



Government of India

Ministry of Agriculture and Farmers Welfare

Department of Agriculture, Cooperation and Farmers Welfare

Directorate of Extension

Krishi Vistar Sadan,

New Delhi-110012.

E-Tender for Cleaning and Upkeep Services of KVS and MNCFC

Tender No. 31/1/2015-FI (Admn)

(December 2015)

(Visit us at <http://agricoop.nic.in>)

F.No.31-1/2015-F.I (Admn)
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & FW.
DIRECTORATE OF EXTENSION

NOTICE FOR INVITING QUOTATION FOR CLEANING AND UPKEEP OF KRISHI VISTAR SADAN AND MAHALANOBIS NATIONAL CROP FORECAST CENTRE (MNCFC) AT CTO CAMPUS, PUSA, NEW DELHI.

The Department of Agriculture & Cooperation invites Technical and Financial bids through e-procurement (www.eprocure.gov.in) to hire an agency / firm for cleaning and upkeep of Krishi Vistar Sadan and Mahalanobis National Crop Forecast Centre (MNCFC) At CTO Campus, PUSA, New Delhi during 2015-16. The details of eligibility along with terms & conditions may be seen in CPP portal besides www.vistar.nic.in and www.agricoop.nic.in.

The agencies / firm fulfilling the conditions may fill/upload their Technical and Financial Bids online through e-procurement (www.eprocure.gov.in) by 3.30 PM of 17th December 2015. The interested agencies / firm are required to have Digital Signature Certificate for submission of the bid through e-procurement (www.eprocure.gov.in)

(Sanjay Banerjee)
P.O & I/c FI (Admn)
Tel No. 25843409, 25843736 (Extn. 301)

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NOTICE INVITING TENDER

**MINISTRY Of AGRICULTURE AND FARMERS WELFARE
DEPARTMENT OF AGRICULTURE, COOPERATION AND
FARMERS WELFARE
DIRECTORATE OF EXTENSION**

**KRISHI VISTAR SADAN,PUSA
NEW DELHI-110012**

**NOTICE INVITING TENDER
(For publishing in the Website)**

Tender No. 31/1/2015-FI(ADMN)

Office of issue	DIRECTORATE OF EXTENSION KRISHI VISTAR SADAN, PUSA, Room no 209 New Delhi-1100012.
Tender No.	31/1/2015-FI(Admn)
Tender forms available at Website	http://agricoop.nic.in http://eprocure.gov.in/eprocure/apply/
Date and Time of Issue/Publishing	26th November, 2015 15:30
Document download start date and time	26th November, 2015 16:00
Bid submission start date and time	27th November,2015 10:00
Bid submission last date and time	17th December,2015 15:00
Date and time of opening of Technical bid	17th December , 2015 16:00
Place of opening of technical bid	Room No. 202 , Krishi Vistar Sadan, Pusa New Delhi- 110012
Date of opening of financial bid	To be intimated later

Bid document can be downloaded from DAC & FW website www.agricoop.nic.in & CPP Portal Website <http://eprocure.gov.in/eprocure/app/>

sd/-

(Sanjay Banarjee)

PO /i/c FI (Admn)

□ 011-25842680, 25843409

By Registered/Speed Post
Tender document

F.No.31-1/2015-F.I. (Admn)
Government of India
Ministry of Agriculture
Department of Agri. & Coopn.
DIRECTORATE OF EXTENSION

Krishi Vistar Sadan
Street No.6, Dairy Road
Pusa, New Delhi – 110012.

Dated: 26th November, 2015

To
M/s.

Sub:- Invitation of tender for cleaning and upkeep of Krishi Vistar Sadan and Mahalanobis National Crop Forecast Centre (MNCFC) at CTO Campus, Pusa, New Delhi.

Dear Sir(s),

The tenders are invited from interested firms for providing for cleaning and upkeep of Krishi Vistar Sadan and National Crop Forecast Centre at CTO Campus, Pusa, New Delhi - 110012 during 2015-16.

