

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-02-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-02-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	Indian Agricultural Research Institute, New Delhi
वस्तु श्रेणी /Item Category	Hiring of Sanitation Service - Manpower Based Model - Sweeper; 6; All Areas; All Areas; Daily; 2
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1250 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	844000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director, IARI

Indian Agricultural Research Institute, New Delhi, Department of Agricultural Research and Education (DARE),

Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare

(Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

5. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any

Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

6. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Additional Scope of Work and Size of Areas to be Serviced:[1769691989.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
06-02-2026 11:00:00	Committee Room, Directorate, ICAR-IARI, New Delhi-110012

Hiring Of Sanitation Service - Manpower Based Model - Sweeper; 6; All Areas; All Areas; Daily; 2 (122)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Category of Resource	Sweeper
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	2
Consumables/Equipments and cleaning agents to be provided by	Buyer
Machineries to be provider by	Buyer
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No

विवरण/ Specification	मूल्य/ Values
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	
Consumables/Equipments and cleaning agents to be provided by Service Provider	NA
Machineries to be provider by service provider	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources	अतिरिक्त आवश्यकता /Additional Requirement
1	Kaushal	110012,Room No 44 Store Section, Directors Office ICAR-IARI Pusa Campus New Delhi-110012	122	<ul style="list-style-type: none"> Approx Area in Sq.Ft : 26404 Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 23560

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C
DIRECTOR, ICAR-IARI

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

DIRECTOR, ICAR-IARI

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the

same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



ICAR-Indian Agricultural Research Institute, New Delhi-110012
Works and Maintenance & Engineering Unit, Directorate

File No. GeM-87/25-26/MEU

Dated: 29/01/2026

On behalf of the Secretary, ICAR, the Director, ICAR-Indian Agricultural Research Institute, New Delhi invites online bid through GeM Portal for **“Hiring of Manpower for Cleaning and Housekeeping service for Non-residential Area of the Campus at IARI, New Delhi-12”** for a period of **one year**.

1. Bid Details:

Type of Tender/Bid	Bid for Manpower through GeM Portal
Estimated Value	422.00 Lakh (Four Crore Seven Lakh only)
EMD/Bid Security	Rs. 8,44,000/- (Rs. Eight Lakh Fourty-Four Thousand Only)
Performance Security	5% of Contract Value
Bid submission start date	29.01.2026
Pre bid meeting date	06.02.2026 (Committee Room Directorate, IARI, New Delhi-12) at 11:00 A.M.
Last date for submission of bid	19.02.2026
Date for opening of technical bid	19.02.2026

2. Contact Information for any query:-

➤ AO, Works and MEU, ICAR-IARI, New Delhi-110012

Online bids are invited under single packet bid system through GeM portal from registered/well established/reputed firms for providing the services of manpower for **Hiring of Manpower for Cleaning and Housekeeping service for Non-residential Area of the Campus at IARI, New Delhi-12**

Bid form, terms & conditions and draft agreement etc. can be downloaded from the GeM Portal. Online bids complete in all respects should be submitted through GeM Portal only.

**Works and Maintenance & Engineering Unit
ICAR-Indian Agricultural Research Institute, New Delhi-110012**

File No. Gem-87/25-26/MEU

Dated: 29/01/2026

Instructions to bidders

1. **How to apply:** The registered and experienced services providers for operational activities of “**Hiring of Manpower for Cleaning and Housekeeping service for Non-residential Area of the Campus at IARI, New Delhi-12**” may apply against the bid floated for the same on GeM Portal. The firms must furnish full, precise and accurate details in respect of information asked for in the technical bid form of bid.
2. **Earnest Money Deposit (EMD)/ Bid Security** – Bid Security of Rs. 8,44,000/- in favour of **Director, ICAR-IARI, New Delhi** must be deposited in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any of the Commercial Bank payable at **New Delhi**.

The Bidder should scan a copy of the Bid Security and upload it online through GeM Portal. The original copy of the Bid Security should be sent to Admn. Officer, Works and Maintenance & Engineering Unit, ICAR-IARI, New Delhi-110012 during working hours i.e. 9.00 AM to 5.30 PM on all working days (except Saturday, Sunday and Gazetted holidays) before the last date for submission of bids failing which bids will not be accepted. No interest will be paid on EMD/Bid Security.

Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof and signed Bid Declaration Form as attached at **Annexure-A** along with technical bid online through GeM Portal.

3. **The bid security may be forfeited:**
 - (i) If the bidder withdraws his/her bid during the period of bid validity specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) Fails to sign the contract in accordance with the terms of the bid document
 - (b) Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified.
 - (c) Fails or refuse to honour his/her own quoted prices for the services or part thereof.
 - (d) In such case, the bidder is also liable to be debarred for participating in the bidding/tendering process carried out by institute for a period of three years.
4. **Performance Security Deposit:** The contractor whose bid is accepted will be required to furnish Performance Security of **5% (Five Percent)** of the value of the contract for 14 months in favour of **Director, ICAR-IARI** payable at **New Delhi**. This security deposit is to be furnished in the form of Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee or Insurance Surety Bond from a Commercial Bank. No interests will be paid on performance security deposited.

5. **Validity of the Bids:** The tender submitted by the firm/agency shall remain valid for **180 days** from the date of opening for the purpose of acceptance and award of work. Validity may be extended as per requirement.
6. **No. of Manpower:** The office requires 122 sweepers however the office may reduce or increase the no. of manpower as required within the limit of gem guidelines.
7. **Duration of contract:** The contract will be initially for a period of 1 year and extendable by further one more year, if necessary, as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Firm/Agency and its willingness to continue on same rate, terms and conditions. In case of unsatisfactory performance, the contract will be terminated by giving one month notice at any stage of contract.
8. **Signing of Technical bid:**
 - i. Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency.
 - ii. The tenders are liable to be ignored/rejected, if complete information as required is not given therein or if the particular information asked for in the schedules/annexures of the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he/she sign 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/she 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. Specific attention must be paid to the Conditions of the contract as the firm entered into would be governed by them.
 - iii. 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 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 warranty that he/she has authority to bind such other and if, on enquiry, it appears that the persons so signing had no authority to do so, the ICAR-IARI 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 tender and the schedules/annexure of the tender, if any, should be signed by the firm/agency.
9. **Right to Acceptance:**
 - i. If there is any ban imposed on the business transactions of the firms by any Govt. agency, the firm is bound to reveal the facts & details regarding ban along with bid. If any information concealed in this regard by the firm/agency, the contract will be rejected.
 - ii. Director, ICAR-IARI reserves the right to accept or reject whole or in part or all the tenders without assigning any reason thereof.

10. **Award of Contract:**

- i. The Firm have to quote the monthly Service Charges in percentage to be levied by them for providing the services. Service Charge shall be the primary criteria for selecting the firm. No change/revision whatsoever in service charges once quoted, shall be admissible during the tenure of tender under any circumstances.
- ii. The bidder quoting lowest service charge will be selected as L1. The financial bids of technical qualified firms will be examined by the competent authority and appropriate L-1 will be decided. The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.
- iii. If tenderer does not accept the offer, after issuance of contract award letter within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited. The firm will be debarred (suspended) for participating in the bidding/tendering process carried out by institute for a period of three years.

11. **VISIT TO SITE:** The participating firms are advised to visit and examine the site of required services and surrounding areas and obtain all information that may be necessary for preparation the bid of entering into a contract for the services before and after to see him-self the site conditions.

PAYMENT

Payment to the deployed labourer/eligible staff by firm:

1. The firm has to pay the minimum wages as prescribed by Central Govt. or Govt. of Delhi, whichever is higher for workers deployed in scavenging/cleaning and amend the wages, as and when done by the central govt and raise the bill accordingly.
2. The Contractor will make the **payment of wages at own cost by the 5th day of each month** positively to the deployed personnel through their bank account and submit the e-payment receipt, other documents along with the monthly bill to this office for payment. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the deployed personnel as prescribed by Central Govt. and provide proof with monthly bill(s). He/she will maintain the record of wages paid, attendance, EPF, ESI and etc deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. Any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments.
3. In the event of any unrest in the campus due to delayed payments from the contractor if any accrued, the institute will be at liberty to assess and recover the loss accrued to the institute on account of default on the part of the Contractor. Such deduction shall be commensuration with the loss accrued to the institute due to default of the contractor on this account which will be assessed by the institute.

Payment of the firm:-

4. The Contractor will have to submit work completion report for its monthly work by 7th of each succeeding month along with his/her monthly bill. The progress report should be supported by the 'Work Satisfactory Report' to be collected by the contractors from authorized representative of Institute in token having worked done as per satisfaction of users.
5. Payment for service contract will be made monthly upon submission of pre-receipted bill in proportion of completed work with satisfactory report and shall be made 'monthly basis' after production of bill with ESIC/EPF & GST Challan as applicable.
6. Income Tax/TDS or any other tax if applicable will be deducted from the payments due for the work done as per rule.

QUALIFICATION CRITERIA REQUIREMENTS FOR TECHNICAL BID

1. Bids should be from reputed registered and experienced firms/Services Providers having last three years' experience and expertise of similar nature work in Govt. /PSU organizations/reputed institutions.
2. The firm/agency should have valid PAN, ESI, EPF, GST number and valid labour license under contract labour (Regulation & Abolition) Act, 1970 as on date of floating the tender.
3. Conditional bids will liable to be rejected.
4. The Institute will evaluate the technical bids which will be substantially responsive i.e. properly prepared; meet the required terms & conditions etc. The contract will be awarded to the firms whose bid will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under labour laws and other T&C specified in this document.
5. In case any bidder is seeking exemption from Experience/Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the Institute.
6. The firms must have to produce the proof of all documents as mentioned on Annexure-I required for technical evaluation failing to which the firm is liable to disqualify technically.

ANNEXURE-I

[TECHNICAL BID]

**FOLLOWING DOCUMENTS TO BE UPLOADED ONLINE IN PDF FORMAT FOR
CONSIDERATION OF THE TENDER/BID**

Sr. No.	Particulars	Upload scan copy & Indicate Page No.
1	Details of EMD/Bid Security Declaration Form as per Annexure-‘A’	
2	Name of the Firm/Agency, Name of Director of Firm/Agency, Full address of operating/Branch Office with Telephone/Mobile No. & E-mail ID and Bank account detail of the firm.	
3	copy of Income Tax (PAN) and GST Registration Certificates	
4	copy of Registration Certificate of the firm under Company Act/Shops & Establishment Act for this purpose	
5	Copy of EPF registration certificate issued by Govt.	
6	Copy of ESI registration certificate issued by Govt.	
7	Copy of valid Licence under the Contract Labour (Regulation and Abolition) Act, 1970 issued by appropriate authority. Not expiring earlier than 6 months from date of floating of this tender.	
8	Nos. of workers registered under ESI & EPF separately. Proof of Minimum 100 nos. (Staff/Supervisors) required with their ESI or EPF (any one) contributions. Documentary proof of latest ECR for atleast 3 out of last 5 months (Aug- 2025, Sep-2025, Oct-2025, Nov-2025 and Dec-2025) to be attached.	
9	Self attested copy of Average Annual turnover during the last three years, ending 31st March of the previous financial years i.e 2022-23, 2023-24 & 2024-25 of the firm not less than Rs. 12,50,00,000.00 (Rupees Twelve Crore Fifty Lakh Only) duly Verified by Chartered Accountant.	
10	Self-attested copies of proofs of minimum last three year's i.e. 2022-23, 2023-24 and 2024-25 of continuous experience of the firm in the field of providing similar type of such services to Central/State Govt. establishments/PSUs/ Nationalised Banks / Autonomous Bodies / Reputed organizations. Contracts/orders to be uploaded along with bid with details in enclosed tabular form in chronological order & Self-attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.	
11	Copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. 2022-23, 2023-24 and 2024-25 issued by the Chartered Accountant.	
12	An Undertaking as per attached Format (Annexure-II) duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings during the last Five years.	
13	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose Undertaking (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them (Annexure-III).	
14	Declaration by the bidder for code of Integrity and conflict of interest must be submitted as per Annexure-IV on letter head of the bidder.	

Note:-

- a) I/We, the undersigned certify that I/we have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me/us are valid and binding upon me/us for the entire period of contract.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. _____ dated _____ drawn on _____ bank _____ Branch.
- d) I/We give the right to the Competent Authority of **ICAR-IARI** to forfeit the earnest Money/Security money deposited by me/us if any delay occur on my part or failed to render the services within the stipulated period.
- e) I/We hereby undertake to render the services as per direction given in the tender document.
- f) I/We shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I/we put up the last bill of the contract period for payment.
- g) The L-1 bidder will be determined as per (Financial Bid/BOQ), subject to acceptance by competent authority.

