



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान
बरौंडा, रायपुर, छत्तीसगढ़-493 225



ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT
BARONDA, RAIPUR, CHHATTISGARH – 493 225

ao.nibsm.cg@nic.in, Tele fax :- 0771- 2225351, Tele- 0771-2225333

F. No. : 9-11/NIBSM/2019/

Dated: 22-08-2019

NOT TRANSFERABLE

NOTICE INVITING TENDER

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB WORK AT ICAR- NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT, BARONDA, RAIPUR (C.G.) - 493225

A. Fee of Tender Form : Rs. 1000/- (Rupees One thousand only) through DD only (non-refundable)

B. Last date for receipt of Tenders in Office : 13/09/2019 at 13.00 hrs.

Tender through Registered Post/Speed Post/Courier or by-hand delivery should be put in Tender box only.

C. Tenders (Technical Bid) to be opened at: Committee room of NIBSM, Baronda Raipur
13/09/2019 at 14.30 h.

D. Tenders (Financial Bid) to be opened at NIBSM, Raipur :Date of opening will be notified after evaluation of Technicalbids to the technically qualified bidders.

Bidding firms should mention their email id, Phone No., Fax No. for giving information regarding on date of opening of financial bid.

E. Tender to remain open for acceptance up to 120 days from the date of opening.

F. The details of the Tender document including Technical Bid & Financial Bid available in the Institute Website www.nibsm.res.in and CPP Portal www.eprocure.gov.in, Tender ID No.This may be downloaded.

NOTE

1. The Director, ICAR-NIBSM, Raipur may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
3. Tender document downloaded from website of the Institute/ CPP Portal should be accompanied with DD for Rs.1000=00 (Rupees one thousand only) as a **Tender Fee** only in favour of ICAR Unit-NIBSM, Raipur, payable at Raipur, **without which tenders will not be entertained.** Tender fee is non refundable.
4. The Tender should consist of **two Bids system** – The **Technical bid (Annexure-A)** and the **Financial bid (Annexure-B)**. Both must be submitted in two separate envelopes sealed and put in a single main cover. The outer main cover should be super scribed as

**Tender Notice of JOB WORK CONTRACT FOR PROVIDING ADMINISTRATIVE/
FIELD /LAB Work at ICAR-NIBSM-Raipur**

The Bidding Firm should provide their complete address on the bottom left corner of the Main Cover.

5. The Earnest Money Deposit Rs.50,000=00 (Rupees Fifty Thousand only) through Account Payee Demand Draft/Banker's Cheque/Bank Guarantee/FDR in favour of ICAR Unit NIBSM, Raipur payable at UCO Bank Krishak Nagar along with all technical details should be mandatory kept in the Technical Bid only. The Financial Bid should consist of only the Rates per unit work as required.
6. The Financial bid will be opened only of those firms whose technical bid is correct to the requirements asked by the Institute.

**ICAR – National Institute of Biotic Stress Management,
Baronda, Raipur**

**From: The Director,
ICAR-NIBSM, Baronda,
Raipur, Chhattisgarh**

Dear Sir(s)/Madam,

Sealed tenders are hereby invited on behalf of the **Director, ICAR – National Institute of Biotic Stress Management, Baronda, Raipur**. 493225 for contract of **JOB WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK” at ICAR-NIBSM, Raipur**.

Terms & Conditions:

1. Tender process will involve two bid system viz. i) Technical bid comprising of technical details and requirements of the tender (Annexure-A) and ii) Financial bid involving Rates, quantity etc. (Annexure B)
2. Only those firms will be considered for financial bid who will qualify in the technical bid.
3. An earnest money of **Rs.50,000=00 (Rupees Fifty Thousand only)** must be deposited in the form of Account Payee Demand Draft/Banker's Cheque/Bank Guarantee/FDR in favour of **ICAR Unit- NIBSM, at UCO Bank, Krishak Nagar, IFS Code: UCBA0001794**. The particulars of the earnest money deposited must also 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.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not revert 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 be refunded to tenderer after he has applied for the same, in the manner prescribed by the Institute.
4. The tender form (technical bid) should be returned intact and pages and annexure should not be detached. In the event of the space provided on the Technical bid 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 tenders 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 Technical bid 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.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 21 days, the offer made shall be deemed to be withdrawn without any notice & earnest money 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 Council / 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 annexure should be signed by the tenderer.**
9. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscripted

Tender Notice of JOB WORK CONTRACT FOR PROVIDING ADMINISTRATIVE/
FIELD /LAB. WORK+at ICAR-NIBSM, Raipur

