



भाकृअनुप - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान
ICAR - NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT
(समतुल्य विश्वविद्यालय / Deemed to be University)
भारतीयकृषिअनुसंधानपरिषद, कृषि अनुसंधान एवं शिक्षा विभाग
Indian Council of Agricultural Research, Department of Agricultural Research & Education
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
MINISTRY OF AGRICULTURE & FARMERS WELFARE, GOVERNMENT OF INDIA
मालेगांव, बारामती, पुणे - 413 115, महाराष्ट्र, भारत
Malegaon, Baramati- 413115, Pune, Maharashtra, India



Tender No.2-58/2016-17

Date: 05.12.2016

TENDER DOCUMENT

FOR

“Job / Service Contract for ADMINISTRATIVE,
AGRICULTURAL RESEARCH FIELD, LAB & DRIVING
[TRACTOR/LMV] DUTIES”

PART – I TECHNICAL BID



ICAR–National Institute of Abiotic Stress Management

(Deemed-to-be-University)

Malegaon KH, GAT-35, Baramati, Pune-413 115, M.S

Phone No- 02112-254057/58, Fax No.02112- 254056

www.niam.res.in

TENDER FOR

Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES

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TENDER ISSUED TO: _____

Sign. of the Bidder

Senior Administrative Officer

Cost of Tender: Rs. 1000/-

**ICAR–National Institute of Abiotic Stress Management
(Deemed-to-be-University)
Malegaon KH, GAT-35, Baramati, Pune-413 115, M.S**

Tender No.2-58/2016-17

Tender for Job / Service Contract for ADMINSTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB & DRIVING [TRACTOR/LMV] DUTIES”

For and on behalf of the Secretary, ICAR, the Director, ICAR-NIASM, Baramati invites e-tenders for procurement of Job / Service Contract for ADMINSTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB & DRIVING [TRACTOR/LMV] DUTIES” through the website www.eprocure.gov.in under two bid systems from reputed firms.

Tender Enquire No.: 2-58/2016-17	
Name of the Item : Procurement of Job / Service Contract for ADMINSTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB & DRIVING [TRACTOR/LMV] DUTIES”	
Published dated :	05/12/2016 10.00 hrs
Bid Submission start date:	05/12/2016 10.00 hrs
Pre Bid Meeting date:	14/12/2016 14.30hrs
Bid Submission end date:	26/12/2016 13.00 hrs
Technical Bid Opening date:	26/12/2016 14.30 hrs

Important Notes:

1. Tender Documents can be downloaded from ICAR-NIASM website www.niam.res.in or from Central Public Procurement Portal 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. 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-NIASM, Baramati reserves the right to accept/reject any/all tenders in part /full without assigning any reason thereof.
4. ICAR-NIASM 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
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.

[Dr. N. P. Kurade]
I/c Senior Administrative Officer
FOR DIRECTOR

CHECK LIST FOR EVALUATION OF TECHNICAL BID

Note: Bidders are instructed to organize the Technical Bid along with all requisite annexures/enclosures/supporting documents in the sequence of eligibility criteria given below, and put page number for every document enclosed. Also ensure that all the documents or their photocopies must be clearly legible.

S. No.	Eligibility Criteria	Details	Page No.
1	Tender Document: All pages of the Tender document including Annexures should be signed and stamped.		
2	Cost of tender form: (Provide details of DD No. or Center's cash receipt No. and date, name of the Bank, etc.)		
3	Details of Earnest Money Deposit (EMD): (Provide details of DD No. and date, name of the Bank, etc.)		
4	Registration certificate of the firm		
5	Turnover of the Firm/Agency: (Please enclose Turnover of the Company/Agency in the last 3 years duly certified by a Chartered Accountant)		
6	Income Tax Return and balance sheet: (please enclose last 3 Years' IT returns and balance sheets)		
7	Copy of the Work Orders: (Enclose at least 3 Work / Supply orders in last 5 years)		
8	Experience Certificate: (Please enclose 3 Year's experience certificate from Central Govt. ICAR organization / Quasi / State Govt. / PSU / University etc.)		
9	PAN Card: (Please enclose a copy of PAN card)		
10	EPF Registration No.: (Please enclose a copy of EPF registration)		
11	WCP/ESI Registration No.: (Please enclose a copy of WCP/ESI registration)		
12	Service Tax (ST) Registration: (Pl. enclose copy of the ST registration)		
13	Bank Solvency Certificate: (Please attach solvency certificate for at least 30 lakhs from reputed banks)		

