



# भा. कृ. अनु. प. - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान

मालेगांव, बारामती - 413115, पुणे, महाराष्ट्र, भारत

## ICAR - National Institute of Abiotic Stress Management

Malegaon, Baramati- 413115, Pune, Maharashtra, India



### TENDER NOTICE

Tender No.2-58/2015-16

Date: 23.01.2016

On behalf of the Secretary, ICAR, the Director, ICAR-NIASM, Malegaon, Baramati (M.S) invites sealed tenders from authorized, approved and registered contractors/agencies for performing the following works on quantified work contract basis at ICAR-NIASM Malegaon, Baramati for a period of one year.

Sr. No	Description of Work	Earnest Money
1	ADMINISTRATIVE, FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES	30,000.00

- Interested eligible bidders may obtain further information from the office of Administrative Officer, ICAR-NIASM, Malegaon, Baramati (M.S.) 413115 and inspect the bidding documents. Tender form can be purchased from the date of publishing in the Newspaper to 23.01.2016 Upto 1300 hrs from this office. For full details please log on to <http://www.niam.res.in>
- A complete set of bidding documents can be purchased by interested eligible bidders on the submission of written application to this office and upon payments of non-refundable fee of Rs. 1000/- (Rs. One Thousand Only) in the form of DD/Bankers cheque drawn on a scheduled commercial bank in India in favour of ICAR UNIT NIASM, payable at Baramati. The bidding documents will be mailed by registered post/speed post to the bidder. Extra expenditure for mailing the bidding documents will be Rs. 100.00 (Rs. One Hundred only) for domestic register post. The interested bidders should add the applicable postage cost indicated above in its non-refundable fee mentioned earlier.
  - Tender document and other details can also be downloaded from ICAR-NIASM Website ([www.niam.res.in](http://www.niam.res.in)) and would be submitted along with a non-refundable tender fees of Rs. 1000/- (Rs. One Thousand Only) at the time of submission of tender, in addition to the Earnest money, separately.
- The closing and opening dates of the bidding documents will be as per schedule/detail given as under

Last date of issue of tender form	Date and time of submitting tender at ICAR-NIASM, Malegaon with EMD Rs. 30,000/-	Date and time of opening of tender (technical bid) at ICAR-NIASM, Malegaon
12.02.2016 upto 1300 hrs	Upto 12.02.2016 at 1400 hrs	12.02.2016; 1430 hrs onwards

- Thereafter interested firms will submit Technical and Financial Bids to undertake this work separately and simultaneously in different sealed covers superscribed "Technical Bid" and "Financial Bid". Both these sealed covers will then be placed in separate covers superscribed as **Tender for "ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES"**. The tender accompanied by an EMD as mentioned above in the form of demand draft favoring ICAR UNIT NIASM, payable at Baramati should reach this Institute on or before 12.02.2016 before 1400 hrs. The duly filed in the tender should be dropped in the tender box kept for this purpose at Main gate of ICAR-NIASM, Malegaon so as to reach the undersigned by 1400 hrs on 12.02.2016.

5. Bids must be delivered to the address given below as per scheduled time and date given above. Bids received after the scheduled time and date shall be rejected.
6. The defaulting contractors/agencies whose service were terminated/discontinued either by this Institute or any other institute of ICAR on account of various lapses, need not to apply please and those who have been black listed by any Govt. Dept. also need not to apply.
7. Bids which will be received on time and date as per schedule in Para 3 above will be opened in the presence of bidders/authorized representative who choose to attend at scheduled time and date given above.
8. In the event of the above date being declared as a holiday/closed day for the bidder, the bids will be sold/received/opened on the next working day at the appointed time.
9. Director, ICAR-NIASM, reserves the right to accept/reject any or all the tenders without assigning any reason.

**Sd/-**  
**ADMINISTRATIVE OFFICER**

TENDER SCHEDULED TO DOCUMENT No. 2-58/2015-16

## ICAR-National Institute of Abiotic Stress Management

Malegaon KH, GAT-35, BARAMATI, PUNE-413 115, M.S.

