



भा.कृ.अनु.प. –केन्द्रीय शुष्क बागवानी संस्थान
I.C.A.R. - Central Institute for Arid Horticulture
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पत्रावली क्रमांक: 07(ii)11/CS/S/2018 ~~11326~~ 11326

दिनांक: 23.03.2019.
स्पीड पोस्ट

Email: tusamer77@gmail.com

सेवामें,

मैसर्स रविन्द्र सिंह,
टी- 12, इस्ट महाराम नगर, पालम एयरपोर्ट के पास,
दिल्ली कैन्ट,
नई दिल्ली- 110 010

विषय :- Annual Job contract for outsourcing of Sweeping and Cleaning related to services/job(s) in the Campus, Main Lab. cum Office building, Biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office etc. at ICAR-CIAH, Bikaner हेतु अनुबंध बाबत।

- संदर्भ:- 1.आपकी ऑनलाईन तकनीकी एवं वित्तीय बीड आई.डी.सं.1438649 दिनांक 13.12.2018.
2.संस्थान का पत्रांक 07(ii)11/CS/S/2018/10420 दिनांक: 25.02.2019.
3. आपके पत्र सं.शून्य दिनांक 27.02.2019.

महोदय,

उपरोक्त विषय एवं संदर्भ में लेख है कि संस्थान पर Annual Job contract for outsourcing of sweeping and cleaning related to services/job(s) in the Campus, Main Lab. cum Office building, Biotech Lab., Scientist Home, Kisan Atithi Gruh, Farm Office etc. at ICAR-CIAH, Bikaner हेतु संस्थान द्वारा आमंत्रित निविदाओं के क्रम में आपकी ऑनलाईन तकनीकी एवं वित्तीय बीड आई.डी.सं.902770 दिनांक 28.11.2017 अनुसार प्रस्तुत निम्नांकित विवरणानुसार दर कुल रु.1,01,444/- (रुपये एक लाख एक हजार चार सो चौवालिस सभौ कर सहित मात्र) सक्षम अधिकारी द्वारा स्वीकृत कर ली गयी है। इस अंतर्गत कार्य एवं दर का विवरण निम्नांकित है | अतः आप दिनांक: 01.04.2019 से 31.03.2020 तक अनुबंध के अनुसार कार्य शुरु करे |

JOB DETAIL

JOB CONTRACT FOR OUTSOURCING OF SWEEPING AND CLEANING RELATED TO SERVICES/JOB(S) IN THE CAMPUS, MAIN LAB. CUM OFFICE BUILDING, BIOTECH LAB., SCIENTIST HOME, KISAN ATITHI GRUH, FARM OFFICE ETC. AT ICAR-CIAH, BIKANER.

Attending of routine day to day sweeping and cleaning related jobs etc.

1. संस्थान के संपूर्ण कार्यालय/प्रयोगशाला भवन (दिन में दो बार सफाई की जानी है)। (02 point)
 2. संस्थान की बायोटेक लेब एवं आस-पास की समस्त सड़कें (दिन में दो बार सफाई की जानी है)। (01 point)
 3. संस्थान के वैज्ञानिक गृह/किसान गृह एवं आस-पास की सड़कें (दिन में दो बार सफाई की जानी है)। (01 point)
 4. संस्थान के मेन गेट से पुलिया नं.2 तक की सड़कें एवं आवासीय परिसर की सड़कें तथा संस्थान के विद्युत सब-स्टेशन, पम्परूम एवं आस-पास का प्लेटफोर्म एवं सड़कें एवं चिल्ड्रन पार्क का भ्रमण पथ इत्यादि। (01 point)
 5. संस्थान प्रक्षेत्र/नर्सरी भवन/कार्यालय एवं आस-पास की सड़कें तथा आवश्यकतानुसार प्रक्षेत्र की सड़कें। (01 point)
- * संस्थान परिसर में बने समस्त सेप्टिक टैंक,सोकपिट को मशीन से प्रतिमाह खाली करना एवं सीवरलाईन की सफाई करना लाईन बंद होने पर खोलना तथा कचरा संस्थान से बाहर फेकना। उपरोक्त कार्य हेतु झाड़ू, बांस, कपडा, बाल्टी, वाइपर, मशीन इत्यादि साफ-सफाई एजेंसी द्वारा सफाई कर्मियों को दिये जावेगा संस्थान द्वारा केवल सर्फ पाउडर उपलब्ध करवाया जायेगा।