14	Labour License: To operate labour services (To be submitted within 30 days from issue of the Job Contract)		
15	Payroll of the employees working in different categories with the Firm in last 6 months of latest work order.		
16	Legal or Criminal cases against the firm: (please provide details of legal or criminal cases pending against the firm if any Otherwise submit your declaration or affidavit that no case is against the firm)		

Signature and Seal of the Firm



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Malegaon, Baramati- 413115, Pune, Maharashtra, India



Tender No.2-58/2016-17

Date: 05.12.2016

(Note: All communications must be addressed to the Director, ICAR-National Institute of Abiotic Stress Management, Baramati - 413 115)

SUBJECT: TENDER FOR “Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB & DRIVING [TRACTOR/LMV] DUTIES” at ICAR-National Institute of Abiotic Stress Management, Baramati

FROM:

The SAO,
ICAR-NIASM,
Baramati,
Dist. Pune
Pin- 413 115.

TO

Dear Sir (s),

1. e-tenders (in 2 bid system) are hereby invited on behalf of the Director, ICAR-National Institute of Abiotic Stress Management, Baramati” for “Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES” at ICAR-National Institute of Abiotic Stress Management, Baramati – 413 115, Pune, Maharashtra for “**Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES**” at ICAR-National Institute of Abiotic Stress Management, Baramati. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the

contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs. 50,000/- (Rupees Fifty thousand only)** must be deposited in the form of demand draft/pay order/ NEFT /RTGS in the account of ICAR-NIASM as per details given below. DD payable to **“ICAR-UNIT NIASM”, payable at Baramati**

Name of the Bank Account	ICAR-UNIT NIASM
Bank A/C No.	30862846914
Bank Name	State Bank of India
Bank IFSC Code	SBIN0000321

If payment is made by DD the particulars of the earnest money deposited be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. This EMD amount should reach this institute before last date of the tender. The tenders will not be considered if earnest money is not deposited with the tenders. **However, EMD is exempted for agencies registered with NSIC.**

3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be 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 along with the tenders. **Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.**
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 propriety or
 - II. A partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
 - III. Constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn/stands cancelled without any notice & Earnest Money Deposit (EMD) will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the 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. **E-tender should be submitted not later than 13.00 hrs on 26th Dec.,2016**

First, Technical bids will be opened and after evaluation of Technical bids in accordance with the qualifying criteria points as indicated in check list, a list of firms qualified in Technical bids will be prepared and the date of opening of Financial bids will be intimated by mail/fax/phone. The Financial bids will be opened on the prescribed date and time in presence of the bidders who qualified in Technical bids; and only those firms will be considered for financial bid who will qualify in the Technical bid.

9. **The rates quoted by each firm for “Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES” in tenders 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 tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer [The representative participating in tender opening must have proper photo id proof (AADHAR, DRIVING LICENCE, VOTING CARD) & authority letter from the firm]if any may also be indicated. Please note that only one person will be allowed to participate in tender opening process.**
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. **Security Deposit:** An amount equivalent to **5% of the annual contract value** shall be deposited in the form of DD/BG/FDR towards performance guarantee / Security Deposit by the Selected Agency/Successful Tenderer only after receiving a communication from the ICAR-NIASM within 15days. In the event of non-deposition of the same, the earnest money (EMD) will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NIASM to the tenderer.

