



ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Bhaskar Nagar, Sriram Nagar PO

RAJAHMUNDRY - 533 105, A.P., INDIA

WEBSITE : www.ctri.org.in

ISO 9001 : 2015 CERTIFIED INSTITUTE



PBX Phones – 0883 2449871-74 :: Director (O) - 0883-2448995 :: SAO (O) – 0883 2448341
website - www.ctri.icar.gov.in; E-mail: ctri-ap@nic.in; (GSTIN 37AAAGC0822K1ZO)

No.F. 31(21)/HK&GM/2020-21/ADM-III(P&S)

Dated 06.05.2020

e-TENDER NOTICE
(NON TRANSFERABLE)

The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, A.P. invites Online Bids (Open e-tender in single bid system) from the eligible / interested Parties/Firms/Agencies for providing House Keeping & Garden Maintenance services on Job Contract Basis at ICAR-CTRI, Rajahmundry and its premises as per Section-I : Important Instructions for online Bidding, Sec-II : General Terms & Conditions for providing Services, Sec-III : Scope of Work, Sec-IV : Format for e-Bids (Quotations) & Sec-V : Any other relevant Documents to be attached along with the Tender Documents :

TENDER INFORMATION AND IMPORTANT DATES

S. NO	ITEM DESCRIPTION	DATE, TIME AND INFORMATION
(i)	Open Tender No.	31(21)/HK&GM/2020-21/ADM-III(P&S)
(ii)	e-TENDER ISSUE / SALE / DOCUMENT DOWNLOAD START DATE & TIME	From 09:30AM on 06.05.2020 to 02:00PM on 26.05.2020
(iii)	ONLINE BIDS SUBMISSION / ACCEPTANCE START DATE & TIME	From 09:30AM on 06.05.2020 to 02:00PM on 26.05.2020
(iv)	LAST DATE FOR SUBMISSION OF ONLIE BIDS & HARD COPIES (EMD, TENDER FEE AND OTHER SUPPORTING DOCUMENTS) AT OFFICE OF ICAR-CTRI, RAJAHMUNDRY	Up to 02:00 PM on 26.05.2020 at ICAR-CTRI, Rajahmundry
(v)	ONLINE BID OPENING DATE & TIME	At 02:30 PM on 27.05.2020
(vi)	PRE-BID MEETING/VISITING, IF INTERESTED / REQUIRED.	Till 05:00PM on 25.05.2020 during working hours i.e. 0930 hrs to 1700 hrs
(vii)	VALIDITY OF TENDER	90 days from the date of opening of tender
(viii)	TENDER DOCUMENT FEE	Nil
(ix)	EARNEST MONEY DEPOSIT	Rs. 30,000/- (Refundable)
(x)	Security DEPOSIT	10% OF CONTRACT VALUE

2. Tender documents can be downloaded from Central Public Procurement Portal(e-procurement website) <https://eprocure.gov.in/eprocure/app> & www.ctri.org.in and online bids should be submitted through CPP Portal <https://eprocure.gov.in/eprocure/app>. Hence, aspiring Bidders/ Suppliers who have not enrolled/registered at e-procurement website should enroll/register themselves before participating. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Section-I Regarding 'Important Instructions for online Bidding'.

3. The Bidder must be a Sole proprietor or individual Company/ HUF / Partnership Firm /Cooperative Society/Corporation and Consortium of Companies is not allowed. Bidder should have PAN, Registration Certificate, Goods & Service Tax registration, etc as applicable and submit the scanned copies of all necessary supporting documents through online. However, Tender Fee, EMD and all other documents (hard copies) should be submitted to this office before due date for submission of E-BIDS.

4. The bidders are requested to submit their online e-bids as per the instructions indicated at Section – I & II. Manual bids shall not be accepted.

5. The contract is subject to the conditions that the firm shall comply with all the labour laws of Central Government as applicable relating to the Housekeeping & Garden maintenance services contract.

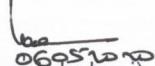
6. The contractor is advised to do a complete survey of CTRI Institute and its premises, etc, before offering bids, if necessary, at their own interest and cost.

