

**Division of Agriculture Physics**  
**IARI- Indian Agricultural Research Institute, New Delhi-12**

F.No.AP/7-36/2022-23

On behalf of Director, IARI, New Delhi-12, the Head, Division of Agriculture Physics invites online custom bid through GeM Portal for the services of **“JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT THE DIVISION OF AGRICULTURE PHYSICS, ICAR-IARI, NEW DELHI- 110 012”** for a period of **one year** and further extendable for one year more, if necessary as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Firm/Agency and its willingness to continue on existing terms and conditions, as per requirements.

**1. Bid Details:**

Type of Tender/Bid	Custom bid for services through GeM Portal
Estimated Value	25.00 lakh (Fifty Lakh Only) (Approximate)
EMD	Rs. 50,000/- (One lakh Only)/ Bid Security Undertaking
Performance Security	Rs. 75,000/- (One lakh fifty thousand Only) <i>(03% of estimated value)</i>
Solvency Certificate	Rs. 2.50 Lakh/- (Two Lakh Fifty Thousand Only)
Bid submission start date	28.04.2023
Last date for submission of bid	<b>19-05-2023 11:00AM</b>
Date for opening of technical bid	<b>19-05-2023 11:30AM</b>
<b>• Vendors can visit the site in order to access the quantum of work.</b>	

**2. Contact Information:-**

<b>Farm Management</b>	<b>Administrative Staff</b>
Mr. Atiq Ahmed, Sr. Tech. Asst.(T-5) Division of Agriculture Physics, IARI, Pusa Campus New Delhi-110012	Sh. Kamal Kumar Asst. Admin. Officer Division of Agriculture Physics, IARI, Pusa Campus New Delhi-110012 Email:-kamaliari22@gmail.com

**Division of Agriculture Physics**  
**IARI- Indian Agricultural Research Institute, New Delhi - 12**

F. No. AP/7-36/2022-23

**Instructions to bidders**

- 1. How to apply:** The registered and experienced services providers for crop operation activities of field/farm may apply against the bid floated for the same on GeM Portal. The firms must furnish full, precise and accurate details in respect of information asked for in the technical bid form of bid.
- 2. Estimated Bid value:** The estimated tender value is Rs.25.00 Lakh Approximately for one year. Estimated bid value can be increased or decreased as per crop activities.
- 3. Earnest Money Deposit (EMD)/ Bid Security –** EMD of Rs. 50,000/- (2% of estimated value)/ “Bid Security undertaking” as per *Annexure-I* on their Company’s Letter head. If applicable, EMD in favour of Director, IARI, must be deposited to Asst. Admin. Officer, Division of Agriculture Physics, IARI, Pusa Campus, New Delhi-110012 during working hours i.e. 9.30 A. M. to 4.30 P. Mon all working days (except second Saturday, Sunday and Gazetted holiday) before the last date for submission bids failing which bids will not be accepted. No interest will be paid on EMD.
- 4. Performance Security Deposit:** Rs- 75,000/- (Rupees- Seventy-five Thousand Only) Performance security should be for an amount of equivalent to 3% of the estimated value of contract (As per guidelines issued by Ministry of Finance, Government of India vide Office memorandum no. 9/4/2020-PPD dated 12th November, 2020).
- 5. Validity of the Bids:** The tender submitted by the firm / agency shall remain valid for 180 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 180 days from the date of opening shall be by mutual consent. No firm will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period.
- 6. Duration of Contract:** The contract will be initially for a period of 01 years and extendable by further one or more years on the same rate, terms and conditions subject to satisfactory performance of the vender and his/her willingness to continue. In case of unsatisfactory performance, the contract will be terminated by giving one-month notice.
- 7. Rates:**
  - i) The rates should be quoted in lump-sum amount in respect of all the field/farm crop operations and other maintenance activities keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of Minimum wages as per prescribed by Central Govt/State Govt. for agricultural workers with EPF, ESIC etc. payable under labour laws. The quoted amount should be inclusive of any other Govt. Levies, if any and services charges of firm. No request for alternation in the rates, once quoted will be entertained within the period of contract. Any hidden charges, if found later at any stage, in any form will not be accepted and would liable to cancellation of bid/contract.
  - ii) No request for alteration in the rates once quoted will be entertained within the period of contract in any case.
  - iii) With reference to the OM No.F.6/1/2023-PPD dated 06.01.2023, from Dept. of Expenditure, the minimum service charges for Manpower Outsourcing services not be quote less than 3.85%.

