



भा.कृ.अनु.प.-केन्द्रीय शुष्क बागवानी संस्थान
बीछवाल, बीकानेर (राजस्थान) - ३३४००६ (दूरभाष नं.0151-2253123/2250960)



निविदा आमंत्रण सूचना

सचिव, भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर, संस्थान प्रक्षेत्र में विविध कार्यों को अनुबंध के आधार पर (On Contract basis) करवाने के वार्षिक अनुबंध हेतु प्रतिष्ठित पात्र एजेन्सियाँ/ठेकेदारों से ओनलाइन निविदायें [Online Bids] दो प्रणाली (तकनीकी एवं वित्तीय) के अंतर्गत आमंत्रित करते हैं। विस्तृत निविदा सूचना, पूर्ण विवरण, निविदा प्रपत्र (तकनीकी एवं वित्तीय बीड), नियम-शर्तें एवं पूर्ण जानकारी संस्थान की वेब साइट www.ciah.icar.gov.in एवं CPP Portal [http://: eprocure.gov.in/eprocare/app](http://eprocare.gov.in/eprocare/app) पर **Tender ID: 2022_DARE_710958_1** एवं **2022_DARE_712208_1** दिनांक **15.09.2022** को 03.00 PM बजे से उपलब्ध है। CPP Portal <http://: eprocure.gov.in/eprocare/app> पोर्टल पर विधिवत भरे। विस्तृत जानकारी हेतु संस्थान की वेबसाइट www.ciah.icar.gov.in पर देखें।

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प्रशासनिक अधिकारी



भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145



F.No.07(ii)01/CS/विविध कार्य/2021-22/Vol-I

Dated: 14.09.2022

NOTICE INVITING ONLINE TENDER FOR "ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER".

- On behalf of Secretary, ICAR, the Director, ICAR-CIAH, Bikaner intend to invite Online Tenders **under Two Bid system (Technical & Financial bids separately)** from the reputed agencies dealing in providing of services, having continuous experience of minimum three year, having sufficient strength of Labourer and having PAN, EPF,ESI, Labour / Wage Registration and GST Registration from appropriate authorities, for the Annual Contract for following Services:-

Works Description	Bid Security (Rs.)
ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.	20,000/-

- Tender for above Work can be downloaded free of cost from the website <http://eprocure.gov.in> OR Website:ciah.icar.gov.in
The tender schedule is as under:-

Tender ID 2022_DARE_710958_1	Shall be notified on the website of Institute ciah.icar.gov.in
Tender Reference No.	F.No. 07(ii)01/CS/विविध कार्य/2021-22/Vol-I
Date of release of Tender through e-procurement Portal	15.09.2022 3.00PM
Date & Time for sale of Tender through Website/CPMP	16.09.2022 4.00 PM
Last date & time for submission of Online bid	08.10.2022 5.00 PM
Date & time for opening of Online Technical bid	10.10.2022 11.00 AM
Date & time for opening of Online Financial bid	To be notified later on
Address for communication	The Director, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., BIKANER-334006.

- The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document along with duly signed bid document (Technical & Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids send through FAX, E-mail, by hand or by post shall not be accepted/processed, in any case.**
- However, Original D.D./Pay Order/payment gateway receipt of Non-Refundable Tender Fee (Rs.1000/- per bid) and Bid Security as per detail above, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, CIAH, Bikaner", in person to Director, ICAR-Central institute for Arid Horticulture, Sri Ganganagar Road, Beechwal, Bikaner-334006 **on or before the last date/time of filing/submission of the online bids on the portal.** The particulars of the Tender Fee and Earnest Money Deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date, amount and name of the work, failing which the online bids will not be accepted.
- The eligible Bidder(s) who are registered with NSIC and is having valid NSIC Certificate for exemption of Tender Fee and EMD (Bid Security) for the work shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.
- The bidders may submit duly filled and completed bidding document ON LINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- In case, any holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on next working day at the same time. The Director, ICAR-CIAH, Bikaner reserves the right to accept or reject any or all the tenders without communication any reason.
- The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
<http://eprocure.gov.in/eprocure/app?page=helpForContractors&service=page>

Sd/-
Administrative Officer

Sing. of Tenderer



भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145



File No. 07(ii)01/CS/विविध कार्य/2021-22/Vol-I

Dated: 14.09.2022

INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.

