



भाकृअनुप -राज्य चावल अनुसंधान संस्थान, कटक-753006 (ओडिशा)
**ICAR-NATIONAL RICE RESEARCH INSTITUTE
CUTTACK-753006 (ODISHA)**
Department of Agricultural Research and Education (DARE)
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An ISO 9001:2015 Certified Institute



TENDER DOCUMENT (Two Bid system)

NAME OF WORK: Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus" at ICAR-NRRI, Cuttack

Tender Enquiry No: 03/House Keeping/Tech./2021

Tender published at Website:

<https://eprocure.gov.in>

<https://icar-nrri.in>

CPPP Helpline No: 1800-3070-2232, 0120-4200462
0120- 4001002



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E-TENDER NOTICE

F. No. 53-05/2020/House Keeping/Tech.

Sub: Tender for Job/Work/Service contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.

The Director ICAR-National Rice Research Institute (ICAR-NRRI) invites online **OPEN TENDER IN TWO BID SYSTEM** through e-tendering method from reputed Firm/Agency/Contractor for **Job/work/service contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.** Eligible Firm/Agency/Contractor may submit tenders/bids online on CPP Portal (<http://eprocure.gov.in/eprocure/app>) from **12/03/2021 to 03/04/2021 up to 3.00 PM.** Tenderers are required to upload all documents in CPP Portal and submit the hardcopy to the **Director, ICAR-NRRI, Cuttack-6** on or before the closing date and time of Tender. Details can be obtained for <https://icar-nrri.in>

1. The tender form/bid document may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website www.nrri.nic.in. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted in any circumstances.
2. ICAR-NRRI will not be responsible for any delay in enrollment or submission of the bid/up-loading the bid on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
3. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.nrri.nic.in and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the above websites to keep themselves updated.
4. The Director, ICAR-NRRI, Cuttack may at his/her discretion to extend this date by a fortnight and such extension shall be binding on Tenderers.
5. The Director, ICAR-NRRI, Cuttack reserves the right to accept or reject any or all the quotations/bids either in full or in parts without assigning any reason.
6. **Link: eprocure.gov.in**
7. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
8. Estimated cost is **Rs. 48.00 lakhs** per annum (Approximately)

9. **CRITICAL DATA SHEET (SECTION)**

Tender Number	03/House Keeping/ Tech./2021
Description of work	Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack
Type of Tender	Two Bid system
Bid submission Start Date and Time	12/03/2021 3.00 p.m. to onward
Bid submission End Date and Time	03/04/2021 up to 3.00 p.m.
Date and time of opening Tenders	05/04/2021 at 3.00 p.m.
Financial Bid to be opened	As will be reflected in the Technical Evaluation Report
Bid Validity	180 days from the date of Technical Bid opening.
EMD	Exempted till 31.12.2021, but Bid Security Declaration (Annexure-XII) must be submitted in the letterhead of the bidders for accepting the clause that <u>the bidder will be suspended from participation in bidding process for One Year from the date of opening if they withdraw or modify their bids during the period of validity etc.</u>
Security Deposit	3% of the total Annual contract value should be deposited in shape of Demand Draft in favour of Director, ICAR-NRRI, Cuttack-6 payable only at the State Bank of India, Nayabazar, Cuttack-753004, A/c. No.- 10329386033 , IFS- SBIN0002094, MICR No. 753002016
Submission of Bids	Online bids uploaded on CPP Portal (http://eprocure.gov.in/eprocure/app .) from 12/03/2021 to 03/04/2021 up to 3.00 p.m. Hard copy of the tender must also be submitted on or before closing date and time.
Details of tender	Tender Documents and Notice is also available on ICAR-NRRI website (www.icar-nrri.nic.in)

10. Scope of proposed work and other requirements related to the contract, including formats of the bids, terms and conditions of the contract etc., are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE –I
3.2	Scope of work	ANNEXURE- II
3.3	Instructions to Bidders	ANNEXURE-III
3.4	Check list for Technical Bid Evaluation	ANNEXURE-IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
3.6	Details of Minimum 03 year experience/work done	ANNEXURE-VI
3.7	Draft Agreement	ANNEXURE-VII
3.8	Financial Bid (BOQ)	ANNEXURE-VIII
3.9	Certificate for Non-Blacklisting	ANNEXURE-IX
4.0	Technical Bid	ANNEXURE- X
4.1	Tender Acceptance Letter	ANNEXURE- XI
4.2	Bid Security Declaration	ANNEXURE- XII

11. The entire tender document including all Annexures, except the Financial Bid in Annexure –VIII, will be part of the Technical Bid and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (<http://eprocure.gov.in/eprocure/app>.) Hard copy of the tender must be submitted to **Director, ICAR-NRRI, Cuttack-753006** on or before the last date and time of submission of Tender on CPP Portal. Special instructions to the Bidders for e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal. <http://eprocure.gov.in/eprocure/app>).

