



भारतीय कृषि अनुसंधान परिषद  
कृषि अनुसंधान भवन पूसा, नई दिल्ली  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI ANUSANDHAN BHAWAN, PUSA, NEW DELHI

F.No. 9-1/2010-SS/KAB

9th March, 2010

**INVITATION OF TENDER**

(For Housekeeping/Sanitation Services at KAB I & II)

Note: - All the communications must be addressed to the Under Secretary (Service Section) by designation, Indian Council of Agricultural Research, Krishi Anusandhan Bhawan, Pusa, New Delhi-110012.

Telegraphic Address: - **AGRIKAB, New Delhi.**

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From:-

**Under Secretary (Service Section)  
ICAR, Krishi Anusandhan Bhawan, Pusa,  
New Delhi-110012.**

To

**(As per the list)**

Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi tenders are invited for **Annual Job Contract for Housekeeping/Sanitation Services at Krishi Anusandhan Bhawan-I & II, Pusa, New Delhi-12.**

The terms and conditions of the contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit the tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.20,000/- (Rupees Twenty Thousand only)** must be deposited in the form of **Demand Draft/Banker Cheque** in favour of **ICAR Unit, Education Division** and payable at New Delhi. The tender will not be considered if the earnest money is **not enclosed with the tender.**
3. The rates must be submitted in the prescribed format (Schedule II). The agency is required to indicate the number of manpower offered for providing the services and break-up of monthly charges to be claimed and actual to be paid in the schedule III.
4. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation the EMD amount will be forfeited by the Council. 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 after he/she has applied for the same, in the manner prescribed by the Council.

*[Handwritten Signature]*

**Contd.2/-**

5. The schedule I & II of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tender. The pages added must be numbered and number of pages added must be stated.
6. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm it is a company.
7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents 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 sign such and if, on enquiry it appears that the persons so signing without authority, the Council will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tender(s).
8. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be **super-scribed "Housekeeping/Sanitation Services at KAB-I & II, Pusa, New Delhi**. Right is reserved to reject outstation tenders. Tender to be hand delivered should be put in the tender box at this office at Room No. 617, 6th floor, Krishi Anusandhan Bhawan, Pusa, New Delhi-12 not later than 3.00 p.m. on the last date of receipt.
9. The tenderer is at liberty to be present or to authorise a representative to be present at the opening of the tender on the last date of receipt at 3.30 p.m. The name and address of the representative who would be attending the opening of the tender on behalf of tenderer should be indicated in tender. Please also state the name and address along with telephone of your permanent representative, if any.
10. Acceptance by the Council will be communicated by telegram, express letter/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter etc. should be acted upon immediately.

Yours faithfully

  
9.3.10  
(P.K. Bage)  
Under Secretary (SS)

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT**

1. **Buildings and the Location:** - Krishi Anusandhan Bhavan I & II are adjoining building situated at the main gate of the Pusa Institute, Dr.K.S Krishnan Marg, New Delhi-12 the other details are as under:

S.No.	Description	KAB-I	KAB-II
1	Area of Plot	1.41 acres.	1.95 acres
2	Storey	7 Storeyed	5 Storeyed plus basement
3	Plinth Area	7245 Sqm.	9000 Sqm.
4	Total Room	140 Nos.	134 Nos.
5	Common Toilets	15 Nos	24 Nos.
6	Attached Toilets	4 Nos.	14 Nos.
7	Reception Hall	1	1
8	Auditorium	1	Nil

