



INDIAN INSTITUTE OF MILLETS RESEARCH
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad-500 030
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INVITATION TO TENDER FOR MANPOWER SERVICES AT IIMR

F.No. 4(615) Admn/12

Dt. 25th July 2016

Sealed Tenders are invited for providing **farm operation Services at OSN, Warangal** in the form attached (Schedules – II) for one year initially. The envelope containing the tender as well as subsequent communications should be addressed / delivered to: The Director, Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500 030 in a sealed cover. All the communications must be addressed to the above officer by designation, and not by name.

2. The Farm Operations Services will be governed by the terms and conditions mentioned herein. Therefore, tenders may be submitted in the prescribed Tender Form attached as Schedule – I & II **(in two way bid system)** along with a Demand Draft of Rs. 20,000/- towards EMD and Rs. 200/- Towards tender form cost drawn on any Nationalized Bank in favour of “ICAR Unit, IIMR, Hyderabad” payable at Hyderabad. Whoever availing exemption for submission of EMD must submit the certificate (along with the technical proposal) clearly mentioning the said exemption in the certificate. Tenders received without EMD or Tender form Cost will not be considered in any circumstances. In the case of successful bidders, the amount of EMD may be adjusted towards security deposit. All the communications must be addressed to the above officer by designation, and not by name.

The tenders must be submitted in the following way.

PROPOSAL SUBMISSION

Interested bidders should submit the tenders in two parts namely.

- A. Technical
- B. Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial proposal to indicate a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “*Tender for farm operations at OSN, Warangal*”.

Technical Proposal should be prepared considering all the eligibility criteria detailed below and as per the Schedule – I. On the basis of detailed technical aspects a check list is attached as Schedule – I which is must be submitted only along with the Technical proposal duly signed and sealed. All the documents in support of technical eligibility must be submitted only along with the technical proposal. Break – up of wages to be paid to the labour along with the EPF, ESI, Bonus, Overtime allowance etc., may also be submitted along with the technical proposal.

TECHNICAL PROPOSAL CONENT

ELIGIBILITY CONDITIONS:-

The following documents are required to be enclosed with the Technical Bid which is the terms and conditions of the Tenders document.

1. A valid registration certificate of the firm under work contract of the Appropriate Authority.
2. Experience of the firm in the field of providing such services in Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporates of Govt. of India/reputed public or private organizations (clients list must be enclosed with the technical bid).
3. Certified/Self attested copy of the balance sheet of the firm for the last five years of the service contract. **Turn over in any three years out of last five years must be equal to or more than 25 Lakh.**
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Income Tax Permanent Account Number allotted by the Income Tax Department.
6. Copy of license, If Labour License is not available with the firm, the contractor shall obtain the labour license under the Labour Act within 30 days after assigning the job contract.
7. A certificate to the effect that the firm has not been black-listed by any Govt. Office/Institute/ICAR for any reason. If nothing is submitted in support of this, it will be assumed that the firm is not blacklisted and if later, it is found any adverse report, the contract will be terminated.
8. Only those firms who qualify in the Technical Bid will be considered for financial bid.

NOTE:- All the pages of tender document must be numbered, signed and all the blanks in tender forms must be filled.

FINANCIAL PLROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the attached form (**Schedule – II**) only. No other documents will be considered in this regard.

The estimated cost/rate quoted by the contractor is to be worked on the basis of minimum manpower requirement, provisions of Minimum Wages Act and all statutory liabilities. **Hence, the rate quote below the minimum wages or ignoring statutory obligations may not be acceptable to us.** Rates should be quoted unit basis as per detail given in schedule – II. These rates must include Basic, VDA, PF, ESIC/WC, Bonus and service charges of agency as per central labour commission act. It is also to mention that the Contractor has to fulfill all the terms and conditions as applicable to the Labour

Act, ESI/EPF/Service Tax/IT, etc., and IIMR will not have any responsibility on this account. The Contractor will be the employer for the labourers who are deployed for undertaking the works given in Schedule – II and IIMR will not have Employee – Employer relationship with the workers.

In case of the above terms and conditions are acceptable, the Schedule – II may be downloaded and submitted to this office duly quoting the rates for each item in a selected cover to the Director, IIMR, Hyderabad along with an EMD of Rs. 20,000=00 and Rs. 200=00 towards tender form cost in the form of DD drawn in favour of “ICAR Unit IIMR Hyderabad” for our consideration. This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director, IIMR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of the Office farm at OSN Warangal before offering rates and also attend the pre-bid meeting.

The tender documents which are to be submitted to the Director, IIMR must be numbered beginning with first to the last page and accordingly Technical proposal may be filled. In the technical proposal all documents which are asked will have to be submitted by the tenderer and the page number at which these documents are attached will have to be written in the technical proposal/check list (**Schedule-I**).

