

ICAR- CENTRAL INSTITUTE FOR COTTON RESEARCH
Regional Station, Coimbatore – 641 003.
Phone: 0422-2430045 Fax: 0422-2454021 Email:cicrcbe@gmail.com

F. No.CICR/RS/Stores/23-24/Scavenger

Date: 04.12.2023

TENDER DOCUMENT
(ANNUAL CONTRACT FOR OUTSOURCING
OF SANITARY SERVICE)

2023-2024

F. No.CICR/RS/Stores/23-24/Scavenger

Date: 04.12.2023

NOTICE INVITING TENDER THROUGH GeM

Online tender is invited through GeM portal under two bid systems on behalf of Director, ICAR-CICR, Panjari, Wardha Road, Nagpur from the reputed firms for awarding of following Annual Contracts/Services at ICAR-Central Institute for Cotton Research, Regional Station, Lawley Road Post, Coimbatore – 641 003.

S.No.	Name of the Work	EMD	Start Date	Bid End Date
1.	Annual Contract for Outsourcing of Sanitary Service	Rs.15,000/-	04.12.2023	14.12.2023

Manual bids will not be entertained.

DATA SHEET

Tender No	Ref: CICR/RS/Stores/23-24/Scavenger
Tender Cost	Nil
Description of Work	Annual Contract for Outsourcing of Sanitary Service
Type of tender	Two bid system (Technical & Financial)
Bid submission start date	04.12.2023
Bid submission end date	14.12.2023
Date and time for opening of technical bid	15.12.2023
Bid Validity	180 days from the date of opening Technical Bid
EMD Amount	Rs.15,000/- in the form of Demand Draft in favour of The Head, CICR, payable at Coimbatore. A valid exemption certificate may be enclosed for claiming exemption.
Period of contract	12 months
Financial bid to be opened separately under	intimation to technically qualified parties
Security Deposit (SD) / Performance Bond (PB)	3% of the total contract value (annually) Demand Draft / Bankguarantee drawn in favour of the Head, ICAR-CICR, Coimbatore
Details of tender	Tender documents and notice is also available on CICR website www.cicr.org.in
Submission of Bids	Online bids (Technical and Financial) uploaded

	<p>on GeM portal from 04.12.2023 to 14.12.2023. Original EMD i.e. in hard copy should reach before closing date and time of tender to The Head, ICAR-CICR, Coimbatore. <u>The tenders will not be considered if earnest money is not deposited in the tender.</u></p>
Note	<p>Tenderers/bidders are requested to visit the GeM Portal & CICR website www.cicr.org.in regularly. Any charges/modifications in the tender enquiry will be intimated by corrigendum through this website.</p> <p>In case any holiday is declared by the Government on the day of opening the tender, the tender will be opened on the next working day at the same time.</p>

For queries / clarifications on content of Tender document, please contact The Drawing and Disbursing Officer, ICAR – Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003 or email to cicrcbeddo@gmail.com.

-sd-

The Head
ICAR – Central Institute for Cotton Research,
Regional Station, Coimbatore.

Dear Tenderer,

.....

.....

Online bids are hereby invited on behalf of the Director, ICAR-Central Institute for Cotton Research, Nagpur for Annual Contract for Outsourcing of Sanitary Service at ICAR-CICR, Regional Station, Coimbatore. 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 if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of **(Rs.15,000/-) (Rupees fifteen thousand only)** must be deposited in the form of demand draft payable to The Head, CICR, Regional Station, Coimbatore. **The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft number and date.** The firms which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not received by this office within closing date and time. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-CICR.
2. The firm is being permitted to tender in consideration of the stipulations on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the tenderer fails 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.
3. The bids 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 bids 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 sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he 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.
4. Acceptance by the Institute will be communicated through GeM/email/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 contained said letter should be acted upon immediately.
5. 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 Council / Instt. 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.

