

भारत सरकार
कृषि एवं किसान कल्याण मंत्रालय
पशुपालन डेयरी एवं ,मत्स्यपालन विभाग
चौधरी चरण सिंह राष्ट्रीय पशु स्वास्थ्य संस्थान
बागपत - २५० ६०९ (उत्तर प्रदेश)



Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries
C.C.S. National Institute of Animal Health
Baghpat-250609, Uttar Pradesh

Ph: 0121-2222472, Tele-fax: 0121-2222291
E-mail: ccs.niah@gov.in; Website: http://www.ccsniah.gov.in
An ISO 9001:2015 certified organization

F. No: 4/1/2018-19/CCSNIAH

Dated: 08.02.2019

e-Tender Call Notice

e-Tender in **Two Bid System** are hereby invited from reputed agencies for **Hiring of Services For Various Jobs** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P). meeting the pre-qualifying criteria for the work mentioned below through online bidding on the website <https://eprocure.gov.in/eprocure/app> having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

The tenderer should fulfill the following eligibility conditions:-

- i. Registration Certificate of the firm with the appropriate State/local Government.
- ii. Minimum turnover of the firm not less than Rs. 50 lakhs during the last two financial years in book of account for such work/services. Certified copies of the balance sheet for last two years financial year from registered chartered accountant. In case of newly registered firms, financial standing of minimum Rs. One crore may be exhibited.
- iii. Proof of similar experience in at least three central /state govt./ PSU/private organization in prescribed tabular form, along with documentary proof as attachment.
- iv. Copy of EPF registration certificate.
- v. Copy of ESI registration certificate.
- vi. Copy of PAN/TAN No.
- vii. Copy of GST Registration Certificate.
- viii. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. In case it is not available, the contractor shall obtain the labour license under this Act, within one month.
- ix. **Tender Acceptance Letter.**
- x. Must have, at least 30 manpower on roll. Proof in form of ECR copy or other relevant document
- xi. The details of assessment/requirement of personnel for providing services terms of clause No. 1(xi) of Schedule II (GI & T&C) in Annexure-I to be attached.

However, CCSNIAH reserves the rights to seek any document in original in respect of License / I.T. Return / PF / ESI / Experience etc. for verification at any stage of Tender process.

TIME SCHEDULE OF TENDER:

S/No.	Particulars	Date
1.	Tender e-Publication date	08.02.2019
2.	Document download start date	08.02.2019
3.	Document download end date	28.02.2019
4.	Date of Pre Bid Meeting and Site visit	15.02.2019
5.	Bid Submission start date	16.02.2019
6.	Bid Submission end date	27.02.2019
7.	Tender Opening Date	28.02.2019

1. CONTRACT DATA**(A) GENERAL INFORMATION:**

S/No.	Item	Details
1.	Name of the work	Hiring of Services For Various Jobs
2.	Employer	CCS National Institute of Animal Health
3.	Employer's Representative	Head of Office
4.	Accepting Authority	Director, CCS National Institute of Animal Health
5.	Executing Authority	Head of Office
6.	Estimated Cost	₹ 84,00,000/-

(B) BID INFORMATIONS:

S/No.	Item	Details
1.	Intended completion period/ Time period assigned for completion	01 (One) Year from the date of Commencement of the work
2.	Earnest Money Deposit	₹ 1,68,000/-
3.	Bid validity period	90 days from opening of Tender
4.	Currency of Contract	Indian Rupee
5.	Language of Contract	English

1. Bid documents consisting of e-Tender Notice, Instruction to Tenderers for online bid submission, General Conditions of Contract (GCC), Terms and Conditions of Contract and Tender Schedule, Scope of Work, Bill of Quantity (BOQ) in prescribed .xls format and Submission of Offer and the set of terms and conditions of contract and tender details can be seen on the website: <https://eprocure.gov.in/eprocure/app>.
2. Online Bids must be accompanied by Scanned copy (PDF Format) of Tender Fee, Earnest Money Deposit (EMD).
3. For effecting the Bid, the Tenderer will deposit the EMD of Rs. 1,68,000/-/- in the form of Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks located in the country and payable to "Pay & Accounts Officer (Extension), Department of Agriculture Cooperation, New Delhi". Any tender not accompanied with Earnest Money will be rejected. The hard copy of the original instrument in respect of earnest

money must be delivered to the Director, CCS National Institute of Animal Health, Baghpat-250609, UP on or before bid opening date/time as mentioned in the critical date sheet.

4. The Bid documents will be available on the website: '<https://eprocure.gov.in/eprocure/app>. for online bidding.
5. The bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.
6. All Bids are to be submitted online on the website <https://eprocure.gov.in/eprocure/app>. No Bid shall be accepted off-line. The Bids shall be received only "online" as per Time Schedule of Tender at Sl. No. 4.
7. After opening of Technical Bid, the original documents as per requirement of the e- Tender Document will be verified by CCSNIAH.
8. After evaluation of bid, all the bidders will get the information regarding their eligibility / pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.
9. The Price-bid of the successful bidders (qualified in Technical-bid) will be decrypted and opened on-line, on the scheduled date and after the pre-scheduled time by Bid Openers with their Digital Signature Certificate (DSC). The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.
10. Other details can be seen in the bidding documents.
11. The authority will not be held responsible for any technical snag or network failure during on-line bidding. It is the bidder's responsibility to comply with the system requirement, i.e. hardware, software and internet connectivity at bidder's premises to access the e-Tender website. Under any circumstances, CCSNIAH shall not be liable to the tenderer for any direct / indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.
12. The authority reserves the right to reject any or all tenders without assigning any reasons thereof and shall also not be bound to accept the lowest tender.
13. If the documents as per Notice Inviting Tender (NIT) are not submitted along with the bid or shortfalls are noticed, then the offer will be summarily rejected and no correspondence in this regard is to be entertained from any Bidder.
14. For any clarifications, if required, please contact to Head of Office, CCSNIAH, Baghpat (email: ccs.niah@gov.in).

Sd/-
Head of Office
CCSNIAH, Baghpat

INSTRUCTIONS TO TENDERERS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Registration:

- I. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders must provide the correct/true information including valid email-id & mobile No. All the correspondence shall be made directly with the contractors/bidders through e-Mail-id provided.
- III. As a part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/n-Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC must be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and must ensure safety of the same.
- VII. Bidders can then log into the site through the secured login by entering their user ID /password and the password of the DSC / e-Token.

Note : Those who are already enrolled need not to go through the above steps.

Preparation of Bids:

- I. For preparation of bid, bidders shall search the tender from published tender list available on site and download the complete tender document and must take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- II. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- III. For any clarifications, if required, they have to go through the contact details given in the tender document.
- IV. Bidders must get ready in advance for the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats.

Submission of Bids:

- I. Bidder must log into the site well in advance for bid submission so that he/ she uploads the bid in time i.e. on or before the bid submission time.
- II. Bidder must prepare the EMD as per the instructions specified in the e-Tender Notice. The originals must be submitted to the Tender Inviting Authority within the specified time, if specifically requested.
- III. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
- IV. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender details according to specified cover.
- V. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- VI. Bidders shall download the Bill Of quantity, in xls format and save it without changing the name of the file. Bidder shall quote their rates in figures only in the green background cells, thereafter save and upload the file in financial bid cover (Price bid) only. The bidders are cautioned that while uploading of the financial bid, Macros in .xls must be enabled to see the word representation of figures.
- VII. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- VIII. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number and keep it as a record of evidence for online submission of bid.
- IX. Bidder must follow the server time that is being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission and bid opening etc., in the e-tender system.
- X. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

Assistance to Bidders:

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Head of Office, CCSNIAH (the tender inviting authority), Baghpat (Tel: 0121-2222472, email: ccs.niah@gov.in).
- II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP portal Helpdesk Mobile no +918826246593 Tel: The 24X7 Help Desk Number 0120-4200462;0120-4001002

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR HIRING OF SERVICES FOR **HIRING OF SERVICES FOR VARIOUS JOBS** ON CONTRACT BASIS AT CCS NATIONAL INSTITUTE OF ANIMAL HEALTH, BAGHPAT (U.P).

From
Head of Office
CCS National Institute of Animal Health,
Baghpat- 250 609 (U.P.)

