

NOT TRANSFERABLE

Registered with acknowledgment due

F.No.2-10/NRCM

Dated :09.03.2011.

**NATIONAL RESEARCH CENTRE ON MEAT,
Chengicherla, P.B. No.19, Uppal Post,
Hyderabad**

Cost of the Tender: Rs.1000/-

Invitation to tender and instruction containing terms and conditions job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

Cost of tender Form: Rs. 1000/- (Rupees one thousand only) which is non refundable.

- A. Last date of receipt of Tender in office is 31.03.2011 up to 2.30 PM
- B. Tender to be opened on 31.3.2011 at 3:30 PM _
- C. Tender to remain open for acceptance up to 90 days from the date of opening.
- D. The tender document which can be downloaded from our web-site www.nrcmeat.org.in and ICAR's website www.icar.org.in against the payment of Rs.1000/- (Rupees one thousand only) (non refundable) in the shape of DD in favour of ICAR Unit-NRC on Meat, Hyderabad, to be submitted along with the bid documents.

Note:

- 1. The Director, NRC on Meat, Hyderabad may at his /her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
- 2. IF the date of opening the Tender/acceptance of the tender is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.

**NATIONAL RESEARCH CENTRE ON MEAT,
Chengicherla, P.B. No.19, Uppal Post,
Hyderabad**

Tel.No. 040-27201674/ 27204258/59

Fax. No. 040-27201672

Note: All communication must be addressed to

Director, NRC on Meat,
Hyderabad.

Invitation to tender and instruction containing terms and conditions job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc., equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

From:- Director,
NRC on Meat,
Chengicherla, Uppal, Hyderabad

Dear Sir(s),

Sealed Tender are hereby invited on behalf of the Director, NRC on Meat for contract of Invitation to tender and instruction containing terms and conditions job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

1. The terms and conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contracts and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of 2% of the total value of the yearly contract must be deposited in the form of demand draft/pay order payable to ICAR Unit, NRCM, Hyderabad. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by including the draft/pay order number and

date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulation on his part that after submitting of his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the NRCM, Hyderabad. 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 him after he has applied for the same, in the manner prescribed by the NRCM, Hyderabad.
4. The schedules of 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 purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by 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 it should be communicated by means of a separate letter along with the Tenders. Over writing / Erasing in rates to be quoted by the Tenderer will NOT be allowed. Such Tenders will be rejected.
5. 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 fully filled in. Individuals signing the tenders or other documents connected with the contract may specify whether he 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 be a partnership firm, in such case he must have authority to refer 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.
6. If Tenderer does not accept the offer, after issue of letter of award by NRCM, Hyderabad within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice and Earnest money will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders 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 bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NRC on Meat shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of Tender & Schedules to the Tenders and Annexures if any, should be signed by the Tenderer.
8. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer covers should be super-scribed with conditions job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-

500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority. With address of his office and the Tenderer shall place two envelopes clearly marked consisting of technical bid and financial bid separately in the main envelope. Right is reserved to reject the out station Tenders. All tenders should be sent by **Registered Post**. Tenders to be hand delivered should be put into the Tender Box available at NRCM not later than 31.03.2011 (2.30 PM).

9. The rates quoted by each firm for job /service contract in Tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening on Tenders on Tenderer's behalf should be indicated in his Tenders. Name and address of permanent representative of the Tenderer if any, may also be indicated.
10. The NRC on Meat is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to quote for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
11. An amount of **05%** of the total value of contract as a **security deposit** for the contract is to be deposited by the Selected Agency / Successful Tenderer only after receiving a communication from NRC on Meat, Hyderabad. In the event of non-deposit of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the NRC on Meat to the Tenderer.
13. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and NRC on Meat will not entertain any claim whatsoever in this respect. However the Service Taxes or any other Tax which is as per the rules of the GOI/Govt. of AP shall be deducted at source from monthly bills of the successful Tenderer, as per rules / instructions made applicable from time to time by the Government.
14. Director, NRC on Meat reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NRC on Meat, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
15. Decision of the Director, NRC on Meat shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure or settlement, the disputes shall be referred to the sole arbitrator to be appointed by the Director, NRC on Meat. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the NRC on Meat, Hyderabad will be communicated by Fax/ Telegram, Express letter or any other form of communication. Formal letter of acceptance and work orders of the tenders will be forwarded as soon as possible but the earlier instructions in the FAX/ Telegram, Express letter etc, should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tender form which are in the terms and conditions of the Tender document:-

