



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management

(ISO 9001:2008 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
<https://naarm.org.in>

040-24581393 Fax # 040-24581393



Technical Bid Part – I

F.No.5-467/17-18/PS

Dated: 17-02-2018

**INVITATION OF TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS
FOR PROVIDING SERVICES ON CONTRACTUAL BASIS KEEPING IN VIEW THE
QUALIFICATIONS PRESCRIBED TO UNDERTAKE VARIOUS NATURE OF WORK AT
THE ACADEMY**

Note: - All the communications must be addressed to the Director, by designation, ICAR - National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 30.

On behalf of the Director, ICAR-NAARM, Rajendranagar, Hyderabad sealed Tenders are invited for **Annual Job Contract for MANPOWER Services keeping in view the qualifications prescribed to undertake various nature of work at ICAR-NAARM, Rajendranagar, Hyderabad under two bid system (Technical Bid and Financial Bid). The tender has to be submitted only online.** The Technical Bid must contain the scanned copy of EMD and all other requisite documents called for in the Tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in).

The terms and conditions of the contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms & conditions detailed in the tender form and its schedules. Eligible bidders may submit the tender to provide the requisite services in accordance with the requirements stated in the attached schedules.

The details of submission of Tender is as follows :

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	17-02-2018	1600 hrs
2)	Document Download start date	17-02-2018	1700 hrs
3)	Seek Clarification Start Date	17-02-2018	1800 hrs
4)	Prebid Meeting	27-02-2018	1100 hrs
5)	Seek Clarification End Date	07-03-2018	1300 hrs
6)	Bid Submission Start Date	17-02-2018	1800 hrs
7)	Bid Submission Closing Date	07-03-2018	1400 hrs
8)	Bid Opening Date	08-03-2018	1400 hrs

Signature of the Tenderer

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1. An earnest money deposit of (EMD) **Rs. 50,000/- (Rupees Fifty Thousand only)** must be deposited in the form of **Demand Draft / Banker cheque** in favour of **ICAR UNIT – NAARM A/c.** and payable at Hyderabad. The tender will not be considered if the earnest money is **not enclosed with the tender. The original Demand Draft should be submitted to the Stores and Purchase Officer before due date.**
2. The rates must be submitted as per details given in Schedule I & II.
3. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitted his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the EMD amount be forfeited by ICAR-NAARM. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to the tenderer after he/she has applied for the same, in the manner prescribed by the Council.
4. In the event the prices are mentioned anywhere other than the Price Bid, the bid will be summarily rejected.
5. The tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary it should be communicated by means of separate letter along-with the tender. The pages added must be numbered and number of pages added must be stated.
6. The tender is liable to be rejected if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she 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 is a partnership in which case he/she must have authority 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.
7. In case of consortia of firms / partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it appears that the person so signing without authority, ICAR-NAARM will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tender(s).
8. Manner, Method, Sealing, submission of the bids

The Tender has to be submitted online only.

9. **Scanned copy of the EMD to be attached while submitting the Tender online and the hard copy of the same should be submitted to the Stores and Purchase Officer before closing date of the Tender.**

10. Validity of the contract: The contract is valid for one year and may be renewed on the existing terms on mutual consent for a further period of 1 year.
11. The firm should provide the details of the wages/salaries payable to their work force as per Minimum Wages Act (Central) and submit a summary of earnings, deductions, payments made toward ESI/EPF, all Govt. Taxes etc., along with the monthly bills. **The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Bill of Quantity (BoQ)).**
12. Validity of the Tender : A minimum of 90 days validity to be provided from the date of receipt of the Tender. Decision of the Director, ICAR-NAARM reserves the right to extend the validity period of the Tender.

