



ICAR- Directorate of Foot and Mouth Disease

खुरपका मुँहपका रोग निदेशालय

(Indian Council of Agricultural Research)

(भारतीय कृषि अनुसंधान परिषद्)

Mukteshwar- 263138, Uttarakhand, मुक्तेश्वर-263138, उत्तराखण्ड

दूरभाष सं (Tel.No.): 05942-286004, 286112, फैक्स (fax): 05942.286307

ई-मेल (E-mail): pattnaikb@gmail.com, director@pdfmd.ernet.in



File No.10-5/DFMD/ICFMD/O&M/

Dated:- 2nd Nov 2018

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR OPERATION AND MAINTENANCE OF ICFMD AT ICFMD, ARUGUL, JATNI, BHUBANESWAR.

Term and Conditions:

1. Submit a hard copy of earnest money (Rs 4200000/Rs Forty Two Lakhs only) in the shape of FDR/TDR/ Bank Guarantee only in favour of ICAR –UNIT -PDFMD, Mukteshwar, payable at State Bank of India, Mukteshwar (Branch code No. 2582). This should reach ICAR-DFMD, Mukteshwar office before opening date of Technical Bid as in CPP Portal.
2. Tender Fees of Rs. 500/- may be provided in the shape of DD (only SBI) in favour of ICAR –UNIT -PDFMD, Mukteshwar, payable at State Bank of India, Mukteshwar (Branch code No. 2582). This should reach ICAR-DFMD, Mukteshwar office before opening date of Technical Bid as in CPP Portal.
3. **It is two stage bidding, so the firms participated in EOI on 11th Oct 2018 and declared successful are only eligible for bidding in 2nd Stage.**
4. **The bid will be opened on CPP Portal. So it is necessary to upload the bids on CPP Portal. Hard Copy of Bid should not be sent to ICAR-DFMD/ICFMD office.**
5. Tender form and Tender ID can be downloaded from the website of ICAR-DFMD, Mukteshwar (www.pdfmd.ernet.in).
6. The price bid should only be in INR (Indian National Rupee) and filled in financial bid format attached.
7. The competent authority reserves the right to accept or reject the tender at any time without assigning any reason thereof.
8. **Tender ID: 2018_DARE_403048_1**

From: Asst. Administrative Officer,
Director, Directorate of FMD, Mukteswar

Dear Sir(s)

Sealed tenders on CPP Portal are hereby invited on behalf of the Director, Directorate of FMD, Mukteshwar **FOR OPERATION AND MAINTENANCE OF INTERNATIONAL CENTER FOR FOOT AND MOUTH DISEASE AT ICFMD, ARUGUL, JATNI, BHUBANESWAR.**

The specific terms and conditions of the contract which will govern this contract are detailed in the tender form and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

Signature of the bidder

Annual operation & maintenance of ICFMD

I. The scope of work involves 24X7 trouble free Operation and maintenance of the following equipment/facilities installed in various buildings/locations at ICFMD as per the standard operating procedure (SOPs) or as directed by the Engineer-in-charge/Director of the institute.

1. Utility section: All equipment (Boilers, diesel tanks, pumps, steam supply system) etc.
2. Operation & maintenance of water systems (clean and general utilities) which includes raw water distribution including transfer of raw water from bore well pumps, soft water generation and distribution, potable water generation and distribution, Purified water generation, storage & distribution, pure steam generation & distribution.etc.
3. Electrical section: HT panel, LT panel including HT yard equipment, DG set etc
4. Refrigeration unit: Chillers, air compressors, cooling towers, pumps
5. HVAC: AHUs, HEPA filters, dampers, diffusers, BIBO, ducting, fans, fume exhaust fans
6. RO plant, EDI, PSG, water softening plant etc
7. Building Management System (BMS)
8. Effluent Decontamination System (EDS), Effluent Treatment Plant (ETP)
9. Autoclaves, pass boxes both dynamic and static ones, formalin air lock, formalin passbox etc.
10. Fire fighting system: periodic mock drill, routine maintenance of nozzles, mist system etc

II. The firm shall be responsible for carrying out the day to day operation of the equipment as per the laid down procedures (SOPs) or as per the directions of Engineer-in-charge/Director of the institute. The SOPs may be modified by the competent authority as per the requirement from time to time and the firm has to follow the instructions.

1. **There will be 3 shifts with timings as follows.**

- i. 1st shift 06:00 hours to 14:00 hours.
- ii. 2nd shift 14:00 hours to 22:00 hours
- iii. 3rd shift 22:00 hours to 06:00 hours.

2. **Manpower :**

- i. Operators to be employed in each shift and required reliever(s) for 24X7 operation.
- ii. General shift Supervisor/Reliever should attend the general maintenance works assigned by the Section In-charge/ Engineer-in-charge.
- iii. Suggestive organogram for engineering operation is attached indicating the manpower to be deployed (a total of 43 numbers) in respective discipline.
- iv. The operator should be able to handle operational problems individually/ independently.
- v. All the operators should be minimum Diploma holder/ITI certificate holder with minimum 3/5years experience in the respective discipline in similar plant.

Signature of the bidder

- vi. Those operators deployed in electrical should possess electrical wireman certificate and in boiler should possess boiler operation certificate.
- vii. All the staff shall have to strictly follow ICFMD timings.
- viii. All the staff should be provided with identity cards, safety shoes and uniform with logo by the contractor.
- ix. Supervisor is responsible for monitoring all the operator duties, timings, shift schedules and training needs etc.
- x. All the operators should follow the 5 sigma and total quality management (TQM) activities in their respective sections.
- xi. Any loss or damage to equipment due to mis-operation, will be contractors responsibility.
- xii. The safety of the employees during the working hours shall be ensured by the contractor.
- xiii. ICFMD shall not be responsible for any accident or injury at work place to the contractual staff.
- xiv. No boarding facility will be provided by ICFMD.
- xv. The candidates will be interviewed by the concerned in-charge for the suitability before placing in the section. Necessary training/orientation shall be given to the candidates as required before assigning them the duties.
- xvi. When all the shift operators are available, reliever(s) should attend general works as assigned by the Engineering-in-charge.
- xvii. Operators should energize power supply to all the blocks with reasonable interruptions not more than 5 minutes.
- xviii. Reliever/operator should attend the works assigned by the Engineer-In-charge whenever there is no machine operation.
- xix. The operation staff entering BSL-3 laboratory shall follow the dress code and disease security rules and regulations as stipulated by BSO/Director.

Specific terms and conditions:

1. The staff (supporting/allied services) should follow strict attendance and alternative arrangements are to be made by the contractor to keep plants/equipment in operation by the substitute if any contractual worker leaves the duty place.
2. Changing of service provider/contractual staff, if any, should be intimated to ICFMD Authority by the contractor.
3. The Director, DFMD reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of the Director, DFMD shall be final and binding on the contractor in respect of clauses covered under the contract.

Signature of the bidder

4. The service provider/contractual staff should also maintain secrecy and discipline in the premises of Institute.
5. The service provider/contractual staff would have adequate literary knowledge to cope up with the smooth operation of the plants/equipment.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR for the purpose. All complaints should be immediately attended to by the contractor.
7. The agreement can be terminated with five months notice on either side or until alternate arrangement made for O & M, whichever is earlier.
8. The Contactor shall not sublet the work without prior written permission of the Institute.
9. The contractor or his workers shall not misuse the premises for any purpose other than for which the contract is awarded.
10. The selected agency shall provide the necessary personnel to Institute as per work order /agreement and the agency shall employ good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency will have to replace such persons immediately.
11. The persons so provided by the agency under the contract will not be the employee of the institute and there will be no employer-employee relationship between the institute and the person so engaged by the contactor in the aforesaid services. The contractor shall be responsible for all the statutory obligations in respect of the staff employed at the institute.
12. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, bonus etc.
13. The contractor will discharge all his legal obligations in respect of the workers/supervisors 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.
14. Payment for service contract will be made on monthly upon submission of pre-receipted bill.
15. Payment of the contractual staff should be made by the contractor through Account Payee Cheque/EPayment on or before pre-assigned date i.e.7th of succeeding month in presence of authorized representative of Institute. Payment to the contractor will be released on Production of bills along with relevant documents that the payment the previous month has already been made to the contractual workers.
16. The contractor shall indemnify and keep indemnified the institute from any claims loss or damages that 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 the Director, ICFMD shall be final and binding on the contractor.
18. Income Tax and GST will be deducted from the payments due for the work done as per rule.

Signature of the bidder

19. They should not leave their position/section unless and until the reliever comes for shift duties. The supervisor will maintain all the records & registers as per labour laws, which are kept at concerned section.
20. Changing of supervisor/contractual worker should be intimated to the engineer-in-charge or the director of the Institute.
21. The Contractor must employ adult contractual staff only. Employment of the child labour may lead to the termination of the Contract.
22. The contract is subject to the condition that the bidder will comply with all the laws and the acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
23. Risk Clause: The institute 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 shall be recovered from Security deposit or pending bills or by raising a separate claim.
24. Any stationery items like register, scales, writing pad, pencils, stapler etc. shall not be provided by the institute.
25. The contractor shall, within 15 days from the communication of the acceptance of the tender or such extended time as may be specified by the director of the institute at his sole discretion, furnish performance security at the rate not less than 10% of total consideration payable under contract in the form of DD/FDR/TDR valid up to 60(days) beyond the date of completion of all contractual obligations by the contractor. In case the contractor fails to deposit the performance security within the aforesaid period, the contract awarded shall be cancelled and bid security forfeited.
26. To make proper co-ordination the senior personnel of the contractor/authorities shall visit the Institute campus frequently, so that discrepancies/irregularities related to matters may be directly conveyed to the contractor and settled promptly.
27. Any mistake done by the operators during the time of operation of the equipment and the consequential losses to the institute there by to be borne by the contractor only.
28. The Institute will not be responsible either to the contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
29. Number of service requirements can be increased/decreased from time to time as per requirement of the Institute, Budgetary provisions etc. and therefore the agency shall have to provide the appropriate license from the labour department for the appropriate number of contractual staff.
30. The contractor will have to provide the details of (individual wise)EPF deposit with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document along with the bill of the succeeding month. Similarly firm should also provide evidence towards depositing the relevant amount towards ESI with details.

Signature of the bidder

31. The Contractor will have to pay revised minimum wages with other statutory liabilities as and when the minimum wages is revised during the concurrency of the contract.
32. The bidder is required to submit tender in consideration of the stipulations on his part that after submitting his tenders he will not revert to from his offer or modify the terms and conditions thereof. If the bidder fails to observe and comply with the foregoing stipulation, the aforesaid amount of bid security will be forfeited by the Institute. In the event of the offer made by the bidder not being accepted, the amount of Bid Security deposited by the bidder will be refunded to him after finalization of the contractor 3 months of submission of the bid on receipt of a written request.
33. The Schedules of the tender form should be returned intact and pages should not be detached. All the schedules shall be duly signed and sealed by the bidder. In the event of the space provided on the scheduled 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 bidder. 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 of the rates quoted by the bidder shall not be allowed and the tenders with overwriting/erasing shall be rejected.
34. 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 or 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 whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
35. If bidder does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & Bid Security forfeited.
36. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form 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 Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the bidder.
37. The rates quoted for minimum wages should not be less than the minimum wages decided by Government of India or Government of Odisha, whichever is higher.
38. The rates quoted by each firm for providing skilled & unskilled work contract for general activities in tenders are given both in words and figures failing which the same is liable to be rejected. Bidder 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 bidder behalf should be indicated in the tenders. Name and address of permanent representative, of the bidder, if any, may also be indicated.

Signature of the bidder

39. 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. Conditional Tenders will not be accepted.
40. No interest on security deposit and Bid Security deposit shall be paid by the Institute to the bidder.
41. Service tax/GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute 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 bidder, as per rules/instructions made applicable from time to time by government and certificate in respect of such instruction made shall be issued by the institute.
42. Directorate of the institute 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 bidder.
43. Decision of the Director of the institute shall be final for any aspect of the contract and binding to 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 of the Institute. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & conciliation Act, 1996.
44. Acceptance by the Institute will be communicated by FAX/e-mail/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/ e-mail/ Express letter etc. should be acted upon immediately.
45. The rate should be quoted keeping in view all statutory liabilities (like minimum, wages, EPF, ESI, IT Deduction etc.) other factors like service charge, cost of input etc. If the quoted rates found lower than minimum prescribed liabilities the same may not be considered by the Institute for award of the contract.
46. Initially, the work contract should be awarded for three years but it can be extended further on the basis of performance.
47. If there is a tie between Lowest (L1) quote, means if one or more bidders have quotes same Charges, then the determination of lowest will be done on other technical criteria as follows in preference order-
 1. More experience of the Firm with Central Government/CPSU/Central Autonomous Bodies
 2. More Experience of the Firm with State Government/SPSU/State Autonomous Bodies
 3. Total Turn Over
 4. More number of employees associated with the firm
 5. Any other criteria as suggested by Tender Evaluation Committee.
48. The conditions/factors of termination of contract.
 - a. Poor performance/unsatisfactory work.
 - b. Non-compliance of terms and conditions of tender.
 - c. Violation of prescribed Labour Laws.
 - d. Agency found in unlawful activities.

