



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)  
(OIE Reference Laboratory for Avian Influenza)  
आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत  
Anand Nagar, Bhopal - 462022 (M.P.), India



EPABX Tel. No. 0755-2757542, 2750647, FAX: 0755-2758842, Website: [www.nihsad.nic.in](http://www.nihsad.nic.in)

**F. No. 9-11/17-18/NIHSAD (P&S)**

**Dated: - 14.06.2017**

**TENDER NOTICE**

Online Bids are invited from reputed & interested firms for Work/Job Contract for **House Keeping & Cleaning Services** at ICAR Unit, NIHSAD, Bhopal for a period of one year, extendable by one more year subject to mutual agreement, as per its requirement. A demand Draft/FDR of Rs. 1, 00, 000/- (Rupees One Lakh Only) as earnest money deposit (EMD) is to be made in favour of ICAR Unit, NIHSAD, Bhopal and may be addressed to Director, ICAR-NIHSAD, Bhopal.

1.	Details of Tender Deposits: -	
	Cost of Tender Form	Rs. 1000/- (Rupees One Thousand Only) (in shape of DD Only in favour of ICAR Unit, NIHSAD, Bhopal)
	Earnest Money Deposit	Rs. 100000/- (Rupees One Lakh Only)
	Security Deposit	10% of the total value of the contract

**Tender Schedule (Critical date sheet)**

Tender id	
Tender No.	No. 9-11/17-18/NIHSAD (P&S)
Name of Organization	ICAR-National Institute of High Security Animal Diseases, Bhopal - 462022
Date and Time for issue/Publishing	14.06.2017 at 4:00 PM
Document Download/Sale Start Date and Time	16.06.2017 at 11:00 AM
Document Download/Sale End Date and Time	07.07.2017 at 11:00 AM
Pre Bid Meeting Date & Time	27.06.2017 at 11:00 AM
Pre Bid Clarification Start Date & Time	NA
Pre Bid Clarification End Date & Time	NA
Bid Submission Start Date and Time	16.06.2017 at 11:30 AM
Bid Submission End Date and Time	07.07.2017 at 12:30 PM
Technical Bid Opening Start Date and Time	10.07.2017 at 11:00 AM
Price Bid Opening Start Date and Time	Will be intimated after scrutiny of technical bid
Address for Communication	Director, ICAR-NIHSAD, Anand Nagar, Bhopal – 462022 (M.P.) Website: - <a href="http://www.nihsad.nic.in">www.nihsad.nic.in</a>

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPPP from registered/well-established /reputed firms for a

period of one year and extendable by one more year subject to satisfactory performance at ICAR-NIHSAD, Bhopal.

**The instructions for uploading the tender/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.**

Tender form, terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in>, upto 11:00 AM of 07.07.2017 and [www.nihsad.nic.in](http://www.nihsad.nic.in) On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in> only on or before the last date and time i.e. 07.07.2017 at 12:30 PM.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Director, NIHSAD reserves the right to accept or reject any or all the tenders without assigning any reasons.

**Please note that only online bids submitted through CPP Portal will be accepted. Technical Bid and Financial Bid (BOQ) should be uploaded separately.**

**Adm. Officer  
ICAR-NIHSAD, Bhopal**



भारत-अनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएन्जा ओ.आई.ई. संदर्भ प्रयोगशाला)  
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**F. No. 9-11/17-18/NIHSAD (P&S)**

**Dated: - 14.06.2017**

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR HOUSE KEEPING & CLEANING SERVICES FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-NIHSAD, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

From: - Director,  
ICAR-National Institute of High Security Animal Diseases,  
Anand Nagar,  
Bhopal – 462022 (M.P.)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

Online Tender are hereby invited on behalf of the Director, ICAR-NIHSAD, Bhopal for HOUSE KEEPING & CLEANING SERVICES FOR A PERIOD OF ONE YEAR ON JOB/WORK CONTRACT BASIS AT ICAR-NIHSAD, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-NIHSAD as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money of Rs. 1, 00, 000/- and Rs. 1,000/- as cost of Tender form must be deposited in the form of demand draft/FDR to ICAR Unit, NIHSAD, Bhopal **in person to Director, ICAR-NIHSAD, Bhopal on or before the last date/time of submission**. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the deemed draft/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the 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 resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the NIHSAD. 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 ICAR-NIHSAD, Bhopal. An undertaking as per Annexure - II, is also required to be submitted by the tendering firm.
4. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, 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.
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 are 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 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 a tenderer does not accept the offer, after issue of letter of award by ICAR-NIHSAD within 15 (Fifteen) 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 document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NIHSAD shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer and should be uploaded alongwith technical bid.
  8. Online tenders are invited under two-bids systems through e-procurement system. **EMD must be deposited with Director, ICAR-NIHSAD during working hours i.e. 10:00AM to 5:00 PM on all working days (except Second Saturday, Sundays and Gazetted Holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft/FDR in favour of ICAR Unit, NIHSAD, Bhopal.**
  9. Tenders will be opened online by the authorized officer(s) on 10.07.2017 at 11:00 AM. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at ICAR-NIHSAD.
  10. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenderers.
  11. 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.
  12. An amount equivalent to 10% of the total contract value of contract is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the NIHSAD. In the event of non-deposition of the same, the earnest money will be forfeited.
  13. No interest on security deposit and earnest money deposit shall be paid by the NIHSAD to the tenderer.
  14. The bid validity period is 120 days from the date of opening of technical bid.
  15. **The amount of basic wages & VDA notified by the Labour Commissioner, Jabalpur (M.P.) effective from 1<sup>st</sup> April 2017 (vide Circular No. J-92(1)/2016 E.S.III dated 14.03.2017) is the minimum base and the tenderers are at liberty to quote any rate above the minimum indicated therein, keeping in view any increase in wages/VDA in April & October each year. The bid of those tenderers shall be summarily rejected who quote less than the**

**minimum wages rate and other statutory payments prescribed by Law. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. All such statutory requirements must be incorporated while quoting the rate.**

16. The Firm will not charge placement charges or any other account from the manpower deployed with NIHSAD from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
17. Service Charges are to be mentioned separately by the Tendering Firm.
18. The Service tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
19. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
20. Decision of Director, ICAR-NIHSAD shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his 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, ICAR-NIHSAD. 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, 196 as amended from time to time.
21. Acceptance by the Director, ICAR-NIHSAD will be communicated by fax/express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/express letter etc. should be acted upon immediately.
22. The Director, ICAR-NIHSAD does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
23. The Director, ICAR-NIHSAD 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 I & II of this document, at its discretion, in the interest of the job/work.
24. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-NIHSAD on non-judicial stamp paper of Rs. 500/- (Five Hundred Only) or appropriate value as per Rules in force.
25. The following documents/vouchers are required to be uploaded with the technical bid (Schedule-I & II): -
  - a. Scanned copy of DD/FDR of earnest money deposit (EMD) and tender cost form.
  - b. Scanned copy of Registration Certificate of the firm as per Indian companies Act, 1956 or Indian Partnership Act, 1932.
  - c. Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
  - d. Scanned copies of EPF and ESI Certificate issued by the local Government.
  - e. Scanned copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached.
  - f. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.
  - g. Scanned copy of 3 years continuous experience in the field of providing House Keeping work services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations.
  - h. Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average

annual turnover of the firm not less than Rs. 35, 00, 000/- (Rupees Thirty Five Lakhs Only) during the last three years.

- i. Scanned copies of Income tax and service tax registration certificates/GST registration.
- j. Scanned copy of Audited Balance Sheet of the firm for last financial year by the Chartered Accountant.
- k. Scanned copies of PAN Number.
- l. An undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years. **Original undertaking should be submitted alongwith EMD.**

Only those firms who qualify in the technical bid will be considered for financial bid.

