



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



क्षेत्रीय केन्द्र (खाधान एव उधान), अमरतारा काटेज, शिमला-171004

REGIONAL STATION (CEREALS AND HORTICULTURE CROPS) AMARTARA COTTAGE, SHIMLA-171004

Phone No. 0177-2655305,2808766

File No. 5-29/Shimla/2018-19/

Dated 01.08.2018

E-PROCUREMENT TENDER NOTICE

Online Open Tenders are invited by the Head, ICAR-IARI, Regional Station, Shimla-171004(H.P.) from reputed service providers for **JOB WORK CONTRACT FOR OUTSOURCING OF Farm, Field and Laboratory Operations services(unskilled nature)** at **IARI Regional Station, Shimla-171004, Tutikandi Farm, Dhanda Farm & Dr. B.P. Pal Research cum Study Centre, Shimla** on behalf of the Director, ICAR-Indian Agricultural Research Institute, New Delhi-110012 in two-bid system (Technical bid & Financial bid)as per following schedule:

Cost of Tender Form	:	-Nil-
Start date of online submission of Tender	:	01.08.2018 at 3.30 PM
Pre-Bid Meeting	:	07.08.2018 at 11:AM
End date of online submission of Tender	:	28.08.2018 at 1:00 PM
Date of opening of Tender (Technical bid only)	:	29.08.2018 at 3.00 PM
Date of opening of Financial bid	:	As per online intimation

Please visit www.iari.res.in for Details Rules and Regulation and Log on www.eprocure.gov.in for online tender.

***Interested agencies/firms may visit the sites for evaluating and quoting of the rates.**

NOTE :

1. The Director, IARI may at his discretion, extend this date by a fortnight or so and such extension shall be binding on Tenderers.
2. The tender may be submitted in two bid system.
3. The tender while submitting every page and enclosures must be numbered. The conditions given for fulfilment of technical requirement may please be seen at condition No.21 and also mention the page number of enclosures said to be claimed of qualifying the technical bids.
4. The tender schedules containing the detailed description of work along with terms and conditions may be downloaded from IARI website [https:// www.iari.res.in](https://www.iari.res.in) and www.eprocure.gov.in.

Head

From:

The Head,
ICAR-IARI,
Regional Station, Shimla - 171004

To

Dear Sir(s),

On line Open tenders are hereby invited on behalf of the Director, IARI, New Delhi for **JOB WORK CONTRACT FOR OUTSOURCING OF Farm, Field and Laboratory Operations Services(unskilled nature)** at **IARI, Regional Station, Shimla-171004 and sites as mentioned in work schedule** for a period of **ONE YEAR** and extendable for further period subject to satisfactory performance of the vendor and its willingness to continue.

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender's forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs.72,000/ (Rupees Seventy Two Thousand only)** (approx. 2% of total minimum financial implication i.e. 2% of **Rs.36 Lakh tentative cost**) must be deposited in the form of demand draft/pay order payable to Director, ICAR-IARI, New Delhi-110012 in person in the office of the Head, ICAR-IARI, Regional Station, Amartara Cottage, Cart Road, Shimla-171004 on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscripted on the top of the envelop by including the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outrightly.
3. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related 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 Council/Instt. shall without prejudice to other

civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer.

8. Online tenders are invited under two bid system through e-procurement system. EMD must be deposited during working hours i.e. 10:00 A.M. to 4 P.M. on all working days (except 2nd Saturday, Sunday and gazette holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft/Pay order payable to Director, Indian Agricultural Research Institute at New Delhi.(No cheques will be accepted)
9. The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened online by the authorized officers. Bidders have two options to participate in tendering process at the time of opening of bids. Bidders can come at the place of opening of bids(electronically) as done in the conventional tender process or he can visualize the process online with physically being present at IARI.
10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in your tender. Name and address of permanent representative, of the tenderer if any, may also be indicated.
11. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
12. **An amount of security deposit (it will be 5% to 10% of estimated value of the tender(as per GFR 171)** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
13. No interest on security deposit and earnest money shall be paid by the Institute to the tenderer.
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 ICAR/IARI will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by GOI/ICAR.
15. Director, Institute reserves the right to reduce or terminate the period of contract or to extend for a period of contract not for more than one year at a time but will not in any case exceed five years in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
16. 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 & Conciliation Act, 1996.
17. Acceptance by the Head, IARI, RS, Shimla will be communicated by FAX/telegram, letter or E-mail or any other form of communication. Formal letter of acceptance and work order of the Tenderer will be forwarded as soon as possible, but the earlier instructions in the FAX/telegram, letter etc. should be acted upon immediately.
18. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
19. The Institute in its capacity as Principal Employer reserves the right to modify any other terms and conditions of the contract as mentioned in the Schedules, as its discretion, in the interest of the job work.
20. Successful Bidder/tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs.100/-(One hundred only) for work.
21. The Firms are requested to inspect the sites, understand the work by participating in pre-bid meeting and then quote the rates.
22. The following documents/vouchers are required to be uploaded with the Technical Bid in the following manner:-

The tender being uploaded by the firm, all pages along with enclosures must be numbered. Only those firms providing the following documents would be considered eligible and also fill the page number for claiming the fulfillment of requisite conditions as given in the column item wise:

Technical bid profoma

Documents required with technical bid	Page No.
a) Scanned copy of the 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 License under the Contract Labour(Registration & Abolition) Act, 1970.	
d) Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.	
e) Scanned copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached with latest ECRs at least 50 Nos. of staff.	
f) Scanned copy of valid registration certificate issued by National and small Industries Corporation (NSIC/MSME), if applicable.	
g) Scanned copies of proofs of minimum last three year's i.e 2015-16 to 2017-18 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 and scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three or more financial years.	
h) Scanned copy of proof of minimum turnover of the firm not less than Rs.20(Rupees Lakhs Only) during each of the last three financial year i.e. 2015-16 to 2017-18.	
i) Scanned copy of Income Tax(PAN), Service Tax/GST Registration Certificates, TIN number, with bank account details.	
j) Scanned copy of Audited Balance Sheet of the firm for last 3(three) financial years i.e. 2015-16 to 2017-18 by the Chartered Accountant.	
k) The firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.	
l) 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.	
m) Scanned copy of valid latest Bank solvency certificate for Rs.12 lakhs. The bank solvency certificate should not be more than six months old.	
n) Only those firms will be considered for financial bid who will qualify in the technical bid.	
o) Apart from above the bidders should have successfully executed/completed similar services over the last three years in the following manner: 1) Three similar completed services costing not less than the amount equal to 40% of the estimated cost: or 2) Two similar completed services costing not less than the amount equal to 50% of the estimated cost: or 3) One similar completed service costing not less than the amount equal to 80% of the estimated cost.	
p) The bidders shall authorize to seek references form the bidder's bankers.	
Q) The agency should have a contract manager with 5 years experience in services of an equivalent nature and volume, including not less than three years as Manager.	

Note :

1. The competitiveness of the rate(s) of each item will be taken into consideration but consolidated rates of all terms offered by the tenderer will be considered for Award of Job Contract.

2. The work for Farm operations may have to be attended at different intervals of times during the contract period as well as during day time which may vary from 7.00 am to 8.00 pm evening but not exceeding to the permissible hours for each man days.
3. Implements like Kassola, Khurpi, Kassi, Darati etc. required for agronomical operations will have to be provided by the contractor at his own.

Yours faithfully,

Head, IARI, RS, Shimla

TENDERS FOR THE CONTRACT FOR JOB WORK CONTRACT FOR OUTSOURCING OF Farm, Field and Laboratory Operations Services (unskilled nature) at IARI Regional Station, Shimla-171004

From

To

The Head,
ICAR-IARI, RS, Shimla-171004

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for **JOB WORK CONTRACT FOR OUTSOURCING OF Farm, Field and Laboratory Operations Services(unskilled nature)** at **IARI Regional Station, Shimla-171004** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1 We shall be bound by a communication acceptance dispatched within the prescribed time.

2. We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and from a part of this Tender. The Schedules-I & II to accompany this Tender are at pages _

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No..... dated of Rs..... drawn in favour of **Director, IARI and payable at New Delhi** is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Witness :
Address with Phone No.:
Occupation
Signature of witness to contractor's signature
Address:
Name & Signature of Witness:
Address:

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932 (Please give names of partners)
 - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting, regarding the contract
Date : _____
Place: _____

AUTHORISED SIGNATORY

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

SCHEDULE—II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE JOB WORK CONTRACT FOR OUTSOURCING OF Farm, Field and Laboratory Operations services(unskilled nature) at IARI Regional Station, Shimla-171004

SCOPE OF WORK & DESCRIPTION FOR GUIDANCE WITH TERMS:

1. Farm operations:

a. Field preparation:

Bullock drawn operations (Harrowing, intercultivation, Cultivation, Line marking, Ridges & Furrow making, Eathing up, Bed cutting), Layout & Bed cutting (Manual).

b. Sowing: Sowing of wheat & Barley with suitable row spacing and plot size.

c. Fertilizer manures application: Basal and top dressing, spreading of FYM, application of vermi-compost/chemical fertilizers.

d. Irrigation: Manual irrigation as per requirement in Tutikandi(Wheat & Barley), and horticulture farm Dhanda.

e. Thinning/Rouging: Removing of excess and off type plants from the experimental fields and disposal.

f. Weeding: Removing/uprooting of Weeds/unwanted plants from the fields & surrounding area of Office.

g. Intercultivation: Hand drawn intercultivation

h. Spraying: Spraying of weedicides/ pesticides etc.

i. Pollination work in wheat and barley and in : Assisting in Silking, Tasseling and pollination, bagging of wheat & barley panicles & pollination & Tagging selfed/ crossed cobs/ panicles.

j. Pollination work: Emasculation, pollination and labeling crossed flowers.

k. Disease & Pest screening work: Inoculum preparation & application

l. Harvesting (Cereals): Individual plant harvesting, de-husking, Plot harvest & dehusking, General bulk harvest, General bulk dehusking, Stubble cutting & shifting and threshing & cleaning individual rows & plot, General bulk harvest,

m. Harvesting (Fruits): Fruit picking, transportation to the field laboratories, cleaning, seed extraction from fruits etc.

n. Seed preparation: Seed counting, fungicide treatment & packeting

o. Threshing: By Machine, Manual threshing

p. Processing: Drying, cleaning, sorting, packing and storing of experimental material

q. Vermicompost work: Filling up of pit with dry matter, farm waste, FYM adding worms & intermittent watering to the pit. Separating worms/ cleaning & sieving

r. General work: Maintenance of farm- Cleaning bushes, pathways, roads, channels, trenches, boundaries & bunds.

s. Stubble and pebbles picking: Stubble and pebble picking from the fields & disposal

t. FYM transportation: It includes picking up the FYM from road to different blocks in Horticulture Farm Dhanda and fields in Tutikandi Farm.

u. Bird scaring: Bird scaring in wheat, barley and horticulture farm etc.

v. Garden work: weeding, watering, pruning etc. of garden plants

w. Labeling (Adding labeling thread to labels): Threading and tying labels to experimental plots.

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to authorized/designated officer.
3. The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director shall be final and binding on the Contractor/Agency in respect of clauses covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IARI for the purpose. All complaints should be immediately attended to by the Agency.
7. Approximately 30 different(whole day) activities are required to operate on each day throughout the year at the four establishments as mentioned in the work schedule.
8. Uniform with colour specifications and pattern approved by IARI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
9. The agreement is terminable with one month notice on either Side.
10. The contractor shall not sublet the work without prior written permission of the IARI/Regional Station.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The selected agency shall provide the necessary personnels at IARI as per labour acts prevalent in NCT of Delhi/Govt. of India and respective State Governments covered in this tender. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the IARI, the IARI shall have the right to ask for his replacement without giving any reason thereof and the agency on receipt of a written communication will have to replace such persons immediately.
13. 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.
14. Payment for service contract will be made monthly upon submission of pre-receipted bill.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI contribution Uniform, Liveries, OTA etc. **The Service provider(Manpower Supply Firm) shall in no case pay its employees less than the minimum mandatory rates as per minimum wages fixed by the Govt. of India for such services in Himachal Pradesh(Liable to change every six months i.e. 1st April and 1st Oct. every year & other enhancement, if any) and Payment of paid holidays and 26th Jan., 15th August, 2 October & 1 May for all dates payments must be provided to manpower by the firm itself. No additional payment shall be paid to the contractor on this account.**
16. 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 IARI 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 Director, IARI shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their duty points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor/Staff should be intimated to the Incharge/caretaker.
20. The Contractor must employ adult labour only Employment of child labour may lead to the termination of the Contract.

21. The contract is subjected to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
22. **Risk Clause:** IARI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by THE HEAD, IARI, REGIONAL STATION, SHIMLA- 171004 and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, IARI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**Signature of the Contractor or his authorized signatory
seal of the Agency / Firm**

WORK SCHEDULE cum Financial Bid as per BOQ

Last Date of Receipt of Tender : _____(Time)
 Date of opening of Financial Bids : As per the intimation
 To

The Head,
 ICAR-IARI, Regional Station,
 Shimla-171 004

Sir,

I /we wish to submit our Tenders for “**THE JOB WORK/SERVICE CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK(UNSKILLED NATURE) AT ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE, REGIONAL STATION, SHIMLA-171004**” ON THE FOLLOWING RATES:

Sl. No.	Item Description	Quantity	Units	Rate
1	2	4	5	
1.	Farm operations(IARI, RS, Shimla, Tutikandi Farm)			
1.01	Three ploughing with bullocks of the Centre, 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. 8-10Nos), 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.7 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. 8-10Nos), 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.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	10000 m ²	Per m ²	

	during rainy season.	(Approx. area)		
1.09	Beautification and landscaping around Tutikandi center 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 polyhouse.	1000 seedlings	Per Seedling	
2.03	Cleaning of glasswares, pesthral mortars, sanitation of different laboratories etc.(about 1000 glassware per month)	One molecular laboratory, two glasshouses, one poly house, one Tissue culture lab	Per unit	
3	Live Stock Care			
3.1	To look after a pair of Bullocks (The bullocks need to cared throughout the day and also 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	
3.2	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 pots	Per Pot	
4.02	Preparation of vermi-compost from farm biomass-6 pits (3x2x1.5 m ³ each)	6 pits	Per Pit	
4.03	Nursery field preparation (approx. 10000 m ²)	10000 m ²	Per m ²	
4.04	Collection of biomass from farm (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/in new area etc.	(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. 1000 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. 4000 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-15 tray (size 12 x 6 x .5 m3).	15 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	Increasing area by making terraces and repair of terraces.	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 lawn near office	100 m ²	Per m ²	
5.05	Cutting of bushes, shrubs, wild grass near office and residential areas at regular intervals throughout the year.	3000 m ² area(approx.)	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 different(whole day) activities are required to operate on each day throughout the year at the four establishments as mentioned in the work schedule.

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

Taxes, if any specifically be mentioned inclusive or exclusive

I/we agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form.

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

Signature_____

Name & address of the Firm _____

Telephone No. _____

Mobile No. _____

E-mail _____

DRAFT SPECIMEN AGREEMENT (TO BE MADE LATER ON WITH THE FIRM TO WHOM WORK IS AWARDED)

This agreement is made at (place) on (month/year) day of between.. . . . (IARI).. . . . (hereinafter called IARI) through (Director, IARI) which term shall include its successors, assignees etc. on the first part and (name & address of the firm) , (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the (Institute) has decided to assign the annual job work contract for providing (nature of job) :..... at (IARI, New Delhi) , (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) . and will remain in force for a period for one year but can be terminated by (name of the Instts.) by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing (nature of job)..... at (location) .
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the (name of the Instt.) shall have no liability on this account in any manner .
5. That the Firm shall ensure that all persons deployed at (name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The (name of the Instt.) shall have the right to ask for the removal from the (name of the Instt.) premises any personnel considered by the (name of the Instt.) to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Instt.) .
7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.)..... . No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providing services at (name of the Instt.)..... is as per terms and conditions specified and scope of work as per Schedule-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 working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the Director, IARI, New Delhi. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the Firm shall issue identity card to each of the workers engaged for entry into (name of the Instt.) premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the (name of the Instt.) may cancel the contract.

15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall 21 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 Compension Act, 1943, E.P.F., E.S.1. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified (name of the Instt.) . on account of any failure to comply with the obligations under various laws or damage to (name of the Instt.)..... due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the (name of the Instt.) . and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the (name of the Instt.) against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc.that are admisible to regular employees in the office of (name ofthe Instt.) ":
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. / NeT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Institute at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to anyone else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the" contract with trust. deligently and honestly.
22. In case of any accident! loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any. pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the Institute.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 1000/- will be levied as liquidated damages per day. whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by (Name of the Institute) and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 1000/- per worker per day will be deducted from the bill.

The decision of (Director, IARI) shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

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

(Name & Address of the firm) (For the Director, IARI)

Witness:-

1. _____

2. _____

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

AGREEMENT

Article of Agreement made this day, the _____ between Shri/Smt./Kum. _____ son / daughter of _____ residing presently at _____ (the first party) and _____ (designation of hiring authority representing the Institute) the second party.

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

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

1. PERIOD OF CONTRACT:

- a. The period of contractual appointment shall be from _____ in ____/____ 201____
- b. The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- a. The first party will present himself /herself at the place and time designated by the second party and render services to the second party broadly designated as 7 and described in detail in a job chart attached as Annexure-HI (a)8 to this agreement.
- b. In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs _____ per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

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

4. OTHER TERMS AND CONDITIONS:

As per Annexure-III(c).

5. **ANNUAL REVISION:** Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise!" the consolidated package by an amount not exceeding 10%Y.. of preceding year's package amount for the ensuing year.
6. **ACTION AGAINST FIRST PARTY:** (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party. shall entitle second party to terminate services of first party. (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.
7. **TERMINATION OF CONTRACT:**
 - a. The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
 - b. Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
 - c. The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.
8. **STANDARDS OF SERVICE:**
The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.
9. **GENERAL:**
This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

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Signed by First Party
by Authorized signatory

Name:

Address:

Dated:

WITNESS

Signature:

Name:

Address:

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Signed by the Second Party

Name:

Address:

Dated:

WITNESS

Signature:

Name:

Address: