



Date: 27.09.2013

### NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICES

*Sealed tenders are invited from qualified agencies for providing HOUSE KEEPING services at NIPHM Hostel and Mahatma Gandhi Block. The method of submission of tender, amount of Earnest money / Security Deposit and general terms and Conditions applicable to tender, the technical specifications have been given in the Tender document. The proforma for submission of tender has been given in Technical Bid Part-A (Annexure –I) and Financial Bid Part-B (Annexure II) of this Notice Inviting Tender. The schedule of tender is given as under:*

#### *Schedule of Tender:*

<i>Tender No.</i>	<i>No. 304/4/Housekeeping /2013-14.</i>
<i>Last date and time of receipt of Tender</i>	<i>Up to 3.30 PM on 17 /10/2013</i>
<i>Amount of Earnest Money Deposit as per clause 7.2 of N.I.T.</i>	<i>Rs. 10,000/- (Rupees Ten Thousand only). The demand draft from a Nationalised bank/Scheduled Bank should be drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT' payable at Hyderabad-500 030 or it can be in the form of a fixed deposit receipt or Bankers cheque or Irrevocable Bank Guarantee from any of the commercial banks in an acceptable form.</i>
<i>Date and time of opening of tender</i>	<i>On 17/10/2013 at 4.00 PM</i>
<i>Venue</i>	<i>National Institute of Plant Health Management, Rajendranagar, HYDERABAD – 500 030. A.P.</i>

*The tender document along with terms and conditions can be downloaded from website <http://niphm.gov.in>.*

*The tender, complete in all respects must in all cases be received in this office before the date and time indicated in the Schedule of tender as above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent by Registered/Speed Post. The NIPHM will not be responsible for any delay in receipt of tender for any reason, whatsoever.*

*Administrative Officer  
for Registrar*

## TABLE OF CONTENTS

<b>Sl.No.</b>	<b>Description</b>	<b>Page No</b>
1	Preamble of Tender	1
2	Check List	2
3	Salient Features of the Tender	3-4
4	General Instructions	4-8
5	Eligibility Criteria	9
6	Job specifications & Scope of work	10
7	Tender Cost and EMD	12
8	Submission of Tender	13-16
9	Opening of Tenders	16
10	Tender Evaluation Criteria	17
11	Acceptance of Tender	17
12	Payment of Security Deposit	18
13	Execution of Agreement	18
14	Terms of Payment	18
15	Penalty	18
16	Extension of contract	19
17	Deductions for Exceptions	19
18	Technical Bid/Part 'A' – Annexure I	20
19	Financial Bid/Part 'B' – Annexure – II	21
20	List of consumables proposed to be used for Housekeeping Work Annexure – III	22
21	Under taking Annexure – IV	23
22	Authorisation letter Annexure –V	24s

### **1. Preamble of Tender**

National Institute of Plant Health Management is an autonomous Institute under Ministry of Agriculture, Govt. Of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

In order to maintain NIPHM campus, NIPHM invites '**Sealed Bids**' under '**two cover system**' providing **Housekeeping services** at NIPHM Hostel & Mahatma Gandhi Block (Training cum Admn. Block) from qualified service providers registered **under AP Shops and Establishment Act, 1988 (copy should be invariably enclosed).**

## 2. CHECK LIST

**BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW**

**(State YES/NO for each item)**

<b>Sl. No.</b>	<b>Details</b>	<b>YES/NO</b>
1.	Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.	
2.	<b>Whether Technical Bid (envelope A) contains:</b>	
	a) Earnest Money Deposit (EMD) amount	
	b) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	c) Technical Bid in the original Tender document and other supportive documents	
	d) The filled up and signed Technical Specification. Annexure – I	
	e) Letter of Authorisation for signing the Tender document.- Annexure – IV	
	f) Audited Annual reports	
3	<b>Whether Envelope-B contains:</b> Filled up and signed Financial Bid documents – Annexure – II& III	

