



## **ICAR – INDIAN INSTITUTE OF SOIL SCIENCE**

**NABI BAGH, BERASIA ROAD, BHOPAL - 462038**

### **TENDER DOCUMENT**

**INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR AMC OF HOUSEKEEPING MAINTENANCE SERVICES FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.**

#### **Contact Details**

**SENIOR ADMINISTRATIVE OFFICER  
ICAR – INDIAN INSTITUTE OF SOIL SCIENCE,  
NABI BAGH, BERASIA ROAD, BHOPAL - 462038, MADHYA PRADESH  
TEL. NO. (0755) 2747375, 2730970 (EXT. NO. 233 & 134) FAX. NO. (0755) 2733310  
E-mail: [director@iiss.res.in](mailto:director@iiss.res.in), [sao@iiss.res.in](mailto:sao@iiss.res.in) Website <http://www.iiss.nic.in>**



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

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**BY SPEED POST/FAX**

**ICAR-Indian Institute of Soil Science**

**Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)**

Tel. No.(0755)2730970/2734221 (Ext. No. 233& 261) Fax. No.  
(0755) 2733310

F.No.2-30/17-18/IISS

Date: -22/03/2019

### TENDER NOTICE

Online bids are invited from reputed & interested firms for Work/job contract for **House Keeping & Cleaning Services** at ICAR Unit, IISS- Bhopal for a period of one year, extendable by one more years subject to satisfactory performance and mutual agreement. A DD/FDR of Rs. 50,000/- (Rupees Fifty Thousand only) as earnest money deposit (EMD) is to be made in favour of ICAR Unit -IISS, Bhopal and may be addressed to Director, ICAR-IISS, Bhopal

1.	Details of Tender Deposit	
	Earnest Money Deposit	Rs.50,000/- (Rupees Fifty Thousand only)
	Security Deposit	10% of the total value of contract

#### Tender Schedule (Critical date sheet)

Tender id	
Tender No.	<u>2-30/17-18/IISS</u>
Name of Organization	<u>Indian Institute of Soil Science</u>
Date and Time for issue/Publishing	<u>23/03/2019</u>
Document Download/Sale Start Date and Time	<u>23/03/2019 10.00 AM.</u>
Document Download/Sale End Date and Time	<u>12/04/2019 05.00 PM.</u>
Pre Bid Meeting Date & Time	<u>03/04/2019 2.30 PM.</u>
Bid Submission Start Date and Time	<u>23/03/2019 10.00 AM.</u>
Bid Submission End Date and Time	<u>12/04/2019 05.00 PM.</u>
Technical Bid Opening Start Date and Time	<u>15/04/2019 11.00AM</u>
Price Bid Opening Start Date and Time	<u>To be notified later</u>
Address for Communication	Director, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal 462 038

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPP Portal from registered/well-established /reputed firms for a period of one year extendable by one more years subject to satisfactory performance at ICAR-IISS, 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 from the website <http://eprocure.gov.in>, up to 05:00 PM of 12/04/2019 and [www.iiss.nic.in](http://www.iiss.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. 12/04/2019 at 05:00 PM.

In case, holiday is declared by the Government on the day of opening of bids, the bids will be opened on the next working day at the same time. The Director, IISS, Bhopal 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. The rates quoted in the uploaded BOQ shall only be considered for comparison of financial bids.**

**Technical Bid and Financial Bid (BOQ) should be uploaded separately.**

**Sr. Adm. Officer  
ICAR-IISS, Bhopal**



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किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

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**Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)**

**Tel. No.(0755)2730970/2734221 (Ext. No. 233& 261) Fax. No.**

**(0755) 2733310**

**F. No. 2-30/17-18/IISS**

**Dated: - 22.03.2019**

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-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

From: - Director,

ICAR-Indian Institute of Soil Science,

Nabibagh, Berasia Road,

Bhopal – 462038 (M.P.).

