



जल प्रौद्योगिकी केन्द्र

भा.कृ.अ.प.—भारतीय कृषि अनुसंधान संस्थान
नई दिल्ली—110012

मिसिल संख्या: ज.प्रौ.के./Job-work /2019-20/5-3

दिनांक: 07.12.2019

निविदा सूचना/Tender Notice

सचिव, भा.कृ.अ.प. एवं निदेशक, भा.कृ.अ.प.—भा.कृ.अ.सं, नई दिल्ली हेतु परियोजना निदेशक, ज.प्रौ.के., भा.कृ.अ. सं., द्वारा निमित्त सेवा प्रदाताओं से **“JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, ICAR-IARI, NEWDELHI-100 012”** (फार्म/प्रयोगशाला संचालन) हेतु प्रतिष्ठित आपूर्तिकर्ताओं से एक वर्ष एवं उससे अधिक वर्षों के लिये दो बोली प्रणाली (तकनीकी एवं वित्त बोली) के अंतर्गत सीलबंद आनलाईन टेन्डर आमंत्रित किये जाते हैं।

1. Details of Tender Deposits :-

Tentative Value of Contract	: Rs. 20.00 Lakh
Earnest Money Deposit	: Rs. 40,000/- (Rupees Fifty thousand only)
Security Deposit	: 10% of the estimated value of contract.

2. Tender schedule:

Tender No.	F.No. WTC/Job-work /2017-18/5-3
Date of release of Tender through e-procurement	07.12.2019 at 4.00 P.M.
Bid Submission Start date/time	07.12.2019 at 4.00 P.M.
Last date & time for submission of bid	30.12.2019 at 12.00 P.M.
Date & time for opening of technical bid	31.12.2019 at 12.00 P.M.
Address for Communication	Asstt. Admn. Officer, WTC, ICAR-ICAR, New Delhi 110012

विस्तृत नियम व शर्तों के लिए भा.कृ.अ.सं. की वेबसाइट www.iari.res.in एवं आनलाईन के लिए <http://eprocure.gov.in> देखें।

सहायक प्रशासनिक अधिकारी



WATER TECHNOLOGY CENTRE
ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE
New Delhi - 110 012



F. No. WTC/Job-work /2019-20/5-3

Dated the 7th December, 2019

E-Procurement Tender Notice

On behalf of Secretary ICAR and Director IARI, Project Director, Water Technology Centre, ICAR-IARI, invites e-tender under two bid system for **“JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, ICAR-IARI, NEW DELHI- 100 012”** for a period of one year and extendable by further one or more years subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.

3. Details of Tender Deposits :-

Tentative Value of Contract:	Rs. 20.00 Lakh
Earnest Money Deposit:	Rs. 40,000/- (Rupees Fifty thousand only)
Security Deposit:	10% of the estimated value of contract.

4. Tender schedule:

Tender No.	F.No. WTC/Job-work /2019-20/5-3
Date of release of Tender through e-procurement	07.12.2019 at 4.00 P.M.
Bid Submission Start date/time	07.12.2019 at 4.00 P.M.
Last date & time for submission of bid	30.12.2019 at 12.00 P.M.
Date & time for opening of technical bid	31.12.2019 at 12.00 P.M.
Address for Communication	Asstt. Admn. Officer, WTC, ICAR-ICAR, New Delhi 110012

On-line bids are invited under two-bid system through e-procurement system from registered/well-established/reputed firms for providing the services for **OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE , IARI, New Delhi**

Tender form, terms & conditions and draft agreement can be downloaded free of cost from the website <http://eprocure.gov.in> and www.iari.res.in . On-line bids complete in all respects should be submitted through **CPP portal** <https://eprocure.gov.in/eprocure/app> only on or before the last date.

In case, a holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The IARI reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted.

(JASWANT KUMAR)
Assistant Administrative Officer

Tender Notice

F.No. WTC/Job-Work/ 2019-20/5-3

ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE

New Delhi-110 012

Tel. No. 25846790

Fax No. 91-11-25846790

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR **“JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI-100 012”** FOR A PERIOD OF ONE YEAR (AT WTC, ICAR-IARI, PUSA, NEW DELHI-110012) and EXTENDABLE BY FURTHER ONE or MORE YEARS SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND ITS WILLINGNESS TO CONTINUE.