13. **Service Tax or any other tax applicable or made applicable after awarding the contract in Respect of this contract shall be payable by contractor and ICAR-NIASM will not entertain any claim what so ever in this respect. However, the Income taxes or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per the rules/instructions made applicable from time to time by Government.**
14. DIRECTOR, ICAR-NIASM reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-NIASM, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of DIRECTOR, ICAR-NIASM 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 failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NIASM, BARAMATI. The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance of Tender by the ICAR-NIASM will be communicated by e-mail / FAX/ Speed post or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the e-mail/ FAX/ Speed post etc., should be acted up on immediately.
17. **Qualification criteria:-** The firm shall be having a minimum annual turnover of **Rs. 3 Crores or above in the last 3 financial years (2013-14, 2014-15, and 2015-16)**. The firm should have undertaken the contract for **“Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES”**, for a minimum of one work of **Rs.150 lakhs per Annum or more** during one financial year in the last three years in Central Govt. ICAR organization / Quasi / State Govt. / PSU / University etc. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfillment of terms and conditions and other statutory Govt. levies.
18. Only the technically found suitable firms would be called for opening the financial bids.
19. **The defaulting contractors/agencies whose services were terminated/discontinued either by themselves/ this Institute or any other institute of government agency/ ICAR institutions on account of various lapses, need not to apply please and those who have been black listed by any Govt. department also need not to apply.**
20. The following documents/vouchers are to be enclosed with the tender form which are the terms and Conditions of the Tender Document:
 - a) Certificate of Registration of the firm & the license for operating Labour Services in Maharashtra as per applicable Rules/Act.
 - b) Minimum annual turnover of the firm not less than **Rs. 3 Crores (Rupees Three crores only)** during the last three financial years.

- c) **Three years work experience** of the firm in providing Services (As per Schedule II) in Central Govt. ICAR organization / Quasi /State Govt. / PSU / University etc. provide the details in enclosed tabular form.
- d) Certified Balance Sheet and Income Tax (IT) return of the firm for three year of the service contract by the Registered Chartered Accountants failing which tender is liable to be rejected. A copy of the PAN card may also be attached.
- e) Duly certified copies of the satisfactory services/performance where the Tenderer has provided the services during the last three years.
- f) Employees EPF registration certificate issued by local Govt.etc.
- g) Employees WCP/ESI registration certificate issued by local Govt.etc.
- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. **The contractor shall obtain the labour license under this Act within 30 days from the date of issue of the work order.**
- i) List of labours registered under WCP/ESI & EPF should be enclosed separately. A Minimum of 30 labours of the Agency should be registered under WCP/ESI& EPF. A documentary proof of latest vouchers/challans is required to be attached.
- j) Service tax registration certificate issued by state Govt.etc.
- k) The firm must have solvency certificate for at least **Rs.30 lakhs** from their bankers.
- l) The successful Tenderer will have to enter into a detailed contract agreement with ICAR- ICAR-NIASM Institute/(ICAR) on non-judicial stamp paper of **100/- (Rupees One hundred only)**
- m) Only those firms will be considered for financial bid who will qualify in the technical bid.
- n) Copy of at least three work orders.
- o) Whether the firm has any legal suit/criminal case pending against it for violation of PF/WCP/ESI, Minimum Wages Act or other law (give details). The firm/agency must **enclose a certificate** indicating that there is no criminal/legal suit pending or contemplated against it & affidavit of non-blacklisting on non-judicial stamp paper of RS. 50/- or more.

Note:

1. The technical bids and financial bids are to be submitted in two separate envelopes to be sealed and put in a main cover.
2. The financial bid should also have the detailed breakup of the lump sum monthly rate quoted by the agency in accordance to the latest minimum wages as prescribed by Central Govt. vide the latest notification of Labour Commissioner.

**Director
ICAR-NIASM, Baramati**

ICAR–National Institute of Abiotic Stress Management
(*Deemed University*)
Malegaon KH, GAT-35, BARAMATI, PUNE-413 115, M.S
Phone No- 02112-254057/58, Fax No. 02112-254056
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TENDER FOR “Job / Service Contract for ADMINSTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES” at ICAR-National Institute of Abiotic Stress Management, Baramati – 413 115.”

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 :

To,
Director
ICAR–National Institute of
Abiotic Stress Management
(Deemed University)
Malegaon KH, GAT-35,
BARAMATI, PUNE-413 115, M.S.

Sir,

1. I/We have read all the particulars regarding the General information and all other terms and conditions of “**Job / Service Contract for ADMINSTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES**” at **ICAR-National Institute of Abiotic Stress Management, Baramati – 413 115**” and agree to provide the services as detailed in the schedule herein or to such portion

thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract or till the termination of the contract, whichever is later. 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 been added to and from a part of this Tender_____.The Schedules- I& II to accompany this Tender are at pages_____.
4. Every pages attached with this Tender bears my signature and the office seal.
5. Pay order /DD No. _____ of Rs.(Rs _____ only) drawn in favour of “ICAR-UNIT NIASM” and payable at Baramati is enclosed as **earnest money** (EMD) required.

