

DIVISION OF GENETICS
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE NEW DELHI-110012
Telephone No.011-25841138

File No. ICAR-IARI/Gen/24-1/ Field Operations

Dated: 13.01.2021

TENDER DOCUMENT WITH TERMS AND CONDITIONS

2021_DARE_609388_pack1

On behalf of Secretary, ICAR/Director, ICAR-IARI, Head, Division of Genetics invites online e-tenders through CPP Portal under two bid system for outsourcing the JOB WORK CONTRACT FOR VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT THE DIVISION OF GENETICS , AND SEED SCIENCE AND TECHNOLOGY I.A.R.I., NEW DELHI-110012 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 Vendor and its willingness to continue on existing terms and conditions, as per requirements.

1. Tender Schedule:

Tender No.	ICAR-IARI/Gen/24/ Field Operations
Date of release of tender through e-procurement	13.01.2021
Bid submission start date & time	13.01.2021 4.00PM
Last date & time for submission of bid	09.02.2021 1.00 PM
Date & time for opening of technical bid	10.02.2021 3.00 PM
Address for Communication	Admn Officer, Division of Genetics, ICAR-IARI, New Delhi-110012

2. Details of Tender Deposits :-

Tentative Value of Contract: Rs. 90.00 Lakhs Lakh (Approximate)

Earnest Money Deposit: Rs. 1,80,000.00 (Rupees One Lakh Eighty Thousand Only)

“(Amount of bid security should ordinarily range between 2% to 5% of Estimated Value- to be decided by the indenting unit before finalizing the tender)”

Performance Security Deposit: @ 10% of Contract Value

(Performance security should be for an amount of equivalent to 10% of the estimated value of contract. The same should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.

The online Tender Documents can also be viewed from the IARI Website www.iari.res.in and www.eprocure.gov.in.

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.

Admn. Officer

DIVISION OF GENETICS
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE NEW DELHI-110012

File No. ICAR-IARI/Gen/24/ Field Operations

Dated: 13.10.2020

From: Admn. Officer,
Division of Genetics,
ICAR-Indian Agricultural Research Institute,
Pusa, New Delhi-110012

To

Dear Sir(s),

Online tenders are hereby invited under two bid system through E-procurement system by Head, Head, Division of Genetics, Indian Agricultural Research Institute [IARI], on behalf of Secretary, Indian Council of Agricultural Research (ICAR)/Director, Indian Agricultural Research Institute [IARI] , New Delhi for **JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK(UNSKILLED NATURE) AT THE DIVISION OF GENETICS , ICAR-I.A.R.I., NEW DELHI-110012** for a period of **One year** and further extendable, if necessary as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirements.

1. The terms and conditions of the contract are those contained in the General Conditions of contract applicable to the contracts placed by the ICAR-IARI as detailed in the tender forms and its schedules/annexure. 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-I.

2. An Earnest Money Deposit [Bid Security] of **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** (to be decided by indenting unit @ equivalent estimated value of contract) must be deposited in the form of Demand Draft/Pay Order/FDR payable to In favour of Director, ICAR-Indian Agricultural Research Institute payable at New Delhi - 110012 to **Admn. Officer, Division of Genetics, ICAR-IARI, New Delhi -110012** on or before the last date/time of submission of Tender. The particulars of the earnest money deposited must also be superscripted 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.

Further, Bidders also submit a declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

3. EMD must be deposited to **Admn. Officer, Division of Genetics, ICAR-IARI, New Delhi-110012** during working hours i.e. 9.30 A.M. to 4.30 P.M. on all working days (except second Saturday, Sunday and Gazetted Holiday) 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/Bank Guarantee payable to **Director, IARI** at New Delhi. (No cheque will be accepted).

4. The rates quoted by each firm for this job/service contract in tenders should be valid for 180 days and should be quoted both **in words and figures** failing which the same is liable to be rejected. The vendor should indicate only the rates proposed on the basis of work contract under the contract. No request for alteration in the rates once quoted will be permitted during the contract period. 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 on account of inflation, royalties, Uniform/Liveries, OTA local and other taxes to the contractor, for extra tools over the quoted tools and equipment including their operation and maintenance. It would be the sole responsibility of the contractor to pay his manpower as per Minimum Wages Act of the concerned state government. **Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out-rightly.**

5. The Vendor is being permitted to give tenders in consideration of the **stipulations on his part** that after submitting his tenders, he will not **resale from his offer** or modify the terms and conditions thereof. If the Vendor fail to observe and comply with the foregoing stipulation the aforesaid amount of **EMD will be forfeited by the IARI**. In the event of the offer made by the Vendor not being accepted, the amount of earnest money deposited by the Vendor will be refunded to him after he has applied for the same, in the manner prescribed by the IARI. No interest will be paid on the **EMD**. An undertaking is also required to be submitted by the tendering firm.

6. The schedule/annexure of the tender form should be uploaded with online bids. In the event of the space provided on the schedule/annexure from 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 Vendor. In such cases references to the additional pages must be made in the tender form. If any modification of the schedule/annexure is considered necessary it should be communicated by means of a separate letter along with the tenders.

7. 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.

8. 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 Vendor.

9. Tenders will be opened online by the authorised officer. 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 the **Division of Genetics ,IARI, New Delhi-12**

10. Vendor 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 Vendor, if any, may also be indicated.

11. 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.

12. In case two firms quote exactly the same price, then the firm which gets higher marks in Technical qualification criteria will be awarded the contract. In case, which quoted L-1 get same marks in Technical qualification criteria also, the firm having more number of aggregate employees as per work award in Government Departments during last three years shall be considered final number. In case the tie still persists, the firm incorporated earlier as per registration under Companies Act/Shops & Establishment Act will be considered for awarding the Contact.

- I. If the L-1 firm quotes predatory (very low) rates for job work items, the committee of IARI its Divisions/Centers/Regional Stations reserve the right to allot the work items to the next bidder with reasonable rates (higher than that of L-1 who have unrealistic rates).
- II. The price quoted must be reasonable and realistic in terms of man-days required for an activity and the existing labour hiring charges approved by the Govt. Unrealistic price quoted by any firm will be categorically rejected and the next reasonable price would be considered.

13. The contractors, at the bidder's own responsibility and risk, are advised to visit to examine the site of required service and surrounding and obtain all information that may be necessary for preparing the bid of entering into a contract for the services before or after purchase of tender form to see him-self the site conditions regarding the present status. The Director, IARI reserves the right to make any changes in the design and plan. No compensation or claim would be allowed on this account.

14. 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 Vendor, as per rules/ instructions made applicable from time to time by government.

15. The Contractor shall make his own transportation arrangement for materials to site or work. No extra charge will be paid by the IARI for carrying materials related with job contract.

16. Bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered at any stage.

17. Director, IARI reserves the right to accept or reject whole or in part/any or all the tenders without assigning any reason thereof and to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons. The decision of Director, IARI shall be final and binding on the all vendors/Agency. The contract period will be for a period of one year from the date of award of contract. The contract can be terminated by giving one month's notice during the contract period in view of non-satisfactory work/maintenance. IARI can terminate the contract at any point of time, in case the contractor commits breach of any of the terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the Institute. 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.

18. The 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/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. **The seat of arbitration will be Delhi and arbitral proceeding shall be governed in accordance with arbitration and conciliation Act, 1996 as amended from time to time.**

19. Acceptance by the Institute will be communicated by FAX/EMAIL, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX / EMAIL, Express letter etc. should be acted upon immediately.

20. The Institute in its capacity as Principal Employer reserves the right to modify any of the terms and conditions of the contract, at its discretion, in the interest of the job work.

21. Successful bidder shall not transfer its right/sub-let the contract to any other contractor/sub-contractor. If found that the agency/vendor sub-let the work contract to any other agency/vendor, the Work Contract will be terminated immediately and performance guarantee will also be forfeited. No further correspondence in this connection will be considered.

22. The firm shall provide a Co-coordinator for immediate interaction with the organization. The contractor shall work co-operatively and amicably with In-charge, residents and other contractors working in the Campus

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

26. The bidder shall authorise to seek references from the bidder's bankers.

27. Quantity mentioned in the tender document is approximate. The Director, IARI has the right to upgrade any area to a higher or reduce to a lower level/grade depending on the requirement.

28. Each page of the technical bid must be signed by the Vendor 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 Vendor at the time agreement entered into.

29. If Vendor does not accept the offer, after issue of letter of award by IARI within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

30. Successful bidder/Vendor will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for awarded job work in a format attached herewith this tender document.

The terms and conditions reflected in the format of draft affidavit attached are only tentative in nature and necessary changes, as deemed fit, shall be incorporated as per advice of Legal Cell, ICAR-IARI, at the time of awarding the Job/Work contract.

31. An amount @ 10% of the estimated value of contract is to be deposited by the selected agency/ successful Vendor as **Performance Security Deposit (Performance Bank Guarantee)** only after receiving a communication from the IARI. In the event of non-deposition of the same, the earnest money will be forfeited. No interest on Earnest Money (EMD) and Performance Security Deposit (Performance Bank Guarantee) shall be paid by the IARI to the Vendor.

32. No equipment/machinery or tools and manpower etc., whatsoever, will be provided by the Institute and shall be arranged by the contractor at their own cost. Vendor should be fully equipped with the following equipments executed the work contract (List to be prepared by the indenting unit as per their requirement).

Equipments/Tools/Accessories:-
1. Khurpi
2. dranti
3. kasoley
4. phawda etc. as per requirement of field and lab.

33. The following documents/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 of the respective state for this purpose.
- c)** Scanned copy of valid Licence under the Contract Labour (Regulation and Abolition) Act, 1970.
- d)** Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.
- e)** Scanned copy of members of Staff registered under ESI & EPF separately. Minimum 20 numbers (staff/supervisors) required with their ESI & EPF contributions. Documentary proof of latest challan and ECR for the last 3 months 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 proofs of minimum last three year's i.e. 2017 to 2019 continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies/corporations / reputed public organizations, with details in enclosed tabular form in chronological order and Scanned copies of the satisfactory services where the Vendor is providing the services for each of the last three or more financial years.
- h)** Scanned copies of proof of minimum turnover of the firm not less than Rs. 50.00 lakh (Rupees Fifty Lakh only) per year during each of the last three financial years ending 31st March 2020.
- j)** Scanned copies of Income Tax (PAN) and GST Registration Certificates.

- k) Scanned copy of Bank Account details with authority to seek references with the bank.
- l) Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. 2017-18 to 2019-20 by the Chartered Accountant. Copies of BS & P&L A/C need to be enclosed.
- m) Scanned copy of valid latest Bank insolvency certificate for Rs.5.00 lakh in the name of Director IARI (by Bank itself). The Bank insolvency certificate should not be more than six months old.
- n) The firm/agency must enclose an undertaking indicating that there is no criminal legal suit pending or contemplated against it.
- o) 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.
- p) Also enclosed copy of documents as indicated vide Para 7 at Page No. 05
- q) Scanned copy of ISO Certificate.

34. Only those bidders who submit all requisite documents as per this tender and secure **45** marks in the technical qualification on parameters mentioned below will be declared as qualified/eligible for opening/considering financial bids:-

a) Average turnover of the firm during last three years (varies as per estimated cost of work- to be decided by the indenting unit as minimum should be more than 30% of estimated cost of job work):-

- Minimum Rs. 50 lakhs = 15 Marks
- Exceeding. 50 lakhs to 70 lakhs= 20 Marks
- Exceeding Rs. 70 lakhs onwards = 25 Marks

(Note –Amount of Turnover of the firm/agency may be reduced/raised by the indenting unit as per estimated cost of tender)

b) Experience of serving in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES/Bank & Insurance Companies or other equivalent organizations of high repute:-

- 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 labour on their rolls

- Exceeding 20 & Upto 50= 15 Marks
- Exceeding 50 & upto 75= 20 Marks
- Exceeding 75 = 25 Marks

(Note –Total number of labour on the rolls of the firm/agency may be reduced/raised by the indenting unit as per requirement/estimated cost of tender)

d) Those stationed in Delhi/NCR (In case of job work contract is to be awarded in Delhi/NCR only) & _____(Name of station/nearest place where IARI Regional Station exists)(In case of job work contract is to be awarded at respective Regional Station of IARI situated at _____) will be given 20 marks. The agencies from outside area will be awarded 10 marks.

e) Quality related marks

- ISO (upto 2 years) = 03 Marks
- ISO (Exceeding 2 years)= 05 Marks

f) The Contractor/Agency must have successfully executed/completed similar service over the at-least 3, (three) years' experience alongwith (ending month of March prior to the bid opening:-

- (i) **Three similar completed services** costing not less than the amount equal to **40% (Forty per cent)** of the estimated cost; or
- (ii) **Two similar completed services** costing not less than the amount equal to **50% (Fifty per cent)** of the estimated cost; or
- (iii) **One similar completed service** costing not less than the amount equal to **80% (Eighty per cent)** of the estimated cost.

g) Minimum annual turnover should be 30% of estimated cost.

h) Minimum manpower on roll of the bidder must be 20 (Twenty).

i) Each bidder shall submit only one bid for one request for proposal (R.F.P).

35. **OTHER TERMS & CONDITIONS:-**

(i) 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.

