

Email: cswriavikanagar@yahoo.com दूरभाष : 01437-220177 फ़ैक्स नं. 91-01437-220163

भा.कृ.अ.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला—टोंक (राजस्थान) — 304501

ICAR-Central Sheep & Wool Research Institute

Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



Regd.

F. No. 6(289)SP/2013/Vol.I/

Dated : 1-10-2016

| | | |
|---|--|--|
| The Advertisement Manager, Rajasthan Patrika, J.L.N. Marg, Jaipur (Raj) | The Advertisement Manager Navajyoti Media Service Dainik Navjyoti, Kesar Gunj, Ajmer – 305001 Rajasthan | The Deputy Director, Ministry of Commerce & Industry, Directorate General of Commercial Intelligence & Statistics, Council house Street, Kolkatta-700001 |
| JAIPUR EDITION IN HINDI | AJMER EDITION IN HINDI | Email : itj dgcis@nic.in |

Subject : PUBLICATION OF **NOTICE INVITING TENDER** .

Dear Sir,

I am directed to request you to please arrange insertion of the enclosed **NOTICE INVITING TENDER** in your esteemed newspaper as per instructions given below.

- a) Date of Insertation : As early as possible
 - b) Edition : As above
 - c) Space : Minimum possible
 - d) Position : **NOTICE INVITING TENDER**
- Scheduled date should be adhered-to-strictly.
- Matter should be typed solid in the smallest type available with you so as to ensure that the space used in irreducible minimum.
- One copy of the newspaper should be sent immediately after insertion of the NOTICE INVITING TENDER.** Insertion will be rejected for bad print, errors omissions or other defects.
- Bill duly Pre-receipted (stamped) in triplicate in the name of the Director, CSWRI, Avikanagar be sent for arranging payment.** Voucher copy of the newspaper should be enclosed with the bill.
- Certificate to the effect that the raters charged in the bill are in accordance with the rates approved by DAVP, New Delhi , should be recorded on the bill. A copy of the rates approved by DAVP, New Delhi is enclosed with the bill.

If you cannot insert the matter with in the specified time due to one or other reason, it may be informed to this Institute immediately for our information.

नोट: कृपया हिन्दी/अंग्रेजी रूपान्तरण अपने स्तर पर करने का श्रम करें।

Yours faithfully,

Assistant Administrative Officer

Encl. As above:

Copy to:-

1. Admn-II Section
2. Audit Section
3. Store Section
4. Advertisement file No.6(187)SP/2008
5. Concerned Division / Sections for further necessary action
6. I/c AKMU for upload on Institute website please
7. All concerned file
8. All notice boards.

Assistant Administrative Officer



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निविदा सूचना

सचिव भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान, अविकानगर में विभिन्न प्रकार के कार्य जैसे- जलापूर्ति व इससे सम्बन्धित कार्य को वार्षिक अनुबंध के आधार पर सम्पादित करने से संबंधित कार्य करवाने के लिय श्रम विभाग में पंजीकृत अथवा पेन कार्ड आधारित एवं संस्थान में विभिन्न प्रकार के कार्यों को जॉब कोन्ट्रैक्ट/अनुबन्ध के आधार पर सम्पादित करवाने के लिये तकनीकी, लिपिकिये, सपोर्टिंग, स्वीपर, कारपेन्टर, पलम्बर, मैशन व वेल्डर के प्रतिनिधि/श्रमिक उपलब्ध करवाने बाबत कार्य को करवाने के लिय श्रम विभाग में पंजीकृत अनुभवी टेकेदारों/फर्मों से मुहरबन्द निविदायें आमन्त्रित की जाती है। निविदा सूचना से संबंधित विस्तृत विवरण, जानकारी, निविदा प्रपत्र, नियम व शर्तें आदि संस्थान की वेबसाईट www.cswri.res.in & www.eprocure.gov.in पर उपलब्ध है। इच्छुक निविदादाता निविदा प्रपत्र संस्थान की वेबसाईट/सी.पी.पी. पोर्टल से डाउनलोड करते हुये मय निविदा शुल्क व अमानत राशि के अन्तिम तिथि दिनांक 25.10.2015 को अपराह्न 01.00 बजे तक जमा करा सकते हैं।

