



F.No.4(144)/CON-GH/2014-15-works

Date:06.10.2016

To,

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**Sub: Inviting quotation for Maintenance and Servicing of Farmers hostel at KVK, ICAR -CCARI, Ela, Old Goa – reg**

Sir,

The sealed quotations for Maintenance and Servicing of Farmers hostel at KVK, ICAR - CCARI, Ela, Old Goa as per the details mentioned below, are invited by the Director, ICAR CCARI, Ela, Old Goa from the contractors/parties, who have experienced/interested person to undertake such works at this institute so as to reach this office on or before **17.10.2016 upto 3.00 p.m.** The sealed cover containing the quotation should be super scribed as “**Quotation for ‘Maintenance and Servicing Farmers hostel at KVK, ICAR –CCARI, Ela, Ol d Goa due on 17.10.2016 vide reference No.4(144)/CON-GH/2014-15-works’.**”

**The details of the Farmers Hostel in the KVK Campus.**

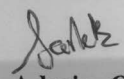
1. The Farmers hostel has four non AC rooms with 4 beds each and 2 common bathrooms & toilets.
2. One AC VIP room with attached washroom.
3. Dinning hall, Kitchen room & Store room.
4. Three balconies all around the farmers hostel.
5. Cleaning the surrounding of the farmers hostel.

**NB: The rate to be quoted in lump sum for one month for entire service and work.**

P.T.O

**Terms and conditions:**

1. The rate to be quoted in lump sum for one month for the guest house.
2. The quotation should be dropped in the Quotation Box kept for the purpose at this Institute on or before **3.00 P.M. on 17.10.2016.**
3. The quotation will be opened by the Committee constituted for the purpose at ICAR Research Complex at **3.30 P.M. on 18.10.2016, in presence of tenderes or their representative.**
4. The entire portion of the Hostel, Toilets, Bathrooms and all the furniture and fittings in the rooms should be cleaned and maintained properly and regularly.
5. The materials for sanitation like brooms, brushes, moping materials, floor cleaning liquids, phenyl, naphthalene balls, air refresher etc. are to be brought by the contractor and used by the contractor for the said work of guest house.
6. The surrounding area of the Guest House to be cleaned and kept tidy.
7. The visiting guests should be received in a respected manner and provide them rooms as per the direction/allotment made by the concerned officers/guest house in-charge.
8. An inward and outward register provided by this office should be maintained and the charges of Guest House should be collected from guests after issuing necessary receipts provided by this office.
9. The Bed sheets and Pillow covers etc. should be washed regularly and provide to the guests.
10. The Guests should be provided Tea, Coffee, Breakfast, lunch and Dinner as per their requirement for which the rate will be fixed by this office in consultation with the contractor.
11. The Kitchen facility including the vessels and utensils including cooking cylinder and gas will be provided by this office and the cylinder should be refilled by the contractor when ever required.
12. The expenditure for preparing and providing food to the Guest will be meet by the Contractor and the food charges will be collected by the contractor from time to time before the guest could vacate the guest house.
13. The Caretaker/Caretakers will be provided a room in the Guest House for their stay.
14. The function of the Guest House will be **24 hours.**
15. The contract will be initially for a period of one year from the date of awarding the contract and is likely to continue up to three years subject to the performance of the services and works.
16. Successful tenderers have to deposit Security Money of **Rs.10,000/- (Rupees Ten thousand only)** which will be treated as guarantee for successful performance of the service and works. The Security money will be released after completion of the contract.
17. The monthly payment will be made by **e-payment** to the Contractor/party on Canara Bank after completion of each month and on production of pre-receipted bill.
18. Any complaint by the Guests and any misappropriation/misutilization etc. by the Contractor or his workers noticed will be viewed seriously and the contract will be terminated without any notice and the Security Money deposited by the contractor will be forfeited and treated as the receipt of ICAR.
19. The cost of loss of any item or damage to the property of ICAR will be borne by the Contractor and also the contractor to ensure that all items are in order before the visitor lives the premises.
20. **The quotation should be signed by the Contractor/Party with name, full address and telephone No. if any and the quotation received without the same will not be considered.**
21. **An amount of Rs 1000/- should be paid in the form of DD drawn in for of "ICAR Unit, ICAR Research Complex" for Goa on any bank at old Goa/Panaji alongwith quotation as EMD.**
22. The Contractor should also submit copy of address proof (Permanent & temporary) duly attested by Gazetted Officer alongwith the quotation and without the same the quotation will not be considered.
23. Once the quotation are finalized, the selected contractor will be intimated the same. The non residential contractor should submit **a Police Verification certificate obtained from nearest Police Station alongwith the acceptance of the contract without the same, the contract will not be awarded and the same will be cancelled.**
24. After awarding the contract, the contractor should also furnish a copy of address proof (Permanent Home town address and Local address) alongwith Photo Identity duly attested by Gazetted Officer, alongwith Police Verification Certificate of any non residential workers engaged by the contractor within 30 days of the issue of work order or the engagement of worker, whichever is earlier **on non production of Police verification certificate the work order will stand automatically cancelled.**
25. **A copy of PAN Card of Contractor should be enclosed along with the quotation and without the same, the quotation will be not be entertained and will be rejected.**
26. An agreement on Non Judicial Stamp Paper of Rs 100/- may be furnished within 15 days of the issue of work order.
27. **Any clarification the undersigned may be contacted.**
28. The right to accept or reject any or all quotations without assigning any reason is reserved by the Director, ICAR Research Complex for Goa, Ela, Old Goa

  
Asst. Admin. Officer (w)