

**Re- Tender (E-Tender)**  
**Two Bid Tender Document**

**For**

**Annual Contract for Outdoor House Keeping and Up-keeping activities  
/ services at Institute of Forest Productivity, Ranchi**

**[No. GEN-III-112/2018-19/Estate/IFP]**



**Institute of Forest Productivity**  
**Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)**  
**2018-2019**

**Institute of Forest Productivity**  
**Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)**

**Instruction to Bidders**

Online bids are invited on single stage two bid systems for “**Annual Contract for Outdoor House Keeping and Up-keeping activities / services at Institute of Forest Productivity, Ranchi**”. Manual bids shall not be accepted.

Bids shall be submitted online only at E-wizard website: <https://moefcc.euniwizarde.com>  
Tenderers/suppliers/Contractors are advised to follow the instructions provided in the ‘Instructions to the service provider/Contractors/firms/Tenderers/suppliers for the e-submission of the bids online through the E-wizard Procurement Portal for eProcurement at <https://moefcc.euniwizarde.com>.

Not more than one tender shall be submitted by one service provider /firms/suppliers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from E-wizard Procurement Portal website <https://moefcc.euniwizarde.com> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IFP.

Intending service provider /tenderer / firms / suppliers are advised to keep visiting E-wizard website <https://moefcc.euniwizarde.com> and website <http://icfre.gov.in> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

Applicant (service provider/contractor) must provide demand draft for Rs. 590/- (Rupees Five hundred and ninety only) (to be purchased on or after publication date of this tender) in favour of Director, Institute of Forest Productivity, Ranchi payable at Ranchi, obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender forms/documents is liable to be rejected. However, public sectors undertaking / Govt. undertaking firms are exempted from the payment towards cost of tender documents.

## **EMD Payment**

Earnest Money Deposit (EMD) should reach the office on or before 30<sup>th</sup> **March, 2020 (11.00 AM)** (Bid opening Date) in the form of DD in favour of Director, Institute of Forest Productivity, Ranchi payable at Ranchi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

The **Hard Copy of original documents** in respect of cost of tender document, earnest money, original copy of affidavits and credit facility certificate must be delivered to the Director, Institute of Forest Productivity, P O - Lalgotwa, NH-23 Ranchi Gumla Road, Ranchi - 835303, Jharkhand **on or before bid opening date/time as mentioned in critical date sheet**. Service provider / Tenderer shall likely to be liable for legal action for non-submission of original payment document like DD, FDR etc., against the submitted bid. The Demand Draft attached / submitted for tender fee shall be non refundable.

For unsuccessful tenderer EMD shall be refunded immediately after finalization of the tender. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender or fails to submit offer of acceptance within 7 days from the date of order.

## **Opening of Tender**

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well as Price-Bid opening will be intimated later.

## **Security money deposit**

One week time shall be given in order to the successful tenderer /service provider to furnish the performance Bank Guarantee. The service provider /supplier should have to submit a PBG or performance security in the form of Bank Guarantee or FDR @ 5% of total order value from a commercial Bank in an acceptable Form / Performance security which should remain valid for a period of **24 months** beyond the date of completion of all contractual obligations of the supplier including the warranty obligation.

## **Submission of Tender**

**The tender shall be submitted online in Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **a) Technical Bid cover :**

Scan and self attested documents are to be uploaded by the service provider / tenderer / firm/ suppliers in the Technical Bid cover as per Annexure IV of the tender document and detail of them has to be given in the form of TechnicalBid.xlsx file.

**b) Price Bid cover**

The following two documents are to be uploaded by the service provider / tenderer / firm / suppliers in the Price Bid cover as per the tender documents:

- (i) Schedule of price bid in the form of **FinancialBid.xlsx**
- (ii) Price Bid Undertaking in service provider /tenderer's pad (As per the format below):

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the price Bid inclusive of all applicable taxes.

Yours Faithfully

Signature of authorized Representative

**Schedule of price bid in the form of **BOQ\_XXXX** .xlsx**

The below mentioned Financial Proposal/Commercial bid format is provided as **BoQ\_XXXX.xlsx** along with this tender document at <https://moefcc.euniwizarde.com>. Bidders are advised to download this **BoQ\_XXXX.xlsx** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner**. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IFP, Ranchi.

**Note**

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. The payment will be made to the Firm at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Registration with M/s ITI Ltd. Portal (<https://moefcc.euniwizarde.com>)**

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://moefcc.euniwizarde.com> for obtaining user-id, by paying a registration fee (2000 + GST), online tender processing fee etc. Bidders are also required to obtain **Digital Signature** for participating in the e-tender.

E-Tender Processing Fee - Rs.3540/- (including 18% GST) payable to "ITI LTD" New Delhi through e-payment gateway.

For participating in the e-Tendering process, the contractor shall have to get them registered on the site <https://moefcc.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://moefcc.euniwizarde.com> with the help of Digital Signature by which they can participate in e-Tender. For this intending bidder may contact following e-Wizard Helpdesk numbers.

**1. E-Wizard Helpdesk**

1st floor, M-23, Road No. -25,  
Near SBI Sri Krishna Nagar, Patna-800001.  
Phone No.: 0612-2520545 or 9504661237, 9835871522, 9852764810, 9504486212

**2. E-Wizard Helpdesk**

A-41 Himalaya House 23, K G Marg  
New Delhi -110001, Phone No. 011-49606060  
The intending bidder must have valid Class-III (**Signing + Encryption**) Digital Signature to submit the bid online. For this intending bidders may contact above mentioned helpdesk numbers.

## CONTENTS

1. Annexure I: Terms and conditions for providing Outdoor housekeeping and Upkeeping activities / Services.
2. Annexure II: Payments and Uniform
3. Annexure III: Deployment of staff for outdoor housekeeping and Upkeeping services and their estimated requirement.
4. Annexure IV: Technical Bid - Profile and details of the tendering company.
5. Annexure V: Financial Bid

### Annexure - I

#### **Terms and conditions for providing Outdoor housekeeping and Upkeeping activities / Services for Institute of Forest Productivity, Ranchi**

1. The agreement that will be met with shall be deemed to be an Agreement between the Director, Institute of Forest Productivity, Ranchi hereinafter known as first party and successful tenderer the Contractor /Service provider hereinafter known as second party.
2. That the second party shall execute/ perform the works contracted by him hereunder, to the satisfaction of the Institute.
3. The second party shall seek instructions from the Estate Officer or any other officer authorized by the Director, Institute of Forest Productivity, for the purpose, herein after referred to as the IFP, authority.
4. The second party shall also be fully responsible for any loss or damage of material, and any other property of the IFP, attributable to the negligence or failure of the categories of personnel deployed by him in complying with the prescribed procedure. The Second Party shall compensate all losses suffered by the IFP on this account in full. The decision of the Director in this regard shall be binding on the second party.
5. The rates payable to the second party as agreed for personnel to be deployed viz., Staff for outdoor housekeeping and up keeping will be treated as unskilled, semiskilled as per the nature of works and LMV drivers, electrician, plumber, carpenter, mason and cook, etc. as skilled, typist, data entry operator as skilled (clerical) and HMTV driver as highly skilled within the meaning of Minimum Wages Act, 1948. It shall be the responsibility of the second party to ensure that the categories of personnel as the case may be deployed by him, at no point of time, will be paid less than the minimum rates of wages as prescribed by the Ministry of labour & Employment, Govt. of India, office of the Deputy Chief Labour Commissioner (Central), Ranchi and revised from time to time for respective categories. Bill shall be raised by the second party in accordance with the rates quoted on every last day of the month and submitted for payment to the IFP authority. The number of categories of personnel required can vary subject to the requirements & availability of budget in the part of first party.

6. The second party will further ensure that the personnel deployed by him are paid the wages / salaries for the previous month on or before the 7<sup>th</sup> day of the subsequent month. (Photocopies of bank statement should be attached with bill.)
7. The IFP authority shall fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours without rest intervals.
8. The second party shall submit monthly duty chart of the categories of personnel to the IFP authority prior to commencement of the month. He shall also submit the daily attendance sheet of the personnel for the previous working day. The principle of “No Work –No Pay” shall be followed while making payment of wages / salaries to the personnel deployed by him.
9. The second party shall not replace the personnel at random. This shall be done with the prior knowledge of the IFP authority, the IFP shall not be liable to pay for such personnel.
10. No leave of any kind to the personnel shall be sanctioned by the IFP authority. The second party shall be liable to make substitute arrangements in case of the absence of the personnel. Performance of duty in two shifts by the same personnel a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the IFP authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift shall be at the rates applicable for normal shifts.
11. The second party shall arrange to dress all categories of personnel which require uniforms on duty smartly and ensure their good behavior with IFP establishment and visitors. Identity Cards should be issued by contractor bearing photograph within 8 days of deployment. They shall abstain from taking part in any staff union and association activities. In case if any of the personnel provided by the second party is member of any union, he shall resign from the membership and submit certificate to this effect to IFP authority. The second party shall provide as a part of dress, appropriate woollen garments to the categories of personnel which require uniform in the winter season. The second party shall ensure that during rainy season raincoat is given to the personnel along with umbrellas. If at any point of time any personnel is found indifferent in his duty or not in proper uniform, a sum of Rs. 500/- (Five hundred) only shall be fined to the contractor for each complaint.
12. The IFP shall not provide any residential accommodation to the categories of personnel deployed by him. No cooking or lodging shall be allowed to the second party’s personnel at any place inside campus.
13. The IFP authority reserves the right to change the place of duty of personnel. The IFP authority also reserves the right to ask for replacement of particular personnel deployed by the second party.
14. The personnel deployed by the second party shall be bound to observe all instructions issued by IFP authority concerning general discipline and behavior.
15. The IFP authority has the right to check the various implements provided to the personnel. The second party shall maintain these items to the satisfaction of the IFP authority.
16. That for all intents and purposes the second party will be “Employer” within the meaning of all labour legislations in respect of the categories of personnel so deployed by him.
17. The second party shall be responsible for recruitment of the personnel for the purpose of this contract, and categories of personnel so recruited and deployed by him shall be under his direct control / supervision.
18. In case the categories of personnel deployed by the second party commit/commits any act of omission or commission constituting their/ his misconduct or indiscipline or negligence of duty, the second party will be liable and responsible to take disciplinary action against the personnel, including suspension, dismissal from services, etc.

19. The second party will be responsible and liable for the implementation of all the statutory provision as regards to personnel to be deployed by him in respect of minimum wages under Minimum wages Act 1948, Employees Provident Funds, and Employees' State Insurance, under EPF and ESI Act, Income tax Act, Service Act etc as and when they become applicable under law. The second party shall maintain all statutory registers under the law. The second party shall produce the same on demand to the IFP authority or any other authority under law. The second party shall produce the proof of deductions as well as remittances of EPF, ESI, contributions or any other deposits of the employees to the IFP authority. The second party should have a license under the Contract Labour (R&A) Act 1970 and shall produce a copy of the same to IFP authority along with the tender. In case the second party fails to comply with statutory obligations under any labour Laws and the IFP is put to any obligation, monetary or otherwise, the IFP will be entitled to get itself reimbursed out of the bill or the security deposit of the second party or otherwise to the extent of obligation in monetary terms.
20. The IFP shall not be responsible financially or otherwise for any injury or death to the categories of personnel in the course of their performing the duties. In case, compensation is awarded by the Court of Law it shall be the responsibility of the second party.
21. The second party shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
22. Time shall be the essence of the contract and the duration of this contract shall be for a period of one year from the date of agreement. The term shall be extendable for further period after judging the performance of the contractor, as per terms and conditions specified in Annexure I. The contract shall automatically expire on completion of one year unless extended further by mutual consent of the parties.
23. Director has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 22 herein above, without assigning any reason by giving one month's notice in advance to the contractor in writing or by making equivalent payment thereof. The Director shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for further period of three to six months or more until such time a new service provider / agency takes over in the event of IFP resorting to the process of appointing a fresh contractor.
24. The second party is bound by the details and documents as furnished by him to the IFP while submitting the tender or at any other time. In case any details of such documents furnished by him is found to be false at any stage this would be deemed to be a breach of the terms of contract making him liable for action under clause 25 hereof.
25. In case of breach of any of the terms of agreement, the security deposit of the second party is liable to be forfeited by the first party. The first party against any amount, which the second party may owe to the IFP, can appropriate any sum of money due or payable to the second party including the security deposit refundable to him under the contract.
26. All personnel employed by the second party shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the IFP campus.
27. In the event of any malpractice on the part of the second party or his employees, vis-à-vis any IFP staff or otherwise, the contract shall be liable to be terminated.



28. The performance of services under the contract will be reviewed by the Director, IFP at 3.00 pm on the second day of every month and the second party will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
29. Income tax will be deducted at sources as per income tax law and TDS certificate to this effect shall be issued to the second party by IFP. The responsibility of paying the service Tax at the prevailing rate (Govt. levy) will be of the second party.
30. The second party will have to deposit security money of Rs. 20,000/- **OR** 10% of the tender amount, whichever is more in the form of bank guarantee or FDR for the entire contract period in the favour of first party within 15 days of the award of the contract. The security Deposit shall be released in full only when complete handing over of charge is made to the IFP in the event of completion of the contract or otherwise and if no dues are recoverable from the second party.
31. The second party will execute an agreement with the first party on non-judicial stamp paper worth Rs.100/- (Rupees One Hundred) only to be provided by the contractor.
32. The second party, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose of said security deposit in and towards the liquidation of liability of the second party in respect of such default. Further in case the Institute is put to any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel employed by him, the Institute shall have the right to get it reimbursed to the extent of the liability or loss out of the bills and /or the security deposit.
33. The Tenderer should have at least 5 years of experience in providing such services/ work in state/Central Govt. establishment and should be registered with Govt.
34. The categories of personnel deployed by the first party in the skilled category especially cook, drivers, electrician, typist, data entry operator etc. should be well trained and have previous work experience in their respective field.
35. TDS@2% and GST-TDS@2% or as per prevailing rate will be recovered from the contractor's bill for the total contract value excluding Service Tax as this contract falls within purview of Income Tax Act, 1961 Section 194 C.
36. If the total cost after deduction TDS is found less than the rate prescribed under minimum wages Act, 1948 applicable at the time of opening of T.E. the offer of the firm will be summarily rejected.
37. If authority shall pay contracted amount to the agency and the agency in turn shall pay to the personnel as per minimum wages Act, IFP shall not be responsible for the release of benefits such as Pension benefits and any other allowances.
38. Any dispute arising out of this agreement will be settled under the jurisdiction of Ranchi Court (under High Court of Ranchi).
39. The first party reserves the right to reject any or all tenders without assigning any reasons thereof.