**THE TECHNICAL ONLINE BID SHALL BE OPENED ON
THE FINANCIAL BID SHALL BE NOTIFIED LATER**

1. Name & address of the Proprietor :
2. Name & address of firm/agency/company :
3. Telephone No. : Off..... Res. Mobile No.....
4. Particulars of firm/agency/company :
(Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number :
6. GST Number :
7. E.P.F. Registration Number :
8. E.S.I. Registration Number :
9. Labour License Number :
10. Name of Office where firm is registered :
11. Name of Banker : Account No.
12. Last Date and time of submission of Online tender form : 08.10.2022 up to 5.00 P.M.
13. Date and time for Opening of Online Technical Bid : 10.10.2022 at 11.00 A.M.
14. Date and time for Opening of Online Financial Bid : Shall be notified later
15. Cost of Tender Form/Documents : Rs.1000/- D.D. No./payment gateway receipt..... Date
16. Earnest Money Deposit :Rs. **20,000** /- D.D. No./payment gateway receipt..... Date
(In favour of ICAR Unit, CIAH, Bikaner)
17. Performance Security Money : **3% of Total Cost of Annual Contract.**
18. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.**
19. Visit at our website: www.ciah.icar.gov.in

Sing. of Tenderer

भाकृअनुप-केन्द्रीय शुष्क बागवानी संस्थान

ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE

Sri Ganganagar Highway, Beechwal Industrial Area P.O.,

Beechwal, Bikaner – 334006 (Rajasthan)

Tel. No.0151-2253123/2250960, Fax No.0151-2250145

F.No.07(ii)01/CS/विविध कार्य/2021-22/Vol-I

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INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.

From: The Director,
ICAR-Central Institute for Arid Horticulture
Sri Ganganagar Highway
P.O. Beechwal Industrial Area
Bikaner – 334006 (Rajasthan)

To,

.....
.....
.....
.....

Sir,

Online Tenders are hereby invited on behalf of Secretary, ICAR, by the Director, ICAR-CIAH, Bikaner {under Two Bid System (Technical & Financial Bids, separately)} for ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER. The Terms and conditions of the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the ICAR and the special terms and conditions detailed in the tenders form and its schedules. Submit your tender online if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender ID	Shall be notified on the website :ciah.icar.gov.in
Tender Reference No.	F.No. 07(ii)01/CS/विविध कार्य/2021-22/Vil-I
Date of release of Tender through e-procurement Portal	15.09.2022 3.00PM
Date & Time for sale of Tender through Website/CPMP	16.09.2022 4.00 PM
Last date & time for submission of Online bid	08.10.2022 5.00 PM
Date & time for opening of Online Technical bid	10.10.2022 11.00 AM
Date & time for opening of Online Financial bid	Shall be notified later
Address for communication	The Director, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., BIKANER-334006.

- The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document alongwith duly signed bid document (Technical & Financial separately) and scanned copies of DD/payment gateway receipt of Tender Fee and Bid Security should and must uploaded On-line <http://eprocure.gov.in/> eprocure/app. The Bids send through FAX, E-mail, by hand and/or by post shall not entertained**
- Scanned copies of DD/payment gateway receipt of the Tender Fee and Bid Security should and must also be uploaded On-line with Technical bid. However, Original D.D./Pay Order/payment gateway receipt of Tender

Sing. of Tenderer

Fee (Rs.1000/- for bid) and Bid Security of Rs.20,000/-, must be deposited in the form of Demand Draft/Pay Order through payment gateway (not Cheque) payable to "ICAR Unit, CIAH, Bikaner", **in person to Director, ICAR-Central Institute for Arid Horticulture, Sri Ganganagar Road, Beechwal Industrial Area P.O., Bikaner-334006 on or before the last date.** The particulars of the Tender Fee and Earnest Money Deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the work, failing which the online bids will not be accepted. However, the eligible Bidder(s) who are registered with NSIC and is having valid NSIC Certificate for exemption of Tender Fee and EMD (Bid Security) for the work shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.

3. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document. The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
<http://eprocure.gov.in/eprocure/app?page=helpForContractors&service=page>
4. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his/her Tenders, he/she will not resile his/her offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the Earnest Money will be forfeited by the Institute. In the event of offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the Institute.
5. All the schedule of the tender form should be uploaded alongwith online bids. In the event of space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the online bid tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the Tenders may be rejected.
6. The tender is liable to be ignored if complete information and document as required is not given therein in the online bids or if the particular asked for in the schedules to the tender is not fully filled in. Individual signing the tender 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.
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/Institute 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, if any, should be signed by the tenderer.
8. In case, the tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
9. The Tender would be evaluated based on the eligibility criteria given in the Online Bid form, documents & information furnished by Tenderer in response to the requirements given in the online Technical bid of Tender and then the total monthly liabilities/charges including all as quoted in schedule-II by technical responsive bidder(s).

10. If a firm quotes 'NIL' charges/consideration, his/her online bid shall be treated as unresponsive and shall not be considered.
11. The first order shall be given for a period of only three months and it will be extended for further period of annual contract, subject to if service provided is found satisfactory during initial period of 03 months.
12. The rates quoted by firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected.
13. **The firm will not charge placement charges on any other account from the manpower deployed with the Institute. The contract liable to be terminated, security deposited forfeited and the contractor/firm will be blacklisted if, at a later stage, reports are received that the contractor/contracting firm has charged the manpower on any contract.**
14. The Institute (ICAR-CIAH) 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.
15. An amount of 3% of total contract value as a security deposit for the contract is to be deposited by the successful agency/tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited. SMD will be released after 60 days of expiry of contract, subject to clearance of all dues pending against the contracting agency.
16. No interest on security deposit and earnest money deposit shall be paid by the Institute.
17. The Income Tax/GST/GSTTDS or any other Tax which is as per the rules of the Govt. shall be deducted at source from the monthly bills of the successful tenderer, as per rules/instructions made from time to time. Any other statutory tax applicable or made applicable after awarding the contract in respect of this contract shall also be payable by contractor. The Institute shall entertain and decide the claim in this respect, strictly as per the Notification(s) issued by the concerned department of Govt. of India.
18. The Director, CIAH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of Institute for a period of three years (1+1+1) subject to if agency provides satisfactory services for any justifiable reasons not mandatory to be communicated to the contracting agency.
19. Decision of Director, CIAH shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIAH. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
20. Acceptance by the Institute [CIAH] will be communicated by the FAX/Speed Post/Mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the FAX/Speed Post/Mail etc. should be acted upon immediately.
21. **Only those agencies/firms shall be considered for opening of online financial bid(s), who shall qualify in the Online Technical Bid.**

22. The scanned copies of following documents/vouchers duly signed and stamped by the bidder are required to be uploaded by the Bidder with his/her duly filled & completed Technical Online Bid (duly signed/stamped on each page) as required under the terms and conditions of this Online Bid document otherwise the online Technical bid shall liable to be rejected.

1.	Scanned copy of Earnest money D.D./Pay Order/payment gateway receipt for Rs.20,000/- and Tender fee for Rs.1000/- in favour of "ICAR UNIT, CIAH, Bikaner".
2.	Scanned copy of Registration certificate of the firm to conduct commercial activity/work contract issued by appropriate authority.
3.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC), if applicable.
4.	Scanned copy of ESI Number certificate of the firm issued by appropriate authority.
5.	Scanned copy of EPF Number certificate of the firm issued by appropriate authority.
6.	Scanned copy of GST Registration certificate of the firm issued by appropriate authority.
7.	Scanned copy of PAN Number Certificate of the firm issued by appropriate authority.
8.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. <u>The Contractor shall have to obtain the Labour License under this Act after award of contract.</u>
9.	Scanned copy of Proof/Certificate(s) of last three years continuous work experience of Bidder/firm in the field of such outsourcing Job/Services in Central Govt. establishments/ Autonomous bodies of Govt./Corporation of govt. of India/reputed public or private organizations. The Bidder/firm should have at least one annual job contract of minimum value of Rs.5.00 lakhs during last three years. <i>(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner given in page 09/Para-17 of Tender Document.)</i>
10.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Labourer has to be attached.
11.	Scanned copy of Certified copy of valid latest Bank solvency certificate for Rs.5.00 lakh to be attached. The bank solvency certificate should not be more than six months old.
12.	Scanned copy of Minimum turnover of the firm should not be less than Rs.5.00 lakhs in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2019-20, 2020-21 & 2021-22) duly certified by the chartered accountant.
13.	Scanned copy of an undertaking in Annexure - "X" attached with the bid document duly attested by Notary on a non-judicial stamp paper of value of Rs.100.00 (rupees One hundred only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertaking and/or by Central Vigilance Commission during the last three years.
14.	Scanned copy of Other Document as per eligibility criteria as per Bid Document

23. Labour can be increased and decreased as per Institute requirement.

24. In case rate of one or more bidders are found similar, the criteria of finalizing the successful bidder shall be as under.

