

**NBPGR REGIONAL STATION, NAMKUM  
PLANDU, RANCHI-834 010**

**Tenders/Quotations**

Sealed tenders/quotations are invited on behalf of Secretary ICAR, Director NBPGR, New Delhi for the Agriculture, Office & Field data job on contract from registered labour contractors/official job providers for one year (01.10.2014 to 30.09.2015). Other terms and conditions of the contract of the job details are contained in the tender forms and its schedules. The tender forms may be obtained from the office during 04.08.14 to 14.08.14 or download from [www.nbpgr.ernet.in](http://www.nbpgr.ernet.in) on the payment of Rs.150/-. The complete sealed Tender/ Quotations along with earnest money of Rs.2000/- should reach to undersigned by 20.08.14 up to 1.00PM.

**Officer-in-Charge**

**NATIONAL BUREAU OF PLANT GENETIC RESOURCES  
(Indian Council of Agricultural Research)  
Regional Station, Plandu, Ranchi-834010**

**Tenders/Quotations**

Sealed Tender/quotations are invited on behalf of Secretary, ICAR & Director NBPGR New Delhi from registered contractors on work contract basis for “various agricultural job, office job and field data job” tenable during 2014-15, for one year (01.10.2014 to 30.09.2015) from registered Labour Contractors /Official Work providers as per our tender document and work schedules. The tender forms can be obtained from the office during office hours on all working days from 04.08.2014 to 14.08.2014 or can be downloaded from official website with the payment of Rs.150/-. The last date for receipt of sealed tenders at this office is 20.08.2014 up to 1:00 PM and same day it will be opened at 02:30PM. The EMD (Rs.2000/-) will be deposited at the time of submission of tender in the form of DD in favour of Officer Incharge, NBPGR, RS, Plandu, Ranchi, payable at Ranchi. The detail of this tender notice is also available on our official website.

**Website:** [www.npbgr.ernet.in](http://www.npbgr.ernet.in)

**Ph:** 0651-2260681

**Officer-in-Charge**



राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो, प्लाण्डु, राँची  
National Bureau of Plant Genetic Resources Regional Station  
HARP Campus, Plandu, Ranchi- 834010  
Phone no: 0651-2260681(O)



**No.: RNCH/2014-Admn.**

**Dated:**

**To** .....  
.....  
.....

**SUB:** INVITATION OF TENDER/QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT OF AGRICULTURAL WORK, OFFICE WORK AND AGRICULTURAL FIELD DATA WORK PROVIDING AT NBPGR REGIONAL STATION, RANCHI-834010

- A. Cost of Tender Form Rs. 150/-(Rupees one hundred fifty only).  
B. Last date of receipt of Tenders in Office is 20.08.2014 upto 1.00pm.

**Notes:**

1. The Director, NBPGR may at his discretion, extend this date 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.

**TENDER DOCUMENT**

The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi invites sealed tenders from registered labour contractors for carrying out "Various Agricultural Farm Job, Office Job and Field Data Job Contract services" at NBPGR, Regional Station, Plandu, Ranchi on work contract basis for a period of one year (01.10.2014 to 30.09.2015) as mentioned in the work schedules. The rate should be quoted for individual item of work, both in figures and words.

The tenders should reach to this office on or before 20.08.2014 up to 1.00 pm by Post or deposited in the Tender Box placed in the Office Building. 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 CONTRACT FOR PROVIDING Agricultural Job, Office Job and Field Data Job on Contract" basis at NBPGR Regional Station Ranchi and financial bid should be separate in the main envelop. The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi not be held responsible for any postal delay. Tenders received without this superscription will have the risk of not being considered. The tenders received will be opened at 02.30 PM. on 20.08.2014 in presence of the bidders or their authorized representatives. However, if the tenderers fail to be present, the tender will be opened as per the scheduled date and time. Incomplete and late received tenders will not be considered. The tenders should satisfy the following terms & conditions:

## TERMS & CONDITIONS:

- 1) The rates quoted should be valid for a minimum period of one year with effect from the date of finalization/ award of the tender. The contract may be extended further, if agreed by both parties subject to satisfactorily fulfillment of the terms and conditions of the tender document by both. No revision in the rates quoted will be allowed during the entire period of the contract.
- 2) The tender should accompany with the **EMD amounting to Rs.2000/-** in the form of Demand Draft drawn in favour of “Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi” payable at Ranchi, failing which the tender shall be rejected.
- 3) If selected, the contractor has to execute the work as per the specification in the work schedules to the satisfaction of the competent authority, failing which the EMD and security deposit will be forfeited and the contractor is liable to pay for the loss and NBPGR will be free to carry out the works through any other contractor.
- 4) The tenderer[s] are required to furnish the attested xerox copies of the valid Registration Certificate, up to date ITCC and STCC/VAT, ESI/EPF Registration, list of staff/supervisors registered under ESI &EPF separately. A minimum of 30 numbers (Staff/Supervisor) are required with their ESI &EPF number with paid the date of contributions. Labour licence from the Central State Labour Commissioner and Work Order Copies to prove experience in carrying out Agricultural Field Job, Office Job and Field Data Job etc services along with the tender document/technical bid.
- 5) The contractors must supply workers who know the agriculture operation works/ office work/ field data work and do not resort to damage the research farm/laboratory/office at any time. The Contractor should make payment to the workers regularly following the specified norms by different Govt. Organisations. Stopping of work/Dharna at the farm/ laboratory/office would be viewed seriously and will lead to cancellation of work order and imposition of penalty etc.
- 6) The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi has his own discretion either to award the works to one of the selected contractors or may distribute the work to several contractors based on the competency of the Contractor.
- 7) The selected tenderers are required to submit the original certificates for verification anytime during the tender period, if so desired by the Competent Authority of NBPGR, Regional Station, Plandu, Ranchi, A list of job workers to be deployed in NBPGR along with their qualification and proof of residence is also be submitted while executing the Work Contract.
- 8)
  - a. The Contractor has to provide the required number of job workers to carry out the job satisfactorily within the stipulated time as per work schedule.
  - b. The Minimum rates of wages as prescribed by Central Labour Commissioner [Central] as fix from time to time should be followed by the Contractor. The Contractor has to pay the Minimum Wages [Central] as fixed from time to time to the workers engaged by him at the work place by 7th date of every month in presence of the authorized nominee of NBPGR, Regional Station, Plandu, Ranchi [Indenter]. The payments due to the workers of the contractor are to be made by the contractor after completion of each item of work irrespective of the payment of bills of the contractor for the same by NBPGR.

c. The registers of the contractor has to be duly certified by the authorized nominee of NBPGR, Regional Station, Plandu, Ranchi [Indenter], for which each payment to the worker has to be made in his presence.

d. In case of violation of any provision of labour laws, rules and regulations thereof, the NBPGR, Regional Station, Plandu, Ranchi will not be responsible for fault of the contractor. Any canvassing in connection with the quotation is strictly prohibited

e. The records of contractals and wages register etc. as per the requirements of Labour Enforcement Officer must be maintained by the Contractor. Any deviation or irregularity in maintenance of records or observance of Contract Labour (R&A) Act brought to the notice of Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi by the Labour Department would be treated as lapse on the part of the contractor and the contract would be terminated forthwith.

f. All liabilities in respect of statutory obligations on account of various laws/ acts of the Central/State like Labour Contract Act, EPF Act, Minimum Wages Act, that may be applicable to carry out the work/job assigned shall be borne by the Contractor. The liabilities of Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi will be limited to the payment to the Contractor as per the tender. The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi has no liability whatsoever towards the employment of the manpower /worker/labourer provided by the Contractor.

9) The Contractor is liable to pay Income Tax etc as applicable at TDS from each bill as per rules.

10) The EMD and Security Deposit submitted by the Contractor will be refunded after satisfactory completion of the contract. No interest will be paid on account of the said deposits.

11) The Contractor will take notice of all complaints against the workers employed by him. The Contractor will have to change or remove any or all of them when desired by the Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi, even orally.

12) The workers of the Contractor cannot become members of any union in NBPGR, Regional Station, Ranchi or take part in agitation activity and if they are found to be so participating they should be changed/removed by the Contractor from assignment in NBPGR, Regional Station, Plandu, Ranchi with due replacement forthwith.

13) Any liabilities that may arise due to damage/injury, death of any personnel of the Contractor caused while carrying out the work shall be borne by the contractor.

14) Punctuality, sincerity, promptness and efficiency of the workers shall be considered as essence of the Contractor and it is therefore hereby expressly provided and declared that Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi has no liability towards the employment of the manpower/job workers provided by the contractor..

