



[Indian Council of Agricultural Research]
CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
Santoshnagar :: Saidabad Post :: Hyderabad – 500 059



F. No. 4-10[4]/2015

Dated: 09.02.2015

Sub : INVITATION OF TENDER (Two Bids System) FOR PROVIDING HOUSEKEEPING SERVICES FOR ICAR – CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE, HYDERABAD

From

The Director
C.R.I.D.A.
Hyderabad

Dear Sir(s),

Bids are invited under two-bid system from Registered/well established/reputed firms **for providing Housekeeping services for CRIDA, Hyderabad on monthly contract basis for a period of one year subject to satisfactory performance of the vendor and its willingness to continue.**

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by CRIDA as detailed in the tender form schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of Rs. 20,000/- (Rupees Twenty thousand only) and tender document cost of Rs. 1,000/- must be deposited in the form of two demand drafts separately in favour of "**ICAR UNIT CRIDA A/C.**". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No over-writing or cutting is permitted in tender documents. Such bids will be rejected outright.
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, 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 of EMD will be forfeited by CRIDA. 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 CRIDA.
4. The Schedules of the Tenders form should be enclosed with bids. The original copy of the tender is to be enclosed in double cover. The inner covers should be sealed. The outer cover should be superscribed "Tender for Housekeeping work on contract basis" and addressed to Director, Central Research Institute for Dryland Agriculture, Santoshnagar, Saidabad PO, Hyderabad – 500 059. The technical bids and financial bids should be submitted in separate sealed envelopes and put in the main cover. Tenders to be hand-delivered should be put in the tender box [which will be kept in Room No. 111, CRIDA] not later than last date and time for submission of bids.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of **(i)** a sole proprietor of the firm or constituted attorney of such sole proprietor, or **(ii)** a partner of the firm if it be partnership in 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.

6. If Tenderer does not accept the offer, after issue of letter of award by CRIDA within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, CRIDA shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

8. Tenders are invited under two-bid system. EMD must be deposited along with bids failing which bids will not be accepted. EMD must be in the form of demand draft in favour of "ICAR Unit – CRIDA Account".

9. The rates quoted by each firm for job/service contract for providing housekeeping services for CRIDA in quotation should be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened by the authorized committee. Bidders can come at the place of opening of bids.

10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.

11. **An amount of Rs. 1,00,000/- (Rupees One lakh only) as a security deposit** for the contract is to be deposited by the Selected Agency/Successful Tenderer in the form of D.D. in favour of "ICAR Unit – CRIDA Account" only after receiving a communication from CRIDA. In the event of non-deposition of the same, the earnest money will be forfeited.

12. No interest on security deposit and earnest money deposit shall be paid by CRIDA to the Tenderer.

13. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and CRIDA will not entertain any claim whatsoever in this respect. However the TDS which is as per the rules of the Government shall be deducted at source from monthly bills of the successful Tenderer, as per rule.

14. Director, CRIDA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of CRIDA, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of Director, CRIDA shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement, dispute shall be referred to the sole arbitrator to be appointed by Director, CRIDA. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

16. Acceptance by CRIDA will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Express letter etc. should be acted upon immediately.

17. The contract will be initially for a period of one year extendable, subject to satisfactory performance of the vendor and his/her willingness to continue.

18. CRIDA does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

19. CRIDA, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules of this document, at its discretion, in the interest of the job/work.

20. The following document/vouchers are required to be enclosed with the technical bid (Schedule-I):

- a) Registration certificate of the firm under the work contract of the Government of Telangana.
- b) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments / Autonomous bodies of Government of India / Corporations of Government of India. Provide the details in enclosed tabular form.
- c) Certified Balance Sheet of the firm for the last three financial year of the service contract by the Chartered Accountant.

- d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- e) Employee EPF registration certificate issued by local govt. etc.
- f) Employee ESI registration certificate issued by local govt. etc.
- g) No. of safaiwala registered under ESI & EPF separately. Minimum 20 Nos. (Safaiwala) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- h) Income tax and service tax registration certificate issued by the respective departments.
- i) The agency must have certificate of labour commissioner issued by the Government of Telangana (copy of the any ongoing contract).
- j) Whether the firm has any legal suit/criminal case pending against it for violation of PF / ESI, Minimum wages act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.
- k) Only those firms will be considered for financial bid who will qualify in the technical bid.

21. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs. 100/-.

