

CENTRE FOR PLANT BIOTECHNOLOGY (CPB)
(HARYANA STATE COUNCIL FOR SCIENCE AND TECHNOLOGY)
CCSHAU Campus, Hisar-125004, 01662-227088
www.cpbhisar.org

TENDER NOTICE

Sealed tenders are invited from established and reputed Service Providers for providing Land Scapping Maintenance, Building Maintenance, Cleaning Services, Watch & ward of Building & premises, Job Works, Secretarial –cum-Account services, Transport services and office work as per Outsourcing Policy of Government of Haryana initially for a period of one year. Those who interested may visit the website of CPB for other relevant details. A set of tender document can be obtained from this office on any working day on cash payment of Rs.500/- or through post by sending a Demand Draft of Rs.550/- (Rs.50/- as postal charges) or by downloading from our website www.cpbhisar.org enclosing therewith tender fee of Rs.500/- in the form of Demand Draft. Earnest money amounting to Rs. 25,000/- in the form of Demand Draft is also to be enclosed by the tenderer otherwise tender will be rejected. Demand Draft be drawn in favour of Director (T), CPB payable at Hisar. Tenderer will be responsible for any postal delay. Sealed envelope should reach this office latest by 27.01.2017 (up to 5.00 pm) subscribing on the envelope ‘TENDER FOR OUTSOURCING OF SERVICES/ACTIVITIES’ and same shall be opened on 30.01.2017 at 11.00 AM in the office of undersigned.

Director (T)
CPB, Hisar

TENDER FORM
NOTICE INVITING TENDER
CENTRE FOR PLANT BIOTECHNOLOGY (CPB)

(HSCST, Department of Science and Technology, Haryana)

CCSHAU NEW CAMPUS, HISAR-125004,

Ph. 01662-271369, 227088

Website: www.cpbhisar.org

General Instructions:

Sealed tenders are invited from the reputed and experienced agencies for providing following services/activities through Outsourcing Policy of Haryana Government where posts have not been sanctioned. The Service Providing Agency would pay the wages at the rates fixed by the Deputy Commissioner, Hisar from time to time plus other benefits like EPF, ESI etc. per month to the appointees.

Condt....2.....

Sr.No.	Nature of Services/Activities to be outsourced
1.	Landscaping & Maintenance Services: CPB premises have 10 acres of land out of which 3 acre of land has been used for construction of CPB Building. Remaining approximately 7 acre of land around CPB Building including 4 lawns inside the Building and 2 lawns are outside the main gate are to be watered and maintained in the shape of lawns. Seasonal flowers will be planted/grown along with maintenance of the existing ornamental plants in CPB, equipments, pipe etc. required for the landscaping work shall be arranged by the Service Provider himself.
2.	Building Maintenance Services: - The services will include Public Health, Minor Civil and Electric/Air-conditioning work etc. CPB has two storied building, green house and training hostel building. The Service Provider may inspect the building and submits his plan of execution of required services.
3	Cleaning Services: The services will include cleaning in the office building, training hostel building as well as in the premises of CPB and other related work. The Service Provider may inspect the building and submits his plan of execution of required services.
4	Watch & ward of Building & premises (24 hrs round the clock): The services will include Monitoring the incoming and outgoing movements of persons, material, safety of equipment, office record, furniture and other assets. Maintenance of incoming outgoing registers. Security of trainee's hostel building and material, other field work as and when required.
5	<p>Job Works: Job works includes following works. Manpower requirement will be varied as per need:</p> <p>I) Washing: Washing of culture bottles, glasswares and plasticwares etc.</p> <p>II) Lab and culture work: includes Culturing Work on laminar flow for transferring tissue culture plants on new media, other lab work as assigned time to time.</p> <p>III) Media preparation & autoclaving: Media preparation for different crops capping of culture bottles, autoclaving, loading and unloading of bottles on racks for storage.</p> <p>IV) Transplanting and Maintenance of Green House : Transplanting of tissue culture raised plants in polybags in green house, operating green house systems.</p> <p>V) Labour services: Poly bags filling, preparation of potting mixture, Seed sowing of different plants as per requirement, Watering in tissue culture raised plants in green house and polyhouse, putting raw dung in vermi compost beds, removal of weeds, labour works from kassi. Maintenance of plantation in field in other related work.</p>
6	Secretarial-cum- Account Services:- Day to day office work including processing of administrative matters/cases and drafting file cases, letters preparation and Accounts matters, preparations of Balance Sheet and other Accounts Related work, dictation & typing on computer in English/Hindi languages and maintenance of miscellaneous files etc.
7	Transport services: To run and maintain the official vehicle including its logbook etc.
8	Office work: Messenger i.e. distribution of dak and other assigned work etc.