1. The buildings for which above services are required are given below along with their area.

No.	Place / floor	Covered area (Sq. meter)	Road Area (Sq. meter)	Total area for cleaning (Sq. meter)
1	NATP Covered Area: i) Basement ii) Ground Floor iii) First Floor iv) Second Floor v) Third Floor	582.49 808.337 586.06 593.806 341.806 2,912.499	1286.98	4199.479
2	Printing and Processing Sheds	4,402.80	738.20	5141.00
3	MNCFC Office Area	610.00	277.96	887.96
	TOTAL AREA	7,925.299	2303.14	10228.439

interested firms which are in a position to undertake the above work on the terms & conditions given hereunder, may submit their minimum rate in two bid system(Technical & Financial) after

visiting the site for assessing manpower and material requirement on any working day during normal office hours(Saturday & Sunday are closed holidays)

The contract, if any, which may eventuate from this tender shall be governed by the Terms & Conditions as contained in the invitation/instructions to the Tendered given in the Annexure-I to the Form of this Tender.

INSTRUCTIONS TO BIDDERS

1. BID DOCUMENTS

1.1 The services required, bidding procedures and contract terms are prescribed in Bid Documents . The bid Documents include:

- a) Notice Inviting Tender
- b) General Aspects of Tender
- c) Instructions to Bidders
- d) Instructions for online Bid Submission
- e) Terms and Conditions of the Contract
- f) Format of Tender acceptance letter.
- g) Format of Price Bid

1.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents

Failure to furnish any of the information required as per the Bid Documents or not substantially responsive to the Bid Documents in every respect will be at submission of bids the bidders' risk and may result in rejection of the bid.

2. CLARIFICATION OF BID DOCUMENTS

2.1A prospective bidder, requiring any clarification of the Bid Documents shall notify this Department online. The Department shall respond online to any request for clarification of the Bid Documents in given specific Date & Time and clarification by the Department shall be sent to the prospective bidders online.

2.2 Any clarification issued by DAC & FW in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of bid document.

3. AMENDMENT OF BID DOCUMENTS

- 3.1 At any time, prior to the date of submission of bids, DAC & FW & FW may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.
- 3.2 The amendments shall be notified online only through corrigenda, if any.
- 3.3 In order to provide prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the DAC & FW may, at its discretion, extend the deadline for the submission of bids suitably.

4. Mode of bid submission

4.1 Bids shall be submitted under two envelope/cover system only through online e-tendering procurement portal. No offline bid, in any case, will be accepted. System requirements and procedure for online bid submission is outlined in detail in ‘**Instructions for online bid submission**’ section of this bid document. Bidders are advised to go through these details thoroughly before bid submission as neither this Department nor NIC will be responsible for rejection of bids due to incorrect/faulty online bid submission.

5. BID/EMD SECURITY

- 5.1 Bidders shall have to furnish, as part of bid, and EMD/bid security for an amount of Rs. **10,000/- (Rupees Ten Thousand only)** in the form of an account payee Demand Draft, Banker’s Cheque or Bank Guarantee from any **Public Sector Bank** in favour of “**Drawing & Disbursing Officer, Directorate of Extension, New Delhi**, valid for a period of 90 days from the last date of financial bid submission or till the completion of process and awarding the job to a suitable agency whichever is earlier, and shall be delivered physically to PO & I/c FI (Admn) Room No. 209, Krishi Vistar Sadan, Pusa, New Delhi before two days before the last date and time fixed for bid submission. Photocopy of the DD/BC may be uploaded with technical bid submission. A bid not accompanied by EMD/bid security shall be rejected being non-responsive at the bid opening stage and returned to the bidder unopened.
- 5.2 The bid security of the unsuccessful bidder will be discharged /returned to the bidder at the earliest after evaluation of the bid and latest on or before the 30th day after the award of the contract.
- 5.3 The successful bidder's bid security will be discharged upon the bidder's acceptance of the award of contract and furnishing the performance security.
- 5.4 The bid security may be forfeited:
- 5.5 If a bidder withdraws his bid during the period of bid validity specified above.
- 5.6 In the event of the bidders failure, after the acceptance of his tender, to furnish the requisite Security Deposit mentioned in clause 3 of this document by the due date without prejudice to any other rights and remedies of Directorate under the contract and law.

6. Performance Security deposit:

6.1 The successful bidder shall furnish Performance security deposit equivalent to 10% (Ten percent) of the amount of annual contract in the form of Fixed Deposit Receipt of a Nationalized Bank drawn in favour of Drawing & Disbursing Officer, Directorate of Extension payable at New Delhi valid at least two months beyond the contract period.