10. **All Tenders should be sent by Registered Post/Speed, Post/Courier.** Tenders to be hand delivered should be put in the Tender box which will be kept in the office of ICAR-NIBSM, Baronda, Raipur, Chhattisgarh. 493225 **on or before 13/09/2019 13:00 hrs.**
11. The rates quoted by each firm for job work contract in tenders are given both in words and figures. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the technical bids of 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 if any, may also be indicated.
12. 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. While examining the bids, if it appears that the rates is so low that the contractor cannot pay the minimum wages, the rate will be rejected and not be used for comparison. Other conditional Tenders will not be accepted.
13. Successful bidder/s will have to deposit Security Deposit /Performance Security 10% of the estimated value of the contract. The security deposit is to be submitted through Account Payee Demand Draft/Banker's Cheque/Bank Guarantee/FDR within 21 days after the issue of letter of award by the Institute which shall remain with the Institute till the mentioned service period and shall thereafter be returned, without any interest, only after the successful completion of work. Performance security should remain valid for period of 60 days beyond dated of completion of all statutory and contractual obligations of supplier. In the event of non-deposition of the same, the earnest money will be forfeited. Bid security will not be linked to any pending amount in the Institute. EMD will be refunded to successful bidder, on receipt of performance security.
14. **Any interest** on security deposit and earnest money deposit, performance security **is not admissible** to be paid by the Institute to the tenderer.
15. Service tax, GST or any other tax where applicable or made applicable after awarding the contract in respect of this contract shall be payable to the tenderer as per rules who will comply it with information to the Institute. However, Agricultural and animal related works are exempted from service tax according to rule 66D of service tax act.

16. However the taxes as applicable shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
17. The tenderer/ 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.
18. The tenderer/ contractor/agency shall provide documentary proof of their Staff/Supervisors with their ESI & EPF contributions registered. In case of successful tenderers not having such contribution registered, the registration certificate shall be provided within 60 days of award of tender failing which the EMD/ Security deposit shall be forfeited.
19. The contractor/firm/agency has selected agency will engage sufficient number of labour force/personnel for ICAR-NIBSM, Baronda, Raipur as per labour acts prevalent in Raipur (C.G) for satisfactory performance of the work. The agency shall employ good and reliable persons. In case any of the personnel so provided is not found suitable by the Institute, the same may be replaced by the contractor/firm, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency on receipt of a written communication will have to replace such persons immediately.
20. Contractor/firm/agency has to pay applicable minimum wages fixed by Central Government/Chhattisgarh State whichever is higher and contractor/firm/agency is also bound for ESI & EPF contribution of workers with information to ICAR-NIBSM, Raipur.
21. Canvassing in any form is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection.
22. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the Institute shall have to be furnished along with the Tender. No request for alteration in the rates once quoted will be permitted within one year or up to the extending contact period, whichever is later.
23. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost (minimum wages + EPF + ESI and his service charge) and taxes (if applicable) etc. The Institute shall not bear any extra charge on any account whatsoever i.e., Uniform, Liveries, OTA, tools, equipment etc. etc.
24. The contractor/firm/agency will discharge all his legal obligations in respect of the workers/supervisors 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 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 Director/Administrative Officer ICAR-NIBSM, Baronda, Raipur shall be final and binding on the contractor.
25. Income Tax (TDS) will be deducted from the payments of the contractor/firm/agency as per rule.
26. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
27. Any compensation for disengagement on account of death, disability or any mis-happening of any labors(s) provided for deployment in the ICAR-NIBSM Campus, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability. The contractor should insure the person engaged by him for job/work contract work at NIBSM for all coverage of causality, death or accident or illness, at their own.
28. The contractor/firm/agency is wholly responsible to supply the personnel in the institute premises and if any accident/untoward incident happen, on account of improper workmanship with the concerned person during duty, the whole responsibility for settling the case with police/court, labour law lies with the contractor.

