



भा. कृ. अनु. परि. - भारतीय कृषि अनुसन्धान संस्थान
क्षेत्रीय केन्द्र, इन्दौर-452 001 (म.प्र.)
ICAR- Indian Agricultural Research Institute
Regional Station, Indore-452001 (M.P.)

Tel No. 0731-2702921, Website: <http://www.iari.res.in> Email head_indore@iari.res.in

F. No. 5/Job Work Contract/Field & Farm/ 2018-19/

Dated:-17.01. 2019

निविदा-सूचना

निदेशक, भा.कृ.अनु.प.-भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली की तरफ से अध्यक्ष, भा.कृ.अनु.प.-भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केन्द्र, इन्दौर-452 001 (म.प्र.) में निम्न विवरण के अनुसार जॉबवर्क कान्ट्रेक्ट लेबर फार्म, फील्ड एवं प्रयोगशाला कार्य (अनस्किल्ड) के हेतु प्रतिष्ठित आपूर्तिकर्ताओं से दो बोली प्रणाली (तकनीकी एवं वित्त बोली) के अन्तर्गत सील बंद क्यूटेसन आमंत्रित की जाती है। क्यूटेसन/निविदा प्रस्तुत करने की अंतिम तिथि **08-02-2019** समय 1.00 बजे दोपहर तक। क्यूटेसन/निविदा को दिनांक **08-02-2019** को समय 15.00 बजे निर्धारित समिति के द्वारा खोली जाएगी। निविदा फार्म तथा अन्य विवरण केवल संस्थान की वेबसाइट www.iari.res.in से प्राप्त की जा सकती है।

On behalf of Director ICAR-Indian Agricultural Research Institute, New Delhi. **Sealed Quotations** are invited from reputed contractors in two bid system (Technical bid & Financial bid) for following JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) at **ICAR-Indian Agricultural Research Institute, Regional Station, Indore** The last date for submission of Bid **08-02-2019** at 1.00 PM. The bid will be opened on dated **08-02-2019** at 15.00 hrs by the prescribed committee. Tender form including all details can only be downloaded from Institute website www.iari.res.in

विस्तृत नियम व शर्तों को भा.कृ.अ.सं. की वेबसाइट www.iari.res.in पर देखें एवं ऑनलाईन के लिए www.eprocure.gov.in देखा जा सकता है। Please visit www.iari.res.in for Details Rules and Regulation and Log on www.eprocure.gov.in for online.

क्रम संख्या Sl. No.	मद / Item	मात्रा Quantity
1.	JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK(UNSKILLED NATURE) AT THE IARI, REGIOAL STATION, INDORE (M.P.)	One

बोली लगाने के निर्देश और नियम एवं निविदा की शर्तें Instructions to the bidder and terms & conditions of tender:

- आपके द्वारा दी गयी मूल्य दर क्यूटेसन प्राप्ति हेतु निर्धारित अन्तिम दिन से कम से कम 180 दिनों तक मान्य होगी। यदि आपूर्तिकर्ता द्वारा 120 दिनों की न्यूनतम अवधि की वैधता के संबंध में कोई अन्तर हो तो उसका विशेष रूप से उल्लेख होना चाहिए। The rates quoted shall be valid for a minimum period of 120 days from the last date fixed for submission of bid.
- क्यूटेसन में संबंधित कार्य का पूरा विवरण दिया जाएगा। Full specifications of the item/article quoted for shall be given in the quotation.