6.2 The Directorate will not be liable for payment of any depreciation thereof.

6.3 No interest is payable on Security Amount.

7. Technical Bid

7.1 The technical bid shall contain the signed with stamp and scanned copy of the following documents:-

- a) The bidder should have adequate experience of providing sweeping/cleaning services in Govt. office/Public Sector Undertaking/any other reputed organizations etc and to this effect, work experience certificate should be attached indicating the quantum of work done as also the period and value of the contract. The documentary proof of work done/work in hand at present should also be enclosed. Brief Profile of the firm mentioning address of its registered head office, address of local office in Delhi, contact no. (Mobile, landline, fax and email id), names of important persons who may be contacted etc.
- b) Bid security (EMD) of Rs. 10,000/- as described above
- c) Certificate of Incorporation/ Registration of Firm/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- d) Copy of PAN/TAN numbers.
- e) Copy of Income Tax Return for last two Financial Years.
- f) Copy of Service Tax Registration Certificate.
- g) Copy of ESI Registration Certificate.
- h) Copy of EPF Registration Certificate.
- i) Property details of the partners/firms/establishments.
- j) Tender Acceptance Letter which should be filled, signed and stamped/certified properly.
- k) Copies of experience certificates/order for award of contract for manpower supply agreements with other Ministries/Departments.

7.2 Documents listed above must be properly scanned such that they are clearly readable/legible. Documents poorly scanned may render the bid unresponsive at technical stage.

8. BID PRICE/FINANCIAL BID

- 8.1 The financial bid shall contain the price schedule (Bill of quantity/price bid) to be submitted online in pdf format (bid price template) in the Proforma given at **Annexure – V** of this Tender Document. Firstly, bidders will have to download the template on their system, fill in the bid prices and, then upload the filled template on CPP portal. Bid price in any other format is not acceptable and will result in disqualification of tender at financial bid stage. Any attempt by bidders to modify/temper the price bid template may lead to rejection of their bid.
- 8.2 The bidder shall give the monthly rate per person in respect of proposed work inclusive of all charges/benefits and taxes. The basic price per head and all other components of the price e.g. Minimum wages, EPF, ESI, service charge, service tax etc. need to be individually indicated in respect of per person proposed to be provided. The overtime rates per hour must also be indicated in the price bid.
- 8.3 Service charges quoted in the bid price should not be 'Nil' otherwise the bid shall be treated unresponsive. Since, all other components, such as Minimum wage EPF, ESI etc., of bid price are fixed by concerned law/statute, service charge will be the considering factor for deciding L-1 firm. Service charge mentioned in price bid must be in whole numbers. This is, in fact, also automatically ensured by the price bid as it will not accept service charge in fraction.
- 8.4 The rate quoted by the bidder shall be revised only on account of statutory revision in the rates of Minimum wages/EPF/ESI/Service Tax etc. Service charge component of the rate, however, will remain constant over the entire period of contract, including the extended period, if any.
- 8.5 The rate quoted shall remain valid for 150 days from the date of opening of Financial Bid and in respect of accepted Bid the prices quoted shall remain valid during the entire period of contract.

9. OPENING OF BIDS

- 9.1 Technical bids will be opened by the Bid Opening Committee constituted for this purpose by the Department. Bids will be opened online through CPP portal. Also the bidders can participate online during the bid opening process from their remote end thru their dashboard. In case the bidder, or his/her representative, wants to attend the bid opening meeting, they must bring the copy of '**Bid Submission ID**' generated after successful submission of bid and also intimate the department beforehand about their desire to attend the meeting.
- 9.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening process physically.
- 9.3 The date fixed for opening of bids, if subsequently declared as holiday by the Govt., the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- 9.4 Financial bids of the technically qualified bidders will be opened by the Bid Opening Committee, date, time and venue of which will be intimated to them through CPP portal.

10. EVALUATION CRITERIA

10.1 Evaluation of Technical Bids

Eligibility mentioned in clause 2 above in conjunction with documents listed in clause 7 make the criteria for evaluation of technical bids. Tender Evaluation Committee will evaluate the technical bids to determine whether they are complete, required securities/sureties have been furnished, the documents have been properly signed and the bids are generally in order and would upload the result of Technical Evaluation online on CPP Portal.

10.2 Evaluation of Financial Bids

Financial bid/bid price made only in price bid Proforma available with the tender document will be accepted. Price bid of a firm quoting NIL service charge will not be considered. Similarly, a firm quoting wage component of price bid less than the applicable minimum wage will be disqualified from financial evaluation stage. Bid price will be evaluated by the Tender Evaluation Committee on the basis of both monthly rate per person as well as overtime rate. In case of tie between L-1 firms overtime rates will be considered to decide L-1 firm. If tie still remains, contract will be awarded to the L-1 firm having the highest technical score as calculated in the technical bid stage. The Price Bid, if found modified/tampered by the bidder, except for the permitted cells, will be reject.

11. CONTACTING THE DEPARTMENT

11.1 No bidder shall try to influence the DAC/Directorate/MNCFC (concerned officers dealing with the tender) on any matter relating to its bid, from the time of bid opening till the time the contract is awarded.

11.2 **Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.**

12 AWARD OF CONTRACT

12.1 PLACEMENT OF ORDER

The DAC/Directorate/MNCFC will consider placement of orders for supply of services on those bidders whose offers have been found technically and financially acceptable.

13. DEPARTMENT'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

This Directorate reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

14. SIGNING OF CONTRACT

The issue of Award Letter and Signing of Contract shall constitute the award of contract on the bidder. A contract under Indian Contract Act, 1872 shall be executed between the Department/Directorate and the bidder to whom contract has been awarded. Upon the successful bidder furnishing the performance security, the DAC shall discharge its bid security.

15. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of the tender document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of Purchaser or call for new bids.

sd/-

(Sanjay Banerjee)

PO & I/c FI (Admn)

011- 25843409, 2584 3736 (Extn. 301)

Terms & Conditions governing contract for cleaning and upkeep of Krishi Vistar Sadan, CTO Campus, Pusa, New Delhi - 110012.

1.	Area of building	<p>Total 10228.439 sq. meter area which includes (i) NATP building consisting of floor area of Basement (presently being used for parking vehicles), Ground Floor (including Meeting Hall), First Floor, Second Floor and Third Floor & Old shed. (Total covered area and road area measuring approx 4199.479sq.meter.)</p> <p>The aforesaid area of these floors include Halls and Rooms of different sizes, Guest Rooms, Syndicate Room, Multipurpose Hall, Meeting Hall, VIP Lounge and Reception Area, Toilets, Corridors, Staircase, lift area etc. and roofs of building and meeting hall. The area stated above is approximate and the parties are advised to see the location before submission of Tender.</p> <p>ii) Processing and printing sheds, including road area (app. 5141Sq. mts.)</p> <p>iii) MNCFC Office (app. 887.96 sq.Mts), including rooms, computer lab, toilets, meeting room, cafeteria, road area and fountain.</p>
2.	Duration of the Contract	<p>The duration of the Contract will be initially for a period of one year from the date of the appointment extendable up to three years on mutual agreement on year to year basis but at the same cost and same term & conditions subject to provision of satisfactory services.</p>
3.	No. of days during the month for which the services are required	<p>All working days (Monday to Friday). However, in respect of Meeting Hall, VIP Lounge, Guest Rooms, Multipurpose Hall and Syndicate Room services may be required as and when required. Additional charges for cleaning/sweeping etc. on holiday(s) whenever required will be payable on proportionate basis.</p>

A. Scope of work/services to be rendered:-

1. Sweeping of entire area of the Basement / Road Area.
Sweeping, dusting and mopping of all rooms, meeting halls , Conference Room of the 03 buildings once daily, floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every two hours in the like corridors, stairs, lift and reception etc.
2. Sweeping, mopping and dusting of windows railings etc. corridors , canteen/ cafeteria, stair cases, lift etc. twice daily and disposal of the same as per instructions of the competent authority or any other officer of the Directorate, nominated for the purpose. The working hour will be from 8.30 a.m. to 5.30 pm with a lunch break of one hour 1.00 PM to 2.00 PM.
3. Periodic removal of cobwebs in the entire area.
4. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon and thereafter as and when required.
5. Cleaning of carpets of Meeting Hall including its walls, Reception Area and VIP lounge wherever it is available, with vacuum cleaners (to be provided by the contractor).
6. Regular daily dusting of all furniture items, wooden partitions, door & window glasses, telephone instruments, computers, printers and other equipments in Computer lab .etc.
7. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and Odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.
8. List of item/cleaning material required is attached as annexure-II.
9. In case of shortage of water or non-availability of water, (which is very rare) the contractor / his workmen will be required to arrange water for cleaning / sweeping purposes.