From: Asstt. Admn. Officer
Water Technology Centre,
ICAR-Indian Agricultural Research Institute,
New Delhi-110 012

To

Dear Sir(s),

Online Tenders are hereby invited on behalf of Secretary ICAR and Director IARI, by Project Director, Water Technology Centre, ICAR-IARI, New Delhi for **“JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI- 100 012”**

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the IARI as detailed in the tender 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. 40,000/- (Rupees Fifty thousand only)** (approx. 2% of total minimum financial implication i.e. 2% of **(Rs. 20.00 Lakh)** must be deposited in the form of Demand Draft/Pay Order/FDR payable to **Director, ICAR-Indian Agricultural Research Institute at New Delhi physically to AAO, Water Technology Centre on or before closing date of tender.** The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the Demand Draft/Pay Order/FDR number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out rightly.
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the IARI. 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 IARI. (An undertaking as per **Annexure 'X'** is also required to be submitted by the tendering firm).

4. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, 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 tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are 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 a tenderer does not accept the offer, after issue of letter of award by IARI within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other 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 Indian Agricultural Research Institute (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 to the tenders and annexure(s), if any, should be signed by the tenderer.
8. Online tenders are invited under **two-bid system** through e-procurement system. EMD must be deposited with **AAO, WTC** during working hours i.e. 9.30 A.M. to 4.30 P.M. on all working days (except Second Saturday, Sunday and Gazetted Holidays) before the last date/time for submission of bids failing which bids will not be accepted. EMD must be in the form of Demand Draft/Pay Order/FDR payable to Director, Indian Agricultural Research Institute at New Delhi.(No cheques will be accepted)
9. The rates quoted by each firm for job/service contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened online by the authorised officers. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at IARI.
10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
11. **An amount equivalent to 10% of the estimated value of contract (as per GFR-2017 rule 171)** is to be deposited within **15 days** of award of contract by the successful tenderer as

Performance Security Deposit only after receiving a communication from the IARI. In the event of non-deposition of the same, the earnest money will be forfeited.

12. No interest on earnest money and security deposit shall be paid by the IARI to the tenderer.
13. The Contractor will be reimbursed for each manpower at the consolidated rates as detailed in **Schedule III**. The Service Provider shall abide by all the laws of land including labour laws (PF, Income Tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve IARI in anyway whatsoever. Compliance of these provisions shall be ensured at the times of making monthly payments.
14. The Firm will not charge placement charges or any other account from the manpower deployed with the 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.
15. L-1 (Lowest) rates would be decided item wise as per Schedule-V.
16. In case, two bidders have quoted similar rates, the firm obtained higher points will be given first priority.
17. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government. **As per GST Council Guidelines, GST is not chargeable on field/farm labour hiring. This may please be taken into consideration before quoting the tender.**
18. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
19. Director, IARI 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 and it is not mandatory to be communicated to the tenderer.
20. Decision of Director, IARI 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 level by mutual consultation and in case of failure in settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
21. Acceptance by the Institute will be communicated by fax/telegram/email, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/ telegram, express letter etc. should be acted upon immediately.
22. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