(ii) The contractor/agency shall provide good and reliable persons with robust health and clean record as per labour acts prevalent in the concerned state government and comply all the laws/acts of central/state govt. relating with this contract made applicable from time to time. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons thereof and the agency shall on replace such persons immediately. The contractor/Agency shall provide the list of workers working in the beginning of contract. Changing of Staff/Supervisor should be intimated to the In-charge/Supervisor designated officer of Division of Genetics . The Contractor must employ adult labour only.

Employment of child labour may lead to the termination of the Contract immediately

- (iii) All the personnel deployed will perform their duty in proper uniform and shoes/gum boots. The agency shall, at its own cost, provide suitable uniform/protected clothing (both summer and winter) to the personnel with identity cards. The contractor shall alone be fully responsible for safety/security and insurance or life insurance of their personnel and Institute shall not be liable for any compensation in case of any fatal injury/death caused or by any manpower while performing /discharging their duties.
- (iv) The staff provided should also maintain secrecy and discipline in the premises of Institute.
- (v) The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. 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, Aadhar Card, telephone number etc. and will also ensure the verification of the antecedents of such personnel.**
- (vi) The persons so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the person so engaged by the contractor in the aforesaid services.
- (vii) **The Contractor will make the payment of Wages from his own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith 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.** 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. The IARI will deduct applicable TDS/Surcharge under Section 94-(C) of the Income Tax Act, 1961 from the Contractor's bill as per prevailing rules. The competent authority may verify the required equipments and manpower at any time failing which bill may be deducted accordingly on the basis of loss of work or tender can be cancelled. It will be the sole responsibility of the Contractor to ensure compliance with the labour laws and regulation in force. Institute will not have any liability on its part over such issues. 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.

- (viii) 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 etc. under intimation to this office.
- (ix) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (x) 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. 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.
- (xi) 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 of the Director, IARI shall be final and binding on the contractor. 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.

(xii) The contractor shall be responsible for 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. The contractor shall be liable to pay the losses and damages as decided by the competent authority, IARI. The amount of losses/damages will be recovered from either bills/security deposit of the contract.

(xiii) 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.

(xiv) **LIQUIDATED DAMAGES CLAUSES:-**

(a) 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. If specified quality work is not maintained or In case of non-satisfactory work performance noticed by the Competent Authority, IARI, a proportionate deduction @ 10% of immediate subsequent bill of the contractor will be levied as liquidated damages apart from penalty. No correspondence shall be entertained from the contractor. The Director, IARI shall have the full power to either take the work wholly or in the part thereof out of the hands of the contractor for any negligence of the contractor.

(b) 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 manpower on any account.

(c) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

(xv) **PENALTY CLAUSE:** - If the number of worker (s) are found less than the minimum required under the contract or work is not up to the mark in any Section, It will be brought to the notice of the supervisory staff of the firm by authorized officer of IARI and if no action is taken within one hour liquidated damages clauses will be invoked, a penalty of **Rs. 1000/- (Rs. One thousand only)** 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 where of the parties have executed those present on the day, month and year as mentioned above.

(xvi) The Contractor will have to submit work completion report for its monthly work by 7th 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. Payment for service contract will be made monthly upon submission of pre-receipted bill though efforts shall be made by IARI authorities to pay the monthly bills of the contractor within a reasonable time of 30 days. However, contractor will not be entitled for payment of any extra amount on account of delay, due to any reason whatsoever.

(xvii) 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.

- (xviii) **Any other condition(s) (If required necessary by the indenting unit)**
- (a)
 - (b)

Yours faithfully,

Place: IARI, New Delhi

Administrative Officer

Date:

Division of Genetics

On behalf of the Director, I.A.R.I

Division of Genetics Genetics

ICAR-Indian Agricultural Research Institute, New Delhi-110012

Subject: Job work for field/farm & lab operations through outsourcing

SCOPE OF WORK

Scope of Work & (Terms & Conditions):

<p>SCOPE OF WORK & (TERMS & CONDITIONS :</p> <p>Various Agriculture field/Farm operations are required for agricultural operations Like Layout of field, sowing, weeding, rouging, irrigation, Harvesting collection, removal of farm waste from field, and pesticides sprays, Maintenance of field, Crops under micro irrigation with fertilization, Harvesting and threshing etc. and all items as mentioned in the tender document and various lab operations like collection of samples for research work and maintain the Glass and plastic wares.</p>
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SCHEDULE OF WORK Field Operations

Sr. No.	Item Description	Item code	Qty/ unit	Unit
1	Wheat			
1.01	Sowing and covering of seeds in 4 m row	Item2	1.0	Per row
1.02	Dibbling/seeding manually in plot(2 rows x 5 m)	Item3	1.0	Per plot
1.03	Emasculation and pollination	Item4	1.0	Per 25 spikes
1.04	Recording data (no. of tillers, plant height, spike length, peduncle length, spikelet no./spike, filled grains/spike.)	Item5	1.0	Per plant
1.05	Recording biological yield of 1m row	Item6	1.0	Per meter
1.06	Number of tillers per meter	Item7	1.0	Per meter
1.07	Single spike threshing	Item8	1.0	Per spike
1.08	Single plant harvesting & threshing	Item9	1.0	Per plant
1.09	Harvesting and threshing one meter row length	Item10	1.0	Per row
1.1	Harvesting and threshing per plot (1.38m x 5m)	Item11	1.0	Per plot

1.11	Harvesting and threshing per plot(6m x 1.2m)	Item12	1.0	Per plot
1.12	Harvesting and threshing of plot(0.45x 5 m)	Item13	1.0	Per plot
1.13	Wheat Crop residue spread	Item14	1.0	Per acre
1.14	Biomass assessment in wheat Plot 6X1.5m	Item15	1.0	Per plot
1.15	Mannual weeding in wheat	Item16	1.0	Per acre
1.16	Preparing wheat seed for off season nursery 50- to 100gm sample	Item17	1.00	Per sample
1.17	Cleaning of seed after harvest (per 6x1.5m Plot)	Item18	1.00	Per plot
1.18	Weeding with kasola - Kharif season (Wheat) Crop)	Item19	1.00	Per acre
1.19	Weeding with khurpi - Kharif season (Wheat) crop	Item20	1.00	Per acre
1.20	Weeding with kasola – Ravi season (Wheat) Crop)	Item21	1.00	Per acre
1.21	Weeding with Khurpi - Ravi season (Wheat) crop	Item22	1.00	Per acre
2	Maize	Item23	0	0
2.01	Sowing and covering of seed in 3 m row	Item24	1.0	Per row
2.02	Silking per plant	Item25	1.0	Per plant
2.03	Tasseling per plant	Item26	1.0	Per plant
2.04	Separation, weighing and de-husking of green cobs per 5m row	Item27	1.0	Per row
2.05	Harvesting, collection and packing of cobs of single row of 3 m	Item28	1.0	Per row
2.06	Separation of cobs from plants	Item29	1.0	Per acre
2.07	De-husking of cob in 3 m row	Item30	1.0	Per row
2.08	Separation of kernel from cob	Item31	1.0	Per cob
2.09	Drying of cobs and seed on daily basis	Item32	1.0	Per 100 samples
2.10	Harvesting of baby cob per picking per 3 m row	Item33	1.0	Per row
2.11	Data recording i.e. plant stand, plant height/ cob height / no of cob, kernel row , no of kernel, cob length , cob girth, 100 kernel weight (per 3m row): 2 man-days for 100 rows is needed	Item34	1.0	Per row
2.12	Biomass weight per row of 3 m	Item35	1.0	Per row
2.13	De-tasseling during seed production	Item36	1.0	Per acre
2.14	Harvesting male line/acre in seed production plots	Item37	1.0	Per acre
2.15	Harvesting female line in seed production plots	Item38	1.0	Per acre

