



भाकृअनुप - राष्ठीय 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
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F.No. 5-451/2020-21/Housekeeping/A.III

Dated: 23rd September 22

**NOTICE INVITING TENDER FOR
PROVIDING HOUSEKEEPING & OTHER MANPOWER FOR SANITATION &
UPKEEP OF HOSTEL, GUEST HOUSES, OFFICE BUILDINGS, RESIDENTIAL
BUILDINGS INCLUDING CLEANING OF ROADS AND PAVEMENTS
AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD**

On behalf of the Director, ICAR-NAARM, Rajendranagar, Hyderabad, Tenders are invited for **PROVIDING HOUSEKEEPING & OTHER MANPOWER FOR SANITATION & UPKEEP OF HOSTEL, GUEST HOUSES, OFFICE BUILDINGS, RESIDENTIAL BUILDINGS INCLUDING CLEANING OF ROADS AND PAVEMENTS AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD under two bid system. The tender has to be submitted online through GeM only.** The Technical Bid must contain the scanned copy of documents called for in the Tender. Both bids (technical and financial) are to be uploaded on GeM (www.gem.gov.in).

Description	Date	Time
Tender Publishing Date	23.09.2022	1600 hrs
Bid Submission Start Date	23.09.2022	1600 hrs
Bid Submission Closing Date	13.10.2022	1600 hrs

- ** The Detailed requirement of the manpower & Scope of Work is provided in the **Schedule-I & Schedule II** of the tender.
- ## The Detailed Scope of Work is provided in the **Schedule-III** of the tender.

GENERAL TERMS AND CONDITIONS FOR PROVIDING HOUSEKEEPING & OTHER MANPOWER FOR SANITATION & UPKEEP OF HOSTEL, GUEST HOUSES, OFFICE BUILDINGS, RESIDENTIAL BUILDINGS INCLUDING CLEANING OF ROADS AND PAVEMENTS AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD

1. An earnest money deposit of (EMD) **Rs. 150000/- (Rupees One Lakh and Fifty Thousand only)** must be deposited in the form of Demand Draft / Bankers cheque in favour of **NAARM MAIN ACCOUNT** and payable at Hyderabad.
2. Scanned copy of the EMD is to be uploaded while submitting the Tender online and the hard copy of the same should be submitted to the **Assistant Administrative Officer (Stores and Purchase)** before closing date of the Tender. If NSIC Certificate is available the submission of EMD is exempted but the certificate is to be uploaded on GeM
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 not 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 Financial Bid, the bid will be summarily rejected.
5. **The Tender has to be submitted online only.**
6. **VALIDITY OF THE TENDER BID:** A minimum of 90 days Bid validity must be provided from the date of receipt of the Tender. Director, ICAR-NAARM reserves the right to extend the validity period of the Tender Bid.
7. 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.
8. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenderers.
9. 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 it is a company.
10. 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)

11. **The Agency will have to quote as per the format provided in the GeM.**
12. The Documents as asked to be uploaded should only be uploaded on the GeM portal and bidders are requested to avoid uploading irrelevant documents.
13. Scanned copies of documents uploaded should be legible and there should not be any tempering.
14. Eligible bidders may submit the tender to provide the requisite services in accordance with the requirements stated in the attached schedules.
15. The Contractor shall not sub-let the Contract.
16. The GST,TDS or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government
17. **Eligibility Conditions:**
 - a) Filled **Annexure - A**
 - b) Filled Details as per **Annexure-B** along with Complete tender document duly sealed and signed & details of EMD of Rs 150000/-
 - c) Undertaking as per **Annexure – C on Non Judicial Stamp Paper.**
 - d) Proof of 2 contracts related to Housekeeping Jobs in Government/Public/Private Sector Undertakings of value Rs 10 lakh or above during the last 2 financial year along with duly filled **Annexure-D.**
 - e) The firm should be a Registered Firm under Shops & Establishment Act.
 - f) The firm should have a valid labour license for performing the similar works as per the tender document.
 - g) The firm should have a valid EPF/ESI/Service Tax Registration.
 - h) The firm should enclose copies of income tax returns for last 3 years (2019-20, 2020-21 & 2021-22)
 - i) Local office at Hyderabad / Secunderabad
 - j) Complete tender document duly signed and affixing the seal of the company and also enclose the authorization of signing the tender document.