**Head of Office
For on behalf of the Director**



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ANNEXURE –I



Note: All communications must be addressed to 'The Director', ICAR-NRRI, Cuttack-753006. (Odisha)

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR JOB/WORK/SERVICE CONTRACT FOR "PROVIDING HOUSE KEEPING SERVICES AT NRRI CAMPUS" AT ICAR-NRRI, CUTTACK.

LETTER OF INVITATION

From:

The Director
ICAR-NRRI, Cuttack-6.

Dear Tenderer/Sir (s),

1. Online bids are hereby invited on behalf of the Director, NRRI, Cuttack-6 for annual contract of **Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.** The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures. Please **submit/upload your Technical and Financial Bid online in CPP Portal and submit the hardcopy of Technical Bid to the Director, ICAR-NRRI, Cuttack before tender closing date.**
- 1) The Firm/Agency/Contractor after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof.
- 2) Director, ICAR-NRRI reserves the right to reduce or terminate the period of contract or extend its duration in the interest of ICAR-NRRI, for any justifiable reasons, not mandatory to be communicated to the Firm/Agency/Contractor. The decision of the Director, ICAR-NRRI will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 4) Acceptance of the offer will be communicated by email/fax/letter or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions in the email/fax/letter should be acted upon immediately.
- 5) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

Head of Office
 For and on behalf of the Director
 ICAR-NRRI, Cuttack-6

Scope of work:

Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack

Sl. No	Description	Quantity	Schedule of work
1.	Sweeping and mopping of all the rooms, laboratories, offices corridor, stair case etc. (18000 Sqm.) with Laizol /white phenyl (Phytofresh). a) This includes Administrative building, various laboratories, including biotech lab. Building, Engineering section, farm section, Kishan Bhawan, Gene bank, EMS, EMU, CMU, Dispensary (6160 Sqm.), Central Genomic Laboratory (Ground floor – 708 Sqm. + 1 st Floor – 620 Sqm. + 2 nd floor – 708 Sqm.= 2036 Sqm.), Social Science building (Ground floor - 346 Sqm.+ and 1 st Floor-106 Sqm.= 452 Sqm.). b) Guest House & Annex., INS Hostel, (496.84 + 601.82 + 740.98 = 1839.64) Sqm. c) Sweeping and mopping of staircase of all the blocks of flat type quarters.	16160, Sqm. + 2036 Sqm. + 452_Sqm. = Total: 18,648 Sqm.	On all working days
			On all working days
		1840 Sqm.	All days throughout the year
		18 Staircases	Six days in a week
2.	To dust and clean the entire furniture, office equipment, doors, windows frames, sinks / wash basins of all areas in all the rooms of the above mentioned buildings daily before 10.00 a.m. on all working days.		On all working days.
3.	a) To wash and clean all the toilets in the above mentioned buildings (twice daily – once before 10.00 a.m. & the other from 01.30 p.m. to 02.30 p.m. with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every days. b) Cleaning of toilets at Guest House, annex, INS Hostel, Additional hostel wing etc.	Latrine = 55 + 18 (Genomics 15 + 3 Social Sci.) =73 nos. Urinal pans = 63 + 13 (Genomics 9 + Social Sci. 4) = 76 nos., Wash basin = 71 + 18 (Genomics 15 + Social Sci. 3) =89 nos., Urinal Blocks = 23	Six days in a week.
		Latrine = 22 Urinal pans = 14 Wash basin = 36	All days throughout the year
4.	Collection of scrap materials, Garbage, etc including waste paper from rooms, waste paper-baskets, lobbies and putting in bags at the specified location.		Six days in a week
5.	Cleaning of open and cover drains in the Office, Laboratory and residential areas. Removals of chokes from drainage from time to time and periodical cleaning of underground drains.	2500 Mtrs.	Six days in a week
6.	Carrying and dumping of garbage from garbage pits and all area of official buildings and periphery including drains and brunt them periodically or shifting to municipal vat as the case may be. The contractor is to use their transport for carrying the garbage etc.		Six days in a week

7.	Cleaning of Sewerage Tanks (66 nos.) in residential & Non-residential areas. a) Minor cleaning (latrine chock, overflow, etc.) b) Major cleaning – Cleaning of all Sewerage Tanks mechanically by suction pump etc.	66 nos.	7 to 10 chambers in a month
			Once in a Year in a suitable month intervals.
8.	a) Thorough washing, by water flow and with liquid floor cleaners of floor, stairs & toilets of the above-mentioned buildings including Jubilee Hall, Recreation Club, Ladies club and Players refreshing room etc. b) To clean the roofs of the above mentioned buildings so that no dust/garbage gathers on the roof closes the face of the pipelines and also to uproot plants growing in and around the roof.		Once a week after the office hours.
			Once a fortnight
9.	a) Removal of cobweb of the above mentioned buildings. b) To dust and clean with wet cloth and other requisite chemicals the glass fittings, the windows, the electrical fittings like fan, bulbs, tube light and other computer related items, brass and metal fittings of the above mentioned main buildings etc.		Once a fortnight
10.	Cleaning of Main drain (MS-II) from Keshpur village to Gulguli gate, Cutting of grass / Bush on both side of Bund and dumping the garbage. The contractor to use his/her transport for carrying the garbage to municipal vat.	Drain = 1800 m. Two sides 7 ft. each	Once in a month.
11.	Other Timely Works a) Lifting, carrying and disposing the insect's and animals etc. if found in and around the office building. b) Removal of beehives and cobwebs/honey webs from the office building and its premises. c) Special cleaning of all the drains, outlets, terrace, etc. before monsoon to avoid any water stagnation and leakage.		As and when required.

