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## ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

REGIONAL STATION, VITTAL - 574 243, KARNATAKA

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Tender No: F.No.300 -150(3)/2018-Works

Dated.17.09.2018

### **Notice inviting Tender through E-Procurement**

#### **ICAR-CPCRI Regional Station, Vittal invites ONLINE bids for Maintenance of Guest houses & Hostel for the period 01-11-2018 to 31-10-2019 at ICAR-CPCRI Vittal**

Prospective Bidders may download the Tender Document from [www.cpcri.gov.in/](http://www.cpcri.gov.in/) [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) as per the schedule given in the Tender Document; along with a **EMD may be remitted as per Annexure-VI, by Demand Draft in favour of ICAR Unit, CPCRI, Regional Station, payable at Vittal.**

**HEAD**

## TENDER SCHEDULE

### CRITICAL DATE SHEET

<b>Tender No.</b>	F.No.40(2)/36/2018-Estate (GH & HSTL) IV
<b>Name of the Institute</b>	ICAR-Central Plantation Crops Research Institute, Regional Station, Vittal
<b>Place of Work</b>	ICAR-Central Plantation Crops Research Institute, Regional Station, Vittal
<b>Bid submission end date and time</b>	<b>03.30 PM on 08.10.2018</b>
<b>Date and time for opening of technical bids</b>	<b>03.00 PM on 09.10.2018</b>
<b>Date and Time for DD submission for Tender Fee &amp; EMD</b>	<b>11:30 AM on 08.10.2018</b> to (Assistant Administrative Officer (Stores), ICAR-CPCRI, Regional Station, Vittal P.O, PIN-574243, Karnataka
<b>Cost of Tender Form</b>	Nil
<b>Place of opening of bids</b>	ICAR-Central Plantation Crops Research Institute, Regional Station, Vittal

#### **NOTE:**

1. The Head, ICAR-CPCRI, RS, Vittal may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

#### **Instruction for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: [www.eprocure.gov.in](http://www.eprocure.gov.in).

#### **REGISTRATION:**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

### **SEARCHING FOR TENDER DOCUMENTS:**

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument(s).

**Financial bids to be submitted in XLS format.**

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

**ASSISTANCE TO BIDDERS:**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

**GENERAL INSTRUCTIONS TO THE BIDDERS:**

The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

**Annexure I: INVITATION FOR BIDS (IFB)**

1. ICAR-Central Plantation Crops Research Institute, RS,Vittal, Karnataka is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, and Government of India. ICAR-CPCRI,Vittal invites `ONLINE' bids for **Maintenance of Guest Houses & Hostel at ICAR-CPCRI, Regional Station, Vittal**
2. Contact information: ICAR-Central Plantation Crops Research Institute, Regional Station,Vittal PO, Bantwal Taluk, Karnataka, India, Tel No.: EPABX: Tel No.: 08255-265289 & 239238 E-mail: [cpcrivtl@gmail.com](mailto:cpcrivtl@gmail.com)
3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer online in separate envelopes/packets as explained below:

**Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)**

- a. Scan copy of Demand Draft towards drawn in favour of **ICAR- Unit CPCRI, RS,Vittal** (The original DD **must reach physically** to the **Assistant Administrative Officer, ICAR-CPCRI, Regional Station, P.O- Vittal-574 243** before **11:00 AM** on the due date of Tender. Physical document (EMD) received after 11:00 AM will not be considered under any circumstances and ensure the receipt with date and time stamp from concerned officer at the place of Opening of the Tender on or before the Due Date & Time of the Tender).
- b. Scan copy of Demand Draft towards **Earnest Money Deposit** drawn in favour of **ICAR Unit CPCRI, RS,Vittal**. (The original DD of Earnest Money Deposit **must reach physically** to the **Assistant Administrative Officer, ICAR-CPCRI Regional Station, P.O-Vittal-574 243** before **11:30 AM** on the due date of Tender. Physical document (EMD) received after 11:00 AM will not be considered under any circumstances and ensure the receipt with date and time stamp from concerned officer.
- c. **Technical bid details (in PDF format)**

