. This will include cleaning of cobwebs, glass panes etc.,	08	After 11.00 A.M. Corridors twice a day
2.	Cleaning of toilets		
a)	Main building, garages	18	8.00A.M. & 2.00P.M.
b)	International guest house	38	10.00 A.M.
c)	TTC hostel	10	11.00 A.M.
3.	Sweeping of internal roads		Forenoon Before 9.30 A.M.
4.	Lifting of waste and garbage material outside the premises		Forenoon Before 9.30 A.M.
5.	Cleaning and sweeping in and around of residential quarters		Forenoon After 9.30 A.M.

TERMS AND CONDITIONS OF THE CONTRACT

1. Tenderers may visit the site before quoting. Tender documents may be purchased from Assistant Administrative Officer (E-II) section by submitting a Demand Draft of Rs. 500/- drawn in favour of ICAR unit A/c CRIDA, Hyderabad. Tender documents may be downloaded from CRIDA website www.crida.ernet.in. While submitting the tender a Demand Draft for Rs. 500/- may be enclosed as cost of tender documents, or else the tender will not be accepted.
2. The last date for submission of tender is 11.07.2011 at 15.30 hrs, which will be opened on 11.07.2011 at 16.00 hrs before the tenderers.
3. Tenders should be submitted in the prescribed format - Schedule I & II in a sealed cover addressed to the Director, CRIDA, Santoshnagar, Hyderabad - 500 059. The cover containing tender should invariably be superscribed as "Tender for Housekeeping work on Contract basis due on 05.07.2011."
4. The contractor furnishing bid should be registered agency under Central / State Government Act and documentary proof shall be enclosed to bid.
5. The rates should be quoted for item 1 to 5 on job contract basis in one lumpsum in compliance to the Housekeeping rates issued by office of Labour Commissioner (Central).
6. The contractor has to adopt the minimum wages relevant to the job as per the Central Government / State Government of the Labour Commissioner (Central) whichever is higher.
7. The contract is initially for a period of six months from to which is renewable for further period at the mutual agreement by both the contractor and the CRIDA.
8. Estimated quantum of job as indicated above are tentative. The CRIDA will have right to engage the services as per the exigency of work.
9. The Contractor is liable to maintain all the statutory records that are required by the various Organizations such as Provident Fund Commissioner, ESI, Income Tax and other local authorities, etc failing which this Institute will not hold any responsibility.
10. The cost of men and material (such as brooms, moppers, wiping cloth, phenyl (Floral aroma), naphthalene balls, odonil etc.,) for the above items may be quoted separately (wet lease).
11. An earnest money of Rs. 10,000/- must be deposited in the form of DD/Bankers' Cheque in favour of ICAR Unit – CRIDA A/c, Hyderabad. Tenders will be rejected if EMD is not enclosed.
12. Contractor must enclose the following documents:
 - (i) Client list with experience certificate
 - (ii) Latest license to operate the contract from designated authorities i.e., Office of Regional Commissioner of Labour (Central).
 - (iii) List of equipments/machines in possession of the contractor for Housekeeping.
 - (iv) Returns of Service tax, ITCC.
 - (v) Solvency Certificate for 10 lakhs from Nationalized Bank.

13. This office does not pledge itself to accept the lowest or any bid and reserves itself the right to accept the whole or any part of the bid or portion of the bid offered and contractor should execute the same at the rate quoted. Contractor is also at liberty to state in bid that the rate quoted shall apply only if the entire contract is executed.
14. The tender should remain open for acceptance for a period of 90 days from the due date fixed for submission of tender.
15. The work should be completed to the satisfaction of the Institute, failing which suitable penalty shall be imposed. The decision of the Director is final.
16. The wages to the workers shall be paid by the contractor on 1st / 2nd of the following month and submit the claims to office along with the copies of the EPF challans, ESI challans, attendance certificates, etc for arranging payment by the office within a week days.
17. The contractor shall provide services entrusted to it with utmost sincerity and loyalty and should not develop any undue familiarity with CRIDA staff. The contractor or his men shall not join any labour union or support any such union either directly or indirectly. The agency shall also not indulge in any activities prejudicial to the interest of CRIDA.
18. The contractor is liable for termination by one-month notice in writing by either side.
19. The AAO (E-II), CRIDA will be responsible for execution of the contract. The AAO (E-II), CRIDA shall also
 - (a) Maintain or cause to maintain all records required for execution of contract.
 - (b) Certify monthly bill.
 - (c) Conduct surprise checks by himself and by official / officers nominated by him.
 - (d) Deduct amount for non-compliance of the terms and conditions of contract in respect of his area of operation.
20. No advance payment will be made to the contractor. The monthly bills covering the previous month claim will be released within one week from the date of submission of the bill indicating attendance etc. pro-rata deduction will be made incase of absence of any personnel without prior arrangement or alternative personnel. While releasing payment of the contractor deduction of income tax at source will be made as per rules by the CRIDA.
21. The personnel provided by the contractor shall only be the trained young personnel, whose character and antecedents the contractor has verified and who do not have adverse entry in police records.
22. The contractor shall make a security deposit of Rs. 1,00,000/- (Rupees one lakh only) within 7 days of award of contract with CRIDA through a bank guarantee in favour of the Director, CRIDA, such security deposit will become refundable to the contractor only after the expiry of contract period and after CRIDA certifies that the terms of this agreement are fully and properly carried out by the contractor and the dues if any, payable to CRIDA are cleared by the Contractor.
23. The contractor covenants with CRIDA that will have right to vary the terms and conditions of the contract without in any manner effecting its obligations under the agreement.

