



ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING

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Website <https://www.nbsslup.in/>

Email : director.nbsslup@icar.gov.in

F. No. 21-57/2018-19/GH./

Date: 10.8.2018

NOTICE INVITING TENDER

Online Tenders are invited under two bid systems from the interested reputed firm for award of ANNUAL JOB CONTRACT FOR PROVIDING CATERING /CARETAKING SERVICES AT ICAR GUEST HOUSE, BAJAJ NAGAR, NAGPUR. The Demand Drafts of **Rs.50,000/- (Rupees fifty thousand only)** as an earnest money deposit (EMD) to be made in favour of ICAR Unit, NBSS&LUP, payable at Nagpur. It may be addressed to Director, National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur – 440033.

Tender No.	2018_DARE_371340
Tender Fees	NIL
EMD	Rs.50,000/-
Bid submission End date & Time	3.00 PM on 5.9.2018

Further details of requirements are available on the Bureau's website www.nbsslup.in and e-procurement

The tender document contain the following:-

Annexure-I	Critical Date
Annexure-II	Instructions for Bid Submission
Annexure-III	Other important Terms & Conditions of the Contract
Annexure-IV	Technical bid
Financial Bid	Please submit price bid in MS Excel file BoQ_XXXX.xls.
Annexure VI	Charter and Schedule of the Services

CRITICAL DATE SHEET (Section)

Tender No	2018_DARE_371340
Name of the 'Organization'	National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur - 440033
EMD	Rs.50,000/- in form of DD in favour of ICAR-Unit, NBSS & LUP payable at Nagpur failing which the bid will be cancelled
Cost of Tender	NIL
Bid Submission start Date and Time	11.00 AM on 14.08.2018
Bid Submission End Date and Time	3.00 PM on 5.9.2018
Date of opening of Technical Bid	3.00 PM on 6.9.2018
Address for Communication	The Director, ICAR – National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur -440033
Website	https://www.nbsslup.in

**Director,
NBSS&LUP, Nagpur**

1. The online bidding document should be submitted online on CPPP portal within the stipulated date and time.
2. The tender documents may also be downloaded from this office website <https://www.nbsslup.in> (Tender Notice).
3. Tenders/Bidders are requested to visit the website (<https://www.nbsslup.in>) and CPPP regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The NBSS&LUP reserves the right to accept or reject any or all the tenders.
5. The interested firms are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) of estimated value in favour of ICAR Unit, NBSS&LUP payable at Nagpur and may be addressed to the Director, National Bureau of Soil Survey and Land Use Planning, Amravati Road, Nagpur - 440033 on or before bid submission closing date.
6. Financial Bid will be opened only to those firms which qualify the technical bid.
7. The Bid Security will be forfeited in the following condition:-
 - (i). If any stage, any of the information/declaration given by the bidder is found false.
 - (ii). if a bidder withdraws his bid during the period of bid validity specified in terms and conditions of tender.
 - (iii). In case of any lapse/default in honoring of terms and conditions at any stage after submitting the tender.
 - (iv). In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance security in accordance with terms and conditions of the tender

**Director,
NBSS&LUP, Nagpur**

From :
The Director,
NBSS&LUP,
HQrs,
Nagpur - 440033

Sub: INVITATION OF TENDER (TWO BIDS SYSTEM) FOR ANNUAL JOB CONTRACT FOR PROVIDING CATERING/CARETAKING SERVICES AT ICAR GUEST HOUSE, BAJAJ NAGAR, NAGPUR.

Dear Sir,

The Director, NBSS&LUP, Nagpur in invited online tender under two bid system from Registered / well-established /reputed firm for **ANNUAL JOB CONTRACT FOR PROVIDING CATERING/CARETAKING SEVICES AT ICAR GUEST HOUSE, BAJAJ NAGAR, NAGPUR** on monthly contract basis for a period of ONE YEAR and extendable for a further period of one year on the basis of monthly / quarterly / half yearly/yearly subject to satisfactory performance of the vendor and its willingness to continue on same Terms and Conditions.

1. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the NBSS&LUP and the special terms and conditions detailed in the tender form, and its schedules. Please submit your tender, if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.
2. An earnest money of Rs. 50000/- (Rupees fifty thousand only) must be deposited in the form of Demand Draft payable at Nagpur in favour of ICAR Unit, NBSS&LUP along with the bid. The particulars of the earnest money deposited must be super scribed on the top of the envelop by indicating number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No over writing or cutting is permitted in tender documents. Such bids will be rejected outright.
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 resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with foraging stipulation the aforesaid amount of EMD will be forfeited by the NBSS&LUP, Nagpur. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refundable to him after he has applied for the same, in the manner prescribed by the NBSS&LUP.
4. The Schedule of the Tenders form should be attached with the bids.
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. Individual signing capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement of power of attorney or (iii) constituted attorney of the firm if it is a company.

6. Acceptance by the NBSS&LUP, Nagpur will be communicated by Speed Post/fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/fax/e-mail etc. should be acted upon immediately.
7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to sign such and if, on enquiry it appears that the persons so signing without authority, the NBSS&LUP will cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tender and the schedules to the tenders and annexure, if any, should be signed by the authorized signatory of the firm.**
8. Tenders are invited under two-bid system.
10. An amount of equivalent to **10%** of the estimated value of contract is to be deposited by the selected/successful firm as a performance security deposit only after receiving a communication from the NBSS&LUP through DD from a Nationalized Bank. 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 NBSS&LUP to the firm.
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. NBSS&LUP will not entertain any claim whatsoever in this respect. However, the service tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful firm, as per rules/instructions made applicable from time to time by ICAR/Govt. of India.
13. The Director, NBSS&LUP, Nagpur reserves the right to reduce or terminate the period of contract to extend its duration in the interest of the Bureau for any justifiable reasons, not mandatory to be communicated to the firm.
14. Decision of Director, NBSS&LUP, Nagpur 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 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, NBSS&LUP, Nagpur. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
15. The Contract will be initially for a period of ONE YEAR extendable for further period of one year, subject to satisfactory performance of the vendor as his/her willingness to continue on same Terms & conditions.
16. The NBSS&LUP, Nagpur is not bound to accept the lowest or any other tenders and also reserve the right of accepting the tenders in whole or in part. Conditional tender will not be accepted at any cost. If at any stage, it is found that the firm has been debarred or penalized in the last three years by any Government body, the bid is liable to be rejected.
17. Only those firms will be considered for financial bid who will qualifying in the technical bid.

TENDER FOR ANNUAL CONTRACT FOR PROVIDING CATERING/CARETAKING SERVICES AT ICAR GUEST HOUSE, BAJAJ NAGAR, NAGPUR

Full Name and address of the firm in addition to Post BOX No:, if should be quoted in all communication to this office.

Telephone No.
FAX/Cellular No.
Email address

From: -

To
The Director,
NBSS&LUP,
Amravati Road,
Nagpur – 440033.

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the **ANNUAL CONTRACT FOR PROVIDING CATERING/CARETAKING SERVICES AT ICAR GUEST HOUSE, BAJAJ NAGAR, NAGPUR** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached to this tender and I/We agree to hold this offer open till 90 days. This rates quoted will be valid to a period of one year in the event of award the contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this quotation bears my signature and the office seal.
4. Demand Draft No.....dated drawn in favour ICAR Unit, NBSS & LUP and payable at Nagpur is enclosed as earnest money required.

Yours faithfully,

Witness:
Address:
Occupation:

Signature & Seal of the firm
Telephone No. (Office)
Residence
Mobile No.:

Signature of witness to contractor's
Signature: Address:
Name & Signature of Witness:
Address:

- 1.
- 2.