सहायक प्रशासनिक अधिकारी

NOT TRANSFERABLE



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Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



F. No. 6(289)SP/2013/Vol.I/

Dated : 1-10-2016

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING WORK/SERVICE OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER AT CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR TEHSIL MALPURA DISTT. TONK (RAJ.) – 304501

| | | | |
|---|---|---|--|
| A | i) Cost of Tender Form by hand or downloaded through website | Rs. 1000/- | Rupees One thousand only |
| | ii) Cost of Tender Form by post | Rs. 1050/- Th. D.D. | Rupees One thousand fifty only |
| B | Earnest money/Bid Security money | Rs.50,000.00 | Rupees Fifty Thousand only |
| C | Last date of receipt of Tender in Office | 25-10-2016 at 1.00 PM | Purchase Section |
| D | Tenders (Technical bids / Financial bid) to be opened | 25-10-2016 at 3.00 PM | Committee Room/ Guest house Avikanagar |
| E | Tender to remain open for acceptance | Up to 120 days | From the date of opening |
| F | The Tender documents is also available at our website and Central Public Procurement Portal website | www.cswri.res.in and www.eprocure.gov.in | |

NOTE:

1. The Director, Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Raj.) may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.



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अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501

ICAR-Central Sheep & Wool Research Institute

Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



F. No. 6(289)SP/2013/Vol.I/

Dated : 1-10-2016

From :

Director,
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.) 304501

To

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Dear Sir(s),

1. Sealed tenders are hereby invited on behalf of the Director, Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Raj.) 304501 for CONTRACT OF PROVIDING JOB WORK/SERVICE OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER at Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Raj.) The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs. 50,000/- (Rs. Fifty thousand only)** As per mentioned in the tender document must be deposited in the form of demand draft/pay order in favour of ICAR UNIT CSWRI, AVIKANAGAR and payable at State Bank of Bikaner & Jaipur, Malpura (Dist.-Tonk, Rajasthan). Code 10088. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale 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 Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. 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 tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 or 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.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. 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 tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty 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 Council/Instt. 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.
8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed " THE JOB WORK CONTRACT FOR PROVIDING UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER at Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Raj.) and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post not later than due date & time as per mentioned in the **Schedule II & Bhag A**. The Institute will not responsible for any postal delay.
9. The rates quoted by each firm for job/service OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
10. 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. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount of 5-10% of the amount of work awarded as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. 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 ICAR/CSWRI will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. Director, Institute 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.
15. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the Institute will be communicated by FAX/Telegram, 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/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document :-
 - a) Registration certificate of the firm under the work contract of the Central Govt./State govt..
 - b) Minimum turnover of the firm during the last financial year.
 - c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.

- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by local govt. etc.
- g) Employee ESI registration certificate issued by local govt. etc.
- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) Service tax registration certificate issued by Govt. etc.
- k) Successful tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. (In figures) (In words) for each work.
- l) Only those firms will be considered for financial bid who will qualify in the technical bid, in case Institute invited by double bid.

Yours faithfully,

For and on behalf of the
Director
I/c Purchase Section,
Avikanagar

TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE FOR PROVIDING OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT AND CARPENTOR ,MESSON , PLUMBER AND WELDER AT CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR TEHSIL MALPURA DISTT. TONK (RAJ.)304501

FULL NAME & ADDRESS OF THE TENDERER -----

Telephone/fax/mob. No.-----

E-Mail address-----

From

.....
.....
.....

To

Director
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.) 304501

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for JOB WORK/SERVICE OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER AT CSWRI AVIKANAGAR 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-I to this Tender and I/we agree to hold this offer open till 120 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 acceptance dispatched within the prescribed time.
2. I/We have understood these 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 Schedules-I & II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. of Rs. _____/- drawn in favour of ICAR UNIT CSWRI, Avikanagar and payable at State Bank of Bikaner & Jaipur, Malpura (Dist.-Tonk, Rajasthan) is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Telephone No. Office

Witness

.....

Address

.....

Occupation.....

.....

Signature of witness to contractor's signature.....

Name & address of Witness

Occupation Mobile no.....

Telephone No. Office/Resi/Mobile

Residence No.

Mobile No.