Total Points/Manpower

= 06 Points = 26 days/month (08 घण्टे प्रतिदिन/प्रति मेनपावर)

S.No.	Particulars (Existing Rates)	Rate/Amount Cost per month per point	Monthly Liability (Rupees)
(i)	(ii)	(iii)	(iv)
			For 26 days Job
1.	Minimum wages as prescribed by Govt. of India w.e.f. 01-10-2018.	466.00	466 x 26 = 12116.00
2.	EPF @13.16 (@Rs.15000/- being the maximum limit on part of employer vide EPFO notification No.actuarial/18(2)2008/Vol.III/7738 dated 29.08.2014)	@ 13.16 % of wages	1594.46
3.	ESI	@ 4.75%	575.51
4.	Sub-total (1+2+3)	--	14285.97
5.	GST	18%	2571.47
6.	Cost per point per month Rs. (Sum of 4+5)	--	16857.44
7.	Total cost for 06 points/Manpower per month for 26 days/month.	16857 X 06	Rs.1,01,144.64 Say Rs.1,01,145.00
8.	Service Charges [संस्थान परिसर की समस्त सैप्टिक टैंक एवं सोक पीट को प्रतिमाह खाली करने एवं संस्थान परिसर में बनी सीवर लाईन साफ करने के सहित	--	Rs.253.00 As per quoted by firm
9.	GST on Service Charges	@ 18% of 08	Rs.45.54 As per quoted by firm
10.	Total service charge + GST on service charge (sum of 8+9)		Rs.298.54
11.	Grand Total Monthly liability Sum of 7 + 10		1,01,444.00 Say Rs.1,01,444.00 [Inclusive of Service Charges quoted by Bidder/Agency]


अतः आपसे अनुरोध है कि प्रभारी संपदा, प्रभारी बायोटेक प्रयोगशाला, प्रभारी वैज्ञानिक गृह व किसान अतिथि गृह एवं प्रभारी फार्म प्रभारी भूनियोजन से संपर्क कर अनुबंध की निम्नलिखित शर्तों अनुसार दिनांक . . 2019 से उक्त में अंकित कार्य विवरण [Job Detail] अनुसार साफ-सफाई कार्य प्रारंभ करें:-

1. The agency/Firm have to deploy required number of manpower at Six point [26 days/8 hrs./per manpower] to perform the job on day to day basis. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remains absent.
2. The manpower to be deployed by the contractor should maintain secrecy and discipline within the dress and Name of Manpower with their agency on the dress in the premises of Institute.
3. The staff to be deployed for performing the job should be capable of efficiently attending the job(s) and also having appropriate essential academic/technical/professional qualification(s) and experience of the job. The complete details i.e. identity proof i.e. Aadhar Card/I.D. Card of all menpower should be provided before start of Work/OR on the first day of work.
4. The contractor shall keep a complete register with his supervisor, and it shall be open to verification by the authorized office of Institute for the purpose. All complaints should be immediately attended to by the Contractor/Agency.
5. The contract agreement is terminable with one month on either side.
6. The contractor/agency shall not sublet the work.
7. The contractor or his deployed workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
8. The selected agency shall deploy the required personnel's for execution of job at Institute, as per labour acts. The agency shall employ good and reliable persons with robust health of age group 21 to 45 years. In case any of the provided is not found suitable by the Institute, the Institute 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.
9. The persons so deployed by the agency for performing the assigned job under this contract will be employee of the Agency/Contractor and will not be the employee of Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services/job.
10. Payment for service job contract will be made monthly upon submission of pre-receipted bill by the Contractor.
11. The rates to be quoted should include cost of each and every item including material cost if any, transportation cost, manpower cost and taxes etc. The CIAH shall not bear any extra charge on any account whatsoever including EPF/ESI contribution, uniform, Liveries, OTA etc., if any.

