

Cost of Tender form Rs. 500/-



ICAR-NATIONAL RESEARCH CENTRE ON POMEGRANATE
(Indian Council of Agricultural Research)
NH-9 Solapur-Pune Highway, Kegaon, Solapur 413 255

Tel: 2354330, 2350074, 2350263, Fax: 0217-2353533, 0217-2350262 (Director)

E Mail: nrcpomegranate@gmail.com, director@nrcpomegranate.org

rkrishnapal@gmail.com contact@nrcpomegranate.org

Website: www.nrcpomegranate.org



Note: - All communications must be addressed to Director, ICAR-National Research Centre on Pomegranate, NH-9, Solapur-Pune highway, Kegaon Solapur 413 255.

From:
Director,
ICAR-National Research Centre on Pomegranate,
NH-9, Solapur-Pune highway, Kegaon Solapur 413 255.

To

Sub: Providing Job/Service contract at ICAR-NRCP, Kegaon, Solapur – reg.

Ref: ICAR-NRCP/Open Tender 2014-15/Job/Service Contract/Office and Lab -09 dt.
11.10.2014

Dear Sir(s),

1. Sealed Open Tenders are invited in **two bid** systems i.e. “**Technical**” and “**Financial**” on behalf of the Director, ICAR-NRCP, Kegaon, Solapur from the **reputed agencies for providing job work/services**. The terms and conditions of the contract and other relevant details are mentioned in Schedules-I to V.
2. The tender form can be purchased on payment of Rs.500/- (Rs. Five hundred only) from the office of ICAR-NRCP, Kegaon, Solapur during office hours from 11.00 AM to 4.00 PM on all working days by cash. Those who want the tender form by post, they should send D.D. Drawn in f/o “ICAR Unit: NRCP” payable at Solapur for Tender Cost of Rs.500/- plus Rs.100/- for postal Charges. The tenderers have to submit the copy of cash receipt issued by ICAR-NRCP along with the tender document if purchased from the office of the ICAR-NRCP Solapur. Interested firms may also download the tender document from the ICAR-NRCP website (www.nrcpomegranate.org) and submit the D.D. for Rs.500/- drawn in f/o “ICAR Unit: NRCP” payable at Solapur alongwith the “technical bid” of tender document. **The Tenderer should submit their tender in the form of Technical Bid and Financial Bid in separate sealed covers.**
3. An earnest money of Rs.10000/= (Rupees ten thousand) must be deposited in the form of demand draft/pay order drawn in f/o “ICAR UNIT: NRC ON POMEGRANATE”

payable at Solapur alongwith the technical bid. **The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date.** The tenders will not be considered, if earnest money is not deposited with the tender.

4. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender and he will not 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 Centre. 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 on receipt of written request from the firm as per prevailing rules. **No interest on EMD shall be paid to the firms while returning the amount of EMD.**
5. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the 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 tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tender. **Overwriting/erasing in rates to be quoted by the tenderer will not be allowed and the tender shall be rejected.**
6. 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 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. If tenderer does not accept the offer, after issue of letter of award by this Centre within 15 days, the offer made shall be withdrawn without any notice & earnest money will be forfeited.
8. **In case of partnership firms**, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender and all other related documents **must be signed by every partner of the firm.** A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if on enquiry it appears that the person so signing had no authority to do so, the Centre 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 tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.**

9. The **Technical Bid** and **Financial Bid** have to be submitted in separate sealed covers super scribed as “TECHNICAL BID” and “FINANCIAL BID” and both the covers should be put in another sealed cover super scribed as “THE JOB WORK /SERVICE CONTRACT AT NRC ON POMEGRANATE” and addressed to the Director, ICAR-NRC on Pomegranate, NH-9, Solapur-Pune Highway, Kegaon, Solapur-413255 (MS).**The details of DD number, date and amount for EMD should be mentioned on the top of the main envelope.** All Tenders should be sent by Registered Post. Hand delivered tenders should be put in the tender box, which will be kept in the ICAR-NRCP Office not later than **12.11.2014 – 4.30 P.M.**
10. The rates quoted by each firm for PROVIDING JOB WORK/SERVICE CONTRACT in tender has to be given both in words and figures failing which the same is liable to be rejected. 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 behalf of the firm should be indicated in the tender.
11. The Centre is not bound to accept the offer on lowest rate and also reserves its right of accepting or rejecting the tender.
12. **An amount of Rs. 1,00,000/- in the form Demand Draft in favour of “ICAR Unit: NRCP, Solapur” as a performance security should be** deposited by the successful tenderer only after receiving a written communication from the Centre. The security deposit will be refunded only after satisfactory completion of the contract and fulfilling all statutory obligations as per the Contract Labour Act 1970.
13. **This Centre will make the payment of 75% of Service Tax directly to the concered department and remaining 25% should be deposited by the firm providing job/service at ICAR-NRCP. However, the TDS shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions applicable from time to time by government orders.**
14. Director, National Research Centre on Pomegranate reserves the right to reduce or terminate the period of contract or to extend its duration with the interest of the Centre.
15. Decision of Director, National Research Centre on Pomegranate, Solapur 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, National Research Centre on Pomegranate, Solapur. 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.
16. Acceptance by the Centre will be communicated by FAX /Speed Post letter or e-mail. Formal letter of acceptance and work order should be communicated to the office of ICAR-NRCP immediately on receipt of order.