**NOTE:** Please ensure all the relevant boxes are marked YES/NO against each column.

**IMPORTANT NOTE: Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.**

### 3. SALIENT FEATURES OF THE TENDER

<b>TENDER FOR PROVIDING HOUSEKEEPING SERVICES at NIPHM</b>		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030. A.P. Phone No. 24015346/043/374 Telefax No. 24015346 Email : <a href="mailto:niphm@gov.in">niphm@gov.in</a> ; registrarniphm@nic.in Website : <a href="http://niphm.gov.in">http://niphm.gov.in</a>
2	a)Name of the Work	<b>TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT NIPHM</b>
	b)Tender reference	F.No. 304/4/HOUSE KEEPING /2013-14
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030. A.P.
	d) Contract Period	The contract period will initially be for one year, extendable on satisfactory performance and mutual consent on the same terms and conditions on half year/yearly basis subject to a maximum period of another two years.
3	Tender documents available place and due date for obtaining tender	On all working days <b>from the date of publication of Tender to 17/10/2013 (upto 3.30 PM)</b> . Tender documents can be downloaded from <a href="http://niphm.gov.in">http://niphm.gov.in</a> at free of cost
4	Earnest Money Deposit (EMD)	<i>The Earnest Money shall be Rs. 10,000/-(Ten Thousand Rupees Only) payable by demand draft from a Nationalised bank/Scheduled Bank drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT' payable at Hyderabad. Or It can be in the form of fixed deposit receipt or Bankers cheque or irrevocable bank guarantee from any commercial bank in an acceptable form. Tenders not accompanied by EMD shall be rejected summarily.</i>
6	Due Date, Time and Place of Submission of Tender	<b>Up to 3pm on 17/10/2013</b> at the address mentioned in (1)
7	Date, Time and Place of Opening of Technical Bid-A	<b>On 17/10/2013 at 4 PM</b> at the address mentioned in (1)

8 **Other important criteria specified by the Tender Inviting Authority:**

**1. Eligibility Criteria:**

- a) **The firm should have been registered under AP Shops & Establishment Act, 1988.**
- b) The firm should have at least 3 years experience in providing housekeeping services during the last five years as on 31.03.2013. Of the three years, the tender should have provided housekeeping services to Central autonomous /PSU/Govt. Dept., at least for one year.
- c) **The annual gross turnover of the firm should not be less than Rs. 10, 00,000/- at least for 3 years out of the last five years.**
- d) **The firm should be registered under the Service Tax Rules, 1994.**
- e) **The firm should be income tax assessee.**
- f) **The firm should be registered under EPF Act.**
- g) **The firm should be registered under ESI Act.**

**2. Two cover System** will be followed and the Tenderers are required to submit Technical bid and Price bid / Price Bids in separate sealed covers and both of these covers should be enclosed in a common envelop and submitted to the Tender Inviting Authority.

**4. GENERAL INSTRUCTIONS.**

4.1 The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Tenderer's risk and may result in the rejection of their bid.

**4.2 Clarifications in the Tender**

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

**4.3 Amendments to the Tender**

- a) NIPHM may amend the Tender Conditions up to 2 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website.
- d) All the Tenderers are advised to periodically browse NIPHM website <http://niphm.gov.in> for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Tenderers' failure to update the bid documents based on changes announced through the website.

**4.4 The tender should be addressed to**

The Registrar,  
National Institute of Plant Health Management,  
Rajendranagar  
**HYDERABAD – 500 030. A.P.**  
Phone No. 24015346/043/374 Telefax No. 24015346  
Email : [niphm@gov.in](mailto:niphm@gov.in) ; [registrarniphm@nic.in](mailto:registrarniphm@nic.in) ;  
Website : <http://niphm.gov.in>

4.5 Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

**4.6 NIPHM NOT BOUND BY ANY PERSONAL REPRESENTATION**

The supplier shall not be entitled to any increase in the rates or any other right or claim whatsoever by any reason or any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been given to him by any person of the NIPHM.

4.7 NIPHM reserves the right to forfeit the EMD of bidders on account of (i) premature withdrawal from the bid (ii) non- payment of security deposit . The decision of the Director General, NIPHM shall be final in this regard.

4.8 Failure to execute the agreement within 07 days of receipt of the letter of award of contract.

4.9 The agency shall not transfer or assign sub-contract to any other party. The agency shall be absolutely responsible and liable for any personal injuries or death and or property damage or losses suffered to the NIPHM due to negligence of the contract personnel in their performance of the services required under the contract.

4.10 **Corrections**, if any, in the tender document must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

4.11 The price should be quoted in Indian Rupees.

4.12 The employees of the NIPHM and their relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forth with apart from legal action.

- 4.13 **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

4.14 **MEMBERS OF THE NIPHM NOT INDIVIDUALLY LIABLE**

No Official or Employee, of the NIPHM shall, in any way, be personally bound or liable for his / her acts or obligations of the NIPHM under the contract or answerable for any default or omission in the observance or performance of any acts, matters or things which are herein contained.