- i) Experience in the field.
- ii) Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.

sd/-

(Administrative Officer)
For and on behalf of the Director
ICAR-Central Institute for Arid Horticulture,
Beechwal, Bikaner

Sing. of Tenderer

TENDER FOR THE ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.

Full Name & Address of the tenderer in addition to address and other relevant information needed for the complete address:-

Telephone No./Mobile No.
Address
e-mail:

From

M/s.....
.....
.....

To,

The Director,
ICAR-Central Institute for Arid Horticulture
Sri Ganganagar Highway
P.O. Beechwal Industrial Area
Bikaner – 334006 (Rajasthan)

I/We have read all the particulars regarding the General information and other terms and conditions of **TENDER FOR THE ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER** and agree to provide the services as detailed in Annexure herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule - II (attached) to this tender and I/we agree to hold this offer open till 90 days. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2. I/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 added to and form a part of this Tender. The Schedules accompany this tender are at page Nos. _____.
- 4. Every page so attached with this tender bears my signature and the office seal.
- 5. Pay order/Demand Draft No./payment gateway receipt _____ dated _____ of **Rs 1000/-** issue in favour of “ICAR UNIT, CIAH, BIKANER” and payable at, Bikaner is enclosed as Tender documents fee (Non refundable).
- 6. Demand Draft No./payment gateway receipt _____ dated _____ of **Rs 20,000/-** in favour of “ICAR UNIT, CIAH, BIKANER” and payable at, Bikaner is enclosed as **Earnest money**.

Signature & Seal of the Tenderer with date

Name & Signature of witness _____
Address of witness: _____

Address of the Tenderer _____
Tele. No. of Office _____
Mobile No. _____
FAX _____
E-mail _____

Sing. of Tenderer

Schedule – I

**Technical Bid
Schedule to Tender**

1.	Name of Firm/Agency Indian Companies Act 1956 b. Indian Partnership Act 1932: (Please give names of partner)	
2.	Constitution of the Firm/Agency Any other Act, if not the owners	
3.	a. For Partnership firms whether registered under "The Indian Partnership Act, 1932", please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full address of your Banker's	
5.	Registration Number of the firm	
6.	ESI No. of firm	
7.	EPF No. of firm	
8.	GST Registration No.	
9.	Registration No. under Labour Contract Act/License	
10.	PAN Number	
11.	Name of the permanent representative to be visiting ICAR-CIAH, Bikaner, regarding the contract.	
12.	Minimum turnover of the firm should not be less than Rs.5.00 lakhs in each year during last 3 years. Scanned copies of Balance sheet of the firm/agency for last 3 years (2019-20, 2020-21 & 2021-22) duly certified by the chartered accountant is attached.	
13.	Number of Labour/Supervisor registered under ESI/EPF. Scanned copies of latest ESI/EPF Challans for ascertaining the number of Labour/Supervisor has to be attached.	
14.	Detail of Earnest Money Deposited. Give DD/FDR No./payment gateway receipt and date (Attach scanned copies)	
15.	Scanned copy of valid latest Bank solvency certificate for Rs.5.00 lakhs to be attached. The bank solvency certificate should not be more than six months old.	

Authorized Signatory/Tenderer

Sing. of Tenderer

Continued on page 9

16.	Whether you have been declared "Blacklisted" OR banned for Business by any Department of Central/State Gove. Department/Public body. Reply Yes or No, as the case may be and attach scan copy of undertaking as per format given at Annexure-X/Page No.16. If Yes, than give details.					
17.	Continuous works experience of last 3 years 2019-20, 2020-21 & 2021-22 (Name & address of client department may be indicated in chronological order and scanned copies of supporting documents/proofs may be attached) - as per eligibility criteria (Page 12), with at least one annual <u>contract of minimum value of Rs.5.00 lakhs.</u>					
	Sl. No.	Name of Client Department/ Organization & Name of Contact person with Ph.No.	Period From To		No. of Staff	Total value of the contract
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					

I/We undertake that scanned copies of all the above documents/information have been attached (except S.No.7) with the Online Technical Bid. Incase any document and/or information is not found in my/our online bid or found incomplete or invalid, then the ICAR-CIAH, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Date :

Place :

Authorized Signatory/Tenderer

NOTE: All the desired information in column 01 to 17 should be filled in/replied by the Bidder along with scanned copies of all the above information/documents duly signed and stamped must be accompanied with the online bid, otherwise bid is liable to rejected.