i	Self Attested copy of valid License under Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act, as per rules
ii	Self attested duly certified copies of the satisfactory service where the Tenderer is providing the services for the last three years
iii	Self Attested copy of Employees EPF & ESI registration Certificate issued by Govt.
iv	Self Attested copy of the latest Income Tax Return & PAN card
v	Self Attested copy of Duly filled annexure III & IV.
vi	GST registration details (Self Attested)
vii	Self Attested copy of Minimum turnover of the firm not less than Rs.10.00 lakh during the last financial year duly certified by the Chartered Accountant
viii	Self attested Certified copy balance sheet of the firm for the last year of the service contract signed by the Chartered Accountant
ix	Copy of EMD & Tender Fee
x	Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CPCRI, RS,Vittal on non-judicial stamp paper as per rule.
xi	Any other documents if necessary. (Self Attested)

- d. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association /any other equivalent document showing date and place of incorporation, as applicable.
- f. Other documents necessary in support of eligibility criteria, brochures etc.
- g. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.
- h. Only those firms will be considered for financial bid who will qualify in the technical bid.

- j. **Submit your Financial bid online and all other documents (as illustrated in Technical bid details above) need to be submitted both online and in hard copy form, must reach physically to the Assistant Administrative Officer, ICAR-CPCRI, Regional Station, P.O-Vittal- 574 243 before 11:00 AM on the due date of Tender.**

**Envelop No.2 'Financial Bid' (In XLS format) in the item wise BOQ only.**

Note: ICAR-CPCRI, RS,Vittal reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

- 4. Last date for submission of bids on **08<sup>th</sup> October , 2018, 03:30 PM** at ICAR –Central Plantation Crops Research Institute, Vittal-P.O, Karnataka. Tel No.: 08255-265289 & 239238 E-mail: cpcrivtl@gmail.com
- 5. Technical bids will be opened - online **09<sup>th</sup> October, 2018, 03:00 PM at:** ICAR – Central Plantation Crops Research Institute, Vittal-P.O, Karnataka, India, Tel No.: Tel No.: 08255-265289 & 239238 E-mail: cpcrivtl@gmail.com

**The bid must be submitted on-line and ensure that Demand Draft for Tender fee and EMD reach the respective office/officer physically on or before the due date and time specified in the Annexure- I The responsibility for delay delivery/non-delivery of Tender Fees & EMD send through post/courier solely lies with the bidder only and CPCRI, RS,Vittal will not take any responsibility for resulting in disqualification/ rejection of bid.**

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, Regional Station ,Vittal** in between 09:30 AM – 05:00 PM in all working days.

**Annexure II: INSTRUCTIONS TO BIDDERS (ITB)**

**1. Locations for the Work**

The entire works as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Vittal. P.O, Karnataka, India.

**2. Order Placements:**

The Work Order shall be released by: **Head, ICAR-CPCRI ,Regional Station, Vittal-574243, Karnataka, India.**

The payments shall be released by **Head, ICAR-CPCRI, Regional Station, Vittal-574243, Karnataka, India.**

**3. Eligibility Criteria:**

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 3 years.
- b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.
- c. The bidder must not be blacklisted by ICAR-CPCRI, RS, Vittal or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, RS, Vittal reserves the right to reject any bid not fulfilling the eligibility criteria.

**4. Amendment to Bidding Documents**

4.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, RS, Vittal may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

4.3 ICAR-CPCRI, RS, Vittal at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

**5. Earnest Money Deposit (EMD)**

- The Earnest Money Deposit (EMD) as per Annexure-VI must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted in the form of Demand Draft in favour of ICAR unit CPCRI, RS, Vittal payable at Vittal.
  - The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

**6 Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XLS format) only.**

The bidder should quote in the BOQ, as per the details furnished in the Annexure V (Tender Schedule) and the Bid documents shall be neatly arranged while online submission of the tender. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

**7. Deadline/mode for Submission of Bids – 03:30 PM on 08.10.2018 through Online Only.**

**Deadline/mode for Submission of DD-- 11:30 AM on 08.10.2018 (Must reach physically to the officer as specified in Annexure. I)**

7.1 Bids must be received by ICAR-CPCRI, RS, Vittal before the due date and time, as the address specified in the tender document.

7.2 ICAR –CPCRI, RS, Vittal may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

**8. Late Bids**

ICAR-CPCRI , RS,Vittal shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

**9 Bid Opening & Evaluation of Bids**

9.1 The technical bids will be evaluated in two steps.

The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.