23. The Institute in its capacity as Principal Employer reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules II of this document, at its discretion, in the interest of the job work.
24. Successful bidder/tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.
25. Successful bidder shall not transfer its right or sublet the contract to anyone else. Joint Ventures (JV) are normally not permitted in the procurement of other (Non-consulting) services.
26. **The following document/vouchers are required to be uploaded with the Technical Bid in following manner:-**
- (a) Scanned copy of Earnest Money Deposit (EMD)
 - (b) Scanned copy of Registration Certificate of the firm under Company/Shops & Establishment Act 154 of the respective state for this purpose.
 - (c) Scanned copy of valid Licence under the Contract Labour (Registration & Abolition) Act, 1970.
 - (d) Scanned copies of EPF and ESI Registration Certificate(s) issued by the local Govt.
 - (e) Scanned copy of minimum **25 numbers** of Staff registered under ESI & EPF separately. Documentary proof of vouchers as well as ECR (latest) may be attached.
 - (f) Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if claiming exemption for EMD submission.
 - (g) Scanned copies of the satisfactory services where the renderer is providing the services for each of the last three financial year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/autonomous bodies/corporations/PSUs, with details in enclosed tabular form in chronological order.
 - (h) Scanned copy of proof of minimum turnover of the firm not less than **Rs.6,00,000 (Rupees Six lakhs Only)** per year during each of the last three financial years i.e.2016-17 to 2018-19.
 - (i) Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e.2016-17 to 2018-19 by the Chartered Accountant.
 - (j) Scanned copies of Permanent Account Number, GST Registration Certificates with bank account details.
 - (k) Scanned copy of valid latest Bank solvency certificate for Rs. 6.00 (Rs. Six lac only). The Bank solvency certificate should not be more than six months old.
 - (l) The firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.
 - (m) An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.
 - (n) Must not have been under any declaration of ineligibility by any authority. A declaration to the

effect should be furnished:

- (o) Apart from above the bidders should have successfully executed/completed similar services over the last three years in the following manner:
1. Three similar completed services costing not less than the amount equal to **40%** of the estimated cost:**or**
 2. Two similar completed services costing not less than the amount equal to **50%** of the estimated cost:**or**
 3. One similar completed service costing not less than the amount equal to **80%** of the estimated cost.
- (p) The bidder shall authorise to seek references from the bidder's bankers.
27. The service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works. The service providers (a) shall take out and maintain and shall cause any subcontractors to take out and maintain, at their (or the subcontractors', as the case may) own cost but on terms and conditions approved by the procuring Entity, insurance against the risks and for the coverage, as shall be specified in the SCC; and (b) at the procuring Entity's request, shall provide evidence to the procuring entity showing that such insurance has been taken out and maintained and that the current premiums have been paid. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. Are being used by their workers while carrying out works. The procuring entity shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties/for inspection or otherwise.
28. If the service provider has not corrected a defect within the time specified in the procuring entity's notice, a penalty for lack of performance will be paid by the service provider. The amount to be paid will be calculated as a percentage of the cost of having defect corrected, assessed as described in SCC.
29. The bidder should fill in rates and prices for all items of the services described in the activity schedule. Items for which no rate or price is entered by the bidder will not be paid for by the procuring entity when executed and shall be deemed covered by the other rates and prices in the activity schedule. The priced activity schedule contains sections on remuneration for staff deployed, reimbursable expenses and miscellaneous expenses. All duties, taxes and other levies payable by the service provider under the contract, or for any other cause, as in the month prior to the month of the deadline for submission of bids, should be included in the total bid price submitted by the bidder.
30. If a firm quotes NIL charge/consideration, the bid shall be treated as unresponsive and will not be considered.
31. The standard formats for technical proposals should include:
Service provider's Bid Cover letter (including eligibility, following code of integrity in public procurement-CIPP
Power of attorney;
Qualification information with enclosures;
Write up on bidder's organisation, confirmation of compliance with (or deviations from)
Description of Services, Activity Schedule, Essential Equipment Schedule, Manpower/team, statutory obligation and facilities to be provided by the procuring entity, statutory and contractual requirements, respective obligations of procuring entity and service provider, Contract for, GCC

and SCC etc. and enclosures: Cost of bid/bid processing fee/ bid security.

32. Only those bidders who submit all requisite documents as per these tender and secure 45 marks in the technical qualification on parameters mentioned below will be declared as qualified/eligible for opening/considering financial bids. In case, two bidders have quoted similar rates, the firm obtained higher points will be given first priority.