3. बोली के साथ बतौर **बयाना राशि रु. 50000/-** का **डिमांड मॉग ड्राफ्ट** अध्यक्ष, भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केन्द्र, इन्दौर के नाम किसी भी राष्ट्रीयकृत बैंक में देय हो, अवश्य संलग्न होना चाहिए। जिसके बिना, क्यूटेशन पर विचार नहीं किया जायेगा। बयाना राशि के मॉग पत्र की मूल प्रति भा.कृ.अ.प.—भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केन्द्र, इन्दौर पर व्यक्तिगत अथवा डाक द्वारा अंतिम तिथि अथवा उससे पूर्व जमा करानी होगी। **EMD of Rs. 50,000/- Rupees Fifty thousand only** should be deposited in the form of D.D. from commercial bank drawn in favour of Head, IARI, Regional Station, Indore. The original copy of EMD should be submitted to the ICAR-IARI, Regional Station, Indore on or before the last date and time of bid submission.
4. इस संस्थान द्वारा निविदाकर्ता को किसी भी सुरक्षा जमा राशि और बयाना राशि पर ब्याज नहीं दिया जाएगा। No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
5. क्यूटेशन प्रक्रिया पूरी होने के पश्चात असफल बोलीदाताओं को उनकी जमा की गयी बयाने की राशि वापस कर दी, जायेगी जबकि सफलतम बोलीदाता के मामले में यह राशि नियम के अनुसार सुरक्षा जमा के रूप में समायोजित की जा सकती है, जो कि ऑर्डर की राशि की 5 से 10 प्रतिशत होगी और यह **मियादी जमा रसीद/ बैंक गारंटी** अध्यक्ष, भा.कृ.अ.प.—भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केन्द्र, इन्दौर के नाम किसी भी राष्ट्रीयकृत बैंक में देय हो, जिसकी वैधता सभी कार्य को पूरा करने के 60 दिनों तक वैध होनी चाहिए। The EMD shall be refunded to the unsuccessful bidders after finalization of the tender. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the form of Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Head, ICAR-IARI, Regional Station, Indore and shall remain valid for 60 days beyond the date of completion of all contractual obligation of tender.
6. फर्म का भुगतान प्रति माह तीन पूर्व रसीद बिल प्राप्त होने के बाद e-payment के माध्यम से किया जाएगा। Payment will be made by mode of e-payment to the firm on monthly basis after work receipt of pre-receipt bills in triplicate.
7. अध्यक्ष, भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केन्द्र, इन्दौर एवं निदेशक, भा. कृ. अनु. संस्थान, नई दिल्ली के पास बिना कारण बताये सभी क्यूटेशनों को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने के अधिकार प्राप्त हैं। The Head, IARI, Regional Station, Indore and Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
8. उपरोक्त शर्तों का पालन न करने वाली फर्म के क्यूटेशन को अस्वीकार कर दिया जायेगा, जिसके लिये फर्म स्वयं उत्तरदायी होंगी। Quotations not complying with the above conditions are liable to be rejected and firm will be responsible for that.
9. TIN/VAT/PAN/C.S.T./G.S.T. Nos. के स्कैन कॉपी को क्यूटेशन के साथ में संलग्न किया जाए। Scanned copy of TIN/VAT/PAN/C.S.T./G.S.T. Nos. may be attached with the bid.
10. किसी कारण अनुबंध में कोई विवाद उत्पन्न होने पर भारतीय कानून और न्यायालय, नई दिल्ली की अधिकारिता के अधीन होगा। सचिव, भारतीय कृषि अनुसंधान परिषद द्वारा एकमात्र मध्यस्थ नियुक्त किया गया है, जिसका निर्णय दोनों पार्टियों (Supplier और Purchaser) पर अंतिम माना जाएगा। In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi. His decision will be final and binding on both parties (Supplier and Purchaser)
11. सफल बोलीदाता को सौंपे गए कार्य को निर्धारित आपूर्ति आदेश के भीतर तथा संतोषजनक कार्य करना होगा जैसा कार्यादेश में दर्शाया गया होगा यदि ऐसा नहीं किया जाता तो कम से कम 2% प्रति सप्ताह तथा अधिकतम 10% की क्षति नष्ट कटौती के रूप में उनके बिल से काटी जाएगी। The successful bidder has to execute the indented Job/Work as mentioned in the work order placed with them within the stipulated period as given in the work order placed by this office failing which 2% per week and maximum of 10% deduction as liquidated damage charges will be made from the bill in case the job is not completed within the given stipulated period and satisfactory level.
12. फर्म को इस कार्य/क्षेत्र में 3 वर्ष के अनुभव का प्रमाण पत्र संलग्न करना चाहिए। Firms should submit 3 years experience in this line, proof should be enclosed.