1. These services will be on payment of lump sum composite monthly charges, *exclusive of service tax which will be paid as per the rates prescribed by the Government from time to time. The agency should also, along with their tender, furnish, in a separate sealed envelope, complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like ESI, EPF, Bonus, etc. and the lump sum agency charges comprising their own administrative expenses and profit. In absence of this break up, their tender will be liable to be rejected. The rates and figures for each component of statutory liabilities should be supported with copies of the relevant Acts, Rules or orders issued by the Government.*
2. The cost of the tender document is Rs. 500/- (non-refundable) and it can be obtained either by depositing the same in cash/Demand Draft in favour of Director (T), CPB, Hisar or it can be downloaded from the website: www.cpbhisar.org. The agencies using the downloaded tender document should enclose a Demand Draft of Rs. 500/- (Rs. Five hundred only) in favour of Director(T), CPB, Hisar along with the bid as tender document fee. The fee can also be deposited in cash with the CPB & receipt of which may be enclosed with the bid as tender document fee.
3. Tenders should be submitted in two bid system, i.e., Technical & Financial. One sealed envelope with the name of the work written (in bold letters) on the top of envelope will be received up to **2.00 pm** on ----- at Center for Plant Biotechnology, Hisar along with earnest refundable money of **Rs. 25000/-** (Rupees Twenty five Thousand only) in the form of demand draft drawn in favour of **“Director(T), CPB”** and payable at Hisar. The financial quotes/rates should be given in a separate sealed envelope named as **“Financial Bid”** and should be put in the main envelope with other relevant details/papers. **Amount to be charged by the Service Provider in respect of each service/activity shall have the breakup in terms of manpower and minimum wages applicable i.e. Number of Employees. Minimum wages as applicable = Amount to be charged + Statutory Obligation + Service Charges etc.** The tenders except the ‘Financial Bid’ will be opened on ----- -- at ----- . The offers of agencies, which do not submit the financial bids in a separate sealed envelope, will be rejected straightway. The financial bids will be opened only for firms fulfilling the ‘Pre-bid conditions’ as per the clause 5 given below. The date and time for opening of financials bids will be informed later on.
4. The term **“CPB”** wherever mentioned in the N.I.T shall mean the authorities of Center for Plant Biotechnology, Hisar. The term **“agency”** 2 wherever mentioned in this Notice Inviting Tender (N.I.T.) shall mean the agency selected for award of the contract.
5. **Pre-Bid Conditions:**
 - a) The agency should be in operation for at least last three consecutive years as on the last date of submission of tender form and should have successfully completed minimum three work orders of minimum one year duration for similar works.
 - b) The agency should be registered under the provision of Contract Labour (Regulation & Abolition) Act, 1970 and rules framed there under and should be in possession of valid Labour license EPF/ESI Code service tax/PAN number.
 - c) The agency should not have been blacklisted by any Central/State Government Department/Organization. The track record of the firm/agency/company should be clean and should not have any involvement in illegal activities or financial misappropriations/fraud etc. Tender must be accompanied by declaration to this effect on its letter head duly signed by authorized person(s).
 - d) The Annual turnover of the agency should be of minimum Rs. 25.00 lacs for the last financial year. Annual accounts of the agency/service provider for last three years duly certified by the auditor must be attached with the technical bid.
 - e) Only Registered firms/agencies companies are eligible to furnish tender and not the individual person or unregistered agency/firm. The agency should have valid and up-to-date registration and shall enclose the certified copies in respect of the following:-
 - i. One self attested recent passport size photograph(s) of the authorized person(s) with name, designation, contact details.

- ii. Valid Registration No. of the Agency/Firm/Company.
- iii. Valid EPF Registration No. with Date.
- iv. Valid ESIC Registration No. with Date
- v. Service Tax Registration No. with Date.
- vi. PAN card under Income Tax Act.
- vii. Relevant Registration with concerned Labour Department as per relevant Law/Act etc.
- viii. Proof of Annual Turnover as stated in 5(d) above supported by audited balance sheet.
- ix. Proof of experience as mentioned at 5(a) above.
- x. Supporting documents be attached will all the documents.

f) The agency (ies) quoting below then 2% as agency charge (including its administrative expenses and profit etc.) on total basic per month wages will not be considered.

6. No agency (ies) shall be allowed to take part in the tendering process who are/were blacklisted by any Central/State government department/organization due to any reason. In case if anything in this regard comes to the knowledge of the CPB authorities at any stages, the contract of the agencies shall be cancelled without considering the legitimacy of the decision of the organization blacklisting the agency. The security amount and pending dues of the agency shall be forfeited.
7. Mode of submitting sealed tenders by the agency shall be only through Registered Post/Speed Post or in-person by due date. The CPB shall not be responsible in case of any postal delay, loss, mishandling, damage etc. caused due to any reason in submission of tender offers by the agency.
8. CPB does not bind itself to accept the lowest offer and reserves the right to reject/accept fully or partially any offer received, without assigning any reasons.
9. Tenders, which do not fulfil all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reasons.
10. Only one offer shall be accepted from a proprietor/partner/employee etc. (i.e. under one denomination of agency) irrespective of his/her offers under different agency denominations. In case it is found that the same person has applied for tender under different agency denominations, all such pre-qualification forms and tender offers from such person shall be rejected.
11. Tenders imposing additional conditions are liable to be rejected.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the agencies who resort to canvassing will be liable to be rejected on this ground alone.
13. Before quoting the service charges the Agency must assess the quantum of work involved after going through the specification of work at **Annexure-1 (page No. 11 & 12), page No. 17 to 19 (Minimum Qualifying Criteria for the Services/Activities and the nature of services/activities to be outsourced)** and physical inspection at the work premises.
14. Along with the tender, the Agency must submit a **detailed “work-plan” showing the no. of persons to be deployed and how they propose to render services under this contract.** The “*work-plan*” indicating the services to be rendered under this contract has to be appended as annexure to the tender. ***It is to be noted that feasibility/acceptability of the rates quoted by the agencies shall be assessed on the basis of their respective work plans.*** In absence of this, tender is liable to be rejected.
15. The agency should also show as to how they will comply with the statutory requirements like payment of minimum wages, ESI, EPF, bonus etc. and other statutory obligations except Service Tax out of the lump sum amount quoted by them for providing the required services throughout the period of contract. In absence of these requirements, tender is liable to be rejected.

16. Agency charges towards the services as per work specified in Annexure-1 on monthly basis should be quoted separately and as a token of acceptance of all the terms and conditions mentioned in this N.I.T., **the agency shall submit this tender after signing all the pages and quoting the rate on the format given at the end of this tender paper.**
17. While submitting tender the agency shall quote its charges referred to as “agency charges” in this document comprising of its own administrative expenses and profit etc. separately for deploying the staff at CPB. **Further, the agency must note that there will be no revision in the agency charges on any grounds whatsoever during the entire period of contract.** However, in case of revision of rates of wages by the Deputy Commissioner, Hisar Rate or any other statutory charges made by the Government, the service charges shall be revised to the extent of the liabilities arising on that ground only.

18. Agency’s Representations and Warranties:

The agency hereby represents warrants and confirms that the agency:

- a. has full capacity, power and authority to enter into the agreement and during the continuance of the agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has taken and shall continue to take all necessary and further actions (including but without limiting to obtaining the necessary approval/consents in all applicable jurisdiction) to authorize the execution, delivery and performance in this tender.
- b. has necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligations in accordance with the terms of this tender and to the satisfaction of the CPB.
- c. shall on the execution of the agreement and providing services to the CPB, not violate, breach and contravene any conditions of any agreement entered with any third party/ies.
- d. has complied with and obtained necessary permissions/licenses, authorizations under the central, state and local authorities and obtained all required permissions/licenses for carrying out its obligations under this tender.

Credentials

19. The agency shall declare in writing that none of their partners, Proprietors or Directors is in any way related to any officer of CPB including the units under its control.
20. The agency must have a local office with a regular telephone booth in the office as well as in the residence(s), of Partners/Directors/Proprietors. The agency shall also mention their FAX number (if any) in the tender document and keep the CPB indemnified in case of change of their address, telephone numbers, FAX number etc.
21. All credentials of the agency including financial standing, registration with Govt. having support or connection with Govt. Depts./Organizations, Semi-Govt., Non-Govt. autonomous body, public body, local body, Civil body and public institution/organizations etc. together with records of past performance with such institutions, departments, organization etc. are to be produced for verification whenever demanded by the “CPB”.

