



Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying & Fisheries  
C.C.S. National Institute of Animal Health  
Baghpat, Uttar Pradesh-250609  
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F.No:1/70/2015-16/CCS NIAH  
Dated: 30<sup>th</sup> May 2016

### **TENDER NOTICE**

Sealed Tenders in **Two Bid System** are hereby invited from reputed agencies for **HIRING OF SERVICES FOR VARIOUS JOBS (Technical)** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P).

- A. Last date of receipt of tenders in office is up to 3.00 PM on 21<sup>st</sup> June 2016.**
- B. Technical bid to be opened at 3.30 PM on 23<sup>rd</sup> May 2016**
- C. Pre Bid Conference: 10<sup>th</sup> June 2016 at 2.30 PM**
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The tender document is also available on our website (<http://www.ccsniah.gov.in>), departmental website (<http://www.dahd.nic.in>) and CPP Portal.

#### NOTE:

1. The Director, CCSNIAH, Baghpat may at his discretion, extend this date and such extension shall be binding on tenderers.
2. If the date up to which the Tenders are open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
3. 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.
4. The pre bid conference will be held on **10<sup>th</sup> June 2016 at 2.30 PM** in the conference room of CCSNIAH. Intending tenderers are advised to visit and acquaint him with the operational system of the areas given in tender before pre bid meeting. The cost of visiting, if any, shall be borne by the tenderers. During the pre bid meeting the vendors will be allowed to raise queries and clarifications will be given at the end of the meeting. It shall be deemed that the firm/agency has undertaken the visit in all areas covered in this tender and is aware of the operational conditions prior to the submission of the tender document.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR HIRING OF SERVICES FOR **HIRING OF SERVICES FOR VARIOUS JOBS (Technical)** 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.)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sealed tenders **Two Bid System** are hereby invited by the Director, CCS NIAH for "**HIRING OF SERVICES FOR VARIOUS JOBS (Technical)** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P)." from the authorized firms and registered firms/agencies and must be delivered on or before **21<sup>st</sup> June 2016 latest by 3.00 PM.**

**1. Tenders**

- i. 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.
- ii. 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.
- iii. The Schedules of the Tenders forms should be returned intact 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. In such cases reference to the additional pages must be made in the Tender forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.
- iv. 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.
- v. 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. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm, if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.

- vi. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the CCS NIAH 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.**
  - 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 41000/- (Rupees Forty One 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. The proposal is to be submitted in two separate sealed envelopes labeled as under:**
- A. TECHNICAL–BID (Envelope No.1):**
- The envelope should have following:
- i. The tender document in original duly signed and stamped as a token of acceptance of terms and conditions, along with deviation if any, from particular tender conditions in a separate sheet.
  - ii. Technical bid shall be filled in with relevant details and duly signed superscribed clearly as **“Technical Bid for “HIRING OF SERVICES FOR VARIOUS JOBS (Technical)” on contract basis. Unsealed materials will not be accepted**
  - iii. EMD of Rs 41000/- (Rupees Forty One Thousand only) in favour of **“Pay & Accounts Officer (Extension), Department of Agriculture & Cooperation, New Delhi”**.

**B. PRICE-BID (Envelope No: 2):**

- i. Price bid duly signed and stamped by the bidders should be submitted and placed in separate cover (envelope), sealed and superscribed clearly as “**Price Bid**” for “**HIRING OF SERVICES FOR VARIOUS JOBS (Technical) ” on contract basis**. Rate should be quoted in figures and words in Indian rupees. **Unsealed materials will not be accepted.**
  - ii. **The rates quoted by each firm for job/service contract in tenders, be given both in words and figures failing which the same is liable to be rejected.**
  - iii. **In case of revision the contractor will be liable to pay the revised rates.**
  - iv. The rates shall be quoted on monthly basis, which will be multiplied by twelve to make it per year for first year.
  - v. The breakup of consolidated amount should be mentioned.
  - vi. **Tenderers are also requested to quote the enhancement in rate separately** subject to a maximum increase of 8%, if the contract is extended for another one year. The extension will solely depend upon the performance of the agency during the contract, mutually agreement between the agency and party, and finally at the discretion of the department’s competent authority.
  - vii. The services required are initially for a period of one year. The contract may be extended on mutual consent subsequently. The agreement is terminable with at least two month notice on either side for the smooth continuation of the job. The contract may be terminated at any stage solely at the discretion of CCSNIAH with an advance notice without assigning any reason thereof
- C. The Envelopes No: 1 & 2 sealed separately should be kept in a third Envelope which shall also be sealed and duly superscribed as “**HIRING OF SERVICES FORVARIOUS JOBS (Technical) ” on contract basis due on 21<sup>st</sup> June 2016.**

