

ICAR- NATIONAL BUREAU OF PLANT GENETIC RESOURCES
Pusa Campus New Delhi-110012

F. No. 24-528/Cdn/2017-18

Date: 16.11.2018

E.TENDER NOTICE

ICAR-National Bureau of Plant Genetic Resources, Pusa Campus New Delhi-110012 invites online Tenders/Quotations in a two bid system (Technical bid & Financial bid) from registered/well-established/reputed firms for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e. Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the Bureau.


Please visit www.nbpgr.ernet.in for details, terms & conditions and log on www.eprocure.gov.in for online submission.

The EMD Rs. **10,00,000/-**(refundable) (for each tender) should be prepared in favour of the Director, ICAR-NBPGR, New Delhi.

The schedule of receipt and opening of Tender will be as under:

- | | | | |
|----|-------------------------------------|-------------|----------|
| 1. | Bid Document Download Date & Time : | 19.11.2018 | 12:00 PM |
| 2. | Bid Submission Start Date & Time : | 20.11.2018 | 01:00 PM |
| 3. | Bid submission end Date & Time : | 11.12.2018 | 02:30 PM |
| 4. | Technical Bid opening Date & Time : | 12.12 .2018 | 02:30 PM |

Tender form, terms & condition can be downloaded from the website <http://eprocure.gov.in> , www.nbpgr.ernet.in and CPP Portal. On-line bids complete in all respects should be submitted through CPP Portal [https://eprocure.gov.in/eprocure/app\(Help](https://eprocure.gov.in/eprocure/app(Help) Desk 0120-4200462, 0120-4001002).


(U C Sharma)
Administrative Officer

NOT TRANSFERABLE

Registered with acknowledgement due

F. No. 24-528/cdn/2017-18

Dated: 16.11.2018

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES

Pusa Campus, New Delhi – 110012.

INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS.

Firms for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e.. Typing, Photocopy, Maintaining of file record, Diary/Dispatch etc. work at ICAR-NBPGR New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the Bureau.

1. Last date of receipt of Tender in office is: _____.
3. Tenders (Technical bids) to be opened at : _____
4. Validity of Tender to remain open for acceptance up to 90 days from the date of opening.
5. The tender document is also available at Bureau's web-site www.nbpgr.ernet.in.

NOTE:

1. The Director, ICAR-National Bureau of Plant Genetic Resources, New Delhi may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenders.
2. If the date up to which the Tender 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.

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
Pusa Campus, New Delhi – 110012.

INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS. Firms for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e.. Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the Bureau.

From: The Director
ICAR-National Bureau of Plant Genetic Resource
Pusa Campus, New Delhi-110012

To

Dear Sir(s),

Open online Tenders are hereby invited on behalf of the Director, ICAR-NBPGR, New Delhi for contract of Firms for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e. Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the Bureau.

1. The terms and conditions of the contract which will govern any contract which contains in the general conditions of contract will be applicable by the ICAR-NBPGR as detailed in the Tender forms and its schedule-II. Please submit your rates in the tender forms if you are in position to provide the requisite services in accordance with the requirements stated in the attached schedule.
2. The EMD of **Rs. 10,00,000/- (Rupees Ten Lac Only)** should be in the form of DD/Pay order/Fixed deposit Receipt/Bank guarantee from commercial bank drawn in favour of The Director, ICAR-NBPGR payable at New Delhi. The original EMD should be submitted to the Tender inviting Authority on or before the last date and time of online bid submission. The details of DD/Pay order/Fixed deposit Receipt /Bank Guarantee physically sent, should tally with the details available in the scan copy and the data enter during the bid submission time otherwise the uploaded bid will be rejected. The earnest money will be refunded to the unsuccessful bidder(s) after finalization of tender and after the necessary security money has been deposited by the successful bidder(s). The successful bidder shall deposit **Rs. 30,00,000/- (Rupees Thirty Lakh Only)** as Security money for the performance of the contract in form of Demand Draft/Pay order /FDR/Bank Guarantee of any Commercial Bank drawn in favour of the Director, NBPGR, New Delhi-110012 payable at New Delhi. No interest will be paid by the Institute on EMD/Security Deposit Money.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulation on his part that after submitting his tenders, The firm will not resale from its offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Director, ICAR-NBPGR. 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 fourth with.
4. The Tenders being submitted by the firm, all pages alongwith enclosures must be numbered and should be submitted as conveyed as detailed in list of enclosures.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedule 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 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 a tenderer does not accept the offer, after issue of letter of award by ICAR-NBPGR within 30 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be 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 document must be signed by every partner of the firm. A person signing the Tender form or any other document forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind to such an arrangement, if on enquiry, it appears that the persons so signing had no authority to do so, the ICAR-NBPGR shall without prejudice to other civil and criminal remedies will cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
8. The rates quoted by each firm for Job/ Service contract in tender be given both in words and figure, 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 your behalf should be indicated in your tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
9. **An amount of Rs. 30,00,000/- (Rupees Thirty Lakhs Only)** is to be deposited DD/Pay order/Fixed deposit Receipt/Bank guarantee by the selected agency/ successful tenders as Security Deposit only after receiving a communication from the ICAR-NBPGR. In the event of non-deposition of the same, the earnest money will be forfeited.
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. The conditional Tenders will not be accepted.**
11. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NBPGR to the tenderer.