Signature of the bidder

49. LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section and /or work points left unattended it will be brought to the notice of the supervisory staff of the firm by DFMD and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (S) will have to be replaced immediately.

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

Signature of the bidder

- (i) Bids should be submitted in two bid format (i) Technical bid & (ii) Financial bid. (if applicable)
(ii) The following documents are required to be enclosed with the tenders form as Technical Bid:-

Sl. No.	Documents required
1.	Cost of Tender Form Rs. 500.00 (if download from the website)
2.	Bid Security in shape of TDR/FDR/BG for Rs. 42 Lakhs.
3.	PAN Card in the name of firm/proprietor.
4.	ESIC Registration No. along with valid certified copy thereof.
5.	EPF Registration No. along with valid certified copy thereof.
6.	Bank solvency certificate for Rs. 50.00 lakhs issued from any nationalized bank should be attached.
7.	Last three years continuous experience of the firm in the field of providing such services in Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
8.	Other related documents, photocopy of Banker details along with name of bank and A/C No. and Address proof etc.
9.	Service tax registration certificate issued by the Govt. etc.
10.	The contractor/agency must have a registration with the relevant shop and Estt. Act of Labour Department.
11.	The firm/agency should have executed single order of services contract for Rs. 40.00 lakhs during last three year. Or Have executed two service contracts of Rs. 20.00 lakhs & above each during last three years. The performance report from the clients/customers should be enclosed as documentary evidence.
12.	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESIC & EPF contribution. Documentary proof of vouchers to be required and may be attached.

In absence of any of the above, bid will be rejected.

- b) The successful bidder will have to enter into detailed contract agreement with DFMD on non-judicial stamp paper for 100/-
c) Contactor has to obtain Labour License under Contract Labour (Regulation & Abolition) Act 1970, If work awarded, within 30 days from the date of signing agreement.
d) Only those firms will be considered for financial bid who will qualify in the Technical Bid.
e) **If a firm quotes Nil charges/consideration over and above the minimum wages, the bid will not be considered.**
f) Financial bid envelope should contain only financial bid as prescribed under the tender document.

Note: "The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover" (if applicable)

Asst. Administrative Officer
For and on behalf of the Director
Directorate of FMD, Mukteswar

Signature of the bidder

TENDER FOR OPERATION AND MAINTENANCE OF IC-FMD AT ICFMD, ARUGUL, JATNI, BHUBANESWAR.

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. :
Telegraphic Address/FAX/Cellular No. :
E-Mail Address :

To,

The Director,
Directorate of FMD, Mukteswar

I/We have read all the particulars regarding the General Information and other terms and conditions of the CONTRACT FOR OPERATION AND MAINTENANCE OF ICFMD AT ICFMD, ARUGUL, JATNI, BHUBANESWAR 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-III 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 Two year in the event of award of the contract.

1. 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 and from a part of this Tender. The Schedules-I & II to accompany this Tender are at pages.
4. Every page so attached with the Tender bears my signature and the office seal.
5. DD/FDR/TDR No. _____ of Rs. _____ in favor of ICAR Unit is enclosed as Bid Security required.

Yours faithfully

Signature & Seal of the bidder
Telephone No. Office

Witness _____

Resi.

Address _____

Mobile

Occupation _____

Signature of witness to contactor's Signature

Address:

Name & Signature of Witness:

Address

Questionnaire

The bidders should reply all questions of this questionnaire given below. If any question is not related to the bidders they should write against the column 'Not Applicable'. The bidders should also understand that their tender shall not be considered if the reply given by them is not clear.