**D. Tenders must be addressed to:-**

***The Director,  
CCS National Institute of Animal Heath,  
Government of India  
Ministry of Agriculture & Farmers Welfare,,  
Department of Animal Husbandry, Dairying and Fisheries,  
Baghpat, Uttar Pradesh- 250609***

**Note:** Tenders can also be deposited in the Tender Box kept in the Administrative Block of the CCSNIAH, Baghpat.

**4. Late Tenders**

Any tender received by the CCSNIAH after the deadline for submission of tender will be rejected and returned unopened to the Tenderer.

- 5. Opening of Tender: All Tenders will be opened in public on 21<sup>st</sup> June 2016, at 15:30 hrs** in the Conference Room, CCS National Institute of Animal Health, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Government of India, Baghpat, Uttar Pradesh-250 609. The technical bid (Envelope no. 1) shall be opened first. The price bid (Envelope No.2) will be opened only of those tenderers whose technical bid is found to be in order and for which they shall be intimated separately.

## 6. 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.

## 7. 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 25 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-2014-15 and FY-2015-16 from registered chartered accountant.
  - iii. Proof of experience in at least three central /state govt./ PSU/private organisation in prescribed tabular form, along with documentary proof as attachment. Proof in form of ECR copy or other relevant document to indicate the firm's manpower on roll must be attached.
  - iv. Copy of EPF registration certificate.
  - v. Copy of ESI registration certificate.
  - vi. Copy of PAN/TAN No.
  - vii. Copy of Service Tax 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. Company brochure showing the profile.
  - x. Signed Tender document should be submitted as a token of acceptance of our terms and conditions of tender.
  - 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.
8. Undertaking on Non-judicial stamp paper (in original) that the firm has not been blacklisted/debarred from providing job work contract services by any Govt. Department/undertaking/Universities etc. Please enclose certificate as per format given below:
- "It is certified that our firm M/s.....
- has not been blacklisted/debarred from providing job work contract Services by any of the Central/State Government Department/undertaking/PSU/Universities etc. It is further certified that this statement is true and based on facts. If it is bound false at any stage, I/We shall be liable/responsible for the same and action as deemed fit may be taken against me/our agency/firm.
9. It is mandatory to attach the self attested copy of certificates/proof with respect to claim of above mentioned evaluation criteria.
10. Only those firms will be considered for financial bid who will qualify in the technical bid.
11. **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, whether the

documents have been properly signed, 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.
- 12.** Acceptance by the Institute will be communicated by FAX/Express 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/Express letter etc. should be acted upon immediately.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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 DD/PO/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.
- 18. 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.
- 19. 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.



**Yours faithfully,  
For and on behalf of the Director  
CCSNIAH, Baghpat (U.P.)**

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

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office) Telephone No: Telegraphic Address / FAX /Cellular No.: E-Mail address:

**To**  
**The Head of Office**  
**CCSNIAH,**  
**Baghpat- 250 609 (U.P.)**

1. I / We have read all the particulars regarding the General information and terms and conditions of above said job contract at CCSNIAH, Baghpat and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the Acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedule-I & Schedule II to accompany this Tender are at pages\_\_\_\_\_.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **“Pay and Account Officer (extension), Department of Agriculture and Co-operation, payable at New Delhi”** is enclosed as earnest money required.

[ Yours faithfully,

Signature & Seal of the Tenderer

Witness \_\_\_\_\_  
Telephone No. Office /Mobile \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Signature of witness to contractor's signature \_\_\_\_\_  
Name & Signature of Witness:



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

Sr. No	Description	Details to be given by Tenderer Yes/no	Page No. at which document is placed
1.	Firms name and Full Postal Address		
2.	Earnest money deposit	D.D. No. Dated For Rs. (Drawn in favor of <b>PAO (Extension), Department of Agri and Cooperation, New Delhi</b> )	
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 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		
11.	Proof of manpower with the firm(Attach Copy of ECR or relevant documents)		
12.	Whether Black listed/declared by any department. ( Attach Affidavit (In original)- Yes/No		
13.	Assessment Report in terms of Clause 1 (xi) of GI & T&C (Schedule-II ) in Annexure I		
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, Baghpat 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)

**Declaration by the Contractor**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions therein and undertake myself/ourselves to abide by the said terms and condition. I/we further undertake that all Government Acts/rules/Instructions in regard to contract job work should be scrupulously complied with during the contract period.