**Stores and Purchase Officer
ICAR-NAARM, Hyderabad**

OTHER TERMS AND CONDITIONS FOR PROVIDING HOUSEKEEPING & OTHER MANPOWER FOR SANITATION & UPKEEP OF HOSTEL, GUEST HOUSES, OFFICE BUILDINGS, RESIDENTIAL BUILDINGS INCLUDING CLEANING OF ROADS AND PAVEMENTS AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD:

1. The selected agency shall be PROVIDING HOUSEKEEPING & OTHER MANPOWER FOR SANITATION & UPKEEP OF HOSTEL, GUEST HOUSES, OFFICE BUILDINGS INCLUDING CLEANING OF ROADS AND PAVEMENTS AT ICAR-NAARM, RAJENDRANAGAR, HYDERABAD. 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.
2. The selected agency shall provide the necessary personnel for providing Manpower services at ICAR-NAARM Campus at Rajendranagar, Hyderabad as per labour acts. The personnel engaged by the agency for this job 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.
3. The agency shall be wholly responsible for making payment of monthly Wages and other admissible allowances to the personnel Minimum wages, as prescribed under Minimum Wages Act by Central government or State government (whichever is higher) and ICAR-NAARM shall in no way be responsible for meeting any kind of expenditure other than the wages payable under this contract.
4. All statutory liabilities like EPF and ESI will be deposited by contractor only.
5. **BILLS FOR PAYMENT: Each month Two Separate bills have to be raised and provided to office for Manpower as per Schedule-I and Schedule-II**
6. **MODE OF PAYMENT:** Payment of bill containing Net Payment to workmen, EPF deposited in respect of manpower, ESI deposited in respect of manpower and Agency Service Charge will be made monthly upon submission of pre-receipted bill along with following documents:
 - i. Copy of Wage Register which is to be maintained by contractor.
 - ii. Copy of a detailed wage sheet showing list of workmen with their name, number of days worked during the month, wages admissible, EPF/ESI deductions, Net amount payable to each employee, along with signature of workman acknowledging that same has been received by him.
 - iii. EPF and ESI challan (separate challan for NAARM) for previous month.
 - iv. Statement of EPF and ESI for individuals for previous month.
 - v. Statement of Wage disbursement into account of workmen through Bank transfer duly attested by the Bank.
 - vi. Copy of paid GST challan or Filed GST return of previous month as Proof of deposition of GST received in previous bill.

Note: The amount as shown in the challan of EPF/ESI must tally with the total deductions failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor.

7. The contractor will discharge all his legal obligations in respect of the workers 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 ICAR-NAARM 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 indemnity Bond to be submitted. In case of any dispute, the decision of the Director, ICAR-NAARM shall be final and binding on the contractor
8. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
9. All wages allied benefits such as Leave, Gratuity, Bonus etc., shall be paid by the Contractor and ICAR-NAARM shall not incur any liability or additional expenditure whatsoever for the personnel deployed
10. Rates of wages paid shall not be less than that of the minimum wages as notified by Central or State governments (whichever is higher) from time to time. **The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month in case the same is not done appropriate reasons should be provided along with the bills.**
11. The contractor will be required to maintain all the records and documents, under the statutory procedures. The contractor shall make a copy of such records maintained by him available to ICAR-NAARM.
12. In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain the (a) Muster Roll; (b) Wage Register; (c) A Register of deduction for damage or loss; (d) Register of Fines; (e) Register of advances; (f) Register of Overtime; (g) Wage Slip.
13. In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the Contractor shall obtain a license for deployment of his personnel at the premises of the client.
14. In compliance to Rules 75, 76 and 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in form XIII and issue an Employment Card to each worker in Form XIV; and shall also issue service certificate to every workman on his termination in form XV.
15. In compliance to provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 The contractor shall provide other details also. The contractor shall also provide each workman the PF numbers allotted to him and the Contribution Card.
16. In compliance with the provisions of Employees State Insurance Act, 1948, the contractor shall provide each workman the identity card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC Dispensary. **The ESIC cards to all outsourced labour should be provided by contractor within 60 days from the start of the contract.**
17. The contractor shall be liable for any legal dispute / case/ claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.

