



REGIONAL RAINFED LOWLAND RICE RESEARCH STATION  
ICAR-NATIONAL RICE RESEARCH INSTITUTE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
GERUA, HAJO – 781102, KAMRUP, ASSAM



F. No. 25-34/Sanitation/RRLRRS/2017-18

Dated: .....

TENDER CALL NOTICE

OPEN TENDER NO.02/House Keeping(Sanitation & hygiene) &  
Gardening/RRLRRS/2018

Last date 04.04.2018 (3.00 P.M.)

The Officer In-Charge, RRLRRS, ICAR- National Rice Research Station (NRRRI), Gerua, Hajo invites sealed tenders/quotations from registered Contractors / Firms / Agencies / PSUs etc. for the following job contract basis for a period of one year.

Item No.	Description	EMD	Cost of Tender Paper
01.	Job contract for House Keeping (Maintenance of sanitation and hygiene ) & gardening at RRLRRS, Gerua Hajo Assam.	Rs.10,000/-	Rs. 2000/- (Non-refundable)

For more details visit our Website [www.crrri.nic.in](http://www.crrri.nic.in).

Assistant Administrative Officer  
RRLRRS, Gerua, Assam

**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION  
ICAR-NATIONAL RICE RESEARCH INSTITUTE  
GERUA, HAJO – 781 102, ASSAM  
Tel : 0361-2820334**

No. F. 25-34/Sanitation/RRLRRS/2017-18

Dated:

From  
Assistant Administrative Officer  
RRLRRS, Gerua, Hajo, Assam

To

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

Sealed tenders are hereby invited by the Officer In-Charge, RRLRRS, Gerua, Gerua, Hajo-781102, Assam on behalf of the Director, National Rice Research Institute, Cuttack, from registered contractors/firms/agencies for providing House Keeping (Maintenance of Sanitation, Hygiene) and Gardening for a period of one year at Regional Rainfed Lowland Rice Research Station, Gerua, Hajo – 781 102, Assam.

An earnest money of Rs. 10,000/- (Rupees ten thousand only) is to be deposited along with each tender in the form of bank draft drawn in favour of the Officer In-Charge, RRLRRS, Gerua, payable at SBI, Dadara branch. The last date of submission of the tender paper is **04.04.2018** up to **3.00 P.M.** The tenders will be opened on the same day at **3.30 P.M.** in presence of tenders or their authorized representatives, if any. The tender schedule and the terms and conditions of the contract are detailed in ANNEXURES.



**Assistant Administrative Officer**

**TENDER FOR PROVIDING \_\_\_\_\_  
AT RRLRRS, GERUA, HAJO- 781102, ASSAM**

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

From

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

To  
The Officer In-Charge  
Regional Rainfed Lowland Rice Research Station  
Gerua  
Hajo – 781102 (Assam)

1) I/we have read all the particulars regarding the General information and other terms and conditions of the contract for providing \_\_\_\_\_ at RRLRRS, Gerua, Hajo- 781102, Assam and agree to provide the services as detailed in the schedule herein or to such portions thereof as you may specify in the acceptance of the Tender at the rates given in schedules to this Tender and I/ we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in 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 these requirements.

3) The following pages have been added to which form a part of this Tender for the contract for providing **House Keeping (Maintenance of Sanitation, Hygiene) and Gardening** at RRLRRS, Gerua, Hajo – 781102, Assam. The schedules to accompany this Tender are at pages \_\_\_\_\_.

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

5) Demand Draft No. \_\_\_\_\_ Dated: \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **The Officer In-Charge, RRLRRS, Gerua**, and payable at **S.B.I., Dadara branch** is enclosed as earnest money required.

Signature & Seal of the Tenderer  
Telephone No. (Off.):  
Telephone No. (Res.):  
Mobile No.:

## TENDER SCHEDULE

### MAINTENANCE OF SANITATION AND HYGIENE & GARDENING

Sl. No.	Detailed specification/Description of the Work	Rate of wages/ Month for the workers engaged (Rs.)	Rate of service charge, alongwith other charges for the agency per month (Rs.)	Total Amount per month (Rs.)
1	<p><b>i. Cleaning of rooms of Office, Laboratory, Library and Guest House: (Round the year)</b> Regular cleaning and sweeping of rooms including wall and ceiling and mopping of floors with water and disinfectant; Toilets = 10 No.; Plinth area of the buildings = 750 sq. m. (Detergents, disinfectants and other necessary materials required to be supplied by the office)</p> <p><b>ii. Cleaning of campus roads, pavements and surroundings of Office building, Laboratory, Library, Guest House and Residential quarters:</b> Regular cleaning and sweeping of campus roads, pavements, pathways and surroundings of office building, laboratory, library, guest house and residential quarters; Grass cutting around pavements, roads, office, library, guest house, laboratory and pond (Length of roads/pavements = 1200 running metres)</p> <p><b>iii. Maintenance of children's park and campus garden and office garden: (Un-skilled)</b> Regular cleaning and grass cutting in children's park, campus garden.,</p> <p><b>(iv) Cleaning of residential areas etc.:</b> Regular Maintenance and grass cutting of residential areas and maintenance planting of shrubs and seasonal flower in children's park, office garden, guest house and surroundings of pond. Cutting of hedges, hedges and planting and pruning of avenue plants (Area=600 sq. m.)</p>			