**Financial bid (BOQ) should be uploaded separately.**

Yours Sincerely,

**Adm. Officer**

For and on behalf of the Director  
National Institute of High Security Animal Diseases  
Anand Nagar, Bhopal – 462 021 (M.P.)

**TENDER FOR THE AMC OF HOUSE KEEPING WORK ON WORK CONTRACT BASIS**

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. :  
FAX/Mobile No. :  
E-Mail address :

From

.....

To

**The Director,**  
National Institute of High Security Animal Diseases,  
Bhopal – 462 021 (M.P.)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for ..... 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-I 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.

1. 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 from a part of this Tender. The Schedules-I, II and III are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/FDR No.....Dated..... of Rs. .... drawn in favour of ICAR Unit, NIHSAD, Bhopal and payable at SBI, HET, Piplani Branch, Bhopal enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer  
Telephone No. Office

Name of the Witness\_\_\_\_\_

Resi.

Occupation\_\_\_\_\_ (alongwith Address Proof)

Mobile

Address\_\_\_\_\_

Signature of witness to contractor's signature  
Address:

Name & Signature of Witness:  
Address:

**Signature of the tenderer.....**

**SCHEDULE – I****SCHEDULE TO TENDERS**

## Part – I

1.	Name of the Firm/Agency	
2.	Full Address with PIN Code Telephone No. /Mobile No.	
3.	<b>Constitution of the Firm/Agency (Attach copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners</b>	
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.	
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 partners who have signed the Tender to refer dispute concerning business of the partnership to arbitration.	
iii)	If the answer to above point one and two is in 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 partners.	
5.	Name and full address of the Banker	
6.	Your Permanent Income Tax (PAN) no./Circle/Ward	
7.	Any other relevant information	

Signature of the tenderer.....



**Part – II**

<b>8.</b>	Earnest money Deposited:	Yes
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**Part – III**

<b>9.</b>	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
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<b>10.</b>	Name of the Permanent Representative visiting NIHSAD, Bhopal regarding the contract	
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**Date:** - \_\_\_\_\_

**Place:** - \_\_\_\_\_

**AUTHORISED SIGNATORY**

**PART – IV****List of Documents to be submitted by the Bidder in Technical bid**

Sr. No.	Documents required	Yes/No	Page No.
1	Cost of Tender Form		
2	EMD in shape of DD/FDR/Banker's Cheque detailed on the envelope		
3	PAN Card in the name of firm/proprietor		
4	ESI Registration No. alongwith valid certified copy thereof		
5	EPF Registration No. alongwith valid certified copy thereof		
6	Firm should be Registered under company act or any other concerned authorities of Central Government/State Government or under company Act or any other Act essential for carrying out similar job work and copy of relevant certificate needs to be submitted		
7	Experience Certificate/List of contract (in this field) of last three years in tabular form. Enclose certified copy of certificate of satisfactory performance. Experience of working with ICAR/GOI/State Government, Autonomous bodies, Public sector undertaking/local bodies only will be preferred & considered.		
8	Minimum average annual turnover of the firm not less than 35 Lakhs (Rupees Thirty Five Lakh Only) during each of the last three financial years as reflected in certified Trading & P&L Account, Certified copies of Trading and P&L Account and Balance Sheet of the firm for last three years of the service contract by the chartered accountant should be furnished.		
9	Other related documents, photocopy of Banker details alongwith name of bank and Account No. and Address proof etc.		
10	Service tax registration certificate issue by the Government etc.		
11	If any agency is exempted from depositing of the above documents a copy of supporting government orders should be enclosed.		
12	The contractor/agency must have a registration with the relevant shop and Estt. Act. Of Labour Department.		
13	Number of staffs/supervisor registered under ESI/EPF contributions (staff/supervisor) required with ESI/EPF Department		

Signature of the tenderer.....

**Annexure – I****Details of the experience (during last 3 years).**

Sr. No.	Name of the Deptt. Organization & Name of Contact Person with Ph. No.	Period		No. of Staff deployed	Remarks
		From	To		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

**(Authorized Signatory)**

**Schedule - II**

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE**  
**CONTRACT OF NIHSAD CAMPUS**  
**(SCOPE OF WORK)**

1.	<b>Building &amp; the location of NIHSAD Campus: -</b>		
	There is a requirement of 17 points of works (unskilled category) for farm area and general cleaning on open campus area wherever needed are engaged by the contractor to attend the scope of works as mentioned below.		
	<b>Total Work Points – 17 (Unskilled) as Shown below: -</b>		
a.	Guest House – (Two Floors) & Surrounding area	-	1
b.	Hostels & Surrounding area		
c.	Check Points at Laboratory & Colony Security		
d.	Animal Holding Shed	-	1
e.	Animal Receiving Shed		
f.	BSL-2 (Mini) & Tractor Shed	-	1
g.	SPF House		
h.	EM House		
i.	Auditorium	-	2
j.	Administrative Block (Two Floor)		
k.	Service Block	-	1
l.	Farm/Area/Open Area in both premises (Reside & Lab Area)	-	4
m.	Laboratory (First Floor) (Restricted Area)	-	1
n.	Pump House	-	2
o.	All Roads including the surrounding area of residences in residential campus		
p.	Common Toilets – Out Sides Lab, Restricted Area, Colony Complex etc.	-	3
q.	Monitoring and supervision of cleaning	-	1
	<b>Total No. of Points</b>	<b>-</b>	<b>17</b>
<b>Note:-</b>	<b>Qualification – Literate with proficiency in the job.</b>		
2.	<b>Services: -</b>		
a.	This is a <b>service/work contract</b> .		
b.	The built up area in both campuses of NIHSAD will have to be cleaned/maintained strictly as per the Charter & Schedule of services and Schedule of material to be used as indicated at Annexure.		
c.	The Service providing firm/Agency is required to keep the material required for a month in advance after satisfying the authorized officer regarding the quality and quantity of the material. In case of insufficient and unsatisfactory use of material, the NIHSAD reserves the right to supervise the purchase of required material through the designated officials of NIHSAD.		
d.	The non compliance of schedule of services may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after schedule time.		
3.	<b>Items to be provided by the contractor for cleaning: -</b>		
a.	All cleaning tools including Smart cleaning system of Roots, Vacuum Cleaner, Road Cleaner and Cleaning materials will be arranged by the agency. Following brand of materials is only to be used: -		
<b>Sr. No.</b>	<b>Items</b>	<b>Brand</b>	
1.	Disinfectant/Cleaning liquid (Lizol)	Lizol	

2.	Sanitary Cube	Homocol
3.	Liquid soap	Homocol
4.	Naphtalene ball	Trishul
5.	Room freshener	Premium brand/Good quality
6.	Cleaning Powder	Vim/Surf
7.	For Cleaning glass, furniture, computer etc.	Collins
8.	For toilet flush	Harpic
9.	Air Freshener	Odonil
4.	<b><u>Schedule of material use</u></b>	
<b>Sr. No.</b>	<b>Material</b>	<b>Frequency</b>
1.	Cleanzo for mopping and cleaning rooms by using Lizol or superior brand	Daily
2.	Liquid soap +_ Naphthalene ball + Homocol Cube in Urinal Pots	Daily/As & when required
3.	Harpic/kiwi kleen in flush cistern of all toilet	Daily
4.	Cleaning of table computer and other accessories using Colin	Once in a month
5.	Cleaning of toilet using vim/surf/Harpic Toilet cleaner	Daily
6.	Room freshener (Premium brand) in all officer room, Auditorium, Committee room etc.	Daily
7.	Auditorium and Committee Rooms	Daily/ As and when required
8.	Odonil in all Toilets	Twice in a month
5.a.	The selected agency shall provide services for performing the job of maintenance of cleaning services at the NIHSAD Campus. The agency shall employ good and reliable persons with robust health and clean record (duly verified by the police department) preferably age group 21 to 58 years to carry out the services. In case, any of the personnel so engaged by the agency is not found suitable by the NIHSAD, the NIHSAD shall have the right to ask for its replacement without giving any reasons thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.	
b.	The Housekeeping and sanitation services are to be provided as detailed in charter & schedule of services from 8:00 AM to 4:30 PM uninterruptedly and schedule of material used on all working days.	
c.	The Agency is free to deploy more numbers of manpower as per the need of the services to be provided for completion of scheduled work.	
d.	The personnel engaged by the agency for this job contract will not be the employees of the NIHSAD, Bhopal and there will be no employer-employee relationship between the Council/NIHSAD and the personnel so engaged by the contractor.	
e.	The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and the NIHSAD shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.	
f.	The NIHSAD shall not directly or indirectly engage any personnel of the agency during the period of contract.	
g.	The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the contractor for the referred job as and when required.	
h.	<b>The contractor will ensure that the workers provided by him are well behaved. The contractor will have to provide the Identity card to the workers. The Identity card should contain the name of the firm/Logo there on. No employee will be replaced/changed without the consent/intimation of the NIHSAD Authority.</b>	