17. **All the documents relevant to the item mentioned under Schedule-I should be enclosed along with Technical Bid.**

18. **The Technical Bid cover should contain:**

- (a) Tender letter.
- (b) All the relevant documents mentioned in Schedule – I.

19. **Financial Bid envelope should contain:**

1) Duly filled in schedule -V.

It should be submitted in a separate envelope super-scribed as “FINANCIAL BID”.

Last date & time of:

20. Tender sale upto **11.11.2014 time 04.00 PM**

21. Tender submission up to **12.11.2014 time 04.30 PM**

22. Tender opening **13.11.2014 time 11.00 AM**

NOTE: THE TECHNICAL BIDS AND FINANCIAL BIDS ARE REQUIRED TO BE SUBMITTED IN SEPARATE ENVELOPS DULY SUPERSRIBED AS “TECHNICAL BID” & “FINANCIAL BID” TO BE SEALED AND PUT IN A MAIN COVER FAILING WHICH THE TENDER SHALL BE LIABLE TO BE REJECTED.

Yours faithfully,

For and on behalf of the Director
ICAR-National Research Centre on Pomegranate, Kegaon, Solapur.

To be printed on the letter head of the firm containing full contact details viz. e-mail, fax and Mobile No. detail postal address etc.

To
The Director,
ICAR-National Research Centre on Pomegranate,
NH-9, Solapur Pune Highway,
Kegaon, Solapur 413 255

Sub: Tender for the contract for Job Work/Service Contract at ICAR-NRCP, Solapur

Ref: ICAR-NRCP/Open Tender 2014-15/Job/Service Contract/ Office and Lab - 09 dt.
11.10.2014.

I/We have read all the particulars regarding the General information and the terms and conditions of the contract for providing of THE JOB WORK/SERVICE the ICAR-National Research Centre on Pomegranate, Solapur and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-V. I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year or more in the event of award of the Contract as per the requirement of ICAR-NRCP, Solapur. 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. Every page so attached with this Tender bears my signature and the office seal.

4. I/We (are) enclosing the following documents for you kind consideration

- i. Tender fees of Rs. 500/- as DD/Cash receipt/DD No.
- ii. EMD of Rs. 10,000/- vide DD No. _____ dt. _____.
- iii. Duly filled in Schedule-I with all relevant enclosures
- iv. Duly signed Schedule – II.
- v. Duly signed Schedule – III.
- vi. Duly filled and signed Schedule – IV.
- vii. Financial bid as separate envelope as Schedule –V.

Yours faithfully

Signature & Seal of the Tenderer

SCHEDULE-I

CHECK LIST FOR SUBMISSION OF BID*

Sl. No.	Item	Enclosure No.
1.	Covering Letter	
2.	Constitution of the Firm	
	a) Partnership Firm (Please enclose related documents)	
	b) Proprietary firm(Yes or No)	
	c) Other than a) and b) (PI specify and enclose relevant document)	
3.	Copy of PAN Card	
4.	Copy of Service Tax registration certificate.	
5.	Copy of EFF registration certificate/EPF registration number	
6.	Copy of ESI registration certificate/Registration Number	
7.	The Contractor/Agency must have a registration with the Contract Labour (Regulation and Abolition Act, 1970. The Contractor shall obtain the labour licence under this Act.	
8.	Performance Certificate	
9.	Turnover Certificate (Balance Sheet)	
10.	Latest Service Tax return document	
11.	DD for Tender fees or cash receipt	
12.	DD for EMD	
13.	Profession Tax Registration Certificate	
14.	Minimum 50 nos. (Staff/Supervisor) required with their ESI and EPF contribution. Documentary proof of vouchers to be required and may be attached	