- 4.15 The contractor shall indemnify the principal employer (NIPHM) against any risk and damages arising out of the default on the part of contractor due to his negligence or that of his employee or non compliance of any of the aforesaid rules, regulations etc. laid down by the government and other statutory authorities from time to time.

- 4.16 In case of any dispute between contractor & workers, it is the responsibility of the contractor to settle them amicably and the institute will not be a party to them and will not be responsible for any lapses, etc., on the part of the contractor vis-à-vis his workers. If under any circumstances a court awards decree against the Institute in cases relating to the workers employed by the contractor at the Institute, the contractor shall himself take all necessary action in fulfilment of the decree and the Institute as such shall not be liable to take any action. The workers engaged by the contractor will not have any type of claim against NIPHM and the contractor shall be liable and responsible for compliance of all Labour laws.

- 4.17 The contractor will comply with all the provisions regarding licensing, welfare and health, procedure, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation and Abolition) Act 1970 and also orders issued by Govt. of Andhra Pradesh framed there under and for its non compliance, the contractor shall only be responsible for penalties levied by the appropriate Authority under the Act. The contractor shall also be liable to comply with all other labour and industrial laws and such other acts and statutes (including Factories Act, Payment of Bonus Act, Payment of Gratuity Act EPF Act, ESI Act, Minimum Wages Act, workman’s compensation Act and Industrial dispute act etc). Depositing of P.F. Contribution as may be applicable is the responsibility of the contractor at his/her own expenses and shall not be reimbursed by NIPHM Any default in compliance/violation of any loss or contravention of any of the provisions referred to above, the contractor shall alone be held responsible. **The rate quoted will be valid for the period of contract**

**and no hike will be admissible, except for increase in wages to be compliant with the Minimum Wages Act from time to time.**

- 4.18 NIPHM shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the contractor. NIPHM shall also not be liable for breach of any labour laws or any other laws in force by the contractor or the persons deployed on duty. The person or institution to which the contract is given will not be entitled to any other allowances or benefits, which are not included in the contract.
- 4.19 The contractor shall have to execute the contract according to the provisions of the Act and Rules made there under. The cost of executing the contract, such as stamp duty, drafting charges etc., shall be borne by the contractor as fixed by NIPHM
- 4.20 NIPHM will have every right to increase or decrease the strength of the House keeping personnel based on the requirements. For such increased number, extra charges will be paid based on the approved rate. The successful tenderer should provide such services to NIPHM on demand.
- 4.21 The contractor will have to ensure satisfactory standards of its employee's competence, conduct, Cleanliness and integrity. Neglect of duties, undesirable act, misbehaviour and consumption of alcohol While on duty etc., **shall not be condoned.**
- 4.22 The manpower engaged by the firm to whom the contract is given shall be deemed to be the servants or employees of the person /firm or institution to whom the contract is given and such staff shall not be Considered or deemed to be the employees and servants of NIPHM.
- 4.23  
The Institute shall not be liable for any illegal action or omission made by the staff of the contractor. In case of any loss or damage to the Institute on account of any act, omission, negligence on the part of the contractor and/or its staff etc., in handling of the duties/functions entrusted or otherwise or on account of breach, omission, failure or negligence on the part of the contractor or its representatives in the compliance of provisions thereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the contractor shall be liable to make good such loss or damage determined by the Institute and shall not be open to any question by the contractor. The Institute may recover such amount or loss of damage from the contractor's bills. If the amount of such loss or damage is not recovered or paid up by the contractor forthwith on demand, the contractor shall be liable to pay the said amount with interest @18% per annum thereon from the date of demand till the date of actual payment.
- 4.24 The contractor shall take liability of Insurance to cover all the persons employed by the contractor and shall Produce the documentary evidence in this regard such as the ESI and PF Account numbers of the person (s) deployed at NIPHM.
- 4.25 The Institute shall not be liable to offer legal services for the offence, if any, committed by any staff of the Contractor to whom the contract is given
- 4.26 The terms and conditions of this tender shall be part and parcel of the contract executed by the person or Institution whose tender is accepted.