Sing. of Tenderer

SCHEDULE-II**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.**

1. OFFICE, LABORATORIES, UNITS AND THEIR LOCATION:-
ICAR-Central Institute for Arid Horticulture, Bikaner:- The Campus is situated at Beechwal Industrial Area P.O., In front of 10th K.M. Mile Stone, Beechwal Area of the District H.Q.
2. **SCOPE OF WORK/SERVICES/JOB REQUIRED TO BE PERFORMED:**

JOB DETAIL
<p>ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.</p> <p><u>A. Unskilled</u></p> <ol style="list-style-type: none"> 1. संस्थान प्रक्षेत्र के विभिन्न फल वृक्षों एवं सब्जियों के प्रखण्डों में आवश्यक कार्य जैसे-पौधों की कटाई-छंटाई, निराई-गुड़ाई, खरपतवार निकालने, थाले बनाना, खाद एवं उर्वरक देना, पेड़ के तनों व मुख्य शाखाओं पर चूना एवं कीटनाशकों का लेपन, सिंचाई, कीटनाशक, फफूंदनाशक, पोषक तत्वों, पादप वृद्धि नियामकों का छिड़काव, फलों को पक्षियों से बचाना, फसल-तुड़ाई, भण्डारण इत्यादि का कार्य करना। 2. नये बागान स्थापना हेतु भूमि को तैयार करना, पौधे लगाना एवं उनकी देखभाल करना। 3. प्रक्षेत्र पर स्थापित पौधशाला में बीज द्वारा पौधों का प्रवर्धन, थैलियां भरना, क्यारियां तैयार करना, क्यारियों में थैलिया जमाना, सिंचाई, खरपतवार निकालना एवं पौधों के बेचने लायक होने तक उनकी देखभाल करना। 4. भूदृश्य अनुभाग में नये पौधे लगाना, पुराने पौधों की देखभाल से संबंधित कार्य जैसे- निराई-गुड़ाई, खाद व उर्वरक देना, सिंचाई, कटाई-छंटाई, खरपतवार निकालना इत्यादि, लौन का रख-रखाव एवं समय-समय पर घास की कटाई, मौसमी वार्षिक पौधे तैयार करना, उन्हें लगाना एवं उनका रख-रखाव। 5. संस्थान प्रक्षेत्र में सिंचाई हेतु बनायी गई नहरों का रख-रखाव। <p style="text-align: center;">Total Points/Manpower = 30 points/manpower = 26 days/month or No. of attendance which ever is less.</p>

3. TERMS & CONDITIONS:

- 3.1 Since, EPF Contribution from the Firm to workers is mandatory and therefore complete details of person to be deployed is need (Name, Father's name, age, sex, EPF No. Adhar No. and account No., Bank No.) prior to allotment of work order to the firm. Further, local police verification is needed for manpower including reliever.
- 3.2 The climate of Bikaner is very hares and thus person deployed must have at least two years' experience/exposure in the state/SAU/ICAR Units/other Govt. Organization.
- 3.3 ICAR-CIAH, Bikaner is located outside the area of the city and spread over 125 hectares area. Here, the temperature is very extreme both in the summer and winter, and thereby the manpower deployed must well known to this situation for field working hours may be between 6.00 AM to 7.00 PM (8 hours) period. Thus the manpower must reach the working point as per the scheduled time without any delay. The manpower must have the know-how of field activities and be fit for work in the farm area.
- 3.4 For timely payment to labour and EPF deposition regularly, the engaged firm must submit bill monthly and at least in second week of running month and otherwise 5% gross amount