Dear Sir,

e-Tender in **Two Bid System** are hereby invited from reputed agencies for **Hiring of Services For Various Jobs** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P). meeting the pre-qualifying criteria for the work mentioned below through online bidding on the website <https://eprocure.gov.in/eprocure/app> having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

Tenders

- i.** Before tendering, the contractor should visit the site and satisfy himself as to the conditions prevalent at the site. No claim on this account shall be entertained by CCSNIAH under any circumstances later on. The tender document forms the part of the agreement.
- ii.** Tenders must be written in Hindi/English. All accompanying technical literature, and correspondence in connection with or arising from a bid shall be in Hindi /English.
- iii.** This work will be initially awarded for a period of one year and may be extended further for a mutually agreed period not exceeding period equal to original contract at the discretion of the department's competent authority.
- iv.** The Schedules of the Tenders forms should be uploaded and duly filled. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders.
- v.** The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the CCS NIAH. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the unsuccessful Tenderer will be refunded to him in the manner prescribed by the Institute.
- vi.** The Tenders 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 Tenders is not fully filled in.
- vii.** The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Conditional tenders will not be accepted.
- viii.** The Director, CCSNIAH 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.
- ix.** The office reserves the right to increase or decrease the quantum of work with mutual consent and the tenderer will be bound to accept the modified work and provide services accordingly. The additional /reduced payment will be made at the rate of minimum wages plus associated liabilities to the workers engaged in the excess/decreased work.

2. **Earnest money**

- i. The tenderers are required to deposit Bank Draft issued by a reputed nationalized bank located in the country of Rs 1,68,000/-/- (Rs. One Lakh Sixty Eight thousand only) in favor of the **“Pay and Account Officer (extension), Department of Agriculture and Co-operation, payable at New Delhi”** as Earnest Money Deposit (EMD) along with original tender document for this work, with three months validity. EMD will be returned to the unsuccessful tenderers after award of the contract. No interest shall be payable by CCS NIAH on EMD.
- ii. Any tender not accompanied by Earnest Money will be rejected.
- iii. Unsuccessful Tenderer’s Earnest Money will be released as promptly as possible, but not later than ninety (90) days.
- iv. The successful Tenderer’s Earnest Money will be released upon the Tenderer signing the contract.
- v. The Earnest Money may be forfeited in case of a successful Tenderer,:-
 - a) If Tenderer withdraws its tender during the period of tender validity specified in the Tender Form; or
 - b) If the Tenderer fails to sign the contract

3. **Opening of Tender: All Tenders will be opened online on 28th Feb 2019.**The technical bid shall be opened first. The price bid will be opened only of those tenderers whose technical bid is found to be in order and for which they shall be intimated separately.

4. **Period of Validity of Tenders**

- A. Validity of Tenders shall be 90 days after the date of tender opening. A tender valid for a shorter period shall be rejected by the CCSNIAH as non-responsive.
- B. In exceptional circumstances, the CCSNIAH may solicit the Tenderer’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable). The Earnest Money provided shall also be suitably extended. A Tenderer may refuse the request without forfeiting its Earnest Money. A Tenderer granting the request will not be permitted to modify its tender conditions.

5. **Evaluation criteria:** The following documents/vouchers are required to be enclosed with the tenders form:-

- i. Registration Certificate of the firm with the appropriate State/local Government.
- ii. Minimum turnover of the firm not less than 50 lakhs per year during the last two financial years in book of account for such work/services. Certified copies of the balance sheet for last two years- FY-2016-17 and FY-2017-18 from registered chartered accountant. In case of newly registered firms, financial standing of minimum Rs. One Crore may be exhibited.
- iii. Proof of experience in at least three central /state govt./ PSU/private organization in prescribed tabular form, along with documentary proof as attachment.
- iv. Copy of EPF registration certificate.
- v. Copy of ESI registration certificate.
- vi. Copy of PAN/TAN No.
- vii. Copy of GST Certificate.
- viii. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. In case it is not available, the contractor shall obtain the labour license under this Act, within one month.
- ix. Tender Acceptance Letter
- x. The details of assessment/requirement of personnel for providing services terms of clause No. 1(xi) of Schedule II (GI & T&C) in Annexure-I.

6. Only those firms will be considered for financial bid who will qualify in the technical bid.
7. **Preliminary examination.**
 - i. The CCS NIAH will examine the tenders to determine whether any computational errors have been made, whether required sureties have been furnished and whether the tenders are generally in order. The arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit prices and the total price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected, and its earnest money will be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
 - ii. The CCS NIAH may waive any minor informality, non conformity, or irregularity in a tender which does not constitute a material deviation, provided same does not prejudice or affect the relative ranking of any tenderer.
 - iii. Prior to the detailed evaluation, the CCS NIAH will determine the substantial responsiveness of each tender to the tender documents without material deviations.
 - iv. If the tender is not substantially responsive, it will be rejected by the CCSNIAH and may not subsequently be made responsive by the tenderer by correction of the non conformity.
8. Acceptance by the Institute will be communicated in writing. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the letter etc. should be acted upon immediately.
9. **Award Criteria**