2.16	Maize crop residue spread	Item39	1.0	Per acre
2.17	Maize residue chopping	Item40	1.0	Per acre
2.18	Manual weeding Maize	Item41	1.0	Per acre
2.19	Recording of baby corn parameters VIZ. Length, width,5 cob weight	Item42	1.0	Per 3M row
2.20	Weeding with kasola - Kharif season (Maize)	Item43	1.0	Per acre
2.21	Weeding with khurpi - Kharif season (Maize)	Item44	1.0	Per acre
2.22	Weeding with khurpi - Rabi season (Maize)	Item45	1.0	Per acre
2.23	Weeding with kasola - Rabi season (Maize)	Item46	1.0	Per acre
3	Rice	Item47	0	0
3.01	Preparation of nursery beds for sowing (bed size 4x3 m ²)	Item48	1.0	Per bed
3.02	Preparation of bunds in main field (bund width of 75 cm each)	Item49	1.0	Per 100 meters
3.03	Making furrow(1 m each) for nursery sowing of single plant	Item50	1.0	Per 100 furrows
3.04	Nursery sowing and covering with soil (1 m each)	Item51	1.0	Per 100 rows
3.05	Nursery weeding (bed of 4x3 m ²)	Item52	1.0	Per bed
3.06	Nursery uprooting (1 m each)	Item53	1.0	Per 100 rows
3.07	Shifting of nursery to main field	Item54	1.0	Per 10 trays
3.08	Manual leveling of field before transplanting	Item55	1.0	Per 100 m ²
3.09	Field layout before transplanting	Item56	1.0	Per 1000 m ²
3.10	Transplanting of trials (12 m ² plot)	Item57	1.0	Per 1000 m ²
3.11	Handling of rope during transplanting	Item58	1.0	Per 1000 m ²
3.12	Transplanting of bulk material	Item59	1.0	Per acre
3.13	Fixing of isolation sheet in hybrid seed production plot (Digging 1 feet deep hole, fixing bamboo in it and stitching isolation sheet on it)	Item60	1.0	Per 10 meter/10 bamboo
3.14	Transplanting of CMS multiplication/hybrid seed production plot	Item61	1.0	Per 100 m ²
3.15	Transplanting of breeding material (SP progenies)/germplasm / RIL's	Item62	1.0	Per row(4.5m each)
3.16	Cleaning and maintenance of bunds in main field	Item63	1.0	Per 100 meters
3.17	Rouging in CMS multiplication/ hybrid seed production plot	Item64	1.0	Per 100 m ²
3.18	Rope pulling in CMS multiplication/hybrids seed production	Item65	1.0	Per 100 m ²

	plot			
3.19	Spraying of GA ₃ using knapsack sprayer	Item66	1.0	Per 100 m ²
3.2	BLB inoculation	Item67	1.0	Per 100 plants
3.21	Recording of BLB lesion length (5 leaves per plant)	Item68	1.0	Per 100 plants
3.22	Hand emasculation and pollination in normal varieties	Item69	1.0	Per 10 panicles
3.23	Hand emasculation and pollination in CMS lines	Item70	1.0	Per 10 panicles
3.24	Spraying of insecticides/herbicides/fungicides	Item71	1.0	Per acre
3.25	Harvesting and threshing of single plant	Item72	1.0	Per 100 plants
3.26	Collection of panicles from plots/hills	Item73	1.0	Per 100 panicles
3.27	Recording single plant data on yield and yield components(tiller number, plant height, panicle length)	Item74	1.0	Per 100 plants
3.28	Counting of filled grains/panicle	Item75	1.0	Per 50 panicles
3.29	Cleaning and drying of seeds of trial	Item76	1.0	Per 100 kg
3.30	Harvesting and threshing	Item77	1.0	Per plot of 12 m ²
3.31	Bulk harvesting and threshing	Item78	1.0	Per 1000 m ²
3.32	Removal of isolation sheet and bamboo	Item79	1.0	Per10m x10bambo
3.33	Mixing of B/R lines seedlings (different dates) before transplanting	Item80	1.0	Per 100 m ²
3.34	Irrigations in nursery bed 4x3m ²	Item81	1.0	Per bed
3.35	Application of micronutrient solution in nursery bed using knapsack sprayer(bed size 4x3m ²)	Item82	1.0	Per bed
3.36	Removing of flouting crop residues/debris in puddled main field before transplanting	Item83	1.0	Per 100 m ²
3.37	Weeding in (Rice Crop)	Item84	1.00	Per acre
4	Pearl millet	Item85	1.00	0
4.01	Opening the furrow with plough, sowing and covering the seedper 3 m row	Item86	1.00	Per 100 row
4.02	Selfing	Item87	1.00	Per spike
4.03	Emasculation and pollination	Item88	0	Per spike
4.04	Screening of male fertile/sterile plants of 3m row (@20 plants per 3m row)	Item89	1.0	Per row
4.05	Data recording (includes plant height, spike length, spike thickness, no. of tillers)	Item90	1.0	Per plant