6. An amount (Rupees @ 3% of annual turnover (Approx.)) as a performance security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. Service tax or any other tax applicable or made applicable after awarding the work contract in respect of this contract shall be payable by contractor and CICR will 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.
9. Director of this 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.
10. Decision of Director, of this institute shall be final for any aspect of the contract and binding to all 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 of the 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.
11. Successful Tenderer will have to enter into a detailed contract agreement with CICR on Non-judicial stamp paper of Rs.100/- (Rupees one hundred only).
12. **Submission of Essential Documents (For Technical Bid Evaluation):** The following documents must be enclosed (scanned copies) in the bid for technical evaluation of the bids:
 - a. Registration certificate of the firm under the work contract of the Appropriate Authority (Central Government / State Government).
 - b. Valid Registration certificate under The Regional Labour Commissioner (Central Government / State Government).
 - c. Certified Accounting statements of the firm for last 3 years (2020-21 to 2022-23) by the Chartered Accountant/ Authorized body.
 - d. Last three years (2020-21 to 2022-23) continuous experience of the firm in the field of providing manpower in Govt. (Central/state) Department/ Autonomous bodies /PSUs /PSES /Banks & Insurance Companies or other equivalent organizations of high repute.
 - e. Year wise experience certificate with clear indication of "Satisfactory Services" for the last 3 years(2020-21 to 2022-23) must be provided.
 - f. EPF registration certificate issued by Govt. of India/State Government etc.

- g. ESI registration certificate issued by Govt. of India/State Government etc.
- h. Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 10 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- i. The firm must have certificate of GST No. issued by the Government.
- j. Copy of valid ISO certificate of relevant field.
- k. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm black listed or whether must enclose a certificate (self declaration) indicating that there is no criminal/ legal suit pending or contemplated against them.
- l. Scanned copy of EMD of Rs.15,000/- in the form of Demand Draft issued by any nationalized/scheduled commercial bank is drawn in favor of The Head, ICAR - CICR, payable at Coimbatore.

All necessary documents in support of the details for Sl.No.1 to 13 (Schedule – I) must be uploaded in the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid or documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. **Please avoid uploading extraneous and irrelevant documents.**

Note: The above documents may be uploaded in the given sequence only as per Schedule-I, with no unnecessary documents.

Yours faithfully,

-sd-

The Head
ICAR-CICR, Regional Station,
Coimbatore

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF ANNUAL CONTRACT FOR OUTSOURCING OF SANITARY SERVICE AT ICAR - CICR REGIONAL STATION, COIMBATORE – 3.

Scope of Work:

The Annual Contract for Outsourcing of Sanitary Service as specified under are to be provided to the ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003.

Note: The firm for providing Annual Contract for Outsourcing of Sanitary Service and willing to participate in the tendering process may visit the sites (CICR, Coimbatore) to inspect the area for better understanding of the requirement of work.

1. The work to be completed during office hours 9 AM to 5.30 PM.
2. Nature of work:
 1. Cleaning of toilet and wash basin twice in a day.
 2. Acid cleaning of toilet – weekly.
3. Central Institute for Cotton Research, Regional Station, Coimbatore has two offices – one is Main office (on Maruthamalai Main Road) and the second at New Area farm (Veerakeralam, 5km away from the Main farm). The service provider has to provide services at both the places.
4. **Looking to the area and scope of work, the contractor should appoint minimum of two labourers per day to carry out the work. Both the labourers have to work daily twice in both the areas and available at office premises throughout the day.**
5. Cleaning materials such as broom, brush, cleaning lotions etc. will not be provided by the Institute.
6. Cleaning of **13 toilets** in Main Office/Farm and 5 toilets in New Area Farm to be carried out daily.
7. **Toilets should be kept neat and clean at all times failing which the contract may summarily terminated/discontinued. It should also be noted that strict hygiene must be maintained by the contractor.**
8. Floors of all toilets in all building should be cleaned.
9. Yellow stains and dirt formed on urinals, toilet seat should be removed twice in a week by chemicals.
10. All taps fixed in toilets should be cleaned by chemical twice in a week to remove dirt etc.
11. Cleaning of all window glass fixed in toilets located in all above mentioned areas may be done twice in a week.
12. Whole tiles fixed in all toilets should be cleaned twice in a year.
13. Wash basin sinks in the toilets should be cleaned with chemicals twice in a week.
14. Waste should be disposed off in big dust pit placed near by main building. Institute will not allow any garbage heap at any place in the premises. It will be the duty of the contractor to dispose it off failing which penalty may be imposed.
15. The Contractor will be responsible to follow the provision under minimum wages act as per the Ministry of Labor including provident fund for the laborers employed by them.
16. The laborers to be deployed shall have to be provided with the uniform and the badges for the proper identification among the Institute staff.
17. Uniform with colour specifications and pattern approved by CICR should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
18. Any laborer(s) of the contract party falling sick or proceeding on leave should immediately be replaced by the contractor at no additional expenses to the Institute on

occasions when due to paucity of labor or for any other reason, if it is not immediately possible to provide suitable relief for absentee(s), the contractor will ensure that the work of the absentee(s) would be managed by other laborer by performing extra duties on payment of overtime to them by the contractor.