To

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

Dear Sir(s),

Online Tenders are hereby invited on behalf of the Director, ICAR-IISS, Bhopal for **HOUSE KEEPING & CLEANING SERVICES** FOR A PERIOD OF ONE YEAR ON JOB/WORK CONTRACT BASIS AT ICAR-IISS, 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-IISS, Bhopal as detailed in the tender forms and its schedules. Please submit your rates in the tender 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. 50,000/- must be deposited in the form of DD/FDR to ICAR Unit - IISS, Bhopal to **Director, ICAR-IISS, 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 DD/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 resile 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 IISS, Bhopal. 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-IISS, Bhopal. An undertaking as per Annexure - III, 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 along with 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-IISS, Bhopal within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be 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 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, the ICAR-IISS, Bhopal 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 along with technical bid.
8. Online tenders are invited under two-bids systems through e-procurement system. **EMD must be deposited with Director, ICAR-IISS 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 in favour of ICAR Unit, IISS- Bhopal.**
9. Tenders will be opened online by the authorized officer(s) on 15/04/2019 at 11:00 AM. Bidders have the option 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-IISS, Bhopal.
10. The financial bid (BOQ) will be opened for the technically qualified tender only. The date of opening of financial bid would be intimated to technically qualified tender.
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 their behalf should be indicated in the 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 in form of DD only after receiving a communication from the IISS, Bhopal. 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 IISS to the tenderer.
14. The bid validity period is 180 days from the date of opening of technical bid.
15. **The interested bidders may visit the Institute campus for assessing scope of work before applying for on line tender.**
16. **As per the past experience, scope and quality of housekeeping & sanitation services to be offered, it is assumed that 7 Nos of workers for each working days are required to carry out the quality work. However, the successful bidder would have liberty to engage any number of workers to offer quality services to the Institute.**
17. **The financial bids shall be evaluated on the basis of amount arrived from calculation of minimum wages for seven no. of workers for 26 days, as notified by the Labour commissioner, Jabalpur (M.P) effective from Apr 2019, along with statutory dues like EPF @ 13 % ESI @ 4.75% and contractor service charges.**
18. **GST would be calculated additionally over and above the calculation arrived.**
19. **The financial bids lower than the calculation arrived as mentioned on point no 17 would be summarily rejected.**
20. **The bidders are required to quote the rates in BOQ for “With Materials Rates” and “Without Material Rates”. In case the rates of “with materials” are unreasonable, the tender shall be finalized on the basis of “without materials” rates. The decision of Director, IISS Bhopal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.**
21. **Since, the wages of worker are revised twice in a year by the Labour Commissioner, Jabalpur (M.P.), the bidders must quote appropriate and reasonable service charges in the financial bid to subsume any future increase in minimum wages of the workers to be deployed for the housekeeping & sanitation service, any other payment to be paid to the worker and all consumable required for carrying out the Job. Bid amount shall not be revised during the contract period.**
22. **Since, the tender for HOUSEKEEPING AND CLEANING SERVICES is on Job contract basis, the bid amount would be intact during the contract period and no additional amount would be paid for any reason.**
23. **The successful bidder shall be liable to pay the minimum wages as notified by the Labour Commissioner, Jabalpur from time to time to the workers deployed during the contract period.**

24. **The bidders shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by them to this Institute. All such statutory requirements must be incorporated while quoting the rate.**
25. **In case, it is found that the successful bidder is not complying the statutory provision of all labour laws including payment of minimum wages, payment of EPF and ESIC, the contract shall be terminated and security deposit shall be forfeited and the Contractor/Firm will be blacklisted.**
26. The Firm will not charge placement charges or any other amount from the manpower deployed with IISS from the payment to be made to the outsourced staff as per quoted rates. In case of default, the contract is liable to be terminated and security deposit shall be 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.
27. **The successful bidder shall be responsible for payment of due wages to the worker through cheque/RTGS/Online on or before the 7<sup>th</sup> of next month. After making payment to the workers, the bill shall be raised and submitted to the institute along with EPF/ESIC and GST challans.**
28. GST would be reimbursed to the bidders on production of copy of challan of exact amount only as claimed by the firm in its bill.
29. The GST/TDS/TCS 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.
30. 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.
31. **Once the contract is awarded, the bidder cannot leave the contract during the contract period. In this regard, the termination clause on page 23 may also be referred.**
32. **Institute shall have authority to deduct the amount not less than 1000/- per day for the deficiency/ shortcoming in housekeeping services from the dues of bidders. In case the bidder does not improve the quality of services, even after the notice, the contract shall be terminated and performance security would be forfeited.**
33. Decision of Director, ICAR-IISS, Bhopal 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-IISS, Bhopal. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1962 as amended from time to time.
34. Acceptance by the Director, ICAR-IISS, Bhopal 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.

