



भा.कृ.अ.प.- भारतीय कृषि अनुसंधान संस्थान
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE



क्षेत्रीय केन्द्र (खाद्यान एव उद्यान), अमरतारा काटेज, शिमला-171004

REGIONAL STATION (CEREALS AND HORTICULTURE CROPS)AMARTARA COTTAGE, SHIMLA-171004
Phone No. 0177-2655305,2808766

मि.सं. 5-23/2022-23/577

दिनांक:09.10.2023

से/From:- GEM BID No. GEM/2023/B/4080131

अध्यक्ष, भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान,
क्षेत्रीय केंद्र, अमरतारा काटेज, कार्ट रोड शिमला-171004
ICAR-Indian Agricultural Research Institute,
Regional Station, Amartara Cottage,
Cart Road, Shimla-171004

निदेशक. भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली-110 012 की ओर से अध्यक्ष, भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केंद्र, शिमला-171004 जैम पोर्टल के माध्यम से इन केंद्र पर "Job work contract for outsourcing of various Field, Farm and Lab. operations/services (unskilled work) at Amartara Cottage, Shimla, Tutikandi Facility, Dhanda Farm and Dr. B.P. Pal Research cum Study Centre of ICAR-IARI, Regional Station, Amartara Cottage, Shimla(H.P.)-171004" सेवाओं की आउटसोर्सिंग के शुरुआत में एक वर्ष के लिये जो कि आगे के लिये एक वर्ष और या इससे अधिक समय के लिये, एजेंसी/फर्म के संतोषजनक प्रदर्शन तथा उसकी सहमति होने पर यदि संस्थान के लिये को इसकी आवश्यकता होगी सेवाओं का विस्तार किया जा सकता है।

On behalf of Director, ICAR-IARI, New Delhi-12, the Head, ICAR-IARI, Regional Station, Amartara Cottage, Cart Road, Shimla-171004 invites online custom bid through GeM Portal for the services of "Job work contract for outsourcing of various Field, Farm and Lab.operations/services(unskilled work) at Amartara Cottage, Shimla, Tutikandi Facility, Dhanda Farm and Dr. B.P. Pal Research cum Study Centre of ICAR-IARI, Regional Station, Amartara Cottage, Shimla(H.P.)-171004" for a period of one year and further extendable for one year or more, if necessary as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Firm/Agency and its willingness to continue on existing terms and conditions, as per requirements.

बोली की डिटेल्स /Bid Details:

GEM BID No:-
GEM/2023/B/4049151

टेंडर व बिड का प्रकार /Type of Tender/Bid	बिड जैम पोर्टल के माध्यम से कस्टम कर ली जाये /Custom bid for services through GeM Portal
अनुमानित लागत /Estimated Value	रुपये 50.00 लाख/ Rs. 50.00 Lac
ई.एम.डी. / EMD	रुपये 1.00 लाख/ Rs. 1.00 Lakh
बैंक शोधनक्षमता प्रमाणपत्र / Solvency Certificate	रुपये 25.00 लाख/ Rs.25.00 Lakh
प्रदर्शन(परफॉर्मंस) सुरक्षा राशि/ Performance Security	रुपये 2.50 लाख/ Rs. 2.50 Lakh
बिड प्रस्तुत करने की शुरु की तिथि /Bid submission start date	13/10/2023
बिड प्रस्तुत करने की अंतिम तिथि/Last date for submission of bid	03.11.2023 at 11:00 बजे पूर्वोह्न
तकनीकी बिड खोलने की तिथि/Date for opening of technical bid/	03.11.2023 at 11:30 बजे पूर्वोह्न

1. बिड सम्बंधी जानकारी के लिये सम्पर्क अधिकारी/Contact persons for any query:-

➤ डॉ. धर्म पाल, अध्यक्ष, भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केंद्र, अमरतारा काटेज, शिमला-171004

Dr. Dharam Pal, Head, ICAR-IARI, R.S., Shimla-171004

➤ श्री सुनील कुमार गर्ग, कार्यालय सहायक, भा.कृ.अनु.प.-भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केंद्र, अमरतारा कॉटेज, शिमला-171004

Sh. Sunil Kumar Garg, Office Assistant, ICAR-IARI, RS, Shimla-171004

इच्छुक पंजीकृत/प्रतिष्ठित/सुस्थापित फर्मों व एजेंसियों से जैम पोर्टल के माध्यम से दो बिड(बोली) प्रणाली के माध्यम से इस केंद्र पर "Job work contract for outsourcing of various Field, Farm and Lab. operations/services (unskilled work) at Amartara Cottage, Shimla, Tutikandi Facility, Dhanda Farm and Dr. B.P. Pal Research cum Study Centre of ICAR-IARI, Regional Station, Amartara Cottage, Shimla(H.P.)-171004" सेवाओं की आउटसोर्सिंग के लिये ऑनलाइन बिड आमंत्रित की जाती है। बिड फॉर्म, नियम व शर्तें व मसौदा एग्रीमेंट इत्यादि जैम पोर्टल से डाउनलोड की जा सकती हैं।

Online bids are invited under two-bid system through GeM system from registered/well established/reputed firms for providing the services of outsourcing the "JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD, FARM AND LAB. OPERATIONS/SERVICES(UNSKILLED WORK) AT AMARTARA COTTAGE, SHIMLA, TUTIKANDI FACILITY, DHANDA FARM AND DR. B.P. PAL RESEARCH CUM STUDY CENTRE OF ICAR-IARI, REGIONAL STATION, SHIMLA(H.P.)-171004".

