

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SUB-CAMPUS, BIR-DOSANJH, NABHA.
Ph.No.01765-263167, 263164
Website: www.cirb.res.in

No.3/Pur/RSN/86/Estate/86 } 889

Dated the 27 May, 2017

To

Subject:-LTE for Contract work for cleaning of office building of Sub-campus, Nabha: – reg.

Dear Sir(s),

On behalf of the Director, CIRB, Hisar I am to invite your lowest quotation for purchase of **for Contract work for cleaning of office building of Sub-campus, Nabha** as per detail given as under:-

Sl.No.	Description of work	Period of work	EMD
1.	Contract work for cleaning of both office building (new & old) A.I. lab, Animal Nut. Lab., Metal Road from Main gate to office building both sides, Toilet cleaning of new & old office building and guest house.	July,2017 to June,2018	Rs.10,000/-
	EMD in the form of Demand Draft/bankers cheque drawn in a scheduled commercial bank in favour of Officer-in-charge, CIRB, Sub-campus payable at Nabha. NOTE:-The quotation will not be entertained without EMD		

The last date of receipt of quotation is **08.06.2017 upto 3.00 p.m.** The quotation may either be sent by post or dropped in the quotation box placed in the room of **Asstt. Administrative Officer** of this campus. This campus will not be responsible for any postal delay.

1. (a) The rates should be quoted on FOR destination basis indicating separately prices, packing forwarding, freight and insurance extra in clear terms.


(b)The unit price should be for the same units as indicated above/in the list enclosed.

(c)Quantity, discount, if any should be indicated prominently.

(d)Offers on firm price basis will only be accepted.

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2. Rates of sales tax should be mentioned both under Central and State Tax Act/Rules should be specifically indicated. **NO FORM 'C' OR 'D' WILL BE ISSUED BY THIS INSTITUTE.** Manufacturer's name, their trade mark, brand and model if any, should invariably be mentioned in the quotation. Illustrated leaflets giving technical particulars operation manual etc. should be send alongwith the quotation to facilitate consideration of offer. The rates quoted should be valid for minimum 30 days from the date of issue of supply order.
3. There should be no cutting/overwriting. The cutting, if any, should be duly attested amended/overwritten figures will not be considered. In all matter or disputes, the decision of the Director of this Institute shall be final binding on the tenderer.
4. Immediate supply/materials should be specified in the quotation.
5. Quantity of each item to be purchased may vary according to actual requirement of this Institute at the time of placing order/work order.
6. Payment will be made within reasonable time say 30 days after receipts and installation of materials/store in good conditions and submission of bill at this institute.
7. This Institute is entitled to custom duty exemption and certificate in this regards can be given when required.
9. Quotation should be sent in a sealed cover indicating the words. **"LTE for Contract work for cleaning of office building of Sub-campus, Nabha file no.3/Pur/RSN/86/Estate with last date for receipt 8.6.2017 at 3.30 p.m. and will be opened on same date i.e. 8.6.2017 at 3.30 p.m.** Quotation received in an unsealed cover or received after due date and those ambiguous are liable to be rejected.
10. This Institute reserves the right to reject any or all quotation(s) received without assigning any reasons thereof.
11. Quotation should be addressed to the **Officer-in-charge, CIRB, Sub-campus, Bir-dosanjh, Nabha, Distt. Patiala (Pb.) 147 201.**


Asstt. Admn. Officer.

Copy to:-

1. Incharge, Estate Section.
2. Finance & Accounts Officer, CIRB, Hisar.
3. I/c. AKMU with the request to upload the advt. in Institute website & C.P.P. Portal.


Annexure -I

Detail of cleaning works

S.N.	Particulars	
1.	New office building	All rooms, veranda, toilets and urinals etc.
2.	Old office building	All rooms, Labs veranda, toilets and urinals etc.
3.	Corridor	Cleaning of corridor between old and new office building, Vehicle stand etc.
4.	Guest house.	All rooms with toilets, dinning hall, Pathway in front of Guest house and veranda of back side etc.
5.	Roads	All connecting roads of old and new office building, residential quarters and metal roads from main gate to office etc.

Terms and Conditions

1. All cleaning materials such as Brooms, Phenyl, Wiper , pocha, Bucket ,cleaning acid, nethelin bolls and other items required for cleaning will be born by the contractor. Institute will not provide such type of materials.
2. If the contractor do not work satisfactory of cleaning for three months continuously his/her contract will be cancelled and security will be forfeited.
3. If any lapses is seen , regarding cut will be imposed on day to day bases.
4. Cleaning work of office building should be finished before 10 a.m. every day.


 09/5/17
 वृषपाल सिंह

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SUB-CAMPUS, BIR-DOSANJH, NABHA

Annexure-II

GENERAL TERMS AND CONDITIONS

1. In case the contractor deploys 20 or more persons in a day, contractor/contract agency will have to obtain the license from the prescribed authority under contract labour (Regulation & Abolition) Act, 1970.
2. For the period the contract agency/contractor fails to operate to maintain the service either through willful absence of his staff, negligence, incompetence, failure or otherwise, CIRB, Nabha will recover from the contractor/contract agency such amount of expenditure it has incurred to rectify the lapse or deduct the necessary amount for the lapse it deems fit which shall not be less than 1000/- or twice the amount paid by the Institute whichever is more.
3. It will be the responsibility of the contractor to ensure timely payment of wages, PF deduction etc. to maintain proper record with respect to such payment. The payment of the wages of the workmen by contractor shall be made at the designated place.
4. The Institute will deduct Income Tax/Service tax at source, if any applicable under Income Tax Act.
5. The contractor/contract Agency will discharge all their legal obligation of their worker in respect of their wages and other service conditions and shall also comply with all the rules and regulation and provision of law in force that may be applicable to them from time to time viz. Statutory obligation under Contract Labour (Regulation and Abolition) Act, 1970. Minimum Wages Act, Workmen's Compensation Act, EPF and M.P. Act and industrial dispute Act etc. The contractor shall at the time of disbursement of wages to the workers submit the following records for verification to the designated officer in compliance to the contract labour (Regulation & Abolition) Act, 1970:
 - i) Register of workman employed by the contractor (Rule 75)
 - ii) Register of wages cum Muster Roll (Rule 78(i)(a)(ii).
 - iii) Register of deduction for damages or loss (Rule 78(i)(a)(ii)
 - iv) Register of advances to workman (Rule 78(i)(a)(ii)
 - v) Register of overtime (rule 78(i)(a)(iii)
6. The worker/staff members or the workmen/employees, the contractor/contract agency will be treated, regarded or considered or deemed to be the employees of the contractor/contract agency and he shall be responsible for their remuneration, wages to their benefits and service condition of all the workers deployed by the contractor/contract agency. Change of workman if any shall be immediately intimated to the Institute in writing.
7. The contractor or the staff engaged shall not at any stage cause or permit any nuisance at the premises of CIRB or do anything which may cause unnecessary disturbance or inconvenience to CIRB staff on duty.
8. The persons of the contractor shall be in uniform of the firm and will carry identity cards issued by the contractor.

Shree
09/15/17
तृषपाल सिंह