12. **On any tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-NBPGR will not entertain any claim whatsoever in this respect. However, GST and any other tax which is as per the rules of the Govt. of India / State Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Govt. of India/ ICAR.**
13. **The Director, ICAR-NBPGR reserve the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-NBPGR.**
14. In case of tie the decision of successful tender will be made following the criteria as given below:-
- (a) Priority will be given to **average** turnover of last 3 years i.e 2015-16, 2016-17, 2017-18.
- (b) **In case of average turnover for last 3 years also tied up then the decision will be taken on the basis of only last year turnover i.e 2017-18.**
15. Award / acceptance of contract by the ICAR-NBPGR will be communicated through E.mail/Speed post/ registered post or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instruction in the Express letter etc. should be acted upon immediately.
16. The tender will be awarded initially for one year however the same may be extended upto 3 years on the basis of satisfactory services provided by the firm.
17. **The amount of service charge should be quoted in Rupees only. The bid of firm quoting nil or fraction of rupees i.e. in paisa service charges/Company Charges, shall be treated as unresponsive and will not be considered.**
18. **The minimum wages of Govt of India/State Govt whichever is higher will paid.**
19. **The following documents should be enclosed with the tender, which are essential as per the terms and conditions of the tender document**
- (a) Certified copy of registration certificate of the firm.
- (b) Copy of turnover duly certified by C.A. for last 3 financial year 2015-16, 2016-17, 2017-18. Minimum turnover of the firm not less than Rs. 1.25 crore (Rupees One Crore Twenty Five Lacs Only) during each of the last 3 financial years i.e 2015-16, 2016-17, 2017-18
- (c) Certified copies of the satisfactory services certificate in the relevant field where the tenderer had provided the services for the last three years: 2015-16, 2016-17, 2017-18 in Central Govt. Establishment/Autonomous bodies of Govt of India/Corporations of Govt. of India / reputed Public/Private Organizations.
- (d) Certified copy of EPF & ESIC registration certificate issued by local Govt. etc.
- (e) Certified copy of registration under contract labour act. The contractor/agency must have a registration with the Contract Labour (Registration and Abolition) Act. 1970.
- (f) Certified copy of GST registration.

- (g) The firm will provide an undertaking that the firm had not black listed/debarred by the Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. Of India/reputed Public/Private Organizations.
 - (h) Scanned copy of EMD / Exemption certificate if any.
 - (I) Tender terms and Condition acceptance letter.
20. Successful tenderer will have to enter into a detailed contract agreement with ICAR-NBPGR on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred) for work.
21. Only those firms will be considered for financial bid who qualify in the technical bid.

Yours faithfully



(U.C.Sharma)

Administrative Officer

Tenders for the contract for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e. Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the bureau.

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. :
Telegraphic Address/FAX/Cellular No :
E-Mail Address :

From _____

To,

The Director
ICAR-NBPGR,
Pusa Campus
New Delhi-110012

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing job/work for typing, diary/dispatch etc., field/lab works at ICAR-NBPGR, new building and old building, field work at ICAR-NBPGR, new area farm IARI and ICAR-NBPGR, Issapur farm as per points/demand/requirement of the bureau 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-III 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 dispatch within the prescribed time.

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

- a. The following pages have been added to and form a part of this tender _____. The Schedule-I, II & III to accompany this tender are at pages _____.
- b. Every page so attached with this tender bears my signature and the office seal.
- c. Pay order/DD No. _____ of Rs. _____ drawn in favour of the Director, ICAR-NBPGR and payable at New Delhi is enclosed as earnest money required.

