



भाकृअनुप -राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान
ICAR-National Institute of Abiotic Stress Management

(समतुल्य विश्वविद्यालय)/(Deemed to be University)

भारतीय कृषि अनुसंधान परिषद, 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- 413 115, पुणे, महाराष्ट्र, भारत

Malegaon, Baramati- 413 115, Pune, Maharashtra, India



F.No:NIASM/Estt./2-78/2018

Date: 26.06.2018

Notice Inviting E-Tender

The Director, ICAR-NIASM, Baramati invites e-tenders for the “**JOB / WORK CONTRACT FOR PROVIDING MANPOWER (UNSKILLED, SEMI-SKILLED, SKILLED (TRACTOR DRIVER/ M.T. MOTOR DRIVER/ELECTRICIAN), SKILLED AND CLERICAL, SWEEPING AND CLEANING AND HIGHLY SKILLED)**” through the website www.eprocure.gov.in under two bid systems from reputed firms as per Schedule given below:

Tender ID	Start of Sale of Tender	Last date for submission of Tender	Opening of Technical Bid
2018_DARE_353220_1	26-June-2018 01:00 PM	18-July-2018 01:00 PM	19-July-2018 03:00 PM

Sd/-
Assistant Administrative Officer



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F.No:NIASM/Estt./2-78/2018

Date: 26.06.2018

NOTICE INVITING ONLINE TENDER FOR THE “JOB / WORK CONTRACT FOR PROVIDING MANPOWER (UNSKILLED, SEMI-SKILLED, SKILLED (TRACTOR DRIVER/ M.T. MOTOR DRIVER/ELECTRICIAN), SKILLED AND CLERICAL, SWEEPING AND CLEANING AND HIGHLY SKILLED)” AT ICAR-NIASM, BARAMATI (MAHARASHTRA).

1. The Director, ICAR-NIASM, Baramati invites Online bids from the reputed Companies/firms:

Works Description	Earnest Money Deposit (EMD)
“JOB / WORK CONTRACT FOR PROVIDING MANPOWER (UNSKILLED, SEMI-SKILLED, SKILLED (TRACTOR DRIVER/ M.T. MOTOR DRIVER/ELECTRICIAN), SKILLED AND CLERICAL, SWEEPING AND CLEANING AND HIGHLY SKILLED)”	Rs. 50,000.00 (Rupees Fifty Thousand only)

2. Tender for above can be downloaded free of cost from the website www.niam.res.in. The tender schedule is as under:

Tender ID	Shall be notified on the website of Institute www.niam.res.in
Tender Reference No.	F.No.: NIASM/Estt./2-78/2018
Date of release of tender through e-procurement portal	26.06.2018 from 1.00 PM
Last date & time for submission of Online bid	18.07.2018 up to 1.00 PM
Date & time for opening of online Technical Bid	19.07.2018 at 3.00 PM
Date & time for opening of online Technical Bid	To be notified later
Address for communication	The Director, ICAR- National Institute of Abiotic Stress Management, Malegaon (Kh), Baramati Pin-413 115.

3. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document along with duly signed Tender and scanned copies of DD of EMD must be uploaded On-line immediately. The Bids sent through FAX, E-mail, by hand and/or by post shall not be considered and will be summarily rejected.
4. Earnest Money Deposit (EMD): An amount of Rs. 50,000/- (Rs. Fifty thousand only) in the form of Demand Draft drawn in favour of “ICAR Unit NIASM” payable at Baramati. This EMD should be submitted in sealed envelope super-scribed Earnest Money Deposit (EMD) for the “JOB / WORK CONTRACT FOR PROVIDING MANPOWER (UNSKILLED, SEMI-SKILLED, SKILLED (TRACTOR DRIVER/ M.T. MOTOR DRIVER/ELECTRICIAN), SKILLED AND CLERICAL, SWEEPING AND CLEANING AND HIGHLY SKILLED)”. 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. The EMD of the accepted Tender will be refunded only after on receipt of Contract Form.

Note: The envelop having EMD should reach on or before last date & time of submission of bid on the following address: "The Director, ICAR-National Institute of Abiotic Stress Management, A/p. Malegaon Kh, Tal-Baramati, Dist-Pune-413 115.

5. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected.
6. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The Director, ICAR- NIASM, Baramati reserves the right to accept or reject any or all the tenders without assigning any reason(s) whatsoever.
7. The detailed instruction(s) for online submission(s) of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <https://eprocure.gov.in/eprocure/app>

Sd/-
Assistant Administrative Officer

SECTION – 2

TERMS AND CONDITIONS OF THE CONTRACT

General

- (1) The rate quoted should be valid for a minimum period of one year with effect from the date of finalization/award of the tender. The contract may be extended further, if agreed by both parties.
- (2) The contractor should appoint supervisor on his/her own cost who will remain present during office hours.
- (3) 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 the Director, ICAR-NIASM shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- (4) The contractor should ensure proper conduct and discipline by the worker in the premises of the Institute.
- (5) 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.
- (6) The Contractor should provide valid Identity Card to his manpower/employees.
- (7) The Contract Agreement is terminable with one month notice on either side.**
- (8) The contractor shall not sublet the work under any circumstances.
- (9) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (10) (a) The contractor has to provide manpower of different categories as given in Para-22 of the Terms and Conditions, as per the requirements of ICAR-NIASM.

(b) The Minimum rate of wages as prescribed by Central Labour Commissioner (Central) from time to time should be followed by the Agency. The contractor has to pay the minimum wages (Central) as fixed from time to time to the workers by 7th of every month.

(c) The agency shall be accountable and be held responsible In case of violation of any provision of applicable laws, rules and regulations and guidelines as are in force, amended and/or notified by the Government.

- (d) The Agency/Contractor has to ensure payment of all statutory obligations such as Minimum Wages, EPF, ESI, Professional Tax etc.
- (11) The selected tenderers are required to submit the original certificates for verification before issue of LOI/any time during the tender period, if so desired by the Competent Authority of ICAR-NIASM, Baramati.
- (12) The persons so provided by the Agency under this contract will not have any claim for employment in NIASM/ICAR.
- (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 ICAR-NIASM in the form of Cheque/e-Transfer only. It will be the responsibility of the firm to pay wages to the workers by on or before 7th of every month.**
- (14) 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.
- (15) Income Tax/TDS will be deducted from the payments due for the work done as per rule.
- (16) (a) If the tender is accepted and the work is awarded, it is incumbent on the contractor to carry out the work to the best satisfaction of the authority without any complain. If any, complaint noticed by the concerned Indenter the work order will be cancelled without assigning any reason and notice to the contractor. The decision of the Director, ICAR-NIASM in this regard is final and binding on the contractor.
- (b) Any damages to institute property or thefts caused by the worker engaged by the contractor during execution of the Tender, the cost is to be borne by the contractor as assessed and fixed by the Competent Authority, ICAR-NIASM, Baramati.
- (17) The Contractor must employ adult and physically fit worker only.
- (18) The selected agency shall provide the worker preferably within age group of 25-50.*
- (19) Successful tender will have to enter into a detailed contract agreement with ICAR-NIASM on non-judicial stamp paper of Rs.100 (Rupees on hundred only)*

- (20) *The worker engaged by the contractor shall not have any claim for benefit/compensation/regularization/absorption in service at the NIASM. An Undertaking from the contracted-worker this effect shall be required to be submitted by the contractor to NIASM.*
- (21) 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.
- (22) The tentative requirement of manpower in a working day in different categories {in accordance with Notification No. 173 dated 19th January, 2017 in The Gazette of India (Extraordinary), Part-II Section-3 Sub-section-(ii)} is mentioned below. However, the actual requirement in different categories may increase or decrease at the discretion of the Director, ICAR-NIASM.

Sl.no	Category	Required
1.	Unskilled	16
2.	Sweeping and Cleaning	04
3.	Semi-Skilled (Attendant/Helper)	08
4.	Skilled (Tractor Driver/M.T. Motor Driver/Electrician)	09
5.	Skilled and Clerical	16
6.	Highly Skilled	05

Note:

- (1) The Tenderers are expected to quote reasonable rate of service charge and if it is noticed that the rate quoted by the tenderers are unusually high or unusually low, it will be sufficient cause for rejection of their tenders unless the ICAR-NIASM authority is convinced about the reasonableness of the rate quoted by the tenderers.
- (2) "NIL" Service Charges will not be considered as per guidelines of Govt. of India, Ministry of Finance, Deptt. Of Expenditure (P.P.Division) dated 28.01.2014. Service Charges is to be quoted as a fixed amount in INR including Paise for one manpower for one day. Service charges should not be quoted on percentage basis. If a service-provider/Tenderer submits a Tender for an amount lesser than statutory liabilities, applicable taxes & TDS and service-charges, the Tender is liable to be rejected. Lowest Tender will be decided accordingly.
- (3) As and when the Minimum Wages is revised by the Government, the same will be applicable.

