



भाकृअनुष-भारतीय तिलहन अनुसंधान संस्थान  
**ICAR-Indian Institute of Oilseeds Research**

राजेंद्रनगर, हैदराबाद-500 030, तेलंगाना राज्य, भारत  
Rajendranagar, Hyderabad-500 030, Telangana State, India

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ISO 9001:2008 Certified Institute

Phone Nos. + 91-040- 24016896



**F.No.XV/SKH/2021**

**Date: 15.04.2021**

**TENDER NOTICE**

Online bids are invited through CPP portal for providing the following services on annual contract basis at ICAR-IIOR, Rajendranagar, Hyderabad. For more information visit [www.iior@icar.gov.in](mailto:www.iior@icar.gov.in) and also <https://eprocure.gov.in/eprocure/app>

1. Supply of Manpower on Job/Work contract
2. Housekeeping services on Job/Work contract

SR.ADMN.OFFICER, IIOR

**ICAR- INDIAN INSTITUTE OF OILSEEDS RESEARCH  
RAJENDRANGAR, HYDERABAD-500 030**

**F.No.XV/SKH/2021**

**Date: 15.04.2021**

**TENDER NOTICE**

ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad invites e-tenders from the interested agencies who are already engaged in similar Job/Services under two bid system for providing the following Annual Contracts at ICAR-IIOR, Hyderabad.

1. Supply of Manpower on Job/Work contract
2. Housekeeping services on Job/Work contract

Tenders documents and terms & conditions can be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

**CRITICAL DATE SHEET**

Tender No	F.No.XV/SKH-/2021
Date and Time for Issue/Publishing	16.04.2021
Document Download/Sale start date and time	From 16.04.2021 at 3.00PM
Bid submission start date and time	From 16.04.2021 at 3.30PM
Bid submission end date and time	07.05.2021 up to 2.00PM
Date and time for opening Tech. bids	08.05.2021 at 2.30PM
Date and time for opening of financial bids	10.05.2021 at 11.00 AM
Address for Communication	Sr.Admn.Officer, ICAR- Institute of Oilseeds Research, Rajendranagar, Hyderabad-30 (Telangana)

**The Tenderers are requested to read all the instructions carefully before submitting the Technical and Financial bids.**

**SR.ADMN.OFFICER, IIOR**

TENDERS FOR ANNUAL CONTRACT FOR SUPPLYING MANPOWER OF HELPERS ON OUTSOURCING AT IIOR- MAIN CAMPUS AT RAJENDRANAGAR, NARKHODA RESEARCH FARM, NARKHODA VILLAGE, SHAMSHABAD MANDAL AND ICRISAT RESEARCH FARM, PATANCHERU

Full Name & Address of the Tenderer in  
Addition to Post Box No., if any, should be quoted in all communications to this Office.  
Telephone No.  
FAX/Cell No.  
E-Mail address

From

\_\_\_\_\_  
\_\_\_\_\_

To  
The Director,  
ICAR-Indian Institute of Oilseeds Research,  
Rajendranagar, HYDERABAD-30.

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for supplying manpower of helpers on outsourcing on Job/Service contract at IIOR Main Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamsabad Mandal and ICRISAT Research Farm, Patancheru and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify. In the acceptance of the Tender at the rates given in Schedule-1 to this Tender and I/we agree to hold this offer open till 30 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with the requirement.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II TO ACCOMPANY THIS tenders are at pages\_\_\_\_\_.

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order/DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour Of ICAR Unit, IIOR, Hyderabad and payable at Hyderabad is enclosed as earnest money required.

Yours faithfully,

Witness \_\_\_\_\_  
Address-----  
Occupation-----  
Signature of witness to contractor's signature  
Address: Name & Signature of Witness:Address:

Signature & Seal of the Tenderer.  
Telephone No. Office  
Resi.  
Mobile:

**SCHEDULE-1****SCHEDULE TO TENDERS****PART-1**

1.	Name of the Firm/Agency	
2.	Full Address with Post Box No. And Telephone No. if any	
3.	Constitution of the firm/ Agency (Attached Copy)	
	a) Indian Companies Act,1956	
	b)Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act. if not the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
	ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement of the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and Full Address of your Banker's	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
<b>PART-II</b>		
8.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
9.	Name of the Permanent Representative to be visiting IIOR regarding the contract.	