29. The NIBSM shall have no liability whatsoever towards any other personal or equipment of the Agency. All statutory requirements for the workmen engaged for NIBSM Contract work are to borne by the Agency/Firm/Contractor and shall be sole responsibility of the Agency/Firm/Contractor.
30. Since the different job contract work as mentioned in the tender will be awarded on Job/ Work Contract basis only, the workers deployed by the contractor do not have right to demand/claim for jobs, their wages and statutory/obligations from this Institute.
31. The contractor/firm/agency will be the employer for the man power deployed at this Institute and accordingly, the contractor needs to complete all legal formalities.
32. The contractor/firm/agency should ensure that the qualified and experienced persons capable for the job as per the requirement of work specified in the details of jobs to be done are provided/engaged for attending the work.
33. The workers/labour(s) are to be issued with identity card by the contractor/firm/agency. The workers have to display identify card as and when they enter into the institute.
34. The workers engaged by contractor/firm/agency on job contract/work contract will not be on payroll of the Institute (NIBSM, Raipur) and will not be entitle to any benefit as applicable to the employee of ICAR-NIBSM.
35. The contractor shall be fully responsible for the work allotted and shall not indulge in any other activities than doing specified job allotted to them. In case of any loss/damage to institute property or its interest of contract value or violating any clause given in tender the competent authority shall be free to impose penalty as per penalty clause and deduct the same from the security deposit/EMD/performance security or any pending payment of the firm/contractor/agency with institute.
36. The Technical Bid should contain Earnest Money Deposit (EMD) of an amount of Rs.50,000/- in the form of bank Demand Draft in favour of ICAR Unit NIBSM payable at Raipur (to be submitted with Technical bid) without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 60 days of opening of tenders.
37. The EMD is liable to be forfeited if the tenderer withdraws the tender within the period of validity of the tender.
38. The successful tenderer shall be required to deposit the Security money of 10% of the total bid value at the time of acceptance of Work Order/Award Letter through Demand Draft in favour of ICAR Unit, NIBSM, payable at Raipur . No Interest shall be paid on such security deposit, which shall remain with the NIBSM during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc., if any.
39. The entire mandatory requirement like EPF, ESI etc. are to be fulfilled by the bidders and to be mentioned in the tender document. In the event, any bidder cannot submit the document at the time of bid submission; the bidder may be given sixty days time to fulfill the requirements. Falling to provide document of the term & conditions, the security money, EMD of the defaulter bidder will be forfeited and the work order will be cancelled.
40. The monthly wage payment is to be made by 7th of every month through account payee cheque or online bank transfer in the presence of authorized officials of ICAR-NIBSM, Raipur irrespective of bill clearance from office otherwise Penalty will be imposed in case of delayed payment or less-payment as per penalty clause from the service charge/security deposit of the agency. Payment for service contract will be made monthly upon submission of pre receipted bill to Farm Section. The payment to contractor is to be made through e-payment.
41. Risk Clause: Institute 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 EMD/Security Deposit/Performance Security or pending bills or by rising a separate claim.

42. The contractor shall himself maintain his labour force and supervisory staff as required and as directed from time to time by the indenting officer of the Institute to provide highest standards of functioning of the farms/office.
43. The supervisory staff of the contractor should be present (in attendance) at the places where job works are undertaken. Any changes made in the supervisory staffs should immediately be intimated to the officer incharge (administration) (Farm)/Scientist In-charge/ In-charges of different Section immediately.
44. The work shall not be considered as completed satisfactorily until the OIC (Farm) / officer incharge (administration) authorized supervisor of the farm/Incharge of different sections has certified in writing that the work they have been completed satisfactorily and animals are maintained properly and all the assigned jobs are completed.
45. The contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of the Institute for the purpose. Complaints should be immediately attended to by the Agency.
46. The sufficient manpower/machinery should be ensured for continuity of ongoing works till their completion.
47. Payment will be released on monthly arrear basis after receiving the bills in triplicate and certification by officer incharge (administration) and concern authorised person. Since there may be delay in releasing payment by NIBSM the Agency due to contingencies payment of wages to the manpower staff by the agency should not be linked with receiving of payment from NIBSM and the contractor / agency shall pay the wages as per central Govt. rate to his staff deployed / engaged at NIBSM by 7th of every month.
48. Latest notification for minimum wages for unskilled, semiskilled and skilled manpower of labour minimum wages act of central govt must be considered for quoting financial bids
49. The private agencies should have at least one office of their own with telephone, fax, email facility at Raipur.
50. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-NIBSM, Raipur for the purpose. All complaints should be immediately attended to by the Agency.
51. Uniform with colour specifications and pattern approved by ICAR-NIBSM, Raipur should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
52. They should not leave their points unless and until the reliever comes for shift duties, contractor supervisor will maintain all the register, which are kept at concerned Section.
53. The personnel engaged by the agency for this job contract will not be an employee of the ICAR-NIBSM and there will be no employer-employee relationship between the ICAR-NIBSM and the personnel so engaged by the contractor.
54. The non compliance of schedule of work in respect of manpower, quality material and work performance to the satisfaction of concerned Authorised person may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time. Firms quoting zero percent service/agency charge will be rejected out rightly. The firm should quote agency charges as a whole number. Charges quoted in fraction/decimal point will be taken as nearest & higher whole number for evaluation purpose. The firms/bidders must submit a documentary proof stating place of its Headquarter and regional offices.
55. **LIQUIDATED DAMAGES CLAUSE:** Whenever and wherever the contractor/firm/agency is unable to undertake the work it will be brought to the notice of the contractor by the Farm SDivision/Head of Office or higher authority and if no action is taken within three hour liquidated damages clauses will be invoked for essential activities likely milking, feeding of animal, electricity & water supply related works etc. and for one day for agricultural activities etc.. In non-completion & half of work the payment of that bill will not be paid to the contractor/firm. If the work complete is late as per schedule given to the contractor/firm/agency the concerned verifying officer will assess the quantify of loss and shall mention on the body of bill and that amount shall be deducted from the payment of the


