



**INDIAN INSTITUTE OF MILLETS RESEARCH**  
(Indian Council of Agricultural Research)  
Rajendrnagar, Hyderabad-500 030  
Ph:- 040-24599300, Fax – 04024599304

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No. 4(616) Admn/12

Dt.22.05.2015

**TENDER NOTICE**

On behalf of the Director, **Indian Institute of Millets Research**, Rajendranagar, Hyderabad, sealed tenders are invited for providing farm operation Services in the form attached (Schedule – 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 – 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 (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. 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.
9. 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 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 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 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 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, DSR will be the final and binding on the Contractor.

|   |                                     |
|---|-------------------------------------|
| <b>Time &amp; date of pre-bid conference:</b>     | <b>27.05.2015 on 11:00 hours</b>    |
| <b>Time and date of receipt of tenders:</b>       | <b>29.05.2015 up to 12:00 hours</b> |
| <b>Time and date of opening of technical bid:</b> | <b>29.05.2015 on 12:15 hours</b>    |
| <b>Time and date of opening of financial bid:</b> | <b>01.06.2015 on 11:00 hours</b>    |

**[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 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 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 this Institute 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 IIMR 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. 2,00,000/- in the form of DD 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, the Director, IIMR, Dr. G. Shyam Prasad 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 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.
- 25) The total set of Tender Document consisting 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 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.

- 26) 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.
- 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 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.
- 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 representation 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.
- 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 in the Speed Post / Fax / e-mail etc. should be acted upon immediately.

Administrative Officer



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**Technical Proposal**

**Schedule – I**

**Technical Proposal for farm operations at IIMR**

Following documents should be submitted for the technical qualification. Tenderers are advised to put page numbers in the 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<br>(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.<br>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.<br>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 (copy to be attached)   |                              |          |
| 5      | Copy of Licence  |                              |          |
| 6      | ESIC No. of firm   |                              |          |
| 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)  |  |  |
| 14 | Earnest Money Deposit (Yes or No)<br>Details of the EMD:-Draft<br>No. _____ Date _____<br>Drawn on Bank<br>_____<br>_____   |  |  |
| 15 | Tender Form Costs (Yes or No)<br>Details of the Tender form cost:-Draft<br>No. _____ Date _____<br>Drawn on Bank<br>_____<br>_____  |  |  |
| 16 | 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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Financial Proposal

Schedule – II

**Financial Bid for farm operation at IIMR, Hyderabad.**

| <b>Name of the farm operations under different category and their weightage</b> |  |                 |                      |                                  |
|---|--|-----------------|----------------------|----------------------------------|
|   | <b>Name of operations</b>  | <b>Category</b> | <b>Weightage (%)</b> | <b>Rate quoted by contractor</b> |
| A1  | Weeding before inter cultivation/ha - for sorghum/bajra  | <b>A</b>        | <b>30</b>            |                                  |
| A2  | Weeding before inter cultivation/ha - for minor millets  |                 |                      |                                  |
| A3  | Birds scaring for all crops per day per ha( 6 AM to 6 PM)  |                 |                      |                                  |
| 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) |                 |                      |                                  |
| B1  | Sowing /ha - for Sorghum/ Bajra  | <b>B</b>        | <b>25</b>            |                                  |
| 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  |                 |                      |                                  |
| B8  | Selfing / ha - for minor millets   |                 |                      |                                  |
| B9  | Net baging / ha - for minor millets  |                 |                      |                                  |
| B10   | Net baging / ha - for Sorghum /bajra   |                 |                      |                                  |
| C1  | Harvesting/ 300 panicles - for sorghum ,bajra  | <b>C</b>        | <b>20</b>            |                                  |
| 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)   |                 |                      |                                  |

|     |   |   |    |  |
|-----|---|---|----|--|
| 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                            |   |    |  |

Date : -

Seal & Signature of the Firm

Place : -

Phone No. -

Email id -