AUTHORISED SIGNATORY

***The tenderers are requested to full up all the information clearly with supporting documents before submitting. Only technically qualified bids as per the full information in the check list shall be considered for opening their financial bids.**

SCHEDULE - II

Detailed scope of work in specific laboratory and office is given below:-

Sr. No.	Name of Work Point	Detailed scope of work	Category wise approximate manpower required (Per month basis)		
			CAT-I	CAT-II	CAT-III
1.	Horticulture Laboratory	Assisting scientist to carry out different laboratory analysis, Laying and Monitoring filed/Polyhouse experiments, Handling and maintenance of laboratory instruments, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	0	1
2.	Plant pathology Laboratory	Assisting to the scientist to carry out different laboratory work, Laying and Monitoring filed/Polyhouse experiments, Preparation of different medias, inoculation, Handling and maintenance of laboratory instruments, sample testing, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	1	1
5.	Water Conservation	Assisting scientist to carry out different laboratory analysis, Laying and Monitoring filed experiments, Collection of soil, water samples, Processing of samples, Handling and maintenance of instruments, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	1	0
6.	Soil Science	Assisting scientist to carry out different laboratory work, Laying and Monitoring filed experiments, Collection of soil, water, leaf samples, Processing of samples, Handling and maintenance of laboratory instruments, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	0	1
7.	Tissue Culture & Biotechnology Facility	Assisting scientist to carry out different laboratory work, Laying and Monitoring filed/Polyhouse experiments, Preparation of medias, Inoculation of explants, Handling and maintenance of growth chamber, maintenance of poly houses, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	1	1
9.	Post Harvest Technology	Assisting scientist to carry out different laboratory work, Collection of samples, Handling and Processing of samples, Laboratory analysis, Handling and maintenance of laboratory instruments, Data recording and compilation, Maintenance of all laboratory records, Day to day cleaning of glasswares, plasticwares..etc.	0	1	1
10.	ARIS Cell, Library and Agriculture Meteorology	Managing library books and record keeping, Information retrieval system, Maintaining Agriculture Meteorological Observatory, Automatic Weather Station and maintain day to day weather records. Taken Meteorological observations and instrument maintenance.	1	0	0
11.	Store Maintenance	Maintaining all store rooms, record keeping, day to day cleaning of stores	0	0	1

12.	Administration & Accounts	All Hindi/English/Marathi computer typing work of the section, feeding of different information in computers, Assisting for processing of various administrative works, Assisting in preparation of rate contract, tender opening process, purchase process, billing, expenditure statements and maintenance of office records and registers.. etc.	2	1	0
13.	Electrician	Maintenance of electric connections including minor repairing, Operation and general maintenance of DG set.	0	1	0
14.	Directors Cell	Attending telephone, typing, preparation and maintenance files of Director Cell reply to e-mail, fax, filling, attending guests, visitors etc.	1	0	1
15.	Canteen	Preparing tea, breakfast, lunch etc.	0	1	0
16.	Housekeeping, Cleaning and dusting	Day to day cleaning of main office cum laboratory building premises and other structures (Cleaning twice daily) Cleaning of Toilets in building.(Time Morning before 10.00 AM and after 2.00 PM)	0	2	0
17.	Driver	For Driving light vehicle	0	1	0
		Total	4	10	7

Important Note:

1. This Centre will make the payment of different category as per details given below:

Category-I: Rs. 10,000/- per month

Category - II: Rs. 8,000/- per month

Category-III: Rs. 6,200/- per month

2. The contractor may visit the actual site on their own interest to assess quantum of work and number of manpower required for job contract. The requirement of contract job work/service shall be intimated to the contractor on the 3rd week of every month for taking up the job for next month.