contractor/firm/agency. If amount is more than the bill the same shall be deducted from the other bill of the contractor/firm/agency & also from future payment of the contractor. If no amount is available with office, the same may be deducted from his performance security/security deposit or any other payment lying with office.

56. **Loss and/or Damages:** In case of any loss or damage done to the property/animal of the Institute attributable to the personnel for the contractor, the full damages will be recovered from the Agency/Contractor.
57. Any misconduct/misbehaviour on the part of the manpower deployed by the agency is undesirable tolerated and such person(s) will have to be replaced immediately by the contractor on reporting by work the indenting officer.

TERMS OF CONTRACT

58. Initially the terms of the contract will be for ONE YEAR and the contract may be renewed or extended for further period on mutually agreed T&Cs subject to satisfactory services provided by the agency. On the expiry of the contract or on its termination, the NIBSM reserves the right to renew the contract on quarterly/half-yearly/yearly basis on the same terms and conditions that may be mutually agreed upon.
59. The agreement is terminable with one month notice on either Side.
60. The contractor shall not sublet the work without prior written permission of the ICAR-NIBSM, Raipur.
61. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services. The contractor/firm/agency shall declare in writing if he is related to any officer/employee of the NIBSM, Raipur with details of relationship thereof along with the tender.
62. Acceptance by the Institute will be communicated by Registered post / FAX/ Express letter. or any other form of communication. Tenderers are requested to give their FAX numbers for early response.
63. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NIBSM on non-judicial stamp paper of Rs. 1000/- (Rupees One thousand).
64. The Director, NIBSM, Raipur, reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof at any stage. The decision of Director, NIBSM, Raipur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
65. Decision of Director, NIBSM, Raipur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NIBSM, Raipur. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
66. All disputes are subject to Raipur (C.G) jurisdiction only.
67. Corrigendum, if any for change or correction in the tender document by this Institute, may kindly be seen on our website www.nibsm.org.in /CPP portal only.

Yours faithfully,


(Sridhar J.)

Head of the Office

For and on behalf of the Director
ICAR-National Institute of Biotic Stress Management
Baronda, Raipur, Chhattisgarh (493225)

कार्यालय प्रमुख
Head of the Office
रा.जै.स्ट्रे.प्र. संस्थान, रायपुर
N.I.B.S.M., Raipur

TECHNICAL BID
(Technical bid to be enclosed in a separate envelope with seal)

Tender for the contract for "JOB WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK at ICAR-National Institute of Biotic Stress Management, Baronda, Raipur - 493225

From

o o o o o o o o o o o o o o o o ..
o o o o o o o o o o o o o o o o ..
o o o o o o o o o o o o o o o o ..

To

**The Director,
ICAR-NIBSM, Baronda, Raipur
Chhattisgarh- 493225**

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for %JOB WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK+at ICAR-NIBSM, Raipur and agree to provide the services as detailed in the tender herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in FINANCIAL BID (Annexure-B) to this Tender and I/we agree to hold this offer open till 120 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 acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. I/We have filled all Technical Bid (Annexure-A) & Financial Bid (Annexure-B) and also agreed to provide the services as per the terms and conditions mentioned in the tender. Every page so attached with this Tender bears tenderer signature and the office/firm seal
3. Account Payee Demand Draft/Banker's Cheque/Bank Guarantee/FDR No o o o ..o o o o o .of Rs. o o o o o o drawn in favour of ICAR Unit NIBSM, Raipur and payable at UCO Bank, Krishak Nagar,Raipur is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Telephone No. & Office o o o o o o ..

Resi o o o o o o o o o o o o o o

Mobile o o o o o o o o o o o o o o

Signature of witness to contractor's signature o o o o o o o o o o o o o o .

Name & Address of Witness: o o o o o o o o o o o o o o o o o o .o o o o

Occupation: o

Telephone No o o o o o o o o o o ..Mobile No o o o o o o o o o o o o o o o o .