OTHER IMPORTANT TERMS & CONDITIONS OF THE CONTRACT**(This terms & condition will be integral part and parcel of the agreement)****Location : ICAR GUEST HOUSE , BAJAJ NAGAR, NAGPUR**

Sr. No.	Description	Quantity	Total number of persons to be deployed/engaged
1.	Lawn & surrounding areas of Guest house	3500 Sq. Meter	5 persons (Approximate)
2.	Storey	Single	
3.	Plinth Area & built up area	2,250 Sq. Meter	
4.	Total Rooms	15	
5.	Common Toilets	03	
6.	Attached Toilets	15	
7.	Reception cum dining hall and meeting hall	02	
8.	Kitchen & Staff room	02	

SCOPE OF WORK:

1. An experienced Supervisor, Cook, Assistant Cook, Assistant/Service attendant, Swippers, total number of persons to be deployed/ engaged are approximate 5 in the Guest House at Bajaj Nagar, Nagpur by the Contractor though out the period of contract.
2. The contractor shall be responsible for the proper cleaning, mopping and should keep the Guest House its towels, bed sheet, pillow cover, kitchen and toilets neat and tidy. The cost of required cleaning materials and washing powder etc. has to be borne by the contractor.
3. This routine work shall be carried out daily by the staff provided by the contractor.

4. The duties of the contractor shall include:

- i. Registration of Guests
- ii. Collection of room rent of Guest house at Bajaj Nagar, Nagpur as well as service charges under printed bills and its remittance to the office Cashier, NBSS&LUP Amravati Road, Nagpur on a weekly basis.
- iii. Maintenance of accounts in respect of Guest House maintaining liaison with authorities and to get civil/electrical maintenance works done by them.
- iv. Equipments, such as Color TV, Water purifies, Refrigerator, etc. available in the Guest house at Bajaj Nagar, Nagpur shall be kept clean and looked after Properly. If any item comes up for repair, the same shall be reported to the In-charge, Guest House NBSS &LUP would do the needful. In case of any Facts /loss/damage due to negligence of the staff of the contractor. The cost the item will be recovered from the contractor.
- v. Rooms should be given to persons allotted by the NBSS&LUP only and it should be ensured that there is no unauthorized occupation of rooms and no misuses of facilities.

- vi. In addition to work of contract, the contractor will also carry out Maintenance of Garden, Lawn nursery, removing of unwanted grasses & cleaning surrounding areas and inside the Guest House of the krishi kunj, Bajaj Nagar, Nagpur

5. The contractor shall provide the following foods at the rates prescribed to Guests in Guest house.

Sl. No.	Name of Items	Menu	Rates *
1.	Break Fast	Alu Paratha(02 pcs)+Curd	Rs. 40/-
		Bread(04 pcs)butter & jam + omelet(single egg)	Rs. 40/-
		Fruits (aseasonal) + corn flakes + Milk	Rs. 40/-
		Puri (04 pcs) + sabji	Rs. 40/-
2.	Lunch/Dinner Type-I	One vegetable + dal + roce +curd/raita + chapatti + papad + salad	Rs. 70/-
3.	Lunch/Dinner Type-II	Two vegetables + dal + rice + curd/raita + chapatti +papad +salad	Rs. 80/-

- Rates may be revised as per the prevailing market rate of food items.

Note : Special items such as curry of paneer/egg/chicken/mutton or sweets could also be served if ordered well in advance (and subject to availability). The cost of such items is available with the In-charge, Canteen.

6. Good quality of drinking water, tea, coffee, breakfast, lunch and dinner may be provided at the request and at the cost of occupants. The reasonable cost of these will be prescribed by office at regular intervals. The bill towards the same will be prepared by the Caretaker amounts collected from guests directly. The accounts of the said bills will be maintained by the caretaker and will be inspected by the Admin. Officer/Chief Admn. Officer/Director or any authorized officer of NBSS&LUP, Nagpur at any time.
7. It shall be the duty of the contractor that housekeeping materials such as sample soaps, room spray, toilet rolls, odonil, dishwashing detergents/liquids, naphthalene balls, liquid hand-wash ,mosquito repellent (as per the request of the guest) etc. are provided for use by the guests.
8. Energy saving and water conservation is essential and the contractor should ensure that the air conditioner, lights, etc. are switched off when the guests are not in the rooms.
9. The Job work of providing catering/caretaking services have to be undertake without causing any damage the properties. In case, any damage is caused by the workers deployed by the contractor to do the work of catering/caretaking services for above building and their open area Structures. The same shall be made good by the contractor.
10. The contractor shall not sublet the work without prior written permission to the NBSS&LUP, Nagpur.

11. The selected agency shall provide required services for performing the job of catering/caretaking services at ICAR Guest house Bajaj Nagar, Nagpur. The agency shall employ good and reliable person's with robust health and clean record antecedent duly verified by the police department preferably within the age group of **18 to 50** years to carry out the service contract. In case, any of the personnel so engaged by the agency is not found suitable by the NBSS&LUP, Nagpur the NBSS&LUP shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
12. The catering/caretaking services are to be provided as detailed in Charter & Schedule of services . The firm has to provide full detail of the workmen along with their contact numbers for easy access.
13. The non compliance of schedule of work in respect of manpower, quality material and work performance to the satisfaction of concerned In-charge Guest house/Competent Authority of NBSS&LUP, Nagpur may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time.
14. All the manpower deployed by the firm has to present on all the working days for cleaning of both the locations in all corridors and open area.
15. The personnel engaged by the agency for this job contract will not be an employee of the NBSS&LUP and there will be no employer-employee relationship between the NBSS&LUP and the personnel so engaged by the contractor.
16. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and Contract Regulation and Abolition Act, 1970 & 1971, the NBSS&LUP, Nagpur shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
17. The contract for catering/caretaking services shall be commercial contract between NBSS & LUP and the tenderers. There shall be no employer-employee relationship between NBSS&LUP and the contractor and this personnel.
18. The rates quoted shall include the cost of material, labour, T&P, etc, as required for the completion of work.
19. The quoted rates shall be inclusive of all taxes, duties, VAT etc. as applicable and no extra charges shall be payable on this account.
20. TDS as per rules shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No and GST No.. supported by copy of PAN Card and GST registration of the company
21. Payment will be released on monthly arrear basis after receiving the bills in triplicate and certification by Caretaker and concern authorized person.

22. Since there may be delay in releasing payment by NBSS&LUP the Agency due to contingencies payment of wages to the cleaning staff by the agency should not be linked with receiving of payment from NBSS&LUP and the contractor / agency shall pay the wages as per central Govt. rate to his staff deployed / engaged at NBSS&LUP by 7th of every month **by cheque only**. The minimum wage of any similar scheduled employed notified by the State are higher in comparison to Central sphere such minimum wages will be applicable for Central sphere.
23. The quotation submitted by the agency should remain valid for period of 90 days from the date of opening of tenders.
24. Tenderer shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the appropriate authority.
25. The tenderer must visit the site and shall satisfy himself as per conditions under which the work is to be performed. He shall also check and ascertain the locations of any existing system or equipment or any other situation, which may affect the work. No extra claim for ignorance of on the ground of insufficient description will be allowed at a later date.
26. In case of non – satisfactory service NBSS&LUP authority may impose penalty (financial or other) as deemed fit and NBSS & LUP decision to this effect shall be final and binding on the contractor.
27. The contractor will work in close co- operation and co-ordination with other agencies working at site.
28. NBSS&LUP will not provide any mode of transport in respect of men or material required for the contract.
29. The contractor shall ensure that either he or his representative is available for proper administration and supervision at the work place.
30. In case of any damage or loss to the NBSS&LUP property or material directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the NBSS&LUP shall be entitled to deduct appropriate amount with penalty from contract fees payable to the contractor. The amount of loss or damage as determined by the NBSS&LUP authority shall be final and binding on the contractor.
31. The contractor will be solely and exclusively responsible to adhere all the statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions 'given by and statutory authority with regard to safe, labour laws or other prevalent laws.
32. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor (S) or and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
33. The Experience certificate/work completion certificate are to be submitted with the tender documents.

34. No payment shall be made in advance.
35. The Technical Bid should contain Earnest Money Deposit (EMD) of an amount of **Rs.50,000/-** in the form of bank Demand Draft in favour of ICAR Unit, NBSS&LUP payable at Nagpur (to be submitted with Technical bid) without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 60 days of opening of tenders.
36. The EMD is liable to be forfeited if the tenderer withdraws the tender within the period of validity of the tender.
37. The successful tenderer shall be required to deposit the Performance Security money of 10% of the total bid value at the time of acceptance of Work Order/Award Letter through Demand Draft in favour of ICAR Unit, NBSS&LUP, payable at Nagpur. No Interest shall be paid on such security deposit, which shall remain with the NBSS&LUP during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc., if any.
38. No interest shall be paid on Security Deposit which shall remain with the NBSS&LUP during the period of guarantee and it shall be released after two months on the expiry of the guarantee after deducting dues, recovery, etc. if any and as applicable.
39. In case of quoted L-1 firm is more than one, then the past performance of the Tenderer will be the sole criteria of selection and it would be at the discretion of NBSS&LUP, Nagpur and the decision of Director, NBSS & LUP, Nagpur to this effect will be final in all respect and will be binding to all the tenderers.
40. Even after qualifying the technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NBSS&LUP.
41. The Contract is initially valid for ONE YEAR. It can be withheld/ curtailed due to any reasons by either side by giving one month prior notice.
42. NBSS&LUP, Nagpur reserves the right to accept or reject any or all the tender in part or whole or may cancel without assigning any reason thereof. No correspondence in this regard will be entertained.
43. The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the contractor for the referred job as and when required and no extra amount shall be paid by the NBSS & LUP to the Contractor for this work.
44. Each of the manpower deployed will carry Identity Card issued by the agencies, perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms to the personnel.
45. The personnel provided shall be under the direct control & supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the NBSS&LUP from time to time.

46. The rates to be quoted shall include cost of each and every item including transportation cost, manpower cost and taxes etc. The NBSS&LUP shall not bear any extra charge on any account whatsoever i.e EPF & ESI contribution, OTA etc. Wages to be paid to the contractual manpower will be as per minimum wages act. Contractor will be reimbursed for the work as per the rates detailed in Schedule- II. Bids quoting 'NIL" charges/consideration shall be treated as irresponsible and will not be considered.
47. Successful firm will have to enter into a detailed contract agreement with NBSS&LUP on non-judicial stamp paper of **Rs.1000/- (Rupees One Thousand only)**.
48. **Risk Clause:**
1. "NBSS&LUP reserves the right to discontinue the job contract at any time, if the work are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from pending bills or by rising a separate claim".
49. **TERMS OF THE CONTRACT**
- Initially the terms of the contract will be for **ONE YEAR** and the contract may be renewed or extended for further period of one year on mutually agreed T&Cs subject to satisfactory services provided by the agency. On the expiry of the contract or on its termination, the NBSS&LUP reserves the right to renew the contract on quarterly/half-yearly/yearly basis on the same terms and conditions that may be mutually agreed upon.
50. **MODE OF PAYMENT**
- The agency shall submit monthly bills alongwith copies of ECR, E-Challan for deposition of EPF & ESI contribution for the personal engaged at the site for the job performed during the preceding month on the first working day. The NBSS&LUP shall make payment by means of RTGS/NEFT (online payment) drawn in favour of the agency, after deducting service tax, TDS and Penalty amount if any. Therefore, the firm has to submit full detail of bank alongwith Bank Account number, TAN number, PAN number/GST number, IFSC code 'of bank branch. However, taxes which are as per the rules of the Govt. of Maharashtra/GOI shall be deducted at source from monthly bills of the successful firm. The agency shall make payment to their employee through **cheque only** in the presence of officer nominated by NBSS&LUP, Nagpur. The amount of EPF & ESI deposited by the firm with the concerned statutory authorities w.r.t. manpower engaged for the contracted work shall be reimbursable on monthly basis after production of payment challans by the firm along with certified list of EPF & ESI account nos. of employees deployed for contracted work for whom EPF & ESI deposited under challans submitted for re-imburement by the firm.

51. **TERMINATION OF CONTRACT**

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The NBSS&LUP will not have any responsibility towards this for any damage/loss caused and it cannot be challenged in any court of law.

