

NOTICE INVITING TENDER

FOR

PROVIDING MANPOWER FOR GARDEN MAINTENANCE SERVICES AT UGC-DAE CSR, UNIVERSITY CAMPUS, KHANDWA ROAD, INDORE

Tender No.	NIT/06/2021-22 Dated 24-12-2021
Item No.	03 Nos. {Manpower-Mali }
Last date for submission / receipt of completed Tender	Up to 03.00 P.M. on 24-01-2022
Cost of Tender Document	Rs. 500/- (Rupees Five Hundred only) <i>[NON-REFUNDABLE] in the form of demand draft in favour of UGC-DAE CSR, Indore payable at Indore</i>
EMD Amount	NIL- fill Annexure-III (Bid Security Declaration)

UGC-DAE Consortium for Scientific Research,
University Campus,
Khandwa Road,
Indore-452001 (M.P.)
Website: www.csr.res.in

Indore Centre of UGC-DAE CSR
NOTICE INVITING TENDER / BIDS FOR
PROVIDING MANPOWER FOR GARDEN MAINTENANCE SERVICES UGC-DAE CSR, UNIVERSITY
CAMPUS, KHANDWA ROAD, INDORE

Indore Centre of UGC-DAE CSR, University Campus, Khandwa Road, Indore-452001, invites sealed tenders under two bid system i.e. Part-A (Eligibility) and Part-B (Financial Bid) from duly registered cleaning and maintenance service providers for the period of two years from the date of issue of contract, further extendable for one year with the built-in scheme for review of the performance at the end of each year.

1	Publish Date	24-Dec-2021 09:00 AM
2	Document Download / Sale Start Date	24-Dec-2021 11:00 AM
3.	Clarification Start Date	24-Dec-2021 11:00 AM
4.	Bid Submission Start Date	24-Dec-2021 12:00 PM
5.	Pre-bid meeting	03-Jan-2022 11:30 AM
6.	Clarification End Date	24-Jan-2022 03:00 PM
7.	Bid Submission End Date	24-Jan-2022 03:00 PM
8.	Document Download / Sale End Date	24-Jan-2022 03:00 PM
9.	Bid Opening Date	24-Jan-2022 03:30 PM

PART-A: SCOPE OF WORK

1. The details of the purpose of above mentioned Infrastructure contractual services are as mentioned below:-

1. Area Statement: The basic purpose of said contractual services of is the maintenance of existing gardens and plantation in the following areas under **supervision of supervisor deputed by Institution:** -

(a) Housing campus, Indrapuri Colony, Indore [garden area 1350 sq. meters approximately] includes the following: -

- i) Common Garden near A-Block quarters
- ii) Garden at Director's bungalow
- iii) Gardens at both sides of main gate
- iv) Trees/Plants by the side of boundary walls and the roads.
- v) Garden with sitting place in front of guest house

(b) UGC-DAE CSR, Indore, DAVV Campus, Khandwa Road, Indore [garden area 1800 sq. meters approximately] includes the following: -

- i) Common front side garden at the main Consortium building.
- ii) Garden in front of administrative office.
- iii) Plants kept in flowerpots inside the building.
- iv) Trees/Plants by the side of boundary walls and the roads.

Total garden area required maintenance = 1350 + 1800 = 3150 Sq. Meters.

2. The scope of the work consists of the following:

- (a) To maintain all the trees, plants, shrubs, hedges and lawns.
- (b) Regular watering, weeding, mowing, manuring and relaying.
- (c) Spraying of insecticides, pesticides etc. at regular intervals as per need.
- (d) Cutting, pruning and trimming of plantations at regular intervals as per need.
- (e) Preparation and maintenance of flower beds, seasonal & perennial both.
- (f) Preparation and maintenance of flower pots & plants pots, for indoor and outdoor designated places.
- (g) Plantation of new trees, flowers and shrubs by excavation as and when required.
- (h) Periodical removal and suitable disposal of fallen leaves, wild grass, parasite Plants, dead branches, unwanted weeds & plants.
- (i) Development of new areas if required.

PART-B: TERMS AND CONDITIONS FOR BIDDERS

1. MANPOWER REQUIREMENT:

- (a) The contractor shall deploy competent, experienced and trained personnel to perform services under this agreement. All personnel shall be neatly dressed, well behaved and shall maintain the discipline in the campus. No child labour will be permitted.
- (b) The contractor shall engage only such workers, whose antecedents have been thoroughly verified; including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff.
- (c) The contractor at all times should indemnify UGC-DAE CSR, Indore against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, The Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act 1965 or any other laws relating thereto and rules made there under from time to time. UGC-DAE CSR, Indore will not own any responsibility in this regards.
- (d) The tentative requirement of manpower is given below. The actual requirement may vary from time to time if required.

<i>i.</i>	<i>Un-skilled workers for Maintenance of Garden Mali</i>	<i>03 Nos.</i>
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- (e) Any misconduct/misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to in-charge, UGC-DAE CSR, Indore.
- (f) The Contractor should ensure to maintain adequate no. of manpower as per contract conditions on all working days. Providing the replacement of the absent manpower will be the responsibility of the Contractor.
- (g) *Maintenance of Garden* service, as a normal practice is to be provided on six days of a week from Monday to Saturday excluding Sundays and National Holidays.

2. WAGES / REMUNERATION / TAXES:

- a) The tender should quote manpower charges in accordance with the minimum wages as decided by the Central Government for Indore (M.P.). If the rates quoted found below the minimum wages, tender will be rejected. Indore Centre of UGC-DAE CSR comes under the 'B' Area.
- b) Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the minimum wages set by Central Government. The rate will be revised solely based on the revision of minimum wages as notified by Government from time to time.
- c) In case of introduction of any new statutory taxes by State/Central Government, if applicable, it will be reimbursed by UGC-DAE CSR, Indore on actual basis, subject to submission of proofs/challans.

3. GENERAL CONDITIONS

- a) In the event of injury, illness or accidents to any worker, UGC-DAE CSR, Indore will not be liable to pay any compensation.
- b) The workers employed by the Contractor shall be his sole employees and UGC-DAE CSR, Indore shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
- c) In case of breach of any terms and conditions attached to the contract, the security deposit of the Contractor will be liable to be forfeited by UGC-DAE CSR, Indore besides annulment of the contract.

- d) The Contractor shall: -
 - a. Ensure that the manpower is available at the Consortium, as per the need and requirement.
 - b. Collect all the information for processing of paper formalities for timely disbursement of wages to their workers. Please note that the payment to workers should be paid by **7th of every month.**
- e) Contractor will maintain a register on which day to day employment of personal with Institution will be entered and a same will be countersigned by the authorised official of the Institute.
- f) The Contractor shall maintain all the statutory registers under the law and shall produce the same, on demand, to the institution or any other authority under law.
- g) Every employee deployed by their service provider shall be issued a photo identity card, and it shall carried by the employee and shall produce it on demand for inspection by the authority of Institution.
- h) The service provider agency shall also despite EPF and ESIC both employee and employer share within 15th day of the month of payment for the staff engaged from their account and prefer the bill to the Institution for reimbursement of employer share only.
- i) All applicable taxes and duties, shall be payable by the Contractor and the institution shall not entertain any claim whatsoever with respect to the same.
- j) Payments payable to the manpower other than mentioned in Annexure-II is liability of the contractor.
- k) The contractor shall furnish statement of amount paid for the month to the persons deployed along with cheque number / bank transfer details and date and bank account (along with copy of bank statement) from which the payment has been made.

4. PAYMENT PROCEDURE

- a) Payment will be made within 15 days from the date of submission of the original bill to the concern in-charge. While submitting the bill, the contractor must file a statement on his letterhead certifying the following: -
 - i. Wages of workers were credited to their bank accounts on (cheque number / bank transfer details and date and bank account (along with copy of bank statement) from which the payment has been made).
 - ii. ESI Contribution relating to workers amounting to Rs. was deposited on (Copy of the challan enclosed with contribution sheet).
 - iii. EPF Contribution relating to workers amounting to Rs..... was deposited on (Copy of the challan enclosed with contribution list).
 - iv. Certificate for compliance of all statutory Labour Laws including Minimum Wages Act.

5. PENALTY CLAUSE

Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the contractor and if no action is taken within due course of time, penalty @ Rs. 1000/- per complaint shall be imposed. The decision of UGC-DAE CSR, Indore shall be final in this regard.

6. RISK CLAUSE

- a) The Contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangement. UGC-DAE CSR, Indore reserve the right for termination of contract, at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of the contractor and excess expenditure incurred on account of this will be recovered by UGC-DAE CSR, Indore from the contractor's security deposit or pending bill or by raising a separate recovery claim.
- b) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste and misuse the areas of responsibility given to them by the Consortium

and shall not knowingly lend to any person or company any of the effects or assets of the Consortium under its control.

- c) In the event of loss/damage of equipment etc. at the premises of the UGC-DAE CSR, Indore due to negligence/carelessness of the Contractor staff, the Contractor shall compensate the loss to UGC-DAE CSR, Indore.
- d) The contractor shall in performing its part of this agreement ensure the safety of the building, its equipment's and the persons working in or visiting UGC-DAE CSR, Indore premises and shall indemnify Consortium for any loss or damage caused by any act of the contractor or its employees or staff etc.
- e) The Contractor shall not assign or sublet this agreement or any part thereof to any third party.
- f) The deployed staff shall be regularly trained on behavioural aspects and ethics.
- g) In case, the information / documents furnished by the bidder forming basis of evaluation of its bid is found to be false / fake / forged during any stage of the tender, Consortium shall have the right to terminate the contract and get the remaining works executed by a third party at the risk and cost of the contractor and without any prejudice to other rights available to Consortium under the contract such as forfeiture of the security deposit furnished by the contractor.
- h) In case, any submitted challan of statutory liability founds to be false / fake, the amount of same would be recovered from the monthly bill of the contractor along with the penalty, as decided by the competent authority of the Consortium.

7. DISPUTE SETTLEMENT:

It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Director, UGC-DAE CSR, Indore, whose decision shall be final and binding on both the parties.

8. SITE PARTICULARS

Indore Centre of UGC-DAE CSR is located within the campus of DAVV, Khandwa Road, Indore and Guest House is located at housing campus in Indrapuri Colony, Near Bhawarkuwan, Indore. The tenderers are advised to visit, examine the site of works and its surrounding and obtain for himself all information that may be necessary for preparing the tender and entering in to a contract for executing of the work during working hours with prior intimation. The cost of the visiting the site shall be tenderer's own.

9. TENDER DOCUMENT:

- (A) Eligible bidders can obtain Tender Form along with terms and conditions from the Admin Office, UGC-DAE CSR, University Campus, Khandwa Road, Indore (Phone No. 0731-2463913) on any working day from 24-12-2021 to 23-01-2022 between 11.00 A.M. to 02.30 P.M. on payment of Tender fees of Rs.500/- (Rupees Five Hundred only) [NON-REFUNDABLE] in the form of demand draft in favour of UGC-DAE CSR, Indore payable at Indore
- (B) Earnest Money-NIL- fill Annexure-III (Bid Security Declaration). Bid without Annexure-III (Bid Security Declaration) will not be considered.
- (C) MSME, Start-up, and SHG exemption is applicable on tender fees. In this case certificates should be attached with eligibility bid.
- (D) The rates quoted by the bidders should remain valid for a period of 180 days from the date of opening the Tender. Indore Centre of UGC-DAE CSR reserves the right to cancel or / and postpone the tender or reject any bid without assigning any reason.
- (E) The Tender documents should be submitted in a sealed and signed envelope containing as per the details given below: the cover containing the tender documents should be super scribed as "**PROVIDING MANPOWER FOR GARDEN MAINTENANCE SERVICES**" for UGC-DAE CSR, INDORE and it should contain two separate sealed and super scribed envelopes,

one for 'Eligibility Bid' and another one for the 'Financial Bid'. **Annexure-III (Bid Security Declaration is to be kept with 'Eligibility Bid' in separate envelope.** The agency's name should also be visible on the sealed cover. The sealed envelope should be dropped in the tender box kept at the main entrance of, UGC-DAE CSR, University Campus, Khandwa Road, Indore-452001 (M.P.), by due date and time. Bids received after due date and time will not be considered. **The last date for receipt of duly completed bid is on 24-01-2022 at 03.00 P.M.**

(F) EVALUATION CRITERION: Part-A (Eligibility Bid) will be opened first and only those bidders who qualify eligibility bid will be considered for Part-B (Financial Bid) and only their financial bid will be opened. Financial Bid of unqualified bidders in eligibility bid will not be opened. Qualitative Assessment of bids will be done on the basis of requirements mentioned in the tender document and Service Providers/ Agencies will be short listed out of the available offer based on the bidder who quotes lowest offer. Details of wages payable to the staff is enclosed as **Annexure-II**. The Service charge, in percentage only, should be clearly mentioned in figures and words in last column in **Annexure-II**. The percentage of Service Charges quoted by the agency will remain un-changed during the period of agreement.

10. The successful Agency will be required to submit the **Performance Security deposit** amounting to **3 percent** of the annual bid value in the form of Fixed Deposit Receipt of nationalized bank/Demand Draft/Pay Order valid for contract period. The bank guarantee and agreement will be required to be submitted within 15 working days of award of contract.
11. All future corrigendum, addendums, amendments and revisions, if any with regard to this bid, shall be published only on website of the consortium.
12. The PAN, GSTIN, ESI, EPF and Labour License number of the firm should be indicated. The tender of the firms which do not have any of these will not be considered.
13. The Contractor shall abide by the terms & conditions of the tender strictly.
14. The Bid should contain the documents / information as per **Annexure-I to III** of Tender Documents. Bid with incomplete information/document will be rejected. Following are the **Eligibility Conditions** for the Tenderer: -
 - (i) The Service Provider / Agency /Firm is required to be duly registered, with all statutory bodies, details of which are to be intimated in Annexure-I of this tender document.
 - (ii) The Service Provider / Agency should have at least 03 years' experience of similar work in two Central Government Institute/organizations/autonomous body based at Indore. Copies of job orders and particulars of contract officer in the concerned Institute/organisations are to be furnished for the purpose of verification.
 - (iii) The Agency should submit the Income Tax certificate for the last three financial years.
 - (iv) The Service Provider / Agency / Firm should submit their copy of profit and loss account for last three financial years with Chartered Accountant's Certificate.
 - (v) The Agency/Firm should have had average annual financial turnover equal to proposed contract value during last three years ending on 31-03-2021. The firms registered under MSME, start-up and SHG are eligible for exemption in turnover. In this case certificate should be attached with eligibility bid.
 - (vi) The Service Provider / Agency / Firm must have their operating / branch office in Indore, the address of which to be intimated in Annexure-I of this tender document.

15. OTHER CONDITIONS:

- (i) The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Act. ESIC Act. Gratuity Act. and workman compensation Act etc. or under any other statutory requirements as applicable in the Madhya Pradesh State and amended from time to time in respect of the said contractual services and also to present the documents as and when required or asked for by the UGC-DAE CSR, Indore.

- (ii) The Agency shall keep the UGC-DAE CSR, Indore indemnified against all claims whatsoever in respect of the employees deployed in UGC-DAE CSR, Indore AT VARIOUS POINT OF TIME. In case, any employee of the Agency so deployed in dispute of any nature whatsoever, it will be the sole responsibility of the Agency to contest the same at appropriate forum (s).
- (iii) The deduction of Income Tax from the bills of the Agency will be made at source under section 194 of the Income Tax Act. 1961 at the rate as applicable from time to time.
- (iv) The Agency shall be disbursing the wages to its workers deployed in UGC-DAE CSR, Indore through their bank accounts (e-transfer mode only). The agency shall submit the monthly bill after disbursing the wages along with attendance sheet and the same shall be paid by UGC-DAE CSR, Indore after deduction of usual taxes or and other dues, if any. Documentary proof has to be provided that the bank has transferred the amount in the accounts of each worker.
- (v) While submitting the bill, the service provider will submit the copies of documents such as deposit challan along with list of workers showing deposit of ESIC, EPF with the concerned agencies for previous month. UGC-DAE CSR, Indore reserves the rights to withhold bills, if the agency fails to produce proof for having remitted the ESI and PF dues of workers.
- (vi) Any violation of these terms and conditions will lead to termination of the job contract with the Service Provider/ Agency, forfeiture of the security amount and blacklisting of the Agency for future jobs.

Place: UGC-DAE CSR, Indore

Date: 24-12-2021

Indore Centre of UGC-DAE CSR, Indore

I _____ Authorized Representative / Proprietor of firm/agency _____ has read / fully understood and accept the terms and conditions as mentioned above from page-01 to page-08.

Date:

Place:

(Signature of the Authorized Person)

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Firm / Agency / Contractor