NOTE: The selection of the lowest quote will be made after giving Weightage to the mostly used operations as per Schedule – II. The decision of the Director, IIMR will be the final and binding on the Contractor.

Time & date pre-bid conference	:	07.08.2016 at 11.00 AM
Time & date of receipt of tenders	:	16.08.2016 upto 2:00PM
Time & date of opening of Technical bid	:	16.08.2016 at 2:30PM
Time & date of opening of Financial bid	:	23.08.2016 at 11.00 AM

[Saroj Kumar Singh]
Administrative Officer

Terms and Conditions:

- 1) This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director, IIMR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. **This Contract will be commencing from the date of signing the agreement.**
- 2) The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. IIMR will have no responsibility for any loss/damage caused to them. If any point of time, the services of the firm are not found satisfactory, the Director, IIMR reserves the right to terminate the contract immediately and the security money will be forfeited.
- 3) The works as shown in the Schedule –II will be awarded on “work contract” basis only and will have to be carried out in consultation with the respective in-charges.
- 4) The seasonal nature of the work has to be given top priority.
- 5) The workers deployed by the contractor will not have any employee – employer relationship with the Director or any staff of this Institute.
- 6) Workers are to be paid strictly as per the minimum wages act circulated by the RLC(C) Vidyanagar, Hyderabad. **As and when the wages are revised by RLC (C), Hyderabad, the revised rate shall be paid by the contractor.** Since, this is a work contract and not person contract thus, this should be kept in mind while quoting the rate for farm operation as per Schedule - II for the whole period. **The quoted rate will be same for the whole contract period and will not be revised at any point of time during the contract.**
- 7) The contractor will be the employer for the manpower deployed at the station and accordingly, the contractor needs to complete all legal formalities.
- 8) The workers are to be issued with identity card and also ESI Card.
- 9) The workers have to display identity card as and when they enter into OSN Warangal campus.
- 10) This Institute will not be responsible for any Labour dispute. The contractor has to address all the legal issues and statutory obligations.
- 11) The ‘Work Contract’ is given and will be carried out in our campus, IIMR will be the Principal employer. Accordingly, the payments made to the workers will be watched over by the designated officers of IIMR.
- 12) The payment to the workers is to be made by Bank Transfer (Online Payment) on or before 7th of the following month as per the labour laws in presence of the nominated officer of IIMR.
- 13) The contractor has to furnish a security deposit of Rs. 1,00,000/- in the form of DD/BG in favour of “ICAR Unit IIMR Hyderabad” payable at Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited. The Performance Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money and earnest money deposited with this Office. The amount of EMD can be adjusted against Security Deposit.

- 14) The contractor needs to enter into an agreement on non-judicial stamp paper of Rs.100 on receipt of this contract at his own cost.
- 15) The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fulfilled. Only Proprietor/ Director of the agency/ Pvt. Ltd. Co. are permitted to participate in the tendering process.
- 16) The rates quoted by the contractor are inclusive of EPF, ESI, Service Tax, Bonus, Service Charges (benefit of the contractor) etc.
- 17) The client reserves the rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI / EPF dues in respect of the persons deployed at OSN Warangal. **The proof of remittance in respect of EPF & ESI should be particularly for the persons deployed at OSN Warangal.** The payment for successive months will be released on receipt of the evidence of deposition of ESI / EPD in the workers accounts for the previous month. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.
- 18) The contractor shall submit his monthly bill with the following details (a) A detailed wages sheet showing list of workmen with their name, no. of days worked during the month, wages admissible, EPF/ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the workmen, counter-signature of the Nominated Officer or any other authorised representative of the client on this statement as a token of proof that the wages as shown in the wages sheet have been transferred to the bank account of the workmen in his presence. (b) Copy of challan of deposition of EPF / ESC (for previous month) in respect of the workers of OSN Warangal separately.
- 19) The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
- 20) In case of any accident/Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
- 21) For any clarifications, Dr. P. Rajendra kumar, In-Charge OSN, Warangal may be contacted.
- 22) Director, IIMR has the right to accept or reject the tenders without assigning any reason.
- 23) Since the different works as mentioned in Schedule –II will be awarded on 'work contract' basis only, the workers deployed by the contract do not have any right to demand/claim their wages and statutory obligations directly with this institute.
- 24) Contractor is responsible for payment of EPF, ESI and Bonus to the workers deployed by him and service tax as applicable.
- 25) The tenderer/Contractor will discharge all his legal obligations in respect of the workers 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 regulation of provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the IIMR from

any claims, loss or damages that may be caused to it on count of any failure to comply obligations under various laws. In case of any dispute the decision of IIMR final and binding on all contractors.