## 6. DETAILS OF SERVICES

Sr. No.	Details of Services/Supervision	Location	Frequency & Scheduled
1.	Proper and efficient sweeping and cleaning of all the open road area within the premises including surroundings of the residences.	Both Campus Office & Residential	Daily on all working days. To be completed before 10:AM
2.	Proper and efficient cleaning using water, Vim, Harpic an Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings pipes etc.	All Common & attached toilets	Two times on all working days. To be completed before 10:00 AM To be completed before 2:00 PM
3.	Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/wiping of all items within the room.	Both Campus Office & Residential	Daily all working days. To be completed by 11:00 AM
4.	Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of star bar.	Both Campus Office & Residential	Daily all working days. To be completed by 11:00 AM
5.	Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors, windows panes, grills of iron gates and artificial plants etc.	Both Campus Office & Residential	Once in a month
6.	Cleaning of Chairs, Sofa, Carpets etc using Vacuum Cleaner.	Both Campus Office & Residential	Once in a month
7.	Proper and efficient disposal of office waste in the dusbin/Dalao of MCD	Both Campus Office & Residential	On all working days.
8.	Roof Cleaning & Under Ground tanks & Over Head Tanks Cleaning	Both Campus Office & Residential	Once in 6 months
9.	Supervision of all the work areas	Both Campus Office & Residential	On all Six days
10.	For House Keeping Works Lab & other areas	Both Campus Office & Residential	On all Six days
11.	Farm/area/open area	Both Campus Office & Residential	On all Six days

**OTHER TERMS & CONDITIONS**

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
2. The persons so provided by the agency under this contract will not be the employee of the NIHSAD and there will be no employer-employee relationship between the NIHSAD and the person so engaged by the contractor in the aforesaid services.
3. For this Contract, water and electricity will be provided by the institute. It is presumed that the bidder has assessed all the requirements of manpower/materials/logistics/taxes etc. thoroughly before participating in the tender process and the tender quoted cost is lumpsum in respect of all these items/services and therefore no request for any alteration/hike in the rates once quoted would be entertained within one year from the date of award of tender. None of the other requirements including stationary items would be provided from the institute.
4. The contractor will discharge all his legal obligations in respect of the workers/supervisors 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.
5. The contractor shall indemnify and keep indemnified the NIHSAD 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, NIHSAD shall be final and binding on the contractor.
6. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.
7. To have proper coordination in working, the Contractor/Service provider Agency authorities would visit the working areas frequently and contact the concerned In-charge officers/administration for any clarification if required.
8. The contractor must employ adult contractual staff (21-58 years) only. Employment of child labour shall lead to termination of the Contract.
9. Any change in service provider or contractual worker should be done in consultation with NIHSAD authority. Abrupt and unjustified changes will not be accepted.
10. All the Contractual Services Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.
11. The selected agency shall provide the necessary personnel to NIHSAD as per labour acts prevalent as per GOI or M.P. whichever is applicable. The agency shall employ good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the NIHSAD, the NIHSAD shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The shift contractual should not leave their points vacant unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
13. The contractor shall not sublet the work without prior written permission of the NIHSAD.
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
15. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NIHSAD for the purpose. All complaints should be immediately attended by the Agency.
16. All the contractual workers should maintain discipline, punctual and obedience in the campus. Any

misconduct would entail the administration to instruct the contractor to replace the person immediately.

17. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as given below:-
  - A. Payment to the contractual staff would be done by the contractor through BANK TRANSFER in their account on or before 10<sup>th</sup> of each month, right from the first month.
  - B. The contractor then shall submit the claims of such payments to the institute alongwith proof of BANK TRANSFER, payment towards EPF, ESI, Service Tax and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity. In case of quarterly payment such proof shall be submitted in subsequent month.
  - C. Upon verification of records as mentioned above and the attendance of contractual persons, the administration would release the payment via BANK TRANSFER in the account of contractor.
  - D. In no case, release of payment should be linked to payment to contractual workers which must be done before 10<sup>th</sup> day of each month.
  - E. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.
  - F. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document alongwith the bill of the succeeding month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details
  - G. The contractor will have to give revised minimum wages with other statutory liabilities as and when the minimum wages are revised during the contract. Normally, wages are revised during April and October every year. It is expected that the bidder/contractor has taken into account such changes (increase) in the wages and will pay to the labourers/workers such revised wages from the date they become effective. NIHSAD will not pay any extra money to the contractor for such revisions but shall ensure that revised wages are paid to them at stipulated dates.
  - H. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
18. The Director, NIHSAD reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, NIHSAD shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of tenderer.....



**INSTRUCTIONS TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR WORK  
CONTRACT**

1. **Statutory registration and clearances**

Contractor shall commence the work only after obtaining valid Labour License, independent provident fund no., ESI Registration no., and Income tax no. and clearance certificate in respect of provident fund, ESI and Income tax from respective enforcement authorities.

**IDENTITY CARD**

2. Contractor shall provide to each of his employee an Identity card which shall have his photograph verified by contractor, his name, place of work and name of the contractor.

3. **Statutory obligation**

3.1 Contractor shall engage only adult workers (in the age group of 21 years and 58 years).

3.2 Contractor shall observe local laws as far as possible.

3.3 In case a contractor deploys women worker obligation under women's law should be followed.

4. **PF & ESI Contribution & Return**

4.1 PF & ESI contribution of workers engaged shall be borne by the contractor as per laws/ rules in force & shall produce papers/ records whenever asked to do so.

4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the challans etc. to NIHSAD for replying to statutory authorities in case of any complaints.

4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of AMC. In case of old workers, these certificate should be renewed every 3 years.

5. **Medical care in case of accident**

5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workman's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case

5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his worker.

5.3 Contractor should assist and guide his workers.

6. **Supervision**

Contractor shall engage adequate number of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.

7. **Payment of wages**

7.1 Payment shall be made by the contractor to his workers as per their category & nature of work which shall not be less than the rates declared from time to time under Minimum wages Act. By govt. of M.P. or central Govt. whichever is higher.

8. **Safety and disciplinary action**

8.1 Contractor shall ensure that his workers do not indulge in any unsafe or hazardous activities.

They may use safety shoes, dress etc. etc. for day-to-day House Keeping work. All such safety requirements will be provided by the contractor.

9. **Records & information to be furnished by contractor**

9.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.

