

NATIONAL RESEARCH CENTRE ON PLANT BIOTECHNOLOGY
L.B.S. Building, Pusa Campus, New Delhi-110012

TENDER NOTICE

Sealed Tenders are invited on behalf of the P.D., NRC on Plant Biotechnology, Pusa Campus, New Delhi for Sanitation & Cleanliness of NRC on Plant Biotechnology, L.B.S. Building , New Delhi.

The detailed Terms & Conditions along with the tender forms are available with Asstt. Admin. Officer of the Centre which may be obtained on any working day upto **18-07-09** from **10.00 a.m. to 3.00 p.m.** on payment of **Rs. 1000/-** by cash or Demand Draft (drawn in favour of P.D., NRC on Plant Biotechnology and payable at New Delhi). The Tender documents must be sent on or before the stipulated date.

The venders may download tender documents containing detailed Technical Specifications and Terms & Conditions from our website www.nrcpb.org and submit along with the cost of the tender documents by Demand Draft & amount of E.M.D. If the cost of the Tender Documents downloaded from the website and the EMD are not deposited, the tender submitted will be rejected outrightly.

Asstt. Admin.Officer

NATIONAL RESEARCH CENTRE ON PLANT BIOTECHNOLOGY
LBS BUILDING, PUSA CAMPUS,
NEW DELHI-110012

S.No.6-14/06-NRCPB-Pt-II

Date:

INVITATION OF TENDER

For Sanitation Services at National Research Centre on Plant
Biotechnology, LBS Building Pusa Campus,
New Delhi-110012

IMPORTANT:

1. TENDERS ARE ACCEPTABLE ONLY FROM THE FIRMS HAVING ISO 9001-2000 REGISTRATION
2. Bid to be submitted strictly in the forms Part A and Part B attached herewith. Bids should be submitted in two separate envelopes. Price Bid will be opened only of those firms who qualify technically.
3. All the communications must be addressed to the Project Director, NRC on plant Biotechnology, LBS Building Pusa Campus, New Delhi-110012.
Telegraphic Address: - BIOTECH "KRISHIPUSA"

From: -

The Asstt.Admin.Officer
NRC on Plant Biotechnology,
LBS Building Pusa Campus,
New Delhi-110012

To,

Dear Sir(s),

On behalf of the Project Director, NRC on Plant Biotechnology, LBS Building Pusa Campus, New Delhi, tenders are invited for Annual Job Contract of Sanitation and Cleanliness of National Research Centre on Plant Biotechnology, LBS Building, New Delhi-110012. The terms and conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and by the Research Institute of the Council and the special terms and conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

1. An earnest money of Rs.20,000/- must be deposited in the form of Demand Draft in favour of Project Director, NRCPB, New Delhi-110012 and payable at New Delhi. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the number and date of the Demand Draft. The tender will not be considered if the earnest money is not sent with the tender.
2. Taxes, if any, to be charged over & above the quoted prices, should be specifically mentioned. If no taxes are shown separately, the rates quoted will be taken as inclusive of all taxes, and the tenders will be finalized accordingly.

3. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof, should the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount will be forfeited. In the event of the offer made by the tenderer not being accepted, the amount of earliest money deposited by the tenderer will be refunded to after he/she has applied for the same, in the manner prescribed by the Council.
4. The schedule I and II of 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. Each additional page must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter alongwith the tender.
5. The tender is liable to be ignored 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) as 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.
6. While submitting price bid, minimum wages, ESI, EPF payments to labourers should be ensured, in the price bid failing which the tender will be rejected.
7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all the 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 any otherwise, the PD, NRCPB will cancel the contract and hold the signatory liable for all costs and damages. Such page of tender and the schedules to the tender and annexures, if any, should be signed by the tenderer(s).
8. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should bear only the address of this office without any indication "Tender for Sanitation Job Contract". Right is reserved to reject outstation tenders. Tender to be hand delivered should be put in the tender box at this office at Room No. 131, 1st floor, NRCPB, LBS Building, New Delhi-110012 **not later than 3.00 p.m. on the last date of receipt i.e. 18-07-2009.** Tender can also be sent by Registered Post but the N.R.C.P.B shall not be held liable for late receipt of tenders due to postal delay and other reasons.
9. You are at liberty to be present or to authorize a representative to be present at the opening of the tender on the last date of receipt at 3.30 P.M. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address along with telephone of your permanent representative, if any.
10. Acceptance by the NRCPB will be communicated by registered post/speed post 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 fax/speed post etc. should be acted upon immediately.