(II) STORAGE OF CLEANING DEVICES:

After cleaning, house-keeping activity is over, clean the devices like mops, buckets, wipers, broom & brushes with fresh water & detergent, squeeze out water completely and hang wipers and mops. It should be ensured that all cleaning devices in the Janitor room are clean & dry.

(III) WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening i.e. segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio-degradable and non-bio-degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Cuttack Municipal Corporation.

IMPORTANT NOTE:

The Agency who will be awarded the Job should ensure that the instructions / guidelines / circulars issued by ICAR / Govt. of India from time to time in respect of "Solid Waste Management" etc. under "SWACHHA BHARAT ABHIYAN" be strictly followed and executed promptly/immediately in letter and spirit.

MATERIALS TO BE USED FOR THE ABOVE CLEANING/MONTH

(Cost of material is to be included in the above table of annual contract and monthly requirement is to be handed over to the estate manager by end of 1st week of each month)

Sl.No.	Materials	Quantity	Brand/make
1.	Black Phenyl	30 lit	Bengal Chemicals
2.	Lysol (floor cleaner)	120 lit	Any leading brand
3.	Bleaching Powder	75 kg	Red plus/Swastik / IDD Pvt. Ltd.
4.	Naphthalene ball	04 kg	Bengal Chemicals
5.	Mosquito oil	60 liters	Raju chemical / IDD Pvt. Ltd.
6.	Floor Cleaning Acid	04 lit	Raju chemical / IDD Pvt. Ltd.
7.	Air purifier Odonil	130 cakes of 50gm each	Any leading brand
8.	Room freshener	30 packs	Airwick/Reckitt Benekiser/ Any leading brand
9.	Harpic (500ml.)	25 bottles	Reckitt Benekiser
10.	Colin (500ml.)	Five	Reckitt Benekiser
11.	Floor cleaning powder	50 Kg	Hindustan Lever / Any leading brand
12.	Mopes	60 meter of Jali cloth	
13.	Full Jhadu	15 PC/month	
14.	Broom stick	12 PC/month	
15.	Phauda	As per requirement	
16.	Rubberized floor cleaner	As per requirement	
17.	Plastic pipe	As per requirement	
18.	Bucket	As per requirement	

N.B. : The price bid should be submitted on-line in the "BOQ format of Excel file" only as available in the Tender Notice in CPP Portal (<http://eprocure.gov.in>).

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. However, hard copy of the complete set of Technical Bid may also be submitted to the **Head of Office, ICAR-NRRI, Cuttack-6**. Bids submitted only offline will be summarily rejected. The Technical Bid uploaded on the portal must contain all requisite documents called for in the tender. Both bids (Technical and Financial) must be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. The two separate bids shall contain information as under:-
 - a) **Technical Bid:** This shall contain the entire tender document, except **Annexure-VIII**, which relates to the Financial Bid, with each page signed and with the Rubber Stamp of the Bidder. All other required supportive documents towards eligibility and experience criteria as mentioned in **Annexure IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the Technical bid, the offer is liable to be rejected.
 - b) **Financial Bid:** This shall contain the schedule of rates duly filled in the prescribed formats i.e. **Annexure VIII**.
3. No conditional bid (s) will be accepted.
4. The tender must be in the prescribed format only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed Proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices whether in words/figures shall summarily be ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single Firm/Agency/Contractor meeting all scope of works and fulfilling all the terms and conditions of the tender with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities.
6. The Financial Bid will be opened only for those bidders who will be technically qualified in the Technical Bid. The past performance of the bidders with the user Department will be an important criterion in evaluating the Technical Bid. The Director, ICAR-NRRI reserves the right to reject all or any of the quotations/bids and decision of the Director, ICAR-NRRI in this regard shall be final and binding.
7. The successful bidder shall have to deposit **3%** of the Annual Contract Value as Performance Security / Security Deposit within the stipulated time fixed by ICAR-NRRI.
8. The Firm/Agency/Contractor has to carefully assess the scope of works in the specific reference to the inside and outside premises of the building and understood the details of the infrastructure/facilities requisitioned. The Bidder (s) may in their own interest, inspect the site i.e. inside the ICAR-NRRI Campus at ICAR-NRRI, Cuttack where the services are to be provided. It shall be deemed that the Firm/Agency/Contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of Bid and no plea/complaint about the site will be entertained afterwards. For any clarification(s) as to the tender/Scope of works or inspection of the premises, the prospective bidders may contract **Chairman, CDC / In-charge Farm Manager, Estate Management Section, ICAR-NRRI, Cuttack – 753006** with prior appointment on any working day between 10.00 a.m. to 5.00 p.m.
9. No interest on Security Deposit shall be paid by the ICAR-NRRI to the Bidder (s).
10. The Firm/Agency/Contractor is being permitted to submit tenders in consideration of the stipulations on their part that after submitting tenders, they will not rescind from their offer or modify the terms and conditions thereof.