- 4.27 The person or institution to whom the contract is given is bound to abide by the instructions on housekeeping matters issued by the Institute from time to time.
- 4.28 The person or institution who submits their offer must have office in the twin cities of Hyderabad and must inform the Registrar, NIPHM about the address of the registered office, telephone numbers etc. All correspondence shall be addressed to that Office and it is deemed to have been received by the person or institution to whom the contract is given.
- 4.29 The Institute will have privacy of contract with the contractor only and will give instructions to him and will have nothing to do or be concerned with the conditions of employment of the workers working for the contractor.
- 4.30 The Institute shall not be liable for any claim arising out of dismissal or retrenchment or re-employment of the workers engaged/employed by the contractor.
- 4.31 In case, the contractor or his workers are allowed to work in the premises of the Institute, the contractor will have no right or lien upon the premises and the contractor and his workers will move out of the premises at the instance of the Institute on expiry of contract.
- 4.32 The contractor will be liable not only to pay wages to his employees, but the retrenchment compensation, notice pay, gratuity or bonus as payable and the principal employer will not be held liable for any obligation of the contractor.
- 4.33 The Institute will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against the Institute. If any such claim is made against the Institute by any worker or his heirs engaged/employed by the contractor, which the Institute is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at the Institute premises or otherwise, the contractor will be liable to indemnify/reimburse the Institute all the money paid in addition to the expenses incurred by him.
- 4.34 The contract may be terminated even before the stipulated period of the contract by the Institute by giving seven days notice in writing
- 4.35 List of records to be maintained by the housekeeping Agency for operations in NIPHM shall be subject to scrutiny/inspection by the authorized officer of the Institute.
- 4.36 The agency should provide only those housekeeping personnel whose police verification for character and antecedents was done with satisfactory result. .
- 4.37 Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

## 5. ELIGIBILITY CRITERIA

The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid with index (Page No.).

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility
1	Tenderer should have been registered under AP Shops and Establishment Act, 1988.	The tenderer should produce a copy of valid registration.
2	The firm should have at least 3 years experience in providing Housekeeping services during the last Five years Services as on 31.03.2013.	Documents to prove that the Company/Firm has provided such services for 3 years.
3	The tenderer's annual gross turn over should be Rs. 10,00,000/- for 3 years during the last five financial years.	Tenderer should enclose the Audited Balance Sheet for the previous five years.
4	The firm should be registered under the Service Tax Rules, 1994.	Self attested copy of the certificate.
5	The firm should be income tax assessee at least for a period of three years.	<i>Self attested copies of the acknowledgement of Income tax returns on behalf of the company or firm PAN Card of the company or firm should be enclosed.</i>
6.	The firm should be registered under EPF Act.	The Tenderer should submit the copy of the certificate to this effect.
7.	The firm should be registered under ESI Act.	The Tenderer should submit the copy of the certificate to this effect.
8	Earnest Money Deposit	<i>The tenderer should enclose an account payee demand draft drawn on any scheduled bank for an amount of Rs. 10,000/- or Fixed Deposit Receipt or Bankers Cheque or Irrevocable Bank guarantee from any of the commercial banks in an acceptable form drawn in favour of "National Institute of Plant Health Management" irrespective of the number of services rendered.</i>

## **6. JOB SPECIFICATIONS AND SCOPE OF WORK**

Sl. No.	MG Block (Trg. Cum admn block)		NIPHM Hostel	
	Shift	No. Of Workers	Shift	No. Of Workers
1	Shift - 1	04	Shift – 1	04
2	-	-	Shift – 2	02

### **Timings:**

Shift -1 : 7.00 AM to 3.00 PM

Shift -2 : 2.00 PM to 10.00 PM

### **6.1 AREA COVERAGE FOR HOUSEKEEPING SERVICES IN TWO SHIFTS:**

- a. Upkeep of the Institute's hostel premises comprising of Ground + three floors, (presently) including 17 rooms in ground floor, 23 rooms in the first floor, 23 rooms in second floor, 23 rooms in the third floor , lobby, corridors, roofs, toilets, front yard, stair case, etc. Therefore, work force required should be quoted as follows:
- b. Requirement for ground + 3 floors.
- c. Upkeep of other blocks ie MG Block comprising Ground + two floors including 10. rooms ground floor; rooms in first rooms 53 rooms in Second floors in rear block 02 Lecture Halls Ground floor 02Lecture Halls, Auditorium, conference halls first floor 17 Lecture Halls second floor including Toilets in each floor of front block of MG Block.

