



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप_निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीवीएक्स ए EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:
www.nirjaft.res.in



F. No- 3(15)/Adm.III/Overhead Tank Cleaning/ARC/19-20

Date: 10.10.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two-bid system for “Annual Rate Contract for cleaning of Overhead Tanks & Underground Reservoir at ICAR NINFET, 12 Regent Park, Kolkata-700040”. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-National National Institute of Natural Fibre Engineering and Technology website www.nirjaft.res.in and submitted through online at CPPP as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender ID	2019_DARE_510041_1
Date and Time for Issue/Publishing	10.10.2019 at 06:00PM
Document Download Start Date and Time	10.10.2019 at 06:00PM
Bid Submission Start Date and Time	11.10.2019 at 10:00AM
Bid Submission End Date and Time	07.11.2019 at 03:00PM
EMD Submission End Date and Time	07.11.2019 at 03:00PM
Date and Time for Opening of Technical Bid	08.11.2019 at 03:00PM
Address for Communication	Director, ICAR NINFET, 12 Regent Park, Kolkata-700040
For any clarification, please contact	Swarnali Mukherjee Asstt. Administrative Officer(Adm III) Contact:033-24212115/16/17

Sd/-

Asstt. Administrative Officer (Adm III)

IMPORTANT NOTES:-

1. Tender Document can be downloaded from the ICAR-NINFET website www.nirjaft.res.in or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. The firm must have its own office/ Branch/ service centre at Kolkata.
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of ₹2000/- (Two thousand only) in the form of Demand Draft from any of the scheduled Bank in favour of "ICAR NINFET" payable at Kolkata so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. A scanned copy of the DD should be attached in online bid. **The Tender will not be considered** if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. If the firm is seeking exemption, they should upload the concerned certificate of exemption in relevant field issued from the competent authority. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD. The EMD will be returned to the unsuccessful bidders after completion of tender evaluation process.
5. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded. No interest will be paid on EMD.
6. ICAR-NINFET will not be responsible for any delay in enrollment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
7. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app> and our website www.nirjaft.res.in for updates.
8. If the date fixed for opening of Tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
9. ICAR-NINFET reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) and www.nirjaft.res.in. The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.
2. For Registration Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
4. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. Director, ICAR-NINFET, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Tender Committee (TC) constituted by the Director, ICAR-NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
8. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. All the communications with respect to the tender shall be addressed to: The Director, ICAR-NINFET, 12 Regent Park, Kolkata-700040

The tender is **single bided**. The firm will have to submit Technical & Financial Bid under one cover

1) TECHNICAL BID

- a) Scanned copy of Earnest Money Deposit (EMD) or its exemption, if any.-PDF Format
- b) Registration certificate/Trade license of the firm under the work contract of the Central Government / State Government. -PDF Format
- c) Scanned copy of PAN Card. -PDF Format
- d) Scanned copy of GST Registration Certificate. - PDF Format
- e) Tender Acceptance letter & details of the firm on the letter head (Annexure-II & Annexure-III). - PDF Format
- f) Scanned copies of proof of Last three years experience in relevant field from the clients in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt/PSU/Central Universities/College/ Govt. Registered Institutions/Registered Cooperative Housing society.etc.- PDF Format
- g) Scanned copy of certificate issued by Government approved laboratory for using non-toxic anti bacterial agent as per OECD guidelines including copy of license from Food & Drug Administration (FDA) for the purchase of anti bacterial agent used for disinfecting the tank or provide evidence of purchase of the anti bacterial agent through licensed firm of FDA. -PDF Format
- h) Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19. - PDF Format
- i) Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹3.00 lakhs or more.- PDF Format
- j) Scanned copy of the Affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.- PDF Format
- k) Complete Bank Details of the Firm in NEFT mandate form Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.- PDF Format
- l) Address of the firm's office/ branch/ service centre in Kolkata

2) FINANCIAL BID

- a) Price Bid as BoQ.xls- Must quote the yearly amount. The cost is inclusive of 04 services per year including all manpower, labour, material, transportation, uniform, ESI, EPF, and taxes etc. ICAR NINFET will not bear any extra cost on any account.