- shall be deducted in the current bill. This is must to regular labour payment and EPF subscription (So that on line EPF monitoring) can be done.
- 3.5 The Firm is solely responsible for timely payment (1st week of month) and EPF deductions etc. and bill submission regularly (2nd week of month) to the office. The firm has no right to stop any manpower even when there is delay in bill payment due to their fault with the office.
 - 3.6 Payment for service job contract will be made monthly upon submission of pre-receipted bill along with all document as per Bid document by the Contractor.
 - 3.7 The Firm must ensure 30+10 individual bio data which would be deployed along with one separate manager for 8-10 AM to manage labour deployment and to whom daily interaction for service matters. The firm cannot change the manpower once it is selected and deployed to the particular plot without permission of competent authority.
 - 3.8 The Firm has to ensure complete details with the start of work and in 30 days for EPP, ESI and other requirements of the office. This is a must for regularity in manpower supply and timely payment.
 - 3.9 The agency/firm have to deploy required number of manpower to perform the job on day to day basis assigned period on all working day. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remains absent.
 - 3.10 The staff to be deployed should maintain secrecy and discipline in the premises of Institute.
 - 3.11 The staff to be deployed for performing the job should be capable of efficiently attending the work and also having appropriate essential experience of the job.
 - 3.12 The contractor shall keep a complete register with his supervisor, and it shall be open to verification by the authorized office of Institute for the purpose. All complaints should be immediately attended to by the Contractor/Agency.
 - 3.13 The contractor/agency shall not sublet the work.
 - 3.14 The contractor or his deployed workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
 - 3.15 The selected agency shall deploy the required personnel's for execution of job at Institute, as per labour acts. The agency shall employ good and reliable persons with robust health of age group 18 to 50 years. Employment of child labour would lead to the termination of the Contract beside legal action as per Law. In case any of the provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
 - 3.16 The manpower will always work in isolation and alone in the plots which are scattered, therefore, the male person is preferred.
 - 3.17 The persons so deployed by the agency for performing the assigned job under this contract will be employee of the Agency/Contractor and will not be the employee of Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services/job.
 - 3.18 The rates to be quoted should include cost of each and every item including material cost if any, transportation cost, manpower cost and taxes etc.
 - 3.19 The Contractor shall discharge all his legal & statutory obligations in respect of the each workers/supervisors to be employed/deployed by him for the execution of the work in respect of their minimum wages, EPF and ESI 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 Institute 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, ICAR-CIAH shall be final and binding on the contractor. Any statutory increase in Minimum Wages, EPF/ESI and taxes etc. during the term of the Contract and its consequential effect of EPF and ESI contributions and service tax/GST shall be reimbursed

to the contractor by Institute. However, no request any alternation or increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per S.No./**Point No.08 Annexure-A to Schedule-III** to Tender, shall be shall be entertained, considered and accepted by the Institute on any condition/ground whatsoever during the entire term of the contract.

- 3.20 The contract is subject to the condition that the tenderer shall comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
- 3.21 **Risk Clause:** ICAR-CIAH 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 period of three days 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 S.D. or pending bills of the Agency or by rising a separate claim.

4. LIQUIDATED DAMAGES CLAUSE:

- 4.1 An amount of Rs.500/- per day per job will be levied as Liquidated Damage whenever and wherever it is found that the work is not up to the mark OR not executed in any Unit/Section of the Institute. It will be brought to the notice of the supervisory staff of the Firm/Agency/Contractor, by Institute and if no action is taken within one hour, liquidated damages clause will be invoked and shall be deducted/recovered from monthly bill(s)/Security Deposit of the Firm/Agency/Contractor.
- 4.2 Any misconduct/misbehavior and un-lawful activity on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- 4.3 If the required number of Workers are less than the minimum required then as a Penalty of Rs. 200/- per worker per day will be deducted from the bill.
- 4.4 In case of any Loss or Damage etc. occurred to the movable or immovable property(ies) of the Institute due to any act or negligence of the worker(s) deployed by the Firm/Agency/Contractor for execution of job/services as per Annexure-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.
- 4.5 The Director, ICAR-CIAH, Bikaner reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The Decision of Director, ICAR-CIAH, Bikaner shall be final and binding on the contractor/agency in respect of any clause under the Contract.

5. ELIGIBILITY CONDITIONS:

- 5.1 The firm should have minimum 3 years (2019-20, 2020-21 & 2021-22) continuous experience of performing job/outsourcing service contract of in reputed Govt./Semi Govt./Govt. Undertaking/University/establishment or reputed public or private organization and should have at least one annual contract of minimum value of Rs. 5.00 lakh during last 3 years.
- 5.2 The firm should have at least 40 labourer registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of labourer registered with the ESI/EPF Deptt.
- 5.3 The firm must have Service Tax Number, ESI, EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License, PAN (Income Tax) and GST.
- 5.4 The firm must have solvency certificate for at least Rs.5.00 lakh from their bankers. The Bank solvency certificate should not be more than six months old.
- 5.5 Minimum turnover of the firm should not less than Rs.5.00 Lakh in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2019-20, 2020-21 & 2021-22) duly certified by the Chartered Accountant is to attached.
- 5.6 Other details as per Para 22/Page-6 and Annexure-"Y"/Page-18.