13. Eligibility Conditions:

1.	Cost of Tender Document Nil
2.	Earnest Money Deposit (EMD) Rs. 50,000/- should be submitted in the form of Demand Draft drawn in favour of "ICAR UNIT – NAARM A/c" to the Stores and Purchase Officer.
3.	The firm should have at least three years of experience of performing the similar works in ICAR/Government / Semi-Govt./ Govt. undertaking / University / reputed private establishments.
4.	The firm has to submit two work order each for Rs.20 lakhs or above per year during last three years.
5.	The firm should have turn over minimum of Rs.50.00 lakhs p.a. during the last three years
6.	The firm should be a Registered Firm under Shops & Establishment Act.
7.	The firm should have a valid labour license for performing the similar works as per the tender document.
8.	The firm should have a valid EPF/ESI/Service Tax Registration.
9.	The firm should have at least 100 manpower on its rolls and it should be authenticated with ECRs
10.	The firm should also enclose latest solvency certificate from a Nationalized Bank for an amount of Rs. 10 lakhs
11.	The firm should enclose copies of income tax returns for the last 3 years (2014-15, 2015-16, 2016-17)
12.	Local office at Hyderabad / Secunderabad
13.	Complete tender document duly signed and affixing the seal of the company and also enclose the authorization of signing the tender document.

Proof of documents for 1 to 13 in eligibility conditions should be enclosed with the Technical Bid.

13. Acceptance by ICAR-NAARM will be communicated by express letter/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 telegram/express letter etc. should be acted upon immediately.

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General Information and other Terms and Conditions provided for Services on Job Work Contract basis keeping in view the qualifications prescribed to undertake various nature of work at the Academy on all working Days.

Division / Section	Highly Skilled	Skilled	Semi-Skilled	Unskilled
Academic Cell	--	03	--	--
Health Center	02	01	--	--
Audit & Accounts Section	--	02	--	--
Drivers & Cleaner	--	02	01	--
Farm Section (Assistance)	01	--	--	
Farm Section (Tractor Driver)		02		
Library	--	--	01	--
Electrical Section	--	05	--	--
Maintenance Section	--	--	03	--
RSM Division	--	02	--	--
ABM Division	--	01	--	--
Director's Office	--	--	--	01
Stores and Purchase Section	01	--	--	--
Sports Complex	--	--	--	01
TOTAL	04	18	05	02

14. TERMS & CONDITIONS OF THE CONTRACT

- a) The selected agency shall provide required services for performing the work contract for Manpower services at NAARM Campus. The agency shall employ good and reliable persons with robust health and clean record (antecedent duly verified by the police department) preferably within the age group 21 to 45 years to carry out the contract. In case, any of the personnel so engaged by the agency is not found suitable by the ICAR-NAARM, ICAR-NAARM shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- b) The personnel engaged by the agency for this job will not be an employee of ICAR-NAARM and there will be no employee relationship between ICAR-NAARM and the personnel so engaged by the contractor.
- c) The agency shall be wholly responsible for making payment of monthly Wages and other admissible allowances to the personnel Minimum wages, as prescribed under Minimum Wages Act (Central) and ICAR-NAARM shall in no way be responsible for meeting any kind of expenditure other than the wages payable under this contract. Change of Minimum Wages time to time shall be payable to the personnel deployed for services to this Office by the selected agency and reimbursement claimed from the Academy.
- d) ICAR-NAARM shall not directly or indirectly engage any personnel of the agency during the period of contract.
- e) The Contractor shall not sub-let the Contract.

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15. **Cost of Tender** : The Tender document will be issued free of cost.
16. **Terms of the Contract** : Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the ICAR-NAARM reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.
17. **MODE OF PAYMENT**: The agency shall submit monthly bills along with proof of depositing Service Tax and EPF & ESI contribution for the personnel engaged at the site for the job performed during the preceding month on the first working day and ICAR-NAARM shall make payment online only. However, taxes which are as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer. **The agency shall deposit the wages to the individual workers into their bank accounts and submit the statement for release of payment.**
18. **TERMINATION**:- This 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 at the address herein given under registered post. The ICAR-NAARM will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any Court of Law.
19. **LOSS AND / OR DAMAGES**:- An amount equivalent to two days of contract amount, subject to a minimum of ₹.500-00 (Rupees Five Hundred only) will be levied as liquidated damages per day. Whenever and wherever it is found that work is not upto the mark in any section, it will be brought to the notice of the Contractor of the firm by ICAR-NAARM and if no action is taken within one hour liquidated damages clause will be invoked. Any misconduct/misbehavior on the part of the manpower who are deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
20. **SECURITY DEPOSIT**: - The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of Demand Draft / Pay order in favour of ICAR UNIT – NAARM A/c. within two weeks from the date of award of the contract. The Security Deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the ICAR-NAARM. The Validity of FD/BG must be for a period of 18 months.
21. The firm shall be responsible for making timely payment of due wages to the workers employed depositing of EPF and ESI contributions. A copy of the ESI challan indicating name of the workers with their EPF contributions will be submitted by the firm to ICAR-NAARM as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR-NAARM will not at all be liable.
22. The contractor shall keep himself fully informed of all acts and laws of the Central Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules and regulations and bye-laws

laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.