Responsibilities of the Agency

22. The agency shall deploy persons having good physique and mentally sound with high integrity & good conduct (preferably having relevant experience).
23. At the time of completion or cancellation of the contract, the agency shall handover to the CPB any records, keys, equipments etc. entrusted to the agency's staff deployed during the tenure of the contract.
24. The agency shall ensure that all wages and allied benefits like EPF, Bonus, ESI etc. are paid to their employees. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules, statues and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage legislations and must pay the wages in accordance with the rates fixed by the Deputy Commissioner, Hisar from time to time as per law to their staff deployed for the purpose of this contract.
25. The agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI, EPF etc. towards the persons deployed at the CPB in their respective names each month while submitting their bills for the subsequent month as per the format enclosed at Annexure-II (page No. 12). In case the agency fails to do so, their bills of respective months will be withheld till submission of required documents.***
26. The agency shall make the payment of wages, etc. to the persons deployed by them in the presence of the authorized representative of the "CPB" and shall furnish copies of wages register/muster roll, etc. to the concerned officer of the "CPB" as a proof of having paid all the dues to the persons deployed by them for the work under the contract.
27. In case of delay beyond the stipulated time on behalf of agency in disbursement of the salary to its staff, the agency shall be penalized with a flat deduction of Rs.50/- per employee (who has not received his salary timely) of the agency per day (where day means period of normal working hours of the CPB i.e. 9:00 am to 05:00 pm from monthly agency's charges i.e. agency's profit and administrative charges.
28. No representative of the agency shall enter the CPB's premises during closing hours of the office except staff on duty without prior approval from the concerned authorities.
29. The agency shall not indulge in giving presents/gifts to any staff member of the office. In case any such incident comes to the knowledge, strict action shall be taken against the agency.
30. The Agency shall be responsible for observance and compliance of different industrial laws as in force and shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the CPB by persons engaged by the Agency.
31. In case of any kind of hindrance in the office working or any kind of loss/damage to CPB property or its staff due to any kind of dispute between the agency and its staff deployed at the office premises and the agency's failure to resolve such dispute immediately, or agency's failure to provide uninterrupted services, such an act shall attract penalty of amount as decided by the CPB or cancellation of contract of the agency without any prior notice to the agency or both. In such a case the agency shall remain liable to fulfil the amount of loss happened to the Office or its staff. The amount of loss shall be recovered from the agency's charges i.e. agency's profit and administrative charges.
32. The Agency shall obtain necessary License as required under the Contract Labour (Regulation & Abolition) Act, 1970 or any other Act as may be applicable.

33. In case of any theft, loss of assets and/or disturbance affecting security etc. to the Office, the entire responsibility for recovery and legal actions in consultation with the authorities of the CPB, up to the final recovery stage etc. will lie with the Agency. The agency shall make good the loss within 30 days of occurrence of loss failing which the money shall be recovered from the agency's bills or/and security amount. Further, the actual/real loss occurred to the office (CPB) due to negligence of agency would be fully recovered and no depreciation would be considered.
34. A security deposit of **Rs 2.00 lacs (Rupees Two Lac only)** payable in the form of a demand draft drawn in favour of "**Director (T), CPB**" payable at **Hisar** is to be deposited by the selected agency to cover risk or any loss to the CPB for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the services. In the event of any such occurrence and/or breach of contract, in any way or form etc. during the contractual period, the amount of compensation, as assessed by the "CPB" shall be recovered either from the bill/bills for monthly agency charges due to the agency or from their security deposit or both.
35. During the period of this contract, the agency shall provide proper, uninterrupted and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the "CPB". The agency shall constantly keep in touch with the "CPB" for effective performance of the contract and abide by all instructions and directives issued by the "CPB" in this regard.
36. The agency shall ensure compliance of all Acts, Rules and Statutory orders in force with regard to deployment of their staff in the premises of the "CPB" for the purpose of this contract and shall keep the "CPB" indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part. The agency shall be the principal employer for the staff employed by them.
37. The agency undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, for carrying out the purpose of this agreement. The agency shall further observe and comply with all Government laws concerning employment of staff employed by the agency and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the agency is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of the law.
38. The agency shall give an undertaking by 22nd of each month in favour of the CPB that they have complied with all his statutory obligations.
39. The agency shall also forthwith upon being required by the CPB, allow CPB or any of its authorized representatives to inspect, audit or take copies of any records maintained by the agency. The agency shall also cooperate in good faith with the CPB to correct any practices which are found to be deficient as a result of any such audit within a reasonable time after receipt of the report from the CPB. However, upon discovery of any discrepancies or over payment, the agency shall immediately reimburse to the CPB for such discrepancies of overcharge.
40. The Agency shall *make proper verification of the particulars of their employees and* issue proper identity cards to *those* employees *who are* deployed *by them* at any time for the purpose of this contract in order to facilitate verification of their identity by the CPB. They shall always wear the identity card while at the office premises.
41. It is understood between the parties that the agency alone shall have the right to take disciplinary action against any person(s) to raise any dispute and/or claim whatsoever against the CPB. The CPB shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the agency for any purpose, whatsoever not would agency be liable for any claim (s) whatsoever, of any such persons(s).