Yours Faithfully,

Date:

Signature of witness:
Name & Designation:
Address:

Signature & Seal of the Tenderer
Telephone No. Office:
Res:
Mobile

Schedule -I

SCHEDULE TO TENDERS

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)
 - (a) Indian Companies Act, 1956
 - (b) Indian Partnership Act, 1932
(Please give names of partners)
 - (c) Any other Act, if not, the owners
4.
 - i) 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.
 - ii) 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.
 - iii) If the answer to point (i) and (ii) above is 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(s)
 - iv) Name, address, tel. No. of the proprietor/partner
of the agency/firm or if it is a company, the
same details of the Director(s) of the company
5. Name and Full Address of your Banker
6. Your Permanent Income Tax No.
(Copies of PAN and GST registration
to be enclosed)
7. Date of establishment of the agency/firm/company
8. Whether registered with all concerned Government
Authorities (EPF/ESI etc.) (Copies of all certificates
Of registration to be enclosed)
9. Any other relevant information

PART-II

10. Earnest Money Deposited : Yes/No
(Write draft No./Date/Issuing bank details)

PART-III

11. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
12. Name of the Permanent Representative to be visiting ICAR-NBPGR, Pusa Campus, New Delhi regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

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

Schedule- II

General information & other Terms & Condition for providing of manpower, , **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, Agricultural activities and Office Work i.e Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the Bureau.

(ICAR-National Bureau of Plant Genetic Recourses, New Delhi-110012

A. Scope of Work:

The service as detailed below is to be provided, at ICAR-NBPGR H.Q, New Delhi, IARI Farm and Experimental Station Issapur

- (i) All field and agriculture activities at ICAR-NBPGR, New area farm IARI and ICAR-NBPGR ,experimental Station Issapur
- (ii) Typing/diary/dispatch etc./field/lab works at ICAR-NBPGR, New building and old building, field work at ICAR-NBPGR, new area farm IARI and ICAR-NBPGR, Issapur farm of the Bureau.
- (ii) Other miscellaneous work of similar nature as and when allotted by concerned Head of Division/Section/Officers.
- (iii) Services are to be provided (equivalent to Head of Division/Section/Officers) for 06 days a week from **09:00 am to 05:00 pm**. Sometimes, in emergency of work, services are to be rendered on Sunday and beyond office hours also including holidays etc. and no extra payment will made on this account.

II. Terms & Conditions:

- 1. The service staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff is to go on leave under intimation to this office.
- 2. Changing of Staff should be intimated by the firm to Administrative Officer, ICAR-NBPGR, New Delhi.
- 3. The Director, ICAR-NBPGR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR-NBPGR shall be final and binding on the Contractor/Agency in respect of clauses covered under the contract.
- 4. The staff provided should maintain secrecy and discipline in the premises of ICAR-NBPGR, New Delhi.
- 5. The staff provided should be capable of reading and writing in Hindi and English with a minimum qualification as stated at scheduled-III of the tender document.

6. The agreement is terminable with **one month notice on either side**. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/otherwise capacity in this ICAR-NBPGR.
7. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
8. The selected agency shall provide the necessary personnel at ICAR-NBPGR as per Labour Acts prevalent in NCT of Delhi. The agency shall employ good and reliable persons with robust health. In case, any of the personnel so provided is not found suitable by the ICAR-NBPGR, the ICAR-NBPGR shall have the right to ask for his/her replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such personnel immediately.
9. The personnel so provided by the agency under this contract will not be the employees of the ICAR-NBPGR and there will be no employer-employee relationship between the ICAR-NBPGR and the persons so engaged by the contractor in the aforesaid services.
10. Payment for service contract will be made monthly upon submission of pre-receipted bill alongwith attendance sheets of the manpower, profit for submission of ESI, EPF and GST etc.
11. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR-NBPGR shall not bear any extra charge on any account whatsoever i.e., EPF and ESI contribution, OTA etc. Wages to be paid to the contractual manpower will be as per the directions of Ministry of Labour & Employment as issued from time to time.
12. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-NBPGR, from any claims, losses or damages that may occur because on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-NBPGR shall be final binding on the contractor.
13. Income Tax and GST may be deducted from the bill raised by the firm as per rules / instruction of GOI/ ICAR.
15. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
16. The contract is subject to the condition that the tender will comply with all laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
17. Risk Clause: ICAR-NBPGR 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.

18. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and ICAR-NBPGR shall in no way be responsible for settlement of such issues whatsoever.
19. The Contract/Agency will furnish to the ICAR-NBPGR, the full particulars of the Personnel sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to ICAR-NBPGR.
20. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered to the ICAR-NBPGR, to the concerned tax collection authorities from time to time as per rules and regulations in this regard.
21. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instruction given on day to day basis, by the officer(s) authorized by the ICAR-NBPGR from time to time. They will be bound by office timings, duty, placement, location etc., as decided by the ICAR-NBPGR, New Delhi.
22. The Contractor/Agency shall make payment of remuneration/wages to its personnel 7th of every month by cheque/ electronic mode. After making the payment, the Contractor shall raise the bill to Director **ICAR-NBPGR** for payment of already agreed amount, and also submit a copy of the payment vouchers duly signed by the workers for each month.
23. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the contracting agency will be liable to be forfeited by the ICAR-NBPGR besides annulment of the contract.
24. **Any loss, theft or damage to the life of the employees of the ICAR-NBPGR and property of the ICAR-NBPGR shall be compensated by the Contractor/Agency, if the case of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the Contractor/Agency.**
25. Police verification report of the worker and I.D. cards issued report will be submitted within 30 days of award of contract.
26. The Director, ICAR-NBPGR reserve the right to increase/ decrease the quantum of work awarded to contractor as per availability of funds.
27. For field and farm 100-150 contractual staff may be engaged in all category and 50-100 contractual staff may be engaged for office work in all category.
28. **Terms and conditions for contractor to pay wages to deployed Manpower:**
 - (a) Bio-metric attendance system will be installed by the contractor and all liabilities of the machine will be borne by the contractor i.e any loss of the data of machine,/any kind of damage /security of the machine etc.
 - (b) Bio-metric attendance generated by the machine will be provided to the office by the firm by 1st of every month.

- (c) Bio-metric attendance will be confirmed/verified by the concerned supervisor and the office will send the same to the contractor and contractor will prepare the bill on the basis of details provided by the office
- (d) **Pay Slip shall be provided to deployed manpower and pay statement shall be submitted to the Patent Office every month.**
- (e) The normal time to make the payment by the ICAR-NBPGR, is 45 days to 60 days from the date of receipt of the bill.
- (f) Contractor shall be capable to pay the wages as per tender document timely before 7th of every month from his own resources.
- (g) Contractor shall be capable to pay monthly wages up to 3-4 months from his own resources in case of delay in payment by ICAR-NBPGR due to unavoidable circumstances.
- (h) The deployed manpower may be the employee/ contractual employee of the bidder firm but they cannot be employee of ICAR-NBPGR
- (I) The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.
- (j) In case of increase in minimum wages, the contractor shall submit the bill, with increased minimum wages immediately with a copy of Gazette notification. In case of delay, no claim for arrear shall be entertained by office and contractor shall be liable for disbursement at own cost .
- (k) Requisite manpower shall be provided within 10 days from the acceptance of the contract.
- (l) The office hours for the person deployed are 9.00 am to 5.00 pm. In case person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted however the same may be adjusted by extra working hours.
- (m) **Minimum Qualification, Experience and Age Limit for the Manpower to be deployed by the Companies/Firms/Agencies:**
 - (1) **Skilled Manpower**
 - (i) **Educational Qualification: Any graduate from any University recognized by Central or State Government.**
 - (ii) **Technical Qualification: Knowledge of working with MS Office/Internet**
 - (2) **Semi-Skilled Manpower**
 - (i) **Educational Qualification: 10+2 examination passed from any Board recognized by Central or State Government**
 - (ii) **Technical Qualification: Knowledge of working with MS Office/Internet**
 - (3) **Un-Skilled Manpower**
 - (i) **A Person shall be preferably 8th passed and have basic knowledge to read in Hindi & English**

III. LIQUIDATED DAMAGES CLAUSES:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 10,000/- 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 ICAR-NBPGR and if no action is taken within one hour liquidated damage clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisors is less than the minimum required as already agreed upon, a penalty of Rs. 5,000/- per worker per day will be deducted from the bill.

The Director, ICAR-NBPGR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-NBPGR shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Details of the Minimum 3 years experience/work done.

S.No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

SCHEDULE -III**FINANCIAL BID:**

(This financial bid to be enclosed in a separate envelop with seal)

Last date of receipt of Tender: _____ up to _____ hrs.

