

Email : 08255-239666
aaocpcrivtl@gmail.com

भा.कृ.अ.प - केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
प्रादेशिक केन्द्र, विट्टल - 574243, कर्नाटक, भारत

Phone Head:(08255)265289
(Res):(08255)239244
PABX. (08255)239238
239222



ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA



F.No.300-150(3)/2016-Stores

Date: 12-07-2017

SHORT TENDER NOTICE

HEAD, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, REGIONAL STATION, VITTAL is inviting sealed tenders in the name of The Head, CPCRI, RS, Vittal for 'Maintenance of Guest House' from reputed and registered contractors (those possessing approved labour license, shop establishment registration certificate, EPF & ESI code number etc.). The tenderer has to pay wages as per the norms and approved rates of the Central Government. The tenderer has to mention clearly the service charges, their commission/profit etc. in the tender document. The non transferable tender document containing schedule of Maintenance of Guest House and terms & conditions can be obtained from the Head, CPCRI, RS Vittal on payment of **non- refundable amount of Rs. 250/-** (Rupees two hundred and fifty only) payable by DD drawn in favor of ICAR Unit, CPCRI RS, Vittal payable at Vittal. The tender forms can also be down loaded from CPCRI website www.cpcri.gov.in and the cost (Rs. 250/-) of tender documents should be enclosed with their bids in the form of DD as above failing which it will be rejected.

The duly completed sealed tenders will be received latest up to **15.00 hrs** on **02.08.2017** and tenders (Technical bid) will be opened on the same day at 15.30 hrs in the presence of the tenderer or their authorized nominee. An amount of **Rs.10,000/-** (Rupees ten thousand only) towards EMD should be deposited in the form of crossed Demand Draft drawn in favour of ICAR Unit, CPCRI, RS, Vittal payable at Syndicate Bank, Vittal failing which the tender will be rejected. Tenders received after due date and time will not be accepted.

The Head, CPCRI, Regional Station, Vittal reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

Assistant Administrative Officer

Copy to: 1. CPCRI Website.

2. All Notice Boards, CPCRI, RS, Vittal

Fax 08255-239666
Email aaocpcrivtl@gmail.com

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(भारतीय कृषि अनुसंधान परिषद)
प्रादेशिक केंद्र, विट्टल-५७४२४३,
कर्नाटक, भारत

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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL – 574 243, KARNATAKA, INDIA



TENDER FOR Maintenance of Guest House' – 2017

TENDER ISSUED TO:-

ASST.ADMINISTRATIVE OFFICER

Fax : 08255-239666
Email : aaocpcrivtl@gmail.com

भा.कृ.अ.प.केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL – 574 243, KARNATAKA, INDIA



INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR MAINTENANCE OF GUEST HOUSE AT CENTRAL PLANTATION CROPS RESEACH INSTITUTE, REGIONAL STATION. VITTAL-574 243 D.K.

- A) Cost of Tender Form Rs. 250/- (Rupees two hundred fifty only)
- B) Last date of receipt of Tenders in the office of CPCRI, RS Vittal is up to 15.00 hrs on 02.08.2017.
- C) Tenders (Technical Bids) to be opened at 15.30 hrs on 02.08.2017.
- D) Tender to remain valid for acceptance up to 90 days from the date of opening
- E) The Tender document is also available at our web site www.cpcri.gov.in and the cost of tender documents should be enclosed with their bids in shape of Demand Draft/Pay Order in favour of 'ICAR Unit, CPCRI,RS,Vittal' payable at Vittal, failing which it will be rejected.

NOTE

1. The Head, Central Plantation Crops Research Institute, Regional Station,Vittal may at his own discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday the Tender shall be deemed to remain open for acceptance till the next working day.

ax : 08255-239666
Email : aaocpcrivtl@gmail.com

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(भारतीय कृषि अनुसंधान परिषद)
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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL – 574 243, KARNATAKA, INDIA



Note: All communications must be addressed to the Head, Central Plantation Cops Research Institute, Regional Station, Vittal-574 243 D.K.

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Head, Central Plantation Crops Research Institute, Regional Station, Vittal-574 243 D.K. for maintenance of Guest House at Central Plantation Crops Research Institute, Regional Station, Vittal-574 243 D.K. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of Rs. 10,000/- (Rupees ten thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit, CPCRI payable at Vittal. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and condition thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. 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 Institute.