Date: -
Place: -

Signature of the Bidder: -
Full Name: -
Designation: -
(Office seal of the Bidder)

ANNEXURE- A

BID SECURITY DECLARATION FORM

(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER OF RS. 100/-)

To,

Director

ICAR-IARI, New Delhi-110012

Ref: YOUR TENDER / BID DOCUMENT NO.-----DATED----

-----PROVIDING for Hiring of Manpower for Cleaning and Housekeeping
service for Non-residential Area of the Campus at IARI, New Delhi-12

Subject:-**Bid Security Declaration**

Sir/Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the MSE vendors registered with NSIC/KVIC or such Central procuring agencies/Ministries and STARTUPS registered with DPIIT are exempted from submission of Earnest Money Deposit. Accordingly, we M/s..... eligible for exemption from EMD and relevant documents/certificates are attached. Accordingly we hereby declare that:-

We unconditionally accept the conditions of this Bid Security Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for three (3) years from the date of opening of this Bid if we breach our obligation(s) under the tender conditions if we:

- a) When we withdraw or modify our bid after opening of bids;
- b) When we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- c) When we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- d) When we do not deposit the performance security within specified period after the supply/work order is place; and
- e) If we breach any provision of code of integrity prescribed for bidding specified in the Tender.

In addition to above, the **Institute shall debar us from participating in any procurement process undertaken with the Indian Agricultural Research Institute, New Delhi for the period not exceeding three (3) years** in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this **Bid Securing Declaration shall expire if:-**

- (i) We are not the successful Bidder,
- (ii) The execution of agreement for procurement and Performance Security is furnished by us in case we are successful bidder,
- (iii) Thirty days after the expiration of our bid.
- (iv) The cancellation of Procurement process; or

(v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdraw is permitted.

Signed.....

Name.....

In the Capacity of

Official-Seal.....

Duly authorized to sign the bid for and on behalf of

UNDERTAKING

I/We have read and understood ICAR-IARI's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI.

I/We do hereby also accept that ICAR-IARI have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ICAR-IARI any changes in the condition or working of the firm. **It is certified that our firm has not been blacklisted by any organization of government including Central Vigilance Commission (CVC) during the last five years.** The undersigned is fully authorized to sign and submit this application form on behalf of the firm, he/she represent. We authorize ICAR-IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

Note: *The undertaking regarding the non blacklisting of firm is to be submitted on a nonjudicial stamp paper of Rs. 100/- (Rupees Hundred only) and attested by notary.*

UNDERTAKING IN REGARD TO NON-BLACKLISTING

(On the Letter head of the Firm)

I/we undertaking that the dealing of our firm *never blacklisted or stop dealing or tempering ban or debarred* by any government department/organizations/public sector undertaking/Department of Expenditure or Ministry/Your Department. And *there is no criminal/legal suit pending or contemplated against violation of EPF/ESI, minimum wages act or other law*. In case found incorrect or guilty at any stage, our Rate contract will be terminated immediately further dealings will be stopped with our firm.

**Signature of Authorized Signatory
with seal of the firm**

FORMAT OF CODE OF INTEGRITY

To
The Director,
ICAR-IARI. New Delhi-110012

We M/s _____ hereby undertaken that we shall not act in contravention of the codes which includes provision of the essential ingredients of the Integrity Pact include:-

- i) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- ii) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- iii) Collusion, bid rigging or anticompetitive behaviour that may impair the transparency.
- iv) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- v) Any financial at business transaction between the bidder and any official of the procuring entity related to tender or execution process of control which can affect the decision of the procuring entity directly or indirectly.
- vi) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- vii) Obstruction of any investigation or auditing of procurement process.
- viii) Making false declaration or providing false information for participation in the tender process or to secure a contract.
- ix) Disclosure of conflict of interest.
- x) Disclosure by the bidder of any previous transgression made in respect of the provision of sub-clause.
- xi) With any entity in any country during that last three years or of being debarred by any other procuring entity.

(Bidders signature)
Stamp

Place:
Date:

Schedule -I

TERMS & CONDITIONS

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the firm/agency whenever anyone of staff is to go on leave under intimation to this office.
2. Changing of Staff should be intimated to the Incharge/Supervising designated officer of Works and MEU, ICAR-IARI-New Delhi-12
3. The staff provided should also maintain secrecy and discipline in the premises of Institute.
4. The contractor shall keep a complaint register with his/her coordinator, and it shall be open to verification by the authorized officer of ICAR/IARI for the purpose. All complaints should be immediately attended to by the Agency.
5. The agreement shall be terminated with serving one month notice from the Institute side and three months before advance request from the firm side.
6. The contractor shall not sublet the work without prior written permission of the competent authority ICAR-IARI, New Delhi.
7. The contractor or his/her workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
8. The selected agency shall provide the necessary personnel's at ICAR-IARI, New Delhi as per labour acts prevalent in NCT of Delhi and respective Central/State Governments covered in this tender. The agency shall employ good and reliable persons. In case any of the personnel so provided is not found suitable by the competent authority, they shall have the right to ask for his/her replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
9. The persons so provided by the agency under this contract will not be the employee of the ICAR-IARI and there will be no employer-employee relationship between the ICAR-IARI and the person so engaged by the contractor in the aforesaid services.
10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc.
11. The contractor will discharge all his/her legal obligations in respect of the workers/supervisors to be employed/ deployed by him/her 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. The contractor shall indemnify and keep indemnified the IARI from any claims, loss or damages that may 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, ICAR-IARI shall be final and binding on the contractor.
12. Income Tax will be deducted from the payments due for the work done as per rule.
13. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
14. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
15. While the contract is normally for one year, there is a possibility of its continuation for another one year, after the approval of the competent authority, ICAR-IARI, New Delhi.

