



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>



F.No.12-355/2023-24/AIV

9th February 23

Notice for Inviting applications for Empanelment from Registered Contractors for undertaking petty Civil and Electrical maintenance works at ICAR-NAARM for three years 01.04.23 to 31.03.26

ICAR-National Academy of Agricultural Research Management (ICAR-NAARM) invites applications for empanelment of contractors/Firms registered with state PWD/CPWD/Railways/MES/State R&B having GST registration etc. for undertaking petty Civil and Electrical maintenance works up to Rs.25000/- at the Academy at ICAR – NAARM, Rajendranagar, Hyderabad – 500030

The eligible contractors can submit the documents as mentioned in Schedule – I through CPPP for getting empaneled at ICAR-NAARM.

CRITICAL DATES

Sl. No.	Description	Date	Time
1)	Notice Publishing Date	09.02.2023	1600 hrs
2)	Seek Clarification Start Date	09.02.2023	1700 hrs
3)	Seek Clarification End Date	24.02.2023	1300 hrs
4)	Document Submission Start Date	09.02.2023	1700 hrs
5)	Document Submission Closing Date	01.03.2023	1600 hrs
6)	Opening Date	02.03.2023	1600 hrs

For any clarifications please contact Sh Mukul Rajsingh, Senior Administrative Officer, Landline – 040-24581222; e-mail : sao@naarm.org.in.

**Senior Administrative Officer
ICAR-NAARM, Hyderabad**

Schedule - I

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ELIGIBILITY CRITERIA & DOCUMENTS TO BE SUBMITTED

Prospective Contractors/Firms are required to submit following documents so as to be eligible for empanelment:

Condition of empanelment will be that the empaneled contractors would be bound to honour DSR latest rates based on which the estimate will be prepared by Civil/Electrical Department;

1. Scanned copy of Details as per **Annexure – A on Company letterhead.**
2. Scanned copy of undertaking on Non Judicial Stamp paper of Rs 100/- as per **Annexure – B.**
3. Scanned copy of Security Money Deposit of Rs 2500/- (Rupees Two Thousand Five Hundred only) in the form of Demand Draft or FDR/TDR. The original should be submitted to AAO (S&P), ICAR-NAARM, before closing / end date.
4. Scanned copy of registration of the Firm/contractor with state PWD/CPWD/Railways/MES/State R&B as Contractor.
5. Scanned copy of the valid PAN and GSTIN as per Govt. rules and regulations.
6. IT returns for the F.Y. 2019-20, 2020-21, 2021-22.
7. Experience of executing works for at least 5 years with Govt. Departments

***** Undertaking and Original SMD (Document 2 & 3) should only be sent in a sealed envelope super scribing thereon 'Application of Empanelment as Civil Contractors' to Assistant Administrative Officer (S&P), ICAR-NAARM, Rajendranagar, Hyderabad – 500030.***

SCOPE OF THE WORK

1. The empaneled Contractors will have to carry out all civil and electrical maintenance related works as specified in CPWD-DSR costing up to Rs. 25000/- , at ICAR-NAARM, Hyderabad as and when required. The work order alongwith details of petty civil and electrical maintenance work details will be issued whenever required by the Academy.
- 2. The empanelment of firms/contractor is for 3 years.**
3. After empanelment, the works only up to Rs. 25,000/- will be got executed through the empaneled firms/Contractors on DSR rates with applicable cost index on rotation basis in each category by empaneled contractor. In case of urgency/emergency, the procedure as prescribed in works manual will be followed.
4. The performance of contractors will be reviewed on quarterly basis in the works committee meeting. Non-performing contractors will be delisted with the approval of Competent Authority after getting the recommendations of works committee.
5. After empaneling the Firms/Contractors, a review would be done by the Committee after 3 months. Short falls if any, would be brought to the notice of the Works Committee for rectification.

Commercial Details
(To be submitted on Company Letterhead)

(To be filled and submitted by the Bidder)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	Nature of Company Proprietorship / Partnership / Private Ltd. Etc. & Name of the Director/Partners/Proprietor:	
7.	Local Office Address in Hyderabad/Secundrabad	

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Date:

Place:

UNDERTAKING

(To be Non Judicial Stamp Paper of Rs 100/-)

I/We have read and understood Terms and Conditions contained in the ICAR-NAARM's Notice. I/We do hereby declare that all the details provided in this Application are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not empanel to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which applications are being invited by ICAR-NAARM.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated: