

# TENDER DOCUMENT

## **Technical Bid**

**Name of work:** House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at NIPGR Campus, New Delhi

**CLIENT:** **DIRECTOR,  
NATIONAL INSTITUTE OF PLANT GENOME RESEARCH,  
(NIPGR), ARUNA ASAF ALI MARG, NEW DELHI- 110067.**

**Name of Agency:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Institute of Plant Genome Research**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg, New Delhi-110067  
(Tel. 26735165/26735170; (Fax) 26741658

Tender Notice No. 4-2/2016/H&S/NIPGR/

**NOTICE INVITING TENDER**

NIPGR invites sealed tenders so as to reach up to 3:00 p.m. on June 03, 2016 from Delhi based reputed and registered agencies, in the prescribed form, for Housekeeping and Sanitation (sweeping & cleaning) services and Garbage Disposal at NIPGR Campus, New Delhi. The last date for sale of tender is June 02, 2016 by 05:00 p.m. Tenders will be opened on June 03, 2016 at 03:30 p.m. Detailed tender document containing terms and conditions can be obtained in person on any working day from 2.30 p.m. to 5.00 p.m. on payment of ₹1000/- (Rupees one thousand only) in cash from May 12, 2016 to June 02, 2016. The tender document can also be downloaded from our website ([www.nipgr.ac.in](http://www.nipgr.ac.in)) and cost thereof be paid at the time of submission of tender by way of demand draft in favour of Director, NIPGR, New Delhi, drawn on any Nationalized Bank payable at New Delhi. In case the tender cost is not submitted, the tender will not be considered.

The earnest money of ₹1,35,000/- (Rupees one lakh thirty five thousand only) should be deposited in the form of Demand Draft/Banker's cheque payable at New Delhi, issued in favour of the Director, NIPGR, New Delhi.

The bids will be accepted in respect of those agencies having relevant experience of minimum of three years in providing similar type of services. The tenderer should have completed/have either at least three contracts of similar services of annual value not less than ₹27 lakhs with a minimum of 20 workers in each contract, or two contracts of similar services of annual value not less than ₹34 lakhs with a minimum of 25 workers in each contract, or one contract of similar services of annual value of ₹54 lakhs with a minimum of 35 workers, in each of the last three years ending April 30, 2016, **satisfactorily**, in Government, Departments/Organizations/PSUs/Autonomous Organizations. Copies of job orders & satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations may be furnished. Further, the tenderer should have a minimum annual turnover of ₹67 lakhs for each of the last three financial years ending March 31, 2015.

Intending bidders must enclose copy of documents such as valid Registration, PAN, RPFC, ESI Registration, Service Tax Registration, Income Tax Assessment Order, etc. with the bids.

Manager, NIPGR

**Note: The Terms & Conditions may be read carefully and strictly with before submitting the Tender/Quotations.**

## **TENDER DOCUMENT**

**Name of work:** House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at NIPGR Campus, New Delhi

**Client:** Director, NIPGR, New Delhi

**Tender Issued to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Place for submission /**

**Place opening of tender document:** NIPGR Campus,  
Aruna Asaf Ali Marg,  
New Delhi-110067

**Manager**  
**NIPGR, New Delhi**

**Last date for sale of tenders** : June 02, 2016 up to 5:00 p.m.

**Date/Time of submission** : June 03, 2016 up to 3:00 p.m.

**Date/Time of opening of Technical Bid** : June 03, 2016 at 3:30 p.m.

**Manager**  
**NIPGR, New Delhi**

**National Institute of Plant Genome Research**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg,  
New Delhi-110067

**Technical bid**

1. Name, address and PAN of the Agency :
2. Name & Telephone number of the authorized person to be contacted :
3. Turnover for the last three years :  
(Copies of I.T. Returns, P&L A/c and Balance Sheet to be enclosed)  
**Turnover (in ₹.)Financial Year**  
2014-15 :  
2013-14 :  
2012-13 :
4. Whether the service provider is in the field of Sanitation/Housekeeping services for the last 3 years? :  
If yes, the names of clients.  
(Please specify in the prescribed format with proof)

1 Sl. No.	2 Year	3 Name of the client With address and Contact Number	4. No. of Houseman/ supervisor provided	5. Contract value (in ₹.)

5. Certificates of satisfactory completion of above mentioned work may be submitted (Attested copy to be attached). :  
If it is noticed that the work carried out was not found satisfactory by any client, the tenders of such tenderers will be treated as invalid.

6. State whether the vendor is firm or company. :  
If it is a firm, specify the name of proprietor/ partners and if it is a company specify the names of Directors. :
7. Details of infrastructure facilities in Delhi, e.g. offices, No. of employees etc. :
9. Please specify in detail the arrangements: that will be made to provide efficient service.
10. Please specify and attach the following :
  - i) Valid Income Tax Clearance Certificate/ Copy of PAN No, /TIN No.; :
  - i) Proof of registration with Service Tax :
  - ii) Proof of Registration with ESI /PF and Labour Commissioner (including copy of yearly return with EPF Office); :
  - iii) Copies of audited statements of Accounts of the last three years; :
  - iv) Demand Draft of requisite Earnest Money Deposit of ₹.\_\_\_\_\_/-(₹. \_\_\_\_\_ only). :
  - v) Name and Address of 3 Clients with their phone nos. where the Housekeeping services are being provided. :
  - vi) Organisational Chart, manpower strength and infrastructure details with list of support Centres. :

I certify that I have gone through the terms and conditions of the tender document and are acceptable to us.

Seal and Signature of the Authorised  
Person of the Agency

Manager  
National Institute of Plant Genome Research  
New Delhi

Name and designation of the  
Authorised Person of the Agency

Date:

Place:

List of Enclosures:

**National Institute of Plant Genome Research**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg,  
New Delhi-110067

**TERMS AND CONDITIONS OF CONTRACT**

**Sub: House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at NIPGR Campus, New Delhi**

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NIPGR invites tender for **House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal** initially for a period of one year.

1. The description of work and terms & conditions of the tender are as under: -

**(A) Sanitation Services**

Sl. No.	Description of Work	Periodicity	Remarks
1.	Sweeping and cleaning of floors, passages, corridors and staircases with railings, lobbies and auditorium of main building & students hostel and Campus Roads in the Campus;	Thrice Daily	Using cleaning powder and wipeout for floors
2.	Dusting and cleaning of tables, chairs, filing cabinets, sofas, curtains & blinds, carpets of main building & students hostel (excluding rooms) and guest houses;	Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3.	Cleaning of all telephone instruments in main building and guest house;	Daily	Using DETTOL Liquid and fine cotton
4.	Cleaning gents and ladies toilets and wash basins with fittings, mirrors, etc. of main building and laboratories;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily. Cleanliness of containers should be maintained. Toilet Rolls be available all the time.
5.	Cleaning gents and ladies toilets and wash basins with fittings, mirrors, etc. of guest house and students hostel;	Once Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Cleanliness of containers should be maintained.
5.	Cleaning choked toilets/drains etc.;	As and when required	Conventional way of cleaning.
6.	Cleaning of notice board, nameplates, key-boxes, water-coolers etc.;	Daily	Conventional way of cleaning.
7.	Vacuum cleaning of equipments in the laboratories in the presence of any representative of Lab Incharge/Scientist Incharge;	Alternate days	Using Vacuum Cleaner
8.	Cleaning of fans, bulbs, tube lights, windows, doors, glass panes, partitions of	Alternate days	Conventional way of cleaning

	cabins, A/C grills, cobwebs, etc.;		
9.	Disposal of garbage containers;	Twice daily	Collection through dustbins located at different positions in the campus.
10.	Cleaning of towels provided in officers room;	Weekly	Proper washing (Standard Detergent Powder)
11.	Spraying of pest control material in the whole campus including students hostel;	On Bimonthly basis or as per requirement	With ISI branded pest control material.
12.	Cleaning of Personal Computers and their material	Fortnightly	With cleaning material like Isopropyl Alcohol/Alcohol and equipment like vacuum cleaner

- (i) The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
- (ii) The cleaning and housekeeping works are to be carried out as per standard norms and in such manners that the premises always look neat and clean.
- (iii) The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
- (iv) It will be the sole responsibility of the contractor that the workers engaged are trained and the Institute will not be liable for any mishap, directly or indirectly.
- (v) All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be eco-friendly **and ISI certified**. The indicative list of items/cleanliness material required for Housekeeping & Sanitation etc., is at Annexure - III.
- (vi) Mechanized equipments, wherever required, will be provided by the contractor.
- (vii) The cleanliness and other activities will be periodically checked by the Administrative Officer or any person authorized by the Institute based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
  - (a) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
  - (b) Dust or cobwebs etc. on roof, window grills etc.
  - (c) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
  - (d) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
  - (e) Employees engaged by the Contractor shall wear proper uniform and name badge during his/her duty hour.

## (B) Garbage Disposal

- a) Collection of waste from various locations, as under
  - (i) Director's Residence
  - (ii) Staff Housing
  - (iii) Students Hostel
  - (iv) Experimental Fields
  - (v) Canteen
  - (vi) Main building of NIPGR including Administrative Block and Laboratories
  - (vii) Phytotron Facility Building and Green House/Poly Houses.
  - (viii) Dustbins
- b) Sorting and segregation of waste;
- c) Disposal of medical waste and non-degradable waste and non-recyclable waste to nearest MCD approved landfill site;

**Note:** Door to door collection will be undertaken by the Contractor from the Director's Residence, Staff Housing and Students Hostel. Apart from the above, the Institute can assign any type of job in the campus related to sanitation and cleaning etc.

2.
  - (i) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty of ₹500/- per person per day for housekeeper and ₹700/- per person per day for supervisor shall be levied by the Institute and the same shall be deducted from the contractor's bills.
  - (ii) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in point 2(i) shall be levied.
  - (iii) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of ₹1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further, the concerned contractor's personnel shall be removed from the services immediately, besides, other action as deemed appropriate to the Institute.
  - (iv) If the contractor fails to perform the work as specified in the contract, NIPGR will have the right to recover a sum of ₹1000/- per day as damages for breach of work order.
- (a) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserves the right to impose the penalty as detailed below:-
    - (i) 20% of cost of order/agreement per week, up to four weeks delays.
    - (ii) After four weeks delay the Institute may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
  - (v) In case the Tenderer desires to close the contract before the scheduled period, a notice of three months to the Institute is mandatory, failing which notice period shall be completed at the risk and cost of the contractor, besides damages as deemed suitable to the Institute shall be levied on the contractor.
  - (vi) Notwithstanding contained anything above, Institute reserves the right to take any other action, including termination of contract at any time by giving one month's notice.
3. The bids will be accepted in respect of those agencies having relevant experience of minimum of three years in providing similar type of services. The tenderer should have completed/have either at least three contracts of similar services of annual value not less than ₹27 lakhs with a minimum of 20 workers in each contract, or two contracts of similar services of annual value not less than ₹34 lakhs with a minimum of 25 workers in each contract, or one contract of similar services of annual value of ₹54 lakhs with a minimum of 35 workers, in each of the last three years ending April 30, 2016, satisfactorily, in Government, Departments / Organizations / PSUs / Autonomous Organizations. Copies of job orders & satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations may please be furnished. Further, the tenderer should have a minimum annual turnover of ₹67 lakhs for each of the last three financial years ending March 31, 2015.

Even though the service provider(s) may satisfy the terms and conditions, they may be disqualified:

- (a) If they have made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- (b) If they have records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
- (c) If confidential inquiry reveals facts contrary to the information provided by the agency.
- (d) If confidential inquiry reveals unsatisfactory performance.
- (e) If on inspection of works in progress or completed by the agency, it is found that work is not satisfactory.



4. Those who meet the above technical requirements are required to submit the tender in prescribed form in two-bid system indicated below:
  - a) **Envelope I marked as “Technical Bid” shall contain**
    - i) Technical Bid form duly completed in all respects.
    - ii) Self attested copy of Valid Income Tax Clearance Certificate /Attested Copy of PAN No. /TIN No.
    - iii) Self attested copy of Valid Service Tax Registration Number.
    - iv) Self attested copy of valid Registration/Licence No. of the Agency/Firm under the Contract Labour Act of Govt. of NCT & copy of valid ESI /PF Registration No. issued from Labour Commissioner, alongwith details of ESI/PF numbers of workers as per statutory return filed for the proceeding Financial Year by the firm.
    - v) Copies of audited statements of Accounts of the last three financial years.
    - vi) Demand Draft/Banker’s cheque of requisite Earnest money Deposit (EMD) of ₹. 1,35,000/-(Rupees one lakh thirty five thousand only) in favour of Director, NIPGR, New Delhi.
    - vii) Demand Draft/Banker’s Cheque against cost of Tender Document, if downloaded from our website, of ₹. 1000/-, in favour of Director, National Institute of Plant Genome Research, New Delhi.
    - viii) **Name and Address of 3 Clients with their phone nos. where the Housekeeping services are being/have been provided with criteria mentioned at Para 3 above.**
    - ix) Organisational Chart, manpower strength and infrastructure details with list of support Centres.
    - x) Duly filled and signed Annexures- I, II & III.
    - xi) An undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized (Annexure IV)
  - b) **Envelope II marked as “Financial Bid” shall contain** all the documents downloaded from the web site duly signed and stamped as mark of acceptance of all terms and conditions. Any deviation from terms and conditions shall be notified separately.
  - c) Wherever required documents are not complete as per para (a) above in Technical Bid, Envelope-II of Financial Bid containing Tender documents will not be opened.
  - d) **Right to accept any Bid and to reject any or all Bids:-**
    - (i) Institute is not bound to accept the lowest or any bid, and may at any time at its discretion, reject any bid or terminate the tendering process.
    - (ii) Institute may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
    - (iii) Institute may reject the Bid in the event that the Bid is accepted but the successful bidder fails to execute the contract agreement.
5. Detailed tender document containing terms and conditions can be obtained either from our website ([www.nipgr.ac.in](http://www.nipgr.ac.in)) or in person on any working day from 2.30 p.m. to 5.00 p.m. from the date of publication of the Tender Notice till June 02, 2016, on payment of ₹1000/- in cash or by way of demand draft in favour of Director, NIPGR, New Delhi. The Tender shall be submitted to Director, National Institute of Plant Genome Research, New Delhi remitting therewith Earnest Money Deposit (EMD) and cost of tender document in the form of bankers’s cheque/demand draft as per para 4 a(VI & VII) along with all requisite papers/ documents to be eligible for participation in the tender.
6. Tender documents consisting of specifications, schedule(s) of quantities of the various classes of work to be done, the terms and conditions of tender and other documents will be open for clarification till one day before the tender submission date.
7. Tenderers are advised to inspect and examine the site (NIPGR Campus) and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to the risk, contingencies and other

circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The cost of visiting shall be borne by the tenderer.

8. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself fully acquainted with the scope and specifications of the work to be done and of the terms and conditions and other factors bearing on the execution of the work issued by NIPGR in this regard.
9. The contractor is obliged to provide the requisite work force (including female staff for ladies toilet, etc.) from 07:00 a.m. to 4:00 p.m. on all days except Sundays and National Holidays (i.e. January 26, August 15 & October 2). However, in exigencies of work, they may be required to work beyond normal working hours and may be called on holidays, if required.

A) For Sanitation Work & Garbage Disposal

- (i) Supervisor- Minimum of One (01) Person
- (ii) Sweepers - Minimum of twenty-six (26) Persons

NIPGR reserves the right to increase/decrease the manpower at any stage, if required. In such case, payment for the extra labour deployed/deduction for the less labour required & deployed shall be made on the basis of minimum wages. However, if the contractor, at his own, deploys labour less than the above on particular day, a recovery shall be made from the bill, for short labour, as provided under Para 2.

10. The contract can be extended at the discretion of the Institute with the consent of the contractor. However, NIPGR reserves the right to close the contract even before the scheduled contract period with a notice period of one month.
11. The Institute may increase or decrease the scope of work elsewhere in the Campus depending upon the requirement. However, the payment for the increased/decreased area of work will be made as per the contract rate on the basis of measurement of the actual work done.
12. The contractor shall take all precaution for the safety of persons employed by him against insects, insecticides or any other mishap/accident during working hours.
13. The Contractor shall deploy his personnel only after obtaining the Institute approval duly submitting curriculum vitae (CV)/Bio-Data of these personnel, the Institute shall be informed at least one week in advance and contractor shall be required to obtain the Institute's approval for all such changes along with their CV's.
14. The list of workers to be deployed shall be made available to the Institute and if any change is required on part of Institute fresh list of staff shall be made available by the contractor after each and every change.
15. Every worker appointed by the Contractor shall wear the prescribed uniform according to season i.e. summer uniform in summer and winter uniform in winter season and badge bearing his name and designation, while on duty. The said uniform and badge shall be provided by the contractor at his own cost. The supervisor shall monitor the work of all House-keeping persons engaged for the aforesaid work throughout the day. The House keeping persons must maintain proper discipline in the Institute.
16. All the personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry in to the campus and during the exit at the Security Gate. The Contractor's personnel shall not stay beyond the specified working hours unless they are required to do so. They shall strictly comply with all security regulations of the Institute.
17. All manual shifting of furniture/equipments within the campus shall be got done by the contractor without any extra cost. The Institute shall have the right to ask for the removal of any person of the contractor, who is not

found to be competent and orderly in the discharge of his duty. Also the contractor staff shall carry out such other duties as are entrusted to them from time to time.

18. Any breakages/damages caused by the Contractor's personnel to any Institute property shall be borne by the contractor at replacement cost.
19. The contractor shall carry the medical waste, which is unhygienic by covering the same with appropriate covering/cloth etc. so that it does not create unhygienic conditions for the residents/general public. The medical waste/unhygienic waste shall be dumped in the dumping yard/MCD approved landfill site as per direction of the Officer-In-Charge.
20. The employees of the contractor deployed on the above job shall have no right to claim for absorption in the services of NIPGR, and/or no claim for continuation/completion of the above contract tenure.
21. The contractor shall provide a report to NIPGR on the activities undertaken by his work force/supervisor in the premises, to this office on a fortnightly basis.
22. Payment shall be made on monthly basis on receipt of bill by the contractor. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of above work has to be given and certified by the Administrative Officer, NIPGR on the monthly payment bill.
23. The contractor will have to deposit the proof of depositing employer's/employee's contribution towards PF/ESI etc., of each employee deployed in the Institute, on monthly basis. On deployment of worker(s), within two months, the contractor will provide Universal Account Number (UAN) for Provident Fund remittances along with other relevant details to the workers concerned and to the Institute for verification. Non-compliance of the foregoing requirements may lead to withholding of monthly payment of contractor besides other punitive measures as deemed fit to the Institute.
24. The contractor shall disburse the wages/salary to its staff deployed in the Institute every month through cash or by cheque in the presence of representative of the Institute on or before 7th day of every month.
25. Any damage caused to any equipment/or items available in the office premises due to negligence of the contractor's work force shall be entirely on contractor account. The amount so involved on this account shall be deducted from the payment due to contractor.
26. If the performance of the contractor is not up to the mark, then NIPGR may take the following actions.
  - A) To engage another contractor
  - B) To terminate his contract.
27. The contractor shall not sublet or transfer any part of the contract thereof without the written permission of the Director, NIPGR, New Delhi.
28. No one connected with or in the employment of NIPGR shall be admitted by the contractor as a partner or shall have any interest in his contract.
29. The contractor must be registered with Labour Commissioner and have a service base in Delhi with enough manpower.
30. Earnest Money Deposit (EMD) amounting to ₹. 1,35,000/- (Rupees one lakh thirty five thousand only) must be enclosed along with the Technical Bid. EMD should be in the form of DD/Banker's Cheque drawn in favour of Director, National Institute of Plant Genome Research, New Delhi. EMD of successful bidder will be retained for a period of one year during the tender period. In all other cases, EMDs will be returned.

31. On acceptance of tender, the earnest money will be treated as part of the Security.
32. Tenders, not fulfilling any or all of the above mentioned conditions or incomplete in any aspect, are liable for rejection.
33. If any information furnished by the contractor is found to be incorrect, the Director, National Institute of Plant Genome Research, New Delhi, reserves the right to terminate the contract without any notice and contractor will be liable for forfeiture of security deposit.
34. Tender must be unconditional.
35. VAT or any other taxes on materials in respect of this contract shall be payable by the contractor and NIPGR will not entertain any claim whatsoever in this respect.
36. This notice of tender shall form part of the Contract Document.
37. NIPGR is exempt from payment of Service Tax as per GoI, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs, Tax Research Unit Circular No. B1/14/2013-TRU dated September 19, 2013, and the Notification No. 06/2014 – Service Tax dated July 11, 2014 issued by the Government of India, Ministry of Finance, Department of Revenue.
38. If the agency/firm quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered.
39. The validity of the tender(s) shall be up to 120 (one hundred twenty) days from the date of opening of tenders.
40. The use of whitener/eraser in this tender is prohibited. If any correction becomes necessary, the same should be done by SCORING OFF originally written rates/figures etc. and then rewriting should be done under initials of person filling the tender.
41. As per law of land, statutory deductions like Income Tax / Work Contract Tax and other mandatory/statutory deductions etc. shall be made from the contractor's bill as applicable.
42. Any difference or dispute arising out of the contract shall be decided by Director, National Institute of Plant Genome Research, New Delhi or any person authorised by him and the decision shall be final and binding on the contractor. All legal disputes are subject to the jurisdiction of Delhi Courts only.

#### **Other Terms and Conditions of the Contract**

1. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by NIPGR on this account.
2. The agency shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Institute for providing neat & clean environment. Rates quoted will include all statutory obligations, to be implemented by agency like Minimum Wages Act, Labour Laws and social legislation such as Contract Labour Act, EPF, ESIC, Workman Compensation Act & Cost of uniform/badges etc., in respect of the staff deployed by agency for satisfactory performance of contractual job. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided subject to the condition that the revised wages are paid to the manpower engaged for the purpose. The tender/bid which are not in compliance of Minimum wages Act and any other Labour Laws will be treated as invalid.
3. The contractor shall, for providing proper and hygienically sanitation services, ensure the following:

- (a) That a daily report of its staff on duty and about their performance is furnished/submitted;
  - (b) That its staff do not smoke in the campus;
  - (c) That any specific sanitation task assigned by the Institute or any officer authorized by him is carried out diligently and well in time;
  - (d) That before using any equipment/appliances or material and products of sanitation, it is having the approval of the Principal Employer as non-standard material is being used.
  - (e) That the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping in view minimum daily wages labour rates of NCT rates in the presence of a representative of the Institute and a certificate may also be furnished to this effect to the Principal Employer.
4. Prices quoted shall remain firm and free from any fluctuation/escalation during the contract period.
  5. The entire area of NIPGR premises shall be covered for housekeeping services on daily basis. The job shall be carried out regularly as per the instructions of Manager/Administrative Officer or any other officer nominated by the Director, NIPGR in this regard from time to time.
  6. The selected agency shall provide required services for providing housekeeping & Sanitation services at the Institute. The agency shall employ good and reliable persons after police verification with robust health and clean records preferably within the age group of 18 to 45 years to carry out the job contract. In case any of the personnel so engaged by the contractor is not found suitable by the Competent Authority, the Institute shall have the right to ask for its replacement without giving any reason thereof and the contractor shall on receipt of a written communication in this regard will have to replace such persons immediately.
  7. The contract will remain valid for one year from the date of award of contract. NIPGR also reserves the right to terminate the contract after giving 30 days notice without assigning any reason thereof.
  8. Whenever representative of the contractor is called upon by NIPGR, he will make himself available or any of its employee for evidence before the enquiry officer appointed by the NIPGR or competent court in connection with the disciplinary proceedings against any of the employees, if the act of misconduct had happened in his/their presence.
  9. The contractor shall be responsible to take out, obtain and keep in force and pay for all necessary licenses from the State, Municipal or any other authority for the purpose of stocking of materials and carrying out the job awarded.
  10. In consideration of the contract amount, the contractor shall have to undertake to carry out the work complete in conformity with the provisions of this contract to the satisfaction of NIPGR.
  11. The contractor shall maintain a proper log-book on daily basis and the same shall be countersigned by an authorized officer of NIPGR or his nominee on weekly basis for satisfactory performance of job contract.
  12. The Earnest Money Deposit (EMD) of ₹1,35,000/- (Rupees one lakh thirty five thousand only) will be deposited by the agency and the same shall be retained by NIPGR as interest free security deposit. In case of any default, the security deposit may be forfeited either in whole or in part. The decision of NIPGR in this regard shall be final and binding on the agency.
  13. **The agency shall furnish the interest free Performance Security equivalent to 10% of the work order amount after adjustment of EMD, in the form of demand draft in favour of the Director, National Institute of Plant Genome Research, New Delhi. In case of any default, the security deposit may be forfeited either in whole or in part. The decision of NIPGR in this regard shall be final and binding on the agency.**
  14. The contractor will arrange all tools, equipment and detergents required for the execution of the work for Housekeeping services in NIPGR at its own cost.

15. NIPGR does not recognize any association of the traders and in case any negotiation/bargain is necessary with regard to the clarification of the terms and conditions of the agreement or modification thereof the contractor alone should seek such negotiations and no collective representation/bargain will be entertained.
16. In the event of any dispute arising out or in any way touching the terms & conditions of the agreement, the same shall be referred to the sole arbitration of the Director, NIPGR or his nominee and his decision shall be final and binding on the parties.
17. It may be clearly understood that the workers deployed by the contractor for performing the job contract shall be in his employment and no master and servant relationship or privet of contract exists between his workers/employees and NIPGR. The workers deployed by the contractor shall at no point of time seek regularization in the services at NIPGR. The workers/employees deployed by the contractor for execution of job contract shall have no claim against NIPGR.
18. All other conditions shall be as per our tender documents. Other, NIPGR TERMS & CONDITIONS FOR CONTRACT, shall be applicable to this work, if required, in accordance with the nature of work.

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Seal and Signature of the authorized  
Person of the Agency

(Sandeep Datta)  
Manager, NIPGR  
New Delhi-110067

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH, NEW DELHI**  
**CHECK-LIST FOR PRE-QUALIFICATION BID FOR**  
**SANITATION/HOUSEKEEPING SERVICES**

Sl. No.	Document Asked for	Page No. at which document is placed
1.	Tender EMD of ₹. 1,35,000/- (₹. One lakh thirty five thousand only) in the form of Demand Draft/Bankers Cheque issued by any scheduled commercial bank in favour Director, NIPGR, New Delhi.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
4.	Self attested copy of valid Service Tax Registration No.	
5.	Self attested copy of valid Registration number of the firm/agency.	
6.	Self attested copy of valid Provident Fund Registration number.	
7.	Self attested copy of valid ESI Registration No.	
8.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
9.	<b>Proof of Name and Address of 3 Clients with their phone nos. where the Housekeeping services are being/have been provided with criteria indicated in Para 3 of Terms and Conditions of the Tender Document.</b>	
10.	Copies of Annual returns of previous 03 years supported by audited balance sheet (clause 3 of NIT)	
11.	Any other documents, if required.	

Signature of the Bidder  
(Name and Address of the Bidder)  
Telephone No.

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH, NEW DELHI**  
**Checklist for Technical Evaluation**

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Sanitation/Housekeeping services (in years)		
4.	Volume of work done during last three years as specified in the NIT.		
5.	<b>Three works as per the criteria indicated in Para 3 of Terms and Conditions of the Tender Document.</b>		
6.	No. of Trained Supervisory staff in the field of Hygiene/Sanitation/Housekeeping.		
7.	ISO Certification of the firm (Yes/No)		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder  
(Name and Address of the Bidder)  
Telephone No.



**Minimum Requirement for one month of General House Keeping and Sanitation Material for execution of work at NIPGR.**

Sl.No.	Items	Minimum Quantity Required
1	T-Poll Hand Cleaning Soap	40 ltr
2	Acid (for cleaning of toilets and sink etc)	25 ltr
3	Washing Powder	35 Kg
4	Liquid Phenol	60 ltr
5	Harpic	35 Bottles
6	Dusters	65 Pcs.
7	Room Fresheners	6 Pcs.
8	Odonil cake	120 Pcs.
9	Odonil Balls	10 Kg.
10	Floor Cleaning Mops	45 Pcs.
11	Colin	35 Pcs.
12	Dettol	20 Ltr
13	Toilet Rolls	140 Rolls
14	Hariyal Jhadhoo	As per requirement
15	Phool Jhadhoo	As per requirement
16	Bandh Jhadhoo	As per requirement
17	Buckets	As per requirement
18	Plastic Jugs/Mugs	As per requirement
19	Plastic Drums	As per requirement
20	Scrubbing brushes for various sizes	As per requirement
21	Dustbins with lid	As per requirement

The above requirement is only illustrative and not exhaustive. The agency is required to provide the requisite material as required for cleanliness at its own cost.

Seal and Signature of the Authorized  
Person of the Agency

Name and designation of the  
Authorized Person of the Agency

Place:

Date:

**(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)**

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized  
Person of the Agency

Name and designation of the  
Authorized Person of the Agency

Place:

Date:

# **FINANCIAL BID**

**Name of work:** House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at NIPGR Campus, New Delhi

**CLIENT:** **DIRECTOR,  
NATIONAL INSTITUTE OF PLANT GENOME RESEARCH,  
(NIPGR), ARUNA ASAF ALI MARG, NEW DELHI- 110067.**

**Name of Agency:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Institute of Plant Genome Research**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg,  
New Delhi-110067

**Financial bid**

**Name of Work:** House Keeping/Sanitation Services (Sweeping & Cleaning Services) and Garbage Disposal at NIPGR Campus, New Delhi

1. Name, Address & Contact No. :  
of the concerned

**Part - I**

**(A) Sanitation Services**

Sl. No.	Description of Work	Periodicity	Remarks
1.	Sweeping and cleaning of floors, passages, corridors and staircases with railings, lobbies and auditorium of main building & students hostel and Campus Roads in the Campus;	Thrice Daily	Using cleaning powder and wipeout for floors
2.	Dusting and cleaning of tables, chairs, filing cabinets, sofas, curtains & blinds, carpets of main building & students hostel (excluding rooms) and guest houses;	Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3.	Cleaning of all telephone instruments in main building and guest house;	Daily	Using DETTOL Liquid and fine cotton
4.	Cleaning gents and ladies toilets and wash basins with fittings, mirrors, etc. of main building and laboratories;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily. Cleanliness of containers should be maintained. Toilet Rolls be available all the time.
5.	Cleaning gents and ladies toilets and wash basins with fittings, mirrors, etc. of guest house and students hostel;	Once Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Cleanliness of containers should be maintained.
5.	Cleaning choked toilets/drains etc.;	As and when required	Conventional way of cleaning.

6.	Cleaning of notice board, nameplates, key-boxes, water-coolers etc.;	Daily	Conventional way of cleaning.
7.	Vacuum cleaning of equipments in the laboratories in the presence of any representative of Lab Incharge / Scientist Incharge;	Alternate days	Using Vacuum Cleaner
8.	Cleaning of fans, bulbs, tube lights, windows, doors, glass panes, partitions of cabins, A/C grills, cobwebs, etc.;	Alternate days	Conventional way of cleaning
9.	Disposal of garbage containers;	Twice daily	Collection through dustbins located at different positions in the campus.
10.	Cleaning of towels provided in officers room;	Weekly	Proper washing (Standard Detergent Powder)
11.	Spraying of pest control material in the whole campus including students hostel;	On Bimonthly basis or as per requirement	With ISI branded pest control material.
12.	Cleaning of Personal Computers and their material	Fortnightly	With cleaning material like Isopropyl Alcohol/Alcohol and equipment like vacuum cleaner

**(B) Garbage Disposal**

- a) Collection of waste from various locations, as under
  - (i) Director's Residence
  - (ii) Staff Housing
  - (iii) Students Hostel
  - (iv) Experimental Fields
  - (v) Canteen
  - (vi) Main building of NIPGR including Administrative Block and Laboratories
  - (vii) Phytotron Facility Building and Green House/Poly Houses.
  - (viii) Dustbins
- b) Sorting and segregation of waste;
- c) Disposal of medical waste and non-degradable waste and non-recyclable waste to nearest MCD approved landfill site;

**Note:** Door to door collection will be undertaken by the Contractor from the Director's Residence, Staff Housing and Students Hostel. Apart from the above, the Institute can assign any type of job in the campus related to sanitation and cleaning etc.



The contractor is obliged to provide the requisite work force (including female staff for ladies toilet, etc.) from 07:00 a.m. to 4:00 p.m. on all days except Sundays and National Holidays (if necessary in shift duties):

- i) My / our rate (on monthly basis in lump-sum) for A & B of Part I above for providing House Keeping/Sanitation Services (Sweeping & Cleaning Services) and Garbage Disposal at NIPGR Campus, New Delhi:

₹. _____ (Rupees _____ _____)
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(a)

Sl No	Particulars of Work Force	No. of Personnel	Rate per month	Amount
1.	Supervisor			
2.	Sweeper(s) (including for garbage disposal)			
A complete breakup of the above amount including minimum wages, ESI, EPF, Service charges, etc., should be provided by the Contractor separately.				

(b)

Total Material Cost (in ₹):  
(In terms of Annexure-III)

Terms of Payment                      -                      On monthly basis (after completion of assignment and furnishing the required documents)

## Part - II

Sl. No.	Description of Work	Periodicity	Unit	Charges	Remarks
1.	Cleaning of towels provided in officers room;	Weekly	Per towel		Proper washing (Standard Detergent Powder)
2.	Spraying of pest control material in the whole campus including students hostel;	Bimonthly on holiday or as per requirement	One job		With ISI branded pest control material.
3.	(A) Washing of Venetian Blinds/Curtains (including dismantling & fixing, if required)	Half yearly	Per square meter		Proper Washing
	(B) Washing/Cleaning of Chairs/Sofa Sets		Each chair		
	(C) Washing/Cleaning of Carpets		Per square meter		
4.	Cleaning of large windows of the main building from both sides & all fixed large/small glasses (with suitable wipers)	Fortnightly	Lump sum		Proper Cleaning

I / we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I / we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

Seal and Signature of the Authorised  
Person of the Agency

Manager  
National Institute of Plant Genome Research  
New Delhi

Name and designation of the Authorised Person of the Agency

Place:

Date: