



भा.कृ.अनु.प. - राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF PLANT GENETIC RESOURCES
 क्षेत्रीय केन्द्र, वेल्लानिककरा, के.ए.यू. पोस्ट, तृश्शूर- 680 656, केरल
Regional Station, Vellanikkara, KAU Post, Thrissur - 680 656, Kerala



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F.No.TSR/III-19/16-CRP-AC-1/

Date : 28/05/2016

Last Date of receipt of tender : 21/06/2016 till 2.30 PM
 Tenders (Technical Bid) to be opened on : 21/06/2016 at 3.00 PM
 Tender to remain open for acceptance up to 180 days

BY REGISTERED POST

Subject: Quotation for field work related to Okra cultivation & Periodical data recording etc. on contract basis at NBPGR-RS, Thrissur (TWO BID SYSTEM) under the project CRP on Agro-biodiversity Component-1

Sir,

We are looking for finalizing a contract for field work related to Okra cultivation for Six months as per the Scope of Work given hereunder. You are requested to please send your lowest quotation for the work to the undersigned latest by **21/06/2016 at 14.30 Hrs** duly marked as “**Quotation for field work related to Okra cultivation & Periodical data recording etc. on contract basis at NBPGR-RS, Thrissur**” and addressed to The Officer-in-charge, NBPGR-RS, Vellanikkara, K.A.U. Post, Thrissur-680656, Kerala.

For non-compliance of the terms, the quotations are liable to be ignored. The quotations may be sent by post or put in QUOTATION BOX kept in the office of the Station for the purpose. Following terms and conditions to be adhered while submitting the quotations:

1	Earnest Money Deposit (EMD) of Rs.7,400/- (Rupees Seven thousand four hundred only) in the form of Account Payee Demand Draft drawn in favour of Officer in charge, NBPGR-RS, Thrissur should be submitted with the quotation. Tender will not be considered, if Earnest Money is not deposited along with the tenders. The EMD of the unsuccessful tenderers will be refunded after finalizing the tender. If the tenderer fails to comply with any of the terms and conditions of the tender, the EMD will be forfeited by the Institute.
2	Service Tax / other levies to be charged should be specifically indicated.
3	Incomplete bids are liable to be rejected.
4	The quotation should be valid for 180 days.
5	The Director, NBPGR, New Delhi reserve the right to disqualify / cancel all or any of the tenders without assigning any reasons thereof.
6	The decision of the Director, NBPGR, New Delhi shall be final and binding on all issues relating to tender.
7	If the tender opening day falls on a holiday due to any reason (including force majeure), the tenderers shall be allowed to submit the tender up to same time on immediate next working day.
8	As per the decision of the Council the payment will be made through Electronic transfer, so provide the following Bank Details :- 1. IFSC Code 2. Account No. 3. Name of Bank and its Branch

IMPORTANT NOTE : Since the required contract is for agricultural activities, prospective bidders are advised to visit this Station to have first hand information regarding the nature of work etc., before finalizing their quotations.

Thanking you,

Yours faithfully,

(Bhadra Kumar S)
 Assistant Administrative Officer

Encl : Scope of work and General Terms & conditions.

Scope of Work:

#	Description of work	Quantity
1.	Field preparation, sowing, labeling, thinning, rouging odd types, weeding, intercultural operations, earthing up, manuring, pesticide application, irrigation, selfing, tagging, accession wise harvesting, seed separation, seed cleaning, labeling and packeting of okra germplasm.	1043 accessions along with three check varieties to be raised in 7500 Sq. Mtr. area
2.	Periodical data recording as per descriptor states, tabulation and computerization of the collected data (all materials including computer facility will be provided by the Station)	1043 accessions plus three checks repeated in each row.

Note : The work should be completed within Six months from the date of the contract.

GENERAL TERMS & CONDITIONS :

1.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 tender's forms and its schedules. Please submit your rates in the tender 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.7,400/- (Rupees Seven thousand four hundred only) must be deposited in the form of Demand Draft in favour of Officer-in-charge, NBPGR-RS, Thrissur. The particulars of the E.M.D. must also be super scribed on the top of the envelope by indicating the draft 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 resile 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 tender 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 additional pages must be made in tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed failing which 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/Institute 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 Quotation should be superscripted as "Quotation for various filed works on Contract basis at NBPGR-RS, Thrissur" and addressed to The Officer-in-charge, NBPGR-RS, , Vellanikkara, K.A.U. Post, Thrissur-680656. All Tenders may be sent by Registered Post/Speed Post or by hand. Hand delivered Tenders should be put in the

"Tender Box" kept in the office of the Regional Station not later than 2.30 PM on 21-06- 2016. It may please be noted that this Regional Station is not responsible for any postal delays.