SCHEDULE-I**PART-I**

| | | |
|-------------------|---|--------|
| 1. | Name of the Firm/Agency | |
| 2. | Full address with Telephone | |
| 3. | Constitution of the Firm/ Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners | |
| 4. | For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. | |
| | i) 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. | |
| | ii) If the answer to above is in point one and two 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 partner | |
| 5. | Name and Full Address of your Banker's Along with Bank A/c No. & IFC code No. | |
| 6. | Your Permanent Income Tax No. /Circle/Ward | |
| 7. | Any other relevant information | |
| PART – II | | |
| 8. | Earnest Money Deposited | Yes/No |
| PART - III | | |
| 9. | Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders | |
| 10. | Name of the Permanent Representative to visiting CSWRI, Avikanagar, regarding the contract | |

Date : Place:.....

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT AND CARPENTOR ,MESSON , PLUMBER AND WELDER at Central Sheep & Wool Research Institute, , Avikanagar, Tehsil Malpura Distt.-Tonk (Rajasthan)-304501.

Detail of the work is given separately.

Scope of Work :

संस्थान में अकुशल, मेसेन्जर, प्रशासन एवं सुपरवाइजर / असिसटेन्ट लेब, स्वीपर, टेकनीकल एसिसटेन्ट, कारपेन्टर, मैसन, पलम्बर और वेल्डर कार्मिक / प्रतिनिधि जोब कॉन्ट्रैक्ट / रेट कॉन्ट्रैक्ट के आधार पर उपलब्ध करवाने हेतु अनुबन्ध कार्य
JOB CONTRACT FOR PROVIDING OF UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT , CARPENTOR ,MESSON , PLUMBER AND WELDER AT THIS INSTITUTE

TERMS & CONDITIONS:

1. The Supporting/Allied services 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 this office.
2. Changing of Staff/Supervisor should be intimated to : Director CSWRI, Avilanagar.
3. The Director, CSWRI, Avilanagar.- 304501 reserves the right to reject any or all quotations/tenders in whole or in part without assigning any reason therefore. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of as **per mentioned in tender documents and enclosed part –A.**
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CSWRI for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by CSWRI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the CSWRI
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary personnel's for at CSWRI, Avikanagar as per labour acts prevalent in Centre/state. The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the CSWRI, the CSWRI shall have the right to ask for his replacement without giving any reason there of and the agency shall on receipt of a written communication will have to replace such persons immediately
12. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing agricultural research (field and laboratory) and other work as per mentioned in the Schedule to tender document at CSWRI, Avikanagar shall have to be furnished along with the Tender. However, the Tenders 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.

- 15 The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CSWRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
16. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and 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 CSWRI 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. CSWRI, Avikanagar shall be final and binding on the contractor.
- 17 Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor/Staff should be intimated to the Concerned officer.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
22. Risk Clause: CSWRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Money Deposit. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. 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 CSWRI and if no action is taken within **one hour** liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, CSWRI, Avikanagar reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, CSWRI Avikanagar shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

SCHEDULE –III

दूरभाष : 01437–220177
फैक्स नं., 91–01437–220163



केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501
Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



निविदा के साथ निम्नलिखित दस्तावेज/सूचनायें प्रस्तुत करें –
THE FOLLOWING DOCUMENTS/INFORMATION MAY BE FURNISHED

| S.No. | Information required | To be filled/attached by the Tenderer | | | |
|-------|--|---------------------------------------|----|-----------------------|---------|
| 1. | Registration certificate of the firm under the work contract of the Govt. of India/State Govt. | Copy of the certificate enclosed | | | |
| 2. | Turnover the firm during the last financial year (not less than 01 Crore) | Rs. _____ | | | |
| 3. | Last three years continuous experience of the firm in the OFFICE of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/ required public or private organizations” | | | | |
| | Name of the Deptt./Organisation & Name of contract Person with Ph. No. | Period | | No. of staff deployed | Remarks |
| | | From | To | | |
| | i) | | | | |
| | ii) | | | | |
| | iii) | | | | |
| 4. | Certified Balance Sheet of the firm of last year of the service contract by the chartered accountant | | | | |
| 5. | Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years. | | | | |
| 6. | Employee EPE registration certificate issued by local Govt. etc. | | | | |
| 7. | Employee ESI registration certificate issued by local Govt. etc. | | | | |
| 8. | The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act 1970. The contractor shall obtain the labour licence under this Act | | | | |
| 9. | Nos. Of staff/Supervisors registered under ESI/EPF separately. Minimum 50 Nose. (Staff Supervisor) required with their ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached. | | | | |
| 10. | Service Tax registration certificate issued by Govt. etc. | | | | |
| 11. | Detailed assessment/requirements of personnel | | | | |