Terms and conditions for tender

Cleaning of overhead tank & underground reservoir :

- 1) The firm must employ mechanized cleaning and disinfecting process including mechanized dewatering, sludge removal, high pressure cleaning, vacuum cleaning, anti bacterial spray and UV radiation of this work.
- 2) The firm must give a certificate after every cleaning operation that the dose of antibacterial spray is safe and as per OECD guidelines. Copy of license from Food & Drug Administration (FDA) for the purchase of anti bacterial agent used for disinfecting the tank or provide evidence of purchase of the anti bacterial agent through licensed firm of FDA.
- 3) The Firm/Agency is entirely responsible for safety and health of their staff while working at the Institute. All the safety norms must be followed properly.
- 4) Electricity and water will be provided by the institute from its available outlets / points only. Arrangement for extension to site will have to be done by the agency/firm.
- 5) Site cleaning after work completion has to be done by the firm.
- 6) After cleaning of tanks there should be no adverse impact on human health after refilling of tanks at least till the next date of cleaning scheduled in the Frequency Chart.
- 7) The quoted rates should include the cost of cleaning, material, related labour and transportation charges, uniform, ESI, EPF, and taxes etc. ICAR NINFET will not bear any extra cost on any account. However the firm will clearly indicate taxes etc. as applicable.
- 8) No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
- 9) The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated yearly amount to be charged has to be indicated in Indian Rupees (in the prescribed proforma of Financial Bid i.e. BOQ).
- 10) The work shall be awarded to a single firm whose consolidated bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
- 11) The successful bidder shall have to deposit 10% of the total bid amount (calculated annually) as performance security and within the time frame indicated by the ICAR NINFET. **Performance Security must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of award of contract.** The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
- 12) The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR NINFET, 12 Regent Park, Kolkata 700040, where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Sh. Prosenjit Sanyal, Chief Technical Officer, ICAR NINFET, Kolkata-700040 with prior appointment on phone no.033-24212115/16/17

(extn 272) on any working day between 3 to 4 PM.

- 13) No interest on Security Deposit and Earnest Money Deposit shall be paid by the ICAR NINFET to the tenderer. The firm is being permitted to give tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not withdraw his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR NINFET.
- 14) The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The 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 person so signing had no authority to do so, ICAR NINFET 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.
- 15) Acceptance by ICAR NINFET will be communicated by 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 in the FAX, email/Express letter etc. should be acted upon immediately.
- 16) The contract shall normally be awarded for a period of two years from the date of award or any shorter period that may be decided by the ICAR NINFET. The Contract will be strictly monitored as per Scope of work given in Annexure I in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving by giving one month notice. The decision of the Director, ICAR NINFET in this regard shall be final and binding.
- 17) The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm at the same rate and terms & conditions.
- 18) If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, ICAR NINFET shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
- 19) The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
- 20) It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The ICAR NINFET shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this Institute. Neither the firm nor its workers shall have any claim on ICAR NINFET for compensation or financial assistance on this account.
- 21) It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions.
- 22) The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
- 23) The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR NINFET.
- 24) Payment will be made through e transfer after every 06 months (half yearly basis) on production of tax invoice in duplicate and satisfactory work certificate from DDM section of ICAR NINFET. Bank Account No, Account Holders Name, Branch Name and IFSC code of

the bank must be given in NEFT mandate form, failing of which payment will not be released. Tax will be deducted at source as per rule, if applicable.

25) Liquidated Damages clause:

- (i) Contractor shall be responsible for the faithful compliance of scope of work mentioned in Annexure I.
 - (ii) Any authorized person may inspect the premises to see the work carried out by the agency. Shortfall, if any, will be communicated to the agency/ contractor in writing/ email by ICAR NINFET. In the event of any shortfall or services found unsatisfactory, Liquidated Damage clause will be invoked by levying a penalty @Rs. 500/- per day. The Liquidated Damage amount will be deducted from the bill of the agency.
 - (iii) After three such incidents of un-satisfactory reports, the contract shall be liable to be terminated. Performance Security will also be withheld in full or part. Final decision for invoking penalty will be taken at the level of Director, ICAR NINFET.
- 26) Any dispute arising out of and in relation to this agreement shall be referred the Director, ICAR NINFET. His decision will be binding on the contractor**

Scope of Work :

The job of cleaning of overhead water tank / underground reservoir shall include the following:

- i) **Mechanized Dewatering** : Removal of water and sludge with the help suitable pump.
- ii) **Sludge Removal** : Removal of mud, sand and solid particles with the help of suitable pump for this specific purpose.
- iii) **High Pressure Cleaning** : Cleaning of floor, walls and ceiling with the help of suitable high pressure jet.
- iv) **Vacuum Cleaning** : Vacuum cleaning is to be done to clean the leftover physical impurity from the floor.
- v) **Anti-bacterial Spray** : Spraying of non-toxic bio degradable, eco friendly antibacterial agent certified by a Govt. approved laboratory/FDA to disinfect the tank from all harmful pathogens. The dose utilized is to be safe as per OECD guidelines.
- vi) **UV Radiation** : UV radiation is to be used to eradicate remaining suspended and floating bacteria in the tank.
- vii) **Frequency Chart** :

Sl. No.	Description	Frequency
01	Cleaning of Overhead tank/underground reservoir	Quarterly (4 services per year for each tank)
*	If any overhead / underground tank needs to be cleaned due to unforeseen incident or any emergency, or any overhead/ underground tank can not be cleaned during the quarterly service due to any reason then it will be done on prorata basis of the quoted price	Need based

SCHEDULE OF WORK

Sl. No.	Capacity of each tank (in Ltr.)	Present Position of Institute tanks	
		Overhead tank	Underground tank
1.	1,001 to 2,000 Ltrs.	24 Nos	Nil
2.	10,000 to 20,000 Ltrs.	Nil	01 Nos.
3.	Above 20,000 Ltrs.	Nil	02 Nos.
	Total	24 Nos	03 Nos.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. EMD details (DD No, Date, Amount and Bank Name)

Or EMD exemption certificate (NSIC/MSME) UAN No. :

8. i) Trade License No:

ii) PAN No:

iii) GST No:

9. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

10. Name of Public Sector/Govt. organization/PSU/ Autonomous bodies of Govt. of India /State Govt/Central Universities/College/Govt. Registered Institutions/Registered Cooperative Housing society to whom similar services/goods have been provided by the firm during the last four years

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the

Firm/Agency with seal

Tender Covering Letter

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

To
The Director
ICAR NINFET,
12 Regent Park,
Kolkata-700040

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Job work / service contract for for the Annual Rate Contract for cleaning of Overhead Tanks & Underground Reservoir at ICAR NINFET, 12 Regent Park, Kolkata-700040.

1. I have understood the total quantum of work by going through the tender document and/by visiting the campuses. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in BOQ submitted in financial bid.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Central/ State Government organization in the field of providing service contract for the for the Annual Rate Contract for cleaning of Overhead Tanks & Underground Reservoir.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
7. This offer is made to be valid for acceptance by ICAR NINFET within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)
Stamp/Seal of the firm

Annexure-IV

(In case the representative of the Firm attends the bid physically, the form, duly filled in should be handover to ICAR NINFET Authority)

To
The Director,
ICAR NINFET
12, Regent Park,
Kolkata- 700 040
West Bengal, India
Subject: Authorization for attending bid opening on..... (date) in the Tender
No.....For.....
.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on Behalf of.....

(Bidder's name) in order of preference given below.

Order of Preference Name

Signature _____ specimen

1.

2.

Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.

Note

1. Only one representative will be permitted to attend bid opening (Technical and Financial/Price Bid).
2. Permission for entry to the hall where bids are opened will be refused in authorization as prescribed above is not produced