Yours faithfully,

**DIRECTOR
C.R.I.D.A.**

Tender for the contract for providing housekeeping services for Central Research Institute for Dryland Agriculture, Hyderabad on monthly contract basis for a period of one year and extendable subject to satisfactory performance of the vendor and its willingness to continue.

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office
Telephone No.
Telegraphic Address/FAX/Cellular No.
E-Mail address

:
:
:
:

From

To

The Director
Central Research Institute for Dryland Agriculture
Santosh Nagar, Saidabad Post
HYDERABAD – 500 059

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for PROVIDING HOUSEKEEPING SERVICES FOR CRIDA, HYDERABAD 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 Schedule-II to this Tender and I/we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of 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. DD No. _____ of Rs. _____ drawn in favour of "ICAR Unit – CRIDA Account" and payable at _____ is enclosed as earnest money required.

Yours faithfully,

Dated:

Witness _____
Address _____
Occupation _____
Signature of witness to contractor's signature
Address:
Name & Signature of Witness:
Address:

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

SCHEDULE – 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.
 - i) 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.
 - ii) 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.
 - iii) If the answer to above is in point one and two is 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. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Date of establishment of the agency/firm/company

8. Whether registered with all concerned Government authorities (EPF/ESI etc.) and having license under Contract Labour (Regulation & Abolition), Act (copies of all certificates of registration to be enclosed)

9. Any other relevant information

PART – II

10. Earnest Money Deposited: Yes/No
(Write draft No./date/issuing bank details)

PART – III

11. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders

10. Name of the Permanent Representative to be visiting CRIDA regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the 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	Number of units / Manpower to be deployed	Labour Charges	Material charges	Service charges all inclusive	Service Tax of total 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.

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE
CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES FOR CENTRAL
RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE, HYDERABAD

- 1 **Scope of Work:** The job work of providing of Housekeeping services for CRIDA, Hyderabad shall have to be undertaken without causing any damage to the CRIDA properties. In case, any damage is caused by the workers deployed by the contractor to do the work of maintenance of housekeeping for CRIDA, the same shall be made good by the contractor.
- 2 The contractor shall not sublet the work without prior written permission of CRIDA.
- 3 Payment for the contract will be made monthly upon submission of pre-receipted bill along with paid service tax receipt, EPF receipt, ESI receipt etc. Monthly supply / payment details need to be submitted to CRIDA.
- 4 The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the housekeeping services at CRIDA shall be got done from other source at the expenses of the defaulting firm.
- 5 All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards.
- 6 All essential items for housekeeping services personnel like cleaning material will be provided by the agency at its own cost.
- 7 The above Services shall have to be provided for the entire locality of CRIDA. The housekeeping services can be inspected any day any time.
- 8 After physical inspection of the site, very detailed assessment/requirements of housekeeping personnel for providing housekeeping services for CRIDA have to be furnished alongwith the quotation. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.
- 9 The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the CRIDA shall have the right to ask for their replacement without giving any reasons therefore and the agency shall, on receipt of a written communication will have to replace such persons immediately.
- 10 The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.

- 11 The contractor will discharge all his legal obligations in respect of the work the rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The CRIDA shall not bear any extra charge on any personnel to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and the contractor 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 CRIDA 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, CRIDA shall be final and binding on the contractor.
- 12 The selected agency shall provide the necessary personnel for providing above services for CRIDA as per labour acts prevalent in Telangana.
- 13 The workers should be able to communicate in Telugu/Hindi and also in English if possible.
- 14 Income tax will be deducted from the payment due for the work done as per rule.
- 15 Supervisor will maintain all the registers, which are kept at main gate & other points.
- 16 The workers should not give lenient or casual impressions in the duties and they should be alert and attentive.
- 17 The housekeeping personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Housekeeping Supervisor/sanitation person going on leave under intimation to this office.
- 18 Changing of Housekeeping Supervisor/Workers should be intimated to the CRIDA.
- 19 The Sanitation staff should follow the codal formalities of Security System while on duty.
- 20 It will be the duty of the agency to keep entire CRIDA neat and clean on all time.
- 21 The financial bid showing total monthly amount on job contract basis with item-wise breakup which will include all mandatory payments including other percentage/expenses should be provided.
- 22 The contract shall maintain register for marking the attendance by Safaiwala deployed by him, which can be seen/verified by an authorized officer of CRIDA periodically.
- 23 It has been noticed that sometimes the tender quote unworkable service charges vis-à-vis scope of the work, resulting in either unsatisfactory performance justice to the workers by not getting their dues minimum wages along with other statutory Charges. It may therefore be ensured that the workable service charges are quoted.