35. The Director, ICAR-IISS, Bhopal 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.
36. The Director, ICAR-IISS, Bhopal in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Annexure-II of this document, at its discretion, in the interest of the job/work.
37. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-IISS, Bhopal on non-judicial stamp paper of Rs. 500/- (Five Hundred Only) or appropriate value as per Rules in force.

Yours Sincerely,

**Sr. Adm. Officer**

For and on behalf of the Director  
Indian Institute of Soil Science  
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)



## **Documents for evaluation of Technical bids**

### **Cover I Technical Bid shall contain the following: -**

**The following documents are required to be uploaded for evaluation of technical bid.**

- a. Scanned copy of Demand Draft/FDR of earnest money deposit (EMD).
- b. Scanned copy of Demand Draft of tender form cost.
- c. Scanned copy of Registration Certificate of the firm as per Indian Companies Act, 1956 or Indian Partnership Act, 1932.
- d. Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
- e. Scanned copies of EPF and ESI Certificate issued by the local Government/Appropriate authority.
- f. Scanned copy of numbers of Staff registered under ESI & EPF separately.
- g. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.
- h. Scanned copy of 3 years' continuous experience in the field of providing HOUSEKEEPING AND CLEANING SERVICES in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations, If otherwise not exempted for SME/MSME/Startup firms.
- i. 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. 25, 00, 000/- (Rupees Twenty-Five Lakhs Only) during the last three years duly certified by the Chartered Accountant.
- j. Scanned copies of GST registration.
- k. Scanned copy of PAN Number.
- l. Scanned copy of Banker detail along with name of the bank, Account No and Address Proof.
- m. An undertaking as per attached Format (Annexure – III) 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.
- n. **Original undertaking should be submitted along with EMD.**
- o. Solvency certificate from Bankers for Rs.10.00 Lakhs.
- p. Income Tax returns for last 3 years.

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

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

**TENDER FOR HOUSE KEEPING AND CLEANING WORK ON 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,**  
Indian Institute of Soil Science, Nabibagh, Berasia Road,  
Bhopal – 462 038 (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 Financial Bid 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 form a part of this Tender. The Schedules-I, & II 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, IISS-Bhopal and payable at SBI, CIAE Branch, Bhopal enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer  
Telephone No. Office

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

Resi.

Occupation \_\_\_\_\_ (along with 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 TENDER****PART-I**

1	Name of the Firm/Agency	
2	Full Address with PIN code Telephone No/Mobile No	
3	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 owner	
4 i)	For partnership firm 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 firms authorizing the partner who have signed the tender to refer dispute concerning business of the partnership to arbitration	
	If 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 in execution would be admitted by affidavit on a properly stamped paper by all partners	
5	Name and Full Address of Bankers	
6	Permanent Income Tax (PAN) No./circle/Ward	
7	Any other relevant information	

Signature of the tenderer

**Part - II**

8.	Earnest money Deposited:	
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**Part – III**

9.	Name and Address of the firm's representative and whether the firm would be representing the opening of the Tenders	
10.	Name of the Permanent Representative visiting IISS, Bhopal regarding the contract	

Date: - \_\_\_\_\_

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

**AUTHORISED SIGNATORY**

**PART-IV**

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

<b>Sl. No.</b>	<b>Documents required</b>	<b>Yes/No</b>	<b>Page No.</b>
1	Demand Draft/FDR of earnest money deposit		
2	Copy of Registration Certificate of the firm as per Indian Companies Act, 1956 or Indian Partnership Act, 1932.		
3	Copy of License under the Contract Labour (Registration & Abolition) Act, 1970		
4	Copies of EPF and ESI Certificate issued by the local Government		
5	Copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached		
6	Copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable		
7	Copy of 3 years' continuous experience in the field of providing HOUSEKEEPING SERVICES in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations, if otherwise not exempted for SME/MSME/Startup firms.		
8	Copy of audited balance sheet of the firm to fulfill the requirement of minimum average annual turnover of the firm not less than Rs. 25, 00, 000/- (Rupees Twenty five Lakhs Only) during the last three years duly certified by the Chartered Accountant		
9	Copy of GST registration		
10	copy of PAN Number		
11	Copy of Banker detail along with name of the bank, Account No and Address Proof.		
12	An undertaking as per attached Format (Annexure – III) 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. <b>Original undertaking should be submitted along with EMD.</b>		
13	Solvency certificate from Bankers for Rs.10.00 Lakhs for the current financial year and applicable till the validity of Tender		
14	Income Tax returns for last 3 years.		