16. Risk Clause: ICAR-IARI reserves the right to discontinue the services 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/firm at the risk and cost of current agency/firm and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
17. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed by them and INSTITUTE (IARI) shall in no way be responsible for settlement of such issues whatsoever.
18. The contractor/agency will furnish to the INSTITUTE (IARI) the full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, telephone number, etc. and will also ensure the verification of the antecedents of such personnel at his own cost.
19. Any loss, theft or damage to the life and/or property of the employees of ICAR-IARI and/or property of the ICAR-IARI shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
20. Relaxation in Prior Turnover and Experience: The Competent Authority may relax the condition of prior turnover and prior experience for start-up enterprises recognised by the Department for Industry & Internal Trade (DPIIT), subject to meeting quality & technical specifications.
21. **LIQUIDATED DAMAGES CLAUSES:**
 - a) Whenever and wherever it is found that the work is not up to the mark in specified point/area or if specified quality work is not maintained or in case of non-satisfactory work performance noticed by the Competent Authority of ICAR-IARI, it will be brought to the notice of the supervisory staff of the firm by ICAR-IARI and if no action is taken within one hour/specified time given liquidated damages clause will be invoked. A sum equivalent to the 0.5% **per week** (half per cent, or any other percentage if prescribed) of the value of delayed portion (that includes variations, taxes and duties) of the Services, subject to a maximum of 5% (Five per cent) of the total contract value. In case of inordinate delays, this upper limit shall be 10% (Ten per cent) of the contract value. The Director, ICAR-IARI shall have the full power to either take the work wholly or in the part thereof out of the hands of the contractor for any negligence of the contractor.
 - b) The Firm will not charge placement charges and/or on any other account from the manpower deployed at the ICAR-IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

c) **Compensation for breach of contract:**

S.No.	Fault	Fine
1.	Unclean External Area (Grounds)	Rs.200 (per 80x80 m2) per day
2.	Dustbin (not emptied or left over outside)	Rs.1000 per day/per dustbin
3.	Unclean External Area (Buildings)	Rs.200 (per 30x30 m2) per day
4.	Unclean Roads/Footpaths/ Ground	Rs 200 (per 500 Sqm) per day
5.	Non cleaning of shafts	Rs. 200 per day
6.	Unclean Toilet	Rs. 200 per toilet block per day

7.	Unclean internal corridor	Rs. 200 per corridor per day
8.	Deduction for unsatisfactory work on inspection/certificate from End- user	Rs. 5000/- per month for each location/ Division/
10.	Workers without uniform per worker per day	Rs. 100/- per day per worker.
11.	In case, complaints by worker for non-payment of salary after 7 th of every month or less then prescribed minimum payment,	Rs. 10000/- per worker per complaints.

22. The contractor shall be responsible for any injury and accident to persons employed by him while on duty. It is desirable that all workers are covered under an insurance cover and as per various Acts and Laws governing the same. The institute shall not be liable for any compensation in case of any fatal injury, death covered to or by any man power while performing / discharging their duties/ for inspection or otherwise.
23. The Agency/Contractor shall provide two set of uniforms to its employees and ensure that they wear them at all times and maintain them clean. The firm's name on pocket & words CONTRACTOR WORKER on the back of upper should be inscribed. Not bearing of uniform by its workers may lead to fixed deductions from monthly bills.
24. All workers of the Agency/Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor at their own cost. The ID Cards will be issued by the Contractor. These will be countersigned by the Security Officer, IARI New Delhi.
25. The Contractor will provide Name Address, Telephone No & Photographs of its workers posted at IARI New Delhi to Security Officer (within one week) for records.
26. Agency has to manage the work during function/ convocation, melas whenever such functions are organized in the Institute to keep area of function clean, spic and span.
27. The contractor will take day to day instructions from the supervisory staff of the institute and shall maintain diary for the same.
28. The contractor shall ensure that none of the employees of the Agency/Contractor shall enter into any kind of private work at the different campuses of the Institute.
29. The Contractor shall maintain an Inspection Book, wages register, advance register etc. as prescribed under labour laws which will be made available to ME Unit supervisory staff of the Institute and copies of the same shall be submitted along with monthly bills. Fault/observation recorded there on shall be attended to immediately.
30. The Agency/Contractor shall abide by all mandatory CL (R&A) Act 1970/Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein. Though any such onus shall be the exclusive responsibility of the contractor, and it shall not involve the Institute in any way whatsoever.
21. The employees of contractor shall be bound to perform the assigned jobs by Works & MEU Section officers/staff as per the requirement even though the same may not have been included in the Schedule of Services.
22. The contractor would sign and give an undertaking as per Performa every month for compliance of the provision of Contract Labour Act. Rule and other Law as applicable

23. Agency shall deploy its manpower at 7:30 AM. & clean the premises before 9.00 A.M. i.e. before the start of Institute working hours on daily basis. Manpower shall also stay upto office hours or any other event as mentioned for cleaning, scavenging work.
24. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Delhi Courts only and no other court shall have the jurisdiction. The seat of arbitration shall be Delhi.
25. Cleaners deployed should not be changed frequently due to security reasons. If any rotation of the cleaners is required on account of Labour Laws, this may be done with prior intimation to the Engineer in-charge.
26. All toilets at the institute will be handed over to the contractor with all the inventory items. After it has been handed over to the contractor, he will be responsible for the inventory items in the toilets. In case of any theft/ breakage in the toilets, a joint committee comprising of representatives of IARI New Delhi and Contractor will determine the responsibility of the loss/damage and if the responsibility is fixed in respect of Contractor, then the amount of loss will be deducted from the bill of the Contractor.
27. The cleaners deployed should not squatter in the open verandahs / lawns during leisure hours instead they may use the store to be provided by the Institute for resting and keeping their cleaning materials. Engineer-in-Charge will do the needful for providing a store to the contractor. They will also not change their clothes/uniform in open. Dignity & discipline of IARI New Delhi should be maintained always.
28. Feedback mechanism will be worked out to evaluate the performance of Cleaning personnels.
29. IARI Campus is a 'NO SMOKING ZONE' The agency should ensure that it's employees DO NOT SMOKE while working in the IARI Campus. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ khaini /tobacco etc. they will not play cards or indulge in gambling on campus.
30. The Contractor shall be required to work as per SOP (Standard Operating Procedure) approved by the Institute after award of work which shall require to be strictly followed.
31. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay at IARI Campus and nothing shall be paid on this account.
32. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
33. The house keeping Agency or their staff will indemnify & keep IARI indemnified from any claim, loss or damage that may be caused to the IARI on account of the house keeping Agency's failure to comply with their obligations under the various laws towards their staff /employees employed by them or any loss or damage to Ist party due to acts/ omissions of second party. The 1st party i.e. IARI shall be liable to pay an increase in minimum wages notified by central Govt. from time to time to second party i.e. housekeeping agency during the contract period after obtaining revised A/A & E/S.