(Authorized Signatory)

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

FINANCIAL BID

(The financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 25-10-2016 at 1.00 P.M.
Date of Opening of Financial Bid : 25-10-2016 at 3.00 P.M.
Validity of Tender : 120 days from date of opening
Earnest money : Rs.50,000/- (Fifty thousand only)

To

The Director
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.)

Sir,

I/We wish to submit our Tenders for THE JOB WORK / SERVICE CONTRACT FOR PROVIDING as per detailed mentioned in the table on the following rates.

| No. | Particulars | Total cost per point | Service Charges | Grand total per point (3+4) |
|-----|---|----------------------|-----------------|-----------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Monthly rate offered for JOB CONTRACT WORK FOR PROVIDING UNSKILLED , MESSENGER , LAB & OFFICE AND SUPERVISOR , SWEEPER , TECHNICAL ASSISTANT AND CARPENTOR ,MESSON , PLUMBER AND WELDER AT at CSWRI, Avikangar in accordance with the highest Standards of Allied Services and as per the terms and Conditions specified in the Tenders including all labour, material, transportation, specially covered all acts & taxesetc as applicable from time to time | | | |
| 2. | For JOB – 1 (Un-Skilled) | | | |
| 3. | For JOB – 2 (Messenger) | | | |
| 4. | For JOB – 3 (Assistant Lab & Office and supervisor) | | | |
| 5. | For JOB – 4 (Sweeper) | | | |
| 6- | For JOB - 5 (Carpenter,Meson, Plumber & Welder) | | | |
| 7- | For JOB-6 (Technical Assistant) | | | |

Note :- Rates should not below to minimum wages of Govt. of India

*Refer Schedule-Job-1, Schedule-Job-2, Schedule-Job-3 , Schedule-Job-4,Job-5 and Job-6

I/We agree to forfeit the earnest money and security money deposited by me/us in connection with this tender if I/We fail to comply with any of the terms and conditions in whole or in part lay down in the Tender form.

We have carefully read 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 No. _____
Mobile No. _____

Shedule Job – 1 to 6

| S. No. | Description | Application wages and other Social Obligation etc. for each un-skilled labours | Application wages and other Social Obligation etc. for each Messenger | Application wages and other Social Obligation etc. for each Assistant (Lab & Office) and Supervisor | Application wages and other Social Obligation etc. for each Sweeper | Application wages and other Social Obligation etc. for each Carpenter, Meson, Plumber and Welder | Application wages and other Social Obligation etc. for each Technical Asstt. |
|--------|--|--|---|---|---|--|--|
| | | JOB -1 | JOB -2 | JOB -3 | JOB -4 | JOB -5 | JOB -6 |
| A | a. Monthly Rate | Rs.7300.00 | Rs.7500.00 | Rs.8200.00 | Rs.8500.00 | Rs.8500.00 | Rs.9000.00 |
| B | b. ESI Contribution Employee @ 1.75% | Rs.127.75 | Rs.131.25 | Rs.143.50 | Rs.148.75 | Rs.148.75 | Rs.157.50 |
| C | c. EPF Contribution Employee@ 12% | Rs.876.00 | Rs.900.00 | Rs.984.00 | Rs.1020.00 | Rs.1020.00 | Rs.1080.00 |
| D | Net Payable to Labour | Rs.6296.25 or 6296.00 | Rs.6468.75 or 6469.00 | Rs.7072.50or 7073.00 | Rs.7331.25 or 7331.00 | Rs.7331.25 or 7331.00 | Rs.7762.00 |
| E | *Services charges Including Social Security Obligation of Contractor i)EPF Contribution of Employer (Contractor) @13.61% (12% + 1.61 % departmental charges) ii) ESI Contribution of Employer (Contractor) @4.75% iii) Service Charges of Contractor (To be quoted by the contractors/bidders) | Rs.993.53 Rs.346.75 Rs.----- | Rs.1020.75 Rs.356.25 Rs.----- | Rs.1116.02 Rs.389.50 Rs.----- | Rs.1156.85 Rs.403.75 Rs.----- | Rs.1156.85 Rs.403.75 Rs.----- | Rs.1225.00 Rs.428.00 Rs.----- |
| | Service Tax/Income Tax if any (to be | As per Govt. of India norms | As per Govt. of India norms | As per Govt. of India norms charge | As per Govt. of India norms | As per Govt. of | As per Govt. of |