7. Acceptance of e-tender by the Institute will be communicated by letter/Fax/E-mail/any other form of communication and the contractor should start the job immediately upon receipt of the same. No request for alteration in the quoted rates will be permitted.

8. In case of successful bidder does not accept the work order within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money will be forfeited.

9. The Director, ICAR-CTRI, Rajahmundry reserves the right to reject any or all tenders in whole or part without assigning any reason.

10. The decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of the tender & contract and binding to all parties.


(V Bhagyalakshmi)
Senior Administrative Officer I/c
ICARCTRI, Rajahmundry

Encls: Section I to V

Copy to the OIC, AKMU / Tender Publisher, A-III (P&S) for information and with a request to place the tender notice at CTRI Website / CPP Portal.

Copy to Notice Board

SECTION – I

IMPORTANT INSTRUCTIONS FOR ONLINE BIDDING

1. INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2. REGISTRATION

- I. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "Click here to Enroll" option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- III. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VII. Bidders can log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

3. PREPARATION OF BIDS

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- ii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- iv. Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.

- v. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

4 SUBMISSION OF BIDS

- A. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- B. Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- C. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- D. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG.
- E. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- F. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- G. Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- H. Utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.
- I. Bidders shall download the Schedule of Quantities & Prices , in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in white background cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- J. If the template of Schedule of Quantities & Prices file is found to be modified in the eventuality by the bidder, the bid will be rejected.
- K. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- L. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- M. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.
- N. Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- O. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

5. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk.
- c) Toll Free Number 1800-3070-2232. Mobile Nos 91-7878007972 and 91-7878007973.

Note: The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:-

- d) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline.
- e) Register your organization on CPPP well in advance of tender submission deadline.
- f) Get your organization's concerned executives trained on CPPP well in advance of tender submission deadline.
- g) Submit your bids well in advance of tender submission deadline on portal (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of portal, the fourth instruction is relevant at all times.

Note: Electronic procurement system will not allow any bidder to place their bids after the expiry of scheduled date & time. ICAR-CTRI shall not be responsible for any delays / problems related to bandwidth, connectivity etc., which are beyond the control of the ICAR-CTRI."

SECTION – II

GENERAL TERMS & CONDITIONS:

1. The e-tender documents containing details for providing House Keeping and Garden Maintenance services at ICAR-CTRI, Rajahmundry and its premises, terms & conditions of contract, etc., can be obtained from the office of the ICAR- Central Tobacco Research Institute, Bhaskar Nagar, Rajahmundry-533 105 (AP) can also be downloaded from CTRI's web site (www.ctri.org.in) / Central Public Procurement Portal web site (www.eprocure.gov.in) at free of cost.
2. Please submit your rates through online in the e-tender form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules. Please submit your financial bid online and all other documents need to be submitted both online as well as in hardcopy form at ICAR-CTRI, Rajahmundry before closing date.
3. An earnest money deposit of Rs. 30,000/- (Rupees Thirty Thousand only) must be deposited in the form of demand draft drawn in favour of "ICAR Unit : CTRI" payable at Rajahmundry. The Tenders will not be considered if earnest money is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-CTRI.
4. The Bidder must possess a valid registration, PAN Number, Goods & Service Tax Registration, EPF, ESI, etc and Bidder should provide copy of the same along with the bids.
5. The contractor shall not sublet the work to any other agency.
6. The contract will be initially for a period of one year and extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance and willingness by the contractor to continue on mutually agreed terms.
7. The work for providing House Keeping and Garden Maintenance services at ICAR-CTRI, Rajahmundry and its premises shall have to be undertaken as detailed at Section –IV of tender document.
8. Income Tax (TDS) as applicable shall be deducted from the monthly bills by this office and would be paid directly to the concerned authorities as per Government of India order in force and as amended from time to time. However, copies of challans for said Tax Deductions at Source would be forwarded to the contractor.
9. The contract may be terminated within the contract period by giving a clear 30 days advance notice in writing, if the services of the firm are not found satisfactory. If agency wants to do withdraw their services at your accord, you can do so only after giving prior one month notice in advance, failing which the Institute will have the right to recover one month wages as penalty in lieu of late notice from your bills/other sources.
10. For a bidder, who has participated in the e-tenders, it will be automatically assumed that all the terms and conditions of the tender have been accepted. A tender acceptance letter as per Annexure-1 should be submitted along with tenders. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the tenderer has uploaded conditional bids, the bid will be summarily rejected.
11. Bids should be valid for a minimum period of 90 days after closing date of the submission of bids.

