



भा.कृ.अनु.प-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाणा, भारत

**ICAR-National Academy of Agricultural Research Management**

Rajendranagar, Hyderabad-500030, Telangana, India

<http://www.naarm.ernet.in>

# 040-24581393 Fax # 040-24581393



F.No.5-451/17-18/PS

Dated: 20-11-2017

### INVITATION OF TENDER

(For HOUSEKEEPING INCLUDING SANITATION OF OFFICE BUILDINGS AND CLEANING OF ROADS AND PAVEMENTS ON JOB CONTRACT BASIS at NAARM)

Note: - All the communications must be addressed to the Director, by designation, ICAR - National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 30.

On behalf of the Director, ICAR-NAARM, Rajendranagar, Hyderabad sealed Tenders are invited for **Annual Job Contract for Housekeeping including Sanitation of Office Buildings and Cleaning of Roads and Pavements** at ICAR-NAARM, Rajendranagar, Hyderabad **under two bid system**. The tender has to be submitted only online The Technical Bid must contain the scanned copy of EMD/Tender Cost and all other requisite documents called for in the Tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Original EMD/Tender cost must be deposited offline with Stores and Purchase Officer. A hard copy of the Tender document (Technical and Financial) in separate covers put together in one cover may also be submitted within the due date. **Last Date for Submission of the Tender is 08-12-2017 on or before 02.00 p.m. The Bids will be opened on 11-12-2017 at 02.00 p.m. A pre-bid Meeting will be held on 30-11-2017 at 11.00 a.m.**

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

1. An earnest money deposit of (EMD) **Rs. 50,000/- (Rupees Fifty Thousand only)** must be deposited in the form of **Demand Draft / Banker cheque** in favour of **ICAR UNIT – NAARM A/c.** and payable at Hyderabad. The tender will not be considered if the earnest money is **not enclosed with the tender.**
2. The rates must be submitted in the prescribed format (Price Bid).
3. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitted his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the EMD amount be forfeited by ICAR-NAARM. 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 the tenderer after he/she has applied for the same, in the manner prescribed by the Council.
4. In the event the prices are mentioned anywhere other than the Price Bid, the bid will be summarily rejected.

Signature of the Tenderer

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5. The tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary it should be communicated by means of separate letter along-with the tender. The pages added must be numbered and number of pages added must be stated.
6. The tender is liable to be rejected if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
7. In case of consortia of firms / partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it appears that the person so signing without authority, ICAR-NAARM will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tender(s).

8. Manner, Method, Sealing, submission of the bids

The big sealed cover should be superscribed as Tender for **Housekeeping including Sanitation of Office Buildings and Cleaning of Roads and Pavements at ICAR-NAARM**". One cover should contain the technical details and the second cover should have only the price bid and both should be sealed separately and should be kept in a single cover. The bidders are to ensure that the prices indicated only in the Price Bid of the tender and nowhere in the Tender Document.

9. EMD to be enclosed only with the Tender Document.
10. Validity of the contract: The contract is valid for one year and may be renewed on the existing terms on mutual consent for a further period of 1 year.
11. The firm should provide the details of the wages/salaries payable to their work force as per Minimum Wages Act and submit a summary of earnings, deductions, payments made toward ESI/EPF, all Govt. Taxes etc., along with the monthly bills. **The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Bill of Quantity (BoQ).**
12. Prospective bidders may please inspect the premises during office hours (10.00am to 3.00pm) and assess the quantum of work involved and the requirements correctly and seek all clarifications if required during pre-bid meeting on **30-11-2017 at 11.00 a.m.**

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**13. Eligibility Conditions:**

1.	Cost of Tender Document ₹. 1,000/-
2.	Earnest Money Deposit (EMD) ₹. 50,000/-
3.	The firm should have at least three years of experience of performing the similar works in ICAR/Government / Semi-Govt./ Govt. undertaking / University / reputed private establishments.
4.	The firm has to submit two work order each for Rs.20 lakhs or above per year during last three years.
5.	The firm should be a Registered Firm under Shops & Establishment Act.
6.	The firm should have a valid labour license for performing the similar works as per the tender document.
7.	The firm should have a valid EPF/ESI/Service Tax Registration.
8.	The firm should enclose copies of income tax returns for last 3 years (2014-15, 2015-16, 2016-17)
9.	Local office at Hyderabad / Secunderabad
10.	Complete tender document duly signed and affixing the seal of the company and also enclose the authorization of signing the tender document.