| | paid by the contractor) | charge extra. | charge extra. | extra. | charge extra. | India norms charge extra. | India norms charge extra. |
|---|---------------------------------------|---------------|---------------|--------|---------------|---------------------------|---------------------------|
| F | Total Rate Per Point {A+E (i+ii+iii)} | | | | | | |

Note : i. The Rates quoted are inclusive of Weekly off. For calculation per day etc. wages the formula will be as under i.e. 7300/30, 7500/30, 8200/30, 8500/30 , 8500/30 and 9000/30 .
ii. Income tax will be deducted as per govt. rule per month from the contractor's bill.

Signature -----

Name & Address of the firm-----

Telephone NO./Mobile No. -----

भाग-अ

केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान अविकानगर में अकुशल, मेसेन्जर, प्रशासन एवं सुपरवाइजर /असिसटेन्ट लेब, स्वीपर,टेकनीकल एसिसटेन्ट,कारपेन्टर,मैसन,पलम्बर और वेल्डर कार्मिक/प्रतिनिधि जोब कॉन्ट्रैक्ट/रेट कोन्ट्रैक्ट के आधार पर उपलब्ध करवाने हेतु अनुबन्ध कार्यों हेतु जॉब कोन्ट्रैक्ट की नियम एवं शर्तें
भारतीय कृषि अनुपरीषद (के) परिपत्र क्रमांक 17(1)/2010 स्थापना-11 दिनांक 11-06-2010 (Economy circular 4/2010) की शर्तें एवं निम्नलिखित शर्तें लागू होगी

1. निविदा इस संस्थान द्वारा जारी प्रदत्त प्रपत्र पर ही स्वीकार की जाएगी। निविदा संस्थान के निदेशक महोदय के नाम क्रय व भण्डार अनुभाग में दिनांक 25.10.2016 समय 1:00 बजे (दोपहर बाद) तक प्रस्तुत करना है। सशर्त, तार अथवा ई-मेल द्वारा भेजी गई तथा देरी से प्राप्त निविदा स्वीकार नहीं की जाएगी।
2. कार्यालय समय के दौरान निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी का अधिकृत व्यक्ति/प्रतिनिधि स्वयं उपस्थित होकर कार्य स्थल का जायजा कर सकते हैं।
3. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी के पास भारत सरकार/राज्य सरकार के श्रम विभाग द्वारा निर्गत पंजीयन नम्बर प्रमाण पत्र होना चाहिए। जिसमें कम से कम 50 या इससे अधिकतम श्रमिकों की संख्या दर्शाई गई है।
4. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी के पास आयकर विभाग द्वारा निर्गत पैन (PAN) नम्बर/TIN NO/ई.पी.एफ./ई.एस.आई./सेवा कर (Service Tax) नम्बर होना चाहिए। प्रमाण स्वरूप आवश्यक दस्तावेजों की फोटो प्रति प्रस्तुत करनी होगी।
5. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को संबंधित अधिनियम के अन्तर्गत पंजीकृत होना आवश्यक है।
6. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी के खिलाफ ई.पी.एफ./ई.एस.आई./न्यूनतम मजदूरी एक्ट के अन्तर्गत किसी भी प्रकार का लीगलसूट/अपराधिक मामला लम्बित नहीं होना चाहिए।
7. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी के पास कम से कम पिछले तीन वर्ष का सरकारी विभाग में कार्य करने का अनुभव व सन्तोषजनक कार्य का प्रमाण पत्र होना चाहिए (प्रति संलग्न करें)। साथ ही तीन वर्ष की सत्यापित बैलेन्स शीट प्रस्तुत करनी होगी।
8. निविदादाता फर्म पिछले 01 वर्ष का ST/ESI/EPF जमा करवाये गये चालानों की प्रति लगानी होगी,जिसमें श्रमिकों की संख्या का विवरण हो।
9. कार्य विवरण एवं योग्यता-

| | | |
|-------|--------------------------------------|--|
| जोब 1 | अर्द्धकुशल श्रमिक | साक्षर |
| जोब 2 | मैसेन्जर | 10 वीं पास तथा कार्य का अनुभव |
| जोब 3 | प्रशासन एवं सुपरवाइजर /असिसटेन्ट लेब | 12 वीं उत्तीर्ण एवं कम्प्यूटर का ज्ञान, /लेब असिसटेन्ट के लिये 12वीं विज्ञान से उत्तीर्ण |
| जोब 4 | स्वीपर | साक्षर एवं कार्य का अनुभव |
| जोब 5 | कारपेन्टर,पलम्बर,वेल्डर एण्ड मेशन | साक्षर एवं कार्य का अनुभव |
| जोब 6 | टेकनीकल असिसटेन्ट | सम्बन्धित क्षेत्र से बी0 एससी0 |

नोट : उपरोक्त कार्यों हेतु सभी श्रेणियों के लिये अनुमानित 50 पोईन्ट/श्रमिक/प्रतिनिधि की आवश्यकता होगी। यह संख्या कम ज्यादा हो सकती है।

10. सफल निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी द्वारा ठेके में लगाये गये/लगाये जाने वाले श्रमिक/प्रतिनिधि शारीरिक एवं मानसिक रूप से स्वस्थ होने चाहिए तथा उनका चरित्र अच्छा होना चाहिए। साथ ही निविदा में दशार्थे गये सम्बन्धित कार्यों का पूर्ण ज्ञान तथा कार्य करने में दक्ष होने चाहिये। सभी प्रतिनिधियों की योग्यताएँ निविदा में दशार्थे गये कार्य के अनुरूप होनी चाहिए।
11. सफल निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को कार्यादेश जारी होने की दिनांक से एक सप्ताह (7 दिन) की अवधि में जमानत राशि (Performance Security) के रूप में नकद/बैंक ड्रापट/बैंक गारन्टी द्वारा कार्यादेश की राशि का 10 प्रतिशत संस्थान में जमा करवाना होगा, जिसकी अवधि ठेका समाप्त होने के 60 दिन पश्चात् तक वैध