समस्त पहलुओं से पूर्ण की गई बिडज(बोलियां) जैम पोर्टल के माध्यम से ऑनलाइन प्रस्तुत की जानी चाहिये। कृपया नोट करें कि केवल और केवल ऑनलाइन बोलियां(बिडज) ही स्वीकार्य होंगी।

Bid form, terms & conditions and draft agreement etc. can be downloaded from the GeM. Online bids complete in all respects should be submitted through GeM. Please note that only online bids will be accepted.


अध्यक्ष, क्षेत्रीय केंद्र, शिमला/
Head, ICAR-IARI, RS, Shimla
अमरतारा कॉटेज, शिमला - 171004
I.A.R.I., Regional Station
Amartara Cottage, Shimla-171004

बोलीदाताओं के लिये निर्देश/Instructions to bidders

1. **कैसे आवेदन करें(How to apply):** The registered and experienced services providers for operation activities of field/farm work may apply against the bid floated for the same on GeM Portal. The firms must furnish full, precise and accurate details in respect of information asked for in the technical bid form of bid.
2. **अनुमानित बोली मूल्य (Estimated Bid value):** The estimated tender value is **Rs.50.00 Lakh Approximately** for One year.
3. **ब्याना राशि जमा(ई.एम.डी.)/बिड सुरक्षा राशि(Earnest Money Deposit(EMD)/ Bid Security)—**EMD of Rs. 1.00 Lakh/-(2%of estimated value)/ "Bid Security undertaking" as per Annexure-I on their Company's Letter head If applicable, EMD in favour of Director, IARI, must be deposited to the Head, ICAR-IARI, RS, Shimla-171004 during working hours i.e. 9.00 A. M. to 5.30 P. M. on all working days (except Saturday, Sunday and Gazetted holiday) before the last date for submission bids failing which bids will not be accepted. No interest will be paid on EMD.
4. **प्रदर्शन सुरक्षा जमा (Performance Security Deposit):** Rs.2.50,000/- (Rupees Two Lac & Fifty Thousand Only) Performance security should be an amount of equivalent to 5% of the estimated value of contract.
5. **बिड की वैधता (Validity of the Bids):** The tender submitted by the firm / agency shall remain valid for 180 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 180 days from the date of opening shall be by mutual consent. No firm will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period.
6. **अनुबंध की समय सीमा (Duration of contract):** The contract will be initially for a period of **1 year and extendable by further one year or more** on the same rate, terms and conditions subject to satisfactory performance of the vender and his/her willingness to continue. In case of unsatisfactory performance, the contract will be terminated by giving one-month notice.

7. दरें (Rates):

- i) The rates should be quoted in lump-sum amount in respect of all the FARM, FIELD & LAB OPERATION WORK(UNSKILLED NATURE), keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of Minimum wages as per prescribed by Central Govt/ State Govt. for agricultural workers(whichever is higher) with EPF, ESIC etc. payable under labour laws and other taxes, if any. The quoted amount should be inclusive of any other Govt. Levies, if any. No request for alternation in the rates, once quoted will be entertained within the period of contract. Any hidden charges, if found later at any stage, in any form will not be accepted and would liable to cancellation of bid/contract.
- ii) No request for alteration in the rates once quoted will be entertained within the period of contract in any case.

8. तकनीकी बोलियों पर हस्ताक्षर (Signing of Technical bid):

- i. Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency.
- ii. The tenders are liable to be ignored/rejected, if complete information as required is not given therein or if the particular information asked for in the schedules/annexure of the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner

of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company. Specific attention must be paid to the Conditions of the contract as the firms entered into would be governed by them.

- iii. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IARI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules/annexure to the tenders and annexure, if any, should be signed by the firm/agency

8. अदुबंध का अवाई (Award of Contract):

- i. The bidder quoting lowest rates will be selected as L1 subject to the payment of wages as per Minimum Rates prescribed by the Govt., or otherwise specified for certain categories. The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.
- ii. If firm/agency does not accept the offer, after issuance of contract award letter within 10 days. The offer shall be withdrawn and firm will be debarred(suspended) for participating in the bidding/tendering process carried out by institute for a period of three years.

9. स्वीकृती का अधिकार (Right to Acceptance):

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

10. साईट का विजिट (VISIT TO SITE): The eligible firms 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 to see him-self the site conditions regarding the present status field and farm crop and other related activities.

Bid Security Declaration Form

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

Tender/BIDNo. _____

Date: _____

To

We, the undersigned, declare that:

We,

M/s.....

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

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

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

We understand this Bid Securing Declaration shall expire if: -

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

Signed.....

Name.....