52. **LOSS/DAMAGES CLAUSE**

In case of any loss or damage done to the property of the NBSS&LUP by the personnel provided by the agency at the location full damages will be recovered from the Agency and decision of the Competent Authority of NBSS&LUP shall be a binding on the agency. Besides, recovering of cost, suitable penalty may also be imposed. In case it is found that the firm repetitively fail to act according to the provisions made herein the contract will be liable to be terminated with imposition of suitable penalty including forfeiture of performance security without any prejudice to other administrative and legal remedies available to the institute in matter.

53. **SECURITY DEPOSIT**

The successful bidder will be required to deposit an amount equivalent to **10%** of the total bid value as Performance Security Deposit in the form of Demand Draft/Pay Order in favour of **ICAR Unit, NBSS&LUP payable at Nagpur** at the time of acceptance of Work Order/Award Letter. **The security deposit shall be refunded to the contractor** after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the NBSS&LUP.

54. **AMENDMENT TO TENDER DOCUMENTS:** At any time prior to the deadline for the submission of tenders, the Employer may, correspond for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment. The said amendment in the form of an addendum will be sent to all prospective tenderers who have received the tender documents, to reach them 2 days prior to the deadline for the submission of tenders. This communication will be in writing or by telefax and the same shall be binding upon them and the provisions in such addenda shall take priority over the Invitation to Tender and Tender Documents issued previously. Prospective tenderers should promptly acknowledge receipt thereof by telefax to the Employer. In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, the ICAR-NBSS&LUP or the Employer may, at his discretion, extend the deadline for the submission of tenders.

55. The contractor is advised to do a complete survey on his own of location and buildings and its surrounding area before offering rates.

In case of any dispute arising, decision of Director, NBSS&LUP, Nagpur will be final and binding.

Schedule -I
Technical Bid

CHECKLIST OF DOCUMENTS TO BE UPLOADED/SUBMITTED WITH TENDER DOCUMENTS ON CPPP PORTAL FAILING WHICH THE BID WILL BE LABEL TO BE REJECTED:

Sl. No.	Particulars	Whether submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of EMD deposit			
2.	Constitution of the Firm/Agency/sole Proprietor under Indian Companies Act, 1956 / Indian Partnership Act, 1932 (Please give name of partners) Registration under Shop & Establishment Act, 1948 For Partnership firms whether registered under the Indian Partnership Act, 1932. a. Please state further whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. 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. c. If the answer to (a) or (b) above, is in the affirmative please furnish a copy of either the partnership agreement or 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			
3.	Copy of registration certificate of ESI			
4.	Copy of registration certificate of EPF			
5.	Copy of Service Tax registration (GST)			
6.	Copy of PAN/TAN card			
7.	Copy of labour license under contract labour (R&A) Act, 1970, if any available Note: This license will have to be obtained by the firm with in 15 days in respect of this institute after accepting the work order			
8.	Banks Solvency/Hashiat certificate for Rs. 10 Lacs			
9.	Experience Certificate (Please enclosed) (a) Three similar completed works costing not less than Rs.8 Lacs OR (b) Two similar completed works costing not less than Rs. 10 Lacs OR (c) One similar completed works costing not less than Rs.20 Lacs			
10.	Copy of Income Tax return for last three Financial years			
11.	EPF Annual Return for ascertaining the number of workers has to be attached as per Sl. No.12.			
12.	Minimum turnover of the firm not less than Rs. 30 Lacs in each of the last three years (certified copy of bank statement to be enclosed)			
13.	Number of Staff/ Supervisors registered under ESI & EPF separately (Minimum 15 numbers) Staff / Supervisors required with their ESI / EPF contributions. Documentary proof of return is required to be attached. Copy of chalan for the month of March to May, 2018			
14.	Whether the rate quoted complies with the minimum Wages Act. Of Govt. of India (Central Govt.) with all other statutory provisions (MENTION YES OR NO)			

AUTHORITY SIGNATORY

NOTE: The Information required at Sl. No. 1 to12 must be accompanied with the certified copies of the document and upload the copies of the documents on cppp portal as per the serial number failing which the tender will be rejected.

Details of the Last Three Years experience/work done

Sl. No.	Name of the Department / Organization & Name of contract person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		
1.					
2.					
3.					
4.					
5.					

(Authorized Signatory)