3. The Schedules of the tenders 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. 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 modifications of the schedule are considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of

(i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or

(ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

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

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

7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed. "Maintenance of Guest House at Central Plantation Cops Research Institute, Vittal with address of this office and the tenderer shall place two envelopes clearly marked containing **'technical bid'** and **'financial bid'** separately in the main envelop. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the office of the Head, CPCRI, RS Vittal not later than **15.00 hrs on 02.08.2017**.

1. The rates quoted by each firm for job/maintenance of Guest House contract in tenders be given both in words and figures failing which the same is liable to be rejected. 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 tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.

9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

10. An amount of 10% of the tendered amount as a Security Deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and the ^{award} amount of tender cancelled.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute, will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

13. Head, CPCRI RS Vittal reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

14. Decision of Head, Central Plantation Crops Research Institute, Vittal shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her 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, CPCRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

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

16. The following documents/ vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:

- a) Registration certificate of the firm under the work contract of the Labour Department.
- b) Minimum turnover of the firm not less than Rs. 10,00,000/- (Rupees ten lakhs only) during the last financial year.
- c) Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered account.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employees EPF registration certificate issued by Govt.
- g) Employees ESI registration certificate issued by Govt.
- h) The contractor/agency must have a registration with the Contractor Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- i) Nos. of staff/supervisors registered with their ESI & EPF separately. Documentary proof of vouchers to be required and may be attached.
- j) Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper of 100/- (Rupees one hundred only) for each work.
- k) Only those firms will be considered for financial bid who will qualify in the technical bid.
- l) Those who cleared the Technical Bid only considered for the financial bids.
- m) Last three years continues experience of the firm in the field of providing such services.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.



ASST. ADMINISTRATIVE OFFICER

Annexure - I

Schedule of Work

1. Prepare food items, such as Bed coffee/tea. Breakfast. Lunch, Evening tea and Dinner, provide quality food of highest order and serve according to the need /requirement of the Guest in the CPCRI Guest House. Most hygiene should be maintained while preparing food and serving. Details of various food items mentioned below shall be provided with standard quality / quantity:-

- (i) Breakfast : Idly or Dosa with Chutney' Sambar or Uppuma/Poori etc.
(Minimum 3nos);or Bread/butter/Omlette or any other suitable & acceptable items as per instruction.
- (ii) Lunch / Dinner: :Rice. Chappatti as required by the inmates two curries. Dal. Sambar.
(South Indian) Curd. Pickle. Pappad etc. and Fruits / Payasam Common
- (iii) Lunch Dinner :Vegetarian items: Roti. Fried Rice. Pulav. Dal.
(North Indian) Vegetarian curry. Pickle. Pappad, & salad
Non-Vegetarian: Chicken. Mutton Common
for both: Fruit /Sweet and curd

2.Daily cleaning & dusting of all the rooms ,windows, window panes, doors including bathrooms, toilets etc. as well as all the furniture in the Guest houseroom and surrounding of Guest House.

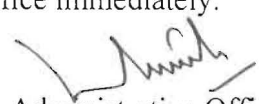
3.Removing the cob webs regularly in all the rooms as well as the corridor.

4.Attend the room service on clean & tidy dress / Uniform.

5. Washing of all bed sheets & towels etc. regularly & pressing(ironing) it properly

6. Any other works specially entrusted as and when needed.

7.Collect the room rent from the Guest/staff members properly & remit the same to the office immediately.

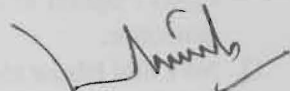

Asst. Administrative Officer

Annexure -II

Terms and Conditions

1. The contractor should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the Statutory obligations under the ESI, Provident Fund rules etc- in respect of the persons deployed for the works. The Institute shall not provide / contribute towards the ESI / EPF etc.
2. The Contractor/agency will be responsible for payment of the revised wages. DA, ESI, EPF contribution etc from time to time.
3. All the items mentioned in the Annexure - I should be purchased yourself and the same cooked in the Guest House kitchen and served in the Dining hall. Gas stove, kitchenwares, utensils, Crockery's, refrigerator and other required amenities for cooking and serving the food items etc. will be issued by the Institute. Special items like Fish Curry, Chicken Roast/Curry etc should be prepared on specific request from the Guests. The contractor shall provide other services like supply of mineral water, soft drinks. Biscuits, snacks etc. to the inmates on demand. Cost of the same collected should not be more than the MRP rate.
4. The Contractor shall be solely and wholly responsible for the procurement of all articles of raw materials and food products/provisions etc. required for preparation of the meals. No transport will be provided by this Institute.
5. The contractor is expected to provide a whole some /superior quality food at all times. Inspection of the food would be carried out periodically by an Officer of CPCRI authorized by the Director of the Institute and lapses, if any, would be viewed seriously. Serving of Sub-standard food would lead to termination of the contract.
6. The menu items under preparation for day to day serving should be displayed in the Guest house.
7. Timings for serving food items to be observed and rate to be charged are as under: -
 - i) Bed Tea / Coffee - 6.00 AM to 7.00AM - Rs.5.00/10.00 per cup
 - ii) Breakfast & Tea/coffee - 8.00 AM to 9.00AM - Rs.40/-per plate
 - iii) Lunch - 1.00 P.M. to 2.00PM - Rs.50/- per plate (Veg.)
 - iv) Dinner - 8.00 PM to 9.00PM - Rs.60/- per plate(Veg.)
8. No liquor / prohibited items are allowed in the Guest House and Institute premises.
9. The Service should be provided by the Contractor daily and worker (s) detailed for undertaking the work should be available in the Guest House for 24 hrs,
10. The kitchen room, dining hall, tables, chairs etc should be kept clean and hygienic standards should be maintained while preparing and serving the food item. The serving persons must be decently dressed in clean clothes. The Contractor is expected to keep the premises, equipment and furniture provided in good condition at all times.
11. The contractor should collect the payment towards room rent, meals etc. from the Guests/staff members directly after serving breakfast / lunch / dinner / tea etc. The institute takes no responsibility of realizing the payment from the guest, not it has any liability on this account.
12. The contractor should keep the usage of the water and electricity to a reasonable level. The institutes reserve the rights / option to levy the penalty on the Contractor in case of misuse of water and electricity and diesel for generator.
13. No Child labour should be employed in the Guest House for any type of work or service
14. Number of persons to be deployed may be specified by the contractor.
15. 10% of the total amount quoted for one year have to be deposited at this office as security deposit within seven days of intimation of the award of the work. The amount shall be refundable without any interest after the completion of the contract period.
16. The contractor will be required to sign an agreement in this regard. Deviation from any of the terms and conditions indicated in the Agreement will result in termination of the contract and forfeiture of the Security Deposit.
17. Payment will be made only on monthly basis by cheque on satisfactory completion of the work

18. The persons entrusted with the work should carry out the work without causing any damages to the Institute property and disturbance to the staff members. In case of any damage caused, the same will be made good from the payment due to the contractor.
19. The list of personnel deployed for the Maintenance work under the contract indicating their name of permanent address should be made available to the undersigned before undertaking the work.
20. The persons deployed for the work should be issued with proper Uniform for easy identification at your cost.
21. The contractor shall be responsible for the maintenance of all records registers as required and collected room etc. as per rules and remit the same to the Office immediately, if Holiday, the same should be remitted in the next working day.
22. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever the workers are going on leave under intimation to this office and changing of workers should be intimated to this office.
23. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100- (Rupees one hundred only)
24. The Annexures 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. Each additional page must be numbered consecutively and signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the Annexure is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise he tenders may be rejected,
25. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Annexures to the tenders is not fully filled in.
26. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice.
27. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt, shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by the government.
28. Head, CPCRI, RS, Vittal reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
29. Decision of Head of Station shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Head, CPCRI Regional Station, Vittal. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act. 1996.
30. Acceptance by the Institute will be communicated by formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible.


Asst. Administrative Officer

TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR MAINTENANCE OF

Guest house at Central Plantation Crops Research Institute, Regional Station, Vittal-574 243,Karnataka

Full Name & Address of the Tenderer

In addition to Post Box No., if any, should be
quoted in all communications to this Office

Telephone No:

Telegraphic Address/FAX/Cellular No.

E-Mail address

From

- - - - -
- - - - -

To

The Head

C.P.C.R.I.,Regional Station,
Vittal-574 243 D.K.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE SERVICE CONTRACT FOR MAINTENANCE OF Guest house at Central Plantation Crops Research Institute, Regional Station,Vittal-574 243 D.K.** and agree to provide the services as detailed in the schedule herein o to such portion thereof as you may specify in the acceptance of the Tender at the rates give in Schedule-I to this tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 3.The following pages have been added to and from a part of this Tender - - - - - The schedules-I & II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD No. of Rs. (Rupees only)
drawn in favour of ICAR Unit, CPCRI, payable at Vittal-D.K. is enclosed as earnest money required.

Yours faithfully,

Signature & seal of the Tenderer

Witness:

Address:

Occupation:

Tel. No. Office

Residence

Mobile

Signature of witness of contractor's signature

Address

Name & Signature of witness, Address

Part-I

1. Name of the firm /Agency:
2. Full address with pot box No. and Telephone No., if any
3. Constitution of the firm Agency(Attached copy)
Indian companies Act,1956/Indian Partnership Act,1932
(Please give names of parters) any other Act, if not, the owners
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
i)If answer to the above is in negative whether there is any general power of attorney executed by all the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
ii)if the answer is in point one and to the alternative please furnished a copy of either the partnership agreement or the general power of attorney as the case may be admitted by affidavit on a properly stamped paper by all partner.
5. Name and full address of your Bankers:
6. Your Permanent Income Tax No./Circle/Ward:
7. Any other relevant information:

Part-II

8. Earnest Money Deposit Yes/No

Part III

9. Name and address of the firm's representative
And whether the firms would be representative at the opening of the Tender
10. Name of the Permanent representative to be visiting
CPCRI Vittal regarding the contract

Date:

Place:

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

Tender for Maintenance of Guest House at CPCRI, Regional Station, Vittal-D.K.,Karnataka

Name of the participating firm/Agency:

Checklist for Technical Bid

(YES/NO)

1	Tender document duly filled and signed	
2	Tender's covering letter (as per the enclosed format)	
3	Crossed Demand Draft for Earnest Money Deposit an amount of Rs. 10,000/-	
4	Registration certificate of the firm under the work contract of the Govt.	
5	Minimum turnover of the firm not less than Rs 10.00 lakhs during the last financial year 2018-19 (duly certified by the Chartered Accountant)	
6	Certified Balance Sheet of the firm for last year to the service contract by the chartered accountant	
7	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form	
8	Duly certified copies of the satisfactory services where the Tenderer is providing services for the last three years.	
9	PAN/TAN number and copy of latest Income Tax return	
10	Employees EPF registration certificate issued by govt..	
11	Employees registration certificate issued by the Govt .	
12	Service Tax Number	
13	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act	
14	No. of staffs/supervisors registered with their ESI &EPF separately. Minimum nos. (staff/supervisors) required with their ESI &EPF contributions. Documentary proof of vouchers to be required and may be attached	

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 02-08-2017 up to 15.00 hrs

Date of opening of Financial Bid : As per the intimation

To
The Head,
Central Plantation Cops Research Institute
Regional Station, Vittal-574 243 D.K.,Karnataka

Sir,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR Maintenance of Guest House** at Central Plantation Cops Research Institute, Regional Station, Vittal-574 243 D.K.,Karnataka

No.	Particulars	Amount per month (Rs. In figures and words)
	Monthly consolidated rate offered for THE SERVICE CONTRACT FOR Maintenance of Guest House at Central Plantation Cops Research Institute, Regional Station, Vittal-574 243 D.K.,Karnataka with the highest standards of maintenance of guest house and as per the terms and conditions specified in the Tenders including all labour material, transportation, specially covered all acts & taxes etc. as applicable from time to time	<div></div> <div>(In figures)</div> <div></div> <div></div> <div>(in words)</div>

Details of the Minimum 3 years experience/work done:

Sl.No.	Name of the Deptt./Organization & Name of contract Person with Ph.No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signature

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow, strict attendance alternative arrangements are to be made by the agency whenever any of the staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to Officer in-charge, CPCRI, RS., Vittal.
3. The Head, CPCRI, RS., Vittal the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Head, CPCRI, RS., Vittal shall be final and binding on the Contractor/Agency in respect of any clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The Staff provided should be capable of reading and writing with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officers of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement can be terminated with one month notice on either side.
8. The contractor shall not subcontract the work without prior written permission of the Institute.
9. The selected agency shall provide the necessary personnel at this Institute as per labour acts prevalent in Karnataka State. The agency shall employ good and reliable persons with robust health in the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute 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.
10. The persons so provided by the agency under his contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill.
12. After physical inspection of the site, detailed assessment/requirements of personnel for providing workers at the Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution.
14. 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. The contractor shall indemnify and keep indemnified the Institute 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 Secretary, ICAR shall be final and binding on the contractor.
15. Income tax will be deducted from the payments due for the work done as per rule.
16. The contract must employ adult labour only. Employment of child labour may lead to the termination of the contract.
17. The contract is subject to the condition that the conditions in the tender will comply with all the law and acts of Central/State Govt. relating to this contract applicable from time to time.
18. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of present agency and excess expenditure incurred on account of this can be adjusted from Security Deposit or pending bills or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 250/- (Rupee two hundred and fifty only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within One Hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Head, CPCRI, RS. Vittal reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