11. The Performance Security/Security Deposit shall be valid till all contractual obligations are fulfilled by the Firm/Agency/Contractor. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract.
12. The tenderer are liable to be ignored, if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled. Person signing the tender or other documents must ensure that he/she is an authorized person on behalf of the Firm/Agency/Contractor to do so. The 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 the authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the ICAR-NRRI 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 to the tender and annexures, if any, should be duly signed and stamped by the tenderer.
13. Acceptance by ICAR-NRRI will be communicated by FAX, e-mail, Speed Post or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions by FAX, e-mail/Speed Post etc. should be acted upon immediately.
14. Details of essential documents required for evaluation of Technical bids are provided in **Annexure IV**.
15. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the Director, ICAR-NRRI. The Contract will be strictly monitored as per Scope of work given in **Annexure-II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the period of contract or any other contractual dispute arises, the contract can be terminated by giving one month notice. The decision of Director, ICAR-NRRI in this regard shall be final and binding.
16. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the Firm/Agency/Contractor.
17. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the period of its tenure including extended tenure, if any, the ICAR-NRRI shall have all rights to make suitable alternative arrangements for a period of **45 days** from the date of such termination or till a new tender is finalized, whichever is earlier and the difference in cost, if any, will be borne by the Firm/Agency/Contractor.
18. The rates quoted shall be fixed for the period of the contract of one year and no request for any change/modification shall be entertained before expiry of the period of the contract. However, if the contract period extended further after completion of one year, the rates approved by ICAR-NRRI may be considered for revision/enhance as and when the Minimum wages enhanced by the Chief Labour Commissioner (Central), Govt. of India and other statutory dues/payments such as EPF, ESI, GST etc by the concerned department (s) and only on receipt of written request from the Firm/Agency for revision of rates. But the Service Charges quoted by the Firm/Agency/Contractor and approved by ICAR-NRRI shall be fixed for the period / extended period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract as well as extended period of contract.
19. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The ICAR-NRRI shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the Firm/Agency/Contractor in course of performing works of ICAR-NRRI. Neither the Firm/Agency/Contractor nor its workers/services shall have any claim on ICAR-NRRI for compensation or financial assistance on this account.
20. The Firm/Agency/Contractor shall be responsible for payment of Wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the members account maintained by EPFO & ESI as per prevailing Acts/orders of Govt. of India. If any dispute arises between the Firm/Agency/Contractor and its

manpower/services in the matter of wages or any service conditions, the same will be settled amongst the Firm/Agency/Contractor and the workers/services engaged by it, themselves. The ICAR-NRRI in no case shall be a party to such dispute.

21. It shall be the responsibility of the Firm/Agency/Contractor to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the works in particulars, then the Performance Security/Security Deposit will be confiscated and Firm/Agency/Contractor will be blacklisted by ICAR-NRRI.
22. The workers deployed by the Firm/Agency/Contractor should not have any police records/criminal cases against them. The Firm/Agency/Contractor should make adequate enquiries about the character and antecedents of the workers, whom they are deploying. The service provider will provide the duly filled police verification form of the personnel/services to ICAR-NRRI within **fifteen days of award of contract and ICAR-NRRI will get them verified from the police authorities**. The Firm/Agency/Contractor will provide Name Address, Telephone No & Photographs of its employees/services deployed at ICAR-NRRI to the **Head of Office, ICAR-NRRI, Cuttack-6**.
23. That no right, more or less a legal right shall vest on the Firm/Agency/Contractor workers/services to claim/have employment or otherwise seek absorption in ICAR-NRRI nor shall they have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of ICAR-NRRI. The worker/services will remain the employees of the Firm/Agency/Contractor and will be the sole responsibility of the Firm/Agency/Contractor to make it clear to them before deputing on work at NRRI. There is no Master and Servant relationship between the employees of the service provider and ICAR-NRRI and further that they shall not claim for any employment or absorption at ICAR-NRRI by virtue of their engagement for this work.
24. The service provider's personnel shall not claim any benefit/compensation/regularization/absorption of services from ICAR-NRRI under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons/services to this effect shall be required to be submitted by the service provider to ICAR-NRRI.
25. The service provider's personnel/services shall not divulge to any person or any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
26. The services of the Firm/Agency/Contractor shall be of reliable persons with good moral character, robust health and clean record preferably within the age group of 18 to 58 years. The Firm/Agency/Contractor shall be responsible for the good conduct and behavior of its workmen/services. ICAR-NRRI is a "NO SMOKING ZONE". The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan, Gutkha, smoking, using speakers for listening of music and loitering without any work. The Firm/Agency/Contractor shall issue necessary instructions to its workmen/services to act upon the instructions given by the Chairman (CDC)/ In-charge Farm Manager (EMS) of this Institute.
27. The bidders may opt for partly mechanized cleaning by using machines consequently reducing deployment of the manpower with the objective of reducing the price for the services to be rendered by them under this contract. However, the bidder will submit a detailed plan for deployment of manpower/machines with methodology.
28. The Firm/Agency/Contractor shall maintain register for making the attendance by Supervisor deployed by them, which can be seen / verified by the In-charge, Farm Manager of ICAR-NRRI periodically. The Firm/Agency/Contractor will take day to day instructions from the In-charge, Farm Manager and shall maintain diary for the same. The Firm/Agency/Contractor shall maintain an Inspection Book as prescribed, which will be made available with the In-charge, Farm Manager (EMS) of the Institute. Fault / observation (s) recorded thereon should be attended immediately.