Date of opening of Financial Bid: As per intimation

**To,
The Director,
ICAR-NBPGR, New Delhi-110012**

Sir

I/We wish to submit our Tenders for Firms for providing of manpower, **Un-Skilled/ Semi-Skilled/ Skilled** etc. for Field Work, Lab Work, and Office Work etc. for Agricultural activities i.e. Typing, Photocopy, Maintaining of file record, Diary/ Dispatch etc. work at ICAR-NBPGR, New Building, Old Building, IARI Farm and Issapur Experimental Station as per points/demand/requirement of the bureau.

The rate may be offered for only one point monthly consolidated amount in Rupees (The total points are in range of 150-200 which will be increased or decreased as per requirement of the user:

S.No.	Particulars	Per Month ^{**} (in Rs.) (1)		Service Charge(in Rs.) Per person
1.	Skilled	1. Govt. of India/NCT of Delhi which ever in higher as per the prevailing rates	Rs. ...16962/-	
		2. EPF @13%	Rs. ...2205/-	
		3. ESI @4.75%	Rs. ... 806/-	
		4 Total	Rs. 19973/-	
2.	Semi-Skilled	1. Govt. of India/NCT of Delhi which ever in higher as per the prevailing rates	Rs. ...15400/-	
		2. EPF @13%	Rs. ...2002/-	
		3. ESI @4.75%	Rs. ... 732/-	
		4.Total	Rs. ...18134/-	
3.	Un-Skilled	1. Govt. of India/NCT of Delhi which ever in higher as per the prevailing rates	Rs. ...14000/-	
		2. EPF @13%	Rs. ...1820/-	
		3. ESI @4.75%	Rs. ... 665/-	
		4. Total	Rs. ...16485/-	

Note: Financial bid should be strictly as per the prescribed format otherwise tender may be treated as non-responsive.

The amount of service charge should be quoted in Rupees only, the bid of firm quoting nil or fraction of rupees i.e. in paisa service charges, shall be treated as unresponsive and will not be considered.

The firm should be quoted only Company charges (Excluding wages) any EPF,ESI etc.

GST will not be paid for Skilled / Semi-Skilled / Un- Skilled engaged in Agricultural activities.

The Wages will be increased/ decreased as per Govt norms. The wages will be provided as per Govt of india and State Govt wages rules (Whichever is highest)

I/We agree to forfeit 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.

I/We have carefully read the terms and conditions of the Tender and agree to abide by these in letter and spirit.

Signature_____

Name & Address of the Firm_____

Telephone No._____

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place).....on (month/year).....day of.....between ICAR-NBPGR (hereinafter called ICAR-NBPGR) through.....(Designation) of the Competent Authority in ICAR-NBPGR).....which term shall include its successors, assignee etc. on the first part and.....(name & address of the firm) (hereinafter called the firm) which term shall include its authorized representatives, successor, assignees etc. on other part.

Whereas the ICAR-NBPGR has decided to assign the annual job work contract for providing..... (Nature of job).....at ICAR-NBPGR, New Delhi to the firm on the terms and Conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties here to as follow:

1. This agreement shall come into force w.e.f.....(date).....and will remain in force for a period of one year but can be terminated by ICAR-NBPGR by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing..... (nature of job).....at.....(location)
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall at all times and for all purposes to be deemed to be employees of the firm and the ICAR-NBPGR shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at ICAR-NBPGR premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The ICAR-NBPGR shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ICAR-NBPGR.
7. The manpower deployed by the agency should work as per the working days and timings of the ICAR-NBPGR. No extra wages will be paid for attending office on weekends, holidays and late-sitting.
8. Wages to be paid to the contractual manpower will be as per the direction of Ministry of Labour and Employment as issued from time to time. Current emoluments will be as per Annexure 'A'
9. Monthly consolidated charges for job/work contract for providing services at ICAR-NBPGR is as per terms and conditions specified and scope of work as per schedule-II in the tender document including all the taxes viz. service tax and other taxes as applicable will be paid to the firm by ICAR-NBPGR. The firm will raise a bill of this document on the **1st** working day of every month and the payment released by ICAR-NBPGR in the form of cross

cheques payment to the firm subject to satisfactory performance/delivery of contracted job/work/services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.

