



ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES  
BASE CENTRE, NRRI CAMPUS, CUTTACK-753 006, ODISHA



*No.: CTC/2016-Admn.2/*

*Dated: 21-07-2016*

To \_\_\_\_\_  
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**Sub.:** Quotation for “Various laboratory work / office work / housekeeping services” on job contract basis for a period of one year i.e. 01.10.2016 to 30.09.2017 at ICAR- NBPGR Base Centre, Cuttack-6.

### **TENDER DOCUMENT**

The Officer-in-charge, ICAR-NBPGR Base Centre, Cuttack invites sealed tenders from registered labour contractors for providing services for “Various laboratory work / office work / housekeeping services” at ICAR-NBPGR Base Centre, Cuttack-753 006 on work contract basis for a period of one year i.e. 01.10.2016 to 30.09.2017. The rate should be quoted for individual item of work, both in figures and words.

The tenders should reach this office on or before 12.08.2016 up to 1.00 PM by Post or deposited in the Tender Box placed in the Office Building. The envelop containing the Tender document should be super scribed as “Tender for Various Laboratory Work/ Office Work/ Housekeeping services” at ICAR-NBPGR Base Centre, Cuttack. Tenders received without this superscription will have the risk of not being considered. The tenders received will be opened at 12.08.2016 on 2.00 PM 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 tenders and those received after the specified date and time 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 @ 2%** of the total annual charges in the form of Demand Draft drawn in favour of “Officer-in-Charge, NBPGR Base Centre, Cuttack” payable at Cuttack, failing which the tender shall be rejected.

- 3) Selected agency/ successful tenderers shall have to pay **security deposit amounting to @ 5%** of the total annual charges after receiving a communication from the ICAR-NBPGR. In the event of non deposition of the same the EMD will be forfeited.
- 4) No interest on security deposit and earnest money deposit shall be paid by the ICAR-NBPGR to the tenderer.
- 5) 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 ICAR-NBPGR will be free to carry out the works through any other contractor.
- 6) 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, Labour licence from the Central State Labour Commissioner and Work Order Copies to prove experience in carrying out Agricultural Field Work/Laboratory Work/Office Work/House keeping services along with the tender document.
- 7) The contractors must supply workers who know the laboratory work/office work/ House keeping works 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.
- 8) The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack 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.
- 9) 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 ICAR-NBPGR Base Centre, Cuttack. A list of job workers to be deployed in ICAR-NBPGR along with their qualification and proof of residence is also be submitted while executing the Work Contract.
- 10) a) The Contractor has to provide the required number of job workers to carry out the job satisfactorily within the stipulated time as per the schedule of work.
- 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 7<sup>th</sup> of every month. 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 ICAR-NBPGR.
- c) The registers of the contractor has to be duly maintained and is to be produced when asked by the authorized nominee of ICAR-NBPGR Base Centre, Cuttack [Indenter]
- d) In case of violation of any provision of labour laws, rules and regulations thereof, the ICAR-NBPGR Base Centre, Cuttack will not be responsible for fault of the contractor.

- e) The records, muster roll, 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, ICAR-NBPGR Base Centre, Cuttack 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, ICAR-NBPGR Base Centre, Cuttack will be limited to the payment to the Contractor as per the tender. The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack has no liability whatsoever towards the employment of the manpower /worker/labourer provided by the Contractor.
- 9) The Contractor is liable to pay **2% Income Tax** as applicable at TDS from each bill as per rules.
- 10) The EMD/ 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, ICAR-NBPGR Base Centre, Cuttack, even orally.
- 12) The workers of the Contractor cannot become members of any union in ICAR-NBPGR Base Centre, Cuttack 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 Base Centre, Cuttack 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, ICAR-NBPGR Base Centre, Cuttack has no liability towards the employment of the manpower/job workers provided by the contractor.
- 15) The contractor must complete the work within the schedule time with full satisfaction of the ICAR-NBPGR Base Centre, Cuttack Authorities.
- 16) i) 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 ICAR-NBPGR Base Centre, Cuttack 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.
- ii) 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, ICAR-NBPGR Base Centre, Cuttack.
- 17) The tenderer should put his signature in each page of tender document.