### **6.2 BROAD DETAILS OF SCOPE OF WORK:**

- a. Cleaning, sweeping mopping and wiping of floors, stair cases, corridors, front yard should be done on daily basis including Saturdays or as required by Officer-in-charge. Cleaning activity shall start in the morning at 7.00 A.M.
- b. Thorough cleaning of all toilets with phenol, removing all dust and unwanted material, keeping dry, cleaning of window grills/glass once in a day. Naphthalene balls should be put in wash basins and toilets. Air purifiers, toilet rolls and liquid soap are to be provided by the bidder regularly to ensure continuous availability of the materials in requisite place.
- c. Lifting, carrying and disposing the dead birds, animals, rats, insects etc, if found in and around the hostel.
- d. Cleaning and sweeping of open area including balconies and roof tops with brooms.
- e. The bidder shall also be responsible of Rats, Houseflies, Mosquitoes, Termites, cockroaches etc control in the hostels and shall carry out sprays etc., minimum once in a week. The insecticides and pesticides should be sufficient enough to take care of mosquitoes, cockroaches, silver fish, crawling insects etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a week.
- f. The bidder must employ adult labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to NIPHM.

- g. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis should be maintained by the Supervisor of the bidder and will be countersigned by the NIPHM officer-in-charge at regular intervals and finally at the end of each month.
- h. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by NIPHM.

### **6.3 JOBS TO BE CARRIED OUT DAILY :**

Cleaning of general toilets at least twice daily (at 7.00 A.M and 3.30 P.M.) with phenol and detergent etc., and maintain the toilet floors dry during office hours. Cleaning of windows and window grills of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergent. Flushing systems of all toilets are to be checked at regular intervals every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

Collection of water paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.

Cleaning of carpets by soft brush.

To clean glass panes on doors, windows and partitions with soap/cleaning agent.

Cleaning of chokage in sewer and pumping lines within premises as and when required.

Cleaning/removal of any type of stains of ink etc, from the area of hostel & MG Block premises.

### **6.4. JOBS TO BE CARRIED OUT WEEKLY**

i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.

### **6.5 JOBS TO BE CARRIED OUT ON FORTNIGHTLY BASIS**

- a) Dusting of false ceiling etc. with soft broom and cloth.
- b) All floors in common area including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc.

## 6.6 PROVIDING WORKFORCE:

The bidder has to provide workforce in sufficient numbers to maintain the hostel area. The bidder shall, however, **survey the area** and make assessment of the manpower requirement **on their own**.

## 6.7 SUPPLY OF MATERIAL AND CONSUMABLES:

All materials /consumables other related items projected by the tenderer in Annexure II part – B has to be of ISI marked or in conformity with the specification/make keeping in view good quality/standard. The firm should assess the quantity of consumables to be used and supply them in advance and store them at NIPHM on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by NIPHM.

## 7. TENDER COST AND EMD

### 7.1 Cost of Tender Document:

- a) The Tender document can be downloaded from NIPHM website at free of cost.

### 7.2 EMD Amount and Mode of Submission:

*An account payee demand draft drawn on any bank schedule bank an amount for Rs. 10,000/- drawn in favour of “NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT”, payable at Hyderabad-500030. Or it can paid as Fixed Deposit Receipt or Bankers Cheque or irrevocable Bank Guarantee for many of the commercial banks in an acceptable form from any commercial Bank, Should be submitted along with technical bid.*

- a) “The EMD amount of the unsuccessful Tenderers will be returned after the latest on or before 30 days award of the “contract”
- b) The EMD amount held by NIPHM till it is returned to the unsuccessful Tenderers will not earn any interest thereof.
- c) The EMD amount of Successful Tenderers will be adjusted as part of the Security Deposit (SD) due for successful execution of the contract.
- d) Tenders **without** EMD amount will be **rejected** by NIPHM as non-responsive. If the tenderer is exempted from submission of EMD, he should enclose the copy of the supporting document / certificate issued by Government along with the Tender.
- e) If a Tenderer withdraws the tender during the period of tender validity specified in the tender (or) in the case of the Successful Tenderers, if the Tenderer fails to sign the contract or to remit Security Deposit, the EMD amount shall be forfeited to the NIPHM.

### 7.3 COST OF BIDDING

The Tenderer shall bear all costs associated with the preparation and submission of its tender and the NIPHM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

### 7.4 RATES AND PRICES

Bidders should quote the rates in the format given Price Bid - Annexure – II & Annexure - III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over writings are permissible.

Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of EMD.