Director

## **Annexure - II**

### **Payments and Uniform**

The second party will pay the minimum wages as applicable within the meaning of Minimum Wages Act 1948 for the following who will be treated at par with skilled / semi skilled / unskilled as the case may be:

1. Highly skilled category : H MV Driver
2. Skilled category : L MV Drivers
3. Skilled category : Plumber, Electrician, Carpenter, Mason and Cook cum Steward.  
(For maintenance work)
4. Semi skilled category : Helper to Plumber, Carpenter, Mason.  
(For maintenance work)
5. Skilled Clerical : Typist, Data entry operator.
6. Staff for outdoor housekeeping & upkeeping:  
Semi skilled category : Workers for ploughing, Mali.  
Unskilled category : Sweepers, Mazdoors.

Minimum Wages Act, 1948 shall be applicable to all categories of personnel deployed at the Institute. The second party will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like PF, ESI and provide uniforms and other day today requirements of the personnel.

Uniform: The second party will bear full responsibility for providing a smart uniform to the staff for outdoor housekeeping and up keeping activities/ services, which requires uniform during the duty hours.

The details of uniform to be provided per annum per personnel depending on the requirement of personnel are as follows:

- (a) One shirt and trouser
- (b) One pair of shoes
- (c) One jersey pull over
- (d) One jacket
- (e) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (f) Raincoat

### **Annexure - III**

#### **Deployment of staff for outdoor housekeeping and Upkeeping services and their estimated requirement.**

**DEPLOYMENT OF PERSONNEL FOR OUTDOOR HOUSEKEEPING SERVICES  
AND THEIR ESTIMATED REQUIREMENT WHICH IS LIABLE TO CHANGE  
ANYTIME DEPENDING UPON THE PROVISION AND BUDGET AVAILABILITY  
WITH THE FIRST PARTY.**

The deployment of personnel by the second party will be as furnished below:

1.	Staff for outdoor housekeeping and up keeping services	11 nos.	Individuals for eight - hours six days in a week. The time and number will vary according to need.
2.	Driver	05 nos.	Likely to be changed depending on requirement.
3.	Cook cum Steward (For maintenance work)	01 nos.	Likely to be changed depending on requirement.
4.	Data Entry operator	01 nos.	Likely to be changed depending on requirement.
5.	Electrician	01 nos.	Likely to be changed depending on requirement.

**Note: a) Timing & Shifts will be in accordance with labour laws prevailing.**

**b) Estimated number of manpower requirement and the category of manpower may be changed based on the requirements and fund availability, at any time.**



## Annexure - V

### FINANCIAL BID

Our service agency quotes the following rate for providing the services:

Sl. No.	Particular of Post	Number	Rate per person per month (in Rs.)	Total Monthly Billing Amount (in Rs.)
1.	Staff for outdoor housekeeping & Upkeeping			
	a) Sweepers	02 nos		
	b) Mazdoor	09 nos		
2.	LMV Drivers	05 no.		
3.	Cook cum Steward (For Maintenance work)	01 no		
4.	Data entry operator	01 no.		
5.	Electrician	01 no.		
			<b>Sub-total</b>	
			EPF (13.36%)	
			ESI (4.75%)	
			GST (18%)	
			<b>Service Charge</b>	
			<b>Grand Total</b>	

### TOTAL ANNUAL CONTRACTUAL AMOUNT

Rs. \_\_\_\_\_ (in figures) Rupees \_\_\_\_\_ only.

(Signature of the Bidder)

Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act 1948 and in accordance with statutory requirements laid down by all Labour Acts applicable or any other statutory requirements in force at the applicable time.