Phone No- 02112-254057/58, Fax No. 02112-254056, [www.niam.res.in](http://www.niam.res.in)

**INVITATION OF TENDERS FOR THE JOB CONTRACT FOR ADMINISTRATIVE, FIELD,  
LAB AND DRIVING [TRACTOR/LMV] DUTIES**

COST OF THE TENDER DOCUMENT IS RS 1000/- & E.M.D. IS RS.30,000/-

SALE OF TENDER DOCUMENT FROM 23.01.2016 FROM 09.30 Hrs. TO 16.30Hrs ON ALL  
WORKING DAYS AT THIS INSTITUTE

LAST DATE OF SALE OF TENDER FORM IS 12.02.2016 UP TO 1.00PM

LAST DATE AND TIME FOR ACCEPTANCE OF SEALED TENDER DOCUMENT IS ON 12.02.2016 UP TO  
2.00 PM

DATE OF OPENING OF TENDER ON 12.02.2016 AT 2.30PM ONWARDS

PLACE OF OPENING BIDS IS AT THE CONFERENCE TABLE OF ICAR-NIASM, MALEGAON KH, GAT-35,  
BARAMATI-413 115, PUNE, M.S.

ADDRESS FOR COMMUNICATION

**THE DIRECTOR  
ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT  
MALEGAON KHURD, GAT-35  
BARAMATI, PUNE - 413 115, M.S.**

**Signature of the Bidder  
(With Firm seal)**

# ICAR–National Institute of Abiotic Stress Management

Malegaon KH, GAT-35, BARAMATI, PUNE-4131 115, M.S

Phone No- 02112-254057/58, Fax No. 02112-254056, [www.niam.res.in](http://www.niam.res.in)

INVATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR- NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT, MALEGAON KHURD, BARAMATI, PUNE- 413 115, M.S.

From

THE DIRECTOR  
ICAR–NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT  
MALEGAON KHURD  
BARAMATI, PUNE- 413 115, M.S.

To

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Dear Sir,

Sealed Tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi for **“THE JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR - NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT, MALEGAON KHURD, BARAMATI, PUNE- 413 115, M.S.”**

Scope of work : It covers the **JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR - NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT, MALEGAON KHURD, BARAMATI, PUNE - 413 115, M.S.** as per details given in Annexure.

The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract (as mentioned below) applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tender forms and its schedules. Please submit your rates in the Tender form if you are in position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The earnest money must be deposited in the form of demand draft/ pay order drawn in favour of ICAR, UNIT NIASM, BARAMATI payable at BARAMATI in any scheduled Bank. The particulars of the earnest money deposited must also be superscripted on the top of the envelope containing Technical bid by indicating the draft /pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tender. The EMD would be refunded to the unsuccessful bidders after finalization of the tender. In case of successful bidder, it can be adjusted towards Security Deposit as per rule.
2. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tender, he will not resize from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the ICAR-NIASM. In the event of the offer made by the Tenderer not being accepted, the amount of the earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Center.

**Signature of the Bidder  
(With Firm seal)**

3. The Schedules of the Tender forms 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 forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed and in such cases the Tenders may be rejected.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If Tenderer does not accept the offer, after issue of letter of award by NIASM/ICAR within 15 days, the offer made shall be withdrawn and Earnest money forfeited.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all the related documents must be signed by every Partner of the firm. A person signing the Tender forms 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 NIASM/ICAR (Council) 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.
7. The Technical bid superscribed as "**Technical bid**" and Financial bid superscribed as "**Financial bid**" should be put in two separate envelopes which should be sealed by the Tenderer and both envelopes containing technical and financial bid should be put in another envelope superscribed as "**JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS AMANGEMENT, MALEGAON**". Tenders may be sent by Registered Post or delivered personally. Tenders to be hand delivered should be put in the Tenders box, which will be kept at the office of the **Administrative Officer, ICAR-NIASM, Malegaon, Baramati** not later than **1400 PM on dt 12.02.2016**
8. The rates quoted by each firm for job/service contract in Tender are given both in words and figures failing which the same is liable to be rejected. You are 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 your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