Date:

Place:

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**SCHEDULE-II****CHECK LIST (TECHNICAL BID)****SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl.No.	Description of requirement	Yes/No	Page Number of the document
1.	The firm is registered with the Contract Labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, Office of the Asstt. Labour Commissioner (Central) and its validity date.	Yes/No	
2.	Copies of Balance sheet and P&L Account for the last 2 years duly certified by C.A. The firm must attach the documentary proof of annual similar contract of Rs.50.00 lakhs cost for Finance year 2018-19,2019-20.	Yes/No	
3.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of Telangana	Yes/No	
4.	Copy of Registration certificate/allotment of GST number	Yes/No	
5.	Copy of Registration Certificate/allotment letter PAN from Income Tax Department and IT returns for last two years	Yes/No	
6.	Registration certificate of ESI enclosed	Yes/No	
7.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive )	Yes/No	
8.	DD of EMD for Rs.1,50,000.00	Yes/No	
9.	Price bid proforma completed & sealed in separate envelope	Yes/No	
10.	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/Not applicable	
11.	Undertaking of Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL. Number of Manpower should be at least 60(to be authenticated with form 6A of EPF return for Financial Year 2019-20 (Copy enclosed)	Yes/No	
12.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	
14.	Office address in Hyderabad(Telangana)	Yes/No	
15.	At least two valid Manpower Contracts in Government and affiliated organization as on 01.1.2020 for similar work	Yes/No	
16.	Solvency Certificate for at least 25 lakhs from the Bankers	Yes/No	

Declaration by the Tenderer:

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them

Signature of Tenderer with seal & Date

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR SUPPLYING MANPOWER OF HELPERS ON OUTSOURCING AT IIOR MAIN CAMPUS AT RAJENDRANAGAR, NARKHODA RESEARCH FARM, NARKHODA VILLAGE, SHAMSHABAD MANDAL AND ICRISAT RESEARCH FARM, PATANCHERU.**

1. Scope of Work: The work for supplying manpower of helpers on outsourcing at IIOR Main Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal and ICRISAT Research Farm, Patancheru shall have to be undertaken without causing any damage at the IIOR properties. In case, any damage is caused by the workers deployed by the contractor to do the work at IIOR Main Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal and ICRISAT Research Farm, Patancheru the contractor shall make the same good. The agency shall also have to ensure that there is no theft of the moveable/immovable property at IIOR Main Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal and ICRISAT Research Farm, Patancheru. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the IIOR/ICAR on account of such theft.
2. Payment for service contract bill will be made monthly upon submission of pre-receipted bill.
3. An earnest money of Rs.1,50,000/- (Rupees One lakh and fifty thousand only) in the form of DD/Pay order is required to be attached with the Tender. No Tender will be considered without the earnest money. **The earnest money will be forfeited if the bidder resiles from the officer.**
4. The Contractor/Agency will furnish to the IIOR, the full particulars of the Personnel sponsored, including details like Father's name, Age, Photograph, Permanent Address, Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their ex-employer/police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the IIOR
5. The personnel provided shall be under the direct control and supervision of Contract/Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the Officer(s) authorized by IIOR Hqrs. from time to time. They will be bounded by office timings, duty, placement, locations, etc. as decided by the IIOR office.
6. The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7<sup>th</sup> of every month. After making the payment, the Contractor shall raise the bill on the IIOR for payment of the settled amount. They will submit to the IIOR a copy of the payment vouchers/proof of payment made by the contractor for each month.
7. Agency furnishing the tender should be registered under Central/State government act. Valid documentary proof should be enclosed along with the tender. The tenderer should follow all the Government rules like payment of EPF,ESI, etc. to the workers and furnish necessary proof thereof for our reference and record.

8. Tenderer should have registered with appropriate Government as required under Indian Contract Act and Contract Labour (Regulations and Abolition) Act, 1970 & 1971.
9. Maintenance of essential records like attendance register, payment of EPF/ESI, IT, GST etc., specified by the competent authority should be carried out and the same should be made available for verification as and when it is called for by this Office or authorized departments of EPF/ESI,GST etc.
10. Service charges to be quoted shall include payment of wages to the personnel employed by Tenderer including ESI, EPF, expenditure on all other incidentals etc. Charges quoted shall include everything provided as per rules by Central/State/appropriate Government and no additional payment on whatsoever account shall be entertained. Thus, the Tenderer should take care of all liabilities, commitments arising out of the salaries/statutory benefits etc. to the workers. With regard to wages, weekly-off etc. the agency shall be directly responsible to the Labour Commissioner, Govt. of India and other concerned authorities with regard to labour problems between the Tenderer and the persons employed by the Tenderer.
7. Any loss, theft or damage to the life and/or property of the employees of the IIOR and or property of IIOR/ICAR shall be compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Contractor/Agency.
8. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of manpower is to go on leave under intimation to this office.
9. The Director, IIOR reserves the right to reject any or all Tenderer in whole or in part without assigning any reason therefore. The decision of Director, IIOR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
10. The staff provided should also maintain secrecy and discipline in the premises of IIOR office.
11. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IIOR, for the purpose. All complaints should be immediately attended to by the Agency.
12. The contract can be terminated by giving two month's notice on either side and that any notice required to be served shall sufficiently served on the parties of delivered to them personally or dispatched by the address herein given under registered post. The IIOR will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
13. The contractor shall not sublet the work without prior written permission of the IIOR
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

