



ICAR - SUGARCANE BREEDING INSTITUTE
COIMBATORE - 641 007 (TAMIL NADU)
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NOTICE INVITING TENDER THROUGH GOVERNMENT e-MARKETING (GeM) FOR ENGAGEMENT OF HOUSEKEEPING & SANITATION - 12 NOS. FOR A PERIOD OF ONE YEAR ON CONTRACT BASIS AT ICAR-SUGARCANE BREEDING INSTITUTE, COIMBATORE, TAMIL NADU

We have a requirement of the services as indicated below, tender for which you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

The tender document contains the following: -

- Annexure-I - Terms and Conditions**
Annexure II - Scope of Work

IMPORTANT NOTES: -

- I. Bids received on GeM portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
- II. The bidders are required to deposit **Bid security/ Earnest Money Deposit (EMD) of Rs. 83,000/- (Rupees eighty three thousand only)** in the form of Demand Draft Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks payable to the Director, ICAR - Sugarcane Breeding Institute, Coimbatore - 641007, **within 5 working days of bid opening**, failing which the bid will be treated as incomplete & lead to rejection of the bid without making any reference to the bidder.
- III. ICAR - SBI reserves the right to accept / reject any or all the tenders in part / full without assigning any reason thereof.
- IV. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- V. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
- VI. The bidders are required to furnish / upload copies of the following documents:
 1. Signed & scanned copy of Firm's registration.
 2. Signed & scanned copy of GST Registration certificate.
 3. Signed & scanned copy of PAN Card.
 4. Scanned copy of EMD/Bid security.

5. Documentary Proof for the item indicated at Sl.No.43 of Annexure -I is also to be attached.
6. **Technical Bid** : Signed and Scanned Copy of Completely filled Technical Verification data sheet (Technical Compliance Statement) must be submitted for each quoted configuration.
7. **Financial bid** : Financial bid indicating item-wise price for the items mentioned in the technical bid is to be uploaded separately.

NOTE:

EACH OF THE ABOVE DOCUMENTS ARE TO BE UPLOADED AS A SEPARATE FILE. THE BIDS WITHOUT THE ABOVE DOCUMENTS WILL BE REJECTED SUMMARILY.

Bidders are required to furnish the following undertaking :

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

ADMINISTRATIVE OFFICER

ANNEXURE-I

TERMS AND CONDITIONS

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR- Sugarcane Breeding Institute, Coimbatore as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations the amount of EMD will be forfeited and he will not be allowed to participate in any tender floated by the ICAR- Sugarcane Breeding Institute, Coimbatore for 2 years. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
3. If a tenderer does not accept the offer, after issue of letter of award by ICAR- Sugarcane Breeding Institute, Coimbatore within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
4. Bids are invited under two-bid system (Technical bids and financial bids). Both technical and financial bids may be uploaded separately.. After evaluation of technical bid, the financial bid will be opened. Financial bid will be opened only in respect of tenderers who are technically qualified.
5. An amount equivalent to **5% of the annual value of contract is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit** only after receiving a communication from the ICAR-Sugarcane Breeding Institute, Coimbatore. **Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier.**
6. No interest on security deposit and earnest money deposit shall be paid by the ICAR- Sugarcane Breeding Institute, Coimbatore to the tenderer.
7. The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR- SBI, Coimbatore for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
8. Decision of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR- Sugarcane Breeding Institute, Coimbatore. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration &

Conciliation Act, 1996 as amended from time to time.

9. Acceptance by the ICAR- Sugarcane Breeding Institute, Coimbatore will be communicated by email, letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the email/post should be acted upon immediately.
10. The ICAR- Sugarcane Breeding Institute, Coimbatore does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
11. The ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to modify any of the terms and conditions of the contract as mentioned in further annexures of this document, at its discretion, in the interest of the job/work.
12. **Wages to be paid to the contractual manpower should not be lesser than the minimum wages prescribed by the State Govt. / Gol whichever is higher. Difference of wages, if any due to increase in minimum wages as notified during the period of contract will be reimbursed as per rules on production of necessary documentary evidence. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. The agency shall certify that they have complied with all the statutory obligations in each bill submitted.**
13. The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.
14. The GST, Income tax or any other tax which is as per the rules of the Govt. of India be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
15. Two percent (2.0%) of the total billed amount will be deducted towards TDS on GST and the same will be remitted to the GST Department concerned.
16. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges/consideration shall be treated as unresponsive bid and it will not be considered. If service charges are quoted less than or equal to the TDS (Two percent - 2%) it will be treated as nil charges/ consideration.
17. The minimum service charge in the procurement of Manpower Outsourcing Service is fixed as 3.85% and should not exceed 7% (including transportation charges), as per Ministry of Finance, Department of Expenditure, New Delhi vide O.M. No. F/6/1/2023-PPD dated 06.01.2023.
18. The rates of Service Charges quoted by the Agency is fixed during the period of the contract and no request for any change / modification shall be entertained. While quoting the Service Charges, the firm must make provision for all the overhead expenditure involved in providing the services. The Service Charges quoted should not be in percentage, otherwise the same will be summarily rejected.

