



राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
क्षेत्रीय केन्द्र, वेल्लानिककरा, तृशूर-680 656, केरल

NATIONAL BUREAU OF PLANT GENETIC RESOURCES
Regional Station, Vellanikkara, KAU PO, Thrissur - 680 656, Kerala



Phone: (0487) 2370499

Fax: (0487) 2372589

E-mail: nbpgrtsr@gmail.com

File No.RST-I-142 /2014-15/Work Contract/445/8

Dated: 04/04/2014

QUOTATION NOTICE FOR WORK CONTRACT : DUE ON 26/04/2014

Sealed quotations are invited from **Registered Contractors** for carrying out the following different agricultural works related to Plant Genetic Resources activities at this Regional Station **on Work Contract basis** for the period of one year from **01 June 2014 to 31 May 2015**:

Particulars of work to be carried out: To carryout various agricultural works in **20 acres of farm land** to raise *kharif, rabi* and summer crops including bed/ pit/ furrow making, planting/ transplanting, raising of fence to protect crops from animals and birds, fertilizer/ FYM application, earthing up, mulching, irrigation, spraying of insecticides, harvesting, threshing; sickle/ hoe weeding of plot/ bunds/ interspaces/ boundaries, weed removal and disposal, basin making for shrubs/ trees, hand-weeding of basins/ pots; clearing of storm water drains, strengthening of farm bunds, preparation of fire-belts along boundaries; upkeep of crops in net/ shade/ poly/ mist houses including potting-mixture preparation and pot/ poly-bags filling, pot watering, providing supports and trailing for viny plants, etc. and other field operations required for the maintenance of Field Gene-bank (about 3600 accessions) extending in five blocks such as, Office Block, East Upper Block, East Lower Block, West Upper Block and West Lower Block comprising dye yielding plants (250), medicinal and aromatic plants (330), horticultural crops (fruits 220, spices-690), tuber crops (590), economically important rare and endangered plants and wild relatives (650), potted plants in nurseries and Net/ Mist/ Shade/ Poly-houses (600) and ornamental plants (300).

Working time: From 9.00 am to 4.30 pm on all working days except Sundays and Central Govt. Closed Holidays.

You are hereby requested to submit competitive quotation to the Officer in charge, NBPGR Regional Station, Thrissur-680 656 for carrying out the above mentioned farm works **on Work Contract Basis**. The quotations are to be submitted in sealed envelope before **03.00 p.m. on 26/04/2014** and the same will be opened at 3.30 p.m. on the same day. The work should be initiated within 3 days from the date of receipt of confirmed order.

Terms & conditions:

1. Duly completed quotation must be sent by post/ courier or put personally in the Quotation Box kept in the office, in sealed envelope along with **EMD equivalent to 2% of the total contract charges (12 months) quoted** in the form of DD from any nationalised bank in favour of the Officer in charge, NBPGR Regional Station payable at Thrissur, and the declaration (*specimen enclosed*) duly signed on all pages by the authorised signatory of the Work Contractor.
2. A detailed profile of the Contractor showing Name, full address, phone, fax & mobile numbers, PAN Card No. (Income Tax), Service Tax Reg. No., EPF Reg. No., ESI Reg. No. (show details of the departments where the aforesaid registrations were done, and attach copies), details of the EMD submitted and the last three years work history should be furnished along with the quotation.
3. The work executed should be to the full satisfaction of the concerned scientists, technical officers and the Officer in charge.