15. The selected contractor shall provide the necessary personnel for providing Manpower services at IIOR Campus at Rajendranagar, Hyderabad as per labour acts.
16. The contractor will be required to maintain all the records and documents under labour laws. The contractor shall make a copy of such all records maintained by him available at IIOR office.
17. In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment and name and addresses of the inspector. 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.
18. 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 the form XIII and issue an Employment Card to each worker in Form No.XIV and shall also issue service certificate to every workman on his termination in the form of XV.
19. In compliance to provisions of the Employees Provident Fund and Misc. Provisions Act, 1952 and the 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 contractor shall provide other details also. The contractor shall also provide each workman the EPF number allotted to him and the Contribution Card.
20. The amount as shown in the challan of EPF/ESI must tally with the total deductions 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.
21. The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker 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. The contractor shall be liable for any legal dispute/case/claims that arises or may arise during period of the contract due to non-compliances of labour or other related laws.
22. The contractor shall provide the necessary personnel for at IIOR office as per labour acts prevalent in Telangana. The Agency shall employ good and reliable persons with good health above 21 years. In case any of the personnel so provided is not found suitable by the IIOR, the IIOR shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
23. The persons so provided by the agency under this contract will not be employee of the IIOR and there will no employer-employee relationship between the IIOR and the person so engaged by the contractor in the aforesaid services.



24. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IIOR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Bonus, OTA etc.
25. The contractor will discharge all his legal obligations in respect of the manpower 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 provision of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council 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. In case of any dispute, the decision of Director, IIOR shall be final and binding on the contractor.
26. The changing of manpower should be intimated to the Officer In charge concerned.
27. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
28. The Director, IIOR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
29. The Tenderers should indicate only the rates proposed on the basis of man power to be deployed under the contract. No request for alteration in the rates once quoted will be permitted or during the contract period whichever is earlier.
30. The tender document duly signed on all pages shall be submitted along with the technical bid, failing which the technical bid shall not be considered.
31. In the financial bid the tenderer must quote the rates in figures as well as in words. The amount of each item should be worked out and total should be given.
32. Outsourcing helpers should not give lenient or casual impressions in the duties and they should be alert and attentive.
33. The contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the Security Deposit.
34. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
35. 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 IOR 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. In case of any dispute, the decision of Director, IOR shall be final and binding on the contractor.

36. **The Contracting Agency has to adopt the minimum wages of the Central/State Government or by is liable of the Labour Commissioner (Central) whichever is higher along with the statutory payments (like EPF,ESI etc.)** Copy of the order should be enclosed. The tenders with these requirements only will be valid.
37. **Difference of wages, if any due to rise in minimum wages as notified by the Labour Department during the period of contract will be reimbursed as per rules on production of necessary documentary evidence.**
38. Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the IOR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.
39. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide outsourcing manpower services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency.
40. **The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.** All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. The detailed of worksheet for rates offered should be enclosed along with the price bid. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
41. The agency shall furnish details of disbursement made to the staff indicating the bill amount received from IOR 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.
42. The proof of payment of 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.

43. **As per the Guidelines of Ministry of Finance, Govt. of India, the Nil consideration bids over and above the Minimum wages offered by the Tenderers will not be considered.**
44. *The Contract Agency has to submit separate sheets of financial bids for the wages of Central Government/State Government for all categories as applicable. The technical bids and financial bids are to be submitted in separate envelopes. Sealed and put in a main cover before submission. Financial bids of only those firms who qualify in the technical bid will be opened.*
45. **The Contractor is binded to follow the instructions/conditions which will be received from the Council in this context from time to time including the payments to the workers during the contract period.**

The Director, ICAR-IIOR reserves the right to reject any or all Tenders in whole or in par without assigning any reasons therefore. The decision of Director, ICAR-IIOR shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidding documents may be downloaded from the website:<https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall also be accepted if any technical errors are identified while downloading the tender documents.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested firms are also required to submit the EMD of Rs.150000.00 (Rupees One lakh and fifty thousand only) in the shape of Demand Draft prepared in favour of ICAR Unit: IIOR, Hyderabad payable at Hyderabad may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the product and may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIOR. They can view live bid opening after login on CPP-e-procurement portal at their remote end. If bidder wants to join bid opening event at ICAR-IIOR then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.
8. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership in which case he must have authority to refer 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 if it is a company.
9. If Tenderer does not accept the offer, after issue of letter of award by, ICAR Unit, IIOR, within 15 days, **the offer made shall be withdrawn & earnest money forfeited.**
10. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from or any other documents forming part of the contract on

behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IIOR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tenders and the schedules to the Tenders and annexure, if any.