18. The contractor shall be responsible for compliance of all the laws rules/regulations and Government instructions that are/will be applicable to and aimed to protect the interest of the employees/workers engaged by the contractor and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past or may arise during the course of performance of contract.
19. Separate challan must be submitted for manpower deployed in ICAR-NAARM to the EPF/ESI Organizations.
20. The Director will constitute a monitoring and inspection committee to inspect quality of work, payments of EPF/ESI and timely deposits etc., and other work conditions as per regulatory provision of Government. If found unsatisfactory, the contract will be terminated. Penalty of 3% of total value of the contract will also be imposed and deducted from EMD/Performance Security.
21. The contractor will have to give revised minimum wages with other statutory liabilities as and when the minimum wages are revised during the contract
22. The firm will not charge placement charges on any other account from the manpower deployed with the NAARM from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.
23. GST / Service Tax will be paid, if applicable
24. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.
25. They should not give lenient or casual impression in the duties and they should be alert and attentive.
26. The personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any worker going on leave under intimation to this Office.
27. Changing of personnel should be intimated to the Officer under whom the person is working.
28. The owner / proprietor of firm or Managing Director of the Firm shall come to ICAR-NAARM and conduct meeting with designated ICAR-NAARM Officials and also the workers to monitor the work and also solve problems/issues, if any. Such meetings would be conducted every month. Failure to attend such meeting will be attracting penalty of Rs. 5000-00 (Rupees Five Thousand only) for every such meeting.
29. **SECURITY DEPOSIT:** The successful bidder will be required to deposit an amount equivalent to 3 % of the total contract value as Security Deposit in the form of Demand Draft / Pay order in favour of **NAARM MAIN ACCOUNT payable at Hyderabad** 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 money deposited with the ICAR-NAARM. The Validity of FD/BG must be for a period of 18 months.
30. **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. The ICAR-

NAARM will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any Court of Law.

31. **LOSS AND / OR DAMAGES:** An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500-00 (Rupees Five Hundred only) will be levied as liquidated damages per day. Whenever and wherever it is found that work is not up to the mark in any section, it will be brought to the notice of the Contractor of the firm by ICAR-NAARM and if no action is taken within one hour liquidated damages clause will be invoked. Any misconduct/misbehaviour on the part of the manpower who are deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
32. **VALIDITY OF THE CONTRACT:** The contract is valid for one year and may be renewed on the same terms & conditions on mutual consent for a further period of 1 year.
33. The contractor shall be liable for any legal dispute / case/ claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
34. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
35. **All disputes arising out of the contract will be regulated as per Arbitration Act 1996.**

**Stores and Purchase Officer
ICAR-NAARM, Hyderabad**

Housekeeping & Other Manpower required for sanitation & Maintenance of Halls of Residence, IGH Sagarika, IGH Haritha, and SCIENTIST HOME INCLUDING THE SURROUNDING ROADS AND PAVEMENTS to aforementioned buildings at ICAR-NAARM