Annexure-A

TECHNICAL BID PROFORMA

S. No.	Particulars	Details to be filled in the space as mentioned below & attach the document with this bid mentioning annexure no. as allotted in the columns as mentioned below) (if space is less, for mentioning the details attached supplementary pages mentioning S.No., Particulars of Technical Bid & every page should be signed by the contractor/firm)
1.	Tender Fee Rs. 1000/- (Rupees one thousand only) payable in f/o ICAR Unit- NIBSM, Raipur Payable at UCO Bank, Raipur (only through DD)	Demand Draft No. 0 0 0 0 0 .., dated 0 0 0 0 0 ..Bank 0 0 0 0 0 0 0 0 .., Amount Rs. 0 0 0 0 0 0 0 0 0 .. (Attached as Annexure . 1)
2.	EMD Details (only through Account Payee Demand Draft/Banker's Cheque/Bank Guarantee/FDR)	Demand Draft/Banker's Cheque/Bank Guarantee/FDR No. 0 ..Dt 0 0 0 0 0 0 0 0 0 0 .. Bank/Branch 0 ..,0 ... Amount Rs. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 (Attached as Annexure . 2)
3.	Name of the Firm/Agency	(Attached as Annexure . 3)
4.	Full address with Post Box No. and Telephone No. if any	(Attached as Annexure . 4)
5.	Constitution of the Firm/ Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 Please give names of partners) Any other Act, if not, the owners.	(Attached self attested copy as Annexure . 5)

6.	<p>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.</p>	<p>(Attached self attested copy as Annexure . 6)</p>
	<p>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 Tenders to refer dispute condemning business of the partnership to arbitration.</p>	<p>(Attached self attested copy as Annexure . 6(i), if applicable</p>
	<p>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 paper by all partners.</p>	<p>(Attached self attested copy as Annexure . 6(ii), if applicable)</p>
7.	<p>Name and Full Address of the Bank details for E-payment</p>	<p>(i) Name of the Account holder/firm/contractor (Payee's Account Name) <input type="text"/></p> <p>.....</p> <p>...</p> <p>(ii) Nature of Account (saving/current) <input type="text"/></p> <p>.....</p> <p>...</p> <p>(iii) Name of the Bank <input type="text"/></p> <p>.....</p> <p>...</p> <p>(iv) Bank Account No. <input type="text"/></p> <p><input type="text"/></p> <p>Branch Address <input type="text"/></p> <p>(v) <input type="text"/></p> <p>.....</p> <p>(vi) IFSC Code of Bank/Branch <input type="text"/></p> <p>.....</p> <p>(vii) Signature of the Account Holder.....</p> <p>(Attached as Annexure . 7)</p>

8.	Permanent Income Tax No.Circle/ Ward (Individual/Firm/Company Name . clearly indicate)	PAN No. 0 0 0 0 0 0 0 0 0 0 (Attached self attested copy as Annexure - 8)																																																																								
9.	Registration certificate of the firm under the work contract of Govt. of India/State Govt.	(Attached self attested copy as Annexure - 9)																																																																								
10.	Minimum turnover of the firm not less than (Rs.25 LAKH in figures (Rs twenty five lakh In words) only during the last financial year. Copy enclosed for reference.	(Rs in Figures. 0 0 0 0 0 0 0 0 0 0) (Rupees in words 0 .) (Attached self attested copy as Annexure -10)																																																																								
11.	Last three years continuous experience of the firm in the field of providing such services/labourers in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/State Govt. Provide the details in tabular form	<p>Details of the Minimum 3 years experience/work done</p> <table border="1"> <thead> <tr> <th rowspan="2">Sl. No.</th> <th rowspan="2">Name of the Deptt./ organizational & Name of contract Person with Ph. No.</th> <th colspan="2">Period</th> <th rowspan="2">No. of staff deployed</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(Attached as Annexure -11 (if space is less, attached another sheet)</p>					Sl. No.	Name of the Deptt./ organizational & Name of contract Person with Ph. No.	Period		No. of staff deployed	Remarks	From	To	1.						2.						3.						4.						5.						6.						7.						8.						9.						10.					
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12.	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant .																																																																									

		(Attached self attested copy as Annexure-12)
13.	Employee EPF registration certificate issued by local govt. etc.	(Attached self attested copy as Annexure -13/ Certify to make available within 60 days.)
14.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years	(Attached self attested copy as Annexure -14)
15.	Employee ESI registration certificate issued by local govt. etc.	(Attached self attested copy as Annexure -15/ Certify to make available within 60 days.)

16.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.	(Attached self attested copy as Annexure-16)
17.	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) requir with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached	(Attached self attested copy as Annexure-17)
18.	Service tax registration certificate issued by Govt. and ISO CERTIFICATE etc.	(Attached self attested copy as Annexure-18)

19.	Duly signed GAR-43 form for refund of EMD comprising details of EMD amount to be deposited with the tender	Proforma of GAR 43 to be affixed with Rs. 1 Revenue stamp & signature on the claimant place for returning of EMD (Attached as Annexure -19)
20.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	1õ õ õ õ õ õ õ õ õ õ õ õ õ õ .. 2õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ (Attached self attested as Annexure-20)
21.	Name of the Permanent Representative to be visiting NIBSM- Baronda, Riapur, regarding the contract	1õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ . 2õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ 3õ õ õ õ õ õ õ õ õ õ õ õ õ õ 4õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ (Attached attested copy as Annexure-21)

22.	Any other relevant information	
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(To be kept in separate envelope and the words “JOB WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK at ICAR-National Institute of biotic Stress Management, Baronda, Raipur - 493225 ” should be written clearly and prominently on this envelope along with Tender ID Number & date of opening)

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

Only those firms will be considered for financial bid who will qualify in the technical bid.

Date :

Place:

**Signature & Seal of the
Tenderer
Authorised
Signatory**

**ICAR-National Institute of Biotic Stress Management
Baronda, Raipur (C.G.) INDIA
G.A.R. 43
[See Rule 186 (1)]
APPLICATION-CUM-BILL FOR REFUND OF DEPOSIT**

Month
Bill No.
Head of Account.....

Original Challan/DD/BC of Receipt No. & date	Bank/Office in which deposited	Name of Depositor	Amount originally deposited

Received thisday of.....20 the sum of Rupees.....

.....being repayable on account release of deposit describe above.

- Received payment of Rs
 1. (Rupees)
 for arranging disbursal to imant(s)
 Passed for payment of Rs
 2. Rupees

**.....
Tenderer (with Rs. 1=00 revenue stamp affixed)**

Date :

Drawing & Disbursing Officer

Forin pay and Accounts Office in case of endorsement I above

Admitted for payment of Rs(Rupees payment by Cheque
 No.
 Date Finance and Account Officer

Delete whichever of endorsement 1 or 2 inapplicable.

Annexure-B

FINANCIAL BID

Last date for receipt of Tender : 13/09/2019 upto 13.00 hrs.

Date of opening : Will be notified after evaluation of Technical bids on our web . site www.nibsm.res.in. Bidding firms should mention their email id, Phone No., Fax No. For giving information of the date of opening of financial bid.

To,
The Director,
ICAR-NIBSM
Baronda, Raipur (C.G.)-493225

Sir,
I/We wish to submit our Tender for the **“JOB WORK CONTRACT FOR ADMINSTRATIVE/ FIELD /LAB. WORK” AT ICAR- NIBSM, Baronda, Raipur (C.G.)** on the following rates:

No.	Particulars	Per unit
1	<p>Consolidated rate offered for JOB WORK CONTRACT FOR PROVIDING ADMINSTRATIVE/ FIELD /LAB. WORK at National Institute Of Biotic Stress Management, Raipur-493225</p> <p>in accordance with the highest standards of Agricultural Jobs and Allied services and as per the terms and conditions specified in the Tenders including all labour (minimum wages, EPF, ESI his service charge etc.), material, transportation, specially covered all acts and taxes etc. as applicable from time to time.</p>	<p>Rates may be filled enclosed in Financial Bid (Schedule II to V) against</p>

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 o o o o o o o o o o o o o o o o o o

Name & Address of the Firm o o o o o o o o o o o o o o o o o o

Telephone No o o o o o o ..Mobile No o o o o o o o o o o o o .

e-mail o o o o o o o o o o o o o o o o o o ..

Fax o o o o o o o o o o o o ..

Financial Bid

SCHEDULE-II

Scope of Work: The services as detailed below are to be provided for this item
(Number may be increased or decreased as per requirements)

Sr. No.	Particulars of service required	Per Month Rate (Rs.)
1	Monthly consolidated rate offered for ADMINISTRATIVE SERVICES 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 The number may be increased or decreased as per requirements	
	Monthly consolidated rate offered for ONE ADMINISTRATIVE WORK 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) The number may be increased or decreased as per requirements	
	Monthly consolidated rate offered for ONE STENOGRAPHER WORK 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) The number may be increased or decreased as per requirements	
2	Monthly consolidated rate offered for LABORATORY/ FIELD TECHNICIANS as per the Schedule V in accordance with the terms and conditions specified in the tender following all labour law including all taxes etc. (as applicable from time to time) The number may be increased or decreased as per requirements	
	Monthly consolidated rate offered for ONE LABORATORY/ FIELD TECHNICIAN as per the Schedule V 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) The number may be increased or decreased as per requirements	
3	Monthly consolidated rate offered for FIELD ATTENDANTS as per the Schedule V 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) The number may be increased or decreased as per requirements	