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 ICAR-NIASM and if no action is taken within one day, liquidated damages clause will be invoked.

- (2) Any misconduct/ misbehavior on part of the worker 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 The Director, ICAR-NIASM, Baramati shall be final and binding on the contractor/ agency in respect of any clause covered under the Contract.

**AAO
ICAR-NIASM, Baramati**

SCHEDULE-II**APPLICATION - TECHNICAL BID for "JOB / WORK CONTRACT FOR PROVIDING "MANPOWER"
(HIGHLY-SKILLED, SKILLED, SEMI-SKILLED, DRIVERS, SWEEPERS)" at ICAR-NIASM, Baramati**

1. Name of company/firm/service provider :
2. Name of Proprietor/Director :
3. Full Address of Registered Office :
	Telephone No.:
	Fax No.:
	E-Mail Address:
4. Full Address of Operating/Branch Office :
	Telephone No.:
	Fax No.:
	E-Mail Address:
5. Details of Earnest Money Deposit :	DD No.....Date of Rs. 50,000/- drawn on Bank
6. Banker of the Manpower Service Provider :
(Attach certified copy of statement of A/c for the last Three years)	
Address and Telephone Number of Banker	
7. PAN No. :
(Attach attested copy)	
8. GST Registration No. :
(Attach attested copy)	
9. E.P.F. Registration No. (Attach attested copy) :
10. E.S.I. Registration No. (Attach attested copy) :
11. Financial turnover of the company/firm/ service provider for the last 3 Financial Years: (Attach separate sheet if space provided is insufficient)	

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2015-16		
2016-17		
2017-18		

12. Details of the major similar contracts handled by the Company/ Firm/ Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached)

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

13. Additional information, if any
(Attach separate sheet, if required)

(Authorized Signatory)

Date:
Place:

Name:
Seal:

DECLARATION

1. I,.....Son / Daughter / Wife of
Shri..... Proprietor /
Director/ authorized signatory of the Service Provider, mentioned above,
am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of
the tender and undertake to abide by them;
3. I /we hereby declare that my firm has not been blacklisted/ disqualified/
debarred by any Govt. / Semi Govt. Department/ Agency.
4. The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I / we, am/
are well aware of the fact that furnishing of any false information
/fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law

Signature of authorized person

Date:

Full Name:

Place:

Seal:

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.....

Proforma for Financial Bid

Sr. No.	Particulars	Service-charge quoted in INR including Paise (both in figures and words)
1.	Service-charge by the Tenderer for <u>one no.</u> worker in following category for <u>one day</u>	
a.	Unskilled	
b.	Sweeping and Cleaning	
c.	Semi-Skilled (Attendant/Helper)	
d.	Skilled (Tractor Driver/M. T. Motor Driver/Electrician)	
e.	Skilled and Clerical	
f.	Highly Skilled	

AUTHORISED SIGNATARY

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

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1	Technical Bid	Tender Document: All pages should be signed and stamped	.PDF
2		Scan copy of PAN and GST Registration	.PDF
3		Scan copy of Earnest Money Deposit by way of Demand Draft	.PDF
4		Scan copy of certificate for EMD exemption, if claiming.	.PDF
5		Registration certificate of the firm	.PDF
6		Income Tax Return: (please enclose last 3 Years' IT returns)	.PDF
7		EPF and ESI Registration No.: (Please enclose a copy of EPF and ESI registration)	.PDF
8		Labour License from Regional Labour Commissioner (Central): To operate labour services (To be submitted within 30 days from issue of the Job Contract)	.PDF
9		Self-declaration in letter-head that they are regular in manufacturing/supplying of the item	.PDF
10		Experience Certificate: (from Central Govt. ICAR organization / Quasi / State Govt. / PSU / University etc. during the last 3 yrs will be Preferred)	.PDF
COVER - II			
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.

Sd/-
Assistant Administrative Officer

Format for Financial Bid

Please submit as per BOQ in the CPP Portal