Yours faithfully,

Signature & Seal of the
Tenderer

Name & Signature of Witness:

Dated:_____

Witness_____

Address_____

Occupation_____

Telephone No.

Office Resi.

Mobile no.

Signature of witness to contractor's

signature Address:

SCHEDULES TO THE TENDER

SCHEDULE-I

A. PART-I

S. No.	Description	Details
1	Name of the Firm/Agency:	
2	Full address with Post Box No., if any, Telephone, FAX, Mobile No., E-mail, etc.	
3	Constitution of the Firm / Agency (Attach copy) (a) Indian Companies Act,1956 (b) Indian Partnership Act, 1932 (Please give names of partners) (c) Any other Act, if not, the owners (d) Details if not the owners.	

4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender	
	(i) If answer to the above is in Negative whether there is any general power of attorney executed by all the Partners of the firm authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration?	
	(ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the Partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped	
5	Name and Full Address of your Banker	
6	Your Permanent Income Tax Number / Circle / Ward.	
7	Any other relevant information	

B	PART – II	
8	Earnest Money Deposited Yes/No	Yes or No
	If yes,	Pay Order/DDNo. Date: Amount: Issuing Bank
C	PART – III	
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the tender:	
10	Name of the Representative(s) with Telephone Mobile No. to be visiting ICAR-NIASM, New Campus regarding the contract:	

Date: _____

Place: _____

AUTHORISED SIGNATORY

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

SCHEDULE-II

**SCOPE OF WORK, GENERAL INFORMATION AND TERMS & CONDITIONS
OF THE CONTRACT**

SECTION – 1

SCOPE OF WORK

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

Sl. No.	Indicative description of posts	Approximate No. of Work points/ Per day	Scope of Work
Category 1 - Highly Skilled			
a. Post Graduate or Graduate with experience (Lab technician) - Science			
1.	Lab Technician (Highly Skilled) for SASM, SDSM, SESM	9	To assist scientists in handling sophisticated scientific equipments data collection and analysis. Proficiency in Computer work related to digitalization of records, publications and communication.
2.	Lab Technician/ AGRICULTURAL RESEARCH FIELD Investigator (Highly Skilled) for SPSR	2	Experience of data collection, entry & analysis etc. organization of FLDS, extension programmes. Proficiency in Computer work related to digitalization of records, publications and communication
b. Graduate with Proficiency in Computer work related to digitalization of records, publications and communication& Typing speed minimum 30 wpm &experience of secretarial work (Office Assistant)			
3.	Office Assistant (Highly Skilled)	8	Secretarial Work
			Assisting Administrative Officers and Accounts Officers
			Proficiency in English, Hindi.
4.	Office Assistant for schools	4	Secretarial assistance to Heads of schools and maintenance of records. Assistance in communication/ correspondences.
5.	Office Assistant for farm	1	Farm Office Assistant: The person should have proficiency in English and computers sufficient to maintain office records in hard and softcopy. He/ she have to assist daily farm office record maintenance work.
6.	Office Assistant for estate	1	To assist the Estate Officer in maintenance of buildings/estate assets; Proficiency and experience in civil works
7.	Guest house Caretaker (2 shifts)	2	supervising and requires maintenance of guest house records, inventory and handling of cash and attending the visiting the Guests
8.	Office Assistant for Hindi cell	1	Routine duties of Hindi Cell, (maintenance of files, correspondence etc)
9.	Office Assistant for Director cell	3	Responsible for filing, docketing of papers received, noting and drafting on files and secretarial processing of cases, and other duties assigned by Directors.
10.	Field Technician for	3	For carrying out activities related to implementation of technology

