

Annexure I

F.No.63/98IV/2012/2015-16/Agir.

Dated: 04.07.2015

NOT TRANSFERABLE

**ICAR-NBPGR Regional Station, Plandu, Namkum,
Ranchi-834010**

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

A. Cost of Tender Form **Rs.500/-(Non-refundable)** in cash or D.D. in favour of Officer In-charge NBPGR,RS, Plandu, Ranchi payable at Ranchi.

B. Sale of tender: 04.07.2015-24.07.2015 at 11.00am to 01.00pm.

C. Last date of receipt of Tenders in Office is 24.07.2015 up to 1.00pm.

D. Tender (Technical Bid) to be opened at: 24.07.2015 at 2.30.00pm.

E. Tender to remain open for acceptance up to 90 days from the date of opening.

F. Tender will be two bid systems.

G. The Tender document is also available at our web-site: www.nbpgr.ernet.in

NOTE:-

1. The Director, NBPGR 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.

3. All communications must be addressed to Officer In-charge NBPGR, Regional Station, Plandu, Namkum, Ranchi-834010

**ICAR-NBPGR Regional Station, Plandu, Namkum,
Ranchi-834010**

Phone No.0651-2260681

**INVITATION OF TENDER FOR PROVIDING JOB CONTRACT FOR AGRICULTURAL
WORK, OFFICE WORK AND AGRICULTURAL FIELD DATA WORK AT NBPGR
REGIONAL STATION, RANCHI**

To

Dear Sir(s),

Sealed tenders are hereby invited by Officer Incharge, NBPGR, RS, Ranchi on behalf of the Director, NBPGR, Pusa Campus, New Delhi-12 for PROVIDING JOB CONTRACT FOR AGRICULTURAL WORK, OFFICE WORK AND AGRICULTURAL FIELD DATA WORK at NBPGR Regional Station, Ranchi. The terms and conditions of the contract are as follow:-

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.10000/-** 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 50 numbers (Staff/ Supervisor) are required with their ESI &EPF number with paid the date of contributions. The contractor/agency must have a registration with the Contract Labour (Regulation & Abolition) Act, 1970. The contractor shall obtain the labour license under this Act. Work Order copies to prove minimum 3 year experience in carrying out Agricultural, Office and Field Data contractual etc services along with service charges etc and 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. 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, RS, 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.

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

c. 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, RS, Plandu, Ranchi by the Labour Department would be treated as lapse on the part of the Contractor and the contract would be terminated forthwith.

d. 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/jobs assigned shall be borne by the Contractor. The liabilities of Officer-In-charge, NBPGR, RS, Plandu, Ranchi will be limited to the payment to the Contractor as per the tender. The Officer-in-charge, NBPGR, RS, Plandu, Ranchi has no liability whatsoever towards the employment of the manpower /worker/labourer provided by the Contractor. The Contractor is also liable to pay Income Tax etc as applicable at TDS from each bill as per rules.

9. 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.

10. 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.

11. 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. 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.

12. 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,RS,Plandu, Ranchi has no liability towards the employment of the manpower/ job workers provided by the contractor.

13. 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. 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.

14. 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. The tender papers not complying the above terms and conditions will be immediately rejected. The rates should be mentioned in figures as well as in words for each work indicated in the enclosed schedules of works.

15. 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.

16. The Officer-In-charge, NBPGR, RS, 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.

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

18. 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. 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.

19. 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.

20. The successful bidder will be required to remit a **Security deposit of Rs.40,000/- (Rupees fourty 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.

21. 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.

22. 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 has to be submitted the copy of the ECR, ESI Chalan and EPF Chalan etc monthwise regularly in details, along with actual bills for conducted contractual work.**

24. 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 envelops to be sealed and put in a main cover. Only Technially qualified firms will be considered for Financial Bid.

Yours faithfully

OIC NBPGR, RS, Ranchi
for and on behalf of the Director, ICAR-NBPGR,
New Delhi-110012,

**TENDERS FOR PROVIDING JOB CONTRACT FOR AGRICULTURAL WORK,
OFFICE WORK AND AGRICULTURAL FIELD DATA WORK AT NBPGR
REGIONAL STATION, RANCHI**

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. /FAX/ No.:/E-Mail address:

Registration Number of the firm :

Employee EPF registration Number :

ESI registration Number :

Service tax registration number :

From

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To

The Officer Incharge
ICAR-NBPGR Regional Station,
Plandu, Ranchi-834010

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB/WORK/SERVICES CONTRACT PROVIDING FOR AGRICULTURAL WORK, OFFICE WORK AND AGRICULTURAL FIELD DATA WORK AT NBPGR REGIONAL STATION, RANCHI**” 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 90 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.

1. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

2. 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 -----

3. **Every page so attached with this Tender bears my signature and the office seal.**

4. Pay order / DD No. / Cheque No. -----of Rs. -----drawn in favour of Officer Incharge, NBPGR Regional Station, Ranchi and payable at Ranchi is enclosed as earnest money required.

Date.

Yours faithfully

Signature & Seal of the Tenderer
Address:-

Telephone No. Office:
Residence Tel./Mob.

No.:

Witness: -----

Mobile:

Address: -----

Occupation:-----

Signature of witness to contractor's signature:

Address:

Name & Signature of Witness :

Address:

SCHEDULE TO TENDER

Part-I		
1	Name of the Firm/Agency	
2	Full address with Post Box No. and Telephone No. if any	
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 bankers	
6	Your Permanent Income Tax No.l Circlel/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 be visiting NBPGR, RS, Ranchi regarding the contract	

AUTHORISED SIGNATORY

Date:-

Place:-

Please add supplementary pages to be numbered wherever needed by the Tendered

Financial Bid

(This financial bid to be enclosed in sealed envelope)

Last date of receipt of Tender: 24.07.2015 up to 1.00pm.

Vanue of Tender opening : Officer Incharge Office, NBPGR, RS, Plandu, Ranchi-834010

To
The Officer In-charge
NBPGR Regional Station,
Ranchi-834010 (Jharkhand)

Sir,

I/We wish to submit our Tenders for THE JOB/SERVICE CONTRACT PROVIDING FOR AGRICULTURAL WORK, OFFICE WORK AND AGRICULTURAL FIELD DATA WORK on contract basis at NBPGR, Regional Station, Ranchi for one year on the following rates:

Description of works/job	Unit/items/ area/ frequency of job etc	Rate to be filled by contractor monthly in Rupees (Rs)
1.Germplasm evaluation, multiplication and conservation of field crops during Kharif & Rabi season: Field operations like tractor ploughing etc, bund making/ treaming, application of FYM/pesticide, layout, sowing, hoeing, rouging, weeding, irrigation crop maintenance round the season, bird scaring, labeling, crop maintenance, harvesting, threshing ,drying, cleaning & winnowing, , packaging, bagging and processing for spply to MTS/LTS etc, germplasm maintenance in store and other day to day required operations.	Area 3 ha	
2.Germplasm multiplication, evaluation, conservation and of horticultural, industrial crops and other economic plants etc: Field Operations tractor ploughing etc, basin preparation, earthing, digging of pits, nursery preparation, leveling, bund making/ layout, sowing/transplanting, irrigating, hoeing, weeding, application of manure/pesticides, grass cutting & cleaning, pruning, irrigation, labeling, harvesting, threshing, drying, packing,processing for MTS/LTS and germplasm supply and other day to day required operations etc.	(Round the year) About 1500 plant/ Ftrees ccess. in 25 ha area	
3. Germplasm evaluation, multiplication and exchange of medicinal and aromatic plants including perennials and maintenance in herbal gardens and Net Houses etc: a. Field operations like tractor ploughing etc, bund making/ layout, basin operations, nursery preparation/ sowing, trans planting, rrigating, weeding, hoeing, application of manure/ insecticide/ pestiside etc, labeling, harvesting, seed cleaning, pruning, threshing, drying and packing, seed processing for MTS/LTS and other germplasm exchange/supply etc. b. Processing of collected germplasm cleaning, extraction, drying, labeling, packaging for LTS/MTS, and other PGR required operations (1000 samples)	(Round the year) More than 800 plants/ trees/ climb access. (area 3 ha.)	

4.Day to day maintenance of farm, office building & farm implements etc: General cleaning of road & paths, rooms and grass cutting, shifting and Pruning,treaming etc, wall & fencing cleaning, hoeing, cleaning and hoeing of ornamental and other plants pots and otherday today required maintenance in office compound etc. Proper cleaning of farm implements/ equipment, tubewell/ pump, open well, tractors and other machinery etc or as per instructions of OIC.	(Round the year) Total area of 15 ha and two buildings with five rooms each	
5.Office work etc.: Computer typing means of communication, crop data & passport data entry, diary, dispatch and entries to be made in all official records and day to day required work etc. (by one skilled contractual).	(Round the year) Day to day work	
6.Agricultural field and data work etc.: To help in maintaining the fruits, medicinal plants and other gemplasm during Kharif and Rabi season and also help in data recording work etc at the farm. (by one semi-skilled contractual)	(Round the year) Day to day work	
Total amount monthly in Rupees (Rs)		

Signature of the contractor