## **8. SUBMISSION OF TENDER**

**Submission of Tender: Two-cover system will be followed:**

### **8.1 General Instructions:**

- a) The Tender invites bids under Two Bid system in 2 Parts viz. **(1) Technical Bid** and **(2) Price Bid**. The first stage enables the NIPHM to know whether the Bidder is technically competent and capable of executing the order. Only those bidders who qualify in the Technical Bid stage would be eligible to take part in the second stage i.e. Price Bid stage. The Price Bids of Tenderers who fail in the Technical Bid Evaluation will not be opened.
- b) The bids should be submitted in two envelopes viz.  
**Envelope-A:** Technical Bid / PART – A (Annexure I)  
**Envelope-B:** Price Bid/Price Bids / PART – B (Annexure II & III)
- c) Both the covers must be sealed separately and superscribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Inviting Authority i.e., Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.

### **8.2 Details to be furnished in the Envelope-A Technical Bid:**

- a) The EMD can be submitted in the form of an Account payee Demand Draft or Fixed Deposit Receipt or Bankers cheque or irrevocable Bank guarantee from any of the commercial banks in an acceptable form.
- b) Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures.
- c) Authorisation letter (as per Annexure IV ) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorisation will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Tenderers should furnish the location with addresses and license details of the firm.
- e) The Tenderers shall furnish as part of the bid, documents establishing the Tenderers eligibility to bid and its qualifications to perform the Contract if their tender is accepted.
- f) All the required documents for eligibility criteria and other documents wherever insisted in the tender.
- g) The Tenderers should have the technical and financial capability necessary to perform the contract.

The documentary evidence of the Tenderer's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

(please sign on each page)

### 8.3 Signing of Bids

*Individual signing the tender or other documents connected with contract must Specify whether he signs as:*

*i) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*

*ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*

- a) The bids shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorised to bind the Tenderer to the Contract. **Tenderers are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
- b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorised to sign the bid. Tender documents should be free from over writing.

### 8.4 Details to be furnished in the Envelope-B i.e., Price Bid

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID – ANNEXURE II**”).

The prices quoted should be both in figures and words. If there are any variations between the figures and words, price quoted in words only will be considered.

### 8.5 Mode of Submission:

- a) Both the Envelopes viz. Envelope-A and Envelope-B must be put in a single cover, sealed and must be superscribed “**Tender for PROVIDING HOUSEKEEPING SERVICE AT NIPHM**”. It shall be addressed to The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030. A.P.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM **will not be responsible for** Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

## **8.6 FORCE MAJEURE CONDITIONS**

If at times during the continuance of the Agreement/Contract, it becomes impossible by reason of war or war-like operations, epidemics, pestilence, earthquake, fire, storm or floods, the firm shall during the continuance of such contingencies not be bound to execute the contract as per the agreement/contract. The work shall be resumed immediately after the contingency/cies has / have ceased or otherwise determined and the Successful Bidder's obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The Successful Bidders shall however inform the NIPHM by registered post/fax about such Act duly certified by the Commissioner of Labour at the beginning and end of the above causes of delay within 10 (ten) days of occurrence and cessation of such Force Majeure conditions.

In the event of delay lasting over one month, if arising out of cause of Force Majeure, the NIPHM reserves the right to cancel the contract without any compensation. Only events of Force Majeure which affects the order progressing at the time of its occurrence shall be taken into cognizance. The NIPHM shall not be liable to pay extra costs due to delayed supplies made under Force Majeure.

## **8.7 DISPUTES AND ARBITRATION**

- a) All matters relation to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. In the case of failure, the dispute shall be referred to the Award of two Arbitrators, one to be appointed by contractor and the other by NIPHM. The two Arbitrators shall appoint an umpire in advance of their consideration of any point of dispute. The decision of the Arbitrator in the case of former and hat of the umpire in the case of latter shall be final and conclusive and binding on both the parties. The provisions of the Indian Arbitration Act, 1996 and the Rules made there under and any statutory modification thereof shall be deemed t form a part of contract.
- b) The venue of such Arbitration shall be at Hyderabad only. Arbitration suits or any other claims filed in any Court of Law outside Hyderabad City will not be binding on NIPHM.



## **8.8 JURISDICTION**

Subject to the above Clause, it is hereby agreed that Hyderabad City have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this contract agreement. The contract shall be governed by the Laws of Union of India/Government of Andhra Pradesh in force

## **8.9 Service of Notice:**

Any notice hereunder will be served on the Successful Tenderer by Registered Post at his last known address. Proof of issue of any such notice should be conclusive of the Successful Tenderer having been duly informed.