**8. Signing of Technical bid:**

- i. Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency.
- ii. The tenders are liable to be ignored/rejected, if complete information as required is not given therein or if the particular information asked for in the schedules/annexure of 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. Specific attention must be paid to the Conditions of the contract as the firms entered into would be governed by them.
- iii. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IARI 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/annexure to the tenders and annexure, if any, should be signed by the firm/agency.

**9. Award of Contract:**

- i. The bidder quoting lowest rates will be selected as L1 subject to the payment of wages as per Minimum Rates prescribed by the Govt., or otherwise specified for certain categories. The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.
- ii. If firm/agency does not accept the offer, after issuance of contract award letter within 10 days. The offer shall be withdrawn and firm will be debarred (suspended) for participating in the bidding/tendering process carried out by institute for a period of two years.
- iii. **L-1 firm will be awarded on the basis of consolidated rates that will be selected by GeM on the basis of total rate. Item wise rates may be considered as per the discretion of the Competent Authority, IARI, Delhi.**

**10. Right to Acceptance:**

- i. The performance of firm should be satisfactory in executing the work related to agriculture activities. If the work executed by firm has not found satisfactory, their bid will be rejected in that condition.
- ii. If there is any bans impose on business transactions of the firms by any Govt. agency, the firm will be bound for reveal the fact & detail regarding ban along with bid. If any information concealed in this regard by the firms, the bid will be rejected.
- iii. Director, IARI reserves the right to accept or reject whole or in part/any or all the tenders without assigning any reason thereof.

**(To be submitted on Rs. 100 Non-Judicial Stamp Paper  
duly notarized)**

Tender/BID No. \_\_\_\_\_/Date: \_\_\_\_\_/

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, declare that:

We,

M/s.....

..... (herein referred as bidder) understand that, according to bid, bids must be supported with a Bid Securing Declaration. We accept that we are required to pay the bid Security amount specified in the Terms and Conditions of Bid, in the following cases, namely.

- a) When we withdraw or modify our bid after opening of bids;
- b) When we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- c) When we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- d) When we do not deposit the performance security within specified period after the supply/work order is place; and
- e) If we breach any provision of code of integrity prescribed for bidding specified in the Tender.

In addition to above, the **Institute shall debar us from participating in any procurement process undertaken with the Indian Agricultural Research Institute, New Delhi for the period not exceeding three (3)years** in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if:-

- (i) We are not the successful Bidder,
- (ii) The execution of agreement for procurement and Performance Security is furnished by us in case we are successful bidder,
- (iii) Thirty days after the expiration of our bid.
- (iv) The cancellation of Procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdraw is permitted.

Signed.....

Name

.....

In the Capacity of

.....

Official-

Seal.....