12. The Contractor shall discharge all his legal & statutory obligations in respect of the each workers/supervisors to be employed/deployed by him for the execution of the work in respect of their minimum wages, EPF and ESI 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 Institute 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, ICAR-CIAH shall be final and binding on the contractor. Any statutory increase in Minimum Wages, EPF/ESI and taxes etc. during the term of the Contract and its consequential effect of EPF and ESI contributions and service tax shall be reimbursed to the contractor by Institute. However, no request any alternation or increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per S.No./Point No.08 Annexure-A to Schedule-III to Tender, shall be shall be entertained, considered and accepted by the Institute on any condition/ground whatsoever during the entire term of the contract.
13. Income Tax and Service Tax/GST shall be deducted from the payments due for the work done as per rule.
14. The contract is subject to the condition that the tenderer shall comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
15. **Risk Clause:** ICAR-CIAH 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 period of two days 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 of the Agency or by rising a separate claim.
16. **LIQUIDATED DAMAGES CLAUSE:**
 - i. An amount of Rs.500/- per day per job will be levied as Liquidated Damage whenever and wherever it is found that the work is not up to the mark OR not executed in any Unit/Section of the Institute. It will be brought to the notice of the supervisory staff of the Firm/Agency/Contractor, by Institute and if no action is taken within one hour, liquidated damages clause will be invoked and shall be deducted/recovered from monthly bill(s)/Security Deposit of the Firm/Agency/Contractor
 - ii. Any misconduct/misbehavior and un-lawful activity on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

- iii. If the required number of Workers are less than the minimum required then as a Penalty of Rs.500/- per worker per day will be deducted from the bill.
 - iv. In case of any Loss or Damage etc. occurred to the movable or immovable property(ies) of the Institute due to any act or negligence of the worker(s) deployed by the Firm/Agency/Contractor for execution of job/services as per Annexure-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.
 - v. The firm should have at least 20 to 25 labourer registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of labourer registered with the ESI/EPF Deptt.
17. **TERMS OF THE CONTRACT:-** The terms of the contract will be of one year. However, initially contract will be awarded only for 3 months and it will be extended for further period, if the service provided by the agency during initial period of 03 months is found satisfactory. [On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/quarterly/six monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.]
18. **MODE OF PAYMENT:-**
- i. The agency shall submit monthly bills for the job performed during the preceding month on first working day of next month. The proof of contribution made for ESI, EPF and GST paid for the Manpower deployed by the Contractor at the Institute are also to be deposited by the Agency/Contractor within 08 days of receipt of payment of preceding month. The Institute shall made payment through e-payment mode to the agency/contractor, in a reasonable period viz.30 days after completion/fulfillment of all obligations by the Contractor/Agency as per terms & conditions of Bid Document.
 - ii. Income tax and GST as per rules will be deducted by the Institute from each monthly bill.
 - iii. The Contractor/Agency shall have to pay the monthly wages to his worker under this contract in the bank Account of respective worker through electronic mode/e-payment of bank on or before 07th of every month at his own resources and the Agency shall have to submit required monthly detail including Wages Register, photo copy of Bank passbook of every worker deployed under the Contract to the Authorized Officer/Officers [Administrative Officer] of Institute for verification.