34. The nominated building Incharge shall maintain complaint book for each building as prescribed by the Institute. Fault/observations record there on shall be attended to immediately. Failing which agency shall be penalized by imposing penalty.
35. The agency shall provide 122 Safaiwalas (Un-skilled worker) on daily basis to carry out the job. 2 out of 122 would coordinate and monitor the work.
36. The monthly pay of the contractual manpower will be paid as per consolidated wages as detailed in **Schedule of work** and pay slips will be issued to the manpower by the agency.
37. **Financial Bids quoting 'Nil'/ unrealistic service charges shall be treated as non-responsive and will not be considered.** Therefore, every bidder is required to submit their financial bid keeping in view the genuine expenditure to be incurred for manpower, other legal obligations w.r.t. labour laws.
38. TDS under Income tax and GST will be deducted as applicable from the monthly bill.
39. All the disputes pertaining this contract shall be under the jurisdiction of Delhi Courts only.
40. Any query/doubt/clarification may be raised in the Pre-bid meeting and may be clarified by the participating agencies.

SCHEDULE-II

Works and MEU
ICAR-Indian Agricultural Research Institute,
New Delhi-110012

SCOPE OF THE WORK

- A.** Providing 122 staff (120 staff for cleaning and 2 for coordinating and monitoring) for Day to day cleaning of lawns, passage, approach road, storm water drains, plinth protection, shafts and kacha portion of approximated area 26404 sqm on all days and day to day cleaning, brooming, swabbing, and washing etc. of toilet (twice in a day)s, corridors, rooms, common hall, dining hall and all pucca place etc. of approximated area 7400 sqm on daily basis with cleaning materials like taski, cleanzo/Harpic and phenyl tablets and keep the building clean on all working days for the entire buildings including the lifting and shifting of daily waste to nearest dustbins from Cereal Lab, Dispensary, Publication & M.E. Unit, Alumni Association Office, Div. of Agricultural Chemicals, Virology, Plant Pathology, Nematology, ZTM&BPD, AKMU, Entomology, Blue Green Algae, CATAT, A- Block (Todapur) & Kisan Mall, Agronomy, Biomass Unit, Library Service, FHT, Vegetable Science, SST, Plant Physiology, Agricultural Extension and Economics, ATIC, FOSU, WTC, Agricultural Physics, CESCRA & PHT in NRL Building, SPU, Microbiology, F&LS and C.P.C.T., Biochemistry, AC&SS, Genetics, Pulse Lab, Agricultural Engineering Division, KrishiHaat, NPF, Discovery Center at IARI, with brooms, tools with emphasis on mechanized cleaning if required as per the directions of Building Incharge of the concerned building and day to day collection of garbage from all the division (aprx 47) and picking of rags & polythene from road side of approximated area 250000sqm) of IARI and dumping it to the Dustbins at IARI, New Delhi on all working days with emphasis on mechanized cleaning. Agency shall ensure that the Biodegradable and Non-Biodegradable waste are separated out from the hanging plastic dustbins and dispose off accordingly, to Biomass unit or Dhalao respectively on daily bases. Agency shall ensure that the cleaning work continues till the closure of library/ Auditorium, Conference Hall Director Office. On daily basis. (even on Saturday/Sunday & holidays, whenever required).
- Day to day cleaning of lawns, passage, approach road, storm water drains, plinth protection, shafts and kacha portion on all days by bamboo brooming of approximated area 18866 sqm and day to day cleaning, brooming, swabbing and washing etc. of toilets, corridors, rooms, common hall, dining hall and all pacca places etc. on daily basis and keep the building clean on all days for the entire buildings premises of approximated area 9272 sqm including the lifting and shifting of daily waste to nearest dustbins from Auditorium, Museum, Conference Hall, Passage along KAB-II, Director Office & Annexe bldg. at IARI, with brooms or tools, if required, with emphasis on mechanized cleaning as per the directions of official of ME Unit and the incharge of concerned Building premises on all days. Roads with berm at IARI, with brooms or tools on daily basis with emphasize on mechanized cleaning of all roads in office area including Avenue I, II, and III, Avenue II upto VIP Gate (Near B-11 & B-12) from Virology as per the direction of Officials. Agency shall ensure that the Biodegradable and Non-Biodegradable waste are separated out from the hanging plastic dustbins and dispose off accordingly, to Biomass unit or Dhalao (MCD dustbins) respectively daily basis. Agency shall ensure that the cleaning work continues till the closure of library/ Auditorium, Conference Hall Director Office. On daily basis even on Saturday/Sunday holidays, whenever required.

DETAILS OF WORK

I. ROUTINE HOUSE KEEPING WORK

It shall be the responsibility of the Contractor to ensure the total cleanliness in the entire Non-residential premises and maintain the premises hygienic and clean as required according to ISO standard. The work schedule for housekeeping is herewith furnished for ensuring the total housekeeping and cleaning of premises. Toilets of the hostel blocks shall be cleaned on all days of the week.

JOBS TO BE CARRIED OUT DAILY (Six working days in a week)

The following jobs are to be carried out to the satisfaction of the Competent Authority and contractor must ensure that no complaints are made against their employee for the job assigned to them in any manner. These jobs must be done at least once per day or twice if so required:-

- i. Cleaning the exposed surface of built in and removable furniture items such as tables, chairs, cabinets, Almirahs, sofas, cupboards, racks etc. by dusting, brushing, moping.
- ii. Cleaning of loose items such as door, mats, fire fighting accessories, photo frame, boards, wooden planter boxes, other fixture etc. by dusting brushing.
- iii. Cleaning the fixtures of pantries, in all the floors such as sinks, draining boards, platforms, the cabinets etc. by washing with liquid detergents, soap, or acid for removing stains.
- iv. Cleaning the canteen e.g. counter, dado, skirting floor sink, elevated sinks, utensil washing area, drying boards, platforms metallic built in fixtures, louvers, wash basins exposed surface of cabinets, cupboards, tables, chairs, removing dirt from the areas and cleaning the binds and dirt catchers, drain gratings etc i.e. washing and cleaning with water, approved quality dry/liquid detergents. Chemicals, soap, acid and removing stains with cupboards wet moping with cloth, rugs, brooms, brushes etc. (complete as directed).
- v. Cleaning with brooms and wet mopping with cloth of entire floors of residential premises, receptions, all cabins, halls, passages, lobbies, utility services, areas, stair cases, stains pantries, canteen, toilets excluding the carpeted area and skirting, dado etc. removing dirt, sweeping, brushing, cleaning binds, dirt catchers, paved areas, grating with approved quality dry/liquid detergents, chemicals, soap by brooms brushes, rugs, cloth, removing water stains, cleaning marble same cladding with water, detergents, phenyl, collecting dust, dirt, mud, waste papers etc. Removing the garbage from bin and dispose at Disposal point.
- vi. Cleaning of toilets of Hostels premises floors, skirting, dado wall cladding, doors, EWC commode and Cisterns vitreous partitions, squatting plates, wash basins, IWC pan, grating waste fittings etc. with dry/liquid detergent chemicals, acids, soap, phenyl, air purifier, cakes, naphthalene balls, sanitary cubes, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, over all surfaces of commandment and cover with brooms, brushes, rugs, clothes, removing stains collected dust, dirt, mud, waste of all nature completely.
- vii. Cleaning carpets with soft brooms, brushes by brushing, sweeping carefully along the grains, removing strain with approved quality stain removers, complete as directed. Cleaning thoroughly all internal roads, paved parking areas, pavements etc. by sweeping.