Duly authorized to sign the bid for and on behalf of

**Division of Agriculture Physics**  
**IARI- Indian Agricultural Research Institute, New Delhi-12**

F.No.AP/7-36/2022-23

**QUALIFYING CRITERIA REQUIREMENTS FOR TECHNICAL BID**

1. Bids must be from reputed registered and experienced firms/Services Providers having at least three years' experience and expertise of similar (field /farm) work in Govt. /PSU organizations.
2. The firm/agency should have valid PAN, ESI, EPF, GST number and labour license under contract labour (Regulation & Abolition) Act, 1970/1971 on the date of opening of bid.
3. Conditional bids will liable to be rejected.
4. The rates should be quoted in lump-sum amount in respect of all the field/farm crop operations and other maintenance activities keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of Minimum wages as per prescribed by Central Govt./State Govt. for agricultural workers with EPF, ESIC etc. payable under labour laws. The quoted amount should be inclusive of any other Govt. Levies, if any and services charges of firm. No request for alternation in the rates, once quoted will be entertained within the period of contract.
5. The Centre will evaluate the technical bids which will be substantially responsive i.e. Properly prepared; meet the required terms & conditions etc. The contract will be awarded to the firms whose bid will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under labour laws and other T&C specified in this document.
6. The firms must have to produce the proof of all documents as mentioned on **Annexure-II** required for technical evaluation failing to which the firm is liable to disqualify technically.
7. The firms must have to furnish an under taking in a prescribed format (**Annexure-IV**).

**ANNEXURE II**

**[TECHNICAL BID]**  
**FOLLOWING DOCUMENTS TO BE UPLOADED ONLINE IN PDF FORMAT FOR CONSIDERATION OF THE TENDER/BID**

Sr. No.	Particulars	Upload scan copy & Indicate Page No. [FileType]
1	Details of EMD [Bid Security] amounting to Rs. _____	[PDF]
2	Name of the Firm/Agency, Name of Director of Firm/Agency, Full address of operating/Branch Office with Telephone No., Mobile No. & E-mail ID,	[PDF]
3	Attested copy of Income Tax (PAN), Service/GST Registration Certificates with Bank Accounts details.	[PDF]
4	Attested copy of Registration Certificate of the firm under Company/Shops & Establishment Act of respective state for this purpose	[PDF]
5	Employee EPF registration certificate issued by Govt. etc. (attach attested copy)	[PDF]
6	Employee ESI registration certificate issued by Govt. etc. (attach attested copy)	[PDF]
7	Scanned copy of <b>valid Licence</b> under the <b>Contract Labour (Regulation and Abolition) Act, 1970</b> issued by appropriate authority.	[PDF]
8	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum <b>20 nos.</b> (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of <b>latest (May-2022 to July-2022) ECR</b> must be attached.	[PDF]
9	<b>Details for evaluation of Technical Bid</b>	[PDF]
(i)	Attested copy of minimum turnover of the firm not less than <b>Rs. 30 Lakhs (Rupees Thirty Lakh Only)</b> during each of the last three (2019-20, 2020-21 and 2021-22) financial years duly certified by CA (Copy of Balance sheet and Profit & loss Account only).	[PDF]
(ii)	Attested copies of proofs of minimum last three years i.e. <b>2019-20 to 2021-22</b> of continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies /corporations/ reputed public or private organizations, with details in enclosed tabular form ( <i>given format at annexure-III</i> ) in chronological order & <b>Attested copies of the satisfactory services where the Firm is providing the services for each of the last three financial years i.e. 2019-20 to 2021-22.</b>	[PDF]

(iii)	ISO Certification, if any copies to be provided	[PDF]
10	Scanned copy of valid latest Bank solvency certificate addressed to Director, IARI (by <b>Bank itself</b> ) for <b>Rs. 2.50 Lakhs (Rupees Two Lakh Fifty Thousand Only)</b> The Bank solvency certificate should not be <b>more than six Months old</b> . (attach attested copy)	[PDF]
11	Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. 2019-20 TO 2021-22 by the Chartered Accountant.	[PDF]
12	The bidder must have successfully executed/completed similar services, over the last three years ending March-2022: 1) <b>Three similar completed services</b> costing not less than the amount equal to <b>40% (Forty per cent)</b> of the estimated cost; or 2) <b>Two similar completed services</b> costing not less than the amount equal to <b>50% (Fifty per cent)</b> of the estimated cost; or 3) <b>One similar completed service</b> costing not less than the amount equal to <b>80% (Eighty per cent)</b> of the estimated cost. (attach attested copy)	[PDF]
13	An Undertaking as per attached Format (Annexure-IV) duly attested by Notary on a non-judicial stamp paper of value of <b>Rs.100/- (Rupees One Hundred Only)</b> regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.	[PDF]
14	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them.	[PDF]
15	Any other required document as per tender document	[PDF]

