



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



F.No.5-577/19-20/Hostel-Housekeeping/PS

Dated: 4th February 2020

INVITATION OF TENDER
for HOUSEKEEPING INCLUDING SANITATION OF HOSTEL, IGH I, IGH II, SCIENTIST HOME ON JOB CONTRACT BASIS at ICAR-NAARM

Note: - All the communications must be addressed to the Director, by designation, ICAR - National Academy of Agricultural Research Management, Rajendranagar, and Hyderabad – 500030.

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On behalf of the Director, ICAR-NAARM, Rajendranagar, Hyderabad, Tenders are invited for **Annual Job Contract for HOUSEKEEPING INCLUDING SANITATION OF HOSTEL, IGH I, IGH II, SCIENTIST HOME ON JOB CONTRACT BASIS at ICAR-NAARM**, Rajendranagar, Hyderabad **under two bid system**. **The tender has to be submitted online only**. The Technical Bid must contain the scanned copy of EMD 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). Original EMD must be deposited offline with Asst. Admn. Officer (S & P).

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	04-02-2020	1630 hrs
2)	Document Download start date	04-02-2020	1630 hrs
3)	Seek Clarification Start Date	05-02-2020	1000 hrs
4)	Seek Clarification End Date	24.02.2020	1000 hrs
5)	Bid Submission Start Date	04-02-2020	1700 hrs
6)	Bid Submission Closing Date	24.02.2020	1400 hrs
7)	Bid Opening Date	25.02.2020	1400 hrs

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.
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 of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm it is a company.
7. In case of 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 Tender should be **ONLINE only**.

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 office hours.

13. **Eligibility Conditions:**

14.

1.	Cost of Tender Document : Nil
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 (2016-17, 2017-18 & 2018-19)
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 10 in eligibility conditions should be enclosed with the 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 **Residential Buildings** where housekeeping and sanitation has to be taken up before submitting the tender.
- (B) Details of Work Contract for Housekeeping including Sanitation of HOSTEL, IGH 1, IGH 2, SCIENTIST HOME -Annexure– II.
- (C) Manpower required for housekeeping including sanitation of HOSTEL, IGH 1, IGH 2, and SCIENTIST HOME at ICAR-NAARM per month – Annexure –III.
- (D) How the contractor prepared to execute the work – Annexure – IV

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 HOSTEL, IGH 1, IGH 2, and SCIENTIST HOME 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 housekeeping and sanitation services are to be provided as detailed in charter & schedule of services (Annexure –I) and Housekeeping including Sanitation of HOSTEL, IGH 1, IGH 2, SCIENTIST HOME 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.

SCOPE OF WORK:-

PROVIDING HOUSE-KEEPING SERVICES

Professionally qualified Manager who speak English and Hindi fluently. Educated, well behaved, well trained round the clock receptionist in front desk, proficient in Hindi and English languages. The receptionist shall also handle the job of telephone operator and make allocation of room to the visiting guests on verification of identity. The receptionist should maintain the record of requisite forms signed by ICAR-NAARM authorities. Up to date display of room position at the reception indicating room number, occupied, shall be properly displayed on the board meant for it.

ACCOUNTANT-CUM-CLERK SERVICES (During office Hours only)

Maintenance of daily guest arrival and departure register, cash receipt book which will be issued by ICAR-NAARM for depositing daily room rent charges to ICAR-NAARM shall be maintained by the agency and can be inspected by authorized representative of ICAR-NAARM anytime. He/She will collect all the charges form the guests and room charges as per rates fixed by ICAR-NAARM. Room charges will be deposited with ICAR-NAARM by the agency as per the receipt record to be maintained by the Agency on weekly basis with the Cashier, ICAR-NAARM.

WASHING SERVICES

Periodical washing of pillow covers, towels, napkins, bed sheets, curtains, blankets, etc. Academy will provide space and machinery for washing purpose. Agency will be responsible for operating the machine, its maintenance, all washing detergents/material etc. at their own cost.

ROOM HOUSE KEEPING SERVICES

Daily cleaning of rooms and toilets. And removing of cobwebs, cleaning of door and windows once in a week. Cleaning of all wooden furniture and electrical fitting and fixtures should be once in a week. A checklist will be provided after award of contract about the cleaning schedule to be maintained.

INTERNAL ELECTRICAL SERVICES

The main MCB ON / OFF operation in morning and evening for corridors and stair case lights shall be carried out by the agency. The agency has to ensure that the room MCB is in off position when the room is vacant. In this regard if any misuse is found on account of wastage of electricity, a penalty may be imposed and same may be deducted from the agency's bill.

OPERATION OF RO & SOFTENER PLANT AND SUPPLY OF WATER FOR DRINKING AND UTILITY PURPOSE

HOUSE-KEEPING SERVICES

Agency will be responsible for all Housekeeping services in the guest house at all time and Housekeeping staff should be available round the clock or as and when required.

INTERNAL SANITATION & GENERAL CLEANLINESS SERVICES

Agency shall be responsible for all internal sanitation and general cleanliness of the guest house including daily cleaning of all rooms, corridors, balconies. Toilets should be cleaned daily with phenyl. The toilet flooring should be cleaned and maintained dry. Toilet fitting should be neat and clean. Room flooring and furniture should be cleaned periodically by vacuum cleaners. Liquid Soap containers are provided by the ICAR-NAARM in rooms, toilets and common toilets. The liquid soap periodical filling is the responsibility of the agency at no extra payment.

PENALTY/COMPENSATION CLAUSE

1. The contractor will be liable for any penalty as fixed by the authorized committee of ICAR-NAARM for on his part in providing prompt and proper services and loss, if any, caused on account of it.
2. Any damage caused to ICAR-NAARM's property by the workers of the agency in any manner shall be recovered from the Agency through its bill or security money as deemed fit.
3. Non-satisfactory services provided by the agency/contractor shall invite the imposition of penalty as deemed fit on the recommendation of the authorized committee of ICAR-NAARM whose decision shall be final and binding.
4. Non-payment of dues in respect of room rents received from various visitor of Guest Houses shall invite of penalty as deemed fit.
5. The proprietor/ Owner/ MD of the contracting firm to be present at Hyderabad once in a month to participate in the monitoring and review meeting of the Hostel Management Committee of ICAR – NAARM, **failing which a penalty of Rs.10,000/- shall be levied** and a record of such non-compliance would be made for further action.
6. Compensation for the staff of the Company for any kind of causality at work place to be borne by the Company as per applicable law of the land.

PENALTY IN CASE OF FAILURE IN HOUSEKEEPING SERVICES

1. Penalty as deemed fit by the Inspection Committee / Authorized Official of the Academy from Rs.1,000-00 to Rs.2,000-00 per day would be levied for deficiency in quality of services e.g., leaving the rooms and guest house premises unattended / unclean/ maintaining the hygiene and sanitation in and around the guest house, loss of any article due to negligence of contractors staff / workers.
2. In the event of any absenteeism of the workers engaged by the contractor, a penalty of `500-00 per worker per day so absented will be imposed and the same will be recovered out of the monthly housekeeping bill raised by the agency for payment. The Academy reserves the right to check the muster rolls as well as the wage sheets maintained by the agency at any point of time.

TERMS AND CONDITIONS FOR THE COMPLETE HOUSE KEEPING

The Tenderer shall provide the complete housekeeping services at all the mentioned residential guest house buildings of best quality at his own cost. The guest house rooms and other facilities including the gym, common playing area, TV room, dining halls, common toilets lunges etc., in the premises are fully furnished by the Academy with running amenities like TV, telephone, upholstery provided. The housekeeping services are to be provided by the contractor which shall include:

3. Positioning of a technically trained staff to operate RO plant and supply the drinking water from the plant to all water coolers in the premises, kitchen pantry and guest rooms, softener plant and bore pump to supply water to all overhead tanks for utility purposes from 5 am to 10 pm.
4. Maintenance of all public areas & rooms in all the mentioned 4 guest house buildings as per high quality hygiene standards through mechanized cleaning, dusting & mopping the corridors, dining hall, all attached toilets, Kitchen area, common toilet area & other covered area of Guest house & its surroundings using standard chemicals, cleaning consumables.
5. Mechanized & manual Cleaning of all floors, toilets daily for which the cost of accessories required like Cleaning machine, hard brooms / soft brooms, detergents, disinfectants, mopping rods swabs etc. of standard quality is to be borne by the bidder.
6. Proper maintenance of all linen items in the guest house i.e. regularly used items like bed sheet towels, pillow covers, Napkins, curtain etc. is to be changed once in TWO days in HOR and daily in other guest houses or as and when required or as frequently as required. The available mechanized linen laundering machine at the premises could be used for the purpose. Operating cost of the chemicals used to be borne by the bidder.
7. Providing drinking water & other rooms service to the guests as and when required.
8. Removing of cob webs & cleaning of doors & windows every week.
9. Washing & pressing of cloths of the ICAR Guests is to be arranged by the bidder. Necessary materials required for the purpose shall be arranged by the bidder. The charges for washing and ironing etc. shall be chargeable directly from the guests at rates displayed by the bidder at the reception counter.
10. All surrounding areas of guest house in and out approach roads shall be kept neat and clean.
11. Only standard and popular branded detergent, phenyl, room dusters and all other relevant small equipment/materials shall be used for the purpose & **cost shall be borne by the bidder.**

12. Sufficiently trained, experienced personnel in adequate number shall be arranged by the Bidder and deployed with professionally trained supervisors to provide all the housekeeping services round the clock of a high standard quality to the satisfaction of ICAR-NAARM.
13. The bidder should provide detailed list/number of personnel deployed at ICAR-NAARM.
14. Duty Charts shall be displayed properly at Guest House reception area at all times.
15. In addition to the equipment provided by ICAR-NAARM to the bidder at the time of handing over / taking over process, the Academy will not provide any other equipment relating to housekeeping and sanitation services.
16. At least one attendant for each guest house building should be available on regular basis at any given time on all days including holidays to attend to visitors for any miscellaneous do and fetch jobs.
17. The related accessories and all input shall also be arranged by the bidder at his own cost.
18. The selected agency shall provide the necessary personnel for providing House Keeping at all the residential guest houses of the Academy. The agency shall employ good and reliable persons with robust health of the age group between 21 to 45 Years. In case any of the personnel so provided is not found suitable, the Academy shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication, will have to replace such person/s immediately.
19. The persons so provided by the agency under this contract will not be the employee of the ICAR-NAARM and there will be no employer-employee relationship between the Academy and the person so engaged by the contractor in the aforesaid services.
20. The agency shall be wholly responsible for paying monthly salaries and other admissible allowances under transparency (with intimation to the authorities at NAARM) to the persons as engaged by the contractor and ICAR-NAARM shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required as per labour laws.
21. The Academy shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances.
22. All the persons deployed will perform their duty in proper uniforms and will maintain a smart turn-out.

23. The bidder will comply with Minimum Wages Act Central (Agriculture) as per ICAR Circular (F.No.GAC-21-40/2019-edu dated 01.08.2019) and Labour Act Office of the Chief Labour Commissioner, New Delhi Circular (F.No.1/36(1)/2019-LS-II dated 23.09.2019) The rules and regulations relating to social security (EPF) medical benefits (ESI) etc., as per Labour Act.
24. All payments to the employed manpower will be credited to their Bank Accounts Only.
25. **Monitoring and Inspection Committee of the Academy will monitor the above activity. In case it is found unsatisfactory, the work order will be cancelled with immediate effect.**
26. The contract is subject to the condition that the tenderer will comply with all the laws and by-laws of Central Government relating to this contract.
27. In case of any loss or damage to the property of the ICAR-NAARM Guest Houses which is attributable to the contractor, the full damages will be recovered from the agency.
28. The bookings for the guests staying in the guest house shall be made only by the authority of the ICAR-NAARM and written permission in this regard by an authorized officer of the ICAR-NAARM and the contractor shall not allow the booking or stay in the guest house for any unauthorized persons.
29. Agency shall be wholly responsible for daily basis seasonal flower arrangement at reception counter, lobby and VIP Dining Hall. Cost on this account shall be borne by the agency.
30. The agency is advised to ***submit the tender after physical inspection of the site, a very detailed assessment/requirement of machine/manpower for providing the above the services*** at the Residential buildings [guest houses] of ICAR-NAARM. However, the tenderer should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. **No request for alteration in the rates once quoted will be entertained within one year.**
31. The contractor shall ensure pest control in all rooms, dining hall, stores, kitchen and other areas of the guest houses once in 15 days at his own cost.
32. The contractor shall use room fresheners in all occupied rooms of Hostel, Television lounge and recreation room as per requirements.
33. The contractor shall keep liquid for shoe shine machine (Black & Brown) in each Guest House at his own cost to be used by the participants.
34. The contractor shall arrange to spread brown papers in the cupboards, drawers of the writing table and the bedside table at his own cost.

35. The contractor shall inspect, as a part of the housekeeping and maintenance work, the water supply points, plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboard of the room as also room conditioners, battery to the wall clock and in the remote control of the TV sets in the Guest houses and bring to the notice of the Hostel Manager/Asst. Hostel Manger/ authorized representative in the event of any defects/ damages so that the same could be attended to immediately
36. The contractor shall employ an educated, well behaved, trained and experienced Receptionists for manning the Reception in each of the guest houses round the clock, who will attend to all incoming and outgoing calls. The Receptionist should be proficient in English, Hindi and local languages besides being proficient in computer operation.
37. The housekeeping bell boy shall help the participants/ guests in taking their baggage to the rooms and removing it from their rooms while checking out.
38. The contractor shall make special flower arrangements, fruits and vegetable carving etc. at his own cost during the visits of VVIPs/dignitaries, farewell, important meetings etc.
39. **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 by 6th of every month.**
40. **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.
41. 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.
42. **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 Housekeeping and Sanitation of HOSTEL, IGH 1, IGH 2, SCIENTIST HOME, 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.

- 43. 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.
44. 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 month's payment to all workers must be provided to Office for release of succeeding month's payment.
45. 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.
46. 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.
47. Director, ICAR-NAARM reserves the right to accept or reject any or all tenders without assigning any reason.
48. Firms who are holding MSME or NSIC Certificates are exempted from submission of EMD. Original Demand Draft should be submitted to the AAO (S&P) before the due date.
49. The bidders have to quote the bid with GST.
- 50. The bidder will comply with Minimum Wages Act Central (Agriculture) as per ICAR Circular (F.No.GAC-21-40/2019-edu dated 01.08.2019) and Labour Act Office of the Chief Labour Commissioner, New Delhi Circular (F.No.1/36(1)/2019-LS-II dated 23.09.2019) The rules and regulations relating to social security (EPF) medical benefits (ESI) etc., as per Labour Act.**
51. The Contractor at his own cost has to provide Uniforms with Company Logo, name Badge to all their staff for identity.

52. The tenderer will submit the EPF/ESI **Confirmation Receipt** along with the bill for reimbursement. **IT IS MANDATORY.**
53. Wages have to be paid on or before 7th of every month by e-payment only. After making the payment, the contractor shall raise the bill on the ICAR-NAARM, Hyderabad for payment of the settled amount.
54. In case of rates revised by the State / Central Government during the contract period, same will be admissible and arrears will be paid accordingly to the workers.

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

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 – Nil		
2.	Earnest Money Deposit (EMD) Rs. 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 (2016-17, 2017-18 & 2018-19)		
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.		

ANNEXURE - II**(A)**

Sl. No.	Particulars of the Residential Buildings to be provided with Housekeeping services	No.of persons proposed to be deployed	Qualification & Experience
1.	Housekeeping & sanitation a. Cleaning staff for rooms, the public areas, washrooms of all the guest houses b. Janitorial workers	a. 13 Nos b. 03 Nos	Work experience
2.	Receptionist for all counters Viz. HoR, IGH I & II, Scientist Home (24 hrs)*	12 Nos (3 shifts, 8 hours duty per persons)	Qualified & experienced (only graduate who can speak English, Hindi and local language fluently)
3.	Bell boys for four counters (24 hrs)	12 Nos (3 shifts, 8 hours duty per person)	SSC
4.	RO Plant and Pump House Operation for water supply to all buildings of guest houses	2 Nos	
5.	Heavy Duty Laundry	2 Nos	
6.	Supervisor	2Nos (Day & night)	

- a) Contractor should allot Supervisors to supervise all housekeeping and sanitation works.
- b) All the tools, equipment / and material required will have to be provided by the contractor.
- c) Emphasis to be given for mechanized cleaning and automation.

ANNEXURE - III

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.

(D) Details to the given by the Contractor:

How the Contractor prepared to execute the work:

Signature :
Name :
Date :
Seal :

TENDER FOR ANNUAL JOB WORK CONTRACT FOR HOUSEKEEPING INCLUDING SANITATION OF HOSTEL, IGH I, IGH II, SCIENTIST HOME ON JOB CONTRACT BASIS 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 :

Telephone No.
Telegraphic Address

To,

The Director,
ICAR-NAARM
Rajendranganagar,
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 IGH 1, IGH 2, SCIENTIST HOME, HOSTEL 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