23. Director, ICAR-NAARM reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
24. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled.
25. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-I). No extra documents need to be attached with the tender form.

In case of any dispute arising, decision of the Director, ICAR-NAARM will be final and binding.

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Special Terms and Conditions :

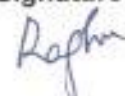
1. Payment for Hiring Manpower services bill will be made monthly upon submission of pre-receipted bill.
2. The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and 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 ICAR-NAARM 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 indemnity Bond to be submitted. In case of any dispute, the decision of the Director, ICAR-NAARM shall be final and binding on the contractor.
3. The selected agency shall provide the necessary personnel for providing Manpower services at ICAR-NAARM Campus at Rajendranagar, Hyderabad as per labour acts.
4. Tax Deduction at Source will be made for the payments as per rule.
5. They should not give lenient or casual impression in the duties and they should be alert and attentive.
6. The personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any worker going on leave under intimation to this Office.
7. Changing of personnel should be intimated to the Officer under whom the person is working.
8. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
9. 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.
10. The contractor will be required to maintain all the records and documents, under the statutory procedures. The contractor shall make a copy of such records maintained by him available to ICAR-NAARM.
11. 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.
12. 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.
13. 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

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Contractor shall pay in time. Rates of wages shall not be less than that of the minimum wages (Central), the contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month.

14. In compliance to Rules 75, 76 and 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in form XIII and issue an Employment Card to each worker in Form XIV; and shall also issue service certificate to every workman on his termination in form XV.
15. In compliance to provisions of the Employees Provident Fund and 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 also provide each workman the PF numbers allotted to him and the Contribution Card.
16. The Contractor shall ensure that his workmen are granted Holidays/Leave with Wages as per applicable Act/Rules.
17. The Client reserves the rights to withhold bills, if they contractor fails to produce proof for having remitted the ESI/EPF dues. **The payment for successive months will be released on receipt of the evidence of deposition of ESI/EPF in the worker's account for the previous month. If the contractor does not produce satisfactory evidence regarding deposition of EPF/ESI the client shall withhold payment of the component of EPF/ESI.**
18. The Contractor shall submit with his monthly bill with the following : (a) A detailed wage sheet showing list of workmen with their name, number of days worked during the month, wages admissible, EPF/ESI deductions, Net amount payable to each employee, proof for payment of wages in the bank account hold at Central Bank of India, ICAR-NAARM Branch, signature of workmen for receiving the wages, (b) Challan copy of deposition of EPF/ESI in respect of previous month.
19. 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.
20. 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.
21. The contractor shall be responsible for compliance of all the laws rules/regulations and Government instructions that are/will be applicable to and aimed to protect the interest of the employees/workers 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.
22. Separate challan to be submitted for manpower deployed in ICAR-NAARM to the EPF/ESI Organizations.

Signature of the Tenderer



TECHNICAL BID

Please also see the checklist cum parameters of Technical Evaluation at Annexure-I