11. The rates quoted by each firm for Job/service manpower contract in Tenders be given both in words and figures failing which the same is liable to be rejected.
12. The IIOR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.
13. An amount of Rs.5,00,000.00 (Rupees Five lakhs only) as a security deposit in the form of Bank Guarantee for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the IIOR. **In the event of non-deposition of the same, the earnest money will be forfeited. The validity of BG must be for a period of 15 months.** 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 and no interest will be paid on the Security money deposited with IIOR.
14. GST / any other taxes as applicable from time to time, which is as per the rule be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful tenderer as per the rule.
15. The Director, IIOR reserves the right to reduce or terminate the period of contractor to extend its duration in the interest of the IIOR, for any reasons, not mandatory to be communicated to the Tenderer.
16. Decision of the Director, IIOR will 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 and will not be referred to arbitration.
17. Acceptance by the IIOR will be communicated by FAX/E-MAIL or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/Express letter, etc. should be acted upon immediately.
18. The Firms are also required to upload copies of the following documents in respect of Technical Bid:
  - a) Valid Registration certificate of the firm under the work contract of the Government of A.P/Telangana
  - b) Should have experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private organizations (Providing details)
  - c) Employees Valid EPF Registration Certificate issued for Central Govt. organization.
  - d) Employees valid ESI Registration Certificate issued for Central Govt. organization.

- e) Agency must have valid Certificate of GST Registration issued by the Government.
- f) The Agency must be conversant with the statutory provisions of Labour Acts of Govt. of India and quote accordingly.
- g) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- h) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years and the contractor/agency must have a Registration with the contract labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, Office of the Asst. Labour Commissioner(Central) and validity of license in force. The contractor shall obtain the labour license under this act.
- i) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs.100/- for each work.
- j) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
- k) The firm should have at least 60 manpower on its rolls and it should be authenticate with Form 6 A returns.
- l) The Technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
- m) Any suppression of information or furnishing wrong information disqualifies the tenderer.
- n) Influencing the IIOR authorities or bringing any external influence disqualifies the tenderer.

Yours sincerely,

SR.ADMN.OFFICER, IIOR

**FINANCIAL BID:**

- a) Price Bid as BoQ\_XXXX.xls.

**FINANCIAL BID:-**

(This financial bid to be enclosed in a separate envelop with seal)

Date of opening of Financial Bid: 10.05.2021

To

The Director, Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad-500 030

Sir,

I/We wish to submit our Tenders for supplying manpower of helpers on outsourcing at IIOR Main Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal and ICRISAT Research Farm, Patancheru on the following rates:

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

**PART-I**

Sl.No.	Particulars	Amount (Rs.)High skilled per person per month	Amount (Rs.)Skilled per person per month	Amount (Rs.)Semi-Skilled per person per month	Amount (Rs.) Un-Skilled per person per month
A	Monthly wage	As per the existing minimum wages and EPF/ESI as per notifications from time to time			
B	Service charges per person per month(to be quoted in figures of amount)				
C	GST	18% or as per notifications from time to time			

**IMPORTANT NOTE: The wages will be as per Minimum Wages rates prescribed by State Government Gazette/Central Government or Labour Commissioner (Central) whichever is higher along with the statutory payments. Please enclose the copy of the order of State Government/Central Government wage notification. The Tender with these requirements only will be valid.**

Signature:

Name & Address of the Firm with seal:

Telephone No: Mobile No:

## ANNEXURE

## SCOPE OF THE WORK REQUIRED FOR VARIOUS CATEGORIES OF HELPERS REQUIRED:

Category	Qualification	Scope of work
Highly Skilled Helper	PG/Graduate      SSC with HMV/LMV  Graduate (Preferably B.com) with knowledge of MS Office	<p><b>Sl.No.I</b> a)Content editing, Content uploading, Date Collection, Date entry, video editing/cutting b)Books/monographs/publications/Journal cataloguing and indexing, data entry/uploading, Updating Web Server/site</p> <p><b>Sl.No.II</b> a) Assist to the Scientists in maintaining insect culture in the laboratory and pot culture experiments, Recording observations in the laboratory and field. &amp; To assist in field/ lab. Work b)Transformation in castor and molecular characterization of transgenic events. c) Molecular characterization, seed multiplication and generation advancement of transgenic events. d) Germination tests, lab screening for water, temperature, salt and oxidative stress tolerance, estimation of wax, proline, relative water content, membrane stability, at regular intervals in field drought experiments, dry weights of samples taken at different stages. e) Assisting in Crop management like layout weeding irrigation harvesting and threshing etc. &amp; attending to Roughing pollination in Hybrid seed production etc. f) Layout, sowing, intercultural operations, crossing, data recording, lab.work etc.</p> <p><b>Sl.No.III</b> Driving of Four Wheeler vehicles and having license of HMV/LMV, Power Tillers etc.</p> <p><b>Sl.No.IV:</b> Account Assistant Services: Typing/data entry/work/diarizing/receipts filing/docketing of papers other Misc. work of similar nature as and when required. Entry of Cash Book/preparation of accounts/preparation of note sheets and letters and other finance related activities Upkeep/arranging of files in the section. Processing of Bills and entries through FMS/MIS System of ICAR ERP Modules Maintenance of all prescribed register/formats. Preparation of detailed budget estimates. Checking of bills/vouchers. Compilation and proper upkeep of the voucher. Reconciliation of Income and Expenditure statement.</p>
Skilled	Any Degree/Intermediate	<p><b>Sl.No.I</b> a)Assistance in observation recording, data collection, tabulation of DUS trial data for sunflower, castor, safflower b)Insect cultures, Media preparation, Laboratory bioassays. c) Lab work in Bio-chemistry and also field work of Helping in layout, sowing, labeling, adding inoculums to the soil, spaying of chemicals, taking disease observations and also works in Pot culture studies. d) Assisting in conducting field and laboratory trials, Rearing of insect culture, overall crop supervision, imposing treatment, recording observations. e) Helping in field based data recording at various research farms and also to attend to imposition of drip irrigation treatments coinciding with Elec. availability at farm. f) Overall supervision of all the activities of relating to the Seed production, packing, dispatch work and maintenance of records of seed section. g)Advancement of RIL population for mapping powdery mildew resistance gene and other field activities in the project. h) Soil sample collection, soil washing &amp; nematode extraction, nematode counting and assisting in conducting lab &amp; glasshouse experiments.</p> <p><b>Sl.No.II:</b> For Clerical Services: A minimum qualification of graduate in any subject from any recognized University with Knowledge of MS Office and Typing.</p>



		<b>Sl.No.III: Guest House Maintenance for messenger</b>
Semi-Skilled	SSC/Intermediate	Soil Sample collections, Assistance in crop and laboratory maintenance Irrigation and Meteorological observatory Rouging, Selfing, pollination and crossing
Un-Skilled	Below SSC	Plant Samples air drying seed counting, assistance in growth observations in field, weighing sampling etc. Bound cleaning bush clearance, termite mound clearance, fence and channels repair and farm pounds and farm ponds cleaning and maintenance Washing glassware and lab cleaning in Bio- technology & Soil Science.

NOTE : The Helpers (Outsourced) should be able to accept and discharge the duties in any one of the Research Farms of IIOR as mentioned in the Tender document.

**Details of the Minimum 3 years (i.e. last three years) experience/work done at ICAR/Govt. Organizations.**

Sl.No	Name of the Deptt/organization & Name of the contact person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		
2017-18					
2018-19					
2019-20					

**SIGANTURE OF THE TENDERER**

**IMPORTANT NOTE:**

- \* **The Tenderer should submit satisfactory work done certificate from the respective ICAR/Government organizations for services rendered by him towards the payment of salaries including all statutory payments of viz. EPF,ESI and Service Tax etc.**
- \* **Suppression of any relevant/factual information if found later, the contract will be terminated immediately and appropriate action will be taken accordingly.**

**TENDERS FOR ANNUAL WORK CONTRACT FOR PROVIDING HOUSEKEEPING AT IOR MAIN CAMPUS AT RAJENDRANAGAR, HYDERABAD.**

-----  
Full Name & Address of the Tenderer in  
Addition to Post Box No., if any, should  
Be quoted in all communications to this  
Office. Telephone No., FAX/Cell No. E-Mail address  
-----

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

Director, Indian Institute of Oilseeds Research,  
Rajendranagar, HYDERABAD-30.

I / We have read all the particulars regarding the General information and other terms and conditions of the work contract for providing Housekeeping services on Job/Service contract at IOR Main Campus at Rajendranagar, Hyderabad and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify. In the acceptance of the Tender at the rates given in Schedle-1 to this Tender and I/we agree to hold this offer open till 30 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with the requirement.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II TO ACCOMPANY THIS tenders are at pages\_\_\_\_\_.

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order/DD No. \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn in favour of ICAR-IIOR Unit, Hyderabad and payable at  
Hyderabad is enclosed as earnest money required./

Yours faithfully,

Witness \_\_\_\_\_  
Address-----  
Occupation-----  
Signature of witness to contractor's signature  
Address:  
Name & Signature of Witness: and Address:

Signature & Seal of the Tenderer.  
Telephone No. Office  
Resi.  
Mobile:

**SCHEDULE-1****SCHEDULE TO TENDERS****PART-1**

1.	Name of the Firm/Agency	
2.	Full Address with Post Box No. And Telephone No. if any	
3.	Constitution of the firm/ Agency (Attached Copy)	
	a) Indian Companies Act,1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act. if not the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
	ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement of the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and Full Address of your Banker's	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
<b>PART-II</b>		
8.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
9.	Name of the Permanent Representative to be visiting IIOR regarding the contract.	

Date:

Place:

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**SCHEDULE-II**

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl.No.	Description of requirement	Yes/No	Page No.
1.	The firm is registered with the Contract Labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, and Office of the Asstt. Labour Commissioner (Central) and its validity date	Yes/No	
2.	Copies of Balance sheet and Profit & Loss Account for the last 2 years duly certified by C.A.	Yes/No	
3.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of Telengana	Yes/No	
4.	Copy of Registration certificate/allotment of GST number	Yes/No	
5.	Copy of Registration Certificate/allotment letter PAN from Income Tax Department	Yes/No	
6.	Registration certificate of ESI enclosed	Yes/No	
7.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive )	Yes/No	
8.	DD of EMD for Rs.50,000.00	Yes/No	
9.	Price bid proforma completed & sealed in separate envelope	Yes/No	
10.	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/Not applicable	
11.	Undertaking of Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL	Yes/No	
12.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13.	Copy of 2 years Income tax returns	Yes/No	
14.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	
15.	Office address in Hyderabad(Telangana)	Yes/No	
16.	At least three currently valid contracts for similar work	Yes/No	

Declaration by the Tenderer:

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them

Signature of Tenderer with seal & Date

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION (HOUSEKEEPING SERVICES -OUTSOURCING)**

1. The tender form/bidding documents may be downloaded from the website:<https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall also be accepted if any technical errors are identified while downloading the tender documents.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit (in original) Tender fee of Rs.1000.00 (Rupees One thousand only) (Non-refundable) in the shape of Demand Draft prepared in favour of ICAR Unit: IIOR, Hyderabad payable at Hyderabad may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The interested firms are also required to submit the EMD of Rs.50000.00 (Rupees Fifty thousand only) in the shape of Demand Draft prepared in favour of ICAR Unit: IIOR, Hyderabad payable at Hyderabad may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. The firm should send the Original brochures of the product and may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
7. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIOR. They can view live bid opening after login on CPP-e-procurement portal at their remote end. If bidder wants to join bid opening event at ICAR-IIOR then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.
8. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership in which case he must have authority to refer 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 if it is a company.
9. If Tenderer does not accept the offer, after issue of letter of award by, ICAR Unit, IIOR, within 15 days, **the offer made shall be withdrawn & earnest money forfeited.**

10. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IOR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tenders and the schedules to the Tenders and annexure, if any.
11. The rates quoted by each firm for Job/ work contract of Housekeeping in Tenders be given both in words and figures failing which the same is liable to be rejected.
12. The IOR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.
13. An amount of Rs.2,00,000.00 (Rupees Two lakhs only) as a security deposit in the form of Bank Guarantee for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the IOR(DOR). **In the event of non-deposition of the same, the earnest money will be forfeited. The validity of BG must be for a period of 15 months.** 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 and no interest will be paid on the Security money deposited with IOR.
14. The sales tax or any other taxes as applicable from time to time, which is as per the rule be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful tenderer as per the rule.
15. The Director, IOR reserves the right to reduce or terminate the period of contractor to extend its duration in the interest of the IOR, for any reasons, not mandatory to be communicated to the Tenderer.
16. Decision of the Director, IOR will 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 and will not be referred to arbitration.
17. Acceptance by the IOR will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/Express letter, etc. should be acted upon immediately.
18. The Firms are also required to upload copies of the following documents in respect of Technical Bid:
  - a) Valid Registration certificate of the firm under the work contract of the Government of A.P/Telangana

- b) Should have experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private organizations (Providing details)
- c) Employees Valid EPF Registration Certificate issued for Central Govt. organization.
- d) Employees valid ESI Registration Certificate issued for Central Govt. organization.
- e) Agency must have valid Certificate of Service Tax Registration issued by the Government.
- f) The Agency must be conversant with the statutory provisions of Labour Acts of Govt. of India and quote accordingly.
- g) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- h) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years and the contractor/agency must have a Registration with the contract labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, Office of the Asst. Labour Commissioner(Central) and validity of license in force. The contractor shall obtain the labour license under this act.
- i) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs.100/- for each work.
- j) Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
- k) The firm should have at least 40 manpower on its rolls and it should be authenticate with Form 6 A returns.
- l) The Technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
- m) Any suppression of information or furnishing wrong information disqualifies the tenderer.
- n) Influencing the IIOR authorities or bringing any external influence disqualifies the tenderer.