क्रम संख्या Sl. No.	मद / Item	अनुमानित लागत Approximate Cost
1.	Name of Equipment : JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK(UNSKILLED NATURE) AT THE ICAR-IARI, REGIONAL STATION, INDORE-452 001 (M.P.) Specification : As per Annexure -A	Rs. 30.00 lakhs

Sd/-
अध्यक्ष
Head

1. SCHEDULE:

CRITICAL DATE SHEET		
Sl. No.	Particular	Date & Time
1	Tender No.	F. No. 5/Job Work Contract/Field & Farm/ 2016-17
2	Name of Organization	ICAR- IARI, Regional Station, Indore (MP)
3	Cost of the Tender Document	NIL
4	Tender download/Sale start date	17.01.2019 at 12:00 AM
5	Bid Submission Start Date	17.01.2019 at 01:00 PM
6	Bid Submission End Date	08.02.2019 at 1:00 PM
7	Pre Bid Meeting	31.01.2019 at 11.00 AM
8	Bid Opening Date (Technical Bid)	11.02.2019 at 03:00 PM
9	Address for Communication	Head, ICAR-IARI, Regional Station, Indore-452 001 (M.P.)

2. The Head, IARI, Regional Station, Indore and Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.

Head,
ICAR-IARI,
Regional Station,
Indore-452 001 (M.P.)

NOTE:

1. The Head, IARI, Regional Station, Indore and Director, IARI may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.

ICAR- Indian Agricultural Research Institute

Regional Station, Indore-452001 (M.P.)

Note :- All communications must be addressed to Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore-452001 (M.P.)

From :

Head, ICAR-Indian Agricultural Research Institute,
Regional Station, Indore-452001 (M.P.)

To,

Dear Sir(s),

1. Open tenders are hereby invited on behalf of the Director, IARI for contract of the **Outsourcing of various Job Work Contract for FARM, FIELD & LABORATORY WORK (Unskilled Nature) at the ICAR- Indian Agricultural Research Institute, Regional Station, Indore.** The terms and conditions of the contract which will govern the 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 tenders forms and its schedules. Please submit your rates in the tenders 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.50000/-** (Rupees Fifty thousand only) must be deposited in the form of demand draft/pay order valid for one year payable to Head, ICAR-IARI, Regional Station, Indore. The tenders will not be considered if earnest money is not deposited with the tender.
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 resale 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 tenders 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 the additional pages must be made in the 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 otherwise 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 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 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, an enquiry it appears that the persons so signing had no authority to do so, the 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 rates quoted by each firm for job/service contract in tenders should 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, may also be indicated.
9. 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.
10. **The security money upto 5-10% of total and actual amount will be told later, has to be deposited by the successful tenderer** for the contract in form of an account payee demand draft, Fixed deposit Receipt of a commercial bank or Bank guarantee from a commercial bank drawn in favour of Head, Indian Agricultural Research Institute Regional Station, Indore for the period of 90 days beyond the contract period is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR/IARI 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., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government/ICAR.

13. Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore or Director, IARI, New Delhi reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. Decision of the Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore or Director, Institute 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, Institute. 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.
15. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon possible, but the earlier instructions in the FAX/Telegram/Express letter etc, should be acted upon immediately.
16. **The tender being submitted by the firm, all pages along with enclosures must be numbered. The following copies of the scanned documents/vouchers are self attested required to be enclosed with the tenders in a separate cover as technical bids. Only those firms providing the following documents would be considered eligible and also fill the page number for claiming the fulfillment of requisite conditions as given in the column item wise:**

SN _o	Documents required and to be arranged accordingly	Page No. of enclosures
a)	Submitting quotations on two bid system.	
b)	EMD of Rs. 50000/- (Rupees Fifty thousand only) in firm of Bank draft drawn in favour of Head, IARI, Regional Station, Indore (M.P.) valid for three month.	
c)	Registration certificate of the firm from Registrar of firms from the Govt. of NCT, Delhi/State Govt. of Registrar of companies under Companies Act.	
d)	Minimum turnover of the firm not less than Rs. 30,00,000/- (Rupees Thirty lakhs only) during the financial year 2017-18.	
e)	Balance Sheet of the firm for the year 2017-18 of the service contract Certified by the Chartered Accountant.	
f)	Last three years continuous experience of the firm in the field of providing such services in Central Govt establishment/Autonomous bodies of Govt. of India/ Corporation of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form. Duly certified copy of satisfactory service where tenderer given service in last three years.	
g)	Valid EPF registration certificate issued by local govt. etc.	
h)	Valid ESI registration certificate issued by local govt. etc.	
i)	Service Tax registration certificate issued by Govt. etc.	
j)	Copies of the Challan of ESI, EPF & Service Tax deposited for the 2015-2016, 2016-17	
k)	The Contractor/agency must have a Valid registration with the contract labour (Regulation & Abolition) Act, 1970 for other Govt. Estt. However, the contractor shall obtain the labour license under this act for IARI, Regional Station, Indore (M.P.) on award of work, if any	
l)	A list with name of staff/supervisors registered with ESI Account & EPF Account No. separately. At least 25 nos. on the date of submission of tender (Staff/Supervisors) registered with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached irrespective of number of staff registered with ESI/EPF during the year 2015-16, 2016-17	

m)	Photocopy of TIN/PA/GST may please be provided without which the quotation shall be liable to rejected.	
n)	Successful tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs.100/-	
o)	Only those firm will be considered for financial bid who qualify in technical bid.	

Note :

1. The technical bids and financial bids are to be submitted separately.
2. The competitiveness of the rate(s) will be decided and thereby the item work may be awarded to the successful bidder.
3. The work may have to be attended at different intervals of times during the contract period as well as during day time or night which may varies as per need but not exceeding to the permissible hours for each man days.
4. All the pages from S.No 1 to 12 are part of technical bid must be signed by the tenderer while submitting technical bid. The terms and conditions shown in draft agreements can solely be changed by the Director IARI / Head, IARI, R.S., Indore at his discretion and shall be binding up on the tenderer at the time agreement entered into.
5. All required documents should be enclosed with clear numbering as per checklist of tender document.

Yours faithfully,

Head
For and on behalf of the Director
ICAR-IARI, New Delhi-110 012

TENDERS FOR THE CONTRACT FOR JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK(UNSKILLED NATURE) AT THE ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE REGIONAL STATION, INDORE.

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.

E-Mail address

From

To

Head,

ICAR- Indian Agricultural Research Institute Regional Station, Indore

1 / We have read all the particulars regarding the General information and other terms and conditions of the contract for **Outsourcing of Various Services for Farm, Field & Laboratory Work (unskilled nature) at ICAR- Indian Agricultural Research Institute Regional Station, Indore** 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 180 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.

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 signature and the office seal.

5. Pay order / DD No. _____ of Rs. _____ drawn in favour of Head, Indian Agricultural Research Institute, Regional Station, Indore and payable at Indore is enclosed as earnest money deposit.

Yours faithfully

Signature & Seal of the Tenderer

Witness _____

Telephone No. Office

Address _____

Resi.

Occupation _____

Mobile

Signature of witness to contractor's

signature Address :

Name & Signature of Witness :

Address

SCHEDULE-I**TECHNICAL BID**

Sl. No	Particular of the items	Proof	Page No.
1	Name of the Firm/Agency		
2	Full Address with telephone No. and email if any		
3	Details of the EMD furnished		
4	Registration certificate of the firm from the Delhi Govt./State Govt. please enclose photocopy of the same and write registration No. in the next column		
5	Do you have labour registration certificate from the Delhi Govt./State Govt. ? Please enclose photocopy of the same and write registration No. in the next column.		
6	Copy of EPF registration certificate issued by the Govt., Please enclose photocopy of the same and write registration No. in the next column.		
7	Copy of ESI registration certificate issued by the Govt., Please enclose photocopy of the same and write registration No. in the next column.		
8	The Contractor shall have to provide labour licence under Contract Labour (Regulation & Abolition) Act, 1970-		
9	Minimum 30 Nos. of Staff /Supervisors registered on the ESI & EPF separately for copy of ECR for EPF, ESI also must be attached.		
10	Service Tax registration certificate issued by the Govt.		
11	Photo copy of TIN and PAN must also be attached. write No. in the next column		
12	Do you have minimum Turn Over of Rs. 30.00 lakhs per annum? Please enclosed balance sheet of last 3 years		
13	Do you have last 3 years' experience in same field of this tender.		
14	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.		
15	Do you agree with the terms and conditions of the tender (Please enclosed the same duly signed and stamped)		