PART-I

1.	Name of the Firm/Agency with Complete Address with Phone / Fax Number	
2.	Constitution of the Firm/Agency a) Indian Companies Act 1956 b) Indian Partnership Act, 1932 : (Please give names of partners) c) Any other Act, if any	
3.	For partnership firm whether registered under the Indian Partnership Act	
4.	Name and Full Address of the Bankers	
5.	Registration Number of the Firm	
6.	ESI Number of Firm	
7.	EPF Number of Firm	
8.	Service Tax Registration No.	
9.	Registration Number under Contract Act	
10.	EMD	
11.	Experience of at least 3 years (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)	
12.	The firm must attach the documentary proof of annual manpower contract of Rs.50.00 lakh cost for financial year 2015-16, 2016-17	
13.	Solvency Certificate for at least ₹.10 Lakhs from the Bankers to be attached	
14.	IT returns for last three (3) Years : 2014-15; 2015-16; 2016-17	
15.	Undertaking by the bidder to the effect that there is no police case against the proprietor/firm/parties relating to previous service Contractors	
16.	Undertaking of Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at ICAR-NAARM	
17.	The firm should have at least 100 manpower on its rolls and it should be authenticated with Form 6A Returns	
18.	The 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.	
19.	Minimum 90 days validity to be provided from the date of receipt of Tender	

Note : The information required at Serial no. 1 to 19 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form. Downloaded copy of Tender Document should be duly signed by the Bidders.

Signature of the Tenderer

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Technical Bid

SCHEDULE - I

Part-II

1. Detail of the Earnest Money Deposited :
 - a) Amount :
 - b) Demand Draft Number with date and Bank Drawn on

Date :

Place :

Authorized Signatory



CHECK LIST CUM PARAMETER FOR TECHNICAL EVALUATION

The following documents must be attached with the Technical Bid

1. Validity of the Tender : A minimum of 90 days validity to be provided from the date of receipt of Tender.
2. Cost of Tender : Free
3. EMD @ ₹.50,000-00 (Rupees Fifty Thousand Only) must be submitted in the form of Demand Draft drawn in favour of ICAR Unit – NAARM A/c to the Stores and Purchase Officer and a scanned copy with Technical bid.
4. Registration Certificate (Shops and Establishments/Companies/Partnerships etc.)
5. ESI Registration Certificate of the Firm.
6. EPF Registration Certificate of the Firm.
7. Service Tax Registration Certificate of the Firm.
8. The 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.
9. Experience of at least 3 years as on date (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner).
10. The firm must attach the documentary proof of annual Manpower contract of ₹.50.00 Lakh cost for Financial Year 2016-17.
11. The firm should have atleast 100 manpower on its rolls and it should be authenticated with Form 6A Returns.
12. Bank Solvency Certificate for at least ₹.10 lakhs from the Bankers.
13. IT returns for last three (3) Years.

Note :

- a) Tender Document should be duly signed on each page by the bidder
- b) The rates quoted must be valid for atleast one year.

Signature of the Tenderer



To be filled and signed and attached with Technical Bid

Full name and address of the Tenderer in
Addition to Address and other relevant information
Needed for the complete Address :-

Telephone No.
Telegraphic Address

To

The Director,
ICAR-NAARM,
Rajendranagar,
Hyderabad – 500 030

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Services at ICAR-NAARM, Rajendranagar, Hyderabad – 500 030 and agree to provide the services as detailed in Schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I and II attached to this Tender and I/We agree to hold this offer open till 90 days from the last date of receipt of Tender. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood the terms and conditions for the contract and shall provide the best service strictly in accordance with these requirements.
2. The following pages have been added to and form a part of this Tender The Schedules I and II to accompany this Tender are at Page No.....
3. Every page so attached with this Tender bears my signature and the official seal.
4. Pay Order/Demand Draft No..... ₹. drawn in favour of ICAR Unit-NAARM A/c. and payable at Hyderabad is enclosed as Earnest Money as required.

Signature & Seal of Tenderer with date
Address

Name & Signature of Witness.....
Address.....

Signature of the Tender

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UNDERTAKING

I Confirm that the adequate manpower of requisite qualification is available and will be deployed at ICAR-NAARM.

**Signature of the Tenderer
With Seal**

UNDERTAKING

I confirm that no Police Case is pending against the proprietor/firm/parties relating to previous service contract.

**Signature of the Tenderer
With Seal**

UNDERTAKING

I certify and undertake that no arbitration cases are pending against the firm.

OR

Following cases are pending, the complete details are enclosed.

**Signature of the Tenderer
With Seal**

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Technical Bid

ANNEXURE-III

Details to be given by the Contractor

How the Contractor prepares to execute the Work :

Signature :
Name :
Date :
Seal :

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