19. The laborers shall be trained and fully conversant with the works mentioned above. They should follow strict discipline, maintain secrecy, be punctual & sincere in attendance.
20. The contract would be for a period of one year initially and can be extended further with consent of the both parties on the same rate-terms and condition of contractor.
21. The bill shall be submitted by the contractor within a week on completion of every month. The bill will be paid by the CICR, within 120 days on receipt of the bill. T.D.S. shall be deducted as per rule.
22. The contractor should make necessary arrangement for the supervision of the work undertaken in concurrence with Building In-Charge. The laborer(s) shall work on all working days.
23. In case of any damages/loss due to the mishandling by the laborer(s) during the work, to any property of CICR, Regional Station, Contractor will have to make payment for the loss. If it is not done, the same losses will be recovered from the monthly payment bill.
24. The Director, CICR, Nagpur shall have the right to impose any penalty by way of deduction from the bill for non satisfactory performance of the work by the personnel employed by the contractor.
25. In case the CICR is not satisfied with the work done, they will have to be redone by the contractor on their own responsibility.
26. In case of any dispute arising out of this contract provisions the decision of the Director, CICR, Nagpur shall be final and binding on the contractor.
27. Any compensation for disengagement on account of death, disability of any personnel provided for deployment in the CICR, RS, Coimbatore during the contract period, the contractor only will be responsible and liability, even if such disability, manifests after the termination of assignment.
28. The Director, CICR, Nagpur is having the right to add or delete any provision of the terms and conditions of the contract and the contractor is binding by the same.
29. The Director of Institute further reserves the right to reject the contract without assigning any reasons thereof.

TERMS & CONDITIONS:

1. Service Charges shall be the primary criteria for selecting the firm. **“Nil” Service Charges** will not be considered as per Ministry of Finance, Department of Expenditure P.P. Division guidelines dt.28.01.2014. No change/revision whatsoever in service charge once quoted shall be admissible during the tenure of tender under any circumstances.
2. The Contractor should follow the schedule very strictly and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office (Building In-Charge).
3. Changing of staff/supervisor should be intimated immediately.
4. The contractor will be responsible to submit all the relevant documents and date wise.
5. The Director, reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
6. The staff provided should also maintain secrecy and discipline in the premises of Institute. The contractor will be responsible for the conduct of the staff deployed by them.
7. The contractor will be responsible for overall upkeep of the toilets with reference to facilitate management, duties and compliance to quality standard specified by the Institute.
8. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CICR for the purpose. All complaints should be immediately attended to by the Agency.
9. The agreement is terminable with one month notice on either Side.
10. The contractor shall not sublet the work without prior written permission of the CICR.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The selected agency shall provide the necessary personnel's for at CICR as per labour acts prevalent in Coimbatore. The agency shall employ good and reliable **persons** with robust health of age group of 30 to 50 years. In case any of the personnel so provided is not found suitable by the Institute/Council, the Institute/Council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
13. The persons so provided by the agency under this contract will not be the employee of the Institute/Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.

14. *After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the CICR RS, Coimbatore shall have to be furnished along with the Tender. No request for alteration in the rates once quoted will be permitted within one year.*
15. *The CICR shall not bear any extra charge on any account whatsoever i.e. Uniform, Liveries, OTA etc.*
16. *The persons employed/deployed by the contractor to the Institute shall not indulge in any direct or indirect trade union activities.*
17. *The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CICR shall be final and binding on the contractor.*
18. *The contractor should ensure that payment of minimum wages to the labourers engaged as per the District Collector, Coimbatore rates and shall revise the rates as and when notified by the authority.*
19. *The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.*
20. *The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.*
21. **Risk Clause:** *CICR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.*
22. *The payment to contractor will be made through e-payment only. The details of IFSC Code must be mentioned / submitted with tender / quotation. So details such as – (i) Name of the firm, (ii) Name of the Beneficiary Bank, (iii) Name of the Bank Branch, (iv) Beneficiary Bank Account No., (v) Beneficiary Bank Account Type, (vi) Beneficiary Bank IFSC Code No., (vii) PAN No. of Beneficiary.*