The CCSNIAH will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. However, if the terms and conditions are not found as per the prescribed norms, the claim of the lowest quotee will be ignored.
10. **CCSNIAH Right to accept any Tender and to Reject any or all Tenders**

The CCSNIAH reserves the right to accept or reject any tender, and to annul tender process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or tenderers or any obligation to inform the affected Tenderer or tenderers of the grounds for the CCSNIAH's action.
11. **Notification of award**
 - A. Prior to the expiry of the period of tender validity, the CCSNIAH will notify the successful Tenderer in writing by registered letter or by cable for awarding contract, to be confirmed in writing by registered letter, that its tender has been accepted.
 - B. The notification of award will constitute the formation of the contract.
12. **Signing of Contract**

The Agency, on award of the contract should execute an agreement on Rs. 100/- Stamp paper with CCSNIAH, Baghpat incorporating the terms and conditions.
13. **Security Money**
 - A. If Tenderer does not accept the offer, after issue of letter of award by CCSNIAH within 15 days, the offer made shall be deemed to be withdrawn without any notice and Earnest money forfeited.
 - B. Within fifteen (15) days on receipt of the Notification of contract award, the successful tenderer shall furnish to the CCSNIAH the Security Deposit equivalent to 10% value of the annual contract amount in the form of Bank Guarantee/FDR payable to "Pay & Accounts Officer (Extension), Department of Agriculture Cooperation, Shastri Bhawan, New Delhi"

- C. The performance security so deposited should have validity of eighteen months from the date of signing of agreement.
- D. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
- E. The Security deposit (as performance Security) shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate and No wages dues to the personnel certificate endorsed/signed by the personnel deployed by the agency. The Security Deposit shall be returned on the expiry and termination of the Contract subject to conditions that the Agency has indemnified the CCSNIAH for all payments to its staff. The Security Agency while requesting for release of the Security Deposit shall certify that all payments including Labour Laws obligations have been fulfilled and that the CCSNIAH authorities shall not be responsible for any payments to the staff arising out of the decision of the Labour Court, if any.
- F. Failure of the successful Tenderer to sign the agreement and/or furnish the Security Deposit, at the beginning of execution of contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the CCSNIAH may make the award to the next lowest evaluated Tenderer or call for new tenders.
- G. In case of failure to perform to as per the terms and conditions of the contract, the security deposit may be forfeited on the discretion of the competent authority of the Institute without any other consideration, in addition to the termination of the contract. The Institute also reserves the right to use the forfeited amount for meeting out any pending expenses/liabilities towards the employees of the firm or damages to the Institute, if required.

14. Resolution of Disputes

- A. The CCSNIAH and the agency shall make every effort to resolve amicably by mutual consultation/direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- B. In case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CCSNIAH. The decision of the sole Arbitrator as appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
- C. For resolution of disputes, appropriate legal action shall be initiated in consultation with the Department of Legal Affairs, Government of India and will be dealt in Baghpat only. Relevant sections of Indian laws as amended from time to time shall be applicable and binding on the tenderer.
- D. Decision of the Director, CCSNIAH shall be final for any aspect of the contract and binding to all parties.

15. Acceptance

Acceptance both provisional and final regarding the manpower contract will be by the Director, CCS National Institute of Animal Health, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture and Farmers Welfare, Government of India, Baghpat, Uttar Pradesh-250 609 or his authorized representative.

Sd/-
Head of Office
CCSNIAH, Baghpat

SCHEDULE TO TENDERS
(TECHNICAL BID)

CHECK LIST FOR TECHNICAL BID FOR **HIRING OF SERVICES FOR VARIOUS JOBS** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P).

Sr. No	Description	Details to be given by Tenderer Yes/no
1.	Firms name and Full Postal Address	
2.	Earnest money deposit	
3.	Constitution of the Firm/ Agency (Attached copy)	
	a) Indian Companies Act, 1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act, if not, the owners	
4.	(1) For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender. (2) 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 (3) If the answer to above point (i) and (ii) is in the affirmative, please furnish a copy	

	of either the partnership agreement or the general power of attorney, as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners	
5.	Name and Full Address of your Banker	
6.	Last two year Balance sheet duly certified by In case of newly registered firms, financial standing of minimum Rs. 50 Lakhs may be exhibited.CA	
7.	Please mention EPF number allotted to the firm with document proof.	
8.	Please mention ESI number allotted to the firm with document proof.	
9.	Whether registration with Labour Department under Contract Labour (Regulation and Abolition) Act. 1970. If yes, attach photocopy	
10.	Registration number of Service Tax/GST	
11.	Proof of manpower with the firm(Attach Copy of ECR or relevant documents)	
12.	Whether Tender Acceptance Letter Attached Yes/No	
13.	Assessment Report in terms of Clause 1 (xi) of GI & T&C (Schedule-II) in Annexure I to be attached.	
14.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
15.	Name of the Permanent Representative to be visiting CCS NIAH, Baghatpat regarding the contract	