4. The Contractor shall comply with all the legal requirements and should possess the licence at the time of submission of quotation, under Contract Labour (Regulation & Abolition) Act 1970 and keep it alive till the termination of the contract.
5. The Contractor shall abide by the provisions of the Minimum Wages Act 1948; the Contract Labour (Regulation & Abolition) Act 1970 and other Labour Laws applicable to him and shall pay the rate of minimum wages and other statutory benefits applicable to the personnel of the Contractor as per State/ Central Government approved wages and benefits.
6. It will be the responsibility of the Contractor to ensure timely payment of wages, payment of ESI, EPF, service tax, etc. and maintain proper record with respect to such payments. Such records and vouchers will be made available to NBPGR Regional Station, Thrissur as and when desired for verification. NBPGR Regional Station, Thrissur will not provide any accommodation for the personnel of the Contractor.
7. The Contractor will ensure that all the personnel appointed by them are physically fit and free from disease, injury, contagious illness and otherwise capable to discharge their duties.
8. In case any personnel of the Contractor during the course of duty or otherwise damages, destroys, defaces or spoils any of the properties of the Station, the Work Contractor will be held responsible to the extent of financial liability and the same shall be recoverable from the Work Contractor's bills.
9. The Contractor will submit the bill month-wise and the payment thereof will be made through Demand Draft/ Cheque in the name of the firm.
10. The contract will be initially for a period of 12 months from 01/06/2014 up to 31/05/2015 or from the date to be decided by the undersigned based on approval from the competent authority. The first month of the contract will be treated as performance watching period and NBPGR Regional Station, Thrissur may terminate the contract in case of unsatisfactory performance, within 15 days' notice.
11. All the tools and implements required for the farm/field operations are to be brought and maintained by the Contractor.
12. No staff member of this station should be made to work either on part or full time basis.
13. Once the bid is accepted and if withdrawal is desired by a contractor, who has quoted the lowest rate, such contractor will have to forfeit the EMD, will be black-listed and will not be considered for future contracts.
14. The decision of the Officer in charge will be final in all matters.

If required, the farm and facilities can be visited for having a clear idea on any working day during office hours between 10.00 am to 4.00 pm on prior appointment.

N.K. Dwivedi
Principal Scientist &
Officer in charge

DECLARATION

(To be signed and submitted along with the quotation)

1. We, the Work Contractor, hereby agree to keep the offer of this quotation valid for one year from the last prescribed date of receipt of the quotation and not to modify the whole or any part of it for any reason within the above period.
2. We hereby agree to pay an amount equivalent to 10% of total contract charges as Performance Security Deposit by way of DD, in case our quotation is approved and the work awarded to us.
3. We hereby agree to pay the Minimum Wages as per Kerala State / Central Govt. rates to the personnel deployed by us. We shall abide by the provisions of the Minimum Wages Act 1948; the Contract Labour (Regulation & Abolition) Act 1970 and other Labour Laws applicable to us and shall pay the rate of minimum wages and other statutory benefits applicable to the personnel as per State / Central Government approved wages and benefits. We shall submit proof for the payment of Minimum Wages & other statutory benefits paid to each guard by name every successive month.
4. We hereby distinctly and expressly declare and acknowledge that before the submission of our quotation, we have made such examination of the enquiry letter and such investigation of the work required to be done, and in regard to the material required to be furnished as to enable us to thoroughly understand convenience, agreements, stipulations and restrictions contained in the contract and agree that we will not hereafter make any claims or demand upon NBPGR based upon or arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirements, convenience, agreements, stipulations, restrictions and conditions.
5. We shall not assign the contract to anyone else or sub-contract any portion of the contract.
6. We have fully understood that the written agreement to be entered between NBPGR and us shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the Officer authorised to enter into contract on behalf of NBPGR.
7. We hereby declare that no officer of the rank of Section Officer or equivalent and above in NBPGR or in any of the institutes of ICAR is related to us or to any personnel of the Work Contractor (*strike out if not applicable*).
8. We agree to furnish details in respect of the quoted rate, if and when called upon to do so without any reservations.
9. We will indemnify NBPGR from any kind of claim including Minimum Wages or any other statutory payments by any personnel deployed by us during the period of contract.
10. We enclose herewith a DD bearing No. _____ dated _____ for Rs. _____ drawn from _____ (name of bank) as EMD.

Signature & Name of Tenderer with date & seal