**Note:-**

- a) I the undersigned certify that I have gone through the terms and condition mentioned in the bid document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) The Earnest Money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn on bank \_\_\_\_\_ Branch.
- d) I/We give the right to the Competent Authority of **IARI** to for forfeit the earnest Money/Security money deposited by me / us if any delay occur on my part or failed to renderservice within the stipulated period.
- e) Thereby had undertaken to render the service as per direction given in the tender document.

- f) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date:-

Place: -

Signature of the Bidder:-

Full Name: -

Designation:-

(Office seal of the Bidder)



**ANNEXURE III**

**DETAILS OF THE MINIMUM 3 YEAR EXPERIENCE/WORK DONE**

Sl. No.	Name of the Dept./Organization & Name of contact person with Ph No.	Period		No. of staff deployed	Remarks
		From	To		

*(Authorized Signatory)*

**UNDERTAKING**

I/We have read and understood with Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE.

I/We do hereby also accept that IARI have the right to accept or reject this application and not to issue invitation to tend to me/us.

I/We undertake to communicate promptly to ICAR-IARI any changes in the condition or working of the firm. **It is certified that we have not been blacklisted by any organization of government including Central Vigilance Commission (CVC) in the last three years.** The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

**Division of Agriculture Physics**  
**IARI- Indian Agricultural Research Institute, New Delhi - 12**

F. No. AP/7-36/2022-23

**Payment**

**Payment to the deployed labourer by firm:**

1. The firm has to pay the minimum wages as prescribed by Central/State Govt. whichever is on higher side for workers employed in agricultural activities and increase wage, if any, duration of contract period.
2. The Contractor will make the payment of Wages from his own by 7<sup>th</sup> day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents along with the monthly bill to this office for payment. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis.
3. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the contractual manpower as prescribed by Govt. of NCT of Delhi/State/Centre Govt. from time to time and provide proof with monthly bill(s). He will maintain the record of wages paid, attendance, EPF, ESI and GST deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. The GST or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments.
4. The Firm will not charge placement charges and /or on any other unauthorized deduction from the salary of manpower deployed at the Division of Agriculture Physics, IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
5. The contractor is solely responsible to pay the payments for the labour engaged by him well in time and fulfill all the administrative formalities for clearing of his bills in a timely manner. In the event of any unrest in the campus due to delayed payments from the contractor if any accrued the institute will be at liberty to assess and recover the loss accrued to the institute on account of default on the part of the Contractor. Such deduction shall be commensuration with the loss accrued to the institute due to default of the contractor on this account which will be assessed by the institute. The contractor will have to submit the monthly ESI and EPF statement along with bill for payment. Income Tax and other taxes (if any) will be deducted from the payments due for the work done as per rule.

**Payment of the firm:-**

1. The Contractor will have to submit work completion report for its monthly work by 7<sup>th</sup> of each succeeding month along with his monthly bill. The progress report should be supported by the 'Work Satisfactory Report' to be collected by the contractors from authorized representative of Institute in token having worked done as per satisfaction of users.
2. Payment for service contract will be made monthly upon submission of pre-receipted bill in proportion of completed work with satisfactory report and shall be made 'monthly basis' after production of following proof: -
  - i. Documentary proof of disbursement of wages of the workers.
  - ii. The copy of ESIC/EPF and GST challan.
  - iii. Any other document required for the purpose.
3. There can be an increase/ decrease in the work up to 20% and firms will be bound to accept the increase/decrease in the work accordingly.
4. Income Tax/TDS will be deducted from the payments due for the work done as per rule.