Yours sincerely,

SR.ADMN.OFFICER, IIOR

**FINANCIAL BID:**

- b) Price Bid as BoQ\_XXXX.xls.**



**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE WORK CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES AT IIOR MAIN CAMPUS AT RAJENDRANAGAR, HYDERABAD.**

1. The contract period is initially one year. All terms and conditions as agreed/singed and submitted to this office along with your Tender firm.
2. The Director reserves the right to withdraw the contract at any time without assigning any reason/notice in the best interest of this Institute.
3. It is responsibility of the firm./contractor to look after the welfare of the personnel employed in IIOR campus as per the statutory requirements and rules as applicable as per prevailing acts and lows and shall produce these registers as and when demanded by the competent authority of the Institute.
4. The Contractor has to fulfill all the statutory requirements as per contract laws/acts as applicable from time to time with appropriate jurisdiction.
5. The Contractor is required to execute an agreement on Non-Judicial stamp as per of appropriate value.
6. The Contractor will be solely responsible to comply with any legal requirement that may arise out of this contract and also in respect of the workers engaged by him for fulfillment of his contractual obligations set herein. It is understood and agreed that the Contractor will provide safety equipment to his workers. It is his responsibility to have the workers engaged periodically checked medically, so as to ensure that workers only medically fit are deployed in our establishment.
7. It is clearly understood and agreed upon that either the Contractor or his workers engaged will not have any claim on this Institute/ICAR for regular employment, at any point of time and this arrangement is purely a contractual agreement between the Contractor and the Institute Management.
8. Appropriate Penalty will be imposed in case of any violation/failure if services provided are found unsatisfactory.
9. It is understood and agreed that the Contractor will be responsible for any disciplinary matters arising out of the services of his workers and he will take appropriate disciplinary action against his workers if they are found indulging in any acts of indiscipline in this premises or in connection with the services referred to herein.
10. Security Deposit of Rs.2,00,000.00 (Rupees two lakhs only) in the form of Bank Guarantee should be made before commencement of work, which will be released only after completion of the contract period without interest. The security money so deposited is liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of workers of the contractor.
11. The Contractor should provide identity card to the workers employed by him who shall produce on demand by SAO or other staff of IIOR authorized for this purpose.

12. All the workers to be engaged by the Contractor for the purpose of this contract, will be solely at the risk of the contractor. If any worker is found to be medically unfit prior to or during the course of his employment with the contractor, shall not be employed or allowed admission into IIOR premises.
13. The Contractor will be responsible to Director, IIOR for any loss or damage caused to the properties belonging to IIOR Lab/Office building either directly or indirectly during the course of the services of the workers engaged by him.
14. The Contractor is bound to replace such workers whose conduct and Services are not found satisfactory by the Director/SAO, IIOR, Hyderabad.
15. Income Tax as per rules will be deducted from the monthly bill of the payment & TDS for GST as applicable.
16. The Security deposit will be refunded to the Contractor only, after the expiry/termination of the contract.
17. The Contractor will have to execute an agreement before the commencement of work to the effect that the work will be carried out to the entire satisfaction of the concerned Division/Section Head.
18. The Payment at the end of the contract will be made only after receipt of NO DUES CERTIFICATE from the concerned Officer In charge.
19. The workers provided by the Contractor should have suitable badge with passport size photo clearly indicating the details of the contractor they represent. No worker below the age of 18 years should be engaged.
20. Penalty shall be imposed @2.5% of contract value per month in case of violation/failure of satisfactory services to be provided in the first instance. Thereafter, the contract may be cancelled at the sole discretion of Director, IIOR.
21. The Payment due will be paid on monthly basis on certification by the Chairman (works)/concerned Officer In charge on providing satisfactory services.
22. The Contractor should not engage more workers than his licensed capacity. The contract is awarded for one year during the period of which the rates should vary. The contract is however, subject to performance review after six months.
23. The Contractor shall make the payment of wages etc. to the persons deployed in the presence of representative of this Institute for having paid all the dues to the persons deployed by him.
24. The Job contract will be inclusive of all consumable and also subject to all such terms and conditions incorporated under: Terms and conditions of Tender Documents”.

25. In the event of any dispute arising in this regard in respect of any matter concerning the services of the contract during the continuance of this contract or thereafter, the decision of the Director, IOR shall be final and bind on the contractor.
- 26. The Contracting Agency has to adopt the minimum wages of the Central/State Government or by is liable of the Labour Commissioner (Central) whichever is higher along with the statutory payments (like EPF,ESI etc.) Copy of the order should be enclosed. The tenders with these requirements only will be valid.**
- 27. Difference of wages, if any due to rise in minimum wages as notified by the labour department during the period of contract will be reimbursed as per rules on production of necessary documentary evidence.**
28. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Housekeeping services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency.
29. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. The detailed of worksheet for rates offered should be enclosed along with the price bid. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
30. The agency shall furnish details of disbursement made to the staff indicating the bill amount received from IOR against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee' share and net amount paid to each individual in the presence of officer nominated by this office duly supported by details of payments made to the contractual staff before presenting the claim or the next month. The proof of payment of 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. If the contractor does not produce satisfactory evidence regarding deposition of EPF/ ESI and GST dues, the client shall withhold payment of the component of EPF and ESI.
- 31. As per the Guidelines of Ministry of Finance, Govt. of India, the NIL consideration bids over and above the Minimum wages (including the statutory payments to be made by the Contractor) offered by the Tenderers will not be considered.**
- 32. The Contract Agency has to submit separate sheets of financial bids for the wages of Central Government/State Government under relevant category as**

**applicable The technical bids and financial bids are to be submitted in separate envelopes. Sealed and put in a main cover before submission. Financial bids of only those firms who qualify in the technical bid will be opened.**

33. The details of Housekeeping Job work is enclosed herewith for submission of financial bid. (Annexure-I). The required manpower per day is not less than 9 (Nine) members to execute the works in Annexure-I.