Authorized Signatory

Details of the experience/work done by the firm/contractor in different Organizations

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No	Period		Nature of work	No. of Workers deployed	Remarks (including the amount of the contract)
		From	To			

(Authorized Signatory)

(Please attach self attested copies of work orders pertaining to experience)

General Information & other Terms and Conditions of the Contract for Hiring of Services For Various Jobs on contract basis at CCS National Institute of Animal Health, Baghpat (U.P).

1. Duties and Responsibilities of the Agency

- i) The agency is responsible for due compliance of laws relating to rendering manpower services, payment of statutory wages to the manpower employed by it including provident fund and ESI and other statutory obligations. The contractor is also liable for payment of statutory taxes and duties.
- ii) The persons who would be deployed by the agency would not have any claim for employment or payment of wages or any other claim whatsoever against CCSNIAH, Baghpat. The persons hired from the agency would not have any claim for compensation or any damages against CCSNIAH, Baghpat in any event whatsoever and agency would be responsible or answerable for any such claim.
- iii) The supporting/allied service staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to the designated/authorized officer
- iv) In case of the person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform his / her duties properly or indulges in any unlawful activity including riots or disorderly conduct, the agency on order of CCSNIAH, Baghpat shall immediately withdraw such person (s) from the CCSNIAH premises.
- v) The Agency shall deploy the full complement of the personnels all the time and shall maintain a list of the reserves to provide the replacement and supplement the strength.
- vi) This CCSNIAH shall have the right to ask the agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to our premises without the consent of CCSNIAH Administration.
- vii) The agreement is terminable with at least two month notice on either side.
- viii) The contractor shall not sublet the work.
- ix) The Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- x) **The selected agency shall provide the necessary personnel's for CCS NIAH, Baghpat as per Labor act prevalent as per Central Government/Union Government.** The agency shall employ good and reliable persons with robust health as per CCS NIAH guidelines. In case any of the personnel so provided is not found suitable by the CCS NIAH, Baghpat the CCS NIAH, Baghpat 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 person immediately.
- xi) After physical inspection of the site, detailed assessment/requirements of personnel for providing allied services at the CCS NIAH, Baghpat shall have to be furnished along with the Tender. **However, the tender should indicate only the lump sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.**
- xii) A responsible person of the Agency should liaise on its behalf with the Officer in charge, Job contract of the Institute, at least once a month or whenever called for.
- xiii) The Agency shall not assign or transfer the contract or part thereof to anyone.
- xiv) GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and CCS NIAH will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt, shall be deducted at source from monthly bills of the successful tender, as per rules/instructions made applicable from time to time by government.

2. Wages payable to the Personnels.

- a) The agency will be wholly and exclusively responsible for payment of wages to the employees engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc, and the CCSNIAH, Baghpat shall not incur any liability, any obligation and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly.
- b) The contractor shall make payment of wages to its personnel latest by 7th of each month in the presence of Officer nominated by Director CCSNIAH.
- c) Photocopies of payment towards ESI, EPF/ECR (Name wise), Attendance sheet and Muster roll wages should also be submitted along with the bill for the following month.
- d) EPF account number will have to be provided by the firm to its workers within one month/proof thereof under intimation to this office. The firm will have to provide EPF passbook to their worker at the earliest.
- e) ESI Card or proof thereof will have to be issued to the workers by the firm within 1st month of initiation of contract and a copy of the each card will be deposited with the office.
- f) The service provider will submit the bill in triplicate with revenue stamps affixed on it, in respect of a particular month in the first week of the next month for the release of payment.
- g) Payments to the service provider would be strictly on certification by CCSNIAH Administration, that his/her service were satisfactory and attendance as per the bill preferred by the service provider.
- h) **The firm will have to provide wages to their worker deployed during the period as per minimum wages act (Central/State whichever is higher). It will be the responsibility of the firms to make payment of prevailing minimum wages to its employees.**
- i) **The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, cost of uniform & accessories etc. and obligatory taxes etc.** The CCS NIAH, Baghpat shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contributions.
- j) The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for execution of the work in respect of their wages under Minimum Wages Act. Statutory deductions like EPF, ESI and service tax etc. and 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. **The contractor shall indemnify and keep indemnified the CCSNIAH 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, CCSNIAH shall be final and binding on the contractor.