NOTE :- All the above items of job shall be completed before 9:00 AM every day during the working hours. The Contractor shall keep adequate workmen for cleaning on Sundays and Holidays (Wherever required) on rotation basis to keep 26 working days of safaiwalas as per roster within the premises who will render the service as and when required.

II. WEEKLY SCHEDULE OF HOUSEKEEPING & SANITATION

The following jobs are to be performed by the contractor at least once in a week or more if so required:- Cleaning thoroughly the floors of entire residential premises, pantries, exposed areas as well as behind/corners, niches/under the furniture and fixture with water, chemicals, detergents soap, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot etc. drying with vacuum cleaners brushes, clothes, rug, disposal of dirt's completely.

1. Cleaning thoroughly the canteen area comprising of entire floor wall, exposed areas as well as unexposed areas behind/corners/niches under within over the cupboards, cabinets, built-in counters, platforms, sinks, gratings, washing areas, all the exposed surfaces and interiors of furniture. All fixtures, kitchen accessories, bins, cleaning accumulation of dirt within the traps, gullies, with water, liquid and dry detergents, chemicals acid, washing, wet mopping, drying polishing i.e. with dettol or equivalent quality compound, with brushes brooms, clothes, rug, disposal of dirties completely.
2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction from inside and outside.
3. Cleaning the venetian blinds at all location with chemicals, water, stain removers, including the jambs, soffits, frames, recesses, rebates around the fixture with vacuum cleaner, brushes, soft linen clothes, rugs, all the approved quality and as directed.
4. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushes etc. Drying, removing cobwebs, soot etc. all as per instruction.
5. Cleaning thoroughly the Sign boards, main gates, channel gates etc., including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing stains atleast once in a week.
6. Removing of grass, wild scrubs etc. growing in the premises on the terrace and areas other than the grass lawns.
7. Dry waste and others if required.

III. FORTNIGHTLY WORK SCHEDULE

1. Cleaning wall panelling, high partitions, low partitions of timber work including top, jambs soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting as per direction.
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc. as per direction.

3. Cleaning pelmets and curtains with vacuum cleaners, brushes, duster etc. at all locations complete as directed.
4. Cleaning electrical fixtures e.g. ceiling fans, A. C. grills, ducts, lighting fixtures, electrical gadgets, dusting, brushing, removing stains, soot, dust polishing in the entire premises with vacuum cleaners, dusters, brushes, cleaning compounds.
5. Cleaning thoroughly the canteen.
6. Cleaning all furniture built in and removable type thoroughly, over all surfaces including interiors, polishing, removing stains with vacuum cleaners, brushes, linen clothes, rugs, chemicals, cleaning compounds metal polish, as directed.
7. Cleaning of ceiling, coffered beams of entire area, removing cobwebs, soot, dust accumulation with vacuum cleaners, brushes as per instruction.
8. Cleaning carpet thoroughly by vacuum cleaners, brushing carefully along the grains, removing stains with stain removers cleaning the floor underneath with vacuum cleaners, brushes removing dampness, relaying the carpet into original position all of approved quality as directed.
9. Cleaning and polishing the dado of toilets, sanitary fittings and fixtures with a approved quality. Polishing compound on CP brass and the metal finishes shall be of standard quality as per direction. Cleaning of toilet shafts, gully traps including man holes & sewers and keeping them clean free from garbage, waste water accumulation and silt.
10. Cleaning the areas, balconies, extended slabs, windows, including slabs walls etc. by sweeping, brushing, cleaning the dust accumulation, mud, cleaning with water the spouts, open and underground storm water drains etc. with water, after declogging as and when required.

IV. OTHER TERMS AND CONDITIONS:

1. The Contractor is required to undertake any kind of Housekeeping work which the IARI require at any point of time in its premises.
2. The Contractor shall be responsible for the safety of Materials, tools & equipment provided by the office.
3. The Contractor shall be responsible to ensure standard precautions during the execution of work and shall also be liable to make good the damages caused to installation during the execution of housekeeping work.
4. The Contractor will supply sufficient sets of Uniforms, Identity cards, Gumboots etc. to each workman, who shall wear the same while at work and shall keep it clean. If during working hour any workman is found to be without uniform, he will be marked absent/fine shall be imposed on the contractor.

Note: The firm should visit the IARI Campus at their own cost and acquaint himself/herself with the operational system of the IARI, New Delhi before quoting the rates in order to see the quantum of work cited above.

DETAILED SPECIFICATION OF THE WORK

Sanitary services are to be provided by the contractor in IARI, New Delhi campus to keep common area clean, which includes all external & internal open areas, roads, road side berms, courtyards, car parks, toilets, corridors & buildings included in the schedule. By providing necessary man power as per instruction of the Officials of IARI, New Delhi. The work shall be carried out as specified below.

(A) Requirement for work of cleaning and sweeping of roads, footpaths, courtyards, car parking, toilets, corridors & buildings included in the schedule. Picking up of paper bits and all other waste including maintenance malba as decided by Engineer-in-Charge.

1. All roads, berms, service lanes, courtyards, car parking and other open areas have to be swept every day during day hours as well as on gazetted holidays. The total area to be swept daily is approx. 5,30,000 sq. metre. In which 175 toilet blocks of approximately 5,000 Sqm Area. Rooms and Corridors of approximately 24,000 Sqm Area and open/Kachha Area for brooming / picking of rags / gutkha / polythenes / papers etc. of approximately 5,00,000 Sqm meters including 10 KM road length . The area is to be kept clean even on Holidays and Sundays (whenever required). Emphasis shall be on fast and timely mechanized cleaning.
2. The above mentioned areas have to be kept clean and no litter of any kind will be left scattered anywhere in the campus. As the Campus is big and scattered in nature, therefore agencies must visit the Campus beforehand to assess the amount of work before quoting their rates.
3. All waste collected from the above mentioned areas have to be disposed off in the designated drop sites.
4. All lawns including shrubs and hedges have to be kept clean, Fruit peels, groundnut husk and other litters have to be collected and disposed off in the designated dustbins and from bio-degradable bins to Biomass Unit.
5. The refuse shall not be swept into the hedges/shrubs growing around the lawns.
6. Leaves collected during sweeping from the roads, road berms, open spaces etc. shall not be burnt. All leaves collected would be disposed off at prescribed sites. This shall be followed even in spring and autumn where leaves collected would be more.
7. The Campus roads, the lawns, the toilets and area around the drop sites shall be cleaned on daily basis and area be kept clean at all times.
8. Open spaces like lawns, backyard of different office surroundings etc. have to be kept clean by picking polybags, paper etc. daily and brooming if necessary.
9. Tree Leaves on the streets should be heaped in a place for lifting instead of brooming into the hedges. The heaped of tree leaves shall be lifted on the same day.
10. The contractor shall lift the garbage apart from wet leftover food from the commercial spots in the Campus. The lifting of wet food is the responsibility of the commercial establishments.

11. The contractor shall ensure that all the plastic dustbins fixed in the campus area are cleaned on regular intervals to avoid littering/overflowing of the bins.

(B) Requirement of work of internal cleaning of all included area in the schedule of work :

1. There are various toilets located at the specified building included in the scope of work and at the Institute which shall be cleaned daily by the workers of the contractor from inside as well as from outside on all days.

(C) Disposal of dead animals

1. The contractor has to bury the dead animals like cat, dog etc as and when reported as per direction of Engineer in-Charge to the designated places.

SERVICE LEVEL AGREEMENT FOR HIRING OF MANPOWER CONTRACT

1. The firms are advised to survey the IARI campus for work to be executed before responding to the job contract. For this purpose, firm may contact Admn. Officer, Works & MEU, IARI.
2. The work may have to be attended at different intervals of times during the contract period as well as during day time which may varies from 8.00 am to 5.00 pm but not exceeding to the permissible hours for each man days.
3. The contractor/agency shall provide good and reliable persons with robust health and clean record as per labour acts prevalent in the concerned state government and comply with all the laws/acts of central/state govt. relating with this contract made applicable from time to time. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons thereof and the agency shall on replace such persons immediately. The contractor/Agency shall provide the list of workers working in the beginning of contract. Changing of workers/Supervisor should be intimated to the In-charge of concerned office/AO, Works & MEU. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract immediately.
4. All the personnel deployed will perform their duty in proper uniform and shoes/gum boots. The contractor/firm shall, at its own cost, provide suitable uniform/protected clothing (both summer and winter) to the personnel with identity cards. The contractor shall alone be fully responsible for safety/security and insurance or life insurance of their personnel and Institute shall not be liable for any compensation in case of any fatal injury/death of any manpower while performing/discharging their duties.
5. The personnel provided should be capable of reading and speaking Hindi or English. The personnel with a minimum qualification of Middle Standard may be preferred. The contractor/agency will furnish to the INSTITUTE the full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel.
6. The personnel so provided by the agency under this contract will not be the employee of the ICAR-IARI and there will be no employer-employee relationship between the ICAR-IARI and the personnel so engaged by the contractor in the aforesaid services.
7. The Contractor will make the payment of Wages from his/her own by 5th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith the monthly bill to this office for payment. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the deployed personnel as prescribed by Govt. from time to time and provide proof with monthly bill(s). He/she will maintain the record of wages paid, attendance, EPF, ESI etc deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. The any other tax which is as per rule of the Central/State Govt. shall be the liability of the

Contractor/Service Provider to deposit in the concerned departments. The ICAR-IARI will deduct applicable TDS/Surcharge etc. if any from the Contractor's bill as per prevailing rules. The competent authority may verify the provided equipments and manpower at any time failing which bill may be deducted accordingly on the basis of loss of work or contract can be cancelled. It will be the sole responsibility of the Contractor to ensure compliance with the labour laws and regulation in force. Institute will not have any liability on its part over such issues. In case service provider fails to make any statutory or contractual payment, then the ICAR-IARI shall have the right to realize this amount from the Security deposit of the Contractor.

8. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of workers/supervisor is to go on leave etc. under intimation to this office.
9. The contractor or his/her workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The contractor will discharge all his/her legal obligations in respect of the workers/supervisors to be deployed by him/her 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. The contractor shall indemnify and keep indemnified the Council/IARI from any claims, loss or damages that may 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, ICAR-IARI shall be final and binding on the contractor. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
11. The contractor shall be responsible for any loss, theft or damage to the life and/or property of the employees of the ICAR-IARI and/or property of the ICAR-IARI shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of fault, negligence and/or lapse of the workers deployed by the contractor/agency. The contractor shall be liable to pay the losses and damages as decided by the competent authority, ICAR-IARI. The amount of losses/damages will be recovered from either bills/security deposit of the contractor.
12. The terms and conditions as stipulated in the bid documents shall be part of the agreement which shall be executed between the ICAR-IARI and successful bidder/contracting agency.
13. Successful bidder/Firm will have to enter into a detailed contract agreement with ICAR-IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for awarded work in a format attached (Annexure-VI) herewith this bid document.

(DRAFT SPECIMEN AGREEMENT)

This agreement is made at (place) -----on-----
 (month/year) ----- (day) between the first party or its authorized
 representatives, successor, assignees etc. (name & address of the firm)-----
 -----and Director, Indian Agricultural Research Institute, New Delhi on behalf of the
 Secretary, ICAR, New Delhi on the other party.

Whereas the (Institute) has decided to assign the annual job rate work contract for providing
 (nature of job) -----at (Name of the Institute & location) -----
 -----to the firm on the terms and conditions here in after
 contained.