24. In case of the rates quoted are acceptable to the CRIDA, the contractor is required to execute contract with the Institute on a non judicial stamp paper of Rs. 100/- value within 3 days of the date of awarding work.
25. The decision of the Director, CRIDA on all matters is final and legally binding, all disputes arising out of this contract are subject to the jurisdiction of courts of Hyderabad only.
26. The office observes 6 day week with working hours from 9.30 to 16.30 hrs. All the men and material being used in execution of the work in question shall invariably be moved through the main gate and security.
27. As per details given in page 1, the cleaning work i.e., brooming, mopping/vacuum cleaning should be carried out in rooms daily and wet cleaning of toilets twice a day. The whole building should be kept clean and tidy. Adherence to the time schedule is a must. All corridors to be cleaned twice a day.
28. The names and addresses of the labour force, which are engaged, should be made available to the office for reference. Necessary identity slips may be issued by the contractor.
29. The timings of labour force shall be from 8.00 to 16.30 hrs.
30. The contractor who has been awarded the work will be the principal employer for the labour force. The Institute will have no liability in this regard.
31. Appropriate Income Tax shall be deducted at source by the DDO, CRIDA at the time of payment of Bill.
32. The scope of work as mentioned in the description is not exhaustive and can vary as per situation.
33. In case of any misbehavior, indiscipline, theft, loss of property, damages or criminal offence taking place, suitable action as deemed fit would be taken. Appropriate damages will be recovered from the bill / deposit. In this regard the decision of the Director, CRIDA shall be final.
34. Communication of acceptance will be made by telegram, express letter or acceptance of formal "Acceptance of bid". In case where acceptance is communicated by telegram or express letter the formal acceptance of bid will be forwarded to you as soon as possible by the instructions contained in the telegram or express letter should be acted upon immediately.

Time and date of receipt of bid upto 15.00 hrs on

**Assistant Administrative Officer
CRIDA, Santoshnagar, Hyderabad**

SCHEDULE TO TENDER

Schedule – I

PART – I

1. Name of the Firm/Agency
2. Constitution of the Firm/Agency
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932 (Please give name of partners)
 - c) Any other Act, if not, the owner
3.
 - i) For partnership firms whether registered under 'The Indian Partnership Act, 1932'. Please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
 - ii) If answer to the above is in negative whether there is any general power of attorney executed by the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
 - iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Name and Full Address of their Bankers
5. Value of Solvency Certificate issued by their Bankers
6. Registration Number of the Firm
7. ESI No. of the Firm
8. EPF No. of the Firm
9. Registration No. under Contract Act
10. Service Tax Registration No. of the Firm
11. PAN Number
12. Experience in No. of Years
 - a) Public Sector/Government Departments
 - b) Private Sector
 (Name and Address of client departments may be indicated)
13. Turnover of last 3 years (Certified copy be attached)

All the above information of Part I of schedule I must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Schedule – I

PART-II

1. Detail of the Earnest Money Deposited
 - a) Demand Draft number with date and Bank Drawn on.

Please add supplementary pages to be numbered wherever needed.

[Signature of Tenderer]

Schedule - II

To

The Director
CRIDA
HYDERABAD – 500 059

I/We wish to submit our tender for providing Housekeeping including Sanitation Services at CRIDA main campus, Guest House, Hostel and residential premises (external areas) on the following rates.

Description	Labour Charges	Service Charges all inclusive	Service Tax of Total Cost	Material Cost	Total (1+2+3+4)
	1	2	3	4	5
Total Monthly Charges for Housekeeping Cleaning Services as per the terms and conditions specified in the Tender Form.					

I/We agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if/we fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only:-

Signature

Name and address of the firm with
Phone No.