- रहेगी। ऐसा नहीं करने पर बिना किसी सूचना के आवंटित होने वाला अनुबन्ध निरस्त माना जावेगा और भविष्य में उस ठेकादार/फर्म/एजेन्सी/कम्पनी से किसी प्रकार का पत्र व्यवहार नहीं किया जावेगा।
12. निविदादाता फर्म का पिछले 3 प्रत्येक वर्ष का वार्षिक टर्नओवर कम से कम 01 करोड़ का होना चाहिये जिसकी लिए सत्यापित प्रति संलग्न करें।
 13. ठेके की अवधि में ठेकेदार अथवा उसके प्रतिनिधि द्वारा संस्थान विरोधी किसी भी गतिविधियों में भाग लेने पर प्रशासनिक कारणों से किसी भी समय अनुबन्ध निरस्त/समाप्त किया जा सकता है।
 14. निविदा में कार्य का पूर्ण विवरण भरा जाना चाहिए। अधूरी, कांट-छांट, अस्पष्ट और बिना हस्ताक्षरित निविदा स्वीकार नहीं की जायेगी। सशर्त, ई-मेल तथा देरी से प्राप्त निविदा मान्य नहीं होगी। किसी भी प्रकार की पोस्टल डिले के लिये संस्थान जिम्मेदार नहीं है तथा देरी से प्राप्त होने वाली निविदा पर विचार नहीं किया जावेगा।
 15. सी.एल. (आर एण्ड ए) एक्ट 1970 सेक्सन 12(1)..... 1971 की वैधानिक आवश्यकता के अनुरूप फर्म/एजेन्सी/कम्पनी को इस संस्थान में 20 या अधिक श्रमिक नियुक्त करने के लिए वैध लाइसेन्स श्रम कार्यालय से प्राप्त करना होगा और उसकी एक प्रतिलिपि इस संस्थान के कार्यालय में जमा करानी होगी।
 16. अनुबन्ध की अवधि कार्यादेश जारी होने की तिथि से एक वर्ष के लिये होगी परन्तु सक्षम अधिकारी महोदय द्वारा उक्त अवधि को घटाया भी जा सकता है। कार्य संतोषजनक रहने की स्थिति में आपसी सहमति से अनुबन्ध की अवधि को आगे बढ़ाया जा सकता है।
 17. ठेकेदार/अनुबन्धकर्ता को अनुबन्ध की अवधि में भारत सरकार के प्रचलित श्रमिक कानूनों का पालन करना होगा। भारत सरकार द्वारा न्यूनतम मजदूरी अधिनियम के तहत समय-2 पर निर्धारित दर से भुगतान करना होगा। श्रमिक को भुगतान करने की जिम्मेदारी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी। यदि भुगतान से सम्बन्धित किसी भी श्रमिक द्वारा कोई वाद/क्लेम न्यायालय में प्रस्तुत करने पर माननीय न्यायालय द्वारा निर्धारित की गई राशि का पूर्ण भुगतान करने की जिम्मेदारी भी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी। साथ ही बाल श्रमिक कानून का पूर्ण पालन करना होगा।
 18. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को संस्थान में लगाये गये प्रतिनिधियों/श्रमिकों को मजदूरी का भुगतान करने संबंधी उचित रिकार्ड रखना होगा।
 19. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को श्रमिक नियमों के अनुसार समस्त अभिलेख तैयार रखना होगा जिसे सम्बन्धित प्रभारी से हर माह प्रमाणित करवाना होगा तथा किसी भी अधिकारी द्वारा मांगे जाने पर प्रस्तुत करना होगा।
 20. सफल अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को संस्थान की आवश्यकतानुसार पर्याप्त मात्रा में निर्धारित योग्यताधारी प्रतिनिधियों की व्यवस्था करनी होगी। साथ ही प्रतिनिधियों को सभी विभाग/अनुभाग प्रभारी, वैज्ञानिकों, अधिकारियों, सेक्टर प्रभारी तथा सुपरवाइजर के निर्देशानुसार कार्य करना होगा।
 21. किसी श्रमिक/प्रतिनिधि का कार्य एवं व्यवहार संतोषजनक नहीं होने पर तुरन्त प्रभाव से उसे बदलना होगा तथा उसके स्थान पर नया श्रमिक/प्रतिनिधि उपलब्ध कराना होगा।
 22. कार्य कार्यालय समय में पूरा करना होगा तथा आवश्यकतानुसार कार्यालय समय पश्चात् भी कार्य को पूरा करना होगा। भुगतान केवल प्रति माह किये गये कार्य का ही देय होगा।
 23. अनुबन्ध की अवधि में ठेकेदार/अनुबन्धकर्ता या उसके प्रतिनिधि/उनके द्वारा लगाये जाने वाले श्रमिकों को संस्थान की सम्पत्ति/अनुसंधान सामग्री को नुकसान से बचाना होगा। यदि कोई नुकसान होता है तो उसकी क्षतिपूर्ति का भुगतान स्वयं ठेकेदार/अनुबन्धकर्ता को नगद करना होगा अन्यथा उनके देय बिल में से काट लिया जायेगा।
 24. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई0पी0एफ0/ई0एस0आई0 संबंधित कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियाँ (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग) (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह अगस्त से अनुबन्ध जारी होता है तो सितम्बर माह के बिल के साथ प्रस्तुत करना होगा।) हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबन्धकर्ता द्वारा जमा करवाये जाने वाले सेवा कर (Service Tax) की सत्यापित प्रतिलिपि संलग्न करनी होगी।
 25. उक्त अनुबन्ध कार्य/जॉब कोन्ट्रैक्ट हेतु संस्थान द्वारा किसी प्रकार की अग्रिम राशि देय नहीं होगी। स्वीकृत ठेका का कार्य आदेशानुसार पूर्ण होने के पश्चात् पूर्व प्राप्त बिल 3 प्रतियों में श्रीमान निदेशक, केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान, अविकानगर, तहसील मालपुरा, जिला टोंक, राजस्थान के नाम भुगतान हेतु संस्थान में प्रस्तुत करने पर निश्चित समय अवधि में किया जायेगा। प्रस्तुत बिल के साथ सभी विभाग/अनुभागों के प्रभारियों या उनके द्वारा मनोनीत अधिकारी या प्रतिनिधियों से कार्य सन्तोष-जनक पूर्ण करने की मासिक रिपोर्ट/प्रमाण-पत्र दो प्रतियों में संलग्न करना आवश्यक होगा। बिना प्रमाण-पत्र बिल अग्रिम कार्यवाही के लिये नहीं भेजा जावेगा तथा भुगतान में किसी प्रकार का विलम्ब होता है तो उसकी जिम्मेदारी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी।
 26. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी को उसके द्वारा लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक केवल एकाउण्ट पेयी चैक (मल्टीसीटी) द्वारा करना होगा। यदि अनुबन्धकर्ता की लापरवाही अथवा उसके द्वारा आवश्यक दस्तावेज प्रस्तुत न करने पर उसके बिल के भुगतान में विलम्ब होता है तो उस स्थिति में भी लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक निश्चित रूप से करना होगा।
 27. आयकर या अन्य कोई कर इत्यादि की कटौती सरकारी आदेशानुसार एवं नियमानुसार अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी द्वारा प्रस्तुत किए गए बिल में से की जायेगी।

28. कार्यावधि में ठेकेदार/फर्म/एजेन्सी/कम्पनी द्वारा लगाये गये प्रतिनिधियों/श्रमिकों इत्यादि को सॉप, बिच्छु या किसी जहरीले जानवर के काटे जाने या किसी भी प्रकार की दुर्घटनाग्रस्त होने पर संस्थान की कोई जिम्मेदारी नहीं होगी एवं पूरा खर्चा स्वयं ठेकेदार को वहन करना होगा तथा संस्थान द्वारा किसी भी प्रकार की क्षतिपूर्ति राशि देय नहीं होगी।
29. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को एवं उसके समस्त प्रतिनिधियों/श्रमिकों को जो केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान अविकानगर-त0 मालपुरा-टोंक-राजस्थान परिसर में कार्य कर रहे हैं उन्हें संस्थान के सुरक्षा नियमों की पालना करनी होगी तथा ठेकेदार/फर्म/एजेन्सी/कम्पनी को उनके द्वारा लगाये गये सभी प्रतिनिधियों/श्रमिकों का पहचान पत्र/गेट पास संस्थान के सुरक्षा अनुभाग से स्वयं के खर्चे पर बनवाना होगा। साथ ही आवश्यकता होने पर लगाये गये प्रतिनिधि का पुलिस वेरिफिकेशन भी करवाया जा सकता है।
30. यह अनुबन्ध कार्य-आधार पद्धति (Work Contract Basis) पर दिया जायेगा।
31. सभी विवादों को निपटाने का क्षेत्राधिकार अविकानगर – मालपुरा होगा। Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
32. अनुबन्ध की अवधि व उसके उपरान्त ठेकेदार/फर्म/एजेन्सी/कम्पनी अथवा उनके प्रतिनिधियों/श्रमिकों का जॉब-कोन्ट्रैक्ट कार्य के अतिरिक्त संस्थान से अन्य कोई सम्बन्ध नहीं रहेगा।
33. सक्षम अधिकारी महोदय को निविदा को आंशिक अथवा पूर्ण रूप से स्वीकार/अस्वीकार करने का सम्पूर्ण अधिकार सुरक्षित रहेगा जिसे चैलेन्ज नहीं किया जायेगा।

कृते- निदेशक

मैं यह प्रमाणित करता हूँ कि मैंने निविदा में दशार्थी गई सभी नियम व शर्तों को भलीभांति व अच्छी तरह से पढ़कर तथा समझ लिया है। मुझे निविदा में दशार्थी गई सभी नियम व शर्तें स्वीकार हैं तथा मैं इनका पूर्ण रूप से पालन करूंगा।

हस्ताक्षर ठेकेदार/फर्म प्रतिनिधि
ठेकेदार/फर्म का पूरा नाम
व पूरा पता
टेलीफोन/ मोबाइल नं0