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

## SCOPE OF WORK

### THE DETAILS OF THE HOUSEKEEPING AND CLEANING WORK TO BE CARRIED OUT AT ICAR-INDIAN INSTITUTE OF SOIL SCIENCE, BHOPAL

#### Building & Location of Indian Institute of Soil Science Campus

Sl.No	Building/Location	Approx Area.
1	Main Institute Building (Three Floors) New building (Two Floors) and one single floor, Record Room, Sub-station building including rooms, garage, green house, Security rooms at main gate & colony gate, all toilets in Institute main building, substation and driver's room, Digestion rooms	5900 Sq. Mtr.
2	Training hostel, Farm Shed (Two), Farm garage, all roads around the farm section	1500 sq. Mtr.
3	All roads including the surrounding area of residences in residential campus, All area around the Type V, IV, III, II, & I Qtr, composting shed all around	Approx. 2 Km
	Weekly cleaning of garbage containers at residential colony and daily cleaning of garbage containers of office premises and Training hostel.	
	Cleaning of surface drains in & around office building & residential colony premises at regular intervals	

#### **Note:-**

- Consumable required for the job shall be arranged by the service provider/contractor to carry out the quality housekeeping services. No expenditure shall be borne by the institute on consumables.
- The firm before submitting rates must also visit the premises for assessment of the quantum of housekeeping services to be undertaken.
- The rate should include adequate profit margin of the firm.
- The rates quoted by the firm should cover minimum wages including anticipated increase in minimum wages during the contract period to be notified by appropriate authority and other statutory liabilities of the engaged workers and the service commission/charges etc.
- The built up area in the buildings have to be cleaned/maintained strictly as per the charter of schedule of service.
- The Service providing firm/Agency is required to keep the material required for a month in advance after getting it verified by the authorized officer regarding the quality and quantity of the material. In case of insufficient and unsatisfactory/inferior use of material, the IISS, Bhopal reserves the right to impose the penalty.
- 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 of time.

## Items to be arranged by the contractor for housekeeping and sanitation services-

All cleaning tools including Smart cleaning system of Roofs, Vacuum Cleaner, Road Cleaner and Cleaning materials will be arranged by the agency. Following brand of materials is only to be used: -

<b>S.No</b>	<b>Items</b>	<b>Brand</b>
1.	Disinfectant/Cleaning liquid	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
<b>Schedule of material use</b>		
<b>S.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 toilets	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 officers rooms. Auditorium, Committee room etc.	Daily
7.	Auditorium and Committee Rooms	Daily/ As and when required
8.	Odonil in all Toilets	Twice in a month
a.	The selected agency shall provide services for performing the job of maintenance of cleaning services at the IISS Campus. The agency shall employ good and reliable persons with robust health and clean record (duly verified by the police department) within age group of 21-58 years preferably to carry out the services. In case, any of the personnel so engaged by the agency is not found suitable by the IISS, the IISS 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 IISS Bhopal and there will be no employer-employee relationship between the Council/IISS 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 IISS shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
f.	The IISS 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.	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.

## Details of services

<b>1.</b>	Proper and efficient sweeping and cleaning of all the open road area within the premises including surroundings of the residences.	Both office campus and residential area	Daily on all working day to be completed by 10.00 AM
<b>2.</b>	Proper and efficient cleaning using water, Vim, Harpic and 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 and again To be completed before 2:00 PM
<b>3.</b>	Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/wiping of all items within the rooms.	Both office campus and residential area	Daily on all working day to be completed by 10.00 AM
<b>4.</b>	Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of star bar.	Both office campus and residential area	Daily on all working day to be completed by 10.00 AM
<b>5.</b>	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 office campus and residential area	Once in a month
<b>6.</b>	Cleaning of Chairs, Sofa, Carpets etc using Vacuum Cleaner.	Both office campus and residential area	Once in a month
<b>7.</b>	Proper and efficient disposal of office waste in the dusbin/Dalao of BMC	Both office campus and residential area	On all working days
<b>8.</b>	Roof Cleaning & Under Ground tanks Over Head Tanks Cleaning	Both office campus and residential area	Once in 06 months
<b>9.</b>	Supervision of all the work areas	Both office campus and residential area	On all working days
<b>10.</b>	For House Keeping Works Lab & other areas	Both office campus and residential area	On all working days
<b>11.</b>	Farm/area/open area	Both office campus and residential area	On all working 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 IISS, Bhopal and there will be no employer-employee relationship between the IISS 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 IISS, Bhopal 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, IISS, Bhopal 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 preferably) only. Employment of child labour shall lead to termination of the Contract.
9. Frequent changes in the deployed manpower should not be resorted to.
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 contractor shall not sublet the work without prior written permission of the IISS, Bhopal.
12. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
13. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IISS, Bhopal for the purpose. All complaints should be immediately attended by the Agency.
14. All the contractual workers should maintain discipline, punctuality and obedience in the campus. Any misconduct would entail the administration to instruct the contractor to replace