Service Tax and Service charges will be extra

TERMS & CONDITIONS:

1. The Supervisor of the firm should be instructed strictly to carry out the assigned job as per the instruction.
2. The Director, ICAR-NRCP, Solapur reserves the right to reject any or all Tenders in whole or in part without assigning any reason. The decision of Director, ICAR-National Research Centre on Pomegranate, Solapur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
3. EPF A/c of contractor as well as worker should essentially be opened/maintained at EPF Office, preferably at Solapur.
4. The staff provided should also maintain secrecy and discipline in the premises of the Centre.
5. The contractor shall keep a complaint register at ICAR-NRCP, Solapur with the authorized officer. All complaints should be noted in the register by both ICAR-NRCP official and supervisor of the contractor for taking immediate action.
6. The Director, ICAR-NRCP reserves the right to terminate the contract at any time without any notice.
7. The contractor shall not sublet the work without prior written permission of Authorized officer from ICAR- NRCP, Solapur.
8. The contractor or his worker shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
9. The selected agency shall provide the necessary personnel to ICAR-NRCP as per labour acts prevalent in Maharashtra. The agency shall employ good and reliable adult persons with robust health. Employment of child labour will lead to the termination of the contract. In case any of the personnel so provided is not found suitable, the ICAR-NRCP shall have the right to ask for his/her replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employee of the ICAR-NRCP. **There will be no employer-employee relationship between the ICAR-NRCP and the person so engaged by the contractor for the aforesaid services/ jobs**
11. Income tax at appropriate rate in force will be deducted from the bill as per TDS.
12. The rates to be quoted should include cost of each and every item including transportation of manpower, EPF/ESI contribution, OTA, Uniform, Liveries, Medical, Injury, Disability, Death, Accident, etc.
13. 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 job 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 ICAR-NRCP from any claims, loss or damages that may be caused to it on account of any failure to comply with

the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-NRCP, Solapur shall be final and binding on the contractor.

14. Changing of Supervisor/Staff should be intimated to the concerned in charge.
15. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
16. Risk Clause: ICAR-NRCP 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 raising a separate claim.
17. Successful Tenderer will have to enter into a detailed contract agreement with National Research Centre on Pomegranate, Solapur on non-judicial stamp paper of Rs. (100/-) (Rupees one hundred).
18. Only those firms will be considered for financial bid who will qualify in the technical bid.
19. The contract shall be awarded initially for a period of six month which may be extended up to the period of 1 year based on satisfactory performance.
20. The contractor should arrange and maintain first aid box with essential medicine at the site of the work.
21. The contractor should provide monthly pay slip to his employees indicating details contribution of EPF, ESI and wages.
22. The firm should make the payment to its workers by cheque/online transfer to their bank accounts on or before 7th day of each month. Documentary proof of actual payment made in the form of on-line receipt/photocopy of cheque should be submitted for reimbursement of bills. **In no case the firm should wait for processing of bills by ICAR-NRCP for release of payment to their workers.** The ICAR-NRCP has no liability for making payment to employees of the firm. There is no employee employer relationship between the workers of the firm and ICAR-NRCP, Solapur. The contractor under no circumstance shall increase or decrease the no. of his workers without written orders from ICAR-NRCP.
23. The firm should submit the following documents alongwith the bills for processing at ICAR-NRCP for releasing payment.
 - i) Photocopy of cheque/online receipt for the payments made to the workers.
 - ii) Detailed break-up of wage EPF,ESI and PT contribution made with respect to each worker deployed for job/service contract at ICAR-NRCP, Solapur.
 - iii) Bank challan for 25% deposit of service tax.
 - iv) Bank challans for the above amount deposited for EPF, ESI & PT account of individual. **It should essentially tally with detailed breakup amount mentioned above. The bill shall be processed for payment to the contractor within 30 days of receipt of the same by ICAR-NRCP.**
24. 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 ICAR-NRCP and if no action is taken within **one hour** liquidated damages clause will be invoked.

25. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
26. Before placing the order or contract agreement should be signed by the firm/contractor by accepting all the above terms and conditions mentioned in Sl. 1 to 25. The agreement should be notarized and remain valid in the designated court.

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

SCHEDULE-IV

Details of experience/work done in Govt. institutions

Sl. No.	Name of the Deptt./ Organization & Name of Contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

SCHEDULE-V

Proforma for Financial Bid for providing the services on Job/Service contract basis

(WARNING!!! All the blank cells need to be filled up for consideration. Pl submit this Schedule-V in a separate sealed envelope. Incomplete information will attract rejection of the tender straightway)

Sl. No.	Worker Category	Minimum Wages for per month (Rs)	EPF from employer per month @ 13.61%	ESI from employer per month @4.75%	Service charge (Rs) per worker per month	Service Tax @ 12.36%	Total (Rs) per month for providing job/service
1.	Category-I	10000/-					
2.	Category-II	8000/-					
3.	Category-III	6200/-					

Official Seal of the Firm

(Authorized Signatory)

Name:

Date:

Designation:

Contact Details:

E-mail:

Mobile No.

Phone No.

Fax No.