	TSP		interventions in FIELD crop, horticulture crop, livestock, poultry and fisheries.
11.	Office Assistant ITMU cell	1	To assist in carrying out various activities of ITMU cell. Documentation of various information related to the technologies available with the Institute. Registration of various documents maintenance of 1 PR files of the Institute etc.
Category 2 - Skilled, Semiskilled and Unskilled work in office, estate and laboratory			
a. Skilled Graduate with Proficiency in Computer work related to digitalization of records, publications and communication & Typing speed minimum 30 wpm.			
1.	Office Assistant (Skilled)	8	Assisting Administrative Staff in expediting Audit and Accounts, Purchase, Cash and Bill, Establishment Sections. Proficiency in computer and typing. Proficiency in English, Hindi.
2.	Lab Assistant (Skilled) for SASM, SDSM, SESM	8	To assist scientists in day-to-day- laboratory work including preparation of culture media / chemical solutions / glassware's / plastic wares and assistance in maintenance of labs and minor equipments
3.	Metrological observation Assistant for SASM	1	Observation and Data recording in Metrological observation
4.	Office Assistant (Skilled)	1	To handle works files and maintain the records
5.	Office Assistant (Skilled)	1	Maintenance of Library accessories , keeping record of daily issue of accessories and other activities
6.	Supervisor (Skilled)	1	To supervise the various works at Malad Research Farm of ICAR-NIASM.
7.	Office assistant	2	For record keeping and monitoring work related to TSP activities
b. Skilled (Electrician, Photographer, Caretaker)			
8.	Electrician, Photographer, Caretaker	3	To maintain regular electric supply 24 x 7 and other electrical work including repair and maintenance. Photographic work including experimental photography.
c. Semi-skilled (Office/ Laboratory attendant)			
9.	Office Attendant (Semi Skilled)	4	Helping Admin. staff and Director in day to day activities
10.	Office Attendants for SASM, SDSM, SESM, SPSR	4	To assist in day-to-day- school's work as instructed by scientists
11.	Lab Attendant for SASM, SDSM, SESM	3	Cleaning the labs and washing the glass wares/plastic wares
12.	Guest House Attendant	1	Help in kitchen and maintenance of the guest house and premises
d. Unskilled			
13.	Labour	8	To carry out daily cleaning works in the Institute campus (Mopping, wet cleaning; Cleaning of common amenities such as parking, roads, staircase, terrace and surrounding areas; to clean overhead water tanks
Category 3 - Skilled, Semiskilled and Unskilled work of farm, landscape etc.			
a. Skilled			
1.	Skilled	7	Irrigation system operation:

2.	Skilled	3	Trained Mali having experience in pruning, trimming plants, knowledge of preparation of bouquet and stage decoration for institutional programme, preparation of potting mixture, Filling of pots, sowing of seasonal flower seeds and plantation of flower plants and ornamental plants.
b. Semi-skilled			
3.	Semi Skilled	12	Spraying agrochemicals: This work involves carrying the sprayers and other materials from store to FIELD, the spraying operation and cleaning sprayers thereafter.
4.	Semi Skilled	3	Helper to assist Mali in above operations, lawn moving work and irrigation and maintenance of planters as well as indoor plants.
5.	Semi Skilled	4	To accomplish various works of layout preparation, bundings, sowing of crops, inter culture operation, data collection fertilizer application, Spraying of chemicals, harvesting of crops etc
c. Unskilled			
6.	FIELD Attendant	50	Farm waste management: This work includes the maintenance of the composting unit by arranging biomass in compost pits, regular sprinkling of decomposing culture / water over, giving some treatments as required, regular overturning of the material and collecting the decomposed material and sieving. Rearing of earthworm culture etc.
7.	FIELD Attendants	5	Weeding and maintaining cleanliness in landscape garden area
8.	FIELD Attendants	4	To carry out various activities of FIELD preparation, weeding, bunding, harvesting, spraying of chemicals, sowing of crops , threshing, cleaning etc.
Category 4 - Other essential services			
a. Skilled (Tractor / Office Vehicle Driver)			
1.	Drivers [Innova (2) + Altis (1)](Skilled)	4	Driving & Maintain office vehicles , motorcycles & logbook & POL, Assisting OIC , vehicles for record keeping of the office vehicle
2.	Tractor Drivers (Skilled)	4	Operating / General routine and daily maintenance of tractor. Total number of drivers required is four (04 Nos.) Description of work:- Tractor Operation: Daily inter – cultivation activities in various AGRICULTURAL RESEARCH FIELDS in south farm and orchards in north farm. Fetching diesel for farm section. The persons should have valid license for tractor driving and experience of cultural practices in AGRICULTURAL RESEARCH FIELD crops and orchards.
b. Skilled Cook			
3.	Cook (Skilled)	2	Cooking
c. Skilled (Plumber) Rate per hour			
4.	Plumber (Skilled)	1	To attend the plumbing problems at campus
d. Housekeeping			
5.	Housekeeper	4	Maintenance and Cleaning of toilets and bathrooms; Clearing of dustbin, collection and dispose of garbage
6.	Housekeeper	1	Cleaning of toilets and bathrooms and mopping the floor

SECTION – 2

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- (1) The contractor should appoint supervisor on his/her own cost who will remain present during office hours.
- (2) The contract job service staff should follow strict attendance and alternative arrangements are to be made by the Agency whenever anyone staff/supervisor is to go on leave under intimation to this Office.
- (3) Changing of staff/supervisor should be intimated to the SAO, ICAR-NIASM, Baramati in writing.
- (4) The Director, ICAR-NIASM reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-NIASM shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- (5) The Staff provided should also maintain secrecy and discipline in the premises of the Institute.
- (6) The Contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized Officer of this institute for the purpose. All complaints should be immediately attended to by the Agency.
- (7) The Contractor should provide valid Identity Card to his manpower/employees.
- (8) The Contract Agreement is terminable with one month notice on either side.**
- (9) The contractor shall not sublet the work without prior written permission of the Senior Administrative Officer, ICAR-NIASM, Baramati.
- (10) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (11) The selected Agency shall provide the necessary personnel at ICAR-NIASM, Baramati as per labour acts prevalent in Maharashtra/Govt. of India. The Agency shall employ good and reliable persons with robust health of age group of 21 to 50years. In case any of the Personnel so 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 have to replace such persons immediately.

- (12) The persons so provided by the Agency under this contract will not be the employee of the Institute (ICAR-NIASM) / Council (ICAR) and there will be no employer-employee relationship between the ICAR-NIASM and the persons engaged by the contractor in the aforesaid services.
- (13) **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 7th 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.**
- (14) The numbers of manpower units indicated in Schedule-II are approximate and minimum assessed by the Institute. After physical inspection of the site, a very detailed assessment/actual requirements of personnel for providing above job contract service at the ICAR-NIASM, Baramati shall have to be furnished along with the Tender. The manpower to be deployed for execution of works shouldn't be less than the minimum number indicated in schedule-I. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.
- (15) The rates to be quoted should include cost of each and every item including manpower cost (i.e. minimum wages, EPF & WCP/ESI contributions, Bonus), transportation cost, other costs and taxes etc. Pay for the overnight stay of the drivers went on tour with office vehicle is allowed, however this rate should be quoted by the concerned firm in financial bid separately, otherwise the concerned firm has to pay this amount to the drivers from their pocket.
- (16) The contractor will discharge all his legal obligations in respect of the workers/ supervisor to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute/Council 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-NIASM, Baramati shall be final and binding on the contractor.
- (17) Income Tax/TDS will be deducted from the payments due for the work done as per rule.

- (18) The supervisor will maintain all the registers, which are kept at concerned Section regarding attendance and complaints.
- (19) Changing of staff should be intimated to the SAO, ICAR-NIASM, Baramati.
- (20) The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
- (21) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government, State Government relating to this contract made applicable from time to time.
- (22) **Risk Clause:** ICAR-NIASM/ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other Agency at the risk and cost of current Agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
- (23) The contractor shall be responsible for the faithful compliance of the work awarded to his firm/Agency. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.

LIQUIDATED DAMAGES CLAUSE:

- (1) An amount equivalent to 2 (two) days of contract amount subject to a **minimum of Rs. 2,000/- 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 place of the Institute, it will be brought to the notice of the firm by the SAO, ICAR-NIASM, Baramati and if no action is taken within one day, liquidated damages clause will be invoked.
- (2) Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, ICAR-National Institute of Abiotic Stress Management (ICAR-NIASM), Baramati reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-NIASM, Baramati shall be final and binding on the contractor/ agency in respect of any clause covered under the Contract.

SAO
ICAR-NIASM, Baramati

DETAILS OF THE MINIMUM 3 YEAR'S EXPERIENCE / WORK DONE

S.No.	Name of the Deptt./ Organization & Name of contract person with Phone No.	Period		No. of staff deploye d	Remarks
		From	To		

(Authorised Signatory)

SCHEDULE - III

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. All works to be carried out and services to be provided as per the details given in Schedule-II are on Job contract basis and not on man-days basis. The bidders are hereby instructed to quote lump-sum amount per month on job work / service basis for the entire work.
2. The number of manpower units mentioned in Schedule-II is approximate and minimum. However, total number of manpower units to be engaged by the Contractor shall not be less than the equivalent manpower units under various categories indicated in the scope of work (Schedule -II).
3. **PAYMENT OF MINIMUM WAGES:**
 - (a) The contractor has to pay their workers minimum wages (**Applicable to Agriculture Sector**) with all statutory benefits like EPF, WCP/ESI, and Bonus as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India.
 - (b) Whenever there is increase in the minimum wages and other statutory benefits like EPF, ESIC, Bonus, etc. as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India, the same has to be strictly implemented and **the contractor has to pay his workers the enhanced wages and other statutory benefits accordingly. However, the approved monthly lump sum amount will not be increased by the institute during the Contract Period.**
4. **EPF AND WCP/ESI ISSUES:**
 - (a) The successful Agency/Contractor has to open EPF and WCP/ESI Accounts of his workmen employed for works to be executed in the ICAR-NIASM premises within a month of commencement of the work. Monthly bill must be accompanied with Challans / vouchers in support of the payment of EPF & WCP/ESI contributions.
 - (b) The details of EPF and WCP/ESI Accounts should be provided to the every Workman engaged by the Agency/Contractor. Details of monthly updates of EPF & WCP/ESI Accounts of workmen along with supporting vouchers / challans should be provided to both the workmen and the institute.
 - (c) Vouchers / Challans in support of payment of EPF & WCP/ESI contributions must be enclosed along with monthly bill, failing which the bill shall not be passed. Non- deposition of EPF & WCP/ESI contributions will lead to termination of contract.
 - (d) Immediately after signing the Agreement, the Agency/Contractor has to provide the Institute the list of workers engaged along with all details of EPF and WCP/ESI Account number.
5. All works and services are to be carried on all days of the month excluding Sundays (Weekly Off)/ National Holidays and one labour should not be allowed to work more than 26 days in a month. However, contractor has to pay for the holidays to the staff.

6. The successful contractor has to continue the services of experienced labourers who are already working with ICAR-NIASM, Baramati.
7. Since the present tender is not based on the manpower or man days, the tenderers should quote the consolidated lump-sum amount per month considering the manpower units required to execute various works or providing services as reflected in Schedule-II.
8. The contractor has to maintain all relevant registers – Salary register, over time register, attendance register, etc. as per the prevailing labour laws. All these registers must be available with the Supervisor deployed by the contractor, which can be verified by the Sr. Technical Officer (looking after farm management) of the Institute periodically.
9. The personnel provided shall be under direct control and supervision of the Contractor/Agency. However, the Contractor shall comply with all instructions given to him by the authorized Officer of the Institute, from time to time. The Staff of the Contractor must bound by office timing, duty, placement, locations, and maintaining discipline in the Institute's premises.
10. The Contractor/Agency shouldn't give lenient or casual impressions in duties. They should be always alert and attentive. The Contractor/Agency shall be solely and fully responsible for carelessness and negligent attitude of his staff/supervisors towards assigned work/job. In case of any loss, theft, damage to the life and property of the institute and its employees due to carelessness and inattentiveness attitude of his staff/supervisor, the Contractor/Agency shall compensated the amount of loss or damages.
11. **The Contractor shall issue duly signed and numbered Photo Identity Card (i.e. ID card) to his Staff/supervisor deployed in the premises of the Institute. All his Staff/Supervisors must wear the ID cards while they are on duty.**
12. Payment to the workers should be made either by RTGS method or by Crossed cheque/cash in presence of the concerned officers of ICAR-NIASM, Baramati.
13. The contractor should abide by all prevailing labour laws including providing medical facilities to his workers. ICAR-NIASM shall not be responsible in such matters.
14. Every endeavor has been made to make this document simpler and clear. Every information related to the job is mentioned. However, if any clarification is required, the bidders may ask the same in writing to the Senior Administrative Officer or the same may be got clarified in pre-bid meeting.
15. The contract will be initially for a period of one year extendable for a further period of one more year (total two years) on year to year basis, subject to satisfactory performance of the vender and his/her willingness to continue at same rates and terms and conditions.

**Senior Administrative Officer
ICAR-NIASM, Baramati**

CERTIFICATE FOR NON BLACK LISTING

(On non - judicial stamp paper worth Rs. 50 or More)

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.....



भाकृअनुप - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान
ICAR - NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT
(समतुल्य विश्वविद्यालय / Deemed to be University)
भारतीयकृषिअनुसंधानपरिषद, कृषि अनुसंधान एवं शिक्षा विभाग
Indian Council of Agricultural Research, Department of Agricultural Research & Education
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
MINISTRY OF AGRICULTURE & FARMERS WELFARE, GOVERNMENT OF INDIA
मालेगांव, बारामती, पुणे - 413 115, महाराष्ट्र, भारत
Malegaon, Baramati- 413115, Pune, Maharashtra, India



Tender No.2-58/2016-17

Date: 05.12.2016

TENDER DOCUMENT

FOR

Job / Service Contract for ADMINISTRATIVE,
AGRICULTURAL RESEARCH FIELD, LAB, DRIVING
[TRACTOR/LMV] DUTIES

PART – II FINANCIAL BID



ICAR–National Institute of Abiotic Stress Management

(Deemed University)

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

Phone No- 02112-254057/58, Fax No. 02112-254056

www.niam.res.in

Financial Bid

(PLEASE ENCLOSE THE FINANCIAL BID IN SEPARATE ENVELOP WITH SEAL)

Opening of Financial Bid : Will be intimated later on by Phone / E-mail / Fax

(Note: Please read Special Terms and Conditions mentioned in Schedule-III and submit the Financial Bid accordingly)

To
The Senior Administrative Officer,
ICAR-NIASM,
Baramati-413 115.

Sir,
I/We wish to submit our tender for providing Job / Service Contract for ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES at ICAR-NIASM, Baramati on the following rates:

Sr. No.	Particulars	Per Month
1.	Monthly consolidated amount per month for “PROVIDING ADMINISTRATIVE, AGRICULTURAL RESEARCH FIELD, LAB, DRIVING [TRACTOR/LMV] DUTIES SCHEDULE - II ICAR-NIASM, BARAMATI – 413115. This amount should include minimum monthly wages and all statutory benefits to workers (including contribution towards EPF, WCP/ESI, and Bonus) to be paid to each manpower unit in accordance with the highest standards of services and as per the terms and conditions specified in the Tenders including all acts & taxes etc. as applicable from time to time.	----- (in Figure) _____ _____ _____ _____ _____ (in Word)

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

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

Signature: _____
Name & Address of the Firm: _____

Telephone No.: _____
Mobile No.: _____

DETAILED BREAK UP OF CONSOLIDATED AMOUNT PER MONTH

S.No.	Particulars	Amount	Remarks, if any
1	Wages-(As per minimum wage rate per day applicable for Agriculture Sector) (a) Unskilled Workers (b) Semi-Skilled Workers (c) Skilled Workers (d) Highly Skilled		
2	Contractor's Service Charges		
3	Total Amount (i.e. 1 +2)		
4	Service Tax		
5	Grand Total		
Amount in words			

Date:

Signature: _____

Stamp:

Name & Address of the Firm: _____

IMPORTANT: PAYMENT TO WORKERS SHOULD BE MADE AS PER BELOW GIVEN EXAMPLE TABLE WHEREIN THE PRESENT RATES OF MINIMUM WAGES **APPLICABLE FOR AGRICULTURE SECTOR** AND OTHER STATUTORY BENEFITS ARE TO BE MENTIONED.

S. No.	Component	Sweeper	Unskilled	Semi-Skilled	Skilled	Highly Skilled
1	Daily Wages (As per minimum wage rate per day applicable for Agriculture Sector)					
2	E.P.F. at applicable rates					
3	WCP/ESI at applicable rates					
4	Bonus at applicable rates (minimum wages Rs.7000/- only)					
5	Total					
6	Salary for 26 days (A)					
7	Contractors Profit (B)					
8	Service Tax as per rules					
9	Total amount (A + B + C)					
10	Deductions from the salary of the Staff					
	a. EPF Contribution of employee					
	b. WCP/ESI Contribution of employee					
	c. Professional Tax					
	d. Total deductions (a+b+c)					
11	Actual amount to be paid to the employee					