29. The normal working day shall consist of eight and half hours including interval of half an hour for rest.
30. Wherever applicable, the Firm/Agency/Contractor shall give the services for 07 days a week, while one day in any period of 07 days, shall be the day of weekly rest, for each worker / supervisor.
31. The service provider shall replace immediately any of its personnel/services, if unacceptable to ICAR-NRRI because of security risk, incompetence, conflict of interests and or breach of confidentiality or improper conduct, upon receiving a written notice from any staff of ICAR-NRRI.
32. The damage caused, if any, to ICAR-NRRI property through the acts of the Firm/Agency/Contractor and/or by its workers/services shall be made good by the Firm/Agency/Contractor and decision of ICAR-NRRI in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by Firm/Agency/Contractor or its staff or otherwise any harm done to ICAR-NRRI, its properties, designated officials or other employees, the Firm/Agency/Contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty, which the Director, ICAR-NRRI may deem fit.
33. The Firm/Agency/Contractor shall be responsible for making timely payment of due wages to the workers/services employed by them and deposit the EPF with EPFO and ESI contribution through ECR. A copy of ESI Challan and ECR indicating name of the workers/services with the EPF contribution should be submitted by the Firm/Agency/Contractor to ICAR-NRRI, as proof. If any complaint is received with regard to these matters, the action will be taken against the Firm/Agency/Contractor and concerned authorities will be asked to take legal action against the Firm/Agency/Contractor. ICAR-NRRI will not at all be liable for the fault/breach of law by the Firm/Agency/Contractor.
34. The Firm/Agency/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 jurisdiction or authority, which in any manner may affect their engaged or employed staff/services and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the Firm/Agency/Contractor during the execution of work at ICAR-NRRI.
35. The Firm/Agency/Contractor shall be responsible for all injury and accident to persons/services employed by them, while on duty. It is desirable that all services are covered under an insurance and as per various acts and laws governing the same.
36. In the event of any loss being occasioned to ICAR-NRRI on account of the negligence of the duty by the Firm/Agency/Contractor's employees/services, the Firm/Agency/Contractor shall make good the loss sustained to ICAR-NRRI either by replacement or on payment by adequate compensation.
37. The Firm/Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under this contract and under such case agreement will be declared as void and such act of the Firm/ Agency/ Contractor will be taken as breach of Contract and resultantly the Security Deposit shall be forfeited and the contract shall be terminated as well as the Firm/Agency/Contractor shall be blacklisted by ICAR-NRRI.
38. The Firm/Agency/Contractor is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazette / National holidays etc. and the same is to be included in the monthly charge claim in the tender by the Firm/Agency/Contractor.
39. The Director, ICAR-NRRI reserves the right to reduce or terminate the period of contract or to extend its tenure/duration in the interest of ICAR-NRRI for any justifiable reasons, not mandatory to communicate to the Firm/Agency/Contractor.
40. The Firm/Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, Tax deduction liabilities, Welfare measure of its employees/services and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.

41. The ICAR-NRRI reserves the right to ask the Firm/Agency/Contractor to remove any person/service (s) deployed by them without assigning any reason/notice.
42. The Firm/Agency/Contractor shall be responsible for the good conduct and behavior of its employees/services. If any employee/service (s) of the Firm/Agency/Contractor is found misbehaving with ICAR-NRRI staff or other staff of Agencies working in ICAR-NRRI Campus, ICAR-NRRI, Cuttack-6, the Firm/Agency/Contractor shall immediately withdraw such employees/services forthwith at their own risk and responsibility. The Firm/Agency/Contractor shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of ICAR-NRRI.
43. Any dispute arising out in relation to this contract/agreement shall be referred to the Director, ICAR-NRRI and his decision will be binding on the Firm/Agency/Contractor.
44. The duration of the contract shall be initially for one year and extendable up to maximum two years on the same Terms & Conditions on mutually agreed upon and if the performance of the Firm/Agency/Contractor is found satisfactory. The contract can also be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:
 - i) On account of unsatisfactory performance
 - ii) Breach of contract clauses(s)
 - iii) Persistently neglecting to carry out the obligations under the contract
45. The Firm/Agency/Contractor shall have no claim for compensation for any loss sustained by them by reasons of having engaged personnel/services or purchased machines and material for the work.
46. All the machinery fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the Firm/Agency/Contractor itself and no extra payment on this account shall be made to the Firm/Agency/Contractor by ICAR-NRRI.
47. Documentary proof towards payment of EPF & ESI in respect of the concerned workers/services engaged at ICAR-NRRI by the Firm/Agency/Contractor should be submitted on every three months, for verification. Non-compliance will lead to break in further payments.