In the Capacity of

Official-Seal

Duly authorized to sign the bid for and on behalf of

QUALIFYING CRITERIA REQUIREMENTS FOR TECHNICAL BID

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

[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	[PDF] /
2	Name of the Firm/Agency, Name of Director of Firm/Agency, Full Address of operating/ Branch Office with Telephone/Mobile No. & e-mail ID,	[PDF] /
3	Attested copy of Income Tax(PAN), GST Registration Certificates	[PDF] /
4	Attested copy of Registration Certificate of the firm under Company/Shops & Establishment Act of respective state for this purpose	[PDF] /
5	Employee EPF registration certificate issued by Govt.etc.(attach attested copy)	[PDF] /
6	Employee ESI registration certificate issued by Govt.etc.(attach attested copy)	[PDF] /
7	Scanned copy of valid License under the Contract Labor (Regulation and Abolition) Act,1970/1971 issued by appropriate authority.	[PDF] /
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 of month of June to August, 2023 may be attached.	[PDF] /
9	Details for evaluation of Technical Bid	[PDF] /
(i)	Attested copy of minimum turnover of the firm not less than Rs.25.00 Lac (Rupees Twenty Five Lac Only) during each of the last three financial years i.e. 2020-21, 2021-2022 & 2022-23 duly certified by CA (Balance sheet and Profit & loss Account).	[PDF] /
(ii)	Attested copies of proofs of minimum last three year's i.e. 2020-21 to 2021-22 & 2022-23 of continuous experience of the firm in the field of providing services for farm/field/operation work (unskilled nature) in Central Govt. establishments/ State Govt. establishments/autonomous bodies/corporations/ reputed public or private organizations, with details in enclosed tabular form (Annexure-V) in chronological order & Attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years i.e. 2020-21, 2021-22 to 2022-23.	[PDF] /
10	Scanned copy of valid latest Bank solvency certificate for Rs.25.00 Lakh (Rs. Twenty Five Lacs only). The Bank solvency certificate should not be more than (Six) months old.(attach attested copy)	[PDF] /
11	Scanned copy of Audited Balance Sheet of the firm for last 3(three) financial years i.e. 2020-21, 2021-22 & 2022-23 by the Chartered Accountant.	[PDF] /
12	An Undertaking as per attached Format(Annexure-III) 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 Central Govt. establishments/ State Govt. establishments/autonomous bodies/corporations/ reputed public or private organizations during the last three years.	[PDF] /
13	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them.	[PDF] /

Note:-

- a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding up on 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.
- g) The L-1 bidder will be determined as per Schedule-I (Financial Bid/BOQ)

Date:-
Place:-

Signature of the Bidder:-
Full Name:-
Designation:-
(Office seal of the Bidder)

SCHEDULE-I**FINANCIAL BID (To be submitted online inBOO)**

Sl. No.	Item Description	Quantity	Units	Rate
1	2	4	5	
1.	Farm operations(IARI, RS, Shimla, Tutikandi Facility)			
1.01	Two ploughing with bullocks and one ploughing with power tiller in all the fields of the Centre, Stubble and pebble picking from the field & disposal lifting of small stones from the fields and its dumping in extreme corner of the fields, planking of all fields.	14000 m ² (Approx. area)	Per m ²	
1.02	Application of manures and fertilizers, Pre-sown irrigation, Making lines through khilna and assistance for making layout with the help of rope. Assistance in Sowing of wheat and barley station trials (10 Nos.), coordinated trials (Approx. 5-6 Nos), breeding material (Approx. 500 lines), advanced bulks (Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400lines), nucleus seed of different wheat and barley varieties (Approx.5 varieties with each of 200-300lines). Stacking of pegs and tying of labels in entire wheat and barley experimental material.	14000 m ² (Approx. area)	Per m ²	
1.03	Pre-emergence spray of weedicides, Hand weeding (3 times) and hoeing in all wheat and barley fields. Roughing operation in all fields for removal of unwanted plants from station trials, advanced bulks, nurseries and all multiplications.	14000 m ² (Approx. area)	Per m ²	
1.04	Irrigation of fields as and when required Nitrogenous fertilizer application during growth period in selected trials and nurseries.	6000 m ² (Approx. area)	Per m ²	
1.05	Bird scaring for at least 60 days during April to May.	14000 m ² (Approx. area)	Per m ²	
1.06	Harvesting, carrying of produce of station trials (10 Nos.), coordinated trials (Approx. 7-8Nos), breeding material (Approx. 500 lines), advanced bulks Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400 lines), nucleus seed of different wheat and barley varieties (Approx.7 varieties with each of 200-300 lines) to threshing floor. Threshing, cleaning of above material and transportation to the farm stores. Threshing of approx. 10,000 single ears of wheat and Barley.	14000 m ² (Approx. area)	Per m ²	
1.07	Cutting of shrubs and bushes in all the blocks three times in a year. Removal of bushes, herbs of residential premises.	1000 m ² (Approx. area)	Per m ²	
1.08	Ploughing of fields for green manuring (July to September). Minor repairs of fields generally damaged during rainy season.	10000 m ² (Approx. area)	Per m ²	
1.09	Beautification and landscaping around Tutikandi Facility office including preparation of flower beds of seasonal flowers, pot filling and transplanting flowering plant etc.	1000 m ² (Approx. area)	Per m ²	
2	Lab and Glass House work			
2.01	Preparing soil and FYM mixture for pot filling for glass house studies, regular watering of pots as and when required.	1000 pots	Per Pot	
2.02	Transplanting of seedlings in poly house/ field. Spraying fungicide to control powdery mildew in glass house and poly house.	1000 seedlings	Per Seedling	
2.03	Cleaning of glassware, pestle and mortars, sanitation of different laboratories and glass houses etc.(about 1000 glassware per month)	One molecular laboratory, two glasshouses, one poly	Per unit	