9. The rates quoted to 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 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. The contractor should meet the conditions that it strictly comply with minimum wages Act of State/ Central Govt.

11. An amount equal to 5-10% of the contract amount as Security Deposit for the contract is to be deposited by the selected agency/successful tenderer after receiving a communication from the Institute. In the event of non-deposition of the same, the Earnest Money Deposit will be forfeited.

12. No interest on Security Deposit and Earnest Money Deposit shall be paid by the Institute to tenderer.

13. Service tax/Income Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and NBPGR- Regional Station, Thrissur 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. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government of India.

15. Decision of the Director, NBPGR, New Delhi 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, NBPGR, New Delhi. 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, Speed Post 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/Speed Post etc. should be acted upon immediately.

17. The following documents/vouchers essentially to be enclosed with the **TECHNICAL BID**:

- a. Registration certificate of the firm under the work contract of the Govt. of India/State Govt.
- b. Minimum turnover of the firm not less than Rs.3,00,000/- In figures (Rupees Three lakh only) 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 a Chartered Accountant.
- e. Duly certified copies of the satisfactory services where the Tenderer is providing the services.
- f. Copy of Employees PF registration certificate issued by local Self Govt. etc.
- g. Employee ESI registration certificate issued by local self 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 license under this Act.
- i. Number of staff/supervisors registers under ESI & EPF separately with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j. Service tax registration certificate and PAN issued by Govt. etc.

- k. Successful Tenderer will have to enter into a detailed contract agreement with NBPGR, Regional Station, Thrissur on non judicial stamp paper of Rs.100/- (Rupees One hundred only) for each work.

l. Only those firms who qualify in the technical bid will be considered for financial bid.

SPECIAL TERMS AND CONDITIONS

1. The Director, NBPGR, New Delhi reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of The Director, NBPGR, New Delhi shall be final and binding on the Contractor/Agency.
2. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NBPGR-RS, Thrissur for the purpose. All complaints should be immediately attended to by the Agency.
3. The agreement is terminable with one month notice on either side.
4. Sub-contract within the contract without prior written permission of the Officer-in-charge, NBPGR-RS, Thrissur is not allowed.
5. The contractor or his workers shall not misuse the Station's premises for any purpose other than for which the contract is awarded.
6. The selected agency shall undertake the job at NBPGR-RS, Thrissur as per labour acts prevalent in Ministry of Labour and Employment, GOI.
7. The persons so employed by the agency under this contract will not be the employee of the NBPGR-RS, Thrissur and there will be no employer-employee relationship between the institute and the person so engaged by the contractor in the aforesaid services.
8. Payment for service contract will be made on monthly basis proportionate to the satisfactorily completed work upon submission of pre-receipted bill, within 30 days from the date of bill submission.
9. The Tenderers should indicate only the lump-sum amount in respect of all the services covered under this contract. The rates so quoted should include cost of each and every item including transportation cost, manpower cost and taxes, EPF, ESI etc. NBPGR-RS, Thrissur shall not accept request for any extra charge on any account whatsoever over and above the quoted rate/amount within the period of the contract.
10. The contractor will discharge all his statutory/legal obligations such as minimum wages, EPF, ESI etc. in respect of the workers/supervisors to be employed/deployed by him for the execution of the contract work. The contractor shall indemnify and keep indemnified the NBPGR-RS, Thrissur 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, NBPGR, New Delhi shall be final and binding on the contractor.
11. Changing of Supervisor/Staff by the contractor should be intimated to the Officer-in-charge (Farm).
20. The contractor must employ adult labour only. Employment of child labour shall lead to the termination of the contract.
12. Risk clause: NBPGR-RS, Thrissur reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice 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 Deposit or pending bills or by raising 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 NBPGR-RS, Thrissur and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour 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, NBPGR, New Delhi reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of The Director, NBPGR, New Delhi shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

(Bhadra Kumar s)

Assistant Administrative Officer

For and on behalf of Director, NBPGR

Note: Technical Bid and Price Bid, marked as such, need to be enclosed in separate envelope and then both the bids need to be placed in a single envelope with proper sealing.