Signature of the Contractor  
Or his authorized signatory  
With Seal of the Agency/Firm

**Note: It is mandatory to fill all the above columns and attach all above listed documents failing which the tender will be liable to be rejected.**

**General Information & other Terms and Conditions of the Contract for HIRING OF SERVICES FOR VARIOUS JOBS (Technical)** 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) Service tax 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 7<sup>th</sup> 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 1<sup>st</sup> 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.

Signature of the Contractor  
or his authorized signatory  
with Seal of the firm/Agency



**ANNEXURE-I****Description of Work**

<b>SI No</b>	<b>Section/ Laboratory</b>	<b>Job Requirement</b>	<b>Type of manpower support required</b>	<b>Expected Man Days/Day requirement</b>	<b>Remarks</b>
<b>A. Laboratory Jobs</b>					
1.	BSL-2 laboratory	<ul style="list-style-type: none"> <li>• Recording of temperature of deep freezers, incubators and other refrigerators</li> <li>• Keeping and maintenance of equipment</li> <li>• Preparation of all media and chemicals for testing</li> <li>• Sterilization of all glassware and equipment, sterilization of dehydrated media</li> <li>• Decontamination &amp; discarding of old cultures &amp; media</li> <li>• Labeling and mentioning dates on all prepared media bottle</li> <li>• Assisting scientists in quality control testing of all vaccines</li> <li>• Fumigation of all rooms of BSL-2 laboratory</li> <li>• Sterilization of bio-safety cabinets</li> <li>• Running of Distillation units to prepare distilled water</li> <li>• Running of hot air oven, autoclaves, incubators, bio-safety cabinets etc. for various laboratory purposes</li> <li>• Daily checking of media bottles under sterility testing of vaccines</li> <li>• Daily checking of animals under Q. C. testing of vaccines</li> <li>• To guide the laboratory attendants for various lab works</li> <li>• Any other job assigned as per requirement</li> </ul>	Skilled (Minimum Science graduate)		
2.	BSL-2 laboratory	<ul style="list-style-type: none"> <li>• Daily cleaning of glassware &amp; equipment like incubators, bio-safety cabinets, deep freezers and refrigerators</li> <li>• Wrapping of glassware</li> <li>• Cleaning of working stations</li> <li>• Washing and cleaning of laboratory aprons and towels</li> <li>• Carrying the laboratory items</li> <li>• Disposal of all laboratory waste to incinerator</li> <li>• Changing of bio-hazardous polybags from all waste bins</li> <li>• To provide assistance to laboratory assistant and the scientists for various purposes like: sterility testing, safety testing and potency testing</li> </ul>	Semi-skilled (Minimum 10 <sup>th</sup> passed)		

3.	BSL-3 laboratory	<ul style="list-style-type: none"> <li>• Cleaning and washing of glassware, drying, wrapping and sterilization in hot air oven.</li> <li>• Routine cleaning equipments before and after work.</li> <li>• Decontamination of bio-safety cabinets.</li> <li>• To assist laboratory assistant and the scientists for various technical work involving quality control testing of veterinary vaccines.</li> <li>• Discard and decontamination of the infected material and transport to the incinerator.</li> <li>• Appropriate disposal of the non infected material.</li> <li>• Cleaning of laboratory clothing and towels <i>etc.</i></li> </ul>	Semi-skilled (Matriculation; exposure to similar work is desired)		
4.	Molecular Biology Lab	<ul style="list-style-type: none"> <li>• Cleaning, washing, wrapping and sterilization of glassware</li> <li>• Cleaning &amp; dusting of equipment and assisting in maintenance of PCR &amp; cell culture lab</li> <li>• To assist lab assistant for preparing media and buffer</li> <li>• Discard and decontamination of infected and non-infected material, as per direction</li> <li>• Assisting all types of PCR and cell culture work</li> </ul>	Semi-skilled (Matriculation; exposure to similar work is desired)		
5.	Pathology Laboratory/ Virology Laboratory	<ul style="list-style-type: none"> <li>• Maintenance of Lab. Consumables in Pathology/Virology Laboratory.</li> <li>• Assistance in the routine clinopathological examination of the animals like PCV, ESR, Hb, TEC, TLC, DLC etc. estimation.</li> <li>• Assisting in the histopathological processing of the tissue samples, staining and other laboratory work.</li> <li>• Making the grease free in the used and cleaned glass slides.</li> <li>• Preparation of the stains/ chemicals/ media in both laboratories. Also to carry out sterilization of the media</li> <li>• Maintenance of laboratory records in both laboratories.</li> <li>• Keeping and Maintenance of the equipment in both laboratories.</li> <li>• Wrapping and sterilization of all Glassware and equipment in both laboratories.</li> <li>• Sterilization of the biosafety cabinets in the virology laboratory.</li> <li>• Decontamination and discarding glassware and plastic wares in both the laboratories.</li> <li>• Proper labeling and mentioning dates on the all prepared stains/ chemicals/ media in both laboratories.</li> <li>• Provide Assistance to the Scientist in the Laboratory works of Pathology / Virology</li> </ul>	Skilled (Minimum graduate; exposure to similar work is desired)		

6.	Animal House	<ul style="list-style-type: none"> <li>Assisting in management of Animal House facilities</li> <li>Writing of the animal house work in the registers.</li> <li>Routine record maintenance in the small and large animal house.</li> <li>Temperature monitoring of the Experimental Animals and other supervisory work related to the animal house.</li> <li>Recording of the temperature and humidity in the each room of the animal house to see the comfort of the experimental animals.</li> <li>Fumigation of the rooms of the animal house.</li> <li>Weighing the animal feed for each cage and recording the daily feed consumption in the animal house, as and when required.</li> <li>Assisting in the supervision of Feeding, Watering, Washing of the cages/ floors etc.</li> </ul>	Skilled (Minimum graduate; exposure to similar work is desired)		
<b>B. Administrative jobs</b>					
1.	ISO/QMS	<ul style="list-style-type: none"> <li>For Quality management system.</li> <li>Record keeping,</li> <li>Maintenance of registers and files,</li> <li>Typing</li> <li>Any other job as per requirement of QMS</li> </ul>	Skilled (Graduate with sound knowledge of English/ Hindi typing)		
2.	Administration Section	<ul style="list-style-type: none"> <li>For collection of information from administrative section, compilation and feeding the data in PFMS system under direct supervision of HOO/DDO</li> <li>Typing of letters and sanctions for office of the HOO and other officers as per need.</li> <li>Assisting the office in managing files in establishment section under direct control of HOO.</li> <li>Assisting the DDO in preparing the bills and managing the records.</li> <li>Other miscellaneous jobs as assigned by the HOO from time to time for smooth functioning of the Institute.</li> </ul>	Skilled (Graduate, Proficient in internet operation and Hindi/English typing)		
3.	IT Cell	<ol style="list-style-type: none"> <li>Assisting in handling the day to day requirement of the IT systems in the institute</li> <li>Assisting in administration of institute website including updation and management under the guidance and supervision of I/c website</li> <li>Assisting in management of AEBAS</li> <li>Helping in developing requirement of biosecurity system comprising LAN, CCTV surveillance system, etc. in the institute, with the guidance from institute biosafety officer</li> <li>Assisting in supervising internet services</li> <li>System administration and maintenance</li> </ol>	Highly Skilled (10+2/Graduate /diploma/certificate in IT or related field with similar work experience)		