4.06	Harvesting of spike per 3m row	Item91	1.0	Per row
4.07	Harvesting of plants from base and removal from field of 3m row	Item92	1.0	Per row
4.08	Harvesting bundling and taking the spikes out	Item93	1.0	Per 5 meter row
4.09	Weighing of spikes and fodder of 3m row basis	Item94	1.0	Per row
4.10	Threshing single ear head basis	Item95	1.0	Per single ear
4.11	Threshing row basis (3m row)	Item96	1.0	Per row
4.12	Removal of spikes and their threshing	Item97	1.0	Per acre
4.13	General harvesting of spikes	Item98	1.0	Per acre
4.14	Weeding with kasola - Kharif season Pearl millet)	Item99	1.0	Per acre
4.15	Weeding with khurpi - Kharif season (Pearl millet)	Item100	1.0	Per acre
4.16	Weeding with khurpi - Rabi season (Pearl millet)	Item101	1.0	Per acre
4.17	Weeding with kasola - Rabi season (Pearl millet))	Item102	1.0	Per acre
5	Chickpea, Moongbean, lentil, soybean	Item103	1.0	0
5.01	Emasculation and pollination	Item104	1.0	Per 20 buds
5.02	Harvesting & threshing single row of 2 m length	Item105	1.0	Per row
5.03	Harvesting & threshing single row of 5m length	Item106	0	Per row
5.04	Preparation of Seed packet for sowing	Item107	1.0	Per 100 pkt.
5.05	Harvesting and threshing single plant	Item108	1.0	Per plant
5.06	Harvesting & threshing of plots (5m x1.5m)	Item109	1.0	Per plot
5.07	Harvesting and threshing of plot (5m x 2.1 m plot)	Item110	1.0	Per plot
5.08	Recording data on single plants (Plant height,counting primary and secondary branches, pods, seeds per pod)	Item111	1.0	Per plant
5.09	Harvesting and Threshing - general	Item112	1.0	1Acre
5.10	Weeding with kasola - Kharif season (Pearl Chickpea, Moongbean, lentil, soybean)	Item113	1.0	Per acre
5.11	Weeding with khurpi - Kharif season (Pearl Chickpea, Moongbean, lentil, soybean)	Item114	1.0	Per acre
5.12	Weeding with khurpi - Rabi season (Chickpea, Moongbean, lentil, soybean)	Item115	1.0	Per acre
5.13	Weeding with kasola - Rabi season (Chickpea, Moongbean, lentil, soybean)	Item116	1.0	Per acre
6	Pigeon pea	Item117	0	

6.01	Emasculation and pollination	Item118	1.0	Per 50 buds
6.02	Selfing	Item119	1.0	Per 50 buds
6.03	Selfing of individual inflorescence by selfing bags	Item120	0	Per 50 buds
6.04	Screening of male fertile/sterile plants in 3 m row	Item121	1.0	Per row
6.05	Plot harvesting and threshing (4.0m x 1.8 m plot)	Item122	1.0	Per plot
6.06	Plot harvesting and threshing (4.0m x 5.0 m plot)	Item123	1.0	Per plot
6.07	Harvesting, threshing and cleaning of 5 m row	Item124	1.0	Per row
6.08	Harvesting, threshing and cleaning of 3 m row	Item125	1.0	Per row
6.09	Harvesting, threshing and cleaning of single plants	Item126	1.0	Per plant
6.10	Single plant field observations (Plant height, primary & sec branches, main shoot length, Pod length, Seeds per pod, 100 Seed wt, Plant type-DT/IDT/erect /Spreading, Flower colour and Seed colour etc)	Item127	1.0	10 plants /entry
6.11	Weeding with kasola - Kharif season (Pigeon pea)	Item128	1.0	Per acre
6.12	Weeding with khurpi - Kharif season (Pigeon pea)	Item129	1.0	Per acre
6.13	Weeding with khurpi - Rabi season (Pigeon pea)	Item130	1.0	Per acre
6.14	Weeding with kasola Rabi season (Pigeon pea)	Item131	1.0	Per acre
7	Mustard	Item132	0	0
7.01	Emasculation and pollination	Item133	1.0	Per 100 buds
7.02	Selfing single plant with three ring selfing bags supported with bamboo sticks	Item134	1.0	Per 25 plants
7.03	Selfing of Brassica inflorescence with selfing bags	Item135	0	Per 25 bags
7.04	Harvesting and threshing of single row of 5m	Item136	1.0	Per row
7.05	Single plant field observations (Plant height, primary & sec branches, main shoot length, siliquae on main shoot, seeds/siliqua, siliqua length, point to first branch)	Item137	1.0	Per plant
7.06	Erecting pipes for selfing (In 50 cm deep hole for 1.5" pipe) + putting pipes on in 20" x 20" square	Item138	1.0	Per pipe
7.07	Putting nets on pipes (10 m x 5 m x 3 m)	Item139	1.0	Per net
7.08	Inoculation for white rust/Sclerotinia stem rot	Item140	1.0	Per 25 plants
7.09	Single plant harvesting and threshing	Item141	1.0	Per plant
7.10	Plot harvesting and threshing (5 m x 1.5m) plot after removing border row	Item142	1.0	Per plot
7.11	Plot harvesting and threshing (5 m x 2.7m) plot after	Item143	1.0	Per plot

	removing border row			
7.12	Weeding with kasola - Kharif season (Mustard)	Item144	1.0	Per acre
7.13	Weeding with khurpi - Kharif season (Mustard)	Item145	1.0	Per acre
7.14	Weeding with khurpi - Rabi season (Mustard)	Item146	1.0	Per acre
7.15	Weeding with kasola - Rabi season (Mustard)	Item147	1.0	Per acre
8	Common field work	Item148	1.0	0
8.01	Field layout	Item149	1.0	Per acre
8.02	Plot sowing by hand plough	Item150	1.0	Per acre
8.03	Plot sowing with tractor mounted machine	Item151	0	Per acre
8.04	Marking lines with marker in the field	Item152	1.0	Per acre
8.05	Dusting (manually) of crop with pesticide	Item153	1.0	Per acre
8.05	1000 seed counting (Mustard and pearl millet)	Item154	1.0	Per 10 samples
8.06	100 seed counting in all crops	Item155	1.0	Per 50 samples
8.07	Seed treatment per packet (50-200 g)	Item156	1.0	Per 50 packets
8.08	Preparation of seed packets	Item157	1.0	Per 50 packets
8.09	Hand cleaning of seed	Item158	1.0	Per kg
8.10	Hand cleaning of seed samples (50-200g)	Item159	1.0	Per sample
8.11	Fixing bamboo/plastic sticks for labeling	Item160	1.0	Per 100 sticks
8.12	Tying of labels on plant/sticks	Item161	1.0	Per 100 labels
8.14	Selfing of single plants with net bag supported with bamboo	Item162	1.0	Per plant
8.15	Selfing of plots- size 3 m x 3.6 m with net bag supported with bamboo	Item163	1.0	Per plot
8.16	Hand weeding in field	Item164	1.0	Per acre
8.17	Weeding of net houses 400 sqm area	Item165	1.0	Per net house
8.18	Cleaning around the net houses	Item166	1.0	Per net house
8.19	Deep digging net-house 6 inch deep	Item167	1.0	Per m ² square
8.20	Path and bund cleaning	Item168	1.0	Per acre
8.21	Bird scaring per 5 acre plot (two shift)	Item169	1.0	Per 5 acre
8.22	Bird scaring per 4 acre plot (two shift)	Item170	1.0	Per 4 acre
8.23	Bird scaring per 3 acre plot (two shift)	Item171	1.0	Per 3 acre

8.24	Bird scaring per 2.5 acres plot (two shift)	Item172	1.0	Per 2.5 acres
8.25	Bird scaring per 2 acre plot (two shift)	Item173	1.0	Per 2 acre
8.26	Bird scaring per one acre plot (two shift)	Item174	1.0	Per acre
8.27	Bird scaring in pearlmillet and maize at maturity (two shift)	Item175	1.0	Per acre
8.28	Bird scaring in pearlmillet and maize at maturity(two shift)	Item176	1.0	Per 2.5 acres
8.29	Bird scaring in pearlmillet and maize at maturity(two shift)	Item177	1.0	Per 5.0 acre
8.30	Irrigation	Item178	1.0	Per acre
8.31	Harvesting and threshing with machines	Item179	1.0	Per acre
8.32	Bulk threshing of crop - General	Item180	1.0	Per acre
8.33	Bulk harvesting of crop- General	Item181	1.0	Per acre
8.34	Harvesting and threshing of crop -General	Item182	1.0	Per acre
8.35	Cleaning of harvested seed in field / lab	Item183	1.0	Per 50 kg
8.36	Gap filling by transplanting	Item184	1.0	Per acre
8.37	Rouging	Item185	1.0	Per acre
8.38	Thinning (mustard, rice and pearl millet, maize, wheat)	Item186	1.0	Per acre
8.39	Thinning (soybean, chickpea, mungbean, pigeon pea, and other crops)	Item187	1.0	Per acre
8.40	Spreading of FYM in the field	Item188	1.0	Per acre
8.41	Application of fertilizers (all crops)	Item189	1.0	Per acre
8.42	Hill application of fertilizers/granules	Item190	1.0	Per acre
8.43	Preparation of sticks/ pegs (90 cm) from raw bamboo	Item191	1.0	Per 100 sticks/pegs
8.44	Spray of pesticides with tractor sprayer in field	Item192	1.0	Per acre
8.45	Spray of pesticides with knap sack/foot pump sprayer in field	Item193	1.0	Per acre
8.46	Removal of crop residue out from the field -General	Item194	1.0	Per acre
8.47	Threshing of single spike in wheat/panicle in rice	Item195	1.0	Per panicle/spike
8.48	Roughing in Nucleus/Breeder Seed Plots	Item196	1.0	Per acre
8.49	Transplanting of rice for nucleus seed	Item197	1.0	Per acre
8.50	Transplanting of vegetables	Item198	1.0	Per acre
8.51	Preparing beds (flat/ridge) for vegetable sowing/transplanting	Item199	1.0	Per acre
8.52	Field emergence, speed of emergence and plant stand	Item200	1.0	Per row

	count of 5 meter row length			
8.53	Inoculation of plants	Item201	1.0	Per 25 plants
8.54	Bulk/single plant observation of DUS characters (Ten traits)	Item202	1.0	Per 25 plants
9	Common laboratory activities and field work across crops including seed testing activities and pot culture etc.	Item203	0	0
9.01	Sample preparation of leaf/seed for quality analysis	Item204	1.0	Per 25 samples
9.02	Tagging of single plants and collection of leaf samples in liquid nitrogen	Item205	1.0	Per 25 samples
9.03	Plant-wise harvesting of genotyped pollinator plants	Item206	1.0	Per 25 plants
9.04	Grinding of samples for DNA isolation (5 g leaf)	Item207	1.0	Per 25 samples
9.05	Preparation of glassware and plastic ware for RNA work through NaOH treatment DEPAc water treatment sterilized through autoclaving	Item208	1.0	Per 25 pieces
9.06	Sample preparation for enzyme/hormone analysis	Item209	1.0	Per 25 samples
9.07	Washing and autoclaving of mortar-pestle and glass and plastic wares	Item210	1.0	Per 100 pieces
9.08	Air drying, grinding and sieving of soil samples in the laboratory	Item211	1.0	Per 25 samples
9.09	Bread making 100 g sample in wheat	Item212	1.0	Per 25 samples
9.10	Biscuit making 500 g sample in wheat	Item213	1.0	Per 25 samples
9.11	Chapatti making 300 g sample in wheat	Item214	1.0	Per 25 samples
9.12	Help in sedimentation analysis in wheat	Item215	1.0	Per 25 samples
9.13	Brix value estimation/cob for sweet corn/green cob (Maize)	Item216	1.0	Per 50 cobs
9.14	Estimation of popping value (200 kernels per sample) in maize	Item217	1.0	Per 50 samples
9.15	Estimation of kernel opaqueness through light box (200 seeds/sample) in maize	Item218	1.0	Per 50 samples
9.16	Grinding of maize seed (50-100 seeds) samples for biochemical estimation	Item219	1.0	Per 50 samples
9.17	Analysis of pollen fertility in all crops	Item220	1.0	Per 25 samples
9.18	Hulling by palm husker of 25 grains/sample in rice	Item221	1.0	Per 25 samples
9.19	Hand milling of 25 grains/sample in rice	Item222	1.0	Per 25 samples
9.20	Grinding of rice grains of 4g/sample	Item223	1.0	Per 25 samples
9.21	Hulling and milling of trial samples of 200g paddy in machines	Item224	1.0	Per 25 samples