SIGNATURE OF THE TENDERER WITH STAMP

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

TERMS & CONDITIONS

1. *The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office. Changing of Staff/Supervisor should be intimated to Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore.*
2. *The Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore and Director, ICAR-IARI, New Delhi reserves the right to reject any or all quotations in whole or in part without assigning any reason. Therefore, the decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.*
3. *The staff provided should maintain secrecy and discipline in the premises of Institute.*
4. *The staff provided should also be capable of reading and writing Hindi with a minimum qualification of middle standard.*
5. *The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR/IARI for the purpose. All complaints should be immediately attended to by the Agency.*
6. *uniform with colour specifications and pattern approved by IARI should be supplied by the contractor to worker at his own cost and it should be ensured that the workers/staffs are in proper uniform while on duty.*
7. *The agreement is terminable with one month notice on either side.*
8. *The contractor shall not sublet the work without prior written permission of the ICAR- Indian Agricultural Research Institute Regional Station, Indore.*
9. *The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.*
10. *The selected agency shall provide the necessary personnel for at ICAR- Indian Agricultural Research Institute Regional Station, Indore as per labour acts prevalent in NCT of Bhopal (MP). The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Genetics, the ICAR- Indian Agricultural Research Institute Regional Station, Indore shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.*
11. *The persons so provided by the agency under this contract will not be the employee of the ICAR- Indian Agricultural Research Institute Regional Station, Indore and there will be no employer-employee relationship between the Head, ICAR- Indian Agricultural Research Institute Regional Station, Indore and the person so engaged by the contractor in the aforesaid services.*
12. *Payment for service contract will be made monthly upon submission of pre-receipted bill in triplicate.*
13. *After physical inspection of the site, a very detailed assessment/ requirements of personnel for providing allied services at the D.D.O., ICAR- Indian Agricultural Research Institute Regional Station, Indore shall have to be furnished along with the Tender, the Tenders should indicate gross amount in respect of service(cleanliness& laboratory help) covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.*

14. *The ICAR- Indian Agricultural Research Institute Regional Station, Indore shall not bear any extra charge on any account whatsoever i.e. EPF/ESI contribution, Uniform, Liveries, OTA, etc.*
15. *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 Council 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 Director, IARI shall be final and binding on the contractor.*
16. *Income Tax will be deducted from the payments due for the work done as per rule.*
17. *Service tax to be charged in a quotation and other taxes as deductible as per the prevailing law will be deducted.*
18. *While the contract is normally for one year, there is a possibility of its continuation for another year upon approval of the competent authority.*
19. *Changing of Supervisor/Staff should be intimated to the Farm Incharge.*
20. *The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract*
21. *The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt, relating to this contract made applicable from time to time.*
22. *Risk Clause; IARI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause 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 an account of this can be recovered from Security Deposit or pending bills or by raising a separate claims.*
23. *Initially the work will be awarded for one year and it may be extended for another maximum upto three years if the work found satisfactory as per the requirements.*

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day or 2% per week and maximum 10% of bill amount whichever is more may also be deducted as liquidated charges. Whenever and wherever it is found that the work is not up to the mark. It will be brought to the notice of the supervisory staff of the firm by Farm In-charge, ICAR- Indian Agricultural Research Institute Regional Station, Indore and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior 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 Head, ICAR- Indian Agricultural Research Institute, Regional Station, Indore or Director, IARI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons. Therefore, the decision of Director, IARI 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. Organisation & Name of contact Person with Ph.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID

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

Last date for receipt of Tender (time) : 1.00 p.m. of 08.02.2019
Date of opening of Financial Bid : As per the intimation.

To,
Head,
ICAR- Indian Agricultural Research Institute
Regional Station, Indore

Sir,

I/We wish to submit our Tenders for **Outsourcing of various Job Work Contract for Farm, Field & Laboratory Works (unskilled nature) at the ICAR- Indian Agricultural Research Institute Regional Station, Indore** on the following rates.