23. *The payment of wages to the engaged manpower during the execution of contract is to be made by Electronic Transfer/RTGS (to those employees having bank account) by 7th of the following month.*
24. *The agency shall submit monthly pre-receipted bill along with the supporting documents such as payment challans of EPF, ESI, Bank statement mentioning credit of wages to the labours etc. for the preceding month within 10 working days to this office for making payment. The contract agency will make payment to employee through Electronic Transfer/RTGS in the first week (by 7th day of the month) of the next month without waiting for payment of the bill from ICAR-CICR, Regional Station, Coimbatore.*
25. *Only those firms will be considered for financial bid who are qualified in the technical bid. Successful tenderer will have to enter into a detailed contract agreement with ICAR-CICR on non-judicial stamp paper of at Government mentioned rates for the work. Specimen copy of the agreement is at Schedule - II.*

26. LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark, it should be brought to the notice of the supervisory staff of the firm by CICR and if no action is taken within **one hour** liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. In case of any default in Labour Laws (specifically payment of wages act, minimum wages act, ESIC & EPF) a penalty of 0.1% per day and maximum 1% of monthly contract value, after giving opportunity of being heard may be levied by the competent authority of the Institute.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be Final and binding on the contractor/agency in respect of any clause covered under the Contract.

TENDER SUBMISSION

To

The Head,
ICAR-Central Institute for Cotton Research,
Regional Station, Coimbatore – 3

Sir,

I/We wish to submit our tender for providing Annual Contract for Outsourcing of Sanitary Service at ICAR- CICR, Regional Station, Coimbatore – 3. Details are:

1. Tender documents with each and every page signed are attached in the bid.
2. EMD of Rs.15,000/- (Rupees fifteen thousand only) is submitted in form of Demand Draft payable in favour of The Head, CICR, RS, Coimbatore.
3. Documents required for Technical evaluation are attached in below mentioned order.
4. Organization details:

PART - I			
S.No.	Particulars of the Items	Upload the scanned copy	Page no.
1	Name of the Firm/Agency		
2	Full address with Post Box No. Telephone No./Mobile No. and e-mail ID		
3	Name and Full Address of your Banker's along with Account No. and IFS Code No. (Attach certified copy of latest bank statement)		
4	Your Permanent Income Tax No. Circle/ Ward (Attach attested copy)		
5	GST registration certificate and number (Attach attested copy)		
6	Employee EPF registration certificate issued by local government (Attach attested copy)		
7	Employee ESI registration certificate issued by local government etc (Attach attested copy)		
8	Earnest Money Deposited (Yes / No). If Yes, details: (Attach soft copy)		

Checklist of documents (for Technical Evaluation) to be attached with tender documents along with the page No. failing which the bid will be liable to be rejected:

PART-II			
S.No.	Documents (Strictly) as per details below	Whether submitted or not	If submitted, mention file name & page No.
1	Registration certificate of the firm under the work contract of the Appropriate Authority.		
2	Constitution of the Firm/Agency (Attached copy of Registration Certificate and Partnership Deed in case of Partnership firm Memorandum of Association, incorporation Certificate and Article of Association in case of Company registered under Indian Companies Act, 2013 or prior companies act) Copy of relevant registration certificate in case of other form.		
3	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement the 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		
4	Scanned copy of Income Tax Statement for the last three years. Certified Balance Sheet of the firm for last three year of the service contract by the Chartered Accountant showing Minimum turnover of the firm not less than Rs.10 lakhs (Rupees Ten lakhs) during the last financial year.		
5	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 tabular form as per Annexure I		
6	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.		
7	Employee EPF registration certificate issued by local government (Attach attested copy)		
8	Employee ESI registration certificate issued by local government etc (Attach attested copy)		
9.	No. of staff, supervisors registered under ESI and EPF separately. Minimum 10 nos. (Staff, Supervisor) required with their ESI and EPF contributions. Documentary proof of vouchers [i.e. challan for the last 3 months] to be attached.		
10	GST registration certificate and number (Attach attested copy)		
11	Certified copy of ISO certificate in the relevant field		
12	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or		

	other laws (give details). The firm black listed or whether must enclose a certificate (self-declaration) indicating that there is no criminal/ legal suit pending or contemplated against them.		
13	Any other relevant information		

We have carefully read the terms and conditions of the tender and are agreed to abide by these in letter and spirit. I/We agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the tender document.