**Name of Work: JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT THE DIVISION OF AGRICULTURE PHYSICS, ICAR-IARI, NEW DELHI- 110 012**

**Contract No.: AP/7-36/2022-23**

**Bidder Name:**

**SCOPE OF WORK**

<b>S. No.</b>	<b>Details of work activities to be done</b>	<b>Unit/item (Approx. area)</b>	<b>Rate</b>
1.	Land preparation and field lay out for field experiments	Per 0.5 acre	
2.	Collection of Soil sample of different depths in farmer's field by using screw auger, tube khurpi	Per 10 Samples	
3.	Preparation of Soil sample for analysis (drying sieving grinding etc)	Per 50 samples	
4.	Collection of plant and soil sample from experimental farm of IARI/Farmers field	Per 0.5 acre	
5.	Cleaning and preprocessing of sample for laboratory analysis	Per 100 Samples	
6.	Crop sowing / weeding / thinning / fertilizers / irrigation applications/ Crop harvesting.	Per 0.5 acres	
7.	Soil Sample preparation in Lab	Per dozen	
8.	Bird scaring	Per acre/per shift	
9.	Washing drying and storage off glassware and plastic ware	Per dozen	
10.	Spraying of pesticides.	Per 0.5 acre	
11.	Assistance in pots filling, pesticides and spraying	Per 100 Units	
	Total in Figure		
	Quoted Rate in Words		

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**Contract No.: AP/7-36/2022-23**

**Bidder Name:**

**SCOPE OF WORK**

<b>S. No.</b>	<b>Details of work activities to be done</b>	<b>Unit/item (Approx. area)</b>	<b>Rate</b>
1	Unskilled labour for other activities in Laboratory/field/office maintenance and upkeep	30 man days Per Month	
	Total in Figure		
	Quoted Rate in Words		

**Division of Agriculture Physics**  
**IARI- Indian Agricultural Research Institute, New Delhi - 12**

F. No. /5-3/AP/2022-23

**QUALIFYING CRITERIA REQUIREMENTS FOR TECHNICAL BID**

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3. Conditional bids will liable to be rejected.
4. The rates should be quoted in lump-sum amount in respect of all the field/farm crop operations and other maintenance activities keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of Minimum wages as per prescribed by Central Govt/State Govt. for agricultural workers with EPF, ESIC etc. payable under labour laws. The quoted amount should be inclusive of any other Govt. Levies, if any and services charges of firm. No request for alternation in the rates, once quoted will be entertained within the period of contract.
5. The Centre will evaluate the technical bids which will be substantially responsive i.e. properly prepared; meet the required terms & conditions etc. The contract will be awarded to the firms whose bid will be determined to be responsive, offering the best/lowest evaluated price on the evaluated price on the basis of minimum applicable statutory obligations payable under labour laws and other T&C specified in this document.
6. The firms must have to produce the proof of all documents as mentioned on **Annexure-II** required for technical evaluation failing to which the firm is liable to disqualify technically.
7. The firms must have to furnish an undertaking in a prescribed format (**Annexure-IV**).

**ANNEXURE II**

**[TECHNICAL BID]**  
**FOLLOWING DOCUMENTS TO BE UPLOADED ONLINE IN PDF FORMAT FOR**  
**CONSIDERATION OF THE TENDER/BID**

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3	Attested copy of Income Tax (PAN), Service/GST Registration Certificates with Bank Accounts details.	[PDF]
4	Attested copy of Registration Certificate of the firm under Company/Shops & Establishment Act of respective state for this purpose	[PDF]
5	Employee EPF registration certificate issued by Govt. etc. (attach attested copy)	[PDF]
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7	Scanned copy of <b>valid Licence</b> under the <b>Contract Labour (Regulation and Abolition) Act, 1970</b> issued by appropriate authority.	[PDF]
8	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum <b>20 nos.</b> (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of <b>latest (Jan-2023 to march-2023) ECR</b> must be attached.	[PDF]
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(i)	Attested copy of minimum turnover of the firm not less than <b>Rs. 30 Lakhs (Rupees Thirty Lakh Only)</b> during each of the last three (2019-20, 2020-21 and 2021-22) financial years duly certified by CA (Copy of Balance sheet and Profit & loss Account only).	[PDF]
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(iii)	ISO Certification, if any copies to be provided	[PDF]
10	Scanned copy of valid latest Bank solvency certificate addressed to Director, IARI (by <b>Bank itself</b> ) for <b>Rs. 2.50 Lakhs (Rupees Two Lakh Fifty Thousand Only)</b> The Bank solvency certificate should not be <b>more than six months old</b> . (attach attested copy)	[PDF]
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13	An Undertaking as per attached Format (Annexure-IV) duly attested by Notary on a non-judicial stamp paper of value of <b>Rs.100/- (Rupees One Hundred Only)</b> regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.	[PDF]
14	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them.	[PDF]
15	Any other required document as per tender document	[PDF]