- a) Average turnover of the firm during last three years:-
 - Exceeding 6 lakhs & Upto 15 lakhs= 15 Marks
 - Exceeding 15 lakhs & upto 25 lakhs= 20 Marks
 - Exceeding 25 lakhs onwards= 25 Marks
- b) Experience of serving in Govt. (Centre/State) Departments/Autonomous bodies/PSUs:-
 - Exceeding 3 years & upto 5 years= 15 Marks
 - Exceeding 5 years & upto 7 years= 20 Marks
 - Exceeding 7 years= 25 Marks
- c) Total no. of people on their rolls
 - Exceeding 25 & Upto 50= 15 Marks
 - Exceeding 50 & upto 75= 20 Marks
 - Exceeding 75= 25 Marks
- d) Quality related marks(as bonus)
 - ISO (upto 2 years)= 02 Marks
 - ISO (Exceeding 2 years)= 04 Marks

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

34. Additional information/detail, if any must be supported by attested certificates.

Date :

Place:

Signature of authorized person)
Full Name and Designation :
Seal:

Other conditions:

1. The work may have to be attended at different intervals of times during the contract period as well as during day time which may varies from 8.00 am to 5.00 pm but not exceeding to the permissible hours for each man days.
2. Implements like Kassola, Khurpi, Kassi, Darati etc. required for agronomical operations will be provided by the Labour Incharge of the Centre (WTC).
3. The contractor shall provide the list of his workers who shall be working in the beginning of contract.
4. Contractor to ensure minimum wages to be paid to the contractual manpower as per Minimum Wages prescribed by Govt. of NCT of Delhi from time to time.
5. Each page of the 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 at his discretion and shall be binding up on the tenderer at the time agreement entered into.

Yours faithfully,

**Asstt. Admn. Officer
For and on behalf of the Director
WTC-ICAR-Indian Agricultural Research Institute
New Delhi-110012**

TENDERS FOR “JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI- 100 012”

Full Name & Address of the tenderer : _____

Telephone No.:

Telegraphic Address/FAX/ Cellular No:

E-Mail Address :

To,

The Project Director,
WTC, ICAR-IARI,
New Delhi-110 012

I/we have read all the particulars regarding the general information and other terms and conditions of the contract of “**JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI- 100 012**” 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-V to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatch within the prescribed time.

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

- a) The following pages have been added to and form a part of this tender _____.The Schedules-I & II to accompany this tender are at pages_____.
- b) Every page so attached with this tender bears my/our signature(s) and the office seal.
- c) Pay order/ DD No. _____ of Rs. _____ drawn in favour of Director, IARI and payable at New Delhi has been submitted to your office on.....(date) on account of earnest money.

Yours faithfully,

Date:

Signature of witness:

Name & Designation of witness:

Address:

Signature & Seal of the Tenderer

Telephone No. Office:

Res.:

Mobile:

Page-I

1.	Name of the Firm/Agency	
2.	Full address with Post Box No And Telephone No. If any	
3.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
4.	For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership agreement to arbitration has been conferred on the partner who has signed the Tender. If answer to the above is n negative whether i) There is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration. If the answer to above is in point one and two the affirmative Please furnish a copy of either the partnership agreement or ii) The general power of attorney as the case may be. The copy Should be attested by a Notary Public or its execution would admitted by affidavit on a properly stamped paper by all Partner.	
5.	Name and Full Address of your Banker's	
6.	Your Permanent Account Number (PAN)/Circle/Ward No.	
7.	Any other relevant information PART-II	
8.	Earnest Money Deposited Yes/No PART-III	
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10.	Name of the Permanent Representative to be visiting Water Technology Centre, ICAR-IARI, New Delhi regarding the contract.	

Date _____

Place _____

SIGNATURE of AUTHORISED SIGNATORY with SEAL

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE “JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (*Unskilled Nature*) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI-12

S c o p e o f w o r k

SCOPE OF WORK & (TERMS & CONDITIONS :

Various Field and lab operations are required for agricultural operations Like Layout of field, sowing, weeding, rouging, irrigation, Harvesting (Typha), collection and removed from the water tank, cleaning of the (Typha harvested area) pesticides sprays, Maintenance of Green house and drip fertilisation system, Crops under micro irrigation with fertilisation, Orchard Maintenance, Harvesting and threshing etc. And various lab operations like collection of samples, analyses of samples and cleaning of lab wares required for research work Under the Water Technology Centre, IARI, New Delhi-110012