9.22	Preparation of samples, cooking and display of cooked rice from single plant selections in petridishes (10 grains per entry)	Item225	1.0	Per 25 samples
9.23	Preparation of samples and data recording of rice grain dimensions (kernel length, width) before and after cooking	Item226	1.0	Per 25 samples
9.24	Separation of head rice from milled rice samples obtained from 200g paddy samples	Item227	1.0	Per 25 samples
9.25	Filling of pots with soil for sowing	Item228	1.0	Per 25 per pot
9.26	Filling of pots and shifting plants in pots	Item229	1.0	Per 25 pots
9.27	Filling of pots (4")	Item230	1.0	Per 25 pots
9.28	Sowing in pots (4")	Item231	1.0	Per 25 pots
9.29	Filling of trays (10" x 5" x 3")	Item232	1.0	Per 25 trays
9.30	Sowing and planting in pots 12 inch x 14 inch pots	Item233	1.0	Per 25 pots
9.31	Emptying of pots all sizes	Item234	1.0	Per 25 pots
9.32	Sowing in tray 9 x 4 inch tray	Item235	1.0	Per 25 pots
9.33	Preparation and sowing of seeds in plastic cups	Item236	1.0	Per 25 samples
9.34	Pot filling and mixing of soil with FYM 12 inch x 14 inch pots	Item237	1.0	Per 25 pots
9.35	Weeding and inter-culture in pots	Item238	1.0	Per 25 pots
9.36	Irrigation in pots	Item239	1.0	Per 25 pots
9.37	Laboratory analysis of soil and plant samples	Item240	1.0	Per 25 samples
9.38	Collection of soil samples from the field, mixing and transporting	Item241	1.0	Per 25 samples
9.39	Collection, processing and grinding of plant samples	Item 242	1.0	Per 25 samples
9.40	Sample preparation for physical purity	Item 243	1.0	Per 25 samples
9.41	Seed purity analysis	Item 244	1.0	Per 25 samples
9.42	Media (Substratum) preparation towel paper (BP), Top of Paper (TP), sand and/or Agar medium	Item 245	1.0	Per 25 samples
9.43	Seedling evaluation	Item 246	1.0	Per 50 samples
9.44	Planting of samples in different substratum for seed germination	Item 247	1.0	Per 50 samples
9.45	Preparation of seed samples for electrical conductance	Item 248	1.0	Per 50 samples
9.46	Reading of electrical conductance from soaked seed	Item 249	1.0	Per 100 samples
9.47	Preparation and conditioning of seed samples for accelerated ageing test (AAT) under controlled	Item 250	1.0	Per 100 samples

	environment (40°C, 100% RH)			
9.48	Preparation of seed samples for seedling growth	Item251	1.0	Per 100 samples
9.49	Seedling measurement	Item252	1.0	Per 100 samples
9.50	Preparation and conditioning of seed samples for tetrazolium test (TZ)	Item253	1.0	Per 25 samples
9.51	Evaluation of embryo staining	Item254	1.0	Per 25 samples
9.52	Filling of tip boxes and sterilization	Item 255	1.0	Per 25 box
9.53	Preparation of samples for germination test	Item 256	1.0	Per 25 samples
9.54	First count during germination test	Item257	1.0	Per 25 samples
9.55	Final count during germination test	Item 258	1.0	Per 25 samples
9.56	Root and shoot length observations on 10 seedlings from each sample	Item 259	1.0	Per 25 samples
9.57	Dry weight observation on 10 seedlings from each sample	Item 260	1.0	Per 25 samples
9.58	Preparation of solutions/chemicals for seed treatment	Item 261	1.0	Per 25 samples
9.59	Treating the seed with various chemicals/coating priming etc.	Item 262	1.0	Per 25 samples
9.60	Plating of fungi	Item 263	1.0	Per 25 plates
9.61	Counting 100, 50 and 25 per seeds sample	Item 264	1.0	Per 25 samples
9.62	Cleaning of seed and leaf samples	Item 265	1.0	Per 100 samples
9.63	Maintenance of temp. and humidifier in the walk-in germination chambers	Item 266	1.0	Per unit/month
9.64	Storage and upkeep of guard samples	Item 267	1.0	Per 100 samples
9.65	Moisture content estimation	Item 268	1.0	Per 100 samples
9.66	Maintenance and upkeep of glass house ,Net House and surrounding area (100 m ²)	Item 269	1.0	Per month
9.67	Temperature and humidity controlled seed store cleaning of chillers unit, water storage tank clean & cleaning of filters fitted in Dehumidifiers and cooling coil, cleaning of racks of seed storage room	Item 270	1.0	Per month
9.68	Cleaning/Dusting of machines–seed dryer, seed air and screen cleaner, gravity separator, seed coating, in the process. lab.	Item271	1.0	Per month
9.69	Maintenance and up keeping of Net House and Surrounding area 100sq meter	Item 272	1.0	Per month
9.70	Preparation of Fly food and subculture	Item 273	1.0	Per 50 bottles

[FINANCIAL BID]

Sl. No.	Head/Sub-Head and Item of Work	Area/Unit (Per hac. Or Acre/Per Plant/Per Pot/Any other)	Amount (in Rs.) to be furnished by Contractor/Agency
<p>Financial bid may be sub mitted on line as per crop wise item details in BOQ</p>			

TENDER FOR THE CONTRACT FOR **JOB WORK CONTRACT FOR VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT THE DIVISION OF GENETICS ,I.A.R.I., NEW DELHI-110012** 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.

Full Name & Address of the Vendor in addition to Post Box No., if any, should be quoted in all communications to this office Telephone No.

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

E-Mail address _____

From _____

To

Asstt. Admn. Officer,

Division of Genetics Genetics _____

ICAR-IARI, Pusa New Delhi-110012

We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FARM, FIELD & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT THE DIVISION OF GENETICS ,NEW DELHI-110012** for a period of for a **period of 01 year and further extendable, if necessary as per requirement in the interest of ICAR-IARI** subject to satisfactory performance of the Vendor and its willingness to continue and agreement to provide the services as detailed in the schedule/annexure herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in **Schedule-I** to this tender and I/we agree to hold this offer open till **180 days**. 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/annexures** 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/FDR No._____ of Rs._____ drawn in favour of **The Director, IARI** and payable at New Delhi has been submitted to your office on.....(date) on account of earnest money.

Yours faithfully

Signature & Seal of the Tenderer

Telephone Nos.

(i) office-----

(ii) Residence -----

(iii) Mobile No. -----

Full Address -----

Signature of witness:

Name & Designation of witness:

Full Address:

Telephone/Mobile Nos.:

TECHNICAL BID APPLICATION

1. Name of the Tendering Manpower Company/Firm/Agency/ Contractor :
(Attach attested copy of certificate of registration)
2. Name of Director of Company/ Active Partner of the firm/: authorized Agent/
Proprietor
3. Full address of Operating/ Branch Office Telephone No., Fax No., E-mail
address:
4. Full address of Operating/ Branch Office at: Delhi/ New Delhi
5. Banker of the Company/ Firm/ Agency/ Contractor with Full address (Attach
certified copy of latest Bank statement):
6. PAN/Permanent Income Tax No./ Circle/ Ward: TAN/TIN No. (Attach attested
copy)
7. Service Tax/GST Registration No. (Attach attested copy):
8. EPF Registration No. (Attach attested copy):
9. ESI Registration No. (Attach attested copy):
10. Registration number/details/certificate of company/shop & establishment act:
11. License number/details/certificate of labour license of respective Act:
12. Details of Earnest Money (Amount, DD No., Date, Name of Issuing Bank)
13. Details for evaluation of Technical Bid

Sr. No.	Items	Details with supporting documents
1	No. of employees on the roll of the firm	
2	No. of years of past experience of supplying manpower	
3	Average turnover of Firm during last 3 years (with financial year wise details)	
4	ISO Certification (No. of Years), if any	

Note: -Company/Firm/Agency/ Contractor are scoring less than 45 marks in technical bid will not be considered for financial bid.

14. Whether the Firm/Company/Agency have been blacklisted by any Ministry/Department of the Govt. The tendering firms/bidders shall have to submit a notarized affidavit on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealing with the Government Ministries/Departments have not been banned/ debarred.

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

Date:

Signature of authorized person

Place:

(Full Name and Designation):

Seal:

[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. [File Type]
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.	
4	Attested copy of Registration Certificate of the firm under Company/Shops & Establishment Act of respective state for this purpose	
5	Employee EPF registration certificate issued by Govt. etc. (attach attested copy)	
6	Employee ESI registration certificate issued by Govt. etc. (attach attested copy)	
7	Scanned copy of valid Licence under the Contract Labour (Regulation and Abolition) Act, 1970 issued by appropriate authority.	
8	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of latest ECR may be attached.	
9	Details for evaluation of Technical Bid	
(i)	Attested copy of minimum turnover of the firm not less than Rs. _____ Lakhs (Rupees _____ Lakh Only) during each of the last three financial years duly certified by CA (Copy of Balance sheet and Profit & loss Account only).	
(ii)	Attested copies of proofs of minimum last three year's i.e. _____ TO _____ 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 in chronological order & Attested copies of the satisfactory services where the Vendor is providing the services for each of the last three financial years i.e. _____ TO _____	
(iii)	ISO Certification, if any copies to be provided	
10	Scanned copy of valid latest Bank solvency certificate addressed to Director, IARI (by Bank itself) for Rs. ___ Lakhs (Rupees ___ Lakh Only). The Bank solvency certificate should not be more than six months old . (attach attested copy)	
11	Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. _____ TO _____ by the Chartered Accountant.	
12	The bidder must have successfully executed/completed similar services, over the last three years ending March-_____ 1) Three similar completed services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or 2) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or 3) One similar completed service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost. (attach attested copy)	
13	An Undertaking as per attached Format (Annexure-I) 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 .	
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.	
15	Any other required document as per tender document	

Note:-

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender 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)

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 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:.....

(DRAFT SPECIMEN AGREEMENT)

This agreement is made at (place) -----on-----
----- (month/year) -----(day) between the **first party or
its authorized representatives, successor, assignees etc. (name & address of the firm)**---
-----and-----
-----(**Head/In-Charge/PD of Division of Genetics Genetics Institute**) on behalf of **The
Director, ICAR-Indian Agricultural Research Institute** on the other party.

Whereas the (Institute) has decided to assign the annual job work contract for
providing (nature of job) -----at (Name of the
Institute & location) -----to the firm
on the terms and conditions here in after contained.

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

1. This agreement shall come into force w.e.f. (date) -----to-----
-----and will remain in force for a period for one year but can be terminated by the
Principal Employer by giving one calendar months' notice in writing of its intentions to
terminate the Agreement. The Agreement can be renewed, if necessary as per
requirement, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing -----
-- (nature of job) ----- at ----- (Location).
3. The firm will provide full particulars of every worker deployed by it for providing
the services and gate security purposes and get their character and antecedents verified
from the Police Authorities.
4. All personnel posted at premises shall be available all times and for all purpose
be deemed to be employee of the firm and the----- (name of the
Institute.) shall have no liability on this account in any manner.

5. That the Firm shall ensure that all persons deployed at-----
--- (name of the Institute.) Premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.

6. The ----- (name of the Institute) shall have the right to ask for the removal from the Institute premises of any personnel considered by the-----
----- (name of the Firm.) to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Institute).

7. The manpower deployed by the Agency should work as per the working days and timings of the----- (name of the Institute). No extra wages will be paid for attending office on weekends, holidays and late - sitting.

8. Monthly consolidated charges for job/work contract for providing services at ----- (name of the Institute) will be given as per terms and conditions specified and scope of work as per Schedule-I 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 week of working day of every month** and the payment released by the Institute through online mode to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challans along with **list of persons showing deposit of ESIC, EPF with the concerned agencies and attendance of workers/Supervisors** are also to be deposited with the bill.

9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.

10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the----- (name of the Institute). The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.

11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).

12. That the firm shall issue identity card to each of the workers engaged for entry into ----- (name of the Institute) premises.

13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.

14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ----- (name of the Institute) would be right to may cancel the contract.

15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation & Abolition) Act, 1970, workmen's Compensation Act, 1943, E.P.F., E.S.1. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified ----- (name of the Institute) on account of any failure to comply with the obligations under various laws or damage to----- (name of the Institute) due to acts/omissions of Firm.

16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the----- (name of the Institute) and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ----- (name of the Institute) against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of ----- (name of the Institute).

17. The contract will be awarded absolutely on the basis of job assigned and payment will be made to the contractor on satisfactory work completion report to be obtained from end user. Agency should pay all statutory dues to its workers strictly in terms of various acts and labour laws including MINIMUM WAGES/ESI/EPF etc. The contractor shall also ensure compliance of all laws applicable and /or to be made applicable and the IARFI shall not be liable for the same and the Contractor indemnifies IARI in all respects thereof.

18. The contract is subject to the conditions that the firm shall comply with all the laws/wages and by laws of Central Govt. /State Govt. / NCT of Delhi as applicable relating to this contract.

19. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.

20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.

21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.

22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.

23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.

24. The firm shall provide a Co-coordinator for immediate interaction with the organization. The contractor shall work co-operatively and amicably with In-charge, residents and other contractors working in the Campus

25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

1. **PENALTY CLAUSE:** - If the number of worker (s) are found less than the minimum required under the contact or work is not up to the mark in any Section, It will be brought to the notice of the supervisory staff of the firm by authorized officer of IARI and if no action is taken within one hour liquidated damages clauses will be invoked, a penalty of Rs. _____ (Rupees _____) (to be decided by the indenting unit) 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.

2. Any misconduct/ misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

3. That the Firm agrees with all the terms & conditions mention in the Tender document shall comply with all the laws/wages and by laws of Central Govt. /State Govt. / NCT of Delhi as applicable relating to this contract.

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

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above. (Duly sealed and signed).

Sign. Of Contractor/Authorized
Unit

Representative of Agency
Dated signatures with Seal
(Full Name, Mobile No. &
Address of the firm)

Sign. Of Head/In charge of Indenting

(For & on behalf of Secretary, ICAR/Director, IARI)

Dated signatures with Seal
(Full Name & Address)

Witness (Contractor/Agency): -
(Full Name, Mobile No. & Address)

1.....

2.....

Witness (Indenting Unit):-

(Full Name & Address)

1.....

2.....