3. Penalty Clause

- i) Loss or damage to any material/property of CCSNIAH due to negligence of manpower personnel shall be made good by agency at its own cost within a specified period or else deduction of the cost will be made from the following month's bill/security deposit.
- ii) 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.
- iii) An amount equivalent to min of Rs. 500/per day, subject to a maximum of 5% of the monthly contract amount per month will be levied as liquidated damages. Whenever and wherever, it is found that the work is not up to the mark in any Section it will be brought to the notice of the

supervisory staff of the firm by CCSNIAH and if no action is taken within one day liquidated damages clause will be invoked.

- iv) For any breach of contract, the Director, CCSNIAH or duly constituted Committee, shall be entitled to impose a penalty on the first occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Committee.
- v) If the required number of workers/ Supervisor are less than the minimum assessed, as given in the Assessment Report, a penalty of Rs. 500/- per worker per day will be deducted from the bill.
- vi) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of Director CCSNIAH in this regard shall be final and binding upon the Agency.
- vii) In case the penalty clause is invoked because of any reasons indicated in this agreement, a maximum penalty of 10% of the tendered value shall be imposed. In case of any of the above contingencies, the First Party will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss which may be suffered by the Contractor on account of termination of this agreement.
- viii) Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-
 - a) If the personnel found indulging in smoking/drinking/sleeping during duty hours.
 - b) If the behavior of personnel found discourteous.
 - c) If any Personnel found performing duty by submitting a fake name and address.

4. Other terms and conditions

1. The department 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 this institute for compensation or financial assistance on this account. The firm shall be responsible for payment of wages, EPF and ESI etc, directly to all the workers as per prevailing Acts/orders as applicable. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This department in no case shall be a party to such a dispute. It shall be the responsibility of the firm to comply with the provisions of all Acts and Government instructions.
2. The personal deployed by the agency should not have any Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The deployment shall be furnished to the department as may be required. The overall deployment shall be under supervisor (s) whose full details including the contact numbers shall be furnished to this office.
3. The personnel deployed by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their wages every month. The said personnel of the service provider shall not claim for any employment or absorption in the Government by virtue of their engagement for this work.
4. The service provider's personnel shall not claim any benefit / compensation / regularization / absorption of service from/in this department under provision of Industrial Dispute Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970 etc.
5. The service provider's personnel shall not divulge or disclose to any person any detail of office, operation process, technical know-how, security arrangement, administrative and organizational matters as all of these are confidential in nature.

Description of Work

Sl No	Section/ Laboratory	Job Requirement	Type of manpower support required	Estimated man Days /Day requirement as per the internal assessment of CCSNAH	Remarks
A. Laboratory Jobs					
1.	BSL-2 laboratory	<ul style="list-style-type: none"> • Preparation of media and reagents, maintenance of documents and lab records and log books. Preparation of laboratory documents. Assistance in sterility testing of bacterial vaccines. 	Skilled (Minimum Science graduate)	26x1	
2.	BSL-2 laboratory	<ul style="list-style-type: none"> • Daily cleaning of glassware& equipment like incubators, bio-safety cabinets, deep freezers and refrigerators • Wrapping of glassware • Cleaning of working stations • Washing and cleaning of laboratory aprons and towels • Carrying the laboratory items • Disposal of all laboratory waste to incinerator • Changing of bio-hazardous polybags from all waste bins • To provide assistance to laboratory assistant and the scientists for various purposes like: sterility testing, safety testing and potency testing • Cleaning and sanitation of the laboratory preparatory area and BSL-2 biocontainment facility. 	Semi-skilled (Minimum 12 th passed)	26x2	
3.	BSL-2 laboratory (Bacterial and fungal culture maintenance)	<ul style="list-style-type: none"> • Preparation of media and reagents for bacterial and fungal culture maintenance, sterilization of consumables by autoclaving or hot air oven, assistance in biochemical testing, CFU counting, preservation of microorganism, decontamination of biohazardous waste, Preparation of laboratory documents. 	Skilled (Minimum Science graduate)	26x1	
4.	Cell culture laboratory	<ul style="list-style-type: none"> • Assisting in the routine work of the Media preparation for cell culture work, virus harvesting, freezing of the cells, thawing of the cryopreserved cells, help in refilling of the liquid nitrogen container etc. 	Skilled (Minimum Science graduate)	26x1	