Technical Bid – Page-1

To

The Officer-in-charge
NBPGR-Regional Station,
Vellanikkara, K.A.U. Post
Thrissur – 680 656
KERALA.

1. I/We have read all the particulars regarding the General information and other terms and conditions of the tender for “Various filed works on contract basis in NBPGR-Regional Station, Thrissur” 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-III to this Tender and I/We agree to hold this offer open till 180 days. 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/our signature and the office seal.
5. DD No. _____ of Rs. _____ drawn in favour of the Officer-in-charge, NBPGR-Regional Station, Thrissur and payable at Thrissur is enclosed as Earnest Money required.

6. We confirm that the following documents are enclosed herewith the quotations.

#	DETAILS OF DOCUMENTS	ENCLOSED
1	EMD for Rs.7,400/-	
2	Registration certificate of the firm under the work contract of the Govt. of India/State govt	
3	Minimum turnover of the firm not less than Rs.3,00,000/- (Rupees Ten lakh only) during the last financial year (copy of work orders to be enclosed).	
4	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 the enclosed tabular format.	
5	Certified Balance Sheet of the firm for the last year duly certified by a chartered accountant.	
6	Copies of the satisfactory service certificate issued from where the Tenderer is providing such services.	
7	Copy of Employees EPF registration certificate issued by local body etc.	
8	Employee ESI registration certificate issued by local body etc.	
9	Number. of staff/supervisors registers under ESI & EPF separately with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.	
10	Service Tax registration certificate.	
11	PAN issued by Govt.	

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. Office:

Resi.:

Mobile:

Signature of witness to contractor's signature

Name & Address of Witness:

Technical Bid – Page-2**SCHEDULE- I****PART – I**

1.	Name of the Firm/Agency	
2.	Full address with Post Box No. & Telephone No. if any	
3.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act. 1956 Indian Partnership Act, 1932 (Please give name 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	
	a. 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	
	b. 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./Circle/Ward	
7.	Any other relevant information	
PART-II		
8.	Earnest Money Deposited:	Yes / No
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 visiting NBPGR-Regional Station, Thrissur, regarding the contract.	

Date: _____

Place: _____

AUTHORISED SIGNATORY

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

Technical Bid – Page-3**SCHEDULE- II****Details of the Minimum 3 year experience/work done.**

Sl. No.	Name of the Dept./Organisation & Name of contact person with Ph. No.	Period		Amount of Contract	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID**(Financial bid to be enclosed in a separate envelope with seal and be kept in the main cover)**

Last date for receipt of Tender : **21-06-2016**
 Date of opening of Tender : **Date of opening of Price Bid will be intimated to technically qualified tenderers, separately.**

To

The Officer in charge,
 NBPGR-RS, Thrissur.

Sir,

I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR “**various field works on job contract basis at NBPGR-RS, Thrissur**” on consolidated rates :

No.	Particulars	Amount for complete job
1	Field preparation, sowing, labeling, thinning, rouging odd types, weeding, intercultural operations, earthing up, manuring, pesticide application, irrigation, selfing, tagging, accession wise harvesting, seed separation, seed cleaning, labeling and packeting of okra germplasm.	Rs. (in figure) _____ Rupees (in words) _____
(a)	Periodical data recording as per descriptor states, tabulation and computerization of the collected data (all materials including computer facility will be provided by the Station)	_____ _____
2	Any other charges such as EPF/ESI etc. (please specify) 1) _____ 2) _____	Rs. _____ Rs. _____
3	Service tax etc. if any, (please specify) _____%	Rs. _____
4	Grand total (inclusive of all charges and statutory levies)	Rs. _____

NOTE: Un-attested corrections on price will lead to rejection of the tender.

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form. We understand and confirm that the statutory conditions of the tender which will be abide by us and for any deviation/violation detected, we will be solely responsible for the same.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature with date _____

Name, Address & Seal of the Firm _____

Telephone No. _____ Mobile No. _____

E-mail . _____