Head of Office
For and on behalf of the Director
ICAR-NRRI, Cuttack-6

Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack

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

From

To

The Director,
ICAR-NRRI, Cuttack-6.

I/we have read all the particulars regarding the General information and other terms and conditions of the **Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack** and agreed to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 180 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 for the **Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack**. The Schedule I & II to accompany this Tender are at pages_____
- 4) Every page so attached with this Tender bears my Signature and the office seal.

Signature of the Tenderer/Bidder
With Official Seal

Signature of Witness:

Telephone No. (Office):

Name:

Telephone No. (Resi.):

Address:

Mobile No.:

E-mail:

Occupation:

CHECK LIST FOR EVALUATION OF TECHNICAL BID
(to be filled, signed, scanned and uploaded with corresponding records, online)

Sl. No.	Documents required	Particulars with number/ code	Reference Page No. in the tender document uploaded
a)	Registration certificate of the Firm/Agency under Central Govt. /State govt./DGR/MSME/NSIC etc.		
b)	Minimum turnover of the Firm/Agency not less than Rs. 40.00 Lakh (Rupees Forty Lakh only) during the last financial year.		
c)	Last three years experience of the Firm/Agency in the field of providing such services in Central/State Govt./Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations. Provide the details in enclosed tabular form and Name and address of client departments may be indicated with copies of work orders/ experience certificate.		
d)	Certified Balance sheet of the Firm/Agency for last three years of the service contract by the Chartered Accountant and IT returns of the last three years.		
e)	Turnover of latest three financial years. (Certified copy of Balance Sheet/ Bank certificate/ Chartered Accountant certificate be attached)		
f)	Employee's EPF registration certificate issued by local govt. etc.		
g)	Employee's 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 and EPF separately. Minimum 50 nos. (Staff/Supervisors) required to be registered with their ESI and EPF contributions. Documentary proof of vouchers to be required and may be attached.		
j)	Goods and Service Tax registration certificate issued by Govt.		
k)	Name and Full Address of their Bankers.		
l)	Non Black listed undertaking		

Indicating page no. (in the last column) in the check list is mandatory, failing which will be treated as non- submission of respective documents.

Note:

1. The ICAR-NRRI will pay the monthly bill inclusive the GST. The Firm/Agency/Contractor will deposit the same with the concerned department and furnish/submit the proof of deposit to ICAR-NRRI every month.
2. Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.
3. The Firm/Agency/Contractor will have to make payment for at least 02 consecutive months to its services, even without receiving payment from ICAR-NRRI.
4. Successful Bidder will have to enter into a detailed contract agreement with ICAR-NRRI on non-judicial stamp paper worth **Rs.100/-** (Rupees One hundred only).

5. Only those Firm/Agency/Contractor that qualifies the Technical Bid will be considered for opening of the Financial Bid.

**SIGNATURE OF THE BIDDER
WITH OFFICIAL SEAL**

SCHEDULE-II**SCHEDULE TO TENDERS:**

a)	Name of the Firm/Agency/Contractor	:
b)	Full address with Post Box No. e-mail ID and Telephone No.	:
c)	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	:
d)	For Partnership Firm/Agency, 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 partners.	:
e)	Name and full Address of Bankers	:
f)	Permanent Income Tax No/Circle/Ward (PAN)	:
g)	Any other relevant information	:

Date:

Place:

AUTHORISED SIGNATORY
WITH SEAL

(CERTIFICATE TO BE GIVEN ON LETER HEAD AS PART OF TECHNICAL BID)

To

The Director
ICAR-National Rice Research Institute,
Cuttack – 753006.

Sir,

It is confirmed that I/we have fully understood in the scope of work and all other requirements for **Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.**

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses at ICAR-NRRI. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender document.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender document and if given an opportunity to provide the service, then I/We agree to execute an agreement as per prescribed Proforma given in **Annexure VII**.
3. I/We undertake that the documents enclosed herewith are genuine and no material / facts have been concealed or suppressed.
4. I/We undertake that there are not any legal suit/criminal case pending against our Firm/Agency for violation of Minimum wages Act or other Laws governing in the field and there is no criminal/legal suit pending or contemplated against us.
5. I/We are not blacklisted by any Central/State Government Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations.
6. I/We also understand that the contract is liable to be cancelled, if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-NRRI within **180 days** from the date of opening of the Technical Bid.