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.*
- 2. Changing of Staff/Supervisor should be intimated to the designated officer of Water Technology Centre, ICAR-IARI-110012.*
- 3. The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.*
- 4. The staff provided should also maintain secrecy and discipline in the premises of Institute.*
- 5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.*
- 6. 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.*
- 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 Building Incharge.*
- 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's at WATER TECHNOLOGY CENTRE, IARI as per labour acts prevalent in NCT of Delhi and respective state Governments covered in this tender. The agency shall employ good and reliable persons.. In case any of the personnel so provided is not found suitable by the WATER TECHNOLOGY CENTRE, the WATER TECHNOLOGY CENTRE 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 WATER TECHNOLOGY CENTRE and there will be no employer-employee relationship between the WATER TECHNOLOGY CENTRE and the person so engaged by the contractor in the aforesaid services.*
12. *Payment for service contract will be made monthly upon submission of prereceipted bill.*
13. *The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF & ESIC contribution etc.*
14. *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.*
15. *Income Tax will be deducted from the payments due for the work done as per rule.*
16. *The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract*
17. *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.*
18. *While the contract is normally for one year, there is a possibility of its continuation for another one year after the approval of the competent authority, IARI, New Delhi.*
19. *Monthly wages should be as per the Minimum Wages prescribed by State Govt. The vendor shall be provided a list of the workers. **Bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.***
20. *That in case service provider fails to make any statutory or contractual payment, then the IARI shall have the right to realize this amount from the Security deposit of the Contractor.*
21. *The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and INSTITUTE shall in no way be responsible for settlement of such issues whatsoever.*
22. *The contractor/agency will furnish to the INSTITUTE the full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel.*
23. *The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.*
24. *Any loss, theft or damage to the life and/or property of the employees of the IARI and/or property of the IARI shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.*
25. *In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the INSTITUTE besides annulment of the contract.*
27. *The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be Part of the agreement which shall be executed between the IARI and successful bidder/*

contracting agency.

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 claim.

Note: Before quoting the rates vendors are required to visit the Centre to acquaint themselves with the quantity/quality and volume of work.

LIQUIDATED DAMAGES CLAUSES:

1. In case of non-satisfactory work noticed by the Competent Authority, IARI, an amount equivalent to two days of contract amount subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day apart from penalty. Whenever and wherever it is found that the work is not up to the mark in specified point /area it will be brought to the notice of the supervisory staff of the firm by IARI and if no action is taken within **one hour** liquidated damages clause will be invoked.
2. The Firm will not charge placement charges and /or on any other account from the manpower deployed at the 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 guards/manpower on any account.
3. Any misconduct/misbehaviour on the part of the guards/manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

PENALTY CLAUSE:

1. If the number of worker (s) are found less than the minimum required under the contact a penalty of Rs.500/- per worker/supervisor per day will be deducted from the bill.

Not with-standing anything above, the Director, IARI reserves the right to reject any or all tenders in whole or in part without assigning 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.

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

(For the ICAR-IARI)

1.
2.

SCHEDULE-III**Details of the experience/work done as per tender:**

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

(Authorised Signatory with seal of the firm)

Technical Bid

The following documents being furnished for consideration of the Tender/Bid:-

S.N.	Documents required with technical bid	Page No.	Remarks of the firm
1.	Copy of Earnest Money Deposit (EMD).		
2.	Copy of valid registration certificate by national and Small Industries corporation (NSIC), if applicable.		
3.	Copy of Registration Certificate of the firm under Company/Shops & Establishment Act-1954 of respective state for this purpose		
4.	Copy of registration of manpower company/firm/agency/contractor with appropriate authority of the Government including valid license under the Contract Labour (Registration & Abolition) Act, 1970.		
5.	Copies of EPF & ESI Certificate issued by the local govt and minimum 25 Nos of staff with copy of latest ECR for ESI & EPF separately.		
6.	Copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years i.e. (2016-17 to 2018-19) of continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies /corporations/PSUs with details in enclosed tabular form in chronological order and.		
7.	Copy of minimum turnover of the firm not less than Rs.6,000,00 (Rupees Six lakhs only) during each of the last three financial years i.e. (2016-17 to 2018-19) duly certified by CA. Please enclosed (Balance sheet and Profit & loss Account).		
8.	Copy of Income Tax (PAN), Service Tax/GST Registration Certificates, TIN Number with bank account details.		
9.	Copy of Audited Balance Sheet of the firm for last 3 (three years i.e.2016-17 to 2018-19) by the Chartered Accountant.		
10.	Copy that firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.		