B. Items of work to be done generally once in a week:-

1. Washing and scrubbing of floor areas with detergents and dirt removing detergents/chemical.
2. Acid cleaning of sanitary wares, without damaging their shine.
3. Sweeping of roof of the building including roof of meeting hall.
4. Removing stains from floors, doors, window and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks & damaging floors/walls etc.
5. Cleaning the tiled surfaces in the toilets.
6. Cleaning/Polishing of name plates and number plates with brasso and all other notice boards.
7. Dusting and cleaning of window panes with glass cleaning chemical/detergents and cleaning of partition, panelling etc.
8. Removal of cobwebs in the respective buildings.
9. Cleaning of MNCFC fountain and its water.

C. Staff requirement, their duties and behaviour etc:-

1. The contractor shall comply with all the labour laws, rules and regulations applicable in the matter of such workers as are engaged by it.
2. The contractor's staff shall not disturb the employees of the Directorate or make any sort of noise in the premises of rooms.
3. The contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.
6. The contractor's workers shall not enter into any unlawful activity within the Directorates' premises and shall have good moral character.
7. The Directorate of Extension shall have the right to impose cash penalty on the contractor or deduct such amounts from the security deposit in case of being put to any financial loss directly or indirectly by any act of commission on the part of the agency's workers.

8. The contractor shall be directly responsible for the wages, which should not be less than minimum wages prescribed by Delhi Govt., Provident fund, bonus or any other benefits as may be applicable to its employees under relevant Acts and Regulations applicable in Delhi. The Directorate shall not be liable to any such claim of the person(s) employed by the contractor. It will be contractor's liability to account for any increase in Minimum Wages that may take place during the period of the contract and the Directorate will not be responsible in this regard. In respect of any default on the part of contractor in payment of wages or any other dues to his workers the same will also be responsibility of the contractor. In case the Directorate is forced to make any payments on behalf of the contractor due to any reason, the same shall be deducted from the dues of the contractor and the Directorate will not be directly responsible to the contractor's employees in any manner.
9. Insurance and accident risks of the workers will be the responsibility of the contractor.
10. All the workers of the contractor shall be of good health and free from infectious disease.
11. The contractor will ensure that proper licence/permission from the concerned authorities wherever applicable, are obtained promptly for discharge of the contractual responsibilities.
12. The contractor shall in no case transfer the services he is required to perform under this agreement to any other contractor or person without prior permission from the Directorate in writing.
13. The contractor shall employ sufficient number of workers to ensure that the work is done to the satisfaction of the Directorate before opening of the office every day. **At least 06 workers for DOE & 03 Workers for MNCFC** with one supervisor will be employed for discharging the responsibilities and if more workers are needed, keeping in view the work involved, he will employ additional workers.
14. The workers employed in different buildings shall not be exchanged or withdrawn without the prior approval from the concerned office.
15. The Directorate reserves the right to order any worker of the contractor to leave the premises of the Directorate if his presence at any time is felt undesirable.

D. General conditions:-

- i) **Terms of payment:** The payment will be made on presentation of pre-receipted bill (in triplicate) complete in all respects on monthly basis after completion of the month for having rendered the services satisfactorily. A daily feedback from occupants of office. Rooms and for common services from the caretaker will be obtained for necessary payment. In case the work is found unsatisfactory on a particular day(s) during the month, a pro rata cut shall be imposed for the same number of days from the agreed payable monthly dues to the contractor. Accordingly, after the adjustment of these cut, monthly payment will be made. No interest shall be payable for any delay in payment of bills. Directorate would strive to make monthly payments to the Contractor within 7 working days. The amount of total Contract would be shared by DOE & NCFC in a ratio of 2/3 and 1/3.

ii) **Room facility:** the office shall provide only minimum room/space for contractor for storage of material etc. free of cost during the period of contract. No nameplate of agency shall be allowed to display on the room and nobody will be allowed to stay in the office after office hours.