12. EARNEST MONEY DEPOSIT (EMD)

(i) The Earnest Money Deposit of Rs. 30,000/- should be submitted in the form of Demand Draft drawn in favour of "ICAR UNIT-CTRI" payable at Rajahmundry. A scanned copy is to be uploaded along with Technical Bid and original copy should be sent by post to this office to reach well within the due date.

(ii) Quotations uploaded without EMD will be rejected.

(iii) The EMD of the tenderer shall be forfeited without prejudice to any other rights or remedies as given below: -

(a) If the tenderer withdraws his tender during the specified period of tender validity.

(b) If, after acceptance of his tender, the tenderer fails to comply the work order.

(c) If, after acceptance of his tender, the tenderer fails to furnish the Security Deposit.

(iv) The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on finalization of the tender. Further, no interest on EMD will be paid.

(v) The firms which are registered under NSIC have exemption from submitting EMD. However, an undertaking with copy of valid NSIC certificate to be submitted for such claim for scrutiny and verification.

13. The contractor has to submit the financial bids as per format provided at CPP Portal and all other relevant copies should be uploaded online.

A SOFT COPIES THROUGH ONLINE SUBMISSION

The following Scanned copies of documents are to be furnished by the bidder as per the tender document.

- (i) PAN /TAN Number of the firm as applicable.
- (ii) Registration Certificate of the firm to undertake the job contract.
- (iii) Employee EPF registration certificate
- (iv) Employee ESI registration certificate
- (v) Goods & Service Tax registration certificate
- (vi) The contractor / agency must have a registration with the Contract Labour (Regulations and Abolition) Act, 1970. If not, the contractor shall obtain the labour licence under this act.
- (vii) Last three years continuous experience of the firm in the field of providing House keeping & Garden Maintenance services in any Central / State /Autonomous bodies of Govt/Corporations of Govt/reputed public or private organisations.
- (viii) Income Tax Annual Return copies for the last three years.
- (ix) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
- (x) Scanned copy of Tender Acceptance Letter (Annexure-1)
- (xi) Scanned copy of documents like copies of DDs for Tender document Cost/Fee & Earnest Money Deposit etc. as uploaded on the portal.

Note :The original payment instruments like Demand Drafts etc as specified in this tender document and other important documents, if any, have to be sent to The Director, ICAR-Central Tobacco Research Institute, Bhaskar Nagar, Rajahmundry-533105, E.G.Dt. Andhra Pradesh by post/speed post/courier/by hand on or before Bid submission closing Date & Time. Otherwise the tender will be summarily rejected without assigning any reason.

Note : Manual bids shall not be accepted. Any submission of copies of manual bids leads to rejection.

B

HARD COPIES TO BE SUBMITTED THROUGH OFFLINE

(i) Bidders shall submit the hard copies of above mentioned documents(technical documents), including original copies of Demand Drafts for tender fee, EMD, etc, in sealed envelope by the due date duly superscribed on the cover as tenders for providing House Keeping & Garden Maintenance services at ICAR-CTRI, Rajahmundry and its premises.

C

PRICE BID

(i) Schedule of price bid is in the form of BoQ*.xls should be submitted online as per instruction indicated at Section –I above. The BOQ*.xls (Price bid format) is provided / available during online bid submission at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ*..xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

(ii) L1 shall be evaluated on total amount, inclusive of all applicable as mentioned in the Financial Bid Format.

(iii) The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date as specified in this tender document. The System will not allow to submit the online bid after due date & time and hence requested to make arrangements to submit the online bid within the due date and time.

14. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time. The Director, ICAR-CTRI, Rajahmundry reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.