- 18) Over writings/ cuttings on the tender papers may have the risk of the rejection of the tender document, unless duly authenticated.
- 19) **The tender papers not complying any of the above terms and conditions will be summarily rejected.**
- 20) 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.
- 21) Tender paper (s) received after due date/time shall not be entertained.
- 22) 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.
- 23) The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack 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.
- 24) If any ambiguity is there, the tender will be rejected summarily without bringing to the notice of the tenderer(s).
- 25) The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack reserves the right to reject any or all the quotations either in part or in full without assigning any reason thereof.
- 26) The quotations should be sent either by post or can be dropped in Tender Box placed in the premises of ICAR-NBPGR Base Centre, Cuttack. The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack not be held responsible for postal delay.
- 27) The decision of the Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack in this matter is final and binding on the contractor.
- 28) All disputes including court proceedings shall be settled within the Cuttack jurisdiction only.
- 29) The rates should be given in figures as well as in words both for each work indicated in the enclosed schedules of works.
- 30) 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 ICAR-NBPGR Office downloaded from the ICAR-NBPGR Website.
- 31) Canvassing in connection with the quotation is strictly prohibited.
- 32) Earnest Money shall be forfeited, if the successful bidders fails to sign the formal agreement within seven days from the date intimation of his selection or fails to start the work within seven days from the date of commencement as given in the work order.
- 33) The contract is terminable within one month notice by either of the parties.
- 34) The successful bidder may be asked to remit **security deposit** in addition to **EMD** within 15 days from the date of award of contract.

- 35) Physical assessment of nature and quantum of each work can be done by the bidders before submitting the tender.
- 36) The successful Contractor (s) is required to sign an agreement with ICAR-NBPGR on a non-judicial stamp paper of Rs.50/- (Rupees Fifty only) for providing satisfactory services as per the labour/contract laws prevalent for work contract.
- 37) The rate once specified for each job/item will not be allowed to be changed for the entire duration of the 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.
- 38) The Officer-in-Charge, ICAR-NBPGR Base Centre, Cuttack 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.

<b>Amount of EMD Deposited(DD No. and Date)</b> <b>(2% of Annual charges)</b>	<b>Rs.</b>
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*(Officer-in-Charge)*

Signature of the Contractor

Date:

Address:

**Detailed description of works: round the year maintenance works like field, laboratory, day-to-day official works and housekeeping services on job work basis at ICAR-NBPGR Base Centre, Cuttack**

<b>Particulars of works</b>	<b>Frequency</b>	<b>Remarks</b>
<b>Round the year maintenance (House Keeping Services)</b>		
Cleaning & sweeping office premises, seed processing unit (2 rooms), library(2 rooms), implement shed(2 rooms), garage & parking shed(2), pathways & surrounding areas (500 mtrs.), toilets(3 nos. with acid/ harpic/ phenyl), fixtures/furnitures, doors/windows and any other works related to cleaning of the office area (daily with the help of sanitary workers)	Round the year	
<b>Field, laboratory and day-to-day official works on job work basis (Vocational, Driving &amp; Computer skill)</b>		
Field layout for transplanting, assisting in taking field & post harvest observation for preliminary characterisation & evaluation of germplasm including rice, wild rice, other agri-horticultural crops, M&AP, wild economic plants in the experimental field and the Field Gene Bank (in 5.5 acres) through vocational skilled/ field experienced person ( <i>under skill category</i> ).	Round the year	
Preparing data sheets, entry of passport data on collected PGR (500 accs. with 1 page/accs.), entry of characterized and evaluated data (30-40 traits X 3000accs./season), prepare and maintain data base for the project, computer typing of official means of communication, typing of various reports for the meetings, workshop and slides for presentation through computer skill person ( <i>under skill category</i> )	Round the year	
Assisting in lab/ field works related to PGR management, herbarium maintenance/ curation: pressing, drying, poisoning, mounting, labeling, accessioning of herbarium specimens and plant parts) and maintenance (1100 specimens); drying & powdering of roots, bark, leaves and other parts, preparation of extract, taking care of chemicals and cleaning glass wares, assisting in biochemical evaluation) through persons with +2 Science/diploma agricultural/plant sciences and having experiences in this field ( <i>under skill category</i> ).	Round the year	
Operating and maintaining the agricultural implements like power tiller, irrigation pump, mower and sprayer with driving skill person for operating & driving vehicle through persons with matric having valid driving licence and experience ( <i>under skill category</i> )	Round the year	
<b>TOTAL</b>		

(*Officer-in-Charge*)