**Proof of documents for 1 to 13 in eligibility conditions should be enclosed in a sealed envelope containing envelope for Technical Bid.**

14. Acceptance by ICAR-NAARM will be communicated by express letter/Fax/ E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter etc. should be acted upon immediately.

15. Validity of Tender : A minimum of 90 days validity to be provided from the date of receipt of Tender. Decision of the Director, reserves the right to extend the validity period of the Tender.

**16. Charter & Schedule of Services :**

(A) The contractor has to strictly adhere to the requirements and conditions given in Annexure – I. They have to visit all the areas / roads and pavements where cleaning has to be taken up before submitting the tender.

(B) Details of Work Contract for Housekeeping Including Sanitation of Office Buildings- Annexure- II.

(C) Material required for housekeeping including sanitation of office buildings and cleaning of roads and pavements at NAARM per month – Annexure –III

(D) How the contractor prepared to execute the work – Annexure - IV

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## **17. SPECIAL TERMS & CONDITIONS OF THE CONTRACT**

- a) The selected agency shall provide required services for performing the work contract for Housekeeping including Sanitation of Office Buildings and Cleaning of Roads and Pavements at NAARM Campus. The agency shall employ good and reliable persons with robust health and clean record (antecedent duly verified by the police department) preferably within the age group 21 to 45 years to carry out the contract. In case, any of the personnel so engaged by the agency is not found suitable by the ICAR-NAARM, ICAR-NAARM shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
  - b) The Cleaning of Roads and Pavements services are to be provided as detailed in charter & schedule of services (Annexure -I) and Housekeeping including Sanitation of Office Buildings as detailed in charter & schedule of services (Annexure-II) uninterruptedly in all working days. It is to be ensured by the contractor that the services should be supervised.
  - c) The personnel engaged by the agency for this contract will not be an employee of ICAR-NAARM and there will be no employee relationship between ICAR-NAARM and the personnel so engaged by the contractor.
  - d) The agency shall be wholly responsible for making payment of monthly Wages and other admissible allowances to the personnel engaged by the contractor under Minimum Wages Act and ICAR-NAARM shall in no way be responsible for meeting any kind of expenditure other than the wages payable under this contract.
  - e) NAARM shall not directly or indirectly engage any personnel of the agency during the period of contract.
  - f) The job for minor shifting of items will also be done by the personnel engaged by the contractor for the referred job as and when required.
18. **Cost of Tender** : The Tender document may be downloaded from ICAR-NAARM Website or from CPP Portal and submit with a separate Demand Draft of ₹.1,000-00 (Rupees One Thousand only) payable at ICAR-NAARM, Hyderabad.
19. **MODE OF PAYMENT:** The agency shall submit monthly bills along with proof of depositing Service Tax and EPF & ESI contribution for the personnel engaged at the site for the job performed during the preceding month on the first working day and ICAR-NAARM shall make payment by means of crossed cheque/RTGS drawn in favour of the agency. However, taxes which are as per the rules of the Govt. of Telangana shall be deducted at source from monthly bills of the successful tenderer. **The agency shall deposit the wages to the individual workers into their bank accounts and submit the statement for release of payment .**
20. **TERMINATION:-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post.
21. The work shall normally be awarded to a single firm whose consolidated bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender. The financial bid will be opened only for those bidders who will be technically qualified in the technical bid. The Director, ICAR-NAARM reserves the right to reject all or any of the quotations and decision of the Director, ICAR-NAARM in the matter shall be final/binding.

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22. **LOSS AND / OR DAMAGES:-** In case of any loss or damage done to the property of ICAR-NAARM by the personnel provided by the agency for Cleaning of Roads and Pavements at NAARM and Housekeeping including Sanitation of Office Buildings, indemnity bond to the extent of damages will be recovered from the Agency and decision of the competent authority of ICAR-NAARM shall be a binding on him.
23. **SECURITY DEPOSIT: -** The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of Demand Draft / Pay order in favour of ICAR UNIT – NAARM A/c. within two weeks from the date of award of the contract. The Security Deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security deposit made to with the council.
24. The firm shall be responsible for making timely payment of due wages to the workers employed depositing of EPF and ESI contributions. A copy of the ESI challan indicating name of the workers with their EPF contributions will be submitted by the firm to ICAR-NAARM as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR-NAARM will not at all be liable. The firm must make payment to contractual workers through Bank Account only and a copy of Bank Statement of previous months payment to all workers must be provided to Office for release of succeeding month's payment.
25. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules and regulations and bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
26. The contractor shall provide identity cards, two sets of uniforms to its employees and ensure that they wear same at all times and maintain them clean throughout the day. The firm's name on pocket and words CONTRACT WORKER on the back of upper should be inscribed.
27. Director, ICAR-NAARM reserves the right to accept or reject any or all tenders without assigning any reason.

