

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY (CIRCOT)**  
**(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**  
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Tender No. F.No.04-07/Housekeeping Tender/Adm.IV/2018-19

Dated: 28.02.2019

**CLARIFICATION No. 01**

*Tender*

**FOR**

**PROVIDING HOUSEKEEPING SERVICES ON JOB CONTRACT BASIS FOR ICAR-CIRCOT,  
MATUNGA, MUMBAI & ITS STAFF QUARTERS AT MAHIM, MUMBAI.**

With reference to Tender published on CCP Portal dated 12-02-2019 (Tender ID No 2019\_DARE\_442710\_1, dated 12<sup>th</sup> February, 2019) and in the Newspapers titled "Indian Express" and "Nav Bharat" on 13-02-2019 and subsequent Pre-Bid meeting held on 27-02-2019 for the above mentioned Job Contract, it is to inform that the following queries were raised by the Prospective Bidders in the Pre-Bid meeting :

Sr. No.	Queries raised by the prospective bidders during the discussion in the pre-bid meeting held on 27-02-2019.	Clarifications Made
1	What is estimated value of Housekeeping Tender per year ?	The estimated value of Housekeeping Tender per year is Rs. 50.00 lakhs.
2	How many working days to be considered by Contractor for paying wages to the engaged Contractual Housekeeping Manpower ?	Payment to the engaged Housekeeping Manpower by the Contractor should be done as Labour Act for Minimum Wages and No. of monthly working days to be considered by Contractor as per order of Minimum Wages issued by office of the Dy. Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment from time to time i.e. maximum 26 days in a month.
3	Supervisor should be considered in Semi-Skilled or unskilled ?	Supervisor should be considered under unskilled staff.
4	What are the working timings for Housekeeping Staff, Pump Operator, Gardening Staff and Guest House Staff ?	a) Housekeeping Contractual Staff & Pump Operator: 07:30 a.m. to 03:30 p.m. b) Gardening Contractual Staff (Gardener) : 07:30 a.m. to 03:30 p.m. c) Guest House Contractual Staff : 07:00 a.m. to 03:00 p.m., 03:00 p.m. to 11:00 p.m. & 11:00 p.m. to 07:00 a.m.

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Sr. No.	Queries raised by the prospective bidders during the discussion in the pre-bid meeting held on 27-02-2019.	Clarifications Made
5	Whether the Institute will pay additional amount on account of increase in Minimum Wages / D.A. / Bonus as & when increased by the Government ?	Institute has clearly mentioned in Point No. 29 of General Conditions of Contract of Tender Document that "No price escalation, shall be entertained by the client during the Contract period. Hence, any future increase of D.A. etc. has to be taken into account by the Contractor while quoting the rates.
6	In what format Security Deposit should be submitted by the successful Bidder after award of Contract ?	The successful Bidder after award of Contract and acceptance of Letter of Offer shall submit Security Deposit in form of Demand Draft / Pay Order of any Nationalized Bank amounting to 10% of the total annual Contract value in favour of "Director, CIRCOT, Mumbai".
7	Whether it is necessary to submit Labour License by the Prospective Bidders ?	As per Central Government norms & any other relevant Central Government Law.
8	Whether Agreement has to be submitted by the Prospective Bidders along-with the other Tender Document ?	The entire Tender Documents along with Clarification/Corrigendum duly signed and stamped have to be uploaded by the Prospective Bidders. The successful Bidder on award of Contract has to signed the agreement as per the format given in the Tender.
9	Whether Prospective Bidders have to upload the Scanned copie of DDs for EMD & Tender Fee on CPP Portal and also submit the hard copies of the same to the ICAR-CIRCOT, Mumbai ?	Yes
10	Whether deployed Contractual Housekeeping Staff has to be paid on National Holidays (i.e. 15 <sup>th</sup> August, 26 <sup>th</sup> January & 02 <sup>nd</sup> October) ?	Yes, deployed Contractual Housekeeping Staff will be paid double wages on National Holidays (i.e. 15 <sup>th</sup> August, 26 <sup>th</sup> January & 02 <sup>nd</sup> October) but only for those Contractual Housekeeping Staff who will be working on National Holidays.
11	Whether separate insurance other than ESIC has to be applied by the Contractor for the deployed Housekeeping Contractual Staff ?	No, as it is already covered under ESIC.
12	Whether separate experience certificate has to be submitted by the Prospective Bidders other than Work Orders ?	Yes
13	Whether GST return has to be submitted by the Prospective Bidders ?	Yes, for the year 2017-18 (as mentioned in Check list).
14	What will be the rate of EPF contribution ?	EPF share of the office (Institute) will be paid as per prevailing Government rules.

Note : Any further clarification will be uploaded on ICAR-CIRCOT website.

  
Senior Administrative Officer