		<p>of the OS of all the PCs including antivirus software</p> <p>7. Consumable management for computer related consumables</p> <p>8. Asset management, escalation of problems to vendors/office and reporting.</p> <p>9. Other jobs, as directed from time to time by the incharge concerned.</p>			
<b>C. Animal House Jobs as and when required</b>					
1.	Small Animal House	<ul style="list-style-type: none"> <li>• Removal of the wastes from the cages and putting the new bedding etc. Placing the wastes to the Incinerator Room</li> <li>• Dusting, cleaning, mopping of the 2 wings (5 corridors) and 6 rooms in Small Animal House</li> <li>• Feeding, watering, cleaning of the small animals in the cages</li> <li>• Weekly washing of the cages in the small animal house and temporary shifting of the animals from one to another and vice versa</li> <li>• Attendant deployed in the Challenge shed will not able to work in the healthy and vaccinated shed due to biosafety &amp; biosecurity concern</li> <li>• Feeding, Watering, Cleaning of the cages, removal of the wastes from the cages and putting/ the new bedding etc.</li> <li>• Placing the consumables like feed, bedding etc. in the small animal house stores</li> </ul>	Semi-skilled (Matriculation; exposure to similar work is desired)		
2.	Large Animal House	<ul style="list-style-type: none"> <li>• Removal of the wastes from the floors and putting the new bedding etc. Placing the wastes to the Incinerator Room.</li> <li>• Dusting, cleaning, washings of the 2 wings (4 corridors) and 6 large rooms in the Large Animal House.</li> <li>• Feeding, Watering, Cleaning of the large animals in the in the containment facility.</li> <li>• Attendant deployed in the Challenge shed will not able to work in the healthy and vaccinated shed due to biosafety &amp; biosecurity concern.</li> <li>• Placing the consumables like feed, bedding etc. in the large animal house stores.</li> <li>• To provide the assistance to the laboratory assistant and scientists for the various purposes like safety and potency testing.</li> <li>• Changing of the biohazard poly bags from all the waste bins.</li> <li>• Washing and cleaning of the Animal House Dresses and towels.</li> <li>• Two semi – skilled person will be needed for the opening of the animals conduction of the post mortems of the animals</li> </ul>	Semi-skilled (Matriculation; exposure to similar work is desired)		

**FINANCIAL BID**

(This Financial Bid to be enclosed in a separate envelop with seal)

Last date of receipt of tenders in office is up to 3.00 PM on 21<sup>st</sup> June 2016.  
 Technical bid to be opened at 3.30 PM on 21<sup>st</sup> June 2016 in Conference Room of CCSNIAH, Baghpat,

The Director,  
 CCSNIAH,  
 Baghpat- 250 609 (U.P.)

Sir,

I/We wish to submit our tender for **HIRING OF SERVICES FOR VARIOUS JOBS (Technical)** on contract basis at CCS National Institute of Animal Health, Baghpat (U.P on the following rate:

No.	Particulars	PER MONTH																		
1.	<p><b>Monthly consolidated rate</b> offered for <b>HIRING OF SERVICES FOR VARIOUS JOBS (Technical)</b> on contract basis at CCS National Institute of Animal Health, Baghpat (U.P ) in accordance with the highest standards of services and as per the terms and conditions specified in the tender including all labour, transportation specially covered all acts &amp; taxes etc. as applicable from time to time</p> <p>The details of total amount quoted above may be indicated for individual jobs separately as under:-</p> <table border="1"> <thead> <tr> <th>Sl.No</th> <th>Item</th> <th>Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Laboratory and assistance jobs</td> <td></td> </tr> <tr> <td>B</td> <td>Administrative jobs</td> <td></td> </tr> <tr> <td>C</td> <td>Animal House Jobs as and when required</td> <td></td> </tr> <tr> <td></td> <td>C-1-Small Animal House Jobs</td> <td></td> </tr> <tr> <td></td> <td>C-2-Large Animal House Jobs</td> <td></td> </tr> </tbody> </table>	Sl.No	Item	Amount in Rs.	A	Laboratory and assistance jobs		B	Administrative jobs		C	Animal House Jobs as and when required			C-1-Small Animal House Jobs			C-2-Large Animal House Jobs		<p>_____</p> <p>_____</p> <p>_____</p> <p>(Rs. In figures)</p> <p>_____</p> <p>_____</p> <p>(Rs. in words)</p> <p>_____</p>
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C	Animal House Jobs as and when required																			
	C-1-Small Animal House Jobs																			
	C-2-Large Animal House Jobs																			

**Note: The Monthly consolidated Rate as asked for should be quoted. The rates quoted in other manner or conditional rates will not be considered at all & reject out rightly without any communication to such bidder(s)**

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender.

I/We have carefully read all the terms and conditions of the tender and are agreed to abide by these in letter and spirit.

Signature.....  
 Name & Address of the Firm.....  
 Telephone/Mobile No.....