2. **Estimated man days for Total Service per day** = 20 Man days.  
This has been worked out on the basis of maximum average service Time of 20' for a room, 20' for a common Toilet, 10' for attached Toilet, 15' for Reception and auditorium and 15' each for a Corridor, 240' for open area, 30' for parking space, 100' for staircases/lift, and 10' each for cleaning window panes. ( ' **Meant for Minute** )
3. **SERVICES:** -
- (a) This is a service contract.
- (b) The entire open area and the built up area in both the buildings will have to be cleaned/maintained strictly as per the Charter & Schedule of services and Schedule of material use as indicated at Annexure-I&II.
- (c) The service providing firm/Agency is required to keep the material required for a month in advance after satisfying the section officer/Caretakers regarding the quality and quantity of the material. In case of insufficient and unsatisfactory use of material, the council reserves the right to supervise the purchase of required material through the caretaker/designated officials.
- (d) The non compliance of schedule of services may attract the penalty of deduction of payment worked out on pro-rate basis from the monthly charges for the portion of services completed after scheduled time.
- (4) **Materials to be used:** - All cleaning tools including vacuum cleaner and cleaning materials will be arranged by the agency. Following brand of materials is only to be used:-

S. No.	Items	Brand
1.	Disinfectant/ Cleaning liquid	Cleanzo
2.	Sanitary Cube	Homocol
3.	Liquid soap	Homocol
4.	Naphthalene ball	Trishul
5.	Room freshener	Premium
6.	Cleaning Powder	Vim/Surf
7.	For Cleaning glass, furniture, computer etc	Coline
8.	For toilet flush	Harpic/ Kiwi Kleen block
9.	Air Freshener	Odonil

*[Handwritten signature]*

- (a) The selected agency shall provide required services for performing the job of maintenance of cleaning services at the Krishi Anusandhan Bhavan I & II. The agency shall employ good and reliable persons with robust health and clean record (antecedent duly verified by the police department) preferably within the age group 21 to 45 years to carry out the service contract. In case, any of the personnel so engaged by the agency is not found suitable by the Council, the Council shall have the right to ask for its replacement without giving any reason 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 7:30 a.m. to 3:30 p.m. uninterruptedly and schedule of material use in all working days. The agency will provide services equivalent to one man days from 3.30 p.m. to 5.30 p.m. It is to be ensured by the contractor that these services on each floor are provided and supervised.
- (c) The Agency is free to deploy 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 an employee of the Council and there will be no employer-employee relationship between the Council 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 Council shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
- (f) The Council 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) All the persons deployed will carry Identity card issued by the agencies, perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms (summer and winter) to the personnel.
- (i) The tenderer will also have to furnish particulars relating to ESI, EPF, Registration under Contract Act, turnover, infrastructure etc.
- (j) The agency shall furnish experience of performing job contract of cleanliness in reputed Govt/Semi Govt buildings and other organisations.

**4. ELIGIBILITY CONDITIONS: -**

- (a) The firm should have at least five years of experience of performing job contract of Sanitation Services in reputed Govt/Semi Govt / Govt. undertaking/University and other establishment.
- (b) The firm should have at least completed one similar contract of value not less than Rs.20.00 lakh p.a. satisfactorily in the Government Department in the last three years.



- (c) The firms should have at least 50 sanitary workers/ Supervisor registered under ESI. & EPF.
- (d) The firm should submit solvency certificate from their bankers for more than Rs.25 Lakhs.
- (e) The firm should have valid Labour Contract licence for current contract.
- (f) The firm must have Service Tax Registration.
5. **Evaluation of the quotation:** - The council will evaluate and compare the quotation determined to be substantively responsive i.e. which are properly signed, fulfil all the eligibility conditions, conform to the terms and conditions and meet the minimum wages criteria and other statutory requirement. The council will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
6. **TERMS OF THE CONTRACT:** - Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Council reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.
7. **MODE OF PAYMENT:** The agency shall submit monthly bills along with the proof of depositing Service Tax and EPF & ESI contribution for the personal engaged at the site for the job performed during the preceding month on the first working day and the Council shall make payment by means of crossed cheque drawn in favour of the agency. However, taxes which are as per the rules of the Govt. of NCT of Delhi shall be deducted at source from monthly bills of the successful tenderer. The agency shall make payment to their employee through cheque only.
8. **TERMINATION:** - This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or despatched at the address herein given under registered post.
9. **LOSS AND /OR DAMAGES:** - In case of any loss or damage done to the property of the Council by the personnel provided by the agency for sanitary duties at KAB I & II, full damages will be recovered from the Agency and decision of the competent authority of ICAR shall be a binding on him
10. **SECURITY DEPOSIT:** - The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of Demand Draft/Pay Order favouring ICAR Unit-Education Division within two weeks from the date of award of the contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Council.
11. **The contractor is advised to do a complete survey on his own of both the buildings done before offering rates.**
12. **In case of any dispute arising decision of Secretary, ICAR will be final and binding.**



