



**CENTRAL INSTITUTE MINING FUEL RESEARCH**  
( Council of Scientific & Industrial research )  
P.O- F.R.I , Dhanbad-828108 (Jharkhand)



**No: CIMFR//W&S/G/16/**

**Dated:- 08/01/2016**

**NOTICE INVITING TENDER**

Sealed tenders in two bid system (part-A Technical Bid & EMD and Part –B Price Bid) are invited for the job “**Upkeep and maintenance of Gardens**” (approx. total area : 14,000 sq.m) at CIMFR (erstwhile CFRI), Digwadih Campus Dhanbad mentioned in the table from the licensed/registered contractors having (a) knowledge of below mentioned job (b) satisfactory completed three similar works for the value of 40% or two similar work for the value of 50% or one work of value of 80% of the estimated cost during the last seven years in any of the Public Sector/Govt./Semi Govt. organizations, Autonomous Body, CSIR and its Laboratories or Institutes/ Multinational Companies. The contractors, who have executed or awarded the work of mere plantation of trees are not eligible. The Contract will be valid for a period of one year initially, which may be extended further for a period of another one year or curtailed at the discretion of Competent Authority depending upon the performance of the Contractor.

Description of job	Estimated Value In Rs.	EMD	Cost of Tender Document
Annual Maitainence of Garden at CIMFR, Digwadih Campus	Rs. 16,09,265.00	Rs. 32,185/-	Rs. 500/=

Tender documents (non-transferable) may be downloaded from website of the Institute [www.cimfr.nic.in/](http://www.cimfr.nic.in/) [www.cfriindia.nic.in](http://www.cfriindia.nic.in) . Interested parties are requested to download the Tender Documents containing details of job from the website of Institute between 11/01/2016 to 27/01/2016.

Last date of Submission of sealed Tender Documents: **29/01/2016** upto 3.00 pm.

Date of opening of Technical Bid : **29/01/2016** at 3.30 pm

**Techno-commercial Bid (Part-A)** : comprises the xerox copies of the following signed documents along with the signed tender bid :

- i) Copy of PAN Card
- ii) Copy of Registration Number/License number
- iii) Copy of Allotment of EPF number
- iv) Copy of Allotment of ESI number,
- v) Copy of Service Tax Registration number,
- vi) Copy of Bank Statement for last 24 months,
- vii) Copy of Income Tax Return for last three years,
- viii) Copy of work completion certificate,
- ix) Original EMD in separate envelope

N.B: The cost of tender paper (non-refundable) which is Rs.500/- (Rupees five hundred only) in form of DD/Banker’s cheque may be drawn in favour of Director, CIMFR payable at SBI, Hirapur branch

And Earnest Money Deposit amounting of Rs. 32,185/= ( Rupees Thirty Two Thousand One Hundred Eighty Five Only) in form of DD/Banker’s cheque may be drawn in favour of Director, CIMFR payable at SBI, Hirapur (Branch code 01670) and should be kept in separate envelope.

**Price Bid (Part-B)** comprises the following:

1. Financial Bid :

N.B: Signed financial bid with Annexure- III & IV will be sealed in separate envelope and marked as PART-B

Both the envelope will be put in separate bigger envelope consisting both Part-A & Part-B.

The following conditions will also be applicable:

1. Any contractor(s) blacklisted by erstwhile CMRI/CFRI or any CSIR laboratories or any PSU/Govt. organization / Semi-Govt. organization shall not be eligible to participate in the bid.
2. The details in this regard are available in the Tender Documents which will also form a part of this NIT.
3. The Sealed Tenders should be submitted in two parts Techno-commercial bid along with Tender Cost in the form of Bank Draft and EMD (Part-A) and Price Bid (Part-B) in two separate sealed envelope, superscripted with the name of Job, Date, Part No. and time of opening written on the envelope of Part A along with the Tender Number, EMD and in other sealed cover superscripted with the name of job, Part No. on the envelope of Part B which shall be received in the O/o of Administrative Officer, CIMFR, Barwa Road, Dhanbad, Jharkhand, pin- 826 015. Both the bids should be kept in another separate sealed envelope. Each envelope containing Techno-commercial Bid and Financial/Price Bid should be clearly superscripted.
4. Tenders should be dropped in the Tender Box before the closing date and time indicated above. In case , these are sent by speed/Registered post, addressed to Administrative Officer, CIMFR, Barwa Road, Dhanbad, Jharkhand Pin- 826 015. Tenderers have to ensure that they post the Tender well in advance so as to reach before the closing time and date indicated.
5. The contractor should clearly mention all the statutory provisions and payments like minimum wages as per Govt. of India notification, EPF, ESI, Bonus etc. while quoting the rates. Without keeping the statutory provisions in quoting the rates and not mentioning in their filled Tender Documents will lead to cancellation of quotation.
6. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
7. Late/delayed Tenders shall be rejected out-rightly.
8. The Conditional tenders and tenders without Earnest Money Deposit will be rejected outright. The Director, CIMFR reserves the right to reject any or all the tenders without assigning any reason or whatsoever.

**Note :** The intending bidders are advised to contact In-charge, Horticulture Section for the locations and other details of work before applying for/submitting their quotations.

**Administrative Officer  
CSIR-CIMFR, Dhanbad**

**TENDER DOCUMENTS**

**CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH  
DIGWADIH CAMPUS**

(Council of Scientific & Industrial research, New Delhi)  
P.O- F.R.I-828108, Dhanbad (Jharkhand)  
Website: [www.cimfr.nic.in/cfriindia.nic.in](http://www.cimfr.nic.in/cfriindia.nic.in)

DD/Bankers Cheque No:

Issued to : .....

Address : .....

Cash Receipt No. :

Amount Rs: : .....

Dated : .....

Signature of the Issuing Officer

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To,  
The Director  
Central Institute of Mining and Fuel Research  
Digwadih Campus  
P.o.-FRI-828108, Dhanbad (Jharkhand)

Date:- /01/2016

Ref: Notice Inviting Tender No: **CIMFR//W&S/G/16, Dated:- 08/01/2016**

Sir,

I/We hereby submit my/our Tender for executing job \_\_\_\_\_ against the above NIT in prescribed Performa marked ANNEXURES.

I/we certify that the quoted rates will remain valid for a period of ONE YEAR from the commencement of the Contract/Agreement and in no case shall I/We demand any increase of rate on any ground except enhancement of minimum wages of Labourers due to enhancement by GOI. The terms and conditions as detailed in the 'Instructions to Tenderers' are unconditionally acceptable to me/us. Demand Draft/ Bankers Cheque No..... dated...../...../2016 issued by .....Branch.....drawn on State Bank of India, only for Rs...../= (Rupees .....only) in favour of 'Director, CIMFR' payable at State Bank of India, Hirapur branch (Code no. 1670) , Dhanbad towards earnest money should be put in a separate sealed envelope **Superscripted with the name of the work and EMD for the same** along with tender bid in another separate sealed envelop and both envelopes can be kept in one bigger sealed cover should be submitted.. (No Cheque will be accepted.)

Yours faithfully,

Signature of the Tenderer

Dated:

Seal :

Name :

Position:

Address:

Enclosure:

1. Demand Draft/Bankers Cheque No.....dated..... for Rs.....

**CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH**  
**DIGWADIH CAMPUS**  
P.O- F.R.I-828108, Dhanbad (Jharkhand)

**General Terms & Conditions for Upkeep and maintenance of Garden**

(To be signed by the contractor or his authorised representative in all the pages as a token of acceptance of the terms and conditions and submitted along with the Tender form):