19. **TERMINATION:-** This contract can be terminated by giving one months notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall be entitled to and have no claim for any absorption in the regular/otherwise capacity in Institute/Council. This also cannot be challenged through any court of law.
20. **LOSS AND/OR DAMAGES:** Any theft, damage or loss of property (movable or immovable) of Institute occurred by the contractor or its deployed manpower or due to negligence of Contractor or its deployed manpower would be recovered from the Contractor and decision of the Competent Authority of Institute shall be a binding on agency.
21. Any legal dispute arising out of this contract shall be within the Jurisdiction of Bikaner Court(s).
22. वर्णित कार्य के अनुबंध पर यदि कोई विवाद उत्पन्न होता है तो उसे संस्थान के मुख्यालय भा.कृ.अनु.परि., नई दिल्ली द्वारा नियुक्त पंच को सुपुर्द कर दिया जावेगा। पंच के निर्णय को मानने के लिए दोनों पक्ष बाध्य होंगे।

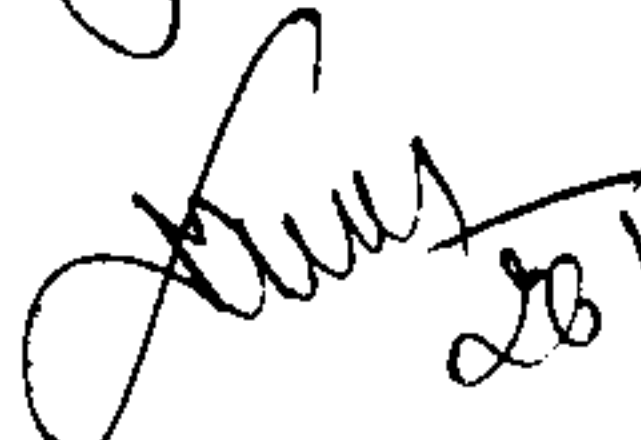
भवदीय,

(एच.एल.मीणा) 23/3/19
प्रशासनिक अधिकारी

प्रतिलिपि:

1. प्रभारी संपदा, भाकृअनुप-केशुबासं, बीकानेर
 2. डॉ.धुरेन्द्र सिंह, अध्यक्ष, एवं प्रभारी बायोटेक प्रयोगशाला
 3. प्रभारी प्रक्षेत्र, भाकृअनुप-केशुबासं, बीकानेर।
 4. प्रभारी वैज्ञानिक गृह एवं किसान अतिथि गृह।
 5. प्रभारी भूनियोजन भाकृअनुप-के.शु.बा.सं, बीकानेर
 6. सहायक वित्त एवं लेखा अधिकारी, भाकृअनुप-केशुबासं, बीकानेर
 7. आहरण एवं संवितरण अधिकारी, भाकृअनुप-केशुबासं, बीकानेर।
 8. प्रभारी भण्डार, भाकृअनुप-केशुबासं, बीकानेर।
 9. प्रशासनिक अधिकारी एवं भुगतान प्रमाणीकरण अधिकारी, भाकृअनुप-केशुबासं, बीकानेर।
 10. प्रभारी सुरक्षा, भाकृअनुप-केशुबासं, बीकानेर।
 11. सतर्कता अधिकारी, भाकृअनुप-केबापके, वेजलपुर ।
 12. व्यक्तिगत सहायक (निदेशक), भाकृअनुप-, केशुबासं बीकानेर।
- प्रभारी ए.के.एम.यु, भाकृअनुप-केशुबासं, बीकानेर को संस्थान की वेब-साईट एवं सी.पी.पी./एन.आई.सी पोर्टल पर अपलोड करने हेतु।

को इस आशय के साथ कि कृपया कार्यादेश की शर्तों के अनुसार संस्थान परिसर, सम्बंधित अनुभाग इत्यादि में सुचारु रूप से साफ-सफाई कार्य करवाये एवं हर माह की 01 तारीख को कार्य सन्तोषजनक संबंधित सूचना प्रस्तुत करें।

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Sh. Sangay Rishi

28/3/19