**Signature of the Bidder  
(With Firm seal)**

9. TIN/VAT/PAN/CST Nos. may be given on the tender.
10. The following documents/vouchers are required to be enclosed with the Tender form which are the terms and conditions of the Tenders document:-
11. Registration of firm/Contractor — documents
12. PAN/TAN No. of the firm
13. Experience of the firm in the field of providing such services in Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization; duly-certified copies of the satisfactory services where the contractor is providing the services.
14. Firms which are already providing services to any institution during the last one year will have to provide a certificate of satisfactory performance from that institution.
15. Yearly Turnover of the firm (copy of balance sheet of the firm for last year of the service contract certified by CA may be submitted).
16. Employee EPF registration certification issued by the local govt. etc., if applicable
17. Employee ESI registration certificate issued by local Govt.etc., if applicable
18. The contractor / agency must have a registration with Labour Commissioner and the contractor shall obtain the labour license under the Labour Act (before commencement of the job under contract)
19. The agency must have certificate of service tax issued by the Govt. etc., if applicable (otherwise indicate it clearly with reason & proof thereof)
20. A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason. No. of employees on the pay roll of the firm/ company during the last two years (documentary proof regarding EPF/ESI contribution etc to be enclosed)
21. It is mandatory to fill all the enclosed Proforma failing which the tender will be liable to be rejected.
22. The Tenderer should quote their rates after physical inspection of the site, very detailed assessment/ requirements of personnel as per specified job requirement for providing the services at ICAR–National Institute of Abiotic Stress Management, Malegaon, Baramati. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc
23. No request for alteration in the rates once quoted will be permitted **till the completion of contract period.**
24. The NIASM (ICAR) does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. Other conditional Tenders will not be accepted.
25. Acceptance of tender by the ICAR-NIASM will be communicated by FAX/ Speed post letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/ Speed post letter etc. should be acted upon immediately.
26. Successful Tenderer will have to enter into a detailed contract agreement with NIASM/ICAR on non-judicial stamp paper of appropriate value for the job work. The contractor will be bound to follow all the terms and conditions in letter and spirit as mentioned in the agreement.
27. The contractor shall not sublet the work without prior written permission of the ICAR-NIASM.
28. An amount equivalent to 5% of the total annual contract cost as security deposit in the form of DD/CH/BG/FDR etc. for the contract is to be deposited by the Selected Agency/ Successful Tenderer only after receiving a communication from the ICAR-NIASM. In the event of non-deposition of the same, the contract will be terminated and the earnest money will be forfeited. No interest on security deposit and earnest money deposit shall be paid by ICAR-NIASM to the Tenderer.

**Signature of the Bidder  
(With Firm seal)**

29. The office reserves the right to award additional work/ service not listed in the specifications. Tenderers are bound to accept the additional work/ service under this clause at the rates mutually agreed.
30. The contractor will engage sufficient number of workers for satisfactory performance of work. The contractor will himself be responsible for his workers on all accounts and provide highest standard of ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES to the satisfaction of the Centre/ concerned in-charges. The work shall not be considered as completed satisfactorily and maintain until the respective In-charges or their authorized representative has certified in writing that the firm has completed the work satisfactorily and maintained properly. Contractor will provide the details of the works engaged by him within one month from the date of taking contract.
31. The agency shall engage good and reliable workers with robust health and clean record. In case, any of the workers so provided is not found suitable, the ICAR-NIASM shall have the right to ask for their replacement without any reasons thereof and the agency shall, on receipt of a written communication shall have to replace such workers immediately. They should not give lenient or casual impressions in the duties and they should be alert and attentive. The contractor shall have to provide the material, which are used for contract work.
32. The selected agency shall provide the necessary workers for the respective jobs at ICAR-NIASM as per Labour Act prevalent in Maharashtra State. The workers so provided by the agency under this contract will not be employee of NIASM (ICAR) and there will be no employer–employee relationship between NIASM (ICAR) and persons so engaged by the contractor in the aforesaid service delivery.
33. In case, any damage is caused by the workers deployed by the contractor to do the work of **THE JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT (NIASM), MALEGAON, BARAMATI**, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable/ immovable property at ICAR-NIASM, Baramati. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR-NIASM on account of such theft.
34. The contract is subject to the conditions that the tenderer will comply with all the laws and bye-laws of Central Govt. / State Govt. relating to this contract.
35. The agency shall be fully responsible for providing leave benefit, weekly off, National and festival holiday etc. to the persons deployed as may be required but work of ICAR-NIASM should not suffer on that account.
36. The contractor will discharge all his legal obligations in respect of the workers to be engaged/ deployed by him for execution of the work in respect of their wages, EPF, ESI etc. 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.
37. The firm will have to provide minimum wages to their workers, even in the event of revision in the minimum wages during the period of the contract.
38. EPF Account number will have to be provided by the firm to its workers within one month along with proof thereof under intimation to this office, failing which the bills will not be entertained. However, the firm is liable to pay the dues to its workers in time (even without getting the payment from the office). The firm will have to provide EPF passbook to its workers at the earliest. In case, contractor fails to fulfil his obligations in this regard, the contract will be treated as cancelled.