**(Signature of Bidder/
Authorized Signatory)
With Stamp/Seal**

ANNEXURE-VI**Details of the Minimum 3 (Three) year experience / work done**

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks/ Nature of Work (only similar to the work mentioned in this tender document)
		From	To		

(Authorized Signatory)

DRAFT SPECIMEN AGREEMENT*[As per Rule 145 of GFR]*

Tender for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.

Work Order/LOI No. _____/Tech. Date: _____/____/2021

This agreement is made at CUTTACK on (Date.....), 2021 between the Director, ICAR-NRRI, Cuttack which terms shall include its successors, assignees etc. (hereinafter called ICAR-NRRI) on the first part and (name & address), (hereinafter called the Firm/Agency/Contractor) which terms shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Director, ICAR-NRRI invited open tender from reputed Firm/Agency/Contractor with experience & financial capability **for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.**

AND whereas the Director, NRRI has decided to assign the **for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack** to the Firm/Agency/ Contractor M/s. on the terms and condition contained hereinafter.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. That this agreement shall come into force w.e.f. (date) and will remain in force for a period for one year but can be terminated by the Director, ICAR-NRRI by giving one calendar months' notice in writing of its intention to terminate the Agreement/Contract. The Agreement can be renewed, on mutually agreed terms and conditions.
2. That the contract will be initially for a period of one year, which is extendable for a further period of two more years (total three year) on year to year basis on mutually agreed upon and subject to satisfactory performance of the Firm/Agency/ Contractor and its willingness to continue on mutually agreed terms and conditions. The Firm/Agency/ Contractor shall be responsible **for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.**
3. That the Firm/Agency/ Contractor will provide full particulars of every services deployed by them for providing the said service at ICAR-NRRI.
4. That all personnel/services deployed at ICAR-NRRI premises shall all times and for all purposes be deemed to be the employee of the Firm/Agency/ Contractor and ICAR-NRRI shall have no liability on this account in any manner.
5. That the Firm/Agency/ Contractor shall ensure that all persons/services deployed at ICAR-NRRI, Cuttack are of good character, well behaved and otherwise competent and qualified to perform the job/work/service for which they are deployed.
6. That the Director, ICAR-NRRI, Cuttack or duly authorized officer on his/her behalf shall have the right to ask for the removal any personnel/services from ICAR-NRRI, if considered by ICAR-NRRI to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of ICAR-NRRI.
7. That the services deployed by the Firm/Agency/ Contractor should work as per the scope defined at **Annexure II** of the tender document. No extra wages will be paid for weekends and holidays.
8. That the Monthly consolidated charges for Rs..... (Rupees..... only) **for Job/Work/Service Contract for "Providing House Keeping Services at NRRI Campus", at ICAR-NRRI, Cuttack.** This payment includes all statutory payment/charges such as Service charge, ESI, EPF, GST and other statutory dues governing in the field as per notification of Central / State Govt. from time to time.
9. That the services deployed by the Firm/Agency/ Contractor shall render the services on job contract basis on all days of the month as per the work specified in **Annexure II**. There will be no separate payment for National Holidays i.e. Republic Days, Independence Day and Gandhi Jayanti etc. and the same is to be included in the monthly charge claim in the tender by the Bidder.