- E. Notice of termination of contract:** The contract can be terminated without assigning any reason by giving 30 days notice in writing, if the performance or conduct of the agency is not found satisfactory. In that case the security deposit will be forfeited.
- F. Stock and supplies:** The agency shall maintain sufficient stocks of various items such as towels, dusters, soaps, phenyl, detergent, Odonil, naphthalene ball etc. so as to meet normal day to day requirement. The contractor shall not be permitted to stop supplying any item for any reason what so ever.
- G. Supervision/ inspection:** the supervisor provided by the agency shall supervise the cleaning service on daily basis and will report to the Photo Officer or any other officer of the Directorate so authorized identified official of NCFC as and when he is required to do so by the competent authority. The workers allocated to different building shall identified by the concerned

- H. Jurisdiction:** The courts of Delhi will have jurisdiction over all legal disputes under the Agreement.
- I. Rates:** Rates per month for all the items of cleaning and upkeep as enumerated in scope of work in Annexure-I Clause A – Item No. 1 to 9 for the whole unit are to be quoted.
- J. Failure to perform the work by the contractor:** In case of failure of the contractor to perform the work, the work will be carried out through another contractor at his risk and cost.

The decision of the Director (Admn.), Directorate of Extension in all matters of the contract shall be final and binding on both the parties.

(Sanjay Banerjee)

PO & I/c FI (Admn)

Tel No.25843409, 25843736 (Extn.301)

List of items required for cleaning/sweeping and up keeping of Krishi Vistar Sadan:-

(the material to be supplied should be of reputed brands/ makes)

1. Phenyl(liquid)
2. Acid
3. Tat
4. Floor dusters(mops)
5. Naphthalene Balls
6. Teepol
7. Tainner
8. Brasso (Polish)
9. Mansion floor polish
10. Cleanzo sanitizer
11. Odonil
12. Liquid soap (Lux or Fem)
13. Soap cakes (Lux)
14. Vim powder
15. Nirma
16. Surf
17. Homacol cake
18. Nariyal Jharoo
19. Phool Jharoo
20. Rehdi for collection of waste
21. Dustbin with lid
22. Buckets
23. Plastic drums
24. Plastic jugs
25. Plastic mugs
26. Cob web removers
27. Sweeping brush
28. Sling brush
29. Commando brush
30. Scrubbing brushes of various sizes
31. Plastic PVC water pipe with jet/nozzle
32. Cleaning powder
33. Yellow duster
34. White duster
35. Vacuum cleaner
36. Room freshener spray
37. Any other item required for cleaning and upkeep etc.

ANNEXURE-III**Technical Bid**

Tender for **cleaning and upkeep services** for Krishi Vistar Sadan and national Crop Forecast Centre, CTO Campus, Pusa, New Delhi.

1	Name of the firm/tenderer	
2	Complete address of the firm/tenderer with telephone/mobile Nos/Fax No/E-mail address etc.	
3	Name, designation, address and Telephone No. of authorized person of firm/tenderer to deal with	
4	Specify as to whether Tenderer is a Sole proprietor/partnership firm. Name Address, telephone No. of Director/ Partner should be specified.	
5	Permanent Account No. (PAN) of Income Tax Deptt. and latest clearance Certificate	
6	Detail of experience of sanitation services along with documentary proof and value of each work.	
7	No. of regular employees with the firm/Tenderer	
8	Whether any Administrative, Civil Criminal proceeding is pending against the contractor/firm (if yes) give details	
9	State whether the contractor during the preceding three years period has defaulted on any contract (if yes), provide the factual details and circumstances of the	

	default and the concerned firm/entity labour (R&A) Act 1970 issued by Labour Deptt. of Govt. of Delhi or pertaining to any other Govt. Deptt.	
10	Job requirements i.e. plan of the contractor in brief. (the contractor shall demonstrate his understanding of services requested in the tender and explain how he plans to approach each requirement, indicating the numbers of workers to be deployed and the quantity of material and manpower equipment and machinery, etc. to be used as per Annexure-II & IV respectively.	
11	Acceptance of terms and conditions: (The contractor shall specifically stipulate that the proposal is based upon the acceptance of all terms and conditions stated in the tender.)	
12	References (The contractor shall provide letter of references from three previous clients knowledgeable of the contractor's performance providing similar services)	
13	Detail of earnest money deposited (EMD to be enclosed along with this technical bid)	Amount: Bank Draft No. Date of Issue Name of issuing Bank
14	Any other information	

I/we have carefully read and understood the instructions to tenderers, terms & conditions of the cleaning and upkeep services contract and liability of contractor mentioned at Annexure-IV and agree to abide by them. I/we agree that the EMD shall be liable to forfeiture if after submitting my tender, I/we withdraw or modify my/our offer and/ or terms & conditions thereof in any manner or in the event of my failure after acceptance of this tender to furnish the requisite security deposit by the due date which is

without prejudice to any right or remedies of the Directorate of Extension under the contract and law. I know that no interest would be payable on the EMD/Security.

I/we also hereby give consent for converting the amount of EMD into Security on being found to be a successful tenderer. I/we have inspected the location concerning the contract before submission of tender.

Place: New Delhi

Date:

(Signature of the Tenderer)

With seal

Name :

Designation :

Address :

Telephone No. (Off) :

Telephone No. (Res.) :

Mobile(if any) :

Schedule of payment to be made by the Contractor and benefits to be provided by the contractor to their worker(s)

- (I) The contractor shall pay not less than the minimum wages to the sweeping / cleaning workers engaged by him as notified by the Delhi Govt./ Central Govt. and as applicable from time to time.
- (II) The contractor shall be liable for making the contribution, in accordance with the provision of EPF Act, 1952 and the scheme framed there under in respect of the personnel employed by him.
- (III) The contractor will be responsible for covering his worker under the ESI Act, 1948 and payment as per Act to be made by the contractor.
- (IV) The contractor will be responsible for providing uniform to their workers.
- (V) The contractor will be responsible for payment of bonus to his workers as per relevant act.
- (VI) The contractor shall allow or cause to be allowed to the workers directly or indirectly employed one day rest for six days continuous work and pay wage at the same rate as for duty.
- (VII) The contractor will be responsible for other fringe benefits/allowance also to his workers which have been stated in the tender documents and which are applicable from time to time covered under relevant labour acts, rules & regulations.
- (VIII) The contractor will be personally responsible for compliance of all relevant Act, Rules & Regulations as applicable from time to time. In case of non compliance, the contract will be terminated without assigning any reason by giving 30 days notice in writing.

PRICE BID

To

The P. O & I/c FI (Admn)
Directorate of Extension,
Room No.207, Krishi Vistar Sadan,
IARI Campus,
Pusa, New Delhi - 110012.

Dear Sir,

I/We, submit the sealed Price Bid for providing services for cleaning and upkeep at Krishi Vistar Sadan, Directorate of Extension, IARI, Pusa, New Delhi-110012.

2. I/We have thoroughly examined and understood instructions to tenders, terms and condition of contract, given in the invitation to tender and those contained in the general conditions of contract and its annexure and agree to abide by them.

3. I/We hereby offer to work at the rates given at Sr. No. 08 of the PRICE BID which is for items in annexure-1 Clause-A from Sr. No. 01 to 10.

4. I/We undertake to take responsibility of statutory liability such as EPF/ESI etc.

5. I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the Directorate, the offer will remain open for acceptance till the next working day.

6. As required no documents are being enclosed with Price Bid. Demand Draft / Banker Cheque No. _____ date _____ of the _____ for a sum _____ of Rs. _____ (Rupees _____) is enclosed with the Technical Bid as earnest money in the event of my tender being accepted. I/We agree to furnish a Security Deposit of 7% (seven percentage of the sum of the annual contract) in the shape of FDR for 15 months.

7. I/We do hereby declare that the entries made in the tender appendix / schedules / annexure attached with the technical bid are true and also that I/We shall be bound by the Act of my duty /our duly constitute Attorney Shri _____ whose signatures are appended hereto in the space as specified for purpose and of any other person who in future may be appointed by me/us in his stead to carry on the business of the concern whether any intimation of such change is given to the Director(Admn.), Directorate of Extension or not.

8. Rates per month whole unit: - Rs. per month
For the service enumerated at In words (Rupees

Annexure-1 Clause-A item No. 01 to 09 and

Clause-C item no. 1 to 15 per month.

Yours faithfully,

()

(Signature of Tenderer)

With seal

Capacity in which signing