## TERMS & CONDITIONS

1. The Agency should provide the Xerox copy of the Valid Contract Registration Certificate, Valid labour license from Central Labour Commissioner updated VAT Clearance certificate ITCC with the tender documents /Quotation. No agency is to be involved in any office of profit either in Govt./ Semi Govt./ Private sector undertaking/ Private and earning remuneration/ wages more than Rs. 3500/- P.M. If it happens and established, the work order as well as his security money is to be forfeited. The legal action is to be initiated against him as per rule.
2.
  - i) An earnest money of Rs. 10000/- (Rupees Ten Thousand only) must be deposited in the form of demand draft in favour of **the Officer In-Charge, RRLRRS, Gerua**, payable at **SBI, Dadara branch**.
  - ii) Tender paper without tender fee will be rejected.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The schedules of tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed, otherwise, the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in.
6. If tenderer does not accept the offer, after issue of the letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed **THE JOB/WORK CONTRACT FOR PROVIDING “HOUSE KEEPING (MAINTANANCE OF SANITATION, HYGINE) AND GARDENING”, AT RRLRRS, GERUA, HAJO, ASSAM**, with address of this office. All Tenders should be sent by registered post. Tenders to be hand delivered should be put in the tender box, which will be kept in the Administrative Office of the RRLRRS, Gerua, Hajo – 781102 (Assam), **not later than time 3.00 P.M. on 04.04.2018**. The quotations will be **opened on the same day at 3.30 P.M.** in presence of the tenderers or their authorized nominee.
8.
  - i) The rates quoted should be taken into account the minimum rate of labour wages in agricultural sector prescribed by the Chief Labour Commission(Central) time to time alongwith full justification by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
  - ii) After increase of VDA for the workers, are to be paid by the agency first with arrears if any, then the bills alongwith full signature of contractual workers are to be submitted to this office for reimbursement.

9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
10. **An amount of Rs. 10,000/- (Rupees ten thousand) only as a security deposit** for the contract to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
13. Director, NRRI, Cuttack/ OIC, RRLRRS, Gerua, Assam/ OIC, RRLRRS, Gerua, Assam, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. Decision of the Director, NRRI, Cuttack/ OIC, RRLRRS, Gerua, Assam/ OIC, RRLRRS, Gerua, Assam, shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NRRI, Cuttack/ OIC, RRLRRS, Gerua, Assam/ OIC, RRLRRS, Gerua, Assam. The decision of the sole arbitrator so appointed shall be final and binding on the parties.
15. Acceptance by the Director, NRRI, Cuttack/ OIC, RRLRRS, Gerua, Assam/ OIC, RRLRRS, Gerua, Assam, will be communicated by FAX/Telegram, 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/Telegram/Express letter etc. should be acted upon immediately.
16. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:
  - a. Registration certificate of the firm under the work contract of the Central Government/Government of Assam
  - b) Minimum turnover of the firm not less than **Rs.2.00 lakh(Rupees two lakh only)** during the last financial year.
  - c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed public or private organization provide the details in enclosed tabular form
  - d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant
  - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years
  - f) Employee EPF registration certificate issued by local Govt. etc.
  - g) Employee ESI registration certificate issued by local Govt. etc.
  - h) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum \_\_\_\_\_ Nos. (staff/supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.

- i) Service Tax registration certificate issued by Govt. etc.
- j) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for each work.
- k) Payment should be made to the workers engaged by taking with account of minimum rate of wages prescribed by the Chief labour Commission(Central) time to time in the presence of the authorised nominee of the OIC,RRLRRS, Gerua within 10<sup>th</sup> of every month irrespective of payment made to the agency by the RRLRRS, Gerua, or not.
17. The agency should strictly follow the provision of labour laws i.e. EPF/ESI act and maintenance of wages register and muster roll of the workers engaged etc. The agency will be held responsible for violating the any provision of labour laws. The OIC , RRLRRS, Gerua will not held responsible for the labour laws.
18. The agency will provide the safety measures while carrying out the work. Any damage or injury of workers including death. The agency will be held responsible . OIC,RRLRRS, Gerua will not be held responsible for providing any assistance in this regard.
19. i. The workers engaged by the agency will not be take part in any association or agitation etc.  
ii. As and when the OIC requires change in workers the agency will act as per his decision.  
iii. The workers engaged are purely temporary basis and with the sole responsibility of the agency.
20. The payment will be made to the agency /contractor after satisfactory completion of be allowed.
21. The OIC reserves the right to cancel reject or all the quotation without assigning any reason thereof.
22. The jurisdiction of the work is Guwahati.



Assistant Administrative Officer