The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – I.

9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.

9.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

**10. Comparison of Financial Bids**

10.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

10.2 The Financial bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest.

**11. Award of Contract**

11.1 ICAR-CPCRI, RS,Vittal shall award the contract to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

11.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, RS,Vittal reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI, RS,Vittal shall be final for awarding the contract.



**TERMS & CONDITIONS:**

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any of the staff/supervisor goes 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 reserves 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 as per the requirement of the job.
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 .
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/her 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 this 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 and I.D, statutory levies are duly paid with relevant proof to office.
12. The contractor will discharge all his legal/statutory 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 Head, CPCRI, RS,Vittal shall be final and binding on the contractor.
13. Income tax will be deducted from the payments due for the work done as per rules.
14. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
15. 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.
16. The quotation should remain open for acceptance for a period of 90 days. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tenders which are not acceptable to the department, then the Director shall, without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely.
17. Before starting the work, **the successful bidder should remit 10% of the bid amount as Performance Security**, which will be released after completion of liability period from the date of satisfactory completion of work. In the event of non-deposition of the same, the earnest money will be forfeited. The dues if any, not settled by the agency will be recovered from the security deposit.
18. **The contractor / agencies are liable to pay the wages to workers as per the contract.** It is also mandatory on the part of the contract agency to remit ESI, EPF contribution etc. at the prescribed rate and submit the proof to the office without fail.

19. The work order will be up to **31.10.2019** and likely to be extended as required.
20. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not take back his offer or modify the terms and conditions 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 in the manner prescribed by the Institute.
21. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
22. The ICAR-CPCRI, RS,Vittal is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. The firms are however at liberty to bid 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.
23. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
24. Goods and Service Tax (GST) or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor to concern department and the same be reflected in the invoice with GSTIN & the percentage along with deducted amount etc (GST remittance copy should be enclosed along with bill). **CPCRI will not entertain any claim whatsoever in this respect.** However the GST 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.
25. The Head, ICAR-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.
26. Decision of Head, ICAR-CPCRI, RS,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, Institute. 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.
27. 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 FAX/Express letter etc. should be acted upon immediately.
28. The contractor shall provide full particulars of each employee including their antecedents verification etc., employed by him along with photograph duly attested before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the labour department under the contract labour (Regulation and Abolition) Act 1970.
29. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
30. The rates to be quoted based on prevailing minimum labour wages prescribed by the Central Labour Commission/Karnataka State Govt. whichever is higher. The ICAR-CPCRI, RS,Vittal shall not bear any extra Charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.
31. Risk Clause: ICAR-CPCRI, RS,Vittal reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause 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 current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
32. The work at both the farm and labs or office should be supervised separately by providing Supervisors for the same.

33. **GST or any other Tax applicable or made applicable as per the latest notification of Govt. of India after awarding the contract in respect of this contract shall be payable by the contractor and this 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 Govt.
34. **The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN (both firm and ICAR-CPCRI RS,Vittal), PAN and Bank details, service description, service charge etc should be indicated separately.**
35. Work should be executed during working hours on working days or as and when required.
36. The quantum of work is approximate and it may increase or decrease as per need and at the discretion of the Director, CPCRI, RS, Vittal.

**LIQUIDATED DAMAGE CLAUSE:**

An amount equivalent to two days of contract amount, subject to a minimum of 0.5% per month will be levied as liquidated damage. 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.

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.

Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.

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

**Additional Terms and Conditions**

1. The contractor should abide by the statutory provisions of 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 food items mentioned in the Annexure - V should be prepared on procurement of material yourself 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. Item not listed in Annexure-V may be prepared if requested by the guest. Seasonal food items need to be deliver on request, if not available the same should be reflected in the menu board prior approval from Guest house in-Charge. 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 wholesome /superior quality food at all times. Inspection of the food would be carried out periodically by an Officer of CPCRI, RS, Vittal authorized by the Head 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 as per the **Annexure - V**.
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) engaged 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 from the Guests/staff members and remit the same to this office immediately. He may also collect the food charges directly after serving breakfast / lunch / dinner / tea etc. The institute takes no responsibility of collecting the payment from the guest, nor 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. 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.
- 16.Payment will be made only on monthly basis by cheque on satisfactory completion of the work.
- 17 The persons entrusted w i t h the work should carry out the work without causing any damage 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.
18. The list of personnel deployed for the Maintenance work under the contract indicating their name and permanent address should be made available to the undersigned before undertaking the work. (Copy of ID card/Adhar card).
19. The persons deployed for the work should be issued with proper **Uniform for easy identification at your cost**.
20. The contractor shall be responsible for the maintenance of all records registers as required and collection of room rent etc. as per rules and remit the same to the Office immediately, if Holiday, intervened the collections should be remitted in the next working day.
21. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever the workers arc going on leave under intimation to this office and changing of workers should be intimated to this office.
22. The successful bidder should place a menu board / card and the same should be maintained on daily basis as per the availability / non-availability of the food items in all Guest houses & Hostel.
22. All bidders should quote the rate as per the prevailing market rate, any unethical practice leads disqualification / reject of financial bids through financial bid opening /assessment committee and it is final.
23. All bidders should quote the rate as per the prevailing market rate, any unethical practice leads disqualification / reject of financial bids through financial bid opening /assessment committee and it is final.
24. The guest house rooms and in the premises are fully furnished by CPCRI with complete interior and fixture, power, water, running amenities like TV, telephone, upholstery and the bidder will not be required to meet any costs for these.

25. Mechanized cleaning of all floors, toilets daily for which the cost of accessories required like cleaning machine, hard rooms/soft brooms, detergents, disinfectants, mopping rods swabs etc. is to be borne by the bidder.
26. Sufficiently trained, experienced personnel in adequate number shall be arranged by the agency and deployed with trained supervisors to provide all the housekeeping services of a high standard quality to the satisfaction of CPCRI, Vittal. Duty charts shall be displayed properly at guest house reception area at all times.
27. The bookings for the guests staying in the guest house shall be made only by the authority of the CPCRI, Vittal and written permission in this regard by an authorized officer of the CPCRI, Vittal and the contractor shall not allow the booking or stay in the guest house for any unauthorized persons.
28. Catering from any agency other than awarded through this contract, shall not be allowed in any case in the premises.
29. The rates for catering are fixed by CPCRI, Vittal and detailed at Annexure-V .
30. Quality of ingredients used in preparation of food & beverages shall be of good and standard quality and subjected to approvals and checking by authorized officers of CPCRI, Vittal as and when asked for. The Contractor is liable to show the food items prepared for test to ensure quality by authorized officer(s) of CPCRI, Vittal as and when demanded.
31. Provisions like vegetables, non-veg. and other materials and ingredients of good quality and standard brands will be purchased by the agency/contractor. Sufficient stock of materials shall be stocked to undertake any preparation at short notice. Perishable items may be stored for a maximum period for TWO days requirement and non –perishable for at least one week in the premises allotted for the purpose by CPCRI, Vittal. Rice Shall be of good quality & oil shall be refined and of reputed brand. No substandard food materials will be allowed to be used.
32. The furniture, fixture and other equipments in the dining area will be provided by CPCRI, Vittal, the agency shall be responsible for proper maintenance and upkeep of the CPCRI, Vittal property entrusted to it. This has to be handed over back on termination of contract in good condition, while allowing for normal wear & tear. The equipments and kitchen gadgets may be seen in the Kitchen and other area in consultation with O i/c Guest House.
33. The agency shall ensure to keep available the required specialized and trained staff for cooking as well as supervisory jobs. The cooks should be proficient and trained in different cooking specialties like North Indian, South India and special dishes. The personnel should be adequate to provide highest standards of quality and services. Personnel such as manager, waiter, room boys by contractor should be experienced in their respective work.
34. The agency shall in no case charge any higher rate for meals and other services than what are prescribed by CPCRI, Vittal from time to time. Taking lunch/dinner at guest house is optional. Only the prescribed categories of guest and participants as approved shall be authorized to avail of all types of services by the agency in the guest house. The agency shall abide by all such decisions of CPCRI, Vittal and under no conditions shall it allow any services at the Guest House premises to the unauthorized persons.
35. Head, CPCRI, Vittal or his representative reserves the right to ask the contractor to replace, any worker of the firm within one week from the date of such communication.