11.	Copy of Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.		
12.	Copy of valid latest Bank solvency certificate for Rs. 6.00 (Rs. Six lakhs only) .The Bank solvency certificate should not be more than six months old.		
13.	ISO Certification, if any copies to be provided		

Note: All documents should be submitted electronically in PDF format.

(Signature of authorized person)
Full Name and Designation :
Seal:

Date :

Place:

FINANCIAL BID

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

Last Date of Receipt of Tender : _____ (T i m e)

Date of opening of Financial Bid : As per the intimation.

To
The Project Director,
Water Technology Centre,
IARI, New Delhi-110012

Sir, I/We wish to submit our Tenders for THE “**JOB WORK/SERVICE CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT WATER TECHNOLOGY CENTRE, IARI, NEW DELHI- 100 012**” on the following rates.

Sr. No.	Crop	Particular of Job Work Contract for Outsourcing of Field/Farm and Lab OPERATIONS (Unskilled Nature)	Unit/Items (Approx. area)	Rates
1.	Wheat	Field layout and land preparation	Per acre	
		Fertilizer application and sowing manually	Per acre	
		Irrigation	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Spraying of insecticides and herbicides	Per acre	
		Reshaping and strengthening of bunds	Per acre	
		Rouging (removal of unwanted plants)	Per acre	
		Soil sampling up to 90cm depth	Per 100 samples	
		Harvesting ,threshing and winnowing manually	Per acre	
		Harvesting threshing by combine machine (to be provided by Institute) including bagging, loading, unloading and stacking in office godown	Per acre	
		Grinding of plant samples Preparation of bed & nursery in Polyhouse. Laying of drip laterals in field & polyhouse	Per 100 Samples	
2.	Rice	Field layout and land preparation	Per acre	
		Preparation of nursery beds for sowing of nursery	Per acre	
		Uprooting and transplanting of seedlings	Per acre	
		Spraying of insecticides / herbicides	Per acre	
		Hand weeding	Per acre	
		Rouging (removal of unwanted plants)	Per acre	
		Harvesting , threshing and cleaning including loading and unloading in office store and removal of debris	Per acre	
		Removal of paddy straw left over after harvesting	Per acre	
3.	Maize	Ridge and furrow making	Per acre	
		Rouging (removal of unwanted plants)	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Harvesting of cobs, loading and unloading in office store	Per acre	

		Harvesting and removal of dry straw from field	Per acre	
		Threshing of sample (Manually)	Per acre	
4.	Pearl millet	Land preparation and field layout	Per acre	
		Sowing of bajra	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Harvesting , threshing and cleaning including loading and unloading in office store and removal of debris	Per acre	
5.	Chickpea	Land preparation and field layout	Per acre	
		Sowing, of chick pea	Per acre	
		Rouging (removal of unwanted plants)	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Harvesting , threshing and cleaning including loading and unloading in office store and removal of debris	Per acre	
6.	Mustard	Land preparation and field layout	Per acre	
		Sowing of mustard	Per acre	
		Rouging and thinning	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Harvesting , threshing and cleaning including loading and unloading in office store and removal of debris	Per acre	
7.	Moong bean/Soybean /Cowpea	Land preparation and field layout	Per acre	
		Sowing	Per acre	
		Weeding with Khurpi	Per acre	
		Weeding with Kasola	Per acre	
		Harvesting , threshing and cleaning including loading and unloading in office store and removal of debris	Per acre	
		Picking , threshing and cleaning	Per acre	
8.	Lab operation	Cleaning and washing of glass and plastic ware	Per 100 pieces	
		Water, Soil and Plant sampling	Per 100 samples	
		Grinding of soil and plant samples	Per 100 samples	
9.	General field operations	Ridge/ furrow & Bed making	Per acre	
		Bird scaring per one acre (two shift)	Per acre	
		Mulching	Per acre	
		Path and bund cleaning	Per care	
		Irrigation	Per acre	
		Roughing	Per acre	
		Spray of pesticide/chemical with foot pump per acre	Per acre	
		Tank cleaning	80/40mts	
		Removal of crop residue from fields	Per acre	
		Pruning of trees, removing the pruned material	Per tree	
		Painting the trunks with Chunna / Bordoux mixture	Per tree	
		Earth work in maintaining the trenches eroded terraces, marginal bunds, field bunds and sides of pond & bund	Per cubic meter	
		Petty works like dismantling the broken earthen or concrete structures/tanks, Removing the debris, refilling with soil, non-biodegradable, cleaning of ponds, channels & open well	Per cubic meter	
Composting & Spreading of organic manure	Per acre			