Yours faithfully

Asstt.Admin.Officer
NRCPB, New Delhi

GENERAL INFORMATION AND OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. BUILDING AND THEIR LOCATION: The NRC on Plant Biotechnology is occupying a position of, Lal Bahadur Shastri Building situated near the Director's office of IARI, New Delhi-12. The other details are as under:

Description of Work			
1. Storey	3 Storeyed		
2. Plinth Area	Approx.13,000 sq m. (Approx.10,800 sq m. (covered area); cleaning, sweeping and washing plus 2,200 sq m. (open area) sweeping only.)		
3. Total Room	81 Nos.		
4. Toilets	16 Nos.	Daily Cleaning	
5. Reception Hall	01 No.		
6. Auditorium	01 No.		
7. Committee Room	03 Nos.	Weekly Cleaning + Special Cleaning of the time of	
8. Museum	01 No.	meetings/functions/visits.	

The following area is needed to be cleaned everyday:

1. Room /Laboratories = 81 (29 GF, 25FF, 27 SF)
2. Toilets =16 (8 Ladies, 8 gents)
3. Reception Hall = 01 No.
4. Staircase (05)
5. All corridors and verandahs including windowpanes on both sides, library, doors and glasses falling in NRCPB portion in LBS building.

1. SERVICES: The entire open area and the built up area in occupation of NRCPB will have to be cleaned /maintained strictly as per the charter of duties as indicated in Annexure-I.

(a) The selected agency shall provide required services for performing the job of maintenance supported by proper verification report. **The agency shall employ good and reliable persons (not less than ten, excluding supervisor) with robust health and clear record preferably within the age group of 21 to 45 years to carry out the job contract.** In case any of the personal so engaged by the agency is not found suitable NRCPB shall have the right to ask for its replacement without giving any reason thereof and agency shall on receipt of a written communication in this regard will have to replace such persons immediately. Further, any replacements of a person by the agency for what so ever reasons has to be intimated to BMC & approved by the BMC for security reasons.

(b) The job of cleaning, sanitation and dusting is to be carried out on each floor and surrounding areas of the building etc, as detailed in charter of duties. It is to be ensured by the contractor that these services on each floor are provided and supervised unendowed.

(c) The supervisor will maintain a record of attendance of the deployed persons on daily basis and it will be daily verified by a member of Building Maintenance Committee (BMC) of the centre. In case of absence/non availability of replacement, suitable deductions will be made from the monthly bills of the agency.

(d) The working hours will be from 8.00 a.m. to 4.00 p.m. on all working days.

(e) All the persons deployed will perform their duty in proper uniform supplied by the agency and approved by the centre. The person not in the proper uniform will not be allowed to work and marked as absent for the whole day.

(f) The agency will provide proper identity card/badges which is mandatory to put on during working hours by all deployed persons.

(g) The agency will supply a list of the persons deployed at the centre along with their addresses, 2 attested photographs and a police verification report.

Note: The agency has to enforce the I-card and dress code within a fortnight of contract approval at and submits police verification report within one month. Failing which the monthly bill payment will be with held.

(h) The supervisor will maintain a register to record the daily work done. He has to get it signed by the Incharge of the Lab /Room everyday after cleaning. Similar kind of inventory shall be made for the work done in toilets, corridors, shaft, open areas, parking area etc and get it signed by a member of BMC.

(i) Any complaints/suggestions if any have to be taken care of immediately.

(j) Security guards of the centre will be entitled to examine the persons deployed by the agency for security check-up at any time.

(k) If the work of cleanliness is not found upto the mark as set by the members of BMC, a token penalty of Rs. 5000/- will be deducted from the monthly bill of the agency.

(l) The job of minor shifting of furniture items, and other items will also be done by the persons engaged by the contractor as and when required.

(m) The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure etc.

(n) The agency shall furnish experience of performing job contract of cleanliness in reputed Govt./Semi-Govt. buildings and organizations. The firm should at least have an experience of 5 year in the field of sanitation services.

(o) The contractor should have performed job of sanitation /cleanliness having a value not less than Rs.5.00 lakhs per annum/per contract.

(p) The personnel engaged by the agency for this job contract will not be an employee of the council and there will be no employer-employee relationship between the centre and the personnel so engaged by the contractor.

(q) The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and this center shall in no way be responsible for meeting any kind of expenditure on salaries, claims etc. to these personnel.

(r) The center shall not directly or indirectly engage any personnel of the agency during the period of contract.

2. TERM OF THE CONTRACT: Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the NRCPB reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.
3. MODE OF PAYMENT: The agency shall submit monthly bills alongwith a satisfactory report for the work done during the preceding month duly signed by the members of the Building Maintenance Committee (BMC) on the first working day and the NRCPB shall make payment by means of crossed cheque drawn in favour of the agency.

4. 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 by the address herein given under registered post.
5. LOST AND / OR DAMAGES: In case of any loss or damages done to the property of the NRCPB by the personnel deployed by the agency, full damages will be recovered from the agency and decision of the competent authority of the centre shall be a binding on him.
6. SECURITY DEPOSIT: The selected agency will have to make a security deposit (refundable) of a sum equal to 10 % of the contract value in favour of the Project Director, NRCPB, New Delhi within two weeks from the award of contract. This will be adjusted against any damage or loss or property etc. Caused by the personnel deputed by the agency.
7. The contractor is advised to have a complete survey of entire portion occupied by the NRCPB in Lal Bahadur Shastri Building before offering rates.

jk'V^{ah}; ikno tSo izkn~;ksfxdh vuqla/kku dsUnz**Technical Bid**

For providing House Keeping Services at NRCPB, New Delhi

Only ISO 9001-2000 Certified Companies are eligible to Quote

1.	Name of the firm	
2.	Status (individual/ partnership/ limited company)	
3.	Do you have valid labour licence from Labour Deptt. If yes, attach a copy thereof.	
4.	Experience in the field	
5.	Prominent Clients	1. 2. 3. 4. 5. (detailed list should also be attached)
6.	Registration with ESI (Copy of letter to be attached)	
7.	Registration with EPF (Copy of letter to be attached)	
8.	Turnover during the last three years (detailed list should also be attached)	
9.	<u>Certification of ISO 9001-2000 (copy to be attached)</u>	

Signature: _____
Name of the firm: _____
Seal: _____

jk'V^{ah}; ikno tSo izkn~;ksfxdh vuqla/kku dsUnz**Price Bid**

For providing House Keeping Services at NRCPB, New Delhi

Description of Work		Price Quoted (Rs.)
1. Storey	3 Storeyed	
2. Plinth Area	Approx.13,000 sq m. (Approx.10,800 sq m. (covered area); cleaning, sweeping and washing plus 2,200 sq m. (open area) sweeping only.)(outside Building + Parking area + Atrium area square (1+1))	
3. Total Room	81 Nos.	
4. Toilets	16 Nos. Daily Cleaning	
5. Reception Hall	01 No.	
6. Auditorium	01 No.	
7. Committee Room	03 Nos. Weekly Cleaning + Special Cleaning at the time of meetings/functions/visits.	
8. Museum	01 No.	
9. Staircase	06 Nos. Daily Cleaning	

All corridors and verandahs including windowpanes, library, doors and glasses falling in NRCPB portion in LBS Building.

All work will have to be carried out as per the detailed terms & conditions attached with the tender.

The rates should include manpower and all the materials required for cleaning and for placements in the toilets such as liquid soap, tissue rolls, air fresheners, Phenyl, Naphthalene balls etc. the materials to be used should be essentially of superior quality with prior approval from the Building Maintenance Committee. The agency shall ensure weekly spray of insecticides inside the premises to kill mosquitoes & cockroaches etc.

Price in figures _____

Signature: _____
 Name of the firm: _____
 Seal: _____