(END OF Annexure II)

**ANNEXURE III: PARTICULARS OF QUOTING AGENCY**

1. Name of the Agency :
2. Full address with Phone No., E.mail etc :
3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. EPF Registration No. (Enclose copy) :
7. ESI Registration No. (Enclose Copy) :
8. Labour license for the work from the office of Central/State Govt. Labour Department (Enclose copy) :
9. Details of work experience in Central/State Govt. establishments//Autonomous bodies/ Corporation (enclose copy) :
10. Name, A/c. No, IFSC code and full address of your Bank :
11. Name of the permanent Representative to be visiting ICAR-CPCRI, RS,Vittal-regarding the contract. :
12. Any other information required :

Date :

Place :

**AUTHORISED SIGNATORY**

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

**ANNEXURE IV: TENDER ACCEPTANCE LETTER****(To be given on Company Letter Head).**

Date:

To:

The Head  
ICAR- Central Plantation Crops Research Institute  
Regional Station, Vittal  
PO -Vittal-Bantwal Taluk,  
Karnataka-574243,

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.cpcri.gov.in](http://www.cpcri.gov.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in), etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.

(Signature of the Bidder, with Official Seal)

Email id for correspondence

**ANNEXURE V: Schedule of Work**

1. Maintenance of Guest houses & Hostel for the period **01-11-2018 to 31-10-2019 (Rate may be quoted per month)**
2. **The details of guest houses and hostel are furnished below:**

<b>S l. N o .</b>	<b>Name of the Guest Houses and Hostel</b>	<b>Distance between each Guest Houses and Hostel from the CPCRI main office building.</b>	<b>Total Rooms</b>	<b>No. of Approx. occupancy per year</b>
1	Guest House	0.5 KM	12	500
2	Hostel	0.5 KM.	1	500

**3. Description of works:**

- (a). Daily cleaning of all rooms including bathrooms, toilets etc., dusting of all the windows, windows panes, doors as well as all the furniture in the guest houses/hostel and its surroundings.
- (b). Removing the cob webs regularly in all the rooms as well as in corridor.
- (c). Attend the room service with clean & tidy dress/Uniform.
- (d). Washing of all bed sheets and towels, etc., regularly and pressing (ironing) it properly.
- (e). Collect the room rent from the Guest/Staff members properly and remit the same to this office immediately.
- (f). Irrigating potted ornamental plants around the guest houses regularly.
- (g). Any other works specially entrusted as and when needed.

4. Preparation of food items, such as Bed coffee/tea, Breakfast, Lunch, Evening Tea and Dinner provide quality food and service according to the need /requirement of the Guest in the Guest House and Hostel. Non veg may be prepared on demand and charged accordingly. Most hygienic conditions should be maintained while preparing food and serving. Details of various food items mentioned below should be provided with standard quality / quantity:-

(i) **Bed Tea/Coffee** : **Rs.10/- per cup**

(ii) **Breakfast** : **Rs.50/- per plate** (Idli or Dosa with Chatney / Sambar or Uppuma /Poori  
(Minimum 3Nos) or Bread/butter / Omelette along with Tea/Coffee)

(iii) **Lunch/Dinner** : **Rs.75/- per plate** (Chappatti / Roti /Puri, Rice raw / boiled, Sabji, Sambar, Rasam, Curd, Pickle, Pappad and Banana/sweet)

**The above indicated amount may be collected by the contractor from the occupants.**

**Timing**

<b>Sl.No.</b>	<b>Description</b>	<b>Timing</b>
01	Bed Tea / Coffee	06:00 AM To 07:00 AM
02	Breakfast & Tea/coffee	08:00 AM To 09:00 AM
03	Lunch(Veg)	01:00 PM. To 02:00 PM
04	Dinner(Veg)	08:00 PM To 09:00 PM



**Annexure- VI**

**The Bidders are advised to remit EMD amount of each item they have quoted as mentioned/specified in the Tender Schedule Annexure-V, by Demand draft in favour of ICAR Unit, CPCRI, Regional Station, Vittal.**

<b>Sl.No.</b>	<b>Section</b>	<b>EMD Amount</b>
<b>01</b>	<b>Guest Houses &amp; Hostel</b>	<b>10,000.00</b>