Total Manpower Requirement: 41

Type of Manpower	Required at	Number	Qualification and Experience
Sweeping & Cleaning	Cleaning rooms and bathrooms of guest houses, hostels, roads and surroundings and Janitorial Works	16	Should have experience of working in similar environment
Skilled/Clerical	Receptionists for 4 counters in 3 shifts of 8 hours (Highly Skilled) & 1 Shift supervisor for each shift	3 x (3+1) = 12	Qualified & experienced (only graduate who can speak English, Hindi and local language fluently)
Unskilled	Bell Boys For 4 counters in 3 shifts of 8 hours (Semi Skilled)	3 x 3 = 9	Should at least be SSC pass.
Unskilled	For Laundry duty at Hostel and Guest Houses	2	Should at least be SSC pass.
Unskilled	For RO Plant and Pump House	2	Should at least be SSC pass.
Total		41	

SCOPE OF WORK

- I. All the manpower provided will perform their duty in proper uniforms provided by the agency and will maintain a clean and Hygienic attire.
- II. Duty Charts shall be displayed properly at Guest House reception area at all times.
- III. Professionally qualified Supervisor who speak English and Hindi fluently. Educated, well behaved, well trained round the clock receptionist in front desk, proficient in Hindi and English languages.
- IV. 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. 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 provided receptionist/supervisor 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 daily basis with the Cashier, ICAR-NAARM.
- V. 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 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 Agency should use the machinery provided responsibly and make sure no faults occur due to shortcoming on part of the provided manpower.
- VI. For Cleaning and Sweeping Manpower:
 - i. Daily cleaning of rooms and toilets.
 - ii. Removing of cobwebs, cleaning of door and windows once in a week.
 - iii. Cleaning of all wooden furniture and electrical fitting and fixtures should be once in a week.
 - iv. Cleaning, dusting & mopping the corridors, dining hall, all attached toilets, Kitchen area, common toilet area & other covered area of Guest house.
 - v. All surrounding areas of guest house in and out approach roads shall be kept neat and clean.
 - vi. A checklist will be provided after award of contract about the cleaning schedule to be maintained.
- VII. The main MCB ON / OFF operation in morning and evening for corridors and stair case lights shall be carried out by the agency's manpower. The manpower 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.
- VIII. Agency's manpower will be utilized for Operation of RO & Softener plant of Academy so as to supply

the water for drinking and utility purpose to guest houses.

Schedule – I (contd)

- IX. Providing drinking water & other rooms service to the guests as and when required.
- X. Agency's manpower 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.

PENALTY/COMPENSATION CLAUSE

- i. 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.
- ii. 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.
- iii. Non-payment of dues in respect of room rents received from various visitor of Guest Houses shall invite of penalty as deemed fit.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.

Housekeeping Manpower required for sanitation & Maintenance of All Buildings and Areas except those given in Schedule - I

Total Manpower Requirement: 25 (Single Shift)

Type of Manpower	Required at	Number	Qualification and Experience
Sweeping & Cleaning	Cleaning rooms and bathrooms of guest houses, hostels, roads and surroundings and Janitorial Works	24	Should have experience of working in similar environment
Skilled/Clerical	For supervision	1	Should be experienced
Total		25	

SCOPE OF WORK

- I. All the manpower provided will perform their duty in proper uniforms provided by the agency and will maintain a clean and Hygienic attire.
- II. Experienced supervisor, well behaved for supervising the cleaning and sweeping manpower
- III. For Cleaning and Sweeping Manpower:
 - i. Daily cleaning of office rooms, tables and toilets.
 - ii. Removing of cobwebs, cleaning of door and windows once in a week.
 - iii. Cleaning of all wooden furniture and electrical fitting and fixtures should be once in a week.
 - iv. Cleaning, dusting & mopping the corridors, toilets.
 - v. All surrounding areas of guest house in and out approach roads shall be kept neat and clean.
 - vi. A checklist will be provided after award of contract about the cleaning schedule to be maintained.

