By Speed Post/Registered Post

भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
प्रादेशिक अनुसंधान स्थात्र, बीकानेर 334004
Regional Research Station, Bikaner-334004
Website: www.cazri.res.in Phone& Fax: 0151-2251707

F. No. RRS/BKN/CLEANING CONTRACT /16-17/ Dated : 19.01.2017

To,

M/S……

……

BIKANER.

Sub: Quotation for Annual Job Rate Contract for Cleaning of Office and Campus etc. at ICAR - CAZRI's RRS, Bikaner.

Dear Sir(s),

You are requested to kindly quote your lowest rates keeping in view the following conditions in respect of the articles indicated overleaf/as per statement enclosed (Schedule to Tender).

1. No advance payment will be made. However, the payment is normally made within 30 days from the date of receipt of Bill for execution the work **in good condition as per work order**.
2. The quantity proposed in the quotation may be increased or decreased at the discretion of the authority while placing the order.
3. Quotation not found according to specification will be rejected/not considered.
4. The firm should also supply a copy of the authorized dealership certificate of the item, if applicable
5. Quotation should remain valid for 3 months from the date of quotation.
6. No. Form 'C' & 'D' for sales tax will be issued. Payment will be made at full rate, if applicable. However, the firm is required to produce the valid sales tax Registration No. The firm should also indicate PAN/TIN as per Income Tax Rules.
7. The Rates **should be clearly indicated in figure as well as in words**. While quoting the rates, it may be clearly indicated whether the items are inclusive or exclusive of ST, CST etc. in terms of percentage or in absolute term.
8. Works will have to be completed normally within 30 days from the date of issue of work order or as mentioned in the supply order unless such extension is allowed by the Institute **failing which suitable penalty as indicated in the work order will be imposed.**
9. Director, CAZRI, Jodhpur/Head, ICAR-CAZRI, RRS, Bikaner reserves the right to accept or reject any or all the quotation without assigning any reason.
10. All bids must be accompanied by a bid security/Earnest money deposit (EMD) @ 2% of the estimated value of the item, if the cost of the item is Rs. 1.00 lac or more, in the form of a Demand Draft on a scheduled commercial bank in India, in favour of ICAR Unit –CAZRI, Jodhpur. Without EMD as above, quotation will not be considered (Offer less than Rs. 1.00 lac need not require EMD). If the firm is registered with National small Industries Corporation (NSIC) there is no need to submit EMD (Bid Security).
11. The firm awarded the contract may/will have to furnish a contract agreement and also a performance security in the form of Bank FDR pledged to **"ICAR Unit - CAZRI, Jodhpur"** from a scheduled Commercial Banks or it may be deducted from bills for an amount which may vary from 5% to 10% of the value of the contract at the discretion of Director, which should remain valid for six months.
12. The quotation may be sent to the office by courier/Regd. Post/Speed Post in sealed cover super scribed with "**Quotation for Annual Job Rate Contract for Cleaning of Office and Campus etc**" due date **06.02.2017** and the same must be reach to this Office on or before **06.02.2017 upto 3.00 PM** failing which it will not be considered. The Quotation will be opened on the very same i.e. on **06.02.2017** at 3.30 PM in presence of the representative of the firm, if they desire to attend.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER

Annual Job Rate Contract for Cleaning of Office and Campus etc. at ICAR - CAZRI's RRS, Bikaner

S.No.	Description	Consolidated Amount (Rs.) P.M.
1.	ICAR - CAZRI's RRS, Bikaner में लगभग 15000 वर्ग मीटर में स्थित कार्यालय परिसर, फार्म परिसर, सहवासिय परिसर व आस – पास के क्षेत्रों की समुचित संख्यां में श्रमिक उपलब्ध कराकर प्रतिदिन साफ–सफाई जैसे; फर्शों पर झाडू – पोछा लगाना, खिडकियों के दरवाजे आदि साफ करना, पंखों, छतों आदि जगहों से जाले आदि हटाना/साफ करना, शौचालयों एवं सीवरेज सिस्टम की साफ–सफाई आदि का कार्य करना। कार्य में प्रयोग होने वाले उपकरण व अन्य समान जैसे; फिनाईल, एसिड, कपूर की गोली, आदि – आदि की व्यवस्था ठेकेदार को अपनी ओर से करनी होगी। इसके लिए कोई अतिरिक्त भुगतान नहीं किया जायेगा।	Rs……../- (Rupees…… …… ……)

PAN NO . ……

TIN NO . ……..……

BANKING DETAILS:

Branch Name & Address of Bank : ……
……

IFS code of Bank : ……

Account Number : ……

Signature with Seal with tenderer