9.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sr. No.	Description of requirement	Yes/No	Page No.
1.	Eligibility of the contractors: - i. The firm should have 3 years continuous experience in the field of providing House Keeping work services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/ Reputed public organizations (Scanned copy). ii. The firm should have average minimum annual turnover of 35 Lakhs during the last 3 financial years (Scanned copy). iii. The firm should have valid Labour License, Firm Registration Certificate, EPF, ESI Registration Certificate, Income Tax & Services Tax Registration Certificate etc. (Scanned Copy).		
2.	Scanned copy of DD/FDR of earnest money deposit (EMD) and tender cost form.		
3.	Scanned copy of Registration Certificate of the firm as per Indian companies Act, 1956 or Indian Partnership Act, 1932.		
4.	Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.		
5.	Scanned copies of EPF and ESI Certificate issued by the local Government.		
6.	Scanned copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached.		
7.	Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.		
8.	Scanned copy of valid Contractor License		
9.	Scanned copy of audited balance sheet of the firm to fulfill the requirement of average minimum annual turnover of the firm not less than Rs. 35, 00, 000/- (Rupees Thirty Five Lakhs Only) during the last three years.		
10.	Scanned copies of Income tax and service tax registration certificates/GST registration.		
11.	Scanned copy of Audited Balance Sheet of the firm for last financial year by the Chartered Accountant.		
12.	Scanned copies of PAN Number.		
13.	Scanned copy of undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years. Original undertaking should be submitted alongwith EMD.		
	Only those firms who qualify in the technical bid will be considered for financial bid.		
	<b>Financial bid (BOQ) should be uploaded separately.</b>		

**Declaration by the Tenderer:**

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

**Signature of tenderer**

**Schedule – III****Financial Bid (BOQ) should be filled & uploaded separately**

To

**The Director,**  
NIHSAD,  
Bhopal – 462021 (M.P.)

Sir,

I/We submit our tender with respect to financial bid for work/job contract for AMC of House Keeping Work at NIHSAD, Bhopal and my/our rate is as follows which may be read with reference to Schedule – II: -

<b>Financial Bid (BOQ)</b> <b>(For reference purpose only and not to be filled with technical bid)</b>				
Tender Inviting Authority: Director, ICAR-NIHSAD, Bhopal				
Name of Work: AMC for House Keeping work				
Contract No: NIHSAD/9-11/2017-18/P&S				
Name of the Bidder/ Bidding Firm / Company :				
<b>PRICE SCHEDULE</b>				
<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>	<b>TEXT #</b>
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	7	8	10
1	Work contract			
1.01	AMC for House Keeping Work (Total cost per month towards providing services as per statutory liability, i.e. min wages including VDA, EPF, ESI, etc.)		0.00	INR Zero Only
1.02	Agency service charge per month (Amount in INR)		0.00	INR Zero Only
1.03	Any other charges per month (Amount in INR)		0.00	INR Zero Only
1.04	Service tax per month as applicable (Amount in INR)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only		

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

In other terms and conditions that the tender would like to specify, it will form a part of the schedule.

**Signature**  
**Name and address of the firm with phone number**

**Liquidated Damage Clauses/Penalty Clause**

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made. In addition, 10% penalty would be charged after giving due hearing to the contractors explanation by the Director of the Institute.
2. The firm will not charge placement charges on any other account from the manpower deployed with the NIHSAD from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.
4. If the required number of workers/supervisor are less than the minimum required to carry-out the job as a whole, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

**RISK CLAUSE: -**

**The Agreement of the contract can be terminated with two months notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.**

The decision of the Director, NIHSAD, Bhopal (competent authority in the Institute) shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day month and year as mentioned above.

The Director, ICAR-NIHSAD reserves the right to reject any or all tenders in whole or in part assigning reasons therefore. The decision of Director, ICAR-NIHSAD shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature \_\_\_\_\_

Signature\_\_\_\_\_

(Name & Address of the firm)

**(For the Institute)**

Witness:-

1. \_\_\_\_\_

2. \_\_\_\_\_

**UNDERTAKING**

I/We have read and understood General Terms and Conditions contained in the ICAR-NIHSAD’s application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-National Institute of High Security Animal Diseases, Bhopal.

I/We do hereby also accept ICAR-NIHSAD have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NIHSAD any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NIHSAD to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....