The Director, IIOR (ICAR) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, IIOR (ICAR) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**FINANCIAL BID:-**

(This financial bid to be enclosed in a separate envelop with seal)

Opening of Financial Bid :10.05.2021

To

The Director, Indian Institute of Oilseeds Research,  
Rajendranagar, Hyderabad-500 030

Sir,

I/We wish to submit our Tenders for work contract of Housekeeping services at IIOR Main Campus at Rajendranagar, Hyderabad on the following rates:

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

**Schedule of charges as per the No. of Persons mentioned at Annexure-I**

Description	Labour charges		Material charges Per month	Service charges inclusive all Per month	GST as applicable (%)	Total: 3+4+5
	Rate per Person per month	Total Rate*				
1	2	3	4	5	6	7
Total monthly charges(including all statutory charges of EPF/ESI etc) for housekeeping services at IIOR as per the terms & conditions specified in tender form and details of areas and Job mentioned above						

\*as per no. of personnel indicated at Annexure-I

**IMPORTANT NOTE: The wages will be as per Minimum Wages rates prescribed by State Government Gazette/Central Government or Labour Commissioner (Central) under relevant category whichever is higher along with the statutory payments. Please enclose the copy of the order of State Government/Central Government wage notification. The Tender with these requirements only will be valid.**

Signature:

Name & Address of the Firm with seal:

Telephone No:&Mobile No:

**Details of the Minimum 3 years (i.e. last three years) experience/work done at ICAR/Govt. organizations.**

Sl.No	Name of the Deptt/organization & Name of the contact person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		
2017-18					
2018-19					
2019-20					

**SIGANTURE OF THE TENDERER**

**IMPORTANT NOTE:**

- \* **The Tenderer should submit satisfactory work done certificate from the respective ICAR/Government organizations for services rendered by him towards the payment of salaries including all statutory payments of viz. EPF,ESI and Service Tax etc.**
  
- \* **Suppression of any relevant/factual information if found later, the contract will be terminated immediately and appropriate action will be taken accordingly.**

## Annexure-I

### I. Details of JOB

Job work	Housekeeping – Day to day maintenance of Main building, Annex building, Central Laboratory Complex, Hostel, Farm building complex and glass house premises.	No. of persons to be engaged
Details of Areas	1) Corridors and general areas including lobbies, stair cases/railings, Laboratories, sitting rooms, Conference hall/Seminar hall/Committee room/Visitor’s room of Main building, Annex building, CLC, Hostel and Farm building complex.  2) Roads, pathway, common areas and surrounding premises Main building /Annexure Building, CLC, Hostel, Farm building complex and glass houses.  3) Upkeep and maintenance of lawns at Main building, CLS and Hostel.  4) Toilets at Main Building, Annexe/CLC Hostel and Farm building complex	09(Nine)
Details of Job	1) <b>Sweeping, cleaning and wet mopping:</b> a) Laboratories, all sitting rooms, Office rooms, Conference hall, Seminar Hall, Committee room, Visitors room etc. : Once a day b) Corridors, stair cases/railings in Main building, Annex building, CLC, Hostel and farm building complex : Twice a day 2) <b>General maintenance and upkeep of the entire premises:</b> a) Sweeping and cleaning roads, pathways and surrounding areas Main Building, Annex building, CLC, Hostel, Farm building complex, glass houses etc.: Once a day  3) <b>Thorough cleaning and washing of toilets:</b> (including flooring, dado, W.C’s/flush tanks, wash basins, Urinals, mirrors, all sanitary fittings etc. complete) a) Toilets at Main building, Annex/CLC and Farm buildings – 35 Nos – Twice a day b) Toilets at Hostel (per day) - 10 Nos – Once a day c) Removal of blockages, clogging in wash basins and other sanitary fittings 4) <b>Trash clearance:</b> a) Collection of all sweepings, garbage and waste material and their effective disposal b) Dustbins clearance – daily 5) <b>Dusting and cleaning (wet and dry)</b> a) Walls, Doors, windows and ventilators etc. Once in a week b) Removal of cob webs etc. on roofs and walls : Once in a week c) Cleaning of terraces including rain water outlets, sunshades etc. One in a week,	

Note:- Including cost of labour, apparatus for mopping, buckets, mugs, brooms and cleaning material like disinfectants, phenyl, toilet and floor cleaners, deodorants, sanitary cubes, naphthalene balls air fresheners etc.