1. Tender No Date of receipt of Tender
2. Date of Validity of the proposal
(validity of the proposal is desirable for 90 days from the date of receipt of the tender by the Institute.
In case the bidder wishes to make any change in it, then he must ensure that the validity of the proposal shall not be less than 90 days from the date of receipt of rates.
3. Firm's PAN No. /TAN No.....
4. Status:
 - A. Self attested copy of current registration certificate in Service Tax Department, along with its validity date whether, there is any financial limitation, if yes, indicate
 - B. Are you registered with Employees State Insurance Corporation (E.S.I.), Employees Provident Fund Organization (E.P.F.), Labour Enforcement Office, Service Tax Department? If yes, submit/enclose self attested copies of the above certificate
 - C. Are you registered under Indian Companies Act, 1956 or any other Act? If yes, enclose self attested copy
5. Please Indicate:-
Name and full address of your banker (Bankers):
Your Current Account No.
6. Have you ever been debarred as a penalty, from carrying out Work Contract by any Ministry/Department of Central or State Govt. or prohibited to join in Tenders? If yes, give full detail

Signature of witnesses

Signature of the bidder
Name and address

Full name and address of the person
Who has signed for and behalf of the firm

SCHEDULE-1

SCHEDULE TO TENDER

Part – 1

1. Name of the Firm/Agency
2. Full address with post Box No.
And Telephone No. if any
3. Construction of the Firm
Agency (Attached copy)
Indian Companies Act, 1956
Indian Partnership Act, 1932
(Please give names of particulars)
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 Tender, to refer dispute
concerning 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
on 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

PART-II

8. Bid Security Deposited:

Yes/No

PART-III

9. Name and Address of the Firm's representative and whether the firm would be representing at the time of opening of the Tenders

10. Names of the Permanent Representative to be visiting DFMD, Mukteswar regarding the contract

Date: _____

Place: _____

AUTHORIZED SIGNATORY

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

Signature of the bidder

List of Document submitted by the Bidder in Technical Bid

Sl. No.	Documents required	Yes/No	Page No.
1.	Cost of Tender Form Rs. 500.00 (if downloaded from the website)		
2.	Bid Security in shape of DD/TDR/FDR for Rs. 42 Lakhs		
3.	PAN Card in the name of firm/proprietor		
4.	ESI Registration No. along with valid certified copy thereof		
5.	EPF Registration No. along with valid certified copy thereof		
6.	Bank solvency certification for Rs. 50.00 lakhs issued from any nationalized bank should be attached.		
7.	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. Of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.		
8.	Other related documents, photocopy of Banker details along with name of bank and A/C No. and Address proof etc.		
9.	Service tax registration certificate issued by the Govt. etc.		
10.	The Contractor/agency must have a registration with the relevant shop and Estt. Act. Of Labour Department.		
11.	The firm/agency should have executed single order of services contract for Rs. 40.00 lakhs during last three year. Or Have executed two service contracts of Rs. 20.00 lakh & above each during last three years. The performance report/order copy from the clients/customs should be enclosed as documentary evidence.		
12.	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached.		

Signature of the bidder.....

Details of the Minimum three years experience/work done.

Sl. No.	Name of the Deptt./Organization & Name of Contact Person with Ph. No.	Period		No. of staff and contract value	Remarks
		From	To		
1.					
2.					
3.					

(Authorized Signatory)

Signature of the bidder.....

FINANCIAL BID

To,

The Director,
ICAR - DFMD,
Mukteswar

Ref:- Tender document no.

Sub:- Works contract for

I/We have all the particulars regarding the general information and other terms and conditions of the contract for works contract and agree to provide services and I/we propose the following rate for the contract-

Above works for Rs. (per month)

Above rate includes all taxes (if any applicable)

I/we promise that if my/our rates are accepted, I/we shall be bound to the terms & conditions as in the tender document.

If my/our rates are accepted, I/we shall be bound to submit the security deposit (10 percent of the total cost).

The validity of the rated quoted by me/us will be till the end of the contract/till date if validity of contract is increased or decreased by the Institute.

The notification issued by the Institute of acceptance of contract will be treated as contract agreement till the original agreement is prepared.

I/we know it very well that Institute is not obligated for accepting the lowest bid price as received in this tender and I/we am/are ready to obey the decision taken by the Institute.

Yours faithfully

Signatures of bidders

Date:-

Name:-

Address:-

Ph. No. :-

Seal of the Firm