**TENDER FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING/  
SANITATION SERVICE AT KRISHI ANUSANDHAN BHAWAN, PUSA, NEW DELHI-  
110012**

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Full Name and address of the tenderer in addition to address and other relevant information needed for the complete Address:-

\_\_\_\_\_  
Telephone No.  
telegraphic Address

From:-

To  
The Under Secretary (Services.)  
ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi-12.

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for providing Housekeeping/Sanitation Services Krishi Anusandhan Bhawan-I & II, Pusa, New Delhi-12 and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached II and III to this tender and I/we agree to hold this offer open till 90 days. I/ we shall be bound by a communication acceptance despatched within the prescribed time.

2. I/we have understood the 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 and III attached with this tender are at page Nos.\_\_\_\_\_.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order/Demand Draft No.\_\_\_\_\_ of Rs.\_\_\_\_\_ drawn in favour of ICAR Unit- Education Division and payable at New Delhi is enclosed as earnest money as required.

Signature & Seal of Tenderer with date\_\_\_\_\_

Address\_\_\_\_\_

Name & Signature of witness\_\_\_\_\_

Address\_\_\_\_\_



**ANNEXURE-I****CHARTER & SCHEDULE OF SERVICES**

<b>S.NO</b>	<b>Details Of Services</b>	<b>Locations</b>	<b>Frequency &amp; Scheduled Time</b>
1.	Proper and efficient sweeping and cleaning of all the open area within the premises/ boundary wall of Krishi Anusandhan Bhawan-I & II	Both buildings.	Daily on all working days, To be completed before 9.00 a.m
2.	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 9.00A.M. To be completed before 2.00 P.M.
3.	Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/ wiping of all items within the room.	Both buildings	Daily on all working days, Senior Officer's room- by 9.00 A.M. Other rooms - by 10.00 A.M.
4.	Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of stair bar.	Both buildings	Daily all working days. To be completed by 11.00
5.	Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors, window panes, grills of iron gates and artificial plants etc.	Both buildings.	Once in a Month
6.	Cleaning of Chairs, Sofa, Carpets etc using Vacuum cleaner	Both buildings	Once in a Month
7.	Proper and efficient disposal of office waste in the dustbin/ Dalao of MCD	Both buildings	On all working Days.
8.	Completion Report of scheduled works	Both building.	On all working days.



**Schedule of material use**

<b>S. No.</b>	<b>Material</b>	<b>Frequency</b>
1.	Cleanzo for mopping and cleaning rooms	Daily
2.	Liquid soap + Naphthalene ball+ Homocol Cube in Urinal Pots	Daily
3.	Harpic/ kiwi Kleen in flash cistern of all toilet	Twice in a month
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 room	Daily
7.	Auditorium and Committee Rooms	Daily / As and when required
8.	Odonil in all Toilets	Twice in a month

*Done*

**SCHEDULE TO TENDER**

**PART-I**

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

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



**SCHEDULE-I**

**Part-II**

1. Detail of the Earnest Money Deposited:-

- a) Demand Draft number with date and  
Bank drawn on.

**Part-III**

1. Name and address of the firm's representatives  
and whether the firm would be represented at the  
time of opening of the tenders.

Dated:- \_\_\_\_\_

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

**Authorised Signatory**

**Please add supplementary pages to be numbered wherever needed.**



**SCHEDULE-II**

**SCHEDULE OF TENDER**

- 1 Last date of receipt of Tender: - 26.03. 2010 at 3.00 p.m.  
2. Date of opening of Tender: - 26.03.2010 at 3.30 p.m.

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To  
Under Secretary (SS)  
ICAR, KAB  
Pusa, New Delhi-12

I/we wish to submit our tender for providing Housekeeping/Sanitation services at KAB-I & II on the following rates:

(In Rupees)

Description	Labour charges	Material charges	Service charges all inclusive	Service Tax of Total Cost	Total
	1	2	3	4	5=(1+2+3+4)
Total monthly charges for Housekeeping/Sanitation Services at KAB-I & II as per the terms & conditions specified in the tender form, charter& Schedule of Services and Schedule of material use as mentioned in Annexure-I & II. (including sanitary materials)					

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

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

Signature \_\_\_\_\_

Name and address of the firm with  
Phone No. \_\_\_\_\_



**SCHEDULE-III**

**No. of manpower offered & break-up of Monthly Labour charges to be claimed and actual to paid**

**1. No. of Manpower offered**

(a) No. of supervisors:-

(b) No. of workers:-

**2. Break-up of monthly Labour charges to be claimed and actual to be paid**

(In Rupees)

Sr. No.	Description	Monthly Charges per workers	Actual Amount to be paid to workers	Monthly Charges per Supervisor	Actual Amount to be paid to supervisor
	a. Monthly Rate				
	b. ESI Contribution				
	c. EPF Contribution				
	d. Other Charges including bonus, gratuity, etc.				
A	Total cost per head (a+b+c+d)				
B	Contribution by the employee for ESI/EPF to be deducted	---		---	
C	Other deduction, if any	---		---	
D	Actual amount to paid to the employee	---		---	



**Authorised Signature**

### List of the firm

<b>S.No</b>	<b>Name of the firm</b>
1.	M/s Vinay Enterprises P-60, Vijay Vihar, Uttam Nagar, New Delhi-110059
2.	M/s Chhar Security & Intelligence Services Ltd. 242 (SFS), Pocket-F, Dwarka, Sector-9, New Delhi-
3.	M/s ANVF Enterprises 27/1, Ashok Nagar, Sonipat-131001
4.	M/s Vansh Facility Services P-83, Vijay Vihar, Uttam Nagar, New Delhi-110059
5.	M/s Prince Services 213, Village & Post – Kakrola New Delhi-110 078
6.	M/s R.K. Enterprises B-9, 2 <sup>nd</sup> floor, Room No.202, Goyal Complex (Near-Sai Baba Mandir), Vikas Marg, Laxmi Nagar, New Delhi-110092
7.	M/s ACME Enterprises, E-5 & 6, UGF, LSC, DDA Market, M.O.R. Land, New Rajender Nagar, New Delhi-110060
8.	M/s Man Machine Works Pvt. Ltd. E-98, Sector-6, Noida-201 301
9.	M/s ESF Securities 3637, Ram Nath Patwa, Pahar Ganj, New Delhi-110055
10.	M/s N Kumar Associates International Siablink Navalkunj Building Linking Road, Bandra (West), Mumbai-400050
11.	M/s Multi Serve Outsource Solution Pvt Ltd. C-128, 1 <sup>st</sup> Floor, Sector-10, Noida (U.P.)
12.	M/s All Services Under 1 Roof (India) Pvt. Ltd. Plot No. AG-3, Cama Industrial Estate, Village-Pahadi, Near-HUB, Opp. Kusum Masala, Goregaon (East) Mumbai-400063
13.	M/s Updater Services Pvt. Ltd 7, Sakthi Garden, Off Rajiv Gandhi Salai, Thoraipakkam, Chennai-600 097

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