	Monthly consolidated rate offered for ONE FIELD ATTENDANT as per the Schedule V 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 ONE OFFICE ATTENDANTS as per the Schedule V 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) The number may be increased or decreased as per requirements	
5	Monthly consolidated rate offered for LABORATORY ATTENDANTS as per the Schedule V 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 LABORATORY ATTENDANT as per the Schedule V 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)	
6	Monthly consolidated rate offered for ONE SWEEPER as per the Schedule V 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)	
7	Monthly consolidated rate offered for TWO TRACTOR DRIVER as per the Schedule V 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 TWO VEHICLE DRIVER as per the Schedule V 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)	

SCHEDULE-III

TENDER BID FOR PROVIDING PERSONNEL FOR AWARD OF WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK AT THE ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT (NIBSM), BARONDA, RAIPUR (CHHATTISGARH)-493225 ALONG WITH THE GOVERNING INSTRUCTIONS CONTAINING TERMS & CONDITIONS THEREOF

FINANCIAL BID

The quoted rates in Schedule II to IV of the Tender form are to be given both in words and figures failing which the same is liable to be rejected. The bids can be expressed for partial or full items of the work contract, as given in the given schedules.

Last date for receipt of Tender : 13/09/2019 13:00 hrs

Date of opening of Tender : 13/09/2019 14:30 hrs

To
The Director
ICAR-National Institute of Biotic Stress Management
Baronda, Raipur -493225

Sir,

I/We wish to submit our Tender **FOR PROVIDING THE AWARD OF WORK CONTRACT FOR ADMINISTRATIVE/ FIELD /LAB. WORK** at the ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT, BARONDA, RAIPUR on the following details and rates: -

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. _____

Financial bid

BREAK-UP OF MONTHLY CHARGES TO BE CLAIMED AND ACTUAL TO BE PAID

S. No.	Description	Rates (In Rs)	Actual Amount (Rs.) to be Paid
1.	Monthly Rate (Latest Central Government rate)		
2.	EPF Contribution		
3.	ESI Contribution		
4.	Total cost (1 + 2 + 3)		
5.	Service charges*		
6.	Income Tax (TDS)		
7.	Goods & Service Tax (GST)		
8.	Grand Total (4 + 5 + 6 + 7)		

Service charges should not be **NIL** as per govt. guidelines otherwise tender will not be considered.

SCHEDULE-IV

Description of work for Administration

Requirements: Graduate from a recognized University with good communication skill [written and spoken] and computer literacy with experience of noting, drafting on files and administrative procedures. Desirable: knowledge of cases would be desirable. Knowledge of e-mail /internet/fax/photocopy operation.

Category: Highly skilled

S.No.	Name of Section	Nature of duties/ Job specification	Hours	Approx. Numbers (Number may be increased or decreased as per requirements)
1	Director cell, Joint Director cell & PME cell /Secretarial Assistance	Computer typing of research and technical reports including official correspondence; Maintenance of files of research projects and Scientists technical matters. Assistance in data and Distribution of correspondence	8 hours per day; monthly basis, except Sunday and gazetted holidays.	3
2	Administration/ Establishment	To handle the file and diary; To operate the EPABX and other misc. work assigned by the officer concerned. Typing and other works of miscellaneous nature as assigned from time to time other routine job of dak/file movement distribution/delivery of outgoing and incoming dak of office Any other duties assigned by the concerned Officer of the Institute Computer typing [English and Hindi] and assistance in file management.	8 hours per day from 9 to 5 pm with half hour lunch break	5
3	Audit & Accounts Section and Cash & Bills Section & Stores	Maintenance and generation of various types of accounts reports in computerized accounting system under supervision of Finance and Accounts Officer Maintenance of all paid vouchers in an indexed system and their	8 hours per day from 9 to 5 pm with half hour lunch break	4

		retrieval whenever required Feeding of the audit vouchers on daily basis in the software [data entry work] Assistance in maintenance of records Remittances Any other miscellaneous work given by Finance and Accounts Officer and Preparation of all contingent bills, Travelling Allowance bills Maintenance of Imprest account Maintenance of TA registers, Contingent registers Preparation of Sanction Orders Preparation of Pay bills and its subsidy registers Any other miscellaneous work given by the Drawing and Disbursing Officer		
Requirements: 10+2 School Leaving Certificate with diploma in office management and secretarial practice or Graduate from a recognized University. Knowledge of English short hand [80-100 wpm] with ability to transcript and typing [60wpm]. Good communication skills in English[written with spoken] and computer literacy. Assistance and maintenance of account & audit. Desirable: Knowledge of working with e-mail/internet/fax/Photo Copy etc. Category: Highly skilled.				
5	Stenographers	For positions Taking dictation and computer typing Rendering all the secretarial work to the controlling officer Any other miscellaneous work given by their controlling officer	8 hours per day from 9 to 5 pm with half hour lunch break	2