- 24 The Contractor/Agency will furnish to CRIDA, the full particulars of the personnel sponsored, including details like Name, Father's Name, Age, photograph, permanent Address, Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police.
- 25 The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7th of every month. After making the payment, the Contractor shall raise the bill in the CRIDA for payment of the settled amount. They will submit to the CRIDA a copy of the payment vouchers duly signed by the workers for each month.
- 26 Risk Clause: CRIDA reserves the right to discontinue the service at any point of time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from performance Security Deposit or pending bills or by raising a separate claim.
- 27 The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the CRIDA from time to time. They will be bound by CRIDA timing, duty, placement, locations, wearing of uniform etc. as decided by the CRIDA.
- 28 The tender document duly signed on all pages shall be submitted along with technical bid, failing which the technical bid shall not be considered. Outsider firms shall not be considered for bids.
- 29 In the financial bid, the bidder must quote the rates in figures as well as in words. The amount of each item should be worked out and total should be given.
- 30 The rates to be quoted shall include cost of each and every item including transportation cost, manpower cost and taxes etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc. Wages to be paid to the contractual manpower will be as per minimum wages act. Bids quoting 'Nil' charges/consideration shall be treated as unresponsive and will not be considered.
- 31 Monthly consolidated charges for job / work contract for providing Housekeeping services at CRIDA is as per terms and conditions specified and scope of work as per Schedule in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by CRIDA. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the CRIDA in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work / services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.

Liquidated damages clause:

- 1 That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.
- 2 An amount of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark at any point it will be brought to the notice of supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damage clause will be invoked.
- 3 Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- 4 If the required no. of safaiwala is less than the minimum required as per contract, a penalty of Rs. 500/- per safaiwala per day will be deducted from the bill.

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

SCOPE OF WORK REQUIRED FOR HOUSEKEEPING SERVICES

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

- The cleaning work i.e., brooming, mopping / vaccum cleaning should be carried out in rooms daily and wet cleaning to 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.

DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE / WORK DONE

Sl. No.	Name of the Department / Organisation and Name of contact person with Ph. No.	Period		No. of Safaiwala deployed	Remarks
		From	To		

[Authorised Signatory]

Proposed indicative list of Housekeeping / Sanitation Materials

1. CLEANING AIDS [MANUAL]:

- a) Soft Brooms
- b) Hard Brooms
- c) Brushes [hard and soft]
- d) Floor Scrubbers
- e) Handle Brush [Soft]
- f) Window Ledge Brush
- g) Long Brush [Handle]
- h) W.C. Brush
- i) Curtain Brush
- j) Venetian Blind Brush [soft]
- k) Cob Web Brushes
- l) Ladders [4 ft., 6 ft. and 8 ft.]

2. CLEANING AIDS [MECHANICAL]:

- a) Floor Scrubber and shampooing machine
- b) Vacuum Cleaner

3. MOP, SCRUBBERS AND DUSTERS:

- a) Squeezer with long handles
- b) Window Cleaners
- c) Mops [different sizes]
- d) Day mops with long handles
- e) Check Dusters
- f) Glass Cloths
- g) Yellow Dusters
- h) Old Wiping Sheets
- i) Rags

4. CLEANERS / SANITIZERS / DISINFECTANTS / REPLANTS:

- a) Harpic / Domes / Sanifresh
- b) Liquid Organic Cleaners [LOC]
- c) Vim Liquids
- d) Collin Glass Cleaners
- e) Dettol / Savlon
- f) Odonil
- g) Urinal Cubes [Eco cubes]
- h) Hit Sprays [both mosquito and cockroach]

NOTE:

- 1 Eco-friendly and water conserving materials will be permitted for use with prior inspection and confirmation by In-charge / Caretaker, CRIDA.
- 2 The contractor will do projections for stock requirements and arrange and provide the material which is required for actual usage during the month.
- 3 Non-functional / non-serviceable cleaning aids, equipment must be replaced as and when needed.
- 4 Disposal bags for garbage will be used. However, segregation of biodegradable, recycle garbage will be taken care of by the Contractor. Disposal of these garbage in the municipal bins will be the responsibility of the Contractor.