6 TERMS OF THE CONTRACT:-

The terms of the contract will be of one year and it may be extended upto 3 (1+1+1) years if agency concerned provides satisfactory service. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/quarterly/six monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will be awarded only for 3 months and it will be extended for further period, if the service provided by the agency during initial period of 03 months is found satisfactory.

7. MODE OF PAYMENT:-

- 7.1 The agency shall submit monthly bills for the job performed during the preceding on 2nd week of month. The proof of contribution made for ESI/EPF/GST paid for the Manpower deployed by the Contractor at the Institute are also to be deposited by the Agency/Contractor [**Copy of Separate challan in favour of this Institute is required along with Bill**]. The Institute shall made payment through e-payment mode to the agency/contractor, in a reasonable period viz. 30 days after completion/fulfillment of all obligations by the Contractor/Agency.
- 7.2 Income Tax and GST/TDS as per rules will be deducted by the institute from each monthly bill.
- 7.3 The Contractor/Agency shall have to pay the monthly wages to his worker through cheque OR through electronic mode/e-payment of bank in the Account of workers and submit the photocopy of Bank Account Passbook of the each workers in the respective month of Bill on or before 07th of every month at his own resources and the Agency shall have to submit required monthly detail including Wages Register/EPF/ESI/GST challan etc. To the Authorized Officer/Officers of Institute for verification it firm pay less then minimum wages to his workers, the whole payment will be seized.

8. TERMINATION:-

This contract can be terminated by giving one months notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall be entitled to and have no claim for any absorption in the regular/otherwise capacity in Institute/Council. This also cannot be challenged through any court of law.

9. LOSS AND/OR DAMAGES:

Any theft, damage or loss of property (movable or immovable) of Institute occurred by the contractor or its deployed manpower or due to negligence of Contractor or its deployed manpower would be recovered from the Contractor and decision of the Competent Authority of Institute shall be a binding on agency.

10. SECURITY DEPOSIT:-

An amount of 3% of total contract value shall be deposited as security money/performance guarantee within a week from the award of contract to Agency/Contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused due to the negligence of the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.

11. The selected Agency/Contractor has to execute an Agreement on Non-judicial Stamp paper of appropriate value, containing all terms/conditions etc. The tender is likely to be canceled in case the conditions in the agreement are not fulfilled.
12. The contractor is advised to survey of the campus of ICAR-CIAH, Bikaner, for on the spot assessment of all the sites/location and field conditions, before offering rates.

Sing. of Tenderer

13. The contractor has to attach the duly signed and stamped supporting documents with proper referencing as per the check list (Annexure-"Y"). No extra documents need to be attached with the tender form.
14. All documents to be furnished/attached with their Online Bid form by the Bidder must have to be signed and stamped by the bidder.
15. Any legal dispute arising out of this contract shall be within the Jurisdiction of Bikaner Court(s).

Annexure 'A' to Schedule-III

Financial implication for ANNUAL CONTRACT FOR OUTSOURCING OF AGRICULTURAL RELATED UNSKILLED LABOUR SERVICES IN EXPERIMENTAL FARM AND OFFICE CAMPUS AT ICAR-CIAH, BIKANER.

S.No.	Particulars (Existing Rates)	Rate/Amount Cost per month per point	Monthly Liability (Rupees)
(i)	(ii)	(iii)	(iv)
1.	Minimum wages as prescribed by Govt. of India w.e.f. 01.04.2022 {F.No.1/4(1)/2022-LS-II, dated-29-07-2022 UNSKILLED	404/-	404X26=10504 Or actual attendance, whichever is less.
2.	EPF @13.00 (@Rs.15000/- being the maximum limit on part of employer vide EPFO notification No. actuarial /18/2008 Vol.III/7738 dated 29.08.2014	@ 13 % of wages	1365.52
3.	ESI	@ 3.25%	341.38
4.	Sub-total (1+2+3)	--	12210.90
5.	Cost per point per month Rs. (Sum of 4+5)	--	12210.90
6.	Total cost for 30 Manpower per month.	--	366327
7.	<u>Service Charges*</u> (To be quoted by tenderer/bidder and the same will be rounded off nearest to Rupee). (निविदाकर्ता/फर्म को सर्विस चार्ज हेतु ली जाने वाली राशि पूर्ण रुपये में अंकित करना आवश्यक है।)	--	
8.	GST on service Charges extra as applicable of column No. 7	@.....% of 7	
9.	Total service charge + GST on service charge (sum of 7+8)		
10.	Grand Total Monthly liability Sum of 6 and 9		[Inclusive of Service Charges quoted by Bidder/Agency]

* To be quoted by tenderer/bidder and the same will be rounded off nearest to Rupee.

* निविदाकर्ता/फर्म को सर्विस चार्ज हेतु ली जाने वाली राशि पूर्ण रुपये में अंकित करना आवश्यक है।

Note: Any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF & ESI contribution shall be and GST reimbursed to the contractor by Institute. However, no request for any increase in the Service charge, to be quoted and payable to the Contractor/Agency as per Annexure "A" attached to this Schedule to tender shall be entertained, considered and accepted by the Institute on any ground and/or conditions whatsoever during the entire term of the contract.

Signature.....

Authorized Signatory/Tenderer

(With Seal)

Annexure-"X"

Sing. of Tenderer

(To be attested by Central Notary on a Non-Judicial Stamp Paper worth Rs.100.00)

UNDERTAKING

I/We have read and understood ICAR-CIAH, Bikaner'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 ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER.

I/We do hereby also accept ICAR-CIAH, Bikaner have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CIAH, Bikaner any changes the condition or working of the firm.

It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization , he/she represent. we authorize ICAR-CIAH, Bikaner to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

.....

.....

.....

Mobile:.....

Place:.....

Date:.....

Check list of duly signed and stamped documents to be submitted by the Tenderer with Online Technical Bid

Name of Bidder: _____

S.No.	Documents required & submitted*	Yes/No	Page No.
1.	Scanned copies of Earnest money D.D./Pay Order/payment gateway receipt for Rs.20,000/- and Tender fee for Rs.1000/- in favour of "ICAR UNIT, CIAH, Bikaner".		
2.	Scanned copies of Registration certificate of the firm under work contract of the Govt.		
3.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC), if applicable.		
4.	Scanned copy of ESI Number certificate of the firm issued by appropriate authority.		
5.	Scanned copy of EPF Number certificate of the firm issued by appropriate authority.		
6.	Scanned copy of GST certificate of the firm issued by appropriate authority.		
7.	Scanned copy of PAN Number Certificate of the firm issued by appropriate authority.		
8.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. The Contractor shall have to obtain the Labour License under this Act after award of contract by Institute.		
9.	Scanned copy of Proof/Certificate(s) of last three years (2019-20, 2020-21 & 2021-22) in the field of such outsourcing Job/Services in Central Govt. establishments/ Autonomous bodies of Govt./Corporation of govt. of India/reputed public or private organizations. The firm should have executed atleast one annual job contract of minimum value of Rs.5.00 lakhs during last three years. (Name and address of client departments may be indicated in chronological order in point 14 below and supporting documents may be attached in said manner)		
10.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Labourer has to be attached.		
11.	Scanned copy of valid latest Bank solvency certificate for Rs.5.00 lakhs to be attached. The bank solvency certificate should not be more than six months old.		
12.	Scanned copy of Minimum turnover of the firm should not be less than Rs.5.00 lakh in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2019-20, 2020-21 & 2021-22) duly certified by the chartered accountant is attached..		
13.	Scanned copy of an undertaking in Annexure - "X" attached with the bid document duly attested by Notary on a non-judicial stamp paper of value of Rs.100.00 (Rupees One hundred only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertaking and/or by Central Vigilance Commission during the last three years. (As per Annexure-X/Page No.16)		
14.	Scanned copy of Other Document as per eligibility criteria of Tender Document.		

16. Detail of the continuous work experience of last 3 years/work done (with at least one annual contract of minimum value of Rs.5.00 lakh).

S.No.	Name of Client Department/ Organization & Name of Contact person with Ph.No.	Period		No. of Staff	Total value of the contract
		From	To		
1.					
2.					
3.					
4.					

I/we undertake that scanned copies of all the above documents/information have been attached with the Online Technical Bid. In case any document/information is not found in my/our online bid OR found incomplete or invalid, then the ICAR-CIAH, Bikaner is free to reject my/our online bid which for the Bidder shall be wholly responsible.

Authorized Signatory

Sing. of Tenderer