## **9. OPENING OF TENDERS**

### **9.1 Tender Opening:**

- a) Tenders will be opened at the prescribed date and time in the presence of Tenderers or their representatives who choose to be present. The representatives of Tenderers must bring the authorisation letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b) Envelope-A containing Technical Bid would be opened first. Eligibility Criteria such as payment of EMD and compliance with pre-qualification conditions will be checked. The supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The Financial bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

## 10. **TENDER EVALUATION CRITERIA:**

The evaluation of Tenders will be done by NIPHM as detailed below:

### 10.1 **Technical Bid evaluation :**

Tenderers will be eligible for further processing only if they fulfil the following criteria

- a) Payment of EMD.
- b) Compliance with the eligibility Criteria.

NIPHM will prepare a list of Tenderers whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenderers who do not match eligibility criteria or which do not conform to the Tender Conditions shall be rejected. The substantially responsive tenderers alone will be considered for further evaluation.

### 10.2 **PRICE BID EVALUATION:**

#### **Opening of Envelope-B Price Bid:**

Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified Tenderers alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Tenderers or their authorised representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1.

*If the lowest tenderer, fails to execute the contract, NIPHM will have the right to consider 2<sup>nd</sup> lowest or subsequent quotation or reject/cancel all the tenders without assigning any reason thereof. The decision of NIPHM will be final in this regard.*

## 11. **ACCEPTANCE OF TENDER**

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Tenderer shall have no right to withdraw his Tender or **claim higher price except for increase in wages to be complaint with Minimum Wages Act from time to time.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA only to the Successful Bidder(s). The letter of acceptance will include the details along with terms and conditions of the tender.

**12. PAYMENT OF SECURITY DEPOSIT (SD):**

- a. The Successful Tenderer will be required to remit Security Deposit of 10% of the total annual value of the contract in the form of account payee Demand Draft., fixed deposit receipt o bankers cheque or irrevocable bank guarantee from any of the commercial banks in an acceptable form. Since the EMD amount will be adjusted towards the security deposit to be paid, The successful bidders shall remit the balance security deposit amount due.
- b. In case ,the successful Bidders pays the Security Deposit by way of Account payee, Demand Draft/fixed deposit/Irrevocable Bank Guarantee the same will be released to the Successful Bidders only after 60 days of **successful Execution of the work order**. The Security Deposit held by NIPHM till it is released to the Successful Bidder will not earn any interest thereof.

**13. EXECUTION OF AGREEMENT:**

- a) The successful Bidder is required to execute /enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.
- c) The security deposit can be forfeited to the NIPHM in the event of any breach or negligence or for non-acceptance of any condition of contract or for unsatisfactory performance of goods. The security deposit will not be adjusted against any payment due to the firm form the NIPHM. Failure to pay he security deposit will entail forfeiture of the EMD to NIPHM.

**14. Terms of Payment:**

- a) The payments will be released on monthly basis within a ten days after receipt of bill, along with proof of remittance of EPF/ESI contribution certification by the officers concerned nominated for this purpose stating that the services provided during the months are satisfactory *and after deducting the appropriate income tax*.
- b) All the payments shall be made by cheque/DD/RTGS/e-payment.
- c) The NIPHM shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the tender.

**15. PENALTY :**

NIPHM reserves the right to levy penalty in the event of the tenderer failing to:

- (i) Observe or perform any of the conditions of the tender as set out herein;
- (a) provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, NIPHM may charge the amount of such excess cost to the tenderer and he same may at any time thereafter be deducted from any amount that may become due to the supplier this or any other contract or from the security deposit or may be demanded of him to be paid within 7 days to the credit of the NIPHM.

**16. EXTENSION OF CONTRACT:**

The contract period will initially for a period of one year extendable on satisfactory performance and mutual consent on the same terms and conditions on half yearly/ yearly basis subject to a maximum period of another two years.

**17. DEDUCTIONS FOR EXCEPTIONS:**

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the agency by NIPHM in writing.

- i) Not properly carrying out the jobs as defined for “daily” – 2% (each exception).
- ii) Not properly carrying out the job as defined for ‘weekly ‘ – 3% (each exception)  
‘fortnightly’ or ‘monthly’”

However, if the exceptions become general practice, the contract will be cancelled immediately and EMD/SD will not be returned.

\*\*\*\*\*

(Please sign on each page)

**PART -A**  
**TECHNICAL BID**

**16. PROVIDING HOUSEKEEPING SERVICES**

<p>1. THE FIRM</p> <p>a) Name</p> <p>b) Regd. Address</p> <p>c) Address for correspondence</p> <p>d) Contact Person's</p> <p>    i) Name &amp; Designation</p> <p>    ii) Address</p> <p>    iii) Tel. No. Landline         mobile</p> <p>    iv) Email ID</p>	
<p>2. Type of Firm</p>	<p>Sole proprietor/Private Ltd/ Partnership/ Cooperative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)</p>
<p>3. PAN/GIR NO. (please enclose photocopy)</p>	
<p>4. TIN NO. (please enclose photocopy)</p>	
<p>5. Service Tax regn. No. (Please enclose photocopy)</p>	
<p>6. EPF Registration No. (Please enclose photocopy)</p>	
<p>7. ESI Registration No. (Please enclose photocopy)</p>	
<p>8. The annual gross turnover of the firm should be not less than Rs.10,00,000/- at least for three years during last five years. (Pl. enclose copies of ITR/Audited balance sheet and P&amp;L a/c etc.)</p>	
<p>9. If the Tenderer provided services Central Autonomous/PSU/GOVT. DEPT/ with work orders.(pl. submit the copies of documentary evidence e.g work order, corresponding satisfactory job completion certificates from clients specifying value and period of work order.</p>	
<p>10. Infrastructure details :</p> <p>i) Work force (Nos.) Please give the list giving employee-wise names, PF and ESI nos.</p>	
<p>8. Earnest Money Deposit details</p>	<p>Account payee DD / Fixed deposit Receipt /Bankers cheque /irrevocable bank guarantee BG No ... Dt. Amount Rs.10,000/-drawn on NIPHM, HYDERABAD.</p>

Signature of authorised signatory

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Seal :

## PART – II

## PRICE BID

**17. PROVIDING HOUSEKEEPING SERVICES**

Sl. No.	Category Manpower (Unskilled)	Number	Monthly rate	EPF rate	ESI rate	Bonus	Total Cost per person (col.4+5+6+7)	Service charges all inclusive	Total monthly cost (col. 8+9)
1	2	3	4	5	6	7	8	9	10
I. GRAND TOTAL									

II. COST OF MONTHLY CONSUMBALE ( as per Annexure-III)

Rs. \_\_\_\_\_

GRAND TOTAL (I +II)

Rs. \_\_\_\_\_

(Rupees..... only)

Note :

1. Service Tax should be quoted separately.
2. The cost of the consumables should be quoted separately (as per Annexure - III)
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. The wages quoted should not be less than the “Minimum Wages Act” as prescribed by the office of the Regional Labour Commissioner (Central) Hyderabad. Memorandum No: 47(1)2013-C2 dated 04.04.2013 . Notification No: S.O.1285(E), with effect from 01.04.2013.
5. If the contract is extended, NIPHM will pay2% additionally for the rate agreed on consumables & 3% on third year.

We are herewith undertaking to provide housekeeping services to NIPHM including material and to abide by the terms and conditions contained in the bid document and also agree to enter into the agreement in the format, as specified by NIPHM.

*Signature of authorised signatory*

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Seal :

**List of material and consumables proposed to be used for Housekeeping work.**

The list of material and consumables proposed to be used on monthly basis in carrying out the housekeeping activities at NIPHM. This is submitted based on the assessment after physical inspection and are adequate for properly carrying out the housekeeping jobs specified in tender of NIPHM.

S. No	Item	Unit	Brand	Total qty per month	Cost per month
	<b>Total</b>				

Signature of authorised signatory

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Seal :

**UNDERTAKING**

1. *I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
  
2. *I/We also undertake that I/We have understood “Parameters and Technical Specifications for making the supplies” mentioned in Annexure II & III of the Tender dated \_\_\_\_\_ and shall make the supplies strictly as per these “Parameters and Technical Specifications for the supplies”.*
  
3. *I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

*Dated at*

*(Dated signature of Tenderer with stamp of the firm)*



**18. FORMAT FOR AUTHORISATION LETTER**

To

The Registrar,  
National Institute of Plant Health Management,  
Rajendranagar,  
**HYDERABAD – 500030.**  
Andhra Pradesh.

Sir,

We hereby authorise \_\_\_\_\_ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: \_\_\_\_\_. We hereby accept his decision taken, if any, in this regard.

(Signature for and on behalf of the Company)

Place:

Date :