- 26) The total set of Tender Document considering of pages from 1 to 10 in original should be returned intact after tendering the rates in attached form and also affixing **tenderers signature on all pages of the tender documents**. Pages should not be detached but when items are not being tendered, the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule form is insufficient for the required purpose, additional pages must be added. Each such additional page must be numbered consecutively, bearing tender number and full signature of 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, you should communicate the same by means of separate letter sent with the tender.
- 27) If Tenderer does not accept the offer, after issue of award letter by, IIMR (ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.
- 28) In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all 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 IIMR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tender Document and the schedules to the Tenders and annexure, if any.
- 29) Any other tax which is as per the rules shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rule.
- 30) The Tenderer is at liberty to be present or to authorize a representation to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on the tender on your behalf should be indicated in the tender. Please also state the name and address along with the telephone Nos. of your permanent representative, if any.
- 31) Acceptance by the IIMR will be communicated by Speed Post/ Fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions with the Speed post/Fax/e-mail etc. should be acted upon immediately.

Administrative Officer



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Schedule-I

Technical Proposal for farm operations at OSN Warangal & Check List

Following documents should be submitted for the technical qualification. Tenderers are advised to put page numbers in the all the ages of the documents submitted to the IIMR, for consideration and the page numbers of the concerned documents may be filled in the below column (Page No. Column)

Self-Attested copy of the documents must be submitted as proof.

S. No.	Description	Proof attached(Yes/No)	Page No.
1	Name of the Firm/Agency		
2	Full Address with Contact No. and Email id if any		
3	<p>For partnership firm, whether registers or not registered under the Indian partnership act, 1932, 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.</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 tender to refer disputes concerning business of the partnership arbitration.</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.</p>		
4	Registration No. of the Firm (copy to be attached)		
5	Copy of License(if available)		
6	ESIC No.		
7	EPF No. of firm		

8	PAN Number		
9	Service Tax Registration No.		
10.	Experience in no of years(Clients list to be attached)		
11	Turnover of last five year (certified/self attested copies of balance sheet to be attached). Turn over must be more than 25.00 Lakh in any of the three years out of five years. For the year 2015-16 : Rs. _____ 2014-15 : Rs. _____ 2013-14 : Rs. _____ 2012-13 : Rs. _____ 2011-12 : Rs. _____		
12	Earnest Money Deposit (yes or No) Details of the EMD :- Draft No. _____ Date _____ Drawn On the bank _____		
13	Tender Form Costs (yes or No) Details of the Tender form Cost :- Draft No. _____ Date _____ Drawn on Bank _____		
14	Statement showing the breakup of the wages (the break-up of wages to be paid to the labourers i.e. Basic rate , VDA, EPF/ESI Contribution , Bonus, Service Charges etc.) to be attached with the technical proposal.		

Date:-

Signature of the Firm with Seal

Place

Phone No.

Email id:-



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Schedule – II

Financial Proposal for Farm Operations work at OSN Warangal.

Sl. No.	Item	Group	Weightage (%)	Rates quoted by the tenderer
A1	Night Watch at Farm and Office – 12 hrs. duty	A	35%	
A2	Day Watch at Farm and Office – 12 hrs. duty			
A3	Bird scaring / hectare			
A4	Weeding / hectare			
B1	Field preparation (Deep ploughing) / hectare	B	30%	
B2	Field preparation (Disc harrowing) / hectare			
B3	Field preparation (Cultivator work) / hectare			
B4	Selfing / hectare			
B5	Net bagging / hectare			
B6	Threshing / 100 panicles			
B7	Bulk Threshing / hectare			
B8	Tractor driving for field operations / per day basis			
C1	Layout of field experiment / hectare	C	20%	
C2	Sowing / hectare			
C3	Irrigation / hectare			
C4	Harvesting / hectare			
C5	Thinning / hectare			
C6	Tiller cutting / hectare			
C7	Fertilizer Application / hectare			
C8	Spraying / hectare			
C9	Cross pollination / hectare			
C10	Granule application / hectare			
C11	Seed cleaning / 50kg			
D1	Inter-cultivation / hectare with own bullocks	D	15%	
D2	Inter-cultivation / hectare with tractor			
D3	Spreading farm yard manure / hectare			
D4	Grass cutting / hectare			

D5	Loading / unloading / 50 kg bags			
D6	Collection of Stubbles / hectare			
D7	Propping of plants / per LD basis			
D8	Cleaning of Nylon bags/ per LD basis			
D9	Cleaning of Field Labs/ Office per LD basis			
D10	Digging of pit or channel / cubic feet			
D11	Making of bunds / per LD basis			
D12	General cleaning of farm roads and boundaries / per LD basis			
D13	Repairing of fences / per LD basis			

- LD = per labour day

The selection of the lowest quote will be made after giving Weightage to the mostly used operations as above (Schedule – II). The decision of the Director, IIMR will be the final and binding on the Contractor.

Date:-

Signature of the Firm with Seal

Place

Phone No.

Email id:-