**Signature of the Bidder  
(With Firm seal)**

39. If applicable, ESI Card will have to be issued to the workers by the firm within 1<sup>st</sup> month of initiation of contract and a copy each of the cards will be deposited with the office, failing which the bill will not be entertained and the firm is liable to pay the dues to its workers in time (even without getting the payment from the office).
40. The contractor shall indemnify and keep indemnified the ICAR-NIASM from any claims, loss or damages/ accident of workers 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-NIASM shall be final and binding on the contractor.
41. Payment for service bill will be made on monthly basis upon submission of pre-receipted bill. Payment will be made to the firm/ agency by office in the form of Cheque/e-Transfer only. It will be the responsibility of the firm to pay wages to the workers by cheque / transfer on or before 10<sup>th</sup> of every month in the presence of officers nominated by this Institute irrespective of the fact whether they receive the payment of bill from ICAR-NIASM or not.
42. Payment of the bills of the contractor will be released by ICAR-NIASM only on completion of all mandatory formalities viz. Opening of EPF/ESI A/c of workers etc. If the contractor is unable to complete such formalities, the payment will be withheld till the completion of all formalities and contractor will himself be responsible for such delay in payments.
43. The sales tax/ service tax or any other tax which is as per the rules of the Govt. of Maharashtra, shall be the liability of the agency to deposit in concerned department.
44. Income Tax shall be deducted at source (TDS) from bills of the successful tenderer as per the rule.
45. The contractor will make available all necessary material required for Agricultural work. However, the tools used for agricultural / horticultural operation work will be provided by the Institute.
46. The contractor will make arrangements for appointing a Supervisor to look after the daily attendance of contractual staff or make provisions of biometric attendance system in order to ensure regularity and punctuality.
47. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of **THE JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT, MALEGAON, BARAMATI** shall be got done from other source at the expenses of the defaulting firm.
48. Director, ICAR-NIASM reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the NIASM (Council), for any justifiable reasons, not mandatory to be communicated to the Tenderer.
49. The Director, ICAR-NIASM, Baramati also reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. Decision of the Director, ICAR-NIASM, Baramati shall be final for any aspect of the contract and binding to all the parties. Disputes arising, if any on the contract will be settled at his/ her level and will not be referred to arbitration.

**Signature of the Bidder  
(With Firm seal)**



**Note:**

1. The technical bids and financial bids may be submitted in separate envelopes which are to be sealed and put in a main cover.
2. All the pages of tender documents must be signed.
3. All the blanks in tender forms must be filled.

Yours faithfully,

Sd/-

**Administrative Officer  
For and on behalf of the  
Director, ICAR-NIASM, Baramati (Maharashtra)**

**Signature of the Bidder  
(With Firm seal)**

**TENDERS FOR THE ANNUAL JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT, MALEGAON, BARAMATI, M.S.**

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office

Telephone No:

Telegraphic Address/FAX/Cellular No:

E-Mail address:

From \_\_\_\_\_

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To,

The Director,  
ICAR-National Institute of Abiotic Stress Management  
Malegaon, Baramati  
Pune-413 115, Maharashtra.

1. I/We have read all the particulars regarding the General Information and Terms and Conditions of above said job contract at ICAR-National Institute of Abiotic Stress Management, Malegaon, Baramati 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 all rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/ We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and they form a part of this Tender. The Schedules I & Schedule II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD.No.----- of Rs.----- drawn in favour of ICAR, UNIT NIASM and payable at Baramati is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Witness \_\_\_\_\_ Telephone No.

