

भा0कृ0अ0प0 – केन्द्रीय भैंस अनुसंधान संस्थान
सिरसा रोड़, हिसार 125 001 हरियाणा)
फोन न0 01662.28161, फैंक्स न0 01662-275004,
ई-मेल: cirb@asia.com; वैब-साईट:www.cirb.res.in

क्र.सं: 4-12/सीपीएस/2017-18/वोल्यूम-IV

दिनांक 16 अगस्त, 2017

सेवा में,

Sub: Quotation for hiring of services for contract works for preparation of Master Plan (Digital) for CIRB, Hisar and CIRB, Sub Campus, Nabha, Distt. Pataila (Pb.) with Contours all information – regarding.

Dear Sir(s),

Sealed Quotations are hereby invited on behalf of Secretary, ICAR, The Director, CIRB, Hisar for hiring of services for contract work preparation of Master Plan (Digital) for CIRB, Hisar and CIRB, Sub Campus, Nabha, Distt. Pataila (Pb.) with Contours all information in the Annexure I, II & III. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

S. No.	Description of work	Area	Frequency	Name of Section
1.	Hiring of services for contract work for preparation of Master Plan (Digital) for:		As per the direction of I/c Estate Section	Estate Section
i)	CIRB, Hisar with Contours all information in the Annexure I, II & III	800 Acre		
ii)	CIRB, Sub Campus, Nabha, Distt. Pataila (Pb.) with Contours all information in the Annexure I, II & III	510 Acre		
	The contract work may be increased or decreased.			

ANY OTHER DUTIES ASSIGNED BY THE INCHARGE OF SECTION(S) FROM TIME TO TIME .

The closing and opening dates of the bidding documents will be as per schedule/detail given as under:-

Sr. No	Description of work	Date & time for submission of tender/ Quotation	Date and time for opening of tender/ Quotations (Financial Bid)	EMD (Rs.)
1.	Hiring of services for contract work for preparation of Master Plan (Digital) for:	31.08.2017 up to 2.30 PM	31.08.2017 at 3.00 PM	Rs. 15000/- in favour of Director, CIRB, Hisar in Shape of DD
i)	CIRB, Hisar with Contours all information in the Annexure I, II & III			
ii)	CIRB, Sub Campus, Nabha, Distt. Pataila (Pb.) with Contours all information in the Annexure I, II & III			

2. An earnest money of **Rs. 15000/- (Rs. Fifteen thousand only)** must be deposited in the form of demand Draft/pay order payable to Director, CIRB, Hisar. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating draft/pay order number and date, failing which the tenders will not be considered, if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sale 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 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.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. 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 tenders and all other related documents must be signed by every partner of the firm. A person signing the

tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute. 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 tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed" **THE JOB WORK CONTRACT FOR PROVIDING ALLIED SERVICES AT** (ICAR-CIRB, Hisar) with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders/Quotations should be sent by Registered Post. Tenders/Quotations to by hand delivered should be put in the tenders/quotations box, which will be kept in the CIRB, Hisar upto **2.30 PM on 31.08.2017** Office of the Purchase Section not later than time/date/month/year.
9. The rates quoted by each firm for contract work/hiring of services for contract work in quotations be given both in words and figures failing which the same is liable to be rejected. Tenderer/quotation is at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders/quotations on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders/Quotations for the whole or any portion or to state in the tenders/Quotations that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount at a rate of 10% of total contract value (Rs. In figures) (Rs. In words) as a security deposit for the contract is to be deposited by the selected agency/successful quoter only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Income Tax tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. The Director, Institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of Director, Institute shall be final for any aspect of the contract and binding to a" parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document :-
 - a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State govt.
 - b) Minimum turnover of the firm not less than Rs. 10 lakhs (Rs. Ten lakhs) during the last financial year.
 - c) Last three years experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.

- d) Certified Balance Sheet of the firm for last year of the service contract by the Chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the Services for the last three years.
- f) Employee EPF registration certificate issued by local govt. etc.
- g) Employee ESI registration certificate issued by local govt. etc.
- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) Service tax registration certificate issued by Govt. etc.
- k) Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CIRB on non-judicial stamp paper of Rs. 100/- (Rs. One hundred only) for each work.