We also certify that our Firm/Company/Agency have never been blacklisted by any Ministry/Department of the Government and have not been banned/debarred/blacklisted for our business dealings with the Government Ministries/Department.

Details of the Minimum 3 years' experience/work done:

S.No.	Name of the Deptt. / Organisation & Name of contact person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

Date: _____

Place: _____

*AUTHORISED SIGNATORY WITH STAMP
(TENDERER)*

Note: The information required at serial No. 1 to 13 must be accompanied with the certified copies of the documents and attached as per the serial number failing which the tender is liable to be rejected. Please add supplementary pages to be numbered wherever needed by the Tenderer.

NOTE:

1. As per new EPF regulation the Employees' Pension Scheme 1995 is being amended to increase the wage ceiling from Rs.6,500/- per month to Rs.15,000/- per month in the Employees Pension Scheme, 1995 effect from 01.09.2014 vide letter No. Actuarial / 18(2) 2008 / Vol.III /7738 dt.29.08.2014. CICR will contribute its EPF share on the quoted monthly wages or Rs.15,000/- whichever is less.
2. As per the payment of bonus (Amendment) Act, 2015 dated 1st January 2016, Bonus is admissible at this Institute, wages not exceeding Rs.21,000/- per month, if exceeding then "NIL".
3. NIL service charges will not be considered as per Ministry of Finance Department of Expenditure P.P. Division guidelines dt.28.01.2014. In accordance with O.M. No.29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting "NIL" charges/consideration shall be treated as unresponsive bid and it will not be considered.
4. **Difference of wages, if any due to increase in minimum wages as notified by the Government during the period of contract will be reimbursed as per rules on production of necessary documentary evidence. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. The agency shall certify that they have complied with all the statutory obligations in each bill submitted.**
5. **Two percent (2.0%) of the total billed amount will be deducted towards TDS.**
6. **The rates of Service Charges quoted by the Agency is fixed during the period of the contract and no request for any change / modification shall be entertained. While quoting the Service Charges, the firm must make provision for all the overhead expenditure involved in providing the services.**

Undertaking

I/We read and understood all the terms and conditions of the tender document contained in the present tender form for contract and I/We do hereby agree and abide by with all the terms and condition of this tender document.

I/We do hereby declare that all the details provided in this tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-Central institute for Cotton Research, Regional Station, Coimbatore.

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

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

Signature _____

Name & Address of the Firm _____

Telephone No/Mobile No. _____

Email_____

Place: _____

Date: _____

DRAFT SPECIMEN AGREEMENT

This agreement is made at(place)..... On.....(month/year) day of between (first name) _____ and Central Institute for Cotton Research, Nagpur. (hereinafter called Institute) through Director, CICR, Nagpur which term shall include its successors, assignees etc. on the first part and(name & address of the firm)..... , (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the C.I.C.R. invited open tender from reputed firms with experience and financial capability for Annual Contract for Outsourcing of Sanitary Service at ICAR-CICR, Regional Station, Coimbatore. And whereas the C.I.C.R. Nagpur has decided to assign the Annual Contract for Outsourcing of Sanitary Service **at C.I.C.R. Regional Station, Coimbatore** to the firm M/s _____ on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. 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-Central Institute for Cotton Research, Nagpur by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The contract will be initially for a period of one year and extendable for a further period of two years (one year at once), subject to satisfactory performance and willingness to continue on mutually agreed terms. The firm shall be responsible for Annual Contract for Outsourcing of Sanitary Service at ICAR-Central Institute for Cotton Research, Regional Station, Marudhamalai Main Road, Coimbatore – 641 003.
3. The firm will provide full particulars of every worker deployed by it for providing the services and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the Institute shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed in Institute premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Institute shall have the right to ask for the removal from Institute any personnel considered by the Institute to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the Institute.
7. The manpower deployed by the Firm should work as per the scope defined in the tender document, working days and timings of the Institute. No extra wages will be paid for attending office on weekends, holidays and for late - sitting.
8. Monthly charges will include the wages to be paid to the persons deployed by the firm, service charges and other taxes as detailed in the financial bid for providing Annual Contract for Outsourcing of Sanitary Service at ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore as per the terms and conditions specified and scope of work mentioned in the tender document. This payment includes all statutory payment / charges such as ESI and EPF all the statutory taxes viz., service tax / GST / other taxes as applicable from time to time. However, if during the period of contract, as

and when the minimum wages for Coimbatore are revised by the Labour / Government Department, the rates payable for the manpower shall be revised to the new wages. Revised rates shall be applicable only from the month; the agency submits the revised minimum wages letter from the authorities.

9. The firm will raise a bill of this amount within 10 working days of every month and the payment will be released by the Institute in the form of NEFT / RTGS/ PFMS System payment to the firm subject to satisfactory performance of contracted job / work / services. Copies of documents such as deposit challan along with list of persons showing deposit of ESI, EPF with the concerned agencies are also to be deposited with the bill. The firm will make payment to employee through Electronic Transfer/RTGS in the first week (by 7th day of the month) of the next month without waiting for payment of the bill from the Institute.
10. The deduction of income tax (TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to the Director, ICAR-CICR Nagpur. The decision of the Director shall be final and binding in any respect of any dispute between the parties.
12. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
13. That the firm shall issue identity card to each of the individual engaged for entry into Institute premises (optional).
14. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
15. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, CICR Nagpur may cancel the contract.
16. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages & service conditions & 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, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified the Institute on account of any failure to comply with the obligations under laws or damage to Institute due to acts/omissions of Firm.
17. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the Institute and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. firm shall indemnify and keep indemnified the Institute against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of Institute.
18. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. / State Govt. as applicable relating to this contract.
19. In case of any loss or damage to the property of the Institute at which is attributable to the firm, the full damages will be recovered from the firm.

20. The Firm shall not transfer its right or sub-contract to anyone else.
21. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
22. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the "contract with trust diligently and honestly". Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
23. In case of any accident/ Loss of life of the workers during discharging duties, if any, compensation to be given to the workers, the same shall be borne by the firm.
24. There will be surprise checking by an Officer of Institute. Shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
25. The firm shall provide a Co-ordinator for immediate interaction with the organization.
26. The terms and conditions as stipulated in the tender documents shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by ICAR-CICR and if no action is taken within one hour, liquidated damage clause will be invoked as per the details below:

1. For misbehavior such as, drunken state of the person, not performing the duties attentively, penalty of Rs.1000/- per such incident will be imposed.
2. For causing "damage to the public property" three times the market value of the damaged property.
3. For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5,000/- per default as the case may be depending upon the grounds of violation.
4. If services are observed not up to the satisfaction of the Institute, a penalty of minor fine of Rs.2000/- per incident or a major fine of Rs.5000/- per incident will be imposed on the agency.
5. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of performance security and blacklisting.
6. In case of any default in Labour Laws (specifically payment of wages act, minimum wages act, ESIC & EPF) a penalty of 0.1% per day and maximum 1% of monthly contract value, after giving opportunity of being head may be levied by the competent authority of the Institute.
7. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

The decision of Director, ICAR-CICR, Nagpur shall be final and binding on the firm/contractor/agency in respect of any clause covered under the contract.

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

(Name, Signature & Address of the firm)
Address:

The Head
For DIRECTOR C.I.C.R. Nagpur
(for the Institute)

Witness: -

1. _____

2. _____



கோயம்புத்தூர் மாவட்ட ஆட்சித் தலைவரின் அவர்களின் செயல்முறைகள்

பிறப்பிப்பவர்: திரு.கிராந்தி குமார் பாடி.இ.ஆ.ப.

ந.க.எண்:627412/2023/இ3,

நாள்:17.11.2023

பொருள்: கோயம்புத்தூர் மாவட்டம் - தினக்கூலி பணியாளர்கள் - 2022-2023 ஆம் நிதியாண்டிற்கு பல்வேறு வகையான தினக்கூலி பணியாளர்கள்-பகுதி நேரப்பணியாளர்கள் தினக்கூலி மற்றும் மாதாந்திர ஊதியம் நிர்ணயம் செய்து ஆணை வெளியிடுதல் - தொடர்பாக.