		house, one Tissue culture lab		
3	Live Stock Care			
3.01	To look after a pair of Bullocks (The bullocks need to be cared throughout the day and also to be attended in the late evening for feeding), Green fodder cutting and feeding, cleaning of bullock shed, removing cow dung from bullock shed and its dumping in FYM pit site (Throughout the years).	2 bullocks	Per Bullock	
3.02	Dry grass cutting from terrace field bunds, carriage and stocking of grass in bhusa shed(around 5000 sq.m. area). Making bhusa from dry straw of wheat and barley produced in the farm (On Season).	5000 m ² area	For dry per sq.m. and for bhusa per Qtl.	
4	Farm Operation(IARI, RS, Dhanda Farm, Totu, Shimla)			
4.01	Filling of pots for various experiments, watering and weeding at regular interval	2500	Per Pot	
4.02	Preparation of vermi-compost from farm biomass-12 pits (3x2x1.5 m ³ each)	12 pits	Per Pit	
4.03	Nursery field preparation(approx. 10000 m ²), mixing of FYM etc. stone removal, ploughing etc.	10000 m ²	Per m ²	
4.04	Cutting and collection of biomass from farm for vermin-compost (approx. 10 ha)	10 ha(Approx.)	Per Ha	
4.05	Weeding, basin preparation, intercultural operations in field trials (approx. 7 ha)	7 ha	Per Ha	
4.06	Preparing soil and FYM mixture for pot filling for glass house poly house studies, watering of pots (approx. 5000 pots)	5000 pots	Per Pot	
4.07	Pit digging, pit filling with Soil, FYM, sand etc and transplanting in new blocks/ gap filling.	(approx. 500 pits, size 1 m ³ each)	Per Pit	
4.08	Protection of fruits in bearing trees for bird and wild animals etc throughout fruiting season in different fruit crops	(approx. 1500 trees in different season).	Per Tree	
4.09	Beautification & landscaping around Dhanda farm office and surroundings. It includes preparation of flowering bed of seasonal flowers, pot filling, transplanting, weeding, watering etc. of flowering plants etc.	(approx. 6000 m ² area)	Per m ²	
4.10	Removal of seasonal and perennial bushes, weeds, grasses, wild herbs etc from Dhanda farm and around residential premises.	30 Acres (Approx.)	Per Acre	
4.11	Preparation and widening of basin and their maintenance).	(approx. 2000 plants	Per Plant	
4.12	Carrying Fertilizers, tools & Implements to different blocks and application thereof.	30 acres (different Research Blocks)	Per Acre	
4.13	Spraying and application of different chemicals, pesticides, bio-fertilizers at different places at Farm	(need based 1500 plants)	Per Plant	
4.14	Development of new areas for establishment of new research blocks etc.	5000 m ²	Per m ²	
4.15	Removal of grafted saplings from field and making bundles (bare rooted) for sales to the farmers.	10000 saplings including strawberry runners	Per sapling/ runners	
4.16	Filling of big iron tray with FYM, sand, soil for plant multiplication-20 tray (size 12 x 6 x .5 m ³).	20 tray	Per Tray	
4.17	Loading/unloading, carrying farm input and farm produce from one block to another block.	1500 plants/ 6ha	Per Plant	

4.18	Making terraces and repair of terraces, maintenance of perennial water springs	5000 m ²	Per m ²	
4.19	Development of new area/beds for new plantation of sick plot	500 m ²	Per m ²	
4.20	Collection of disease samples (leaves, fruits, twigs, roots etc.) from infected plants within farm.	500 samples	Per Sample	
4.21	Removal of disease infected soil to distance places.	1000 m ² (app. Area)	Per m ²	
4.22	Maintenance of sick plot (weeding, watering to plants, removal of stones, pit preparation, fertilizer application, spraying of chemicals etc.).	500 m ² (app. Area)	Per m ²	
4.23	Maintenance of approach path leading to sick plot (weed removing, bush cutting, etc)	100 m ² (app. Area)	Per m ²	
4.24	Field preparation, pit digging, filling, etc. for planting of virus infected block	200 plants	Per Plant	
5	Farm Operation(IARI, RS, Amartara Cottage, Shimla)			
5.01	Seed extraction from apple, apricot, peach, pear etc.	From 4 Qtls. Fruits	Per Qtls.	
5.02	Cleaning of glassware, lab equipments etc.	400/- per month	Per unit	
5.03	Preparation of flowering beds of seasonal flowers, pot filling transplanting, weeding, watering of plants grown in beds and pots.	500 m ² area and 250 pots.	Per m ² including filling of Pot	
5.04	Maintenance of lawns and beds near new and old office building etc.	500 Sqm.	Per Sqm.	
5.05	of bushes, shrubs, wild grass near new and old office buildings and residential areas at regular intervals throughout the year.	5000.00 Sqm	Per m ²	
6	Farm operation(Dr.B.P.Pal Research cum study Centre, Shankli, Shimla)			
6.01	Beautification & landscaping around Dr. B.P. Pal Research cum study Centre, Shankli, Shimla	1500 m ² (approx.)	Per m ²	
6.02	Preparation of pits and planting of plants near Dr. B.P. Pal Research cum Study Centre Shankli, Shimla, including weeding, making of basins, watering, spraying of insecticides, manuring etc. as per requirement.	1000 m ² (approx.)	Per m ²	
6.03	Cutting of shrubs and wild grass etc. from the campus at regular intervals of the campus throughout the year	3000 m ² area	Per m ²	
6.04	Pot filling, watering, weeding etc.	100 pots	Per Pot	
	Taxes, if any specifically be mentioned inclusive or exclusive			
	Total Rates(in figures)			
	Total Rates(in words)			

#Approximately 30(Thirty) different activities(whole day) are required to operate on each day throughout the year at the four establishments as mentioned in the work schedule cum financial bid

#Rates to be quoted item-wise but cumulative/consolidated rates of all items offered by the bidder will be considered for Award of the job contract.

The contractor will have to provide documentary proof towards the deposit of amount in EPF/ESI department as statutory liability to process his bill for reimbursement/payment. I/We agree to forfeit of the EMD/Performance Security if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Document. We have carefully read the terms and conditions of the Tender Document and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the firm Mobile No. :

Email:

WORK SCHEDULE/SCOPE OF WORK

Sl. No.	Item Description	Quantity
1	2	4
1.	Farm operations(IARI, RS, Shimla, Tutikandi Facility)	
1.01	Two ploughing with bullocks and one ploughing with power tiller in all the fields of the Centre, Stubble and pebble picking from the field & disposal lifting of small stones from the fields and its dumping in extreme corner of the fields, planking of all fields.	14000 m ² (Approx. area)
1.02	Application of manures and fertilizers, Pre-sown irrigation, Making lines through khiina and assistance for making layout with the help of rope. Assistance in Sowing of wheat and barley station trials (10 Nos.), coordinated trials (Approx. 5-6 Nos), breeding material (Approx. 500 lines), advanced bulks (Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400lines), nucleus seed of different wheat and barley varieties (Approx.5 varieties with each of 200-300lines). Stacking of pegs and tying of labels in entire wheat and barley experimental material.	14000 m ² (Approx. area)
1.03	Pre-emergence spray of weedcides, Hand weeding (3 times) and hoeing in all wheat and barley fields. Roughing operation in all fields for removal of unwanted plants from station trials, advanced bulks, nurseries and all multiplications.	14000 m ² (Approx. area)
1.04	Irrigation of fields as and when required Nitrogenous fertilizer application during growth period in selected trials and nurseries.	6000 m ² (Approx. area)
1.05	Bird scaring for at least 60 days during April to May.	14000 m ² (Approx. area)
1.06	Harvesting, carrying of produce of station trials (10 Nos.), coordinated trials (Approx. 7-8Nos), breeding material (Approx. 500 lines), advanced bulks (Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400 lines), nucleus seed of different wheat and barley varieties (Approx.7 varieties with each of 200-300 lines) to threshing floor. Threshing, cleaning of above material and transportation to the farm stores. Threshing of approx. 10,000 single ears of wheat and Barley.	14000 m ² (Approx. area)
1.07	Cutting of shrubs and bushes in all the blocks three times in a year. Removal of bushes, herbs of residential premises.	1000 m ² (Approx. area)
1.08	Ploughing of fields for green manuring (July to September). Minor repairs of fields generally damaged during rainy season.	10000 m ² (Approx. area)
1.09	Beautification and landscaping around Tutikandi Facility office including preparation of flower beds of seasonal flowers, pot filling and transplanting flowering plant etc.	1000 m ² (Approx. area)
2	Lab and Glass House work	
2.01	Preparing soil and FYM mixture for pot filling for glass house studies, regular watering of pots as and when required.	1000 pots
2.02	Transplanting of seedlings in poly house/ field. Spraying fungicide to control powdery mildew in glass house and poly house.	1000 seedlings
2.03	Cleaning of glassware, pestle and mortars, sanitation of different laboratories and glass houses etc.(about 1000 glassware per month)	One molecular laboratory, two glasshouses, one poly house, one Tissue culture lab
3	Live Stock Care	
3.01	To look after a pair of Bullocks (The bullocks need to be cared throughout the day and also to be attended in the late evening for feeding). Green fodder cutting and feeding, cleaning of bullock shed, removing cow dung from bullock shed and its dumping in FYM pit site (Throughout the years).	2 bullocks
3.02	Dry grass cutting from terrace field bunds, carriage and stocking of grass in bhusa shed(around 5000 sq.m. area). Making bhusa from dry straw of wheat and barley produced in the farm (On Season).	5000 m ² area
4	Farm Operation(IARI, RS, Dhanda Farm, Totu, Shimla)	
4.01	Filling of pots for various experiments, watering and weeding at regular interval	2500
4.02	Preparation of vermi-compost from farm biomass-12 pits (3x2x1.5 m ³ each)	12 pits
4.03	Nursery field preparation(approx. 10000 m ²), mixing of FYM etc. stone removal, ploughing etc.	10000 m ²
4.04	Cutting and collection of biomass from farm for vermin-compost (approx. 10 ha)	10 ha(Approx.)
4.05	Weeding, basin preparation, intercultural operations in field trials (approx. 7 ha)	7 ha
4.06	Preparing soil and FYM mixture for pot filling for glass house poly house studies, watering of pots (approx. 5000 pots)	5000 pots
4.07	Pit digging, pit filling with Soil, FYM, sand etc and transplanting in new blocks/ gap filling.	(approx. 500 pits, size 1 m ² each)
4.08	Protection of fruits in bearing trees for bird and wild animals etc throughout fruiting season in different fruit crops	(approx. 1500 trees in different season).

4.09	Beautification & landscaping around Dhanda farm office and surroundings. It includes preparation of flowering bed of seasonal flowers, pot filling, transplanting, weeding, watering etc. of flowering plants etc.	(approx. 6000 m ² area)
4.10	Removal of seasonal and perennial bushes, weeds, grasses, wild herbs etc from Dhanda farm and around residential premises.	30 Acres (Approx.)
4.11	Preparation and widening of basin and their maintenance).	(approx. 2000 plants
4.12	Carrying Fertilizers, tools & implements to different blocks and application thereof.	30 acres (different Research Blocks)
4.13	Spraying and application of different chemicals, pesticides, bio-fertilizers at different places at Farm	(need based 1500 plants)
4.14	Development of new areas for establishment of new research blocks etc.	5000 m ²
4.15	Removal of grafted saplings from field and making bundles (bare rooted) for sales to the farmers.	10000 saplings including strawberry runners
4.16	Filling of big iron tray with FYM, sand, soil for plant multiplication-20 tray (size 12 x 6 x .5 m ³).	20 tray
4.17	Loading/unloading, carrying farm input and farm produce from one block to another block.	1500 plants/ 6ha
4.18	Making terraces and repair of terraces, maintenance of perennial water springs	5000 m ²
4.19	Development of new area/beds for new plantation of sick plot	500 m ²
4.20	Collection of disease samples (leaves, fruits, twigs, roots etc.) from infected plants within farm.	500 samples
4.21	Removal of disease infected soil to distance places.	1000 m ² (app. Area)
4.22	Maintenance of sick plot (weeding, watering to plants, removal of stones, pit preparation, fertilizer application, spraying of chemicals etc.),	500 m ² (app. Area)
4.23	Maintenance of approach path leading to sick plot (weed removing, bush cutting, etc)	100 m ² (app. Area)
4.24	Field preparation, pit digging, filling, etc. for planting of virus infected block	200 plants
5	Farm Operation (IARI, RS, Amartara Cottage, Shimla)	
5.01	Seed extraction from apple, apricot, peach, pear etc.	From 4 Qtls. Fruits
5.02	Cleaning of glassware, lab equipments etc.	400/- per month
5.03	Preparation of flowering beds of seasonal flowers, pot filling transplanting, weeding, watering of plants grown in beds and pots.	500 m ² area and 250 pots.
5.04	Maintenance of lawns and beds near new and old office building etc.	500 Sqm.
5.05	Cutting of bushes, shrubs, wild grass near new and old office buildings and residential areas at regular intervals through out the year.	5000.00 Sqm
6	Farm operation (Dr.B.P.Pal Research cum study Centre, Shankli, Shimla)	
6.01	Beautification & landscaping around Dr. B.P. Pal Research cum study Centre, Shankli, Shimla	1500 m ² (approx.)
6.02	Preparation of pits and planting of plants near Dr. B.P. Pal Research cum Study Centre Shankli, Shimla, including weeding, making of basins, watering, spraying of insecticides, manuring etc. as per requirement.	1000 m ² (approx.)
6.03	Cutting of shrubs and wild grass etc. from the campus at regular intervals of the campus throughout the year	3000 m ² area
6.04	Pot filling, watering, weeding etc.	100 pots

Schedule-III

SCOPE OF WORK

Sl. No.	Item Description	Quantity
1	2	4
1.	Farm operations(IARI, RS, Shimla, Tutikandi Facility)	
1.01	Two ploughing with bullocks and one ploughing with power tiller in all the fields of the Centre, Stubble and pebble picking from the field & disposal lifting of small stones from the fields and its dumping in extreme corner of the fields, planking of all fields.	14000 m ² (Approx. area)
1.02	Application of manures and fertilizers, Pre-sown irrigation, Making lines through khilna and assistance for making layout with the help of rope. Assistance in Sowing of wheat and barley station trials (10 Nos.), coordinated trials (Approx. 5-6 Nos), breeding material (Approx. 500 lines), advanced bulks (Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400lines), nucleus seed of different wheat and barley varieties (Approx.5 varieties with each of 200-300lines). Stacking of pegs and tying of labels in entire wheat and barley experimental material.	14000 m ² (Approx. area)
1.03	Pre-emergence spray of weedicides, Hand weeding (3 times) and hoeing in all wheat and barley fields. Roughing operation in all fields for removal of unwanted plants from station trials, advanced bulks, nurseries and all multiplications.	14000 m ² (Approx. area)
1.04	Irrigation of fields as and when required Nitrogenous fertilizer application during growth period in selected trials and nurseries.	6000 m ² (Approx. area)
1.05	Bird scaring for at least 60 days during April to May.	14000 m ² (Approx. area)
1.06	Harvesting, carrying of produce of station trials (10 Nos.), coordinated trials (Approx. 7-8Nos), breeding material (Approx. 500 lines), advanced bulks (Approx. 200 cultures), multiplications, crossing blocks (150-200 pre-breeding genotypes), nurseries (300-400 lines), nucleus seed of different wheat and barley varieties (Approx.7 varieties with each of 200-300 lines) to threshing floor. Threshing, cleaning of above material and transportation to the farm stores. Threshing of approx. 10,000 single ears of wheat and Barley.	14000 m ² (Approx. area)
1.07	Cutting of shrubs and bushes in all the blocks three times in a year. Removal of bushes, herbs of residential premises.	1000 m ² (Approx. area)
1.08	Ploughing of fields for green manuring (July to September). Minor repairs of fields generally damaged during rainy season.	10000 m ² (Approx. area)
1.09	Beautification and landscaping around Tutikandi Facility office including preparation of flower beds of seasonal flowers, pot filling and transplanting flowering plant etc.	1000 m ² (Approx. area)
2	Lab and Glass House work	
2.01	Preparing soil and FYM mixture for pot filling for glass house studies, regular watering of pots as and when required	1000 pots
2.02	Transplanting of seedlings in poly house/ field. Spraying fungicide to control powdery mildew in glass house and poly house.	1000 seedlings
2.03	Cleaning of glassware, pestle and mortars, sanitation of different laboratories and glass houses etc.(about 1000 glassware per month)	One molecular laboratory, two glasshouses, one poly house, one Tissue culture lab
3	Live Stock Care	
3.01	To look after a pair of Bullocks (The bullocks need to be cared throughout the day and also to be attended in the late evening for feeding), Green fodder cutting and feeding, cleaning of bullock shed, removing cow dung from bullock shed and its dumping in FYM pit site (Throughout the year).	2 bullocks
3.02	Dry grass cutting from terrace field bunds, carriage and stocking of grass in bhusa shed(around 5000 sq.m. area). Making bhusa from dry straw of wheat and barley produced in the farm (On Season).	5000 m ² area
4	Farm Operation(IARI, RS, Dhanda Farm, Totu, Shimla)	
4.01	Filling of pots for various experiments, watering and weeding at regular interval	2500
4.02	Preparation of vermi-compost from farm biomass-12 pits (3x2x1.5 m ³ each)	12 pits
4.03	Nursery field preparation(approx. 10000 m ²), mixing of FYM etc. stone removal, ploughing etc.	10000 m ²
4.04	Cutting and collection of biomass from farm for vermin-compost (approx. 10 ha)	10 ha(Approx.)
4.05	Weeding, basin preparation, inter-cultural operations in field trials (approx. 7 ha)	7 ha
4.06	Preparing soil and FYM mixture for pot filling for glass house poly house studies, watering of pots (approx. 5000 pots)	5000 pots
4.07	Pit digging, pit filling with Soil, FYM, sand etc and transplanting in new blocks/ gap filling.	(approx. 500 pits, size 1 m ² each)
4.08	Protection of fruits in bearing trees for bird and wild animals etc throughout fruiting season in different fruit crops	(approx. 1500 trees in different season).

4.09	Beautification & landscaping around Dhanda farm office and surroundings. It includes preparation of flowering bed of seasonal flowers, pot filling, transplanting, weeding, watering etc. of flowering plants etc.	(approx. 6000 m ² area)
4.10	Removal of seasonal and perennial bushes, weeds, grasses, wild herbs etc from Dhanda farm and around residential premises.	30 Acres (Approx.)
4.11	Preparation and widening of basin and their maintenance).	(approx. 2000 plants
4.12	Carrying Fertilizers, tools & Implements to different blocks and application thereof.	30 acres (different Research Blocks)
4.13	Spraying and application of different chemicals, pesticides, bio-fertilizers at different places at Farm	(need based 1500 plants)
4.14	Development of new areas for establishment of new research blocks etc.	5000 m ²
4.15	Removal of grafted saplings from field and making bundles (bare rooted) for sales to the farmers.	10000 saplings including strawberry runners
4.16	Filling of big iron tray with FYM, sand, soil for plant multiplication-20 tray (size 12 x 6 x .5 m ³).	20 tray
4.17	Loading/unloading, carrying farm input and farm produce from one block to another block.	1500 plants/ 6ha
4.18	Making terraces and repair of terraces, maintenance of perennial water springs	5000 m ²
4.19	Development of new area/beds for new plantation of sick plot	500 m ²
4.20	Collection of disease samples (leaves, fruits, twigs, roots etc.) from infected plants within farm.	500 samples
4.21	Removal of disease infected soil to distance places.	1000 m ² (app. Area)
4.22	Maintenance of sick plot (weeding, watering to plants, removal of stones, pit preparation, fertilizer application, spraying of chemicals etc.),	500 m ² (app. Area)
4.23	Maintenance of approach path leading to sick plot (weed removing, bush cutting, etc)	100 m ² (app. Area)
4.24	Field preparation, pit digging, filling, etc. for planting of virus infected block	200 plants
5	Farm Operation(IARI, RS, Amartara Cottage, Shimla)	
5.01	Seed extraction from apple, apricot, peach, pear etc.	From 4 Qtls. Fruits
5.02	Cleaning of glassware, lab equipments etc.	400/- per month
5.03	Preparation of flowering beds of seasonal flowers, pot filling transplanting, weeding, watering of plants grown in beds and pots.	500 m ² area and 250 pots.
5.04	Maintenance of lawns and beds near new and old office building etc.	500 Sqm.
5.05	Cutting of bushes, shrubs, wild grass near new and old office buildings and residential areas at regular intervals through out the year.	5000.00 Sqm
6	Operation(Dr.B.P.Pal Research cum study Centre, Shankli, Shimla)	
6.01	Beautification & landscaping around Dr. B.P. Pal Research cum study Centre, Shankli, Shimla	1500 m ² (approx.)
6.02	Preparation of pits and planting of plants near Dr. B.P. Pal Research cum Study Centre Shankli, Shimla, including weeding, making of basins, watering, spraying of insecticides, manuring etc. as per requirement.	1000 m ² (approx.)
6.03	Cutting of shrubs and wild grass etc. from the campus at regular intervals of the campus throughout the year	3000 m ² area
6.04	Pot filling, watering, weeding etc.	100 pots

Note:The Vendors must visit the Station and its sites at their own cost and acquaint themselves with the operational system of the Station before quoting the rates in order to see the quantum of work cited above.


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 9:00 a.m. 6:00 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 government 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 Head, IARI, Regional Station, Shimla. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract immediately.

- (ii) All the personnel deployed will perform their duty in proper uniform and shoes/gum boots and requires tools etc. The agency shall, at its own cost, provide suitable uniform/protected clothing(both summer and winter) and required tools 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/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, 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 Central State Govt. from time to time and provide proof with monthly bill(s). Agency will maintain the record of wages paid, attendance, EPF, ESI and GST deposit and submit such records to the authorized officer of this station regularly every month alongwith 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 par 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 alterative 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 by 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 provision 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 or 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 with 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 Head, IARI, RS, Shimla shall have the full power to either taken 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 any other account from the manpower deployed at the IARI. The contract is liable to be terminated, security deposit forfeited and the contractor 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/- (Rupees One Thousand Only) per day will be deducted from the bill. Notwithstanding 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 the 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.
- (xvi) The contractor will have to submit work completion report of its monthly work by 7th of each succeeding month alongwith 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 for 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 access 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 alongwith 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) The L-1 bidder will be determined as per Schedule-1 (Financial Bid/BOQ).

Place:- Shimla
Date:- 9.10.2023


Head, Regional Station, Shimla,
On behalf of Director, IARI

132/1004
132/1004 का क्षेत्रीय स्टेशन
अमृतसर कॉलेज, शिमला - 171004 (हि.प्र.)
I.A.R.I., Regional Station
Amritsar College, Shimla-171004

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:.....

Note: The undertaking regarding the non blacklisting of firm is to be submitted on a non judicial stamp paper of Rs.100/- (Rupees One Hundred only).

PAYMENT

Payment to the deployed labourer by firm:

1. The firm has to pay the minimum wages as prescribed by Central/State Govt. whichever is on higher side for workers employed in agricultural activities and increase wage, if any, duration of contract period.
2. The Contractor will make the payment of Wages from his own by 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.
3. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the contractual manpower as prescribed by Centre Govt./state govt. from time to time and provide proof with monthly bill(s). He will maintain the record of wages paid, attendance, EPF, ESI and GST deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. The GST or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/ Service Provider to deposit in the concerned departments.
4. The Firm will not charge placement charges and /or on any other unauthorized deduction from the salary of manpower deployed at ICAR-IARI, RS, Shimla (H.P.). 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 man power on any account.
5. The contract or is solely responsible to pay the payments for the labour engaged by him well in time and fulfill all the administrative formalities for clearing of his bills in a timely manner. In the event of any unrest in the campus due to delayed payments from the contractor if any accrued the institute will be at liberty to assess and recover the loss accrued to the institute on account of default on the part of the Contractor. Such deduction shall be commensuration with the loss accrued to the institute due to default of the contractor on this account which will be assessed by the institute. The contractor will have to submit the monthly ESI and EPF statement along with bill for payment. Income Tax and other taxes (if any) will be deducted from the payments due for the work done as per rule.

Payment of the firm:-

6. 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.
7. Payment for service contract will be made monthly upon submission of pre-receipted bill in proportion of completed work with satisfactory report and shall be made 'monthly basis' after production of following proof:-
 - a. Documentary proof of disbursement of wages of the workers.
 - b. The copy of ESIC/EPF and GST challan.
 - c. Any other document required for the purpose.
8. There can be an increase/decrease in the work upto 30% and firms will be bound to accept the increase/decrease in the work accordingly.
9. Income Tax/TDS will be deducted from the payments due for the work done as per rule.

SERVICE LEVEL AGREEMENT FOR JOB WORK CONTRACT

10. The firms are advised to survey the field/farm and operations to be executed before responding to the job contract. For this purpose, firm may contact respect farm in-charges, Head Of Station, IARI, RS, Shimla-171004.
11. If the L-1 firm quotes predatory (very low) rates for job work items, the committee of RS, Shimla reserves the right to allot the work items to the bidder with reasonable rates.
12. 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 9.00 am to 6.00 pm but not exceeding to the permissible hours for each mandays.
13. 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 with 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 farm In-charge/Head, IARI, RS, Shimla. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract immediate ly.
14. All the personnel deployed will perform their duty in proper uniform and shoes/gumboots. 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.
15. The staff provided should also maintain secrecy and discipline in the premises of Institute.
16. 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, telephone number etc. and will also ensure the verification of the antecedents of such personnel.
17. 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.
18. 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 Centre Govt./State 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 equipment 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 labor 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.

19. 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.
20. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
21. 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.
22. 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.
23. 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.
24. The terms and conditions as stipulated in the bid documents and enclosed herewith, shall be part of the agreement which shall be executed between the IARI and successful bidder/contracting agency.

25. Successful bidder/Firm 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 form attached (**Annexure-IV**) herewith this bid document.
26. The firm will have to provide all necessary equipment for carrying out crop activities as per scope of work.
27. The terms and conditions reflected in the format of draft affidavit (**Annexure-IV**) attached are only tentative in nature and necessary changes, as deemed fit, shall be incorporated at the time of awarding the Job/Work contract.

(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, ICAR-IARI, RS, Amartara Cottage, Cart
Road, Shimla-171004 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 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)-----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-II & III** in the tender document including all the taxes viz. GST, 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.
12. That the firm shall issue identity card to each of the workers engaged for entry in to-----
----- (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.I. & 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 IARI 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. 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 contractor 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/- (Rupees One Thousand) 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 here of the parties have executed those present on the day, month and year as mentioned above.

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

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

Sign. Of Contractor/Authorized
Representative of Agency
ICAR/Director, IARI)

Sign. Of Head of Station
(For & on behalf of Secretary,

Dated signatures with Seal
Full Name
Mobile No.

Dated signatures with Seal

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

Witness (Indenting Unit):-
(Full Name &Address)

1.....
2.....

1.....
2.....