- (a) Registration certificate of the firm under the work contract of the Govt. of A.P / Govt. of India (Min. Of Labour)
- (b) Minimum turnover of the firm not less than Rs. 01 Crore during the last financial year.
- (c) Last 02 years continuous experience of the firm in the field of providing such services in Central Govt. establishment / Autonomous bodies of Govt. of India/ Corporation of Govt. of India/ reputed public or private organizations, with details in enclosed tabular form.
- (d) Certified Balance Sheet of the firm for last 02 year of the service contract by the Chartered Accountant (Bank statement)-with I.T. Clearance Certificate.
- (e) Duly Certified copies of the satisfactory services where the Tenderer is providing the services for the last two years.
- (f) Employee EPF registration certificate issued by local Govt. etc.
- (g) Employee ESI registration certificate issued by local Govt. etc.
- (h) 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./ Min. of Labour, GOI.
- (i) Nos. of Staff/ Supervisors should be registered under ESI & EPF separately. Minimum 50 nos. (Staff) is required with their ESI & EPF contributions. Documentary proof of vouchers to be required and should be attached.
- (j) Service Tax Registration Certificate issued by Govt.
- (k) Successful Tenderer will have to enter in to a detailed contract agreement with NRC on Meat, Hyderabad on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only).
- (l) Only those firms will be considered for financial bid who will qualify in the technical bid.
- (m) The decision taken by the Director, NRC on Meat shall be final and binding.
- (n) The jurisdiction will be Hyderabad for any legal proceedings.
- (o) The personnel provided by the contractor shall only be trained young personnel whose character and antecedents have been verified by the contractors have been verified by the contractor and who do not have adverse entry in police records.
- (p) The contractor has to provide the above manpower per month per shift consisting of 8 hours service per day.

Note: Technical Bids & Financial Bids may be submitted in separate Envelops to be Sealed and put in a Main Cover.

Yours faithfully,

(Chandrashekhar)

Asstt. Admn. Officer

For and on behalf of the Director, NRC on Meat, Hyderabad

Tender for the contract for conditions job work/service contract for providing clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

Full Name & Address of the Tenderer
(in addition to Post Box No., if any ,
should be quoted in all communications
to this office) :
Telephone No.:
Telegraphic Address/FAX/ Cellular No:
E-Mail Address:

From

To,
The Assistant Administrative Officer (Stores),
NRC on Meat,
Chengicherla, Uppal P.O., P.B. No. 19,
Hyderabad-500 039.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for providing job work/service contract for providing clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority and I agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-1 to this Tender and I/We agree to hold this offer open till 90(ninety)days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender _____. The Schedules-1 &11 to accompany this tender are at pages_____

4. Every page so attached with this tender bears my signature and the office seal.

5. Pay order /DD.No. _____ of Rs._____ drawn in favour of ICAR Unit- NRC on Meat, _____ and _____ payable _____ at _____ Hyderabad is enclosed as earnest money required.

Yours faithfully,

Dated:

Withness _____

Address _____

Occupation _____

Signature of witness to contractor's signature

Address:

Name & designation of witness &Address:

Signature & Seal of the Tenderer

Telephone No. Office

Resi. Mobile

Schedule-I

SCHEDULE TO TENDERS

PART-I

S.No.	Particulars	
1.	Name of the firm/Agency	
2.	Full Address with Post Box. No. And Telephone No. if any.	
3.	Constitution of the Firm 1 Agency (Attached Copy)	
	a Indian