10. That the Firm/Agency/ Contractor shall be responsible for making timely payment of due wages according to the Minimum Labour Wages (Central) Act and also deposit the EPF and ESI contribution in respect of the services engaged by them. If any complaint received with regard to these matters, the action will be taken against the Firm/Agency/ Contractor and the concerned authorities will be asked to take legal action against the Firm/Agency/ Contractor as per Rule.
11. That the Firm/Agency/ Contractor will raise the monthly bill for the preceding month on the 1st working day and the payment will be released by ICAR-NRRI through PFMS subject to satisfactory performance of contracted job/work/service.
12. That the deduction of Income Tax (TDS) from the monthly bills will be made at source as applicable from time to time.
13. That in case of any dispute between the parties, the matter shall be referred to the Director, ICAR-NRRI, Cuttack. The decision of the Director, ICAR-NRRI shall be final and binding in any aspect of any dispute between the parties.
14. That in case the Firm/Agency/ Contractor fails to perform any of the terms and conditions of this agreement/contract or commits any breach of the contract, the Director, ICAR-NRRI shall have power to terminate the contract without notice thereof.
15. That the Firm/Agency/ Contractor agrees to discharge all their legal obligations in respect of their workers/personnel/services 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, Workmen's Compensation Act, E.P.F. & M.P. Act, and ESI Act etc. The Firm/Agency/ Contractor agrees to indemnify and keep indemnified ICAR-NRRI on account of any failure to comply with the obligations under various laws or damage to ICAR-NRRI Campus, ICAR-NRRI, Cuttack-6 due to acts/omissions of Firm/Agency/ Contractor. Minimum wages shall be paid to the workers/services by the Firm/Agency/ Contractor at the rate fixed by Chief Labour Commissioner (Central) from time to time and as per the minimum wages Act. The Firm/Agency/ Contractor shall also pay all such benefits to its services as envisaged under various Acts and laws like ESIC Act, EPF & MP Act. Payment of Bonus Act, Taxes etc. The Firm/Agency/ Contractor shall also ensure compliance of all laws applicable and / or to be made applicable and ICAR-NRRI shall not be liable for the same and the Firm/Agency/ Contractor indemnifies ICAR-NRRI in all respects thereof. The Firm/Agency/ Contractor shall provide an undertaking every month for compliance of the provision of Contract Labour/Rule and other Law applicable along with the monthly bill.
16. That it is also agreed that under no circumstances, the volunteers and employees/workmen/services of the Firm/Agency/Contractor shall be treated, regarded or considered or deemed to be treated as the employees of ICAR-NRRI and the Firm/Agency/ Contractor alone shall be responsible for their remuneration, wages and other benefits etc. The Firm/Agency/ Contractor shall indemnify and keep indemnified ICAR-NRRI, against any claim that it may have to meet towards the employees/ workmen/ services of the Firm/Agency/Contractor. The Firm/Agency/Contractor's employees/workmen/services shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees of ICAR-NRRI.
17. That in case of any loss or damage to the property of ICAR-NRRI, which is attributable to the Firm/Agency/Contractor, the full damages will be recovered from the Firm/Agency/ Contractor.
18. That the Firm/Agency/ Contractor shall not transfer its right of work or sub-contract to anyone else.
19. That the Firm/Agency/ Contractor or its workers/services shall not misuse the premises for any purpose other than for which contract is awarded.
20. That the Firm/Agency/ Contractor 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. Any misconduct/misbehavior on the part of the manpower/services deployed by the Firm/Agency/ Contractor will not be tolerated and such person/service (s) will have to be replaced immediately.
21. That in case of any accident/loss of life of the workers/services during discharging duties, if any compensation is awarded, the same shall be solely borne by the Firm/Agency/ Contractor and ICAR-NRRI shall have no liability in this connection.

- 22. That the Firm/Agency/ Contractor shall provide a coordinator for immediate interaction with ICAR-NRRI.
- 23. That the terms and conditions as stipulated in the tender document shall be the part of this Agreement.
- 24. **PENALTY CLAUSE: Liquidated Damage Clause:**
 - a. That an amount equivalent to one day of contract amount will be levied as Liquidated Damage per day whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the Firm/Agency/ Contractor by ICAR-NRRI and if no action is taken within a reasonable amount of time fixed by ICAR-NRRI, Liquidated Damage Clause will be invoked automatically.
 - b. That any misconduct/misbehavior on the part of the manpower/services deployed by the Firm/Agency/ Contractor will not be tolerated and such person will have to be replaced immediately.
 - c. That if the required number of workers/supervisor/services are less than the minimum required as a penalty of Rs. 500/- per service per day will be deducted from the monthly bill.

The decision of the Director, National Rice Research Institute, Cuttack- 753006 shall be final and binding on the Firm/Agency/ Contractor in respect of any clauses covered or not covered under this contract/agreement and/or any matter incidental to the contract/agreement.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

Head of Office
(Authorized Signatory)
For and on behalf of the Director,
ICAR-NRRI, Cuttack - 753006

Authorized Signatory
on behalf of the
Firm/Agency/ Contractor
with Official seal

Signature of Witness 1 :

Name:

Address:

Signature of Witness 1 :

Name:

Address:

Signature of Witness 2 :

Name:

Address:

Signature of Witness 2 :

Name:

Address:

CERTIFICATE FOR NON- BLACKLISTING
(On non- judicial stamp paper worth Rs. 50 or more)

We(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

Authorized signatory of Bidder with Seal
Name.....
Designation.....

TECHNICAL BID**Undertaking**

1. I, _____son/ daughter/ wife of Shri _____Proprietor/ Director/ authorized signatory of the Company/ Firm mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.

3. The information/ documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place:

Date:

**Signature & Name of the authorized
Signatory with Seal of the Firm**

TENDER ACCEPTENCE LETTER
(To be given on Company Letter Head)

Date:

Full Name of the tender	
Address	
Telephone No.	
Email:	

To

The Director,
ICAR- National Rice Research Institute,
Bidyadharpur, Cuttack-753006 (Odisha)

Sir,

I/ we have read all the particulars regarding the general information and other terms and conditions for providing **Annual Rate/Work contract for PROVIDING HOUSEKEEPING SERVICE AT NRRI CAMPUS, ICAR-NRRI, CUTTACK** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "Annexure-V" to this tender and I/ we agree to hold this offer open till 180 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 the 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_____. The **schedules I and II** to accompany this tender arc at page Nos._____.
4. Every page so attached with this tender bears my signature and the official seal.

Signature & Seal of Tenderer with date_____

Address_____

Name & Signature of witness_____

Address_____

BID SECURITY DECLARATION
(To be given on letter head)

I/ We M/s. _____ do hereby declare that if I/we withdraw or modify our bid during period of validity, I/we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letter head of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same, otherwise the firm will be disqualified.