42. The agency shall be liable to comply with the directions of the authority of the "CPB" to remove within 24 hours of receipt of such direction; any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangement to ensure proper and adequate services.
43. The agency shall furnish a personal guarantee of its Managing Director/Partner guarantying the due performance by the agency of its obligation under this tender.
44. The agency shall pay the monthly salary of the persons deployed by them at CPB through Real-time Gross Settlement System (RTGS) in the bank accounts of concerned.
45. The area and scope of work will be as per requirements of the "CPB" from time to time. Any extra work arising out of special programmes or exigencies and beyond the scope of this tender shall be negotiated separately. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given before 24 hours by the CPB.
46. The "CPB" shall pay to the agency nothing more than the amount as may be due under the contract terms. The assessment made by the agency in the tender including the number of personnel of various descriptions as required to provide/give the required quality of services shall be final and acceptable by and binding upon the agency.
47. The agency shall ensure/impart training to their employees deployed in connection with this contract, on metal detector operation, frisking, vehicle check, fire fighting and such other security measures as are essentially required at the CPB.
48. The agency selected for the award of the work shall not subcontract the work during the entire tenure of the contract.
49. CPB shall not be responsible to provide any telephone facility to the staff of the agency for carrying out their duties related to this contract. It shall be the responsibility of the agency to provide telephone facility to its staff.

Payment

50. The payment will be made on monthly basis the lump sum charges as quoted by the agency by A/c payee cheque within 15 days from the date of submission of the proper and pre-receipt bill, duly certified by the authorized representative of the CPB. The monthly payment shall be made only after production of proofs of submission of E.P.F, E.S.I.C, bonus etc. (in the respective names of the staff deployed by the agency), register of wages or register of wages-cum-muster roll of the preceding month. The agency shall submit the monthly bill on the first day of month for verification to the nominated official of the CPB.
51. In case of the agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the monthly bill of the agency. In case such deduction is due to the fault/shortcoming of the agency during providing the services as stipulated in this document, the agency shall not recover the amount deducted from their bill, from the wages of its staff. The agency shall make deduction from the wages of its staff in consultation with the CPB. Such deductions (if any) shall be recorded in the relevant records by the agency.
52. The agency shall systematically keep the records up to date like register of wages-cum-muster roll, register of fines and deductions, proofs of submission of E.P.F, E.S.I.C, bonus etc. in the CPB's office duly certified by the nominated official of the CPB. Such records shall be the property of the CPB.

53. The "CPB" shall reimburse the amount of service tax, if any, paid by the agency to the authorities on account of the services rendered by them to the "CPB. The reimbursement shall be admissible on production of proof of deposit of the same by the agency.
54. In case of exigency, the "CPB" may require additional services. In such cases, the payment would be made on proportional basis.
55. Income tax at source will be deducted at the prescribed rate from the monthly bills of the agency and the CPB would deposit the same with the Income Tax authorities.

Tenure and Validity

56. In the beginning the contract would be on trial basis for three months only, and thereafter, it shall be extended for a further period of nine months if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of "CPB" on year-to-year basis after reviewing the performance of the agency. *The liability due to revision of rates of wages by the Deputy Commissioner, Hisar, other statutory liabilities like EPF, ESIC, Bonus etc. from time to time shall be considered for revision.*
57. The contract can be terminated by the "CPB" at any time without any notice in the event of gross security risk or gross damage to the "CPB's property due to agency's failure or persistent failure of the agency in providing satisfactory service to the "CPB" and the decision of the "CPB in this regard shall be final and binding on the agency.
58. For reasons other than mentioned in the above clause, the contract can be terminated by either party by providing clear three month's advance notice in writing.

Penalty

59. In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the CPB shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the CPB shall be binding on the agency.

60. INDEMNIFICATION

- a) The agency shall at its own expenses make good any loss or damage suffered by the CPB as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time at the premises of the CPB or otherwise.
- b) The agency shall at all times indemnify and keep indemnified the CPB against any claim on account of disability/death of any of its personnel caused while providing the services within/outside of the CPB which may be made under the workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the working or there personnel of the agency or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any Person whether in the employment of the agency or not, who provided or provides the service at the CPB shall be as provided hereinbefore.
- c) The agency shall at all times indemnify and keep indemnified the CPB against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the CPB premises or before and after that.
- d) That, if at any time, during the operation of this tender or thereafter the CPB is made liable in any manner whatsoever by any order, direction or otherwise of any Court authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the agency or to any third party in any event not restricted but including as mentioned in sub-clauses No.(a), (b) and (c) hereinabove, the agency shall immediately pay to the CPB all such amounts and costs also and in all

such cases/events the decision of the CPB shall be final and binding upon the agency. The CPB shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the agency.

61. LIABILITIES AND REMEDIES.

In the event of failure of the agency to provide the services or part thereof as mentioned in this tender for any reasons whatsoever, the CPB shall be entitled to procure services from other sources and the agency shall be liable to pay forthwith to the CPB the difference of payments made to such other sources, besides damages at double the rate of payment.

62. LOSSES SUFFERED BY AGENCY

The agency shall not claim any damages, costs, charges, expenses, and liabilities arising out of performance/non performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under this tender.

