

**Cost of Tender: Rs. 500/-**

**ICAR-NATIONAL RESEARCH CENTRE ON POMEGRANATE,  
NH-65, SOLAPUR-PUNE HIGHWAY, KEGAON, SOLAPUR-413255 (MS)**

**Tender No. NRCP/Open Tender/32/Job Contract(Office and Lab)/16-17**

Tender for providing job/service contract for Office and Lab at ICAR-NRC on Pomegranate  
Kegaon, Solapur

For and on behalf of the Secretary, ICAR, the Director, ICAR-NRCP, Solapur invites e-tenders for providing Job/Service contract for Office and Lab at ICAR-NRC on Pomegranate, Solapur through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) under two bid systems from reputed firms.

**Tender Enquire No.: NRCP/Open Tender/32/Job Contract(Office and Lab)/16-17**

<b>Published date :</b>	<b>31/01/2017</b>	<b>18.00 hrs</b>
<b>Bid Submission start date:</b>	<b>01/02/2017</b>	<b>12.00 hrs</b>
<b>Bid Submission end date:</b>	<b>13/02/2017</b>	<b>16.00 hrs</b>
<b>Technical Bid Opening date:</b>	<b>15/02/2017</b>	<b>11.00 hrs</b>

**Important Notes:**

1. Tender Documents can be downloaded from ICAR-NRCP website [www.nrcpomegranate.org](http://www.nrcpomegranate.org) OR from Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. ICAR-NRCP, Solapur reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-NRCP will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes/corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

(Sh. R. B. Rai)  
Asstt. Admn. Officer  
FOR DIRECTOR



भा.कृ.अनु.प. - राष्ट्रीय अनार अनुसंधान केन्द्र, सोलापूर  
ICAR-NATIONAL RESEARCH CENTRE ON POMEGRANATE  
(Indian Council of Agricultural Research)

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Website: [www.nrcpomegranate.org](http://www.nrcpomegranate.org)

(ISO 9001:2008 Certified Institute)



## INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).
2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. The Technical Bids will be opened on **15.02.2017 at 11:00 A.M.** The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
6. Director, ICAR-NRCP, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by the Director, ICAR-NRCP, Solapur shall have the right to verify the particulars furnished by the bidder independently.
8. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. **Tender Cost:** The bidder should submit a demand draft of Rs. 500/- (Rupees Five hundred only) towards non-refundable tender fee, drawn in favour of "ICAR Unit: NRC on Pomegranate" payable at Solapur in a sealed envelope super-scribed as "Tender fee for Job Contract and NIT

No. **NRCP/Open Tender/32/Job Contract(Office and Lab)/16-17**” on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.

10. **Earnest Money Deposit (EMD):** An earnest money of Rs. 50000/- (Rs. Fifty thousand only) must be deposited in the form of demand draft/pay order drawn in favour of “ICAR Unit: NRC on Pomegranate” payable at Solapur This EMD should be submitted in sealed envelope super-scribed as “EMD for Job Contract and NIT No. **NRCP/Open Tender/32/Job Contract (Office and Lab)/16-17**”. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: Both (tender fee & EMD) envelopes should be placed in another sealed envelope and address to: “The Director, ICAR-National Research Centre on Pomegranate, NH-65, Solapur Pune Highway, Kegaon, Solapur 413 255” This envelop having tender fee & EMD should reach on or before last date & time of submission of bid.

11. 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. **No interest on EMD shall be paid to the firms while returning the amount of EMD.**
12. 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.
13. The Centre is not bound to accept the offer on lowest rate and also reserves its right of accepting or rejecting the tender.
14. **An amount of Rs. 2,00,000/- 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.
15. 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.
16. 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.
17. 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.

18. All the documents relevant to the item mentioned under Schedule-I should be enclosed/upload along with Technical Bid.
- 19. The tenderers are expected to quote reasonable rates of service charge and if it is noticed that the rates quoted by the tenderers are unusually high and unusually low, it will be sufficient cause for rejection of their tenders unless the authorities are convinced about the reasonableness of the rates.**
- 20. "NIL" Service Charges will not be considered as per Ministry of Finance Department of Expenditure P.P. Division guidelines dt. 28.01.2014.**
- 21. The minimum wages for the Job in Category-I should be Rs. 12000/- per month. Similarly the minimum wages for the Category-II and Category-III should be Rs. 10000/- and Rs. 8000/- per month respectively.**

**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 (Office and Lab) at ICAR-NRCP,  
Solapur

Ref: NRCP/Open Tender/32/Job Contract (Office and Lab)/16-17

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.

Yours faithfully

Signature & Seal of the Tenderer

**SCHEDULE-I**

**CHECK LIST FOR SUBMISSION OF BID\***

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) ( Pl specify and enclose relevant document)	
3.	Copy of PAN Card	
4.	Copy of EFF registration certificate/EPF registration number	
5.	Copy of ESI registration certificate/Registration Number	
6.	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.	
7.	Performance Certificate	
8.	<b>Minimum turnover of the firm of last three years not less than Rs.50,00,000 (Rs. Fifty lakh) during the last three financial year.</b>	
9.	DD for Tender fees	
10.	DD for EMD	
11.	Profession Tax Registration Certificate	
12.	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.	<b>Horticulture Laboratory</b>	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.	<b>Plant pathology Laboratory</b>	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	0
5.	<b>Water Conservation</b>	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.	<b>Soil Science</b>	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	2	0
7.	<b>Tissue Culture &amp; Biotechnology Facility</b>	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	3	1
9.	<b>Post Harvest Technology</b>	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	2	2
10.	<b>ARIS Cell, Library and Agriculture Meteorology</b>	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.	0	0	1
11.	<b>Store Maintenance</b>	Maintaining all store rooms, record keeping, day to day cleaning of stores	0	0	2
12.	<b>Administration &amp; Accounts</b>	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.	1	2	0

13.	<b>Electrician</b>	Maintenance of electric connections including minor repairing, Operation and general maintenance of DG set.	0	1	0
14.	<b>Directors Cell</b>	Attending telephone, typing, preparation and maintenance files of Director Cell reply to e-mail, fax, filling, attending guests, visitors etc.	0	0	1
16.	<b>Housekeeping, Cleaning and dusting</b>	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	3	0
17.	<b>Driver</b>	For Driving light vehicle	0	1	0
<b>Total</b>			1	16	8

**Important Note:**

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

**Category-I: Rs. 12,000/- per month**

**Category-II: Rs. 10,000/- per month**

**Category-III: Rs. 8,000/- 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 3<sup>rd</sup> week of every month for taking up the job for next month.



**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 cashless payment to its workers by cheque/online transfer to their bank accounts on or before 7<sup>th</sup> day of each month. Documentary proof of actual payment made in the form of on-line receipt/photocopy of cheque should be submitted for re-imbusement 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 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.

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- **Online Bid Submission Details**

**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<b>COVER - I</b> (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1.	Technical Bid	Scan Copy of Acceptance letter of terms and conditions	.PDF
2.		Scan copy Schedule –I (Including all related document)	.PDF
3.		Scan copy of Tender Fee and Earnest Money Deposit by way of Demand Draft	.PDF
4.		Scan copy of certificate for EMD exemption, if claiming.	.PDF
5.		Scan copy of PAN	.PDF
6.		Scan copy of the EPF/ESI Registration document of the firm	.PDF
7.		Scan copy of Certified Balance Sheet of the firm for the last three years of the service contract by the Chartered Accountant	.PDF
8.		Scan copy of the Duly certified copies of the satisfactory services where the Tenderer is providing/ has provided the services for three years	.PDF
9.		Scan copy of the Registration certificate with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license/security license under this Act.	.PDF
10.		Scan copy of the Profession Tax registration Certificate	.PDF
11.		Scan copy of Minimum 50 nos. (staff/supervisor) required with their ESI and EPF contribution. Documentary proof of vouchers to be required.	.PDF
<b>COVER - II</b>			
1.	Financial Bid	Price bid (BOQ) to be filled in Excel format	.XLS

All the documents and BOQ has to be digitally signed by the bidder.

(Sh. R. B. Rai)  
Asstt. Admn. Officer  
**FOR DIRECTOR**