19. The staff shall follow strict attendance and alternative arrangements are to be made by the agency whenever any of staff goes on leave under intimation to this office.
20. Changing of staff shall be with the approval of the Senior Administrative officer, ICAR- Sugarcane Breeding Institute, Coimbatore.
21. The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore shall be final and binding on the contractor/ agency in respect of clauses covered under the contract.
22. The staff provided shall maintain discipline in the premises of ICAR- Sugarcane Breeding Institute, Coimbatore - 641007.
23. The agreement is terminable with one month notice on either side. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/otherwise capacity in ICAR- Sugarcane Breeding Institute, Coimbatore.
24. The contractor shall not sublet the work.
25. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The personnel so provided by the agency under this contract will not be the employees of the ICAR- Sugarcane Breeding Institute, Coimbatore and there will be no employer-employee relationship between the ICAR- Sugarcane Breeding Institute, Coimbatore and the persons so engaged by the contractor in the aforesaid services. They shall be employees of the contractor for all purposes.
27. Payment for service contract will be made monthly upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by contractual employees and EPF/ESIC challans for submission of EPF/ESIC contribution. The contractor shall submit a certificate along with bill that all the statutory obligations have been complied with by him.
28. The proof of payment statutory obligations such as ESI, EPF etc. and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld. The monthly bills to be attached along with the enclosures of proof of payment of EPF/ ESI with the list of personnel engaged and their UAN (Universal Account Number) for every month during the contract period.
29. The amount as shown in the challan of EPF / ESI must tally with the total deduction from the bills claimed, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor / agency.
30. The agency shall furnish the details of disbursement made to the staff indicating the bills amount received from the Institute against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee share of the net amount paid to each individual with duly supported documents before presenting the claim for the next month.
31. The selected agency shall provide the necessary personnel at the ICAR-

Sugarcane Breeding Institute, Coimbatore as per labour laws prevalent in the Govt. of India. The agency shall employ reliable persons with good health. In case any of the personnel so provided is not found suitable by the ICAR- Sugarcane Breeding Institute, Coimbatore the ICAR- Sugarcane Breeding Institute, Coimbatore shall have the right to ask for replacement without giving any reason thereof and the agency shall have to replace such personnel immediately.

32. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and ICAR- Sugarcane Breeding Institute, Coimbatore shall in no way be responsible for settlement of such issues whatsoever.
33. The contractor/agency will furnish to the ICAR- Sugarcane Breeding Institute, Coimbatore the full particulars of the personnel sponsored, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR- Sugarcane Breeding Institute, Coimbatore.
34. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
35. The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR- Sugarcane Breeding Institute, Coimbatore from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the ICAR- Sugarcane Breeding Institute, Coimbatore.
36. The contractor/agency shall make payment of remuneration/wages to its personnel **before 7th of every month** through bank account transfer and the bank statement of wages transaction should be attached with bill. After making the payment, the Contractor shall raise the bill on the ICAR- Sugarcane Breeding Institute for payment of the settled amount. They will submit to the ICAR- Sugarcane Breeding Institute a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESIC contribution.
37. The payment of bills submitted by the contractor will be made within 15 days if found to be in order as far as possible. However, the payment to the personnel engaged need to be made atleast for 2 months without waiting for the release of the payment from the Institute (in exceptional case).
38. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the ICAR- Sugarcane Breeding Institute besides annulment of the contract.
39. The wages to the deployed staff in ICAR - Sugarcane Breeding Institute, Coimbatore through the Agency / Contractor should not be less than the minimum wages.

40. If any staff left the office/work for longer period, it is required to inform ICAR- Sugarcane Breeding Institute, Coimbatore well in advance and suitable replacement should be arranged in advance. If any staff so deployed in the office is prepare to leave permanently, the staff as well as contractor should inform the office in advance and suitable replacement should be sent by the contractor.
41. The staff so deployed in the office, will not damage/manipulate any of the official property failing which appropriate penalty/action as decided by the competent authority will be imposed upon contractor.
42. EPF/ESIC etc. will be applicable as per the regulation of EPF/ESIC department.
43. The following document/vouchers are required to be uploaded with the technical bid: -
 - a. **Minimum turnover of the firm should not be less than Rs. 20.00 lakh** (Rupees twenty lakhs only) during **the last financial year** (duly certified by Chartered accountant may be provided in support). Certified balance sheet & Profit and Loss Account of the firm **for the last two years** certified by chartered accountant may be provided in support.
 - b. Experience of the firm in the field of **providing such services** in Central Govt. establishments/ autonomous bodies of Govt. of India/corporations of Govt. of India/ reputed public or private organizations **for the last two years** is to be submitted in tabular form.
 - c. Duly certified copies of satisfactory services where the tenderer is providing the services for one year.
 - d. The company/firm/agency should be registered with appropriate authorities under EPF & ESIC Act (a copy of proof may be uploaded).
 - e. Provide the details of number of staff/ supervisors registered under ESI & EPF separately (**Minimum 20 Members**). Documentary proof of vouchers for remittance of ESI & EPF along with details of staff may be attached separately.
44. Successful bidder will have to enter into a detailed contract agreement with ICAR- SBI on non- judicial stamp paper of Rs. 100/- (One hundred only) for work.

ADMINISTRATIVE OFFICER

ANNEXURE-II**SCOPE OF WORK**

Sl. No.	Nature of work	No. of persons/per day
1.	<p>Housekeeping works and sanitation works such as</p> <p>(i) Cleaning of toilets (95 Nos.) Proper and efficient cleaning using water, Vim, Harpic & Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings, etc.,</p> <p>(ii) Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/ wiping of all items of all rooms, stair case and corridor and dusting of stair bar, etc. in the office buildings such as Main building, CBT Lab, New Crop Improvement building, Estate building, Entomology building, Physiology building, Farm Office, Conference hall and Guest houses & ECC Campus.</p>	Un-Skilled workers: 12 nos /day

The consumables, materials and equipment for cleaning work will be provided by the Institute.

ADMINISTRATIVE OFFICER