64. COMPOSITION AND ADDRESS OF AGENCY

- a. The agency shall furnish to the CPB all the relevant papers regarding its constitution, names and address of the management and other key personnel of the agency and proof of its registration with the concerned Government authorities required for running such a business of agency.
- b. The agency shall always inform the CPB in writing about any change in its address or the names and addresses of its key personnel. Further, the agency shall not, change its ownership without prior approval of the CPB.

65. SERVICE OF NOTICES

Any notice or other communication required or permitted to be given between the parties under this tender shall be given in writing at the following address or such other addresses as may be intimated from time to time in writing:-

**Director (T),
Centre for Plant Biotechnology (CPB),
CCSHAU, New Campus, Hisar-
125004**

66. CONFIDENTIALITY

It is understood between the parties hereto that during the course of business relationship, the agency may have access to confidential information of CPB and it undertakes that it shall not, without CPB's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive for a period of 5 years from the date of expiry of this contract or earlier termination thereof.

67. FORCE MAJEURE

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's responsible control, including acts of God, civil commotion, acts of terrorism, labour disputes and government or public authority's demands or requirements.

ANNEXURE-1

Sr.No.	Nature of Services/Activities to be outsourced
1.	Landscaping & Maintenance Services: CPB premises have 10 acres of land out of which 3 acre of land has been used for construction of CPB Building. Remaining approximately 7 acre of land around CPB Building including 4 lawns inside the Building and 2 lawns are outside the main gate are to be watered and maintained in the shape of lawns. Seasonal flowers will be planted/grown along with maintenance of the existing ornamental plants in CPB, equipments, pipe etc. required for the landscaping work shall be arranged by the Service Provider himself.
2.	Building Maintenance Services: - The services will include Public Health, Minor Civil and Electric/Air-conditioning work etc. CPB has two storied building, green house and training hostel building. The Service Provider may inspect the building and submits his plan of execution of required services.
3	Cleaning Services: The services will include cleaning in the office building, training hostel building as well as in the premises of CPB and other related work. The Service Provider may inspect the building and submits his plan of execution of required services.
4	Watch & ward of Building & premises (24 hrs round the clock): The services will include Monitoring the incoming and outgoing movements of persons, material, safety of equipment, office record, furniture and other assets. Maintenance of incoming outgoing registers. Security of trainee's hostel building and material, other field work as and when required.
5	<p>Job Works: Job works includes following works. Manpower requirement will be varied as per need:</p> <p>I) Washing: Washing of culture bottles, glasswares and plasticwares etc.</p> <p>II) Lab and culture work: includes Culturing Work on laminar flow for transferring tissue culture plants on new media, other lab work as assigned time to time.</p> <p>III) Media preparation & autoclaving: Media preparation for different crops capping of culture bottles, autoclaving, loading and unloading of bottles on racks for storage.</p> <p>IV) Transplanting and Maintenance of Green House : Transplanting of tissue culture raised plants in polybags in green house, operating green house systems.</p> <p>V) Labour services: Poly bags filling, preparation of potting mixture, Seed sowing of different plants as per requirement, Watering in tissue culture raised plants in green house and polyhouse, putting raw dung in vermi compost beds, removal of weeds, labour works from kassi. Maintenance of plantation in field in other related work.</p>
6	Secretarial-cum- Account Services:- Day to day office work including processing of administrative and Accounts matters/cases and drafting file cases, letters preparation of Balance Sheet and other Accounts Related work, dictation & typing on computer in English/Hindi languages and maintenance of miscellaneous files etc.
7	Transport services: To run and maintain the official vehicle including its logbook etc.
8	Office work: Messenger i.e. distribution of dak and other assigned work etc.

The agency shall ensure proper supervision by a qualified and responsible person on day-to-day basis at the “CPB”. He shall be well conversant with all the aspects of office and security requirement.

Personnel employed by the agency shall have good physique and without physical/mental disability, which hamper the discharge of their duty.

The scope of work as mentioned above may also change from time to time as per the requirement of the CPB.

ANNEXURE-II

1. Name of the Department: Centre for Plant Biotechnology, CCSHAU New Campus, Hisar.

2. Name of the Agency:

3. (a) License No. under Contract Labour (Regulation & Abolition Act, 1970)

(b) Validity expires on

4. Month Year

No. of Employee	Name of Employee	Skilled / unskilled worker	Amount Of wages	Payment made vide cheque no and Bank Account no of employee	ESI Code Of Employee	Amount deposited Ch. No:			Employee P.F No.	P.F deposited vide Ch. No:		
						Employers Contribution	Employees contribution	Challan no.		Employers contribution	Employees contribution	Challan No.

OFFER LETTER TO BE GIVEN BY THE SERVICE PROVIDER

(To be submitted on agency's Letter Head)

To

Director(T),
Centre for Plant Biotechnology,
CCSHAU New Campus,
Hisar-125004

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender at Centre for Plant Biotechnology, CCSHAU New Campus, Hisar-125004. We hereby agree to undertake the contract for the following services:-

Sr.No.	Nature of Services/Activities to be outsourced
1.	Landscaping & Maintenance Services: CPB premises has 10 acres of land out of which 3 acre of land has been used for construction of CPB Building. Remaining approximately 7 acre of land around CPB Building including 4 lawns inside the Building and 2 lawns are outside the main gate are to be watered and maintained in the shape of lawns. Seasonal flowers will be planted/grown along with maintenance of the existing ornamental plants in CPB and the all equipments, pipe etc. required for the landscaping work shall be arranged by the Service Provider himself.
2.	Building Maintenance Services: - The services will include Public Health, Minor Civil and Electric/Air-conditioning work etc. CPB has two storied building, green house and training hostel building. The Service Provider may inspect the building and submits his plan of execution of required services.
3	Cleaning Services: The services will include cleaning in the office building, training hostel building as well as in the premises of CPB and other related work. The Service Provider may inspect the building and submits his plan of execution of required services.
4	Watch & ward of Building & premises (24 hrs round the clock): The services will include Monitoring the incoming and outgoing movements of persons and material and safety of equipment, office record, furniture and other assets. Maintenance of incoming outgoing registers. Security of trainee's hostel building and material, other field work as and when required.
5	<p>Job Works: Job works includes following works. Manpower requirement will be varied as per need:</p> <p>I) Washing: Washing of culture bottles, glasswares and plasticwares etc.</p> <p>II) Lab and culture work: includes Culturing Work on laminar flow for transferring tissue culture plants on new media, other lab work as assigned time to time.</p> <p>III) Media preparation & autoclaving: Media preparation for different crops capping of culture bottles, autoclaving, loading and unloading of bottles on racks for storage.</p> <p>IV) Transplanting and Maintenance of Green House : Transplanting of tissue culture raised plants in polybags in green house, operating green house systems.</p> <p>V) Labour services: Poly bags filling, preparation of potting mixture, Seed sowing of different plants as per requirement, Watering in tissue culture raised plants in green house and polyhouse, putting raw dung in vermi compost beds, removal of weeds, labour works from kassi. Maintance of plantation in field in other related work.</p>
6	Secretarial-cum- Account Services:- Day to day office work including processing of administrative matters/cases and drafting file cases, letters preparation and Accounts matters, preparations of Balance Sheet and other Accounts Related work, dictation & typing on computer in English/Hindi languages and maintenance of miscellaneous files etc.
7	Transport services: To run and maintain the official vehicle including its logbook etc.
8	Office work: Day to day for various types of work such as record keeping, file maintain, typing, diary and despatch/Messenger Work, lab related work etc.

A composite monthly service charges of Rs. _____ shall be charged as per your requirements as mentioned in the Notice inviting Tender (Break up of the monthly charges are enclosed herewith).

A demand draft No. _____ dated _____ for Rs.25000/- (Rupees Twenty Five Thousand only) drawn on _____ (Name of the Bank and Branch) in favour of “Director (T), Centre for Plant Biotechnology, Hisar” is enclosed.

Signature _____

Name _____

Address of the Agency _____

Date:

Place:

Encls: As above

PARTICULARS FORM
CENTRE FOR PLANT BIOTECHNOLOGY (CPB),
(HSCST, Department of Science & Technology, Haryana)
CCSHAU, New Campus, Hisar - 125004.
Ph. 01662-271369

1	Name of the Agency	
2	Full Postal Address	
3	i) Telephone No. and FAX No. (Office & Residence) ii) Mobile Number iii) Email id.	
4	Whether the firm/company is proprietorship/ Partnership/Private Limited/ Limited etc.	
5	Name & Address of the proprietor/ partners/directors of the company/firm.	
6	No. of employees in the office of the firm/ company.	
7	Total number of security guards deployed by the agency in all sites	
8	Total number of persons (Category wise) deployed by the agency in all sites	
9	Details of the Valid and up to date registration of (Please attach certified copy of): i) EPF/PF No. & Date ii) ESIC No. & Date iii) Service Tax Registration No & Date: iv) Relevant Registration with Haryana Labour Department as per relevant Law/Act etc. v) Shops & Establishment Act. vi) Companies Act 1956. Any other not covered above	
10	Total experience of the agency related to the required service: The agency shall attach a chart showing the name of the govt., organization, details of the order, type of services handled, period of services etc. and accordingly shall append the copies of the respective work orders, performance certificates of the contracts taken up for last 5 years.	
11	Details of P.A.N and T.A.N No.'s: (Please attach certified copy)	
12	Name & Address of the banker of the agency, Bank Account Number.	
13	Certified copies of the balance sheet showing Annual Financial Turnover of the agency for previous 3 financial years.	
14	Certified copies of Income tax clearance certificate respective to the works taken up by the agency in last five years.	
15	Other relevant information, if any	

I/We declare that the above statements are true. I/We also declare that the decision regarding short listing of the agencies for the above work shall be the final and binding on me/us.

Date:

Signature of the Proprietor/Authorized
Signatory of the agency with seal.

Place:

NOTE: Agency should attach relevant certified copies of the all the documents as mentioned above.

MINIMUM QUALIFYING CRITERIA REQUIRED FOR THE SERVICES/ ACTIVITIES TO BE OUTSOURCED

Sr. No.	Nature of Services/Activities to be outsourced	Minimum Qualifying Criteria*	Remarks
1.	<p>Landscaping & Maintenance Services:- CPB premises has 10 acres of land out of which 3 acre of land has been used for construction of CPB Building. Remaining approximately 7 acre of land around CPB Building including 4 lawns inside the Building and 2 lawns are outside the main gate, are to be maintained in the shape of lawns. Seasonal flowers will be planted/grown along with maintenance of the existing ornamental plants in CPB and all the equipments hose pipe etc. required for the landscaping work shall be arranged by the Service Provider himself.</p>	Not required any specific skill or experience i.e. manual labour.	Labourer
2.	<p>Building Maintenance Services:- The services will include Public Health, Minor Civil and Electric/Air-conditioning work/lab equipments etc. CPB has two storied building, green house and training hostel building. The Service Provider may inspect the building and submits his plan of execution of required services</p>	Qualification is less than matriculation but requires some specified work experience or a certificate/diploma of one year or less duration from a recognised institute.	Assistant Lineman
3.	<p>Cleaning Services: The services will include cleaning in the office building, training hostel building as well as in the premises of CPB and other related work. The Service Provider may inspect the building and submits his plan of execution of required services.</p>	Not required any specific skill or experience i.e. manual labour.	Sweeper

4	<p>Watch & ward of Building & premises (24 hrs round the clock): The services will include Monitoring the incoming and outgoing movements of persons and material and safety of equipment, office record, furniture and other assets. Maintenance of incoming outgoing registers. with proper dress along with Torch & Stick for watch & ward of trainee's hostel building and materials.</p>	Not required any specific skill or experience i.e. manual labour.	Chowkidar
5	<p>Job Works: Job works includes following works. Manpower requirement will be varied as per need:</p> <p>I) Washing: Washing of culture bottles/glasswares / plasticwares.</p> <p>II) .Lab and culture work: includes Culturing Work on laminar flow for transferring tissue culture plants on new media, other lab work as assigned time to time.</p> <p>III) Media preparation & autoclaving: Media preparation for different crops capping of culture bottles, autoclaving, loading and unloading of bottles on racks for storage.</p> <p>IV) Transplanting and Maintenance of Green House : Transplanting of tissue culture raised plants in polybags in green house, operating green house systems.</p> <p>V) Field services: Poly bags filling, preparation of potting mixture, Seed sowing of different plants as per requirement, Watering in tissue culture raised</p>	<p>I) Not required any specific skill or experience i.e. manual labour.</p> <p>II) 10th with experience of working in some plant tissue culture lab</p> <p>III) 10th with experience of working in some plant tissue culture lab</p> <p>IV) 10th with experience of working in some plant tissue culture lab</p> <p>Not required any specific skill or experience i.e. manual labour.</p>	<p>Labourer</p> <p>Lab Attendant</p> <p>Lab Attendant</p> <p>Lab Attendant</p> <p>Labourer</p>

	plants in green house and playhouses, putting raw dung in vermi compost beds, removal of weeds, labour works from kassi etc.		
6	Secretarial-cum- Account Services:- To assist the officer/official in day to day office work including processing of administrative matters/cases and drafting file cases, letters preparation and Accounts matters, preparations of Balance Sheet and other Accounts Related work, dictation & typing on computer in English/Hindi languages and maintenance of miscellaneous files etc.	1. Graduation/Retired person with experience in administration and accounts to process official cases and drafting cases & letter etc or certificate/diploma of more than 2 years duration from a recognised institute. 2. Knowledge of Computer is required.	Assistant/Assistant Accounts
7	Transport services: To run and maintain the official vehicle including its logbook etc.	Qualification is less than matriculation but requires some specified work experience or a certificate/diploma of one year or less duration from a recognised institute. Valid LMV driving licence for driving light vehicle.	Light Motor Vehicle Driver
8	Office work: Day to day distribution of dak as Messenger and other assigned office work.	Matriculation with experience of various types of work in Govt./Semi Govt./Pvt. Ltd. Company.	Daftri