- பார்வை: 1. அரசாணை. (2D) எண்.62, தொழிலாளர் மற்றும் திரன் மேம்பாட்டு துறை நாள்:16.06.2023
2. கோவை புள்ளியியல் இணை இயக்குநர் அவர்களின் கடித நக 3026/அ5/2022, நாள்: 20.04.23, 02.05.23, 05.05.23.
3. கோவை தொழிலாளர் இணை ஆணையர் (கூ.பொ) கடித நக ஆ1/4642/2023, நாள்: 05.05.23, 14.09.23.
4. அரசாணை எண்.36, தொழிலாளர் நலன் மற்றும் திரன் மேம்பாட்டு துறை நாள்:16.06.2023.
5. சென்னை தொழிலாளர் ஆணையர்/ முதன்மை செயலர் அவர்களின் நடித நக செ1/11994/2023, நாள்: 13.07.23.
6. ஈரோடு மாவட்ட ஆட்சியர் அவர்களின் செயல்முறை அணைகள் நக.6924/2023/எ2, நாள்:26.09.2023.
7. மாண்புமைய சென்னை உயர்நீதிமன்ற வழக்கு எண்.W.P.26344/223.
8. கோவை மாவட்ட ஆட்சியர் அவர்களின் கடித நக.எண்:6217/22/இ3, நாள்:21.07.2023.

ஆணை

கோயம்புத்தூர் மாவட்டத்திலுள்ள அரசு மற்றும் அரசு சார்ந்த நிறுவனங்களில் பணியாற்றும் பணியாளர்களுக்கு தொழிலாளர் இணை ஆணையர் மற்றும் புள்ளியியல் துணை இயக்குநர் ஆகியோரிடம் இருந்து பெறப்பட்ட தகவல்கள் அடிப்படையில் குறைந்தபட்ச தினக்கூலி ஒவ்வொரு ஆண்டும் மாவட்ட ஆட்சித்தலைவர் அவர்களால் நிர்ணயம் செய்யப்படுகிறது.

மேற்படி நடப்பு ஆண்டில் தினக்கூலி நிர்ணயம் செய்ய தொழிலாளர் மற்றும் வேலைவாய்ப்பு துறையால் வெளியிடப்பட்ட அரசாணை எண்.(2L) 62 நாள்:11.10.2017 இல்

[Handwritten signatures and dates]
K. V. S. 21/11/23
21/11

வழங்கப்பட்டுள்ள நெறிமுறைகளின் அடிப்படையில் கணக்கீடுகள் மேற்கொள்ளப்பட்டு அதனடிப்படையில் தினக்கூலி பணியாளர்கள் அமைந்துள்ள மாநகராட்சி, நகராட்சி, பேரூராட்சி மற்றும் ஊராட்சிகளுக்கு ஏற்ப அப்பகுதிகளில் நிலவி வரும் விலைவாசி மாற்றம் வாழ்வாதாரத்திற்கான அடிப்படை தேவைகள் ஆகியவற்றை அடிப்படையாகக் கொண்டு தினக்கூலி பணியாளர்களுக்கு குறைந்தபட்ச ஊதியச்சட்டத்தின் கீழ் 2023-2024 ஆண்டிற்கு பின்வருமாறு ஊதியம் நிர்ணயம் செய்து உத்தரவிடப்படுகிறது.

Sn	Labour details	A Corporat ion Limit	B Municip alities Limit	C Town Panchayat Limit	D Village Panchayat Limit
	SKILLED GRADE I	899	822	745	745
1.	Mechanic	899	822	745	745
2.	Librarian	899	822	745	745
3.	Micr Biologist	899	822	745	745
4.	Chemist	899	822	745	745
5.	Any Other Skilled Categories Not mentioned above	899	822	745	745
	SKILLED GRADE II				
1.	Plumbers	860	783	707	707
2.	Mason	860	783	707	707
3.	Fitters	860	783	707	707
4.	Electricians	860	783	707	707
5.	Computer Operator	860	783	707	707
6.	Technical Assistant	860	783	707	707
7.	Wireman	860	783	707	707
8.	Panchayat Secretary Cum Computer Operator	860	783	707	707
9.	Any Other Skilled Categoriis	860	783	707	707
	SEMI SKILLED GRADE I				
1.	Maistries	822	745	668	668
2.	Disease Control Maistry (Malaria, Dengue, Etc.)	822	745	668	668
3.	Stores Maistries	822	745	668	668