Office Address \_\_\_\_\_

Residence \_\_\_\_\_

Occupation \_\_\_\_\_

Mobile \_\_\_\_\_

Signature of witness to contractor's signature

Name & Signature of witness;

Address:

**SCHEDULES OF TENDER****SCHEDULE-1****TECHNICAL BID****PART-1**

1.	Name of the firm/Agency	
2.	Full address with Telephone/Mobile No.	
3.	Constitution of the Firm/Agency (Attached copy)	
	(a) Indian Companies Act, 1956	
	Indian Partnership Act. 1932 (Please give names of partners)	
	Any other Act, if not, the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932; please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender	
	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration	
	If the answer to above point one or two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners	
5.	Name and Full Address of your Banker	
6.	Your permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
<b>PART - II</b>		
8.	Earnest Money Deposited: Yes/No	
<b>PART-III</b>		
9.	Name and Address of the firm's representative and whether he/she would be representing the firm at the opening of the Tenders	
10	Name of the permanent representative to be visiting ICAR-NIASM, Baramati regarding the contract number	

Date: -----

Place: -----

**AUTHORIZED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer (Please attach all the documents as required at Page No. 10-20 of invitation of tender. Also see the check list)

**Details of the relevant experience/work done by the firm/contractor in different organizations**

Sl. No	Name of the Department/organization & Name of contact person with Phone No.	Period		No. of workers deployed	Remarks (including the amount of the contract)
		FROM	TO		

**(Authorized Signatory)****(Please attach self-attested copies of Work orders pertaining to experience)****Signature of the Bidder  
(With Firm seal)**

### Check List to be attached with Tender with all Documents

Sr. No	Description	
1.	Registration of the firm, whether copy attached or not	
2.	PAN/TAN Number of firm (Yes/No)	
3.	Earlier experience of the firm (Yes/ No) (Attach Proof with copies of work	
4.	Turnover per annum Balance sheet duly certified by CA (Yes/ No)	
5.	Whether EPF applicable Yes/ No	
6.	Whether ESI applicable If yes, ESI number with document proof	
7.	Whether registration with Labour Commissioner (Labour License) Yes/ No If yes, copy attached If no , indicate requirement for obtaining labour license	
8.	Whether Service Tax applicable (Yes/ No) If yes, service Tax No. with documentary proof.	
9.	Whether Black listed Yes/ No.	
10.	Pay roll of the firm attached Yes/ No	
11.	The rates quoted in the financial bid are as per the minimum wages applicable to the State/Central whichever is higher	

**\* Note: It is mandatory to fill all the above columns failing which the tender will be liable to be rejected.**

**Signature of the Bidder  
(With Firm seal)**

**CERTIFICATE FOR NON BLACK LISTING  
(On non-judicial stamp paper worth Rs.50)**

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

**Authorized signatory of Bidder with Seal**

**Name.....**

**Designation.....**

**FINANCIAL BID**

Last date for receipt of Tender: 12.02.2016 upto 02:00 PM

To,

The Director  
ICAR-National Institute of Abiotic Stress Management  
Malegaon, Baramati,  
Pune-413 115 (M.S.)

Sir,

I / We wish to submit our Tender for **THE JOB CONTRACT FOR ADMINISTRATIVE, FIELD, LAB AND DRIVING [TRACTOR/LMV] DUTIES AT ICAR-NIASM, MALEGAON, BARAMATI** on the following rates:-

Sl. No.	Particulars	Per Month Rate
1.	Monthly consolidated rate offered for Highly Skilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time) and service charges	
	Monthly consolidated rate offered for ONE Highly Skilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
2.	Monthly consolidated rate offered for Skilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
	Monthly consolidated rate offered for ONE Skilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
3.	Monthly consolidated rate offered for Semi-skilled staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
	Monthly consolidated rate offered for ONE Semi-skilled staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
4.	Monthly consolidated rate offered for Unskilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
	Monthly consolidated rate offered for ONE Unskilled Staff as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	

5.	Monthly consolidated rate offered for Sweeper as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	
	Monthly consolidated rate offered for ONE Sweeper as per the Schedule III in accordance with the terms and conditions specified in the tender following all labour laws including all taxes etc (as applicable from time to time)	

**Signature of the Bidder  
(With Firm seal)**



I/We agree for forfeiture of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender.