**In case of any dispute arising, decision of the Director, ICAR-NAARM will be final and binding.**

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**Stage-I: Essential Requirement and technical specifications compliance (to be enclosed in the first sealed cover)**

**Information to be provided by the firm for first stage evaluation along with documentary evidence failing which the tender will be rejected**

Sl.No.	Description	Supporting document to be provided YES / NO	Page Number in the document
1.	Cost of Tender Document – ₹.1,000-00		
2.	Earnest Money Deposit (EMD) ₹. 50,000/=		
3.	The firm should have at least three years of experience of performing the similar works in ICAR/Government / Semi-Govt./ Govt. undertaking / University / reputed private establishments.		
4.	The firm has to submit two work order each for ₹.20 lakhs or above per year during last three years.		
5.	The firm should be a Registered Firm under Shops & Establishment Act.		
6.	The firm should have a valid labour license for performing the similar works as per the tender document.		
7.	The firm should have a valid EPF/ESI/Service Tax Registration.		
8.	The firm should enclose copies of income tax returns for last 3 years (2014-15, 2015-16, 2016-17)		
9.	Local office at Hyderabad / Secunderabad		
10.	Complete tender document duly signed and affixing the seal of the company and also enclose the authorization of signing the tender document.		

**Signature of the Bidder with Seal**

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## ANNEXURE - I

(A)

Sl.No.	Particulars of the Road and Pavements	Length of Road (Running Meters)	No. of days per month the road and pavement cleaning needed
1.	West gate (R.Nagar Side) – Drr qtr Junction-club shed – admin.building junction, Director Office, Auditorium, East gate (ANGRAU side)	1220	Daily (except Sundays)
2.	Rose garden – Hostel junction – sub station II, all hostel roads	800	
3.	Agronomy Well – farm office – type VI junction – East Gate	920	
4.	Children park road – vehicle shed-canteen-Faculty centre – Hostel road	310	
5.	Roads leading to Admin.Building & Conference Hall – Vehicle shed-teaching block road	110	
6.	Faculty Building –substation I, Sports Complex Road, old nursery road	620	
7.	DRR qtrs. Junction – press gate	300	
8.	New Road connecting Director's office to the Main Road	200	
9.	Walk Area around pond	300	
10.	Faculty Building	3996	
11.	Administration Building	1198.79	
12.	Academic Block	922	
13.	Press Building	560	
14.	Parking Facility for all the Buildings	1000	
15.	Electrical Sub-Station I and II	705	
16.	Auditorium	705	
17.	Director's Office	306	
18.	Health Center	710	
19.	Recreation Club and Farm Office	750	
20.	Canteen Building	275	
21.	Faculty Center	6000	
22.	Sports Complex (Indoor Stadium)	958	
23.	Pavilion – Ground Floor and First Floor	725	
24.	Faculty House	5079	
25.	Total Toilets (Whole Office)	33 nos.	
26.	The length of campus quarters roads and pavements to be cleaned twice a week = 667 meters. Internal roads leading to quarters (type II, III, IV and V)	667	Twice in a week
27.	Dust bins cleaning including surrounding litter	24 Nos.	Twice in a week
28.	All drain side canals along roads to be cleaned		Once in a month
29.	Roof top cleaning of all Office Buildings		Twice in a month

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- a) The length of campus main roads and pavements to be cleaned daily = 4780 meters (except Sundays)
- b) Supervisors have to be allotted to supervise all these cleaning works.
- c) The cleaning of roads and pavements upto 10 feet on either side of the road which involves removal of leaf litter, grass, soil, weeds and unwanted plants, stone particles and other waste material like paper, plastic items etc., and disposing it to assigned location(s) inside the campus.
- d) The pavements have to be cleaned unwanted plants without disturbing the desired plants.
- e) All the tools, equipment / and material required will have to be provided by the contractor.
- f) Emphasis to be given for mechanized cleaning and automation

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**ANNEXURE – II****(B)**

Sl.No.	Description of work	Appox.Area / numbers
1.	Sweeping & Mopping	1,76,300 Sq.ft.
2.	Tables Cleaning	700 Nos.
3.	Chairs Cleaning	100 Nos
4.	Glass panes cleaning (door/windows)	All Office Buildings
5.	Floor Cleaning / Mopping	-do-
6.	Removal of Cobwebs	-do-
7.	Toilets (All Office Buildings)	33 Nos.