15) a. If the tender is accepted and the work is awarded, it is incumbent of the Contractor to carry out the work to the best satisfaction of the NBPGR, RS, Ranchi Authorities within the stipulated period allotted for the completion of the work. For non-compliance of satisfactory work and/or stipulated period allotted for the work, the work contract for that particular item of work will be cancelled without assigning any reason.

b. Any damage to institute property or theft conducted by the staff of the Contractor during execution of the work, the cost is to be borne by the Contractor as assessed and fixed by the Competent Authority, NBPGR, Regional Station, Plandu, Ranchi.

16) The tenderer should put his/her signature in each page of tender document and over writings/cuttings on the tender papers may have the risk of the rejection of the tender document, unless duly authenticated.

17) The tender papers not complying the above terms and conditions will be summarily rejected.

18) If the Office remains closed on the last date of sale of tender document/ last date of receipt of the tender document as specified above due to any reason, the immediate next working day will be treated as the last date respectively.

19) The previous experience certificate on this type of work under any Central Govt. /State Govt. /Autonomous Body with copies of work orders should be enclosed with the tender document.

20) The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi has its own discretions either to accept the operation-wise/item-wise lowest rates or the total lowest quoted rates, as the case may be.

21) The Officer-in-charge, NBPGR, Regional Station, Plandu, Ranchi reserves the right to reject any or all the quotations either in part or in full without assigning any reason thereof. If any ambiguity is found, tender will be rejected summarily without bringing to the notice of the tenderer(s).

22) The decision of the Officer-in-charge, NBPGR RS, Plandu, Ranchi in this matter is final and binding on the contractor. The contract is terminable within one month notice by either of the parties.

23) All disputes including court proceedings shall be settled within the Ranchi jurisdiction only.

24) The rates should be given in figures as well as in words both for each work indicated in the enclosed schedules of works.

25) Conditional quotations are liable to be rejected. The quotation must be submitted in one part. No subsequent amendment shall be considered. The quotation must be signed on all papers by the Contractor and must be submitted only on the original form obtained from NBPGR Office or downloaded from the NBPGR Website.

26) Earnest Money shall be forfeited, if the successful bidders fails to sign the formal agreement within seven days from the date of intimation of his selection or fails to start the work within seven days from the date of commencement as given in the work order.

27).The successful bidder will be required to remit a security deposit of Rs.20,000/-(Rupees twenty thousand only) by Demand Draft only for Nationalised Bank in favour of Officer-in-charge, NBPGR, Regional Station, Plandu, Namkum, Ranchi, payable at Ranchi. The Security Deposit will be required to be furnished within 15 days from the date of award of contract. This should be an additional deposit besides EMD in respect of the successful bidder.

28) The successful Contractor (s) is required to sign an agreement with NBPGR on a non-judicial stamp paper of Rs.100 and Rs.50/- each for providing satisfactory services as per the labour/contract laws prevalent for work contract.

29) Physical assessment of nature and quantum of each work can be done by the bidders before submitting the tender and the rates once specified for each job/item will not be allowed to be changed for the entire contract period irrespective of any subsequent revision in the rates/wages. The quantity of the work mentioned in the Work Schedule is only approximate and is likely to be increased or decreased as per the need, and the Contractor shall carry out the need-based jobs as per the approved rate even when the quantum of work is less or more. The contractor should submit the copy of the ESI and EPF in detail regularly monthwise along with the bills.

30) The Officer-in-charge, NBPGR, Regional Station,Plandu, Ranchi reserves the right to order forfeiture of the security amount deposited by the Contractor in the event of non-satisfactory performance of work or non-execution of work within the stipulated period.

**Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.**

Amount of EMD Deposited:

Officer-in-charge

Signature of the Contractor

Date:

Full Address:

## Financial Bid

**To**  
**The Officer Incharge**  
**NBPGR Regional Station, Ranchi**

Sir,

I/We wish to submit our Tenders for THE JOB/SERVICE CONTRACT FOR PROVIDING Agricultural, Office and Field Data Job on contract basis at NBPGR, Regional Station, Ranchi on the following rates:

Description of Works/Job	Unit/Items/ Area/ frequency of job	Rate/unit/item/ frequency to be filled by contractor (Monthly)
<b>Germplasm characterization ,multiplication and conservation of Horsegram , Pigeon pea , Mucuna, finger mellet and rice etc during <i>Kharif &amp; Rabi</i> 2014-15</b>		
Field preparation like ploughing, laddering, leveling, bund making/ treaming, application of manure/pesticide, cleaning and layout), rouging, weeding, irrigation channel/path preparation/cleaning, crop maintenance round the season, bird scaring, line sowing (30x10, 45x15, 50x15cm spacing) proper soil covering, irrigation, label fixing, weeding, roughing, crop maintenance, harvesting, carrying it to the threshing floor, threshing (5plant/bulk), sun drying, winnowing, cleaning, packaging, bagging and processing for MTS/LTS etc, maintenance of active germplasm in all crops etc.	3 ha	
<b>Multiplication, Characterization and Conservation of of Jackfruit, Barhal, Jamun, Bael, Tamarind, Aonla, Mango, Sainjana, Banana, Menhdi , Jatropha and other economic plants germplasm etc</b>		
<b>1.</b> Field preparation ploughing with tractor tiller, harrow, laddering, basin preparation, earthing, digging of pits, nursery preparation , leveling, bund making/ layout, sowing/transplanting, irrigating, hoeing, weeding, application of manure/pesticides, grass cutting & cleaning, removing of dry and unwanted stem/trunks, cleaning of irrigation channel/ path, label preparation / fixing, seeds collection/fruit plucking, carrying it to the threshing yard, threshing (5 plant/bulk), extraction of seeds, drying/packaging/processing for MTS/LTS and other germplasm exchange/supply etc.	(Round the year) About 1500 plant/trees ccess. In 25 ha area	
<b>Maintenance and multiplication of perennial medicinal and aromatic plants</b>		
Field ploughing/cleaning by tractor laddering/leveling, bund making/ layout, basin operations, nursery preparation/ sowing, trans planting,irrigating, weeding, application of manure/ insecticide/pesticide/insecticide etc,label preparation/ fixing, hoeing, seeds collection, proper cleaning, removing of dry and unwanted plants/ stem/trunks, fruit plucking, carrying it to the threshing floor/threshing, drying and packaging, processing for conservation in MTS/LTS and other germplasm exchange/supply	(Round the year) More than 200 plants/ trees/ climb access.	



etc.		
<b>Maintenance, characterization &amp; multiplication of M &amp;A P in Herbal garden I,II &amp; III and two Net Houses</b>		
Field preparation like digging pits, nursery preparation, disinfecting, manuring, irrigation channel/path preparation/cleaning, line sowing (30x10, 45x15, 50x15 cm etc spacing) proper soil covering, planting, general maintenance, fencing, hoeing, weeding, pruning/cutting, irrigating @ 3 times a week, harvesting, extraction of seeds, digging of rhizome/ tubers/seeds & carrying it to the threshing floor, threshing (5 individual plant/ bulk), and processing for conservation and supply etc.	Round the year (3 ha)	
Processing of collected germplasm as seed cleaning, extraction, drying, proper labeling and packaging for sowing &conservation/LTS/MTS etc.	1000 samples	
Maintenance of medicinal and aromatic plants and other crop plants in two net house and ornamental pots, garden areas, changing of soil, application of FYM, insect pest control, sowing, coloring, cleaning, transplanting, weeding, labeling, hoeing, digging, irrigating @4 times a week,shifting in pots and removing of dry and unwanted plants etc.	Round the year (About 800 plant/ pots)	
<b>Day to day maintenance of farm, office building &amp; farm implements etc</b>		
General cleaning of road & paths, rooms, grass cutting, shifting and removing of dry and unwanted stem/trunks/plants etc, wall & fencing cleaning, hoeing, digging of pots of ornamental and other plants, and other maintenance in office compound etc. Proper cleaning of farm implements/ equipment, tubewell/ pump,open well, tractors and other machinery etc.	(Round the year)	
<b>Official day to day job work etc.</b>		
Official letter computer typing, means of communication, typing of various reports for the meetings etc, crop data entry & passport data entry and evaluation other typing work, diary, dispatch and entries to be made in all official records etc (by one Skilled Contractual).	(Round the year)	
<b>Agricultural field maintenance and data work etc.</b>		
To help in maintaining the fruits and medicinal plants gemplasm and data recording work etc during Kharif and Rabi season at the farm.(by one Semi-Skilled Contractual)	(Round the year)	

**Signature of the contractor**