4.	Pipe Line Fitter	822	745	668	668
5.	Groundsman (sports Areas)	822	745	668	668
6.	Depot Maistry	822	745	668	668
7.	Sewer Maistry	822	745	668	668
8.	Driller	822	745	668	668
9.	Grinder	822	745	668	668
10.	Sewage Farm Maistry	822	745	668	668
11.	Drain Maistry	822	745	668	668
12.	Marker Maistry	822	745	668	668
13.	Compost Maistry	822	745	668	668
14.	Lab Assistant	822	745	668	668
15.	Diploma Holders	822	745	668	668
16.	Any other Semiskilled Categories not mentioned above	822	745	668	668
SEMI SKILLED GRADE II					
1	PLUMBER ASSISTANT	783	707	630	630
2	CLEANER (Machinery inplants etc)	783	707	630	630
3.	Boosterman Pump	783	707	630	630
4.	Assisant Fitter	783	707	630	630
5.	Gate Keeper	783	707	630	630
6.	Over Head Tank Operators	783	707	630	630
7.	Data entry operators	783	707	630	630
8.	Clerk	783	707	630	630
9.	Bill Collector	783	707	630	630
10.	Drivers	783	707	630	630
11.	Pumps Operator	783	707	630	630
12.	Mazdoor (Seed Technology)	783	707	630	630
13.	Any Other Semiskilled categories not mentioned	783	707	630	630
UNSKILLED					
1.	Push cart mazdoor	745	630	553	553

2.	Sanitary Workers	745	630	553	553
3.	Sweepers	745	630	553	553
4.	Watchman	745	630	553	553
5.	Gardener	745	630	553	553
6.	Cleaner	745	630	553	553
7.	Ayahs	745	630	553	553
8.	Wireman helper	745	630	553	553
9.	Boat man	745	630	553	553
10.	Rat Catcher/Dog catcher	745	630	553	553
11.	Masalchi	745	630	553	553
12.	Tom-Tom Wallah (Village)	745	630	553	553
13.	Valve Man (Water Supply)	745	630	553	553
14.	Grass Cutter (Dairy Farms)	745	630	553	553
15.	Dairy Boy	745	630	553	553
16.	Chainman	745	630	553	553
17.	Sewage Gauge reader/water meter reader	745	630	553	553
18.	Drain Flusher	745	630	553	553
19.	Room Boy	745	630	553	553
20.	Care Taker	745	630	553	553
21.	Office Assistant	745	630	553	553
22.	Multipurpose Hospital Workers	745	630	553	553
23.	Field Assistant	745	630	553	553
24.	Attender	745	630	553	553
25.	Any other unskilled categories not mentioned above	745	630	553	553

2. ஒத்த உழைப்பு ஊதியச்சட்டம் 1976 25/76-ன் படி ஒரே வகையான வேலைக்கு ஆண்/பெண் இருபாலருக்கும் ஒரே வகையான ஊதியம் வழங்கப்படும். மேலும் நிர்ணயிக்கப்பட்ட இந்த தினக்கூலியானது 8 மணி நேரத்திற்கானது எனவும் இதன் மூலம் உத்தரவிடப்படுகிறது.

3. பார்வை 8-ல் குறிப்பிட்டுள்ளவாறு ஊதிய மறுநிர்ணயம் நடப்பு ஆண்டிற்கும் பொருந்தும்.

மேற்கண்ட ஊதியம் 0104.2023 முதல் 3103.2024 வரை அமலில் இருக்கும்

மாவட்ட ஆட்சித் தலைவர்,
கோயம்புத்தூர்.

பெறுநர்.

அனைத்து சார்நிலை அலுவலர்கள்,
கோயம்புத்தூர் மாவட்டம்.

நகல்,

1. வருவாய் கோட்டாட்சியர்கள், கோவை தெற்கு / வடக்கு,
2. அனைத்து வருவாய் வட்டாட்சியர்கள், கோயம்புத்தூர் மாவட்டம்
3. மாவட்ட கருவூல அலுவலர், கோவை,
4. அனைத்து சார்நிலை கருவூல அலுவலர்கள், கோவை மாவட்டம்,
5. இ3 இருப்புக் கோப்பிற்கு.
6. மேற்படி செயல்முறை ஆணையை கோவை மாவட்ட அரசிதழில் சிறப்பு வெளியீடாக பிரசுரம் செய்யும் பொருட்டு-இ3.