the person immediately.

15. 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 07<sup>th</sup> of each month, right from the first month or within the prescribed period as per labour law.
  - B. The contractor then shall submit the claims of such payments to the institute along with proof of BANK TRANSFER, payment towards EPF, ESI, GST 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 Institute would release the payment via BANK TRANSFER in the account of contractor.
  - D. In no case, release of payment to the contractor should be linked to payment to contractual workers which must be done before 07<sup>th</sup> day of each month or as per the clause (A) above.
  - 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 along with the bill of the 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. IISS, Bhopal 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.
16. The Director, IISS, Bhopal reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. In case the rates of materials are unreasonable, the tender shall be finalized on the basis of "Without material" rates. The decision of Director, IISS, Bhopal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of tenderer.....

**UNDERTAKING**

I/We have read and understood General Terms and Conditions contained in the ICAR-IISS, Bhopal 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- Indian Institute of Soil Science, Bhopal.

I/We do hereby also accept ICAR-IISS, Bhopal 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-IISS, Bhopal 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-IISS, Bhopal to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....

**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., GST and income tax no and clearance certificate in respect of provident fund, ESI and income tax from respective enforcement authorities.

**2. Identity card**

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

**3. Statutory obligation**

- 3.1 contractor shall engage only adult worker (in the age group of 18 years and 58 years)
- 3.2 Contractor shall follow local laws as far as possible.
- 3.3 In case contractor deploys women worker obligation under woman's laws 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 challan etc to IISS, Bhopal 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 Contract. In case of old workers these certificate should be renewed every year.

**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 workmen'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 workers.
- 5.3 Contractor should assist and guide his workers.

**6. Supervision**

It is the duty of the service provider to provide quality services and hence can get the work supervised by qualified supervisors to supervise and control the 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 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 the workers do not indulge in any unsafe or hazardous activities. They may use safety shoes, gloves, dress etc for day-to-day housekeeping 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 authority 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 T REQUIREMENT OF TENDER**

Sr. No.	Description of requirement	Yes/No	Page No.
1.	Eligibility of the contractors: - i. The firm should have 3-year continuous experience in the field of providing House Keeping work services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations, If otherwise not exempted for SME/MSME/Startup firms. (Scanned copy). i. The firm should have average minimum annual turnover of 25 Lakhs during the last 3 financial years (Scanned copy). ii. The firm should have valid Labour License. Firm Registration Certificate, EPF, ESI Registration Certificate, Income Tax & GST Registration Certificate etc. (Scanned Copy).		
2.	Scanned copy of DD/FDR of earnest money deposit (EMD) .		
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 & Abolitions) Act. 1970.		
5.	Copies of ESI and ESI Certificate issued by the local bodies/appropriate authority.		
6.	Scanned copy of numbers of Staff registered under ESI & EPF separately.		
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. 25,00,000/- (Rupees Twenty-Five Lakhs Only) during the last three years.		
10.	Scanned copies of GST registration.		
11.	Scanned copy of Audited Balance Sheet of the firm for last financial year by the Chartered Accountant.		
12.	Scanned copy of PAN Number.		
13.	Scanned copy of undertaking as per attached Format (Annexure-III) 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 Department. Public Sector Undertakings and/or by Central Vigilance commission during the last three years. Original undertaking should be submitted along with EMD.		
14	Solvency certificate from Bankers for Rs.10.00 Lakhs for the current financial year and applicable till the validity of Tender		
15	Income Tax returns for last 3 years.		
	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.....

### **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 contractor's 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 IISS, Bhopal 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.

### **TERMINATION 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 incurred due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.**