5.	BSL-3 laboratory	<ul style="list-style-type: none"> • Cleaning and washing of glassware, drying, wrapping and sterilization in hot air oven. • Routine cleaning equipments before and after work. • Decontamination of bio-safety cabinets. • To assist laboratory assistant and the scientists for various technical work involving quality control testing of veterinary vaccines. • Discard and decontamination of the infected material and transport to the incinerator. • Appropriate disposal of the non infected material. • Cleaning of laboratory clothing and towels <i>etc.</i> 	Semi-skilled (12 th pass, exposure to similar work is desired)	26x2	
6.	Poultry vaccine testing	<ul style="list-style-type: none"> • Collection of blood and other material from poultry/birds pre and post vaccination as per the test requirement. • Processing of the blood/serum sample and labeling and storage • Assisting in titration of vaccines • Assisting in virus titration • Collection of tissues from control birds for isolation of virus. • Assisting scientists in recording of daily observations of all vaccines • Assisting in maintenance of poultry virus • Keeping and maintenance of equipment • Preparation of all media and chemicals for testing • Sterilization of all glassware and equipment, sterilization of dehydrated media • Decontamination & discarding of old cultures & media • Fumigation of all rooms of BSL-2 laboratory • Sterilization of bio-safety cabinets • Running of hot air oven, autoclaves, incubators, bio-safety cabinets <i>etc.</i> for various laboratory purposes • Daily checking of media bottles under sterility testing of vaccines • Daily checking of animals under Q. C. testing of vaccines • Any other job assigned as per requirement 	Skilled (Minimum Science graduate)	26x1	

7.	Molecular Biology Lab	<ul style="list-style-type: none"> • Cleaning, washing, wrapping and sterilization of glassware • Cleaning & dusting of equipment and assisting in maintenance of PCR & cell culture lab • To assist lab assistant for preparing media and buffer • Discard and decontamination of infected and non-infected material, as per direction • Assisting all types of PCR and cell culture work 	Skilled (Minimum Science graduate)	26x1	
8.	Virology Laboratory /Pathology Laboratory	<ul style="list-style-type: none"> • Maintenance of Lab. Consumables in Pathology/Virology Laboratory. • Assisting in QC testing of viral vaccines (PPR & FMD etc.) • Assistance in the routine clinopathological examination of the animals like PCV, ESR, Hb, TEC, TLC, DLC etc. estimation. • Assisting in the histopathological processing of the tissue samples, staining and other laboratory work. • Making the grease free in the used and cleaned glass slides. • Preparation of the stains/ chemicals/ media in both laboratories. Also to carry out sterilization of the media • Maintenance of laboratory records in both laboratories. • Keeping and Maintenance of the equipment in both laboratories. • Wrapping and sterilization of all Glassware and equipment in both laboratories. • Sterilization of the biosafety cabinets in the virology laboratory. • Decontamination and discarding glassware and plastic wares in both the laboratories. • Proper labeling and mentioning dates on the all prepared stains/ chemicals/ media in both laboratories. • Provide Assistance to the Scientist in the Laboratory works of Pathology / Virology 	Skilled (Minimum graduate)	26x3	
(B) Animal House Jobs as and when required					
1.	Small Animal House	<ul style="list-style-type: none"> • Removal of the wastes from the cages and putting the new bedding etc. Placing the wastes to the Incinerator Room • Dusting, cleaning, mopping of the 2 wings (5 corridors) and 6 rooms in Small Animal House • Feeding, watering, cleaning of the small animals in the cages • Weekly washing of the cages in the small 	Semi-skilled (12 th pass), exposure to similar work is desired)	30x4	

		<p>animal house and temporary shifting of the animals from one to another and vice versa</p> <ul style="list-style-type: none"> • Attendant deployed in the Challenge shed will not able to work in the healthy and vaccinated shed due to biosafety & biosecurity concern • Feeding, Watering, Cleaning of the cages, removal of the wastes from the cages and putting/ the new bedding etc. • Placing the consumables like feed, bedding etc. in the small animal house stores 			
2.	Large Animal House	<ul style="list-style-type: none"> • Removal of the wastes from the floors and putting the new bedding etc. Placing the wastes to the Incinerator Room. • Dusting, cleaning, washings of the 2 wings (4 corridors) and 6 large rooms in the Large Animal House. • Feeding, Watering, Cleaning of the large animals in the in the containment facility. • Attendant deployed in the Challenge shed will not able to work in the healthy and vaccinated shed due to biosafety & biosecurity concern. • Placing the consumables like feed, bedding etc. in the large animal house stores. • To provide the assistance to the laboratory assistant and scientists for the various purposes like safety and potency testing. • Changing of the biohazard poly bags from all the waste bins. • Washing and cleaning of the Animal House Dresses and towels. • For the opening of the animals to conduct post-mortem examination of the animals 	Semi-skilled (Matriculation; exposure to similar work is desired)	30x4	
(C) Administrative jobs					
1.	ISO/QMS	<ul style="list-style-type: none"> • For Quality management system. • Record keeping, • Maintenance of registers and files, • Typing • Any other job as per requirement of QMS 	Skilled (Graduate with sound knowledge of English/ Hindi typing)	26x1	
2.	Administration Section	<ul style="list-style-type: none"> • For collection of information from administrative section, compilation and feeding the data in PFMS system under direct supervision of HOO/DDO • Typing of letters and sanctions for office of the HOO and other officers as per need. • Assisting the office in managing files in establishment section under direct control of HOO. • Assisting the DDO in preparing the bills and managing the records. • Other miscellaneous jobs as assigned by 	Skilled (Graduate, Proficient in internet operation and Hindi/English typing)	26x1	

		the HOO from time to time for smooth functioning of the Institute.			
3.	Director Office	<ul style="list-style-type: none"> For Typing, office management and Other miscellaneous jobs as assigned by the Director 	Skilled (Graduate, Proficient in internet operation and Hindi/English typing)	26x1	
4.	Director Office	Peon for Director Office	Semi Skilled (12 th pass)	26x1	
5.	IT Cell	<ul style="list-style-type: none"> Assisting in handling the day to day requirement of the IT systems in the institute Assisting in administration of institute website including updation and management under the guidance and supervision of I/c website Assisting in management of AEBAS Helping in developing requirement of biosecurity system comprising LAN, CCTV surveillance system, etc. in the institute, with the guidance from institute biosafety officer Assisting in supervising internet services System administration and maintenance of the OS of all the PCs including antivirus software Consumable management for computer related consumables Asset management, escalation of problems to vendors/office and reporting. Other jobs, as directed from time to time by the incharge concerned. 	Highly Skilled (10+2/Graduate /diploma/certificate in IT or related field with similar work experience)	26x1	
6.	Peon/Messenger job (Administration.)	To deliver files and dak in different sections in the administrative cum lab building daily and to deliver dak to other outside Institute by hand.	Semiskilled	26x1	

(D) Cleaning and maintenance job

1.	Cleaning and Sweeping work (Laboratory Block, Animal House Block and Administrative Block, and	Cleaning and Sweeping work <ul style="list-style-type: none"> Sweeping and cleaning of all floors (twice daily and as and when required), all labs, rooms and stairs of buildings of Laboratory Block, Animal House Block, Administrative Block and Service Hall (190 Rooms, 20 Toilets, 26 Corridors) Cleaning of all toilets once in a day 	Semiskilled	26x11	
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	Service Hall etc.)	<ul style="list-style-type: none"> • Cleaning of all gallery floors. • Cleaning of nearby area of buildings, doors and windows daily. • Cleaning of cobwebs of the roof and corner of walls twice a week. • Cleaning of sewerage line as and when required. • Cleaning of water storage tanks, roof of labs and office buildings and guest house once in a month. • Cleaning of ceiling fans and window glasses. • Sweeping and cleaning of roads and drains of Institute campus, residential colony and premises of Guest House daily. 			
2.	Guest House	Cooking and housekeeping work	Skilled	30x1	

TENDER ACCEPTANCE LETTER
To be given on company letter head

To

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Sub: Acceptance of terms and conditions of tender

Tender reference No:

Name of tender / Work:-

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Dear Sir,

1. I / We have downloaded / obtained the tender document (s) for the above mentioned 'Tender / Work' from the web site (s) namely:

.....
.....

As per your advertisement, given in the above mentioned websites (s)

2. I / We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure (s), schedule (s) etc..) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization to have also been taken into consideration, while submitting this acceptance letter.
4. I / We do hereby declare that our firm has not been blacklisted/ debarred by any govt. Department / Public sector undertaking.
5. I / We certify that all information furnished by the our firm is true and correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the bidder, official Seal)