- 1 The Tenderer should enter the amount quoted by him in figure and words in respective columns of the Tender Paper and should sign at the bottom of all the pages of the Tender Paper. The tender is liable to be rejected, in case of any wrong entry or overwriting.
- 2 At the time of submission of Tender, the Earnest money and the Tender should be kept in two separate sealed envelope which can be kept in one bigger sealed envelope. The Tender opening committee will open the Earnest money envelop first and incase this is in order, only then the Tender shall be opened.
- 3 The maintenance of Garden work as required by CIMFR Digwadih Campus is detailed in the ANNEXURE I to IV, attached with the Tender Documents.
- 4 The Tendere(s) should write required information on appropriate space of Tender Documents..
- 5 No child labour practice is allowed and age of labours should lies between 18 (eighteen) years to 50 (fifty) years, of age should be deployed.
- 6 Since the job are involved maintenance/upkeep the CIMFR Garden at Digwadih Campus, it needs to be supervised with semi skilled.
- 7 The amount quoted by the bidder should meet the requirement of Minimum Wages Act, 1948 and other applicable Labour Laws and Acts.
8. The personnel deployed by the contractor for the said job shall be duty bound and they have to wear Identity Cards, issued by the Contractor all the time. Failure to wear the I.D. badges in any reason, whatsoever, will be treated as breach of contract terms and action will be taken as per contract agreement.
9. The contractor shall have to furnish Bank Guarantee from any Scheduled Nationalized Bank of the Locality of an amount equal to one month's bill within 30 (thirty) days of the commencement of the contract or payment of 1<sup>st</sup> bill, whichever is earlier.
10. The contractor should submit Monthly bill along with the details of wage payment, copy of Electronic Challan cum Receipt, copy of submission challan of EPF, ESI, Service Tax (if applicable) in triplicate, duly certified by the concerned Officers, for payment.
11. The contractor shall have to pay wages to the personnel deployed by him/her in accordance with instructions issued under Minimum Wages Act and other Labour Acts and all other dues under various regulations and other statutory provisions, issued by the concerned Authorities,from time to time. Contractor may facilitate govt. launched pension scheme, insurance scheme for their worker, cost of which will be borne by the workers of contractor after their consent.
12. The character and antecedents of each and every personnel deployed in CIMFR (Digwadih Campus) should be certified by the firm in writing. The list of all the personnel along with their permanent address, recent photographs with signature must be submitted within 30 (thirty) days from the commencement of the contract in duplicate.
13. The Tenderers shall have to submit valid document that their Firm is registered or possess license. They shall also have to submit proof of Income Tax up to date in respect of the latest Assessment Year along with the Tender Document.
14. The successful Tenderer will have to submit valid license regarding engagement of labourers for Garden from the Regional Labour Commissioner, Ministry of Labour, Govt.of India, Dhanbad upon award of Work under the contract within 90 (ninety) days. He/They shall also have to satisfy and comply with any statutory requirements such as insurance, Income Tax deduction etc. and provide documentary evidence to CIMFR Authorities, when asked for.

15. Income Tax will be deducted from the Contractor's Bill (at Source) as per modification in Income Tax Scheme of Section 194 C and 194 J.
16. No accommodation will be provided to the Contractor/persons deployed by the contractor in any reason whatsoever. However, a space for keeping their tools and tackles may be provided if requested on rent basis but cannot be guaranteed.
17. The contractor shall have to enter into a Formal Agreement and the same shall be initially valid for a period of ONE YEAR which is extendable or curtailed at the discretion of the Competent Authority depend upon need and performance basis. The contractor shall have to abide by the terms and conditions, apart from those given above, which the Competent Authorities decides to enter in the Formal Agreement.
18. The contract agreement can be terminated at any time by giving three months notice from the contractor's side and one month's notice from the CIMFR Authorities side.
19. Tenders along with the enclosures as mentioned in the Tender Paper, enclosed in a sealed cover and super scribed "TENDER FOR GARDEN MAINTENANCE WORK AT CIMFR in Digwadih Campus" with NIT No. and should be dropped in the TENDER BOX kept in the Chamber of Administrative Officer, CIMFR after obtaining signature from the Officer authorized for the purpose on or before **3.00 p.m. of 29/01/2016**. No late tenders will be accepted on any account whatsoever.
20. The Director, CIMFR does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting or rejecting, the whole or any part, of the tender without assigning, any reason thereof and his decision on the Tender, will be final.
21. Since, the job identified as regular in nature for the said period, the successful contractor is expected to comply the applicable provisions of the Rule likes Employees Provident Fund & Miscellaneous Provisions Act, 1952 & Employee State Insurance Act, 1948, without fail.
22. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an equal amount of 5% of the tendered value of the contract as performance security within the period prescribed for commencement of work in the letter of award issued to him.

**Or**

- The difference between estimated cost and quoted amount must be submitted at CIMFR as performance guarantee, whichever is higher.
23. The Tenderer shall not be permitted to tender for the work in the concerned unit of CSIR (CIMFR) in which a relative is posted in the grade between Administrative Officer or equivalent or above and Junior Engineer or equivalent, (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned as under.
  24. The successful Tenderer shall have to furnish Bank Guarantee from Nationalised Bank of the Locality of an amount equal to one month's bill or as required by CIMFR as Security Deposit within 30 days of the commencement of contract or before release of payment against 1<sup>st</sup> Monthly Bill. Security Deposit will be released on satisfactory completion of the contract.
  25. The Tenderer should provide Monthly Bills along with consumption certificate of raw materials signed by inspecting officer in Triplicate, for payment of the previous month duly signed by him/them and the designated Officer of CIMFR.
  26. All disputes arising out of this contract in respect of the personnel deployed by the contractor with regard to their salaries/wages or any other matter connected with their service conditions is solely and wholly the responsibility of the contractor. The CSIR-CIMFR will be free from all encumbrances either from the Govt. or from any other sources.
  27. The personnel engaged by the contractor are sole employees of the contractor in all circumstances and they have no right to claim for any compensation or regular appointment in CSIR-CIMFR and CSIR-CIMFR doesn't own any responsibility what so ever either for their absorption/regularization/continuation of engagement explicitly/implicitly.

28 In the event of any dispute/differences arising out of this contract or in connection herewith except as to the matters the decision of which is specifically provided under this agreement, the same shall be referred to the sole arbitrator to be appointed by the DG, CSIR, New Delhi. The award of the arbitrator shall be final and binding on the parties. The venue of the arbitration shall be decided by the arbitrator.

29 The number of persons deployed by the contractor on any day shall not be less than what has been mentioned in the NIT and may be checked by the concerned official(s) on the working site randomly.

[NOTE : A person shall be deemed to be a relative of another if, and only if,(a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or(c) the one is related to the other in the following manner : Father, Mother (including step mother),son (including step son), Son's wife, Daughter(including step daughter), Father's Father, Son's son(s), Grandson's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife , Sister (including step sister), Sister's husband.]

The above terms and conditions are acceptable to me/us and I/we shall abide by the decision taken by the Director, CIMFR on this tender.

Dated:  
SEAL:

Signature of the Tenderer

Name:

Position:

Address:

## Annexure -I

**Annual maintenance/ upkeep of CIMFR ( Digwadih Campus ) Garden, Guest house, Around Greenhouse area and Director's Bungalow as per items mentioned below including supplying of manpower and supplying, spraying of related materials such as fertilizer, insecticides and plants including seeds etc. as per site. The materials are included with this estimate as per time to time requirement at site.**

### Descriptions of Works for 14,000.00 Sqm area (approx)

1. Preparation of seasonal and permanent flower beds.
2. Maintenance & renovation of office garden/Guest House lawn/other places of colony premises.
3. Eradication of weeds and inter-culture timely.
4. Supplying & spraying of insecticides/ fungicides/ germicides with the help of spraying machine etc. as and when needed as per instruction of HOS.
5. Plot filling and care of post with plants to aesthetic look.
6. Trimming of hedge edge and ornamental plants.
7. Proper care of permanent flowering shrub, Climbers and plants.
8. Watering of planted sapling every day as per soil and climate conditions.
9. Digging of pits of specified size for tree plantation in CIMFR ( Digwadih Campus ) as & when require.
10. Special care of Rose plant throughout the year.
11. Preservation of mother plant of dahlia, chrysanthemum and gladiolus bulb, for further propagation.
12. Plantation and proper care of winter, summer and rainy seasons, flowering plants.
13. To increase plants shuffling using methods of propagation (cutting, budding, grafting and layering etc.)
14. Care of cactus and repotting on early basis, raising of small cacti garden.
15. Care of total garden including Guest House, Dispensary, in front of Library,/ PIO department and other areas in the Colony/ Institute campus in tip-top condition throughout the year.
16. Supply of fertilizer minimum including spraying as and when needed like cow dung (15 Trucks ~ 1350 cft ), DAP (6 bag~ 50 Kg/Bag.), Urea (6 bag~ 50 Kg/Bag.), Neem khali (300Kg.), Sarisha khali (400Kg.), and Potash (200 Kg.) etc.
17. Supplying of extra plant and seeds as and when needed as per direction of HOS.

Nos. of workers to be engaged for this work should not be less than: Semi Skilled-02 (Minimum 44 mandays per month) Unskilled-15 Nos (Minimum 330 Mandays per month).

Number of Semi-Skilled Worker -02, Un-Skilled Worker -15

**Date:**

**Signature of the Tenderer**



**AFFIDAVIT**

I/We (Name)

\_\_\_\_\_  
Contractor/ Partner/ Sole Proprietor (strike out word which is not applicable) of the  
(Firm)

\_\_\_\_\_ do  
hereby solemnly affirm and declare that the individual firm/ company is neither  
black-listed by the Union or State Government nor any Partner/ Shareholder thereof  
is directly or indirectly connected with or has any subsisting interest in business of  
my/our firm. It is further declared that my firm registered/empanelled has never been  
a defaulter in the past.

**DEPONENT**

Address: \_\_\_\_\_

**Verification:**

Verified that the contents of above affidavit are true and correct to the best of my  
knowledge and belief.No part of it is false and nothing has been kept concealed  
therein.

**DEPONENT**

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

(Note:To be furnished on non-judicial stamp paper duly attested by the Oath  
Commissioner)

**PART-I (Price-bid)**  
**(in separate envelope by mentioning name of work above)**  
**Rate for required jobs**

(Wage Structure on the basis of order issued in October, 2015)

SI No	Details of wages	Skilled( if any)	Semi Skilled	Unskilled
1	Basic wages + VDA			
2	EPF @ 13.61 %			
3	ESI @ 4.75%			
4	Service Charges on SI no. 1			
5	Total			

- Payment of Bonus will be reimbursed after the payment to the Laborers by contractor once in a year as per provisions of Bonus Act, 1965

**PART-II (Price bid)**  
**Price- Bid for material**

SI No.	Name of Material	Quantity required (Annually)	Quoted Rate by bidder
1	Cow dung	15 Tractors ~ 1350 cft	
2	DAP	6 bag~ 50 Kg/Bag	
3	Urea	6 bag~ 50 Kg/Bag	
4	Neem khali	300 Kg	
5	Sarisha khali	400 Kg	
6	Potash	200 Kg	
7	Bone Dust	100 Kg	
8	Various flower plants like Dalia, Petunia, Zinnia, Cabb flower, Calendula, marigold etc.	1500 (approx.)	
9	Rose	100 Nos.	
10	Various show plant/seasonal flower	700 (approx.)	
11	Roser	20 Nos.(100 ml)	
12	C. Spray	20 Nos.(100 ml)	
13	Pesticides, Insecticides as per requirement	50	
14	Small Pots (cemented)	60 Pots	
15	Big Pots (cemented)	10 Pots	
16	Painting of existing pots	150 Pots	
17	Repairing and maintenance of flower grid of Garden at main premises & Guest house premises	160 rm	
18	Maintenance of Palm Tree & other (white washing)	500 Sq.m	
		TOTAL in Rs.	

N.B: The rate quoted for this will be reimbursed quarterly on the actual consumption basis certified by HOS, Garden.

**Final Price- Bid (consisting Part-I & Part-II of Annexure-III)**

Upkeep and Maintenance of Garden at CIMFR, Digwadih Campus (as per Annexure-I and Annexure-III), I/We the Tenderer hereby quote our monthly and yearly charges (based on part –I of price bid and cost of Materials) as follows: -

**RATE PER MONTH :-**

Semi-skilled (02) : Rs. \_\_\_\_\_  
Un-skilled (15) : Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_(Rupees \_\_\_\_\_ ).

**RATE PER YEAR:-**

Semi-skilled(02) : Rs. \_\_\_\_\_  
Un-skilled (15) : Rs. \_\_\_\_\_  
Annual price of Material : Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_(Rupees \_\_\_\_\_ ).

Signature:  
Date :  
Seal of the Tendered

L-1 will be decided on the basis of Annual Material Cost + Labour Charge. Abnormally lower or higher cost of material may be the ground for disqualification.

**Note: Separate break-up Annexure wise should be indicated in enclosed format.**

**Check List of the Tender Document**

- 1 Authority for signing of Tender on behalf of firm.
- 2 Earnest Money Deposit (EMD)
- 3 Copy of Allotment no. of EPF and ESI code
- 4 Registration Certificates
- 5 Copy of Registration of Service Tax
- 6 Copies of (a) Original of PAN Card of firm
- 7 Trade Tax Registration form issued by concerned Office.
- 8 Solvency certificate of Rs. 5 lakhs (Rupees five lakhs) from a scheduled Nationalized bank.
- 9 Copy of Income Tax Return of firm during last five years (for the proof of sound financial position and bank statement (not older than 36 months)
- 10 Cost of Tender document by DD or Bankers cheque of Rs. 500/=
- 11 Three/Two/One similar completed work of 40%, 50 % and 80% value of estimated cost respectively with a Proof of experience/Work Completion certificate during last five years,
- 12 A certificate regarding Non-relationship with CSIR-CIMFR employees as per given draft at Annexure F in the tender form.
- 13 Complete format of tender document in all respect and strike out whichever is not applicable.
- 14 Correction /omissions / deletion if any without signature deserves to be rejected.
- 15 Section Officer and Dealing Assistants need to open a Register and get it signed by both the party and concerned officer/official.

सीएसआईआर - केन्द्रीय खनन एवं ईंधन अनुसंधान संस्थान  
बरवा रोड धनबाद, झारखण्ड - 826 015

**संक्षिप्त निविदा सूचना**

सं : CIMFR//W&S/G/16/

दिनांक : 08/01/2016

कार्य का नाम : बागवानी का वार्षिक अनुरक्षण

निविदा प्रपत्र का मूल्य : रुपये 500/=

कार्य की प्राकल्पित राशि : रुपये 16,09,265/=

कार्य की अवधि : एक वर्ष

कार्य का स्थान : सिम्फर डिगवाडीह परिसर

निविदा जमा करने की अंतिम तिथि व समय : 29

/01/2015 दोपहर 3.00 बजे तक

निविदा खुलने की तिथि व समय : 29/01/2015 दोपहर 3.30 बजे

निविदा खुलने का स्थान : प्रशासन अधिकारी का कार्यालय, सिम्फर,

बरवा रोड, धनबाद - 826 015

निविदा का विस्तृत विवरण, नियम व शर्तें संस्थान के वेबसाइट [www.cimfr.nic.in/](http://www.cimfr.nic.in/)  
[www.cfriindia.nic.in](http://www.cfriindia.nic.in) पर उपलब्ध है.

ह०

प्रशासन अधिकारी

सिम्फर - धनबाद