I / We have carefully read all the terms and conditions of the tender before quoting rates and hereby give undertaking to abide by these in letter and spirit.

Signature

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Name & Address of the Firm

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Telephone / Mobile No

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**Signature of the Bidder  
(With Firm seal)**

**Annexure I****A. Monthly and Annual Rates****(TABLE A)**

Description	Approximate no of employee	Gross Monthly Labour Charges Only in Rs	Monthly Service charges (all inclusive in Rs)	Monthly Taxes as Applicable (in % as well as Rupees)	Net Amount Payable per month (in Rs)	Total Annual Value (in Rs)
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4 (1+2+3)</b>	<b>5= (4 X Twelve months)</b>
Highly Skilled	<b>03</b>					
Skilled	<b>33</b>					
Semi-skilled	<b>08</b>					
Unskilled	<b>69</b>					
Sweeper	<b>08</b>					
<b>Total</b>						

**Note: This schedule must be produced with every revision of minimum wages going beyond quoted price.**

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit. Any other terms and conditions that the tender (s) would like to specify form a part of this schedule only.

**Signature of the Bidder  
(With Firm seal)**

**ANNEXURE II****MONTHLY BREAK – UP OF STAFF CHARGES AND CALCULATION OF IN HAND  
SALARY TO CONTRACTUAL STAFF****PART A: STATUTORY MONTHLY MINIMUM WAGES****(TABLE A)**

<b>Sl. No.</b>	<b>Description</b>	<b>Highly Skilled</b>	<b>Skilled</b>	<b>Semi-skilled</b>	<b>Unskilled</b>	<b>Sweeper</b>
<b>1.</b>	Monthly Minimum wages applicable by law at present					

**Signature of the Bidder  
(With Firm seal)**

## PART B: MONTHLY WAGES TO BE PAID

(TABLE B)

Sl. No.	Description	Highly skilled	Skilled	Semi-skilled	Unskilled	Sweeper
1.	Gross Monthly wages to be offered by Contractor to staff (It should not be less than minimum Wages)					
2.	a. ESI Contribution (Employee Share that will be deposited by contractor with ESIC)					
	b. ESI Contribution (Employer's Share that will be deposited by contractor with ESIC)					
	c. EPF Contribution (Employee Share that will be deposited by contractor with EPFO)					
	d. EPF Contribution (Employer's Share that will be deposited by contractor with EPFO)					
	e. gratuity (If applicable)					
	f. Other Charges (If applicable)					
	Total (a+b+c+d+e+f)					
3.	Deduction excluding ESIC, EPF, Bonus, Gratuity, if any					
4.	<b>Actual monthly amount to be paid to the employee (in-hand)</b>					

### NOTE

1. This annexure II will be reproduced along with Tender and with every revision of minimum wages.

Signature of the Bidder  
(With Firm seal)

**SCHEDULE —III****SCOPE OF WORKFOR CONTRACTUAL STAFF**

ICAR–NIASM requires different category of staff, Highly Skilled / Skilled / Semi- Skilled / Unskilled, An indicative list of no. of work points presently engaged through service provider on date is given below:-

<b>Sl. No.</b>	<b>Indicative description of posts</b>	<b>Approximate No. of Work points</b>	<b>Qualification</b>	<b>Responsibilities</b>
<b>1.</b>	<b>Highly Skilled</b>			
a.	Stenographer	03	<p><b>Essential:</b> 10+2 School Leaving Certificate with diploma in office management and secretarial practice or Graduate from a recognized University. Knowledge of English shorthand [80-100 wpm] with ability to transcript and typing [60wpm]. Good communication skills in English and computer literacy.</p> <p><b>Desirable:</b> Knowledge of working with email/ Internet/fax/Xerox etc.</p>	<ul style="list-style-type: none"> <li>• Taking dictation and computer typing</li> <li>• Rendering all the secretarial work to the controlling officer</li> <li>• Any other miscellaneous work as and when assigned by the controlling officer</li> </ul>
<b>2.</b>	<b>Skilled</b>			
a.	Office Assistant	12	<p><b>Essential:</b> Graduate with good communication skills [written and spoken] and computer literacy &amp; experience of noting, drafting on files and administrative procedures.</p> <p><b>Desirable:</b> Knowledge of office work would be desirable. Knowledge of email /Internet/fax/Xerox operation.</p>	<ul style="list-style-type: none"> <li>• Responsible for filing, docketing of papers received, noting and drafting on files and secretarial processing of cases, and other duties assigned by officer in charges.</li> <li>• Responsible for typing and data entry job, and any other duty assigned by officers in charge.</li> <li>• Diary and dispatch work, maintenance of records, any other duty assigned by Officers in charge</li> <li>• Provide support service to different official of ICAR-NIASM,</li> <li>• Any other duty as and when assigned</li> <li>• Reception Duty</li> <li>• Typing work</li> </ul>
b.	Drivers [Innova (2) + Altis (1)]	4	Matriculation, possession of valid and appropriate	<ul style="list-style-type: none"> <li>• Driving the Institute vehicles during the</li> </ul>