Qualifications: Office Attendants: 8th standard, middle level school pass; ability to read basic official English and Hindi words; knowledge of maintenance or records [Category Semi skilled]

6	Office Attendants	Dusting and cleaning of tables; bank /post office duties; assisting the dispatcher, operating Xerox/Fax machine; comb binding/ spiral binding; movement files; any other duties assigned by their controlling officers.	8 hours per day from 9 to 5 pm With half hour lunch break	4
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Qualifications: Graduate in Science or agriculture[Category: [Highly Skilled]

1	Field/ Laboratory Technicians	Maintenance of experimental plots, Assistance in field observations Assistance in lab analytical work biochemical and molecular work.	8 hours per day from 9 to 5 pm With half hour lunch break	8
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Qualifications: Secondary school certificate of recognized Board: Valid LMV driving license from competent authority[Category: Skilled].

2	Tractor drivers cum mechanic	Field operation for experimental and bulk crop operations; farm upkeep, transport of farm produce	8 hours per day from 7am to 12 noon & 2 pm to 5 pm	2
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Qualifications: Secondary school certificate of recognized Board: Valid LMV driving license from of competent authority [Category: Skilled].

3	Light motor vehicle drives cum mechanics	Driving of office vehicles and their day to day maintenance	8 hours per day from 7am to 12 noon & 2 pm to 5 pm	2
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Qualifications: Secondary school certificate of recognized Board and Trade Certificate / Diploma from recognised Insitutions alongwith work experience certificate (Electrical) & (Plumber) Number may be increased or decreased as per requirements [Category: Skilled].

4	Electrician	For maintenance of electrical work	8 hours per day from 9 to 5 pm With half hour lunch break	1
5	Plumber	For maintenance of plumbing work		1

Annexure-I**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER BID****DOCUMENTS FAILING WHICH THE BID WILL BE REJECTED**

Sl. No.	Particulars	Whether submitted or not	If submitted mention the page no.
1.	Details of Cost of bid Rs1000/-		
2.	Details of EMD deposit		
3.	Constitution of the Firm/Agency/Sole Proprietor under Indian Companies Act, 1956/ Indian Partnership Act, 1932 (Please give name of partners)/ Registration under shop & establishment Act, 1948 For Partnership firms whether registered under the Indian Partnership Act, 1932. a. Please state further whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. 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 concerning business of the partnership to arbitration. c. If the answer to (a) or (b) above, 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.		
4.	Copy of registration certificate of ESI		
5.	Copy of registration certificate of EPF		
6.	Copy of Service Tax registration		
7.	Copy of PAN card		
8.	Copy of labour license under contract labour (R&A) Act, 1970, if any available Note: This license will have to be obtained by the firm with in 15 days in respect of this institute after accepting the work order		
9.	Banks Solvency/Hashiat certificate for Rs.15,00,000/- in original from the bank where the bidder is having bank account.		
10.	Experience Certificate (to be enclosed) (a) Three similar completed works costing not less than Rs.5 Lacs OR (b) Two similar completed works costing not less than Rs.7.5 Lacs OR (c) One similar completed works costing not less than Rs.15 Lac		
11.	Copy of Income Tax return for last three Financial years		
12.	EPF Annual Return for ascertaining the number of workers has to be attached as per Sl. No.14		

13.	(a) Minimum turnover of the firm not less than Rs .25 Lacs (certified copy of bank statement to be enclosed)		
14.	Number of Staff/ Supervisors registered under ESI & EPF separately Minimum 50 numbers Staff / Supervisors required with their ESI / EPF contributions. Documentary proof of return is required to be attached.		
15.	Whether the rate quoted complies with the minimum Wages Act. Of Govt. of India (Central Govt.) with all other statutory provisions (MENTION YES OR NO)		

**AUTHORITY
SIGNATORY**

NOTE: The Information required at Sl. No. 1 to15 must be accompanied with the self certified copies of the document and attached as per the serial number failing which the tender will be rejected.