



INDIAN INSTITUTE OF MILLETS RESEARCH

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad-500 030

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No. 4(616)Admn/12

Dt.23.09.2016

TENDER NOTICE

On behalf of the Director, **Indian Institute of Millets Research**, Rajendranagar, Hyderabad, sealed tenders are invited for providing farm operation Services at IIMR in the form attached (Schedule – II) for one year initially. 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, IIMR, 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 – 500 030 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 IIMR*”.

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 alongwith the technical proposal. Break – up of wages to be paid to the labour alongwith the EPF, ESI, Bonus, Overtime allowance etc. may also be submitted alongwith the technical proposal.

TECHNICAL PROPOSAL CONTENT

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 (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 50 Lakh.**
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Permanent Account Number (PAN) allotted by the Income Tax department.
6. 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 black listed 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 PROPOSAL 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 out on the basis of minimum manpower requirement, provisions of Minimum Wages Act and all statutory liabilities. **Hence, the rate 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 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 sealed cover to the 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, 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 this Office farm 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 1 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 of pre-bid conference:	07.10.2016 at 11:00AM
Time and date of receipt of tenders:	17.10.2016 at 02:00PM
Time and date of opening of technical bid:	17.10.2016 at 02:30PM

[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. The contract will be commencing from the date of signing of agreement. The contractor is advised to have a complete survey of the farms before offering rates and also attend the pre bid meeting.
- 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 Farm Superintendent as well as 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 relation with the Director or any staff of this Institute.
- 6) In compliance to section 21 of the Contract Labour (Regulation and Abolition) Act and Rules 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presence of Nominated Officer of IIMR. Rate of wages shall not be less than that of the minimum wages as declared by the Regional Labour Commission (Central), Hyderabad. As and when the wages are revised by the Regional Labour Commission (Central), Hyderabad, the revised wages shall be paid by the contractor to the labourer. **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 only will be paid throughout the Contract Period. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month by online transfer only. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum Wages Act
- 7) The contractor will be the employer for the manpower engaged by them for taking up the works as per Schedule – II at this Institute and accordingly, the contractor needs to complete all legal formalities.
- 8) All Wages allied benefits such as leave, ESI, EPF, Gratuity, Bonus etc., shall be paid by the contractor and client shall not incur any liability or additional expenditure whatsoever for the personnel deployed.
- 9) In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971. the contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip. The contractor shall make a copy of such records maintained by him available to IIMR
- 10) In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971. the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the Inspector.

- 11) In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
- 12) In compliance to provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952, and the Employees State Insurance Act, 1948, the contractor shall provide each workman the Identity Card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC dispensary. The contractor shall provide other details also. The contractor shall provide each workman the PF number allotted to him and the Contribution Card.
- 13) The Client reserves the rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI / PF dues in respect of the persons deployed at IIMR. **The proof of remittance in respect of EPF & ESI should be particularly for the persons deployed at IIMR.** The payment for successive months will be released on receipt of the evidence of deposition of ESI / PF 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.**
- 14) The contractor shall submit his monthly bill with the following: (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 incharge or any other authorized 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 workmen in his presence (b) copy challan of deposition of EPF / ESI (for previous month) in respect of the workers of this institute separately.
- 15) The amount as shown in the challan of EPF / ESI must tally with the total deductions, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor. The workers are to be issued with identity card, UIN / EPF No. and also ESI card. A list consisting the details of the identity card no., UIN/EPF No, and ESI Card No of the worker will have to be submitted to the office just after the start of work.
- 16) The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
- 17) The contractor shall be responsible for compliance of all the laws rules / regulations and Govt. instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past „or“ may arise during the course of performance of contract.
- 18) The workers are to be issued with identity card and also ESI card.
- 19) The workers have to display identity card as and when they enter into IIMR campus.
- 20) This Institute will not be responsible for any Labour dispute.
- 21) 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.

- 22) 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 law in presence of the nominated officer of IIMR.
- 23) The contractor has to furnish a security deposit of Rs. 2,00,000/- in the form of DD 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.
- 24) 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.
- 25) 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.
- 26) The rates quoted by the contractor are inclusive of EPF, ESI, Service Tax, Bonus, Service Charges (benefit of the contractor) etc.
- 27) 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.
- 28) The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act
- 29) 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.
- 30) For any clarifications, Farm In-charges, Administrative Officer or Director, IIMR may be contacted.
- 31) Director, IIMR has the right to accept or reject the tenders without assigning any reason.
- 32) 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.
- 33) Contractor is responsible for payment of EPF, ESI and Bonus to the workers deployed by him and service tax as applicable.
- 34) 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 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 IIMR 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 IIMR shall be final and binding on all contractors.
- 35) The total set of Tender Document consisting of pages from 1 to 12 in original should be returned intact after tendering the rates in attached form and also affixing **tenderers signature on all pages of the tender document**. 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 the 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.
 - 36) If Tenderer does not accept the offer, after issue of letter of award by, IIMR (ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.
 - 37) 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.
 - 38) 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.
 - 39) 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 representation 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 telephone Nos. of your permanent representative, if any.
 - 40) 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 in the Speed Post / Fax / e-mail etc. should be acted upon immediately.
 - 41) If Tenderer does not accept the offer after issue of letter of award by, IIMR (ICAR) within 15 days, the offer made shall be withdrawn and earnest money will be forfeited.

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Technical Proposal

Schedule – I

Technical Proposal for farm operation services at IIMR, Hyderabad.

Following documents must be submitted for the technical qualification. Tenderers are advised to put page numbers on all the pages 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).