Sl.No.	Details of Work	Location	Frequency & Schedule Time
1.	Sweeping and Cleaning of Office buildings, Mopping, stair case and corridors, dusting of stair railings	Entire Administrative Bldg., Conference Hall, Committee Hall, Directors Office, Faculty Bldg, Library, Seminar Hall, Teaching Block, Health centre, Faculty Centre, Sports Complex-Indoor Stadium & Pavilion (GF and FF), Electrical Substations I & II, all parking lots with Drivers rooms, Auditorium Bldgs and Toilets (60 nos.) & Canteen Building	Twice daily on all working days. To be completed before 9.00am and 2.00pm.
2.	Proper maintenance and efficient cleaning of all floor areas, glazed looking mirrors, sanitary ware and its fittings pipes etc.	All Common & attached toilets	Two times on all working days To be completed before 9.00am & 2.00pm.
3.	Proper and complete cleaning and swabbing of false ceilings, show cases, artificial partitions, reception desks and all other accessories like doors, windows panes, grills of iron gates.	All Rooms of Academy's above mentioned Buildings	Once in 15 days.
4.	Cleaning of Chairs, Sofa, Carpets etc using Vacuum cleaner	All Rooms of Academy's complete buildings, Chairs, Tables and Sofas	Daily
5.	Proper and efficient disposal of office waste in the dustbin	All Buildings	On all working days.

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## ANNEXURE - III

(C)

Material required for housekeeping including sanitation of office buildings and cleaning of roads and pavements at NAARM per month.

Materials to be used: - The implements / tools , wheel barrows (for cleaning and dumping the wastes at assigned place) will have to be borne by the contractor

Sl.No.	Material required	Approximate Quantity
1.	Room Fresheners	50 Nos.
2.	Phenyl	200 ltrs
3.	Dettol	10 ltrs
4.	Soap Oil	50 ltrs
5.	Harpik	24 bottles
6.	Collin	5 ltrs
7.	Wheel washing powder	5 kgs
8.	Sabina	3 kgs
9.	Naphthalene balls	6 kgs
10.	Odonil cakes	20 pkts 12 each
11.	Odonil packets	120 pkts
12.	Yellow / white cloth	2 doz.
13.	Coconut Brooms	50 Nos.
14.	Bombay Brooms	15 Nos.
15.	Green scrubber	2 boxes
16.	Floor Mops (Cotton)	20 Nos.
17.	Floor Wips	6 Nos.
18.	Hand brushes	6 Nos.
19.	Brasso liquid	500ml.
20.	Hand Wash Soap Solution (for dispensers in all bathrooms)	10 ltrs.

Material should be used as per ISI mark wherever possible and every month the consumable items required for cleaning has to be kept under the supervision of Incharge, Outsourcing and it will be issued as and when required on day to day basis.

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(D) Details to be given by the Contractor:

How the Contractor prepared to execute the work :

Signature : .....  
Name : .....  
Date : .....  
Seal : .....

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**TENDER FOR ANNUAL JOB WORK CONTRACT FOR PROVIDING HOUSEKEEPING INCLUDING SANITATION OF OFFICE BUILDINGS AND CLEANING OF ROADS AND PAVEMENTS AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD – 500 030**

Full Name and address of the tenderer in  
Addition to address and other relevant information  
Needed for the complete Address :

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Telephone No.  
Telegraphic Address

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To,

The Director,  
ICAR-NAARM  
Rajendranagar,  
Hyderabad – 500 030.

Sir

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for providing Housekeeping including Sanitation of Office Buildings and Cleaning of Roads and Pavements at ICAR-NAARM Campus and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Price Bid to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this tender bears my signature and the Official Seal.
4. Pay order / Demand Draft NO. .... Of Rs. .... Drawn in favour of ICAR UNIT – NAARM A/c. payable at Hyderabad is enclosed as earnest money as required.

Signature & Seal of Tenderer with date .....