Sl.No.	Description of work (Technical Specification)	Quantity of work (approx.)	Unit of activity	Rate per unit (Rs.)	Total amount (Rs.)
1.	FIELD PREPARATION BY INSTITUTE'S MACHINERY				
a.	Deep ploughing	5	hectares		
b.	Cultivator/Disc harrow operation	25	hectares		
d.	Rotavator operation	25	hectares		
e.	Fertilizers application	25	hectares		
f.	Planking (Patela)	25	hectares		
g.	FYM application (including loading and unloading)	5	hectares		
2.	SOWING OPERATION by institute's machinery				
a.	Preparation of seed packets	2000	No.		
b.	Field layout	20	hectares		
c.	Dibbling/hand sowing	5	hectares		
d.	Plot sowing by tractor mounted machine	10	hectares		
e.	Field sowing by seed drill	10	hectares		
f.	Channels formation	25	hectares		
3.	POST-SOWING OPERATIONS				
a.	Irrigation (three times)	25	hectares		
b.	Fertilizer topdressing	25	hectares		
c.	Hand weeding	10	hectares		

d.	Dora operation by institute's bullocks	15	hectares		
e.	Weeding with kasola	10	hectares		
f.	Weeding with khurpi	10	hectares		
g.	Dusting/spray of herbicides/fungicide/pesticide	15	hectares		
h.	Path and bund cleaning	25	hectares		
i.	Fixing of bamboo/plastic sticks for labeling	3000	No.		
j.	Tying of labels	3000	No.		
k.	Bird scaring	5	hectares		
l.	Rouging in nucleus/breeder seed plots	10	hectares		
m.	(i) Inoculation of wheat plants by syringes	2	hectares		
	Inoculation of fields through spraying	4	hectares		
n.	Observations				
(i)	Bulk/single plants in Dus trials (10 traits)	1	Hectare		
(ii)	Weed count and uprooting	198	Sq.m		
(iii)	Observations on plant height and no. of tillers	3000 each	No.		
(iv)	Collection of soil and plant samples	200	No.		
(v)	Emasculation and pollination	1500	No.		
4.	HARVESTING AND THRESHING				
a.	Harvesting of borders and net plots of experiments	5000	Sq.m		
b.	Single spike collection and threshing separately	15000	No.		
c.	Single plant collection and threshing separately	10000	No.		
c.	Recording data on no. of plants and height of plants	3000 each	No.		
d.	Threshing of plots by Pullman thresher	10	hectares		
e.	Threshing of one meter row length	5000	Running meter		

f.	Bulk harvesting	15	Hectares		
g.	Bulk threshing	15	hectares		
5.	POST-HARVEST OPERATIONS				
a.	Loading and unloading of produce during transportation	50	Tonnes		
b.	Seed binning, fumigation and packing of bins	200	Tonnes		
c.	Removal of crop residues from field	5	hectares		
d.	Recording data (spike length, peduncle length, spikelets/spike, grains/spike)	5000 samples	No.		
e.	Counting of 1000 grains	3000samples	No.		
f.	Hand cleaning of plot produce	10	Tonnes		
g.	Recording biological yields of experimental plots	2000	Sq.m		
h.	Recording grain yield of experimental plots	2000	Sq.m		
i.	Nucleus/breeder/TL Seed grading and packing	200	Tonnes		
6.	Skilled Support in Laboratory and office				
a.	Help in cleaning of labs, grinding and sample preparation for lab analysis	200 samples	No.		
b.	Help in sedimentation/quality analysis in wheat	2000 samples	No.		
c.	Office work assistance (1 person)	01	No.		
7.	OTHERS WORKS				
a.	Year round maintenance and upkeep of glass house and surrounding areas	2 (100 sq. m)	Per month		
b.	Unskilled support for lawn and campus maintenance	-	Per month		
c.	Unskilled support for watch and ward of office, farm area and colony area	7 points for 8 hours each	Per month		
d.	Unskilled support for housekeeping of office and guest house	-	Per month		

e.	Bullocks care	4 Bullocks	Per month		
f.	Dalia and Suji preparation	1000	Kg		
g.	Vermi-compost (3 pits) filling and collection for field use (thrice in a year)	3 pits (1.5m x 5.0 m)	Per pit		
h.	Papaya plantation				
(i)	Pits digging	100 Pits	0.45 cubic meter each		
(ii)	Filling of pits	100 Pits	0.45 cubic meter each		
(iii)	Papaya nursery raising	1000 saplings	No.		
(iv)	Papaya transplanting	300 saplings	No.		
(v)	Care with irrigation, fertilizer application, spray of chemical, seed collection of papaya.	100 plants	No.		
Total					Rs.
Other charges if any					Rs.
Grand total					Rs.