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	For partnership firm, whether registered 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. 2011- 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. 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.		
4	Registration No. of the Firm		
5	Copy of Licence		
6	ESIC No. of firm		

7	EPF No. of the firm		
8	PAN Number		
9	Service Tax Registration No.		
10	Experience in no of years (Clients list to be attached)		
11	<p>Turnover of last five years (certified/self attested copies of balance sheet to be attached). Turn over must be more than 50.00 Lakh in any of the three years out of five years.</p> <p>For the year 2015-16 : Rs. _____ 2014-15 : Rs. _____ 2013-14 : Rs. _____ 2012-13 : Rs. _____ 2011-12 : Rs. _____</p>		
12	<p>Earnest Money Deposit Details of the EMD:-Draft No. _____ Date _____ Drawn on Bank _____</p>		
13	<p>Tender Form Costs Details of the Tender form cost:-Draft No. _____ Date _____ Drawn on Bank _____</p>		
14	<p>Statement showing the breakup of the wages (the break-up of wages to be paid to the labourers i. Basis rate, VDA, EPF/ESI Contribution, Bonus, Service Charges, Service tax etc.) to be attached with the technical proposal.</p>		

Date : -

Signature of the Firm with Seal

Place : -

Phone No. -

Email id:-



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Financial Proposal

Schedule – II

Financial Proposal for farm operation services at IIMR, Hyderabad.

Name of the farm operations under different category and their weightage				
S.No.	Name of operations	Category	Weightage (%)	Rate quoted by contractor
A1	Weeding before inter cultivation/ha - for sorghum/bajra	A	30	
A2	Weeding before inter cultivation/ha - for minor millets			
A3	Birds scaring for all crops per day per ha(6 AM to 6 PM) Contractor consider two labours per day for minimum size also) minimum size of field 0.1 ha .			
A4	Threshing /150 panicles - for sorghum /bajra			
A5	Threshing /150 panicles - for minor millets			
A6	Erection of fence with G.I wire (3 Strings) & Bamboo poles at 10 ft spacing for avoiding pig damage (Rate/meter)			
A7	Scaring of wild boars (night) / Day (Only Men Labour allowed)			
A8	Pumping water through central water grid during Night / Day (only men Labour Allowed)			
A9	JCB Work / hrs (contractor should include Driver Batta) (Minimum 6 hrs/day)			
A10	Fixing of Bird scaring Net / Acre (Contractor should include bamboo, tiding rope and labour charges ,IIMR will provide only Bird Scaring Net)			
A11	Transport and spreading of Tank silt / acre (43560 square feet having 1 feet depth)			
A12	Land leveling(Dozzer) /Acre			
A13	Land leveling(Laser) / Acre			
B1	Sowing /ha - for Sorghum/ Bajra	B	25	
B2	Sowing /ha - for minor millets			
B3	Thinning / ha - for Sorghum/ Bajra			
B4	Thinning / ha - for minor millets			
B5	Weeding after inter cultivation/ha - for sorghum/bajra			

B6	Weeding after inter cultivation/ha - for minor millets			
B7	Selfing / ha - for sorghum ,Bajra((it is continues process approximately one month)			
B8	Selfing / ha - for Small millets (it is continues process approximately one month)			
B9	Net baging / ha - for minor millets			
B10	Net baging / ha - for Sorghum /bajra			
B11	Net bag cleaning and arranging / 500 bags/day			
B12	Removing of Net bags / ha			
B13	Bund cleaning / ha			
B14	Seed counting for sorghum & Bajra - 100 sample / Day(100 seed per Sorghum & Bajra sample)			
B15	Seed counting for Small millets - 50 sample / Day(1000 seeds per Small millet sample)			
B16	Cleaning of Drainage Channels / cubic feet			
C1	Harvesting/ 300 panicles - for sorghum ,bajra	C	20	
C2	Harvesting/ 500 panicles - for minor millets			
C3	Tiller cuttings /ha – Sorghum			
C4	Seed cleaning/50 kg			
C5	Emasculation /6 panicles - for all crops			
C6	Pollination /300 panicles - for sorghum /bajra			
C7	Pollination /400 panicles - for minor millets			
C8	Seed packeting / 200 packets - for Sorghum, Bajra, Minor millets			
C9	Glassware and plasticware cleaning /100 no's /day			
C10	Sample preparation, grinding of plant, leaf, grain , soil - (50 nos/day)			
C11	Sowing in pot -200 pots/day			
C12	Weeding in pot-150 pots /day			
C13	Weeding in-between two pots lines - Square feet			
C14	Watering in pot - 200 pot s/day			
C15	Pot Experiment path way cleaning /Square meter			

D1	Spraying /ha (sprayers & labour to be provided by contractor)	D	15	
D2	Layout of field experiment /ha.			
D3	Granules application /ha			
D4	Fertilizer application /ha			
D5	Shifting of pipe for irrigation /ha			
E1	Pot filling with soil/ cubic feet	E	10	
E2	Collection of stubbles /ha			
E3	FYM/ Vermi compost spreading /ha			
E4	Digging of Pit or channel/ cubic feet			
E5	Grass cutting /ha			
E6	Jungle clearing /ha			
E7	Parthenium Removal (100 kg/day)			
E8	Load/unload fertilizer bags (100 bags of 50 kg each)			
E9	Load/unload grain bags (50 bags of 100 kg each)			
E10	Bulk Harvesting /ha - Sorghum, Bajra			
E11	Bulk Harvesting /ha - Minor millets			
E12	Bulk Threshing /ha - Sorghum, Bajra			
E13	Bulk Threshing /ha - Minor millets			

NOTE: The selection of the lowest quotee will be made after giving weightage to the mostly used operations as per above Schedule – II.

Date : -

Seal & Signature of the Firm

Place : -

Phone No. -

Email id –