		Cleaning and reshaping of water harvesting channels/ structures	Per cubic meter	
10.	Sewage treatment plant	Harvesting & Collection Biomass from site and cleaning of the Biomass site	Per square meter	
		Cleaning of the treated water storage tank	Per square meter	
11.	Gladiolus	Preparation treatment plots	Per acre	
		Digging of pits for gladiolus bulb planting	Per acre	
		Planting of gladiolus bulb	Per acre	
		Irrigations in gladiolus plots	Per acre	
		Weeding and hoeing in gladiolus plots	Per acre	
		Spraying of pesticides	Per acre	
		Digging of bulbs	Per acre	
		Water, Plant and Soil sampling at 90 cm depth	Per 100 samples	
12.	Chrysanthemum	Processing (grinding and sieving) of plant and soil samples	Per 100 samples	
		Irrigation in Chrysanthemum	Per acre	
		Weeding in Chrysanthemum	Per acre	
		Plant and Soil sampling at 90 cm depth	Per 100 samples	
		Flower picking of chrysanthemum	Per 100 samples	
13.	Lemon Grass	Processing (grinding and sieving) of plant and soil samples	Per 100 samples	
		Land preparation and field layout	Per square meter	
		Fertilizer application	Per square meter	
		Irrigation	Per square meter	
		Insecticide/Pesticide spray	Per square meter	
14.	Maintenance of Green house and drip fertigation system	Harvesting/Plant uprooting	Per square meter	
		Covering, repair and cleaning of roof, side and foundation of protected structures	acre	
		Laying, removal, cleaning and maintenance of drip lateral pipes	acre	
		Cleaning and maintenance of Irrigation tanks	Nos.	
		Servicing and maintenance of sprayers and misters	Nos.	
		Regular maintenance of drip irrigation and fertigation systems	Nos.	
		Removal and replacement of old covering material polythene, nets, gutter and side curtain of polyhouse, shade net and insect proof net house, pertains replacement	Per square meter	
		Cleaning of roof	Per square meter	
		Filling and Cleaning of water tanks (5 m x 5 m)	Per tank	
		Training and pruning of vegetables in polyhouse laying of drip laterals in field and polyhouse	Per acre	
15.	Crops under micro irrigation with fertigation	Nursery sowing	Per square meter	
		Land preparation and field layout	Per acre	
		Ridge making	Per acre	
		Laying of drip laterals and fixing	Per acre	
		Transplanting/ sowing of crop	Per acre	
		Plastic mulch laying	Per square meter	
		Subsurface placement of drip laterals in ridges	Per square meter	
		Weeding	Per acre	
		Fertilizer application through micro irrigation	Per acre	
		Irrigation through micro irrigation	Per acre	
Insecticide/Pesticide spray	Per acre			

		Harvesting, grading and transportation of vegetables and plant uprooting	Per acre	
16.	Orchard Maintenance	Pruning of old plants and removing the pruned material	Per plant	
		Ring formation	Per plant	
		Irrigation and fertigation	Per plant	
		Insecticide and pesticide spray	Per plant	
		Weeding and intercultural operations	Per plant	
		Laying, removal and cleaning and maintenance of Micro irrigation system	Per plant	
17.	Cabbage/ Cauliflower/ Onion/Potato /other Vegetables	Land preparation	Per acre	
		Irrigation	Per acre	
		Fertilizer application	Per acre	
		Insecticide and pesticide spray	Per acre	
		Harvesting and cleaning	Per acre	
		Digging/ Harvesting of Cabbage/Cauliflower/Onion/ Potato/other Vegetables transportation to sale counter.	Per acre	
18.	Other activities	Unskilled labour for other activities in the laboratory/field/maintenance of Sewage treatment plant and upkeep.	Rate should be quoted on monthly basis, per person/ per month (Minimum wages, EPF, ESIC etc. as on the date of closing of Tender as applicable in NCT.	

Note:

1. Any overwriting/cutting in figures will not be accepted. Taxes, if any specifically be mentioned inclusion or exclusion. 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.
2. The bids of the bidder quoting 'NIL' service charges shall be treated as non-responsive as per GOI MOF O.M.29(1)2014-PPD dated 28.1.2014.
3. The Service to be charged by the service provider to be quoted separately which will be the criteria for selection of L-1 bidder and remains unchanged during entire term of contract. .
4. The service charges quoted should not be in percentage; otherwise same will be rejected.
5. Department will reimburse all statutory payments as applicable from time to time, in addition to the above payments. The bill to be preferred on a monthly basis. The firm should therefore enclose copies of challans, etc. towards statutory payments made by it for reimbursement.
6. In case, two bidders have quoted similar rates, the firm obtained higher points will be given first priority.

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 : _____
Name & Address of the Firm: _____
Mobile No. /Telephone No. : _____
E-mail : _____

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place)on (month/year)..... day of between Indian Agricultural Research Institute (hereinafter called IARI) through..... (designation of the competent authority in IARI)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 IARI has decided to assign the annual job work contract for providing..... (nature of job) :.....at IARI, New Delhi-12 to the firm on the terms and conditions hereinafter contained.

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

1. 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 IARI by giving one calendar months' notice in writing of its intentions to terminate the agreement. The agreement can be renewed, on mutually agreed terms for one year.
2. The firm shall be responsible for annual job work contract for providing (nature of job)..... at (location).
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the police authorities.
4. All personnel posted at premises shall at all times and for all purposes be deemed to be employees of the firm and the IARI shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at IARI premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The IARI shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the IARI.
7. The manpower deployed by the agency should work as per the working days and timings of the IARI. No extra wages will be paid for attending office on weekends, holidays and late -sitting.
8. Wages to be paid to the contractual manpower will be as per Minimum Wages prescribed by Govt. of NCT of Delhi. Current wages and allowances will be as per Schedule III
9. Monthly consolidated charges for job/ work contract for providingservices at IARI is as per terms and conditions specified and scope of work as per Schedule-II in the tender document including all the taxes viz. service tax and other taxes as applicable will be paid to the firm by the Institute. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Institute 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.
10. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to the sole arbitrator appointed by the Secretary, ICAR. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
12. That the firm shall provide uniform to its Security Personnel and will issue identity card to each of the workers engaged for entry in IARI 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, IARI shall 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, Employees Compensation Act, 1923, E.P.F., E.S.I. & M.P. Act, 1952 etc. Firm agrees to indemnify and keep indemnified the IARI on account of any failure to comply with the obligations under various laws or damage to IARI due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the employees/ workmen of the firm shall be treated, regarded or considered or deemed to be the employees of the IARI and the firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the IARI 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.
17. The contract is subject to the conditions that the firm shall comply with all the laws and bye-laws of Central Govt./ State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Institute which is attributable to the firm, the full damages will be recovered from the firm as decided by Institute.
19. The firm shall not transfer its right or sub- contract to anyone else.
20. The firm or its workers shall not misuse
21. the premises allotted to them for any purpose other than for which contract is awarded.
21. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
22. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the firm and not by Institute in any manner.
23. There may be frequent surprise checking by an Officer. Shortcomings, if any, pointed out by him shall be rectified 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 organisation.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.
26. The Service charges, to be quoted by the Bidders, should be inclusive of all other expenses required for the day to day services.
27. The Service charges, to be quoted by the Bidder, shall remain firm/unchanged during the entire contract and no request, on whatsoever ground, shall be considered for any increase in the service charges.

UNDERTAKING

I/We have read and understood IARI's General 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 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 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 IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....