Taxes, if any specifically be mentioned inclusive.

Before quoting the rates vendors are required to visit the station to acquaint themselves with the volume of work.

Note:

1. The contractor has to quote the rate of service charges either in percentage or lump-sum as per his convenience, but the same should be rationale & countable failing which his/her offer may not be considered.
2. The contractor will have to provide documentary proof towards the deposit of amount in EPF/ESI department as statutory liability to process his bill for reimbursement/payment.

I/We agree to forfeit of the EMD/Performance Security if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Document. We have carefully read the terms and conditions of the Tender Document and are agreed to abide by these in letter and spirit.

Signature of tenderer with seal

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

Signature
Name & Address of the Firm
Telephone No.
Mobile No.

ANNEXURE - II

DRAFT SPECIMEN AGREEMENT

This agreement is made at(place) on (month/year)_day of between (Institute)..... (hereinafter called Institute) through(designation of the competent authority in the Instts.) which term shall include its successors, assignees 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 the other part

Whereas the (Institute) has decided to assign the annual job work contract for providing (nature of job)at(Name of the Instts.) ,(location)..... to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows

- I This agreement shall come into force w.e.f. (date) and will remain in force for a period for one year but can be terminated by (name of the Instts.) 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 all times and for all purpose be

deemed to be employee of the firm and the (name of the Instt.)..... shall have no liability on this account in any manner..

5. That the Firm shall ensure that all persons deployed at(name of the Instt.) premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. T h e (name of the Instt.)..... shall have the right to ask for the removal from the(name of the Instt.) premises any personnel considered by the(name of the Instt.).....to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Instt.).....
7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.) No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. The item wise charges for job/ work contract for providing services at (name of the Instt.) is as per terms and conditions specified and scope of work as per Schedule-1 in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque 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.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the (name of the Instt.) The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged. which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into(name of the Instt.) 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, the (name of the Instt.) may cancel the contract.
15. That the Firm agrees to discharge 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 & Abolition) Act, 1970, workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified (name of the Instt.) on account of any failure to comply with the obligations under various laws or damage to (name of the Instt.) 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 (name of the Instt.) and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the(name of the Instt.)..... 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 or(name of the Instt.).....
17. The contract is subject to the conditions that the firm shall comply with all the laws and by 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 Council/IARI 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 any one 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, diligently and honestly.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers. the same 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-ordinator 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 CLAUSE

1. An amount of Rs. 1000/- 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(Name of the Institute)..... and if no action is taken within one hour liquidated damages clauses 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/supervisor are less than the minimum required as a penalty of Rs. 1000/- per worker per day will be deducted from the bill.

The decision of(competent authority in the Inst.)

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)

**(For the Head, IARI, R.S.,
Indore)**

Witness:-

1. _____
2. _____

(TO BE PRINTED ON RS. 100 NON JUDICIAL STAMP PAPER BY THE HIRING ORGANIZATION)

AGREEMENT

Article of Agreement made this day, the between Sh/Smt/Kumar son/daughter of residing presently at . . . (the first party) and (designation of hiring authority representing the institute) the second party.

Whereas the second party has agreed to hire services of first party for in short on contract basis for the programme funded fully/substantially by and the first party has agreed to provide these services to the second party in that capacity for the period on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

(i) The period of contractual appointment shall be from in . . . /201 . . .

(ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2 SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

(i) The first party will present himself/herself at the place and time designated by the second party and render services to the second party broadly designated as 7 and described in detail in a job chart attached as Annexure- HI (a)8 to this agreement.

(ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs per month.

3 RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED.

(i) Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS:

As per Annexure-III

5. ANNUAL REVISION:

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an amount not exceeding 10% .. of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY: (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party shall entitle second party to terminate services of first party. (ii) Any unauthorised or wilful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

(i)The contract can be terminated with notice of one month on either side or by depositing/paying one month’s package/contract amount in lieu of notice.

(ii)Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.

(iii)The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8 .STANDARD OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and /or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

()

()

Signed by first party by authorised signatory

signed by the second party

Name:

Address & dated
WITNESS
Signature
Name & Address

Address & date
WITNESS
Signature
Name & Address