15. The tenderer should fill the financial bid showing total monthly consolidated amount (lumpsum) on Job Contract basis. which will include all mandatory payments such as Minimum Wages, ESI, EPF, service tax (GST), etc. The ICAR-CTRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, Bonus, etc.

16. EVALUATION CRITERIA

(i) L₁ shall be evaluated based on total quoted amount inclusive of taxes, duties and levies, etc as mentioned in the Financial Bid Format, which includes applicable minimum wages and respective liabilities like EPF, ESI, etc. Financial evaluation would be based on the detailed breakup of the price bid (as per Appendix of Section IV - modal format attached at Section –IV).

17. The tenderer whose tender is accepted shall be required to appear in the office of the Officer In- charge, MSU, in person to submit the acceptance of contract along with security deposit for 10% of contract value by swiping at Cash Counter or in the form of Demand Draft drawn in favour of The Director, CTRI payable at Rajahmundry or in the form of Bank Guarantee Bond within fifteen days from the date of receipt of work order.

18. PERFORMANCE SECURITY

- (i) Successful bidders shall submit a Performance Security of 10% of the cost of the work order within 15 days of the placement of order in the form of Demand Draft or Bank Guarantee.
- (ii) In case of the Performance Security is in the form of Bank Guarantee from any Nationalized Banks/scheduled banks, the Bank Guarantee shall be valid for 60 days more after the completion of all Contractual Obligations as per the tender documents.
- (iii) In case, the tenderer either fails to provide satisfactory services during the contract period, the Performance Security submitted by the firm shall be forfeited.
- (iv) Performance Security shall be released after 60 days over and above the contract period.
- (v) The proceeds of the Performance Security deposit shall be payable to the Office as compensation for any loss (including loss of opportunity, time or cost) resulting from the tenderer/Bidder's failure to comply with its obligations under the Contract.
- (vii) No interest will be paid by the Director, ICAR-CTRI, Rajahmundry on the Performance Security.

19. This tender for "House Keeping and Garden Maintenance" is on JOB CONTRACT on area basis, and works are to be carried out under the supervision of concerned officer of the Institute.

SITE VISIT

20. The tenderers are advised to visit and examine the site, on their own interest, before submission of tender. They may obtain all relevant information that may be necessary for preparation of the e-bid. They may assess the quantum of work, etc. If any clarification is required, tenderers may contact the Sr. Administrative Officer, CTRI / OIC, Maintenance Service Unit on all working days during office hours only as indicated in the tender.

21. The contractor will discharge all his legal obligations in respect of the workers to be employed / deployed by him for the execution of the work in r/o 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 for time to time. It is the sole responsibility of the contractor to fulfill all the statutory requirements as envisaged under Contract Labour (R&A) Act, 1970.

22. The contractor shall not employ any person who is under the age of 21 year for specified works. All the workers to be deployed for this purpose shall be with robust health and clean record (preferably within age group of 21 to 50 years).

23. The contractor shall responsible for necessary personal safety of workers employed on the site. This office does not take/accept any responsibility for the disputes that may arise between the labour and contractor during the execution of the work.

24. All tools, tackles, and equipments including grass cutting machine, chemical sprayer, etc., shall be provided by this Institute. Similarly, all essential materials like brooms, brushes, phenyl, cleaning acid and soap water, fertilizer, chemicals, etc. shall be provided by the Institute.

25. Any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.

26. The contractor shall keep a complaint register and shall be open to verification by the authorized officer for the purpose. All complaints should be immediately attended to by the agency.

27. The monthly wages/ payment to the personnel engaged under this contract are to be disbursed by 7th of every month positively. Further, the contractor shall submit the bills to The Director, CTRI, Rajahmundry along with an undertaking that "the Contractor has full filled all the statutory obligations, as per the contract labour (R&A) Act " to the concerned.

28. The agency shall submit monthly bills along with documentary proof of payment of EPF & ESI, etc on the first working day of every month, for the job performed for the preceding month and CTRI shall make online payment to the agency. Bank Account details are also to be submitted along with bill. However, applicable taxes, TDS, etc., which are as per the rules of the Govt. of India, shall be deducted at source from the monthly bills in accordance rules in force and amended from time to time.