			driving license. Indemnity bond from the service providing agency. Able to speak and write Hindi; Ready to work even after the office hours; willing to accept tour to other places.	office hours in and around Baramati-Pune; <ul style="list-style-type: none"> <li>• Maintenance of vehicle Log book,</li> <li>• In case of emergency able to attend minor repairs;</li> <li>• Any other duties assigned by the Officer-in-charge [Vehicles]</li> </ul>
c.	Drivers [Tractor (3)]	3	Matriculation, possession of valid and appropriate driving license. Indemnity bond from the service providing agency; Able to speak and write Hindi; Ready to work even after the office hours.	<ul style="list-style-type: none"> <li>• Driving the Tractor 55hp/75hp with valid license;</li> <li>• Maintenance of Tractor Log book</li> <li>• In case of emergency able to attend minor repairs;</li> <li>• knowledge to operate all the tractor borne implements including JCB</li> <li>• Any other duties assigned by the Officer-in-charge [Vehicles]</li> </ul>
d.	Laboratory Attendants	12	Graduate in Science	<ul style="list-style-type: none"> <li>• Generation of morphometric, biochemical and molecular data through bench-work.</li> <li>• Shape and size data, extraction and estimation protein, proximate analysis, extraction of RNA, DNA, PCR and reverse transcriptase PCR, Real time PCR, gel electrophoresis lab work,</li> <li>• preparation of reagents and stock solutions,</li> <li>• maintenance of laboratory equipment,</li> <li>• maintenance and recording of data from meteorological equipment's,</li> <li>• log book maintenance for all the equipment's/ machinery</li> </ul>
e.	Plumber	01	ITI certificate in plumbing	<ul style="list-style-type: none"> <li>• Install and maintain water supplies &amp; drainage system</li> </ul>
f.	Gardener	01	Diploma / certificate in gardening	<ul style="list-style-type: none"> <li>• Maintaining lawns and helping in landscaping activities</li> </ul>

<b>3.</b>	<b>Semi-skilled</b>			
a.	Office Attendant	08	Matriculate/ Senior Secondary. Able to speak and write Hindi; Ready to work even after the office hours	<ul style="list-style-type: none"> <li>• Dusting and cleaning of tables;</li> <li>• bank/post office duties;</li> <li>• assisting the dispatcher;</li> <li>• Operating Xerox/Fax machine;</li> <li>• comb binding/ spiral binding;</li> <li>• movement of files;</li> <li>• Any other duties assigned by their controlling officers.</li> </ul>
<b>4.</b>	<b>Unskilled</b>			
a.	Field Attendants	69	Workers having capacity to do labour work in the Agricultural farm	<ul style="list-style-type: none"> <li>• Preparation of research fields;</li> <li>• Maintenance of fields and crop plants;</li> <li>• sowing and transplanting of crops; thinning;</li> <li>• gap filling &amp; weeding;</li> <li>• application of irrigation, pesticides and fertilizers;</li> <li>• harvesting, threshing, winnowing of field crops;</li> <li>• packing, bagging of threshed materials for Farm,</li> <li>• Landscape section etc.</li> </ul>
5.	Sweeper	8	Desirable: Literate	<ul style="list-style-type: none"> <li>• Cleaning and maintaining high level of hygiene at office premises including wash rooms</li> </ul>

**Signature of the Bidder  
(With firm seal)**