Below is the details of areas and schedule of cleaning:

Sl. No.	Particulars of the Road, Pavements & Buildings	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)	1220m	Daily (except Sundays)
2.	Rose garden – Hostel junction – substation II, all hostel roads	800m	
3.	Agronomy Well – farm office – type VI junction – East Gate	920m	
4.	Children park road – vehicle shed-canteen-Faculty centre – Hostel road	310m	
5.	Roads leading to Admin. Building & Conference Hall – Vehicle shed-teaching block road	110m	
6.	Faculty Building –substation I, Sports Complex Road, old nursery road	620m	
7.	DRR qtrs. Junction – press gate	300m	
8.	New Road connecting Director’s office to the Main Road	200m	
9.	Walk Area around pond	300m	

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Schedule – II (contd)

	Particulars of the Building	Building area (Sqm)	
10.	Faculty Building	4204Sqm	Daily
11.	Administration Building	1100Sqm	Daily
12.	Academic Block	797Sqm	Daily
13.	Press Building	326Sqm	Daily
14.	Parking Facility for all the Buildings	1500Sqm	Daily
15.	Electrical Sub-Station I and II	648Sqm	Daily
16.	Auditorium	617Sqm	Daily
17.	Director's Office	363Sqm	Daily
18.	Health Center	719Sqm	Daily
19.	Recreation Club and Farm Office	379Sqm	Daily
20.	Canteen Building	165Sqm	Daily
21.	Faculty Center	6000Sqm	Daily
22.	Sports Complex (Indoor Stadium)	958Sqm	Daily
23.	Pavilion – Ground Floor and First Floor	725Sqm	Daily
24.	Maintenance office	135Sqm	Daily
25.	Total Toilets (Whole Office)	61 nos.	Daily
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)	667m	Twice in a week
27.	Dust bins cleaning including surrounding litter	24 Nos.	Twice in a week
28.	All Storm water drain along roads to be cleaned	3500m	Once in a month
29.	Roof top cleaning of all Office Buildings	11849Sqm	Twice in a month
30.	Roof top cleaning of all Residential Buildings	2155Sqm	Twice in a month

Schedule – II (contd)

Details of Work Location, Along with schedule and Frequency:

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.

PENALTY/COMPENSATION CLAUSE

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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., unclean/ non maintaining the hygiene and sanitation in and around the office and residential areas, loss of any article due to negligence of contractors staff / workers.
- v. 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.

CHECKLIST (To be uploaded with Technical Bid)

S.no	Document to be uploaded in Technical bid on GeM	Whether Uploaded (Yes/No)
1.	Filled Annexure - A	
2.	Filled Details as per Annexure-B along with Complete tender document duly sealed and signed & details of EMD of Rs 150000/-	
3.	Undertaking as per Annexure – C on Non Judicial Stamp Paper.	
4.	Proof of 2 contracts related to Housekeeping Jobs in Government/Public/Private Sector Undertakings of value Rs 10 lakh or above during the last 2 financial year along with duly filled Annexure-D .	
5.	The proof of Registration of Firm under Shops & Establishment Act or equivalent.	
6.	Proof of valid labour license for performing the similar works as per the tender document.	
7.	Proof of valid EPF/ESI/Service Tax Registration.	
8.	Enclose copies of income tax returns for last 3 years (2019-20, 2020-21 & 2021-22)	
9.	Proof of Local office at Hyderabad / Secunderabad	
10.	Complete tender document duly signed and affixing the seal of the company and also enclose the authorization of person signing the tender document (incase other than proprietor)	

COMMERCIAL DETAILS
(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	EMD Details	
7.	Local Office Address in Hyderabad/Secundrabad	

SIGNATURE OF THE BIDDER & STAMP

Date:

Place:

UNDERTAKING

(To be submitted on Rs 50 or Rs 100 Non Judicial Stamp Paper)

I/We have read and understood General Terms and Conditions contained in the ICAR-NAARM's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by ICAR-NAARM.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

RELEVANT WORK EXPERIENCE DETAILS

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where work was done	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in GeM bidder should make sure that work experience certificates are also uploaded along with this in one single pdf