10. The deduction of income tax from the bills of the Agency will be made at sources as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the ICAR-NBPGR. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
12. That the firm shall issue identity card to each of the workers engaged for entry into ICAR-NBPGR premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, ICAR-NBPGR may cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation and Abolition) Act, 1970, Workmen's Compensation Act, 1943, E.P.F., E.S.I. and M.P.Act, 1947 etc. Firm agrees to indemnify and keep indemnified ICAR-NBPGR on account of any failure to comply with the obligations under various laws or damage to ICAR-NBPGR due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and / or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the ICAR-NBPGR and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified ICAR-NBPGR against any claim that it may have to meet towards the employees / workmen of the Firm. Firm's employees/workmen shall have no claim to absorption / regularization and financial benefits etc. that are admissible to regular employees in the office of ICAR-NBPGR.
17. The contract is subject to the conditions that the firm shall comply with all the laws and bye-laws of Central Govt., State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the ICAR-NBPGR at which is attributable to the firm, the full damages will be recovered from the firm
19. The Firm shall not transfer its right or sub-contract to anyone else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.

22. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-coordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSES

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 10,000/ 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 ICAR-NBPGR and if no action is taken within **one hour** liquidated damages clause will be invoked. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
2. If the required number of workers/supervisors are less than the minimum required, as a penalty of Rs. 5,000/- per worker per day will be deducted from the bill.

The decision of the competent authority at ICAR-NBPGR shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

In WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

Witness: -

(For the ICAR-NBPGR)

1. _____

2. _____

COMPARATIVE STATEMENT FOR JOBB/WORKS CONTRACT FOR TYPING, DIARY/DISPATCH ETC., FIELD/LAB WORKS AT ICAR-NBPGR, NEW BUILDING AND OLD BUILDING, FIELD WORK AT ICAR-NBPGR, NEW AREA FARM IARI AND ICAR-NBPGR, ISSAPUR FARM AS PER POINTS/DEMAND/REQUIREMENT OF THE BUREAU.

S. No	Description				
1.	Registration certificate of the firm under the work contract of the Govt. of NCT, Delhi				
2.	Minimum Turnover of the firm not less than Rs. 1.25 crore during each of the last three financial Year.				
3.	Last experience of the firm in the field of providing such services in the Central Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ reputed public or private organizations.				
4.	Certified Balance Sheet of the firm for last 03 year of the service contract by the Chartered Accountant.				
5.	Certified copies of the satisfactory services where the tenderer is providing the services for the last three years.				
6.	Employee EPF/ESIC registration certificate issued by local govt. etc.				
7.	The contractor/agency must have a registration with the Contract Labour (Registration and Abolition) Act.1970.				
8.	No. of staff/supervisors registered under ESI & EPF separately Minimum 50 nos. is required with their ESI & EPF contributions.				
9.	Certified copy of PAN &Service tax registration No. (Documentary proof in support may be attached). The firm/agency/company should be registered with Income tax and Service tax department				
10	Successful tender will have to enter into a detailed contract agreement with ICAR-NBPGR on non -judicial stamp paper of Rs. 100/= (Rupees One Hundred) for work.				
11	Only those firms will be considered for financial bid who qualify in the technical bid.				

List of enclosures: enclosures must enclosed / arranged as under

1.	Certified copy of registration certificate of the firm.	Annexure 1
2.	Copy of turnover duly certified by C.A. for last three financial year 2015-16, 2016-17, 2017-18.	Annexure 2
3.	Certified copies of the satisfactory services certificate in the relevant field where the tenderer had provided the services for the last three years:2015-16, 2016-17, 2017-18 in Central Govt. Establishment/Autonomous bodies of Govt of India/Corporations of Govt. of India / reputed Public/Private Organizations	Annexure 3
4.	Certified copy of EPF & ESIC registration certificate issued by local Govt. etc.	Annexure 4
5.	Certified copy of registration under contract labour act (Registration and Abolition) Act. 1970.	Annexure 5
6.	Certified copy of GST registration	Annexure 6
7.	Undertaking regarding not black listed/debarred by the Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. Of India/reputed Public/Private Organizations.	Annexure 7
8.	Scanned copy of EMD/ Exemption certificate if any.	Annexure 8
9.	Tender term condition acceptance letter	Annexure 9

➤ **In case of any kind of query in this tender you may please E-mail at avdhesh.kumar@icar.gov.in or call at 9811557067 during office hours i.e (9.30 AM to 4.30 PM), Monday to Saturday, Except Second Saturday.**