Yours faithfully,

Administrative Officer

QUOTATIONS/TENDERS FOR THE CONTRACT FOR HIRING OF JOB
WORK/SERVICE CONTRACT FOR VARIOUS WORK(S) AT CIRB, HISAR

Full Name & Address of the Tenderer/bidder in
addition to Post Box No., if any, should
be quoted in all communications to this office
Telephone No.
Telegraphic Address/FAX/Cellular No.:
E-Mail address

To

The Director
CIRB, Sirsa Road
Hisar

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT for various work help desk and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Quotation/Tender at the rates given in Schedule-I to this Quotation/Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender/Quotation. The Schedules-I & II to accompany this Quotation/Tender are at pages _____
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD No. _____ Dated _____ of Rs _____ drawn in favour of Director, CIRB, Hisar and payable at S.B.I., NGM, Hisar or any nationalized bank at Hisar is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer/Quoter

Telephone No. Office

Resi. _____

Mobile No. _____

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Witness _____

Address _____

Occupation _____

TECHNICAL BID
SCHEDULE- I
SCHEDULE TO TENDERS

1. Name of the Firm/Agency
2. Full address with Post Box No. And Telephone No. if any

3. Constitution of the Firm! Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners
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4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration. ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner

5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

Part-II

8. Earnest Money Deposited: Yes/No

PART –III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders

10. Name of the Permanent Representative to be visiting CIRB, Hisar regarding

Date: _____ Place: _____

Authorized Signatory

Please add supplementary pages to be numbered wherever needed by the Tenders/quotations.

ICAR -CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SIRSA ROAD, HISAR (HARYANA)

YEAR-WISE DETAILS OF MINIMUM THREE YEARS EXPERIENCE/WORK DONE BY THE FIRM/AGENCY.

S N	Name of the Deptt./Organizations & Name of contract person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		

(Authorized Signature)

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : **31.08.2017 upto 2.30 PM**
Date of opening of Financial Bid : **31.08.2017 upto 3.00 PM**

To

The Director
CIRB, Hisar

Sir,

I/We wish to submit our quotations/Tenders for THE JOB WORK/ SERVICE CONTRACT FOR PROVIDING Various work (help desk) on the following rates.

S. No.	Description of work	Area	Frequency	Name of Section	Rate Quoted by the firm on lump sump basis in Rs. or Per Acre
1.	Hiring of services for contract work for preparation of Master Plan (Digital) for:		As per the direction of I/c Estate Section	Estate Section	
i)	CIRB, Hisar with Contours all information in the Annexure I, II & III	800 Acre			
ii)	CIRB, Sub Campus, Nabha, Distt. Patiala (Pb.) with Contours all information in the Annexure I, II & III	510 Acre			
The contract work may be increased or decreased.					

ANY OTHER DUTIES ASSIGNED BY THE INCHARGE OF SECTION(S) FROM TIME TO TIME .

Note: **The monthly lump-sum (consolidated) rate as asked for should be quoted. The rate quoted other manner or conditional rates will not be considered at all & rejected out rightly without any communication to such bidder(s)**

I/We agree to forfeit of the earnest money/ performance security if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tenders/quotations and are agreed to abide by these in letter and spirit.

Signature _____
Name & Address of the Firm _____
Telephone No. _____
Mobile No. _____

MASTER PLAN

DETAILS:

1. Total Land / Plot Area
2. Permissible F.A.R.
3. Consumed / Achieved F.A.R.
4. Plinth Area of various Non-residential Buildings
5. Plinth area of Residential Buildings
6. Ground Coverage of Non-Residential Buildings
7. Ground Coverage of Residential Buildings
8. Total Ground Coverage
9. Permissible Ground Coverage
10. Open Area / Green Area
11. Area under services
12. Farm / Research Area
13. Survey Plan (with contours and all linetra ops.)

*Corner Survey plotwise Area varies
from 3 Acre to 12 Acre.*

Building Plans

1. Approved Total Area
2. Actual Plinth Area

NON-RESIDENTIAL BUILDINGS

S.NO.	Type of Building	Height of Building	Total Plinth Area	Ground Coverage	Year of Construction
	Total				

RESIDENTIAL BUILDING

S.NO.	Residential with Quarter Type	Height of Building	Total Plinth Area	Ground Coverage	Year of Construction
	Total				

Proposed format may be modified as following: (Units-All given in acre)

	Area (In Acres)	Building (Residential/ Non-residential/ Service blocks/Shopping complex/Guest House etc.	Farm land/Research Area	Roads/Sports Ground/Park	For II Area	Area not utilized (specify land if any)	Remarks
AI Institute HQ							
AI Regional Centre-I (Bangalore Campus which includes main campus, A.DitC' campus, Isolation unit Yelahanka)							
AI Regional Station-II							
AI Regional Station-III							
KVIC-I							
KVIC-II							
Total Area							