

 <p>भा क अनु सं IIMR Hyderabad</p>	<p>भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान <b>ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH</b> राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030 Phone: 24015349(gen), 20020077(AO); Fax no.24016378. <a href="http://www.millet.res.in">www.millet.res.in</a></p>	 <p>भाकृ अनुप ICAR</p>
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No. 4(616) Admn/12

Dt. 13.11.2015

### TENDER NOTICE

On behalf of the Acting Director, **Indian Institute of Millets Research**, Rajendranagar, Hyderabad, sealed tenders are invited for providing farm operation Services at OSN, Warangal in the form of attached (Schedules – II) for one year. The farm operation Services will be governed by the terms and conditions mentioned herein. Therefore, tenders may be submitted in the prescribed Tender Form (Schedule – I & II) attached along with a Demand Draft of Rs. 50,000/- towards EMD and Rs. 200/- towards Tender form cost drawn on any Nationalized Bank in favour of “**ICAR Unit, DSR, Hyderabad**” payable at Hyderabad. The envelope containing the tender as well as subsequent communications should be addressed/delivered to: The **Director, Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500030** in a sealed cover. 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/vouchers are required to be enclosed with the Tender form 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 (client lists).
3. Copy of the Income Tax Return for the last three years or certified balance sheet of the firm for the past three years of the service contract by the Chartered Accountant.
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.
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 Acting Director, IIMR, Hyderabad along with an EMD of Rs. 50,000=00 and Rs. 200=00 towards tender form cost in the form of DD drawn in favour of “ICAR Unit DSR 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 Acting 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 Acting 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 Acting Director, IIMR will be the final and binding on the Contractor.

**Time & date pre-bid conference: 01.12.2015 at 11.00 AM**  
**Time & date of receipt of tenders: 08.12.2015 on or before 2:00PM**  
**Time & date of opening of Technical bid: 08.12.2015 at 2:30PM**

**[Saroj Kumar Singh]**  
**Administrative Officer**

## **Terms and Conditions:**

- 1) 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 Acting 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 to priority.
- 5) The workers deployed by the contractor will not have any employee – employer relation 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.
- 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 as 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.
- 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 7<sup>th</sup> of the following month as per the labour law 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 DSR 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) Proof of payment of statutory obligations such as EPF, ESI along with a copy of relevant form indicating details of amount deposited against each individual in all categories and also service tax and any other applicable tax needs to be submitted along with the bill and whenever asked by the office.
- 18) The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
- 19) 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.
- 20) For any clarifications, Dr. P. Rajendra kumar, In-Charge OSN, Warangal may be contacted.
- 21) Director, IIMR has the right to accept or reject the tenders without assigning any reason.
- 22) 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.
- 23) Contractor is responsible for payment of EPF, ESI and Bonus to the workers deployed by him and service tax as applicable.
- 24) 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.
- 25) The total set of Tender Document considering of pages from 1 to 9 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.

- 26) If Tenderer does not accept the offer, after issue of letter award by, IIMR(ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.
- 27) 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 warrant 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.
- 28) 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.
- 29) The Tenderer is at liberty to be present or to authorize a representative 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 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.
- 30) 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**

Technical Proposal for farm operations at OSN Warangal

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 mayu be filled in the below column (Page No. Column)

S. No.	Description	Prroof 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 three year (IT return of the previous three years to be attached)		
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 BNank _____		
14	Statement showing the break up 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:-

Place

Signature of the Firm with Seal

Phone No.

Email id:-



SCHEDULE - II

Sl.No.	Item	group	Weightage (%)	Rates quoted by the tenderer
A1	Night Watch at farm, Pump house, office, etc.,	A	35%	
A2	Day Watch at farm, pump house, office. Etc.			
A3	Bird scaring / one hectare			
B1	Weeding / one hectare	B	30%	
B2	Field / Lab observations, etc. / per day basis			
B3	Selfing / one hectare			
B4	Threshing of 100 panicles			
B5	Field operation for sowing (Deep ploughing+cultivator+Discharrowing)/one hectare			
B6	Tractor driving/day			
C1	Sowing / one hectare	C	20%	
C2	Irrigation / one hectare			
C3	Harvesting / one hectare			
C4	Thinning / one hectare			
C5	Fertilizer Application / one hectare			
C6	Spraying / one hectare			
C7	Cross pollination / one hectare			
C8	Insecticide, granule application, leaf whorls, etc./one hectare			
C9	Seed cleaning / 50kg			
D1	Inter-cultivation / ha with own bullocks	D	15%	
D2	Spreading farm yard manure / one hectare			
D3	Inter-cultivation / ha with own tractor			
D4	Seed packeting / 50 packet			
D5	Grass cutting / one hectare			
D6	Loading / unloading / 50 kg bags			
D7	Other miscellaneous farm work (like peg making, grass cutting, fencing repair) per day basis			

Date:-  
Place

Signature of the Firm with Seal  
Phone No.  
Email id:-