29 In case of any dispute regarding payment of wages and rates, etc. raised by any of the personnel engaged by your Agency under this contract, the sole responsibility/liability to settle the dispute shall rest with Agency and for any reasons if, any extra payment becomes due payable to any individual will be borne by your Agency only.

30. The Personnel to be engaged by your Agency shall not have any right to claim any employment at any time, for any reasons whatsoever and CTRI shall have no responsibility or liability, in this regard. The Personnel shall always be on the Rolls of your Agency only.

31. Loss/Damages:- In case of any loss or damage done to the property of the CTRI by the personnel deployed by the agency at CTRI premises, the charges for damages as decided by the competent authority will be recovered from the agency. In this regard, the decision of the competent authority of CTRI shall be final and binding.

32. Liquidated Damages Clause The contractor shall be responsible for the faithful compliance of the work order. Any breach or failure to perform the same may result in termination of the work order and forfeit the security deposit. In such cases, the decision of the Director, CTRI is final and binding to all parties.

33. The Director, ICAR-CTRI, Rajahmundry reserves the right to reject any or all tenders in whole or part without assigning any reason.

SCOPE OF WORKDETAILS OF HOUSEKEEPING & GARDEN MAINTENANCE WORKS ON JOB
CONTRACT BASIS

Job contract for providing House Keeping and Garden Maintenance services at ICAR-CTRI, Rajahmundry and its premises are as follows: -

S.No.	Description of the work
1.	<p>a) House Keeping work including cleaning of floor (13,000 sq mts) and toilets (18Nos.) at Main Institute, Scientist Home & Krishi Vihar</p> <p>b) Garden Maintenance, including all activities related to garden (6,300 sq mts) and cleaning of roads within building premises (4,000 sq mts) at Main Institute & Krishi Vihar</p> <p>c) Attending minor plumbing works and operation of pumps (02 Nos.) in the areas coming (a) & (b) above.</p>

SECTION – IV
FORMAT FOR E-BIDS (QUOTATIONS)

Last Date for receipt of e-tenders : 26.05.2020 upto 02:00 PM
Date of opening of e-Tenders : 27.05.2020 at 02:30 PM

To
THE DIRECTOR,
ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE,
BHASKAR NAGAR,
RAJAHMUNDRY - 533105
ANDHRA PRADESH

Sub: For Providing House Keeping and Garden Maintenance Services at ICARCTRI,
Rajahmundry and its premises.

Sir,

With reference to your e-Tender on the above cited subject, I / We quote the rates per month for the following mentioned on Job Contract basis, including all applicable taxes, etc.

Sl. No.	Description of works	QUOTED RATE PER MONTH
1.	Monthly consolidated amount for providing House Keeping & Garden Maintenance services on job contract basis at ICAR-CTRI, Rajahmundry and its premises as specified in tender, as specified in the terms & conditions and scope of work of the tender document with highest standard of services, excluding service tax	Rs. -----
2.	Service tax(GST) as per applicable rates	Rs. -----
3.	GRAND TOTAL, including service tax(GST)	Rupees in Figures Rs. ----- Rupees in Words Rupees ----- ----- -----

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit. Further, detailed break-up as per given format is also attached.

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

Tender inviting Authority: The Director, ICAR-CTRI, Rajahmundry

Name of Work: Providing House Keeping and Garden Maintenance Services at ICARCTR, Rajahmundry and its premises.

Contract No: 31(21)/HK&GM/2020-21/ADM-III(P&S) dated 06.05.2020

Name of the
Bidder/ Bidding
Firm / Company :

NOMENCLATURE OF POLY(URIDYLIC ACID)

Name of the
Bidder/ Bidding
Firm / Company : _____

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

SECTION – V

OTHER RELEVANT DOCUMENTS

Annexure-1

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: _____

To,
The Director
ICAR-CTRI
Bhaskar Nagar,
Rajahmundry
E.G. Dist, AP- 533105

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'e-Tender' from the web site(s) namely: downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> & www.ctri.org.in as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. ___ to ___ (including all documents like, Sections I to V, etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit and initiate legal action under Prevention of Corruption Act 1988 and stipulations contained in Indian Penal Code.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)