NOW IT IS HEREBY AGREED by and between the parties here to as follows:-

1. This agreement shall come into force w.e.f. (date) -----to-----and
 will remain in force for a period for one year or till extended period but can be terminated
 by the Principal Employer by giving one calendar months' notice in writing of its
 intentions to terminate the Agreement. If the firm wants discontinue the contract, the firm
 shall give a request before three months in writing. The Agreement can be renewed, if
 necessary as per requirement, on mutually agreed terms.
2. The firm shall be responsible for annual job work rate contract for providing -----
 (nature of job) ----- at ----- (Location).
3. The firm will provide full particulars of every worker deployed by it for providing the
 services and gate security purposes and get their character and antecedents verified from
 the Police Authorities.
4. All personnel posted at premises shall be available all times and for all purpose be
 deemed to be employee of the firm and the----- (name of the Institute.)
 shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at----- (name of
 the Institute.) premises are of good character, well behaved and otherwise competent and
 qualified to perform the work for which they are deployed.
6. The ----- (name of the Institute) shall have the right to ask for the
 removal from the Institute premises of any personnel considered by the-----
 (name of the Firm.) to be incompetent, disorderly or any other reason and such person
 shall not again be deployed without the consent of the (name of the Institute).
7. The manpower deployed by the Agency should work as per the working days and timings
 of the----- (name of the Institute), if necessary the
 manpower may be deployed on Saturday, Sunday or Holiday except National Holiday.
 No extra wages will be paid for attending office on weekends, holidays and late - sitting.

8. *Charges of work mentioned in work order for job/work contract for providing services at ----- (name of the Institute) (given as per terms and conditions specified and scope of work as per Schedule-I and Schedule II in the tender document and as per need basis) will be paid to the firm by the Institute. The firm will raise a bill after completion of work of particular month in next month. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. The documents such as deposit challans along with list of persons showing deposit of ESIC, EPF etc. with the concerned organisation and attendance of workers/Supervisors are also to be submitted along with the bill.*
9. The deduction of income tax and any other tax if applicable from the bills of the firm will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the----- (name of the Institute). The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their workers engaged, which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into ----- (name of the Institute) premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ----- (name of the Institute) would be right to cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers 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, viz. obligations under Contract labour (Regulation & Abolition) Act 1970, Employees Compensation Act, 1923, E.S.I. Act, 1948, EPF & MP Act 1952 etc. Firm agrees to indemnify and keep indemnified ----- (name of the Institute) on account of any failure to comply with the obligations under various laws or damage to----- (name of the Institute) due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the----- (name of the Institute) and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ----- (name of the Institute) against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of ----- (name of the Institute).

17. The contract will be awarded absolutely on the basis of job assigned and payment will be made to the contractor on satisfactory work completion report to be obtained from end user. Agency should pay all statutory dues to its workers strictly in terms of various acts and labour laws including MINIMUM WAGES/ESI/EPF etc. The contractor shall also ensure compliance of all laws applicable and/or to be made applicable and the ICAR-IARI shall not be liable for the same and the Contractor indemnifies ICAR-IARI in all respects thereof.
18. The contract is subject to the conditions that the firm shall comply with all the laws/wages and by laws of Central Govt. /State Govt. / NCT of Delhi as applicable relating to this contract time to time.
19. In case of any loss or damage to the property of the Institute/Council at which is attributable to the firm, the full damages will be recovered from the firm.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by him/her shall be restored by the contractor within 24 hours of its bringing to his/her notice.
24. The firm shall provide a Co-coordinator for immediate interaction with the organization. The contractor shall work cooperatively and amicably with In-charge, residents and other contractors working in the Campus
25. The terms and conditions as stipulated in the tender documents shall be part of the agreement.
26. **LIQUIDATED DAMAGES CLAUSE/ PENALTY CLAUSE:-**
Whenever and wherever it is found that the work is not up to the mark in specified point/area or if specified quality work is not maintained or in case of non-satisfactory work performance noticed by the Competent Authority of ICAR-IARI, it will be brought to the notice of the supervisory staff of the firm by ICAR-IARI and if no action is taken within one hour/specified time given liquidated damages clause will be invoked. A sum equivalent to the 0.5% **per week** (half per cent, or any other percentage if prescribed) of the value of delayed portion (that includes variations, taxes and duties) of the Services, subject to a maximum of 5% (Five per cent) of the total contract value. In case of inordinate delays, this upper limit shall be 10% (Ten per cent) of the contract value. The Director, ICAR-IARI shall have the full power to either take the work wholly or in the part thereof out of the hands of the contractor for any negligence of the contractor.

(A) The Firm will not charge placement charges and/or on any other account from the manpower deployed at the ICAR-IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

(B) Compensation for breach of contract:

S.No.	Fault	Fine
1.	Unclean External Area (Grounds)	Rs.200 (per 80x80 m2) per day
2.	Dustbin (not emptied or left over outside)	Rs.1000 per day/per dustbin
3.	Unclean External Area (Buildings)	Rs.200 (per 30x30 m2) per day
4.	Unclean Roads/Footpaths/ Ground	Rs 200 (per 500 Sqm) per day
5.	Non cleaning of shafts	Rs. 200 per day
6.	Unclean Toilet	Rs. 200 per toilet block per day
7.	Unclean internal corridor	Rs. 200 per corridor per day
8.	Deduction for unsatisfactory work on inspection/certificate from End- user	Rs. 5000/- per month for each location/ Division/
10.	Workers without uniform per worker per day	Rs. 100/- per day per worker.
11.	In case, complaints by worker for non-payment of salary after 7 th of every month or less than prescribed minimum payment,	Rs. 10000/- per worker per complaints.

Any misconduct/misbehaviour on the part of the manpower deployed by the firm will not be tolerated and such persons will have to be replaced immediately.

(27) The decision of the competent authority in the institute shall be final and binding on the contractor/firm in respect of any clause covered under the contract and any matter incidental to the contract.

(28) All the disputes pertaining this contract shall be under the jurisdiction of Delhi Courts only.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above. (Duly sealed and signed).

Sign. of Contractor/Authorized
Representative of Firm
Dated signatures with Seal
(Full Name, Mobile No. &
Address of the firm)

Sign. of Director/Incharge of Indenting Unit
(For & on behalf of Secretary, ICAR/Director, IARI)
Dated signatures with Seal
(Full Name & Address)

Witness (Contractor/Firm):-
(Full Name, Mobile No. & Address)

1.....
2.....

Witness (Indenting Unit):-
(Full Name & Address)

1.....
2.....