**Note:-**

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the bid document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) The Earnest Money of Rs.\_\_\_\_\_to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No.\_\_\_\_\_dated \_\_\_\_\_drawn on bank\_\_\_\_\_Branch.
- d) I/We give the right to the Competent Authority of **IARI** to forfeit the earnest Money/Security money deposited by me / us if any delay occur on my part or failed to render service within the stipulated period.
- e) I hereby had undertaken to render the service as per direction given in the tender document.

- f) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date: -

Place: -

Signature of the Bidder: -

Full Name: -

Designation: -

(Office seal of the Bidder)

**ANNEXURE III**

**DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE/WORK DONE**

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

*(Authorized Signatory)*

**UNDERTAKING**

I/We have read and understood with Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE.

I/We do hereby also accept that IARI have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ICAR-IARI any changes in the condition or working of the firm. **It is certified that we have not been blacklisted by any organization of government including Central Vigilance Commission (CVC) in the last three years.** The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3396872  
Dated/दिनांक : 28-04-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-05-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-05-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Indian Agricultural Research Institute, New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - Unskilled labour for other activities in Laboratory field office maintenance and upkeep , Custom Bid for Services - Common field and lab work
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	30 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

<b>Bid Details/बिड विवरण</b>	
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	2500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Item wise evaluation/
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	25000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	25000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### **Beneficiary/लाभार्थी :**

DIRECTOR

Indian Agricultural Research Institute, New Delhi, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare AAO, Division of Agriculture Physics , IARI, New Delhi.110012  
(Director, IARI)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1682676970.pdf](#)

**Instruction To Bidder:**[1682676169.pdf](#)

**Scope of Work:**[1682676181.pdf](#)

**Service Level Agreement (SLA):**[1682676332.pdf](#)

**Payment Terms:**[1682676382.pdf](#)

**Quantifiable Specification / Standards of The Service/ BOQ:**[1682676440.pdf](#)

**GEM Availability Report ( GAR):**[1682676684.pdf](#)

**Evaluation Method ( Item Wise Evaluation Method )**

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

<b>Evaluati on Schedules</b>	<b>Estim ated Value</b>	<b>Item/Category</b>	<b>Quantity</b>
Schedule 1	15000 00	Custom Bid For Services - Unskilled Labour For Other Activities In Laboratory Field Office Maintenance And Upkeep	The quantity of procurement "1" indicates Project based or Lumpsum based hiring. : 1
Schedule 2	10000 00	Custom Bid For Services - Common Field And Lab Work	The quantity of procurement "1" indicates Project based or Lumpsum based hiring. : 1

**Custom Bid For Services - Unskilled Labour For Other Activities In Laboratory Field Office Maintenance And Upkeep ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Unskilled labour for other activities in Laboratory field office maintenance and upkeep
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Abhishek Meena	110012,IARI Pusa Campus IARI New Delhi 110012	1	N/A

### Custom Bid For Services - Common Field And Lab Work ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Common field and lab work
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Abhishek Meena	110012,IARI Pusa Campus IARI New Delhi 110012	1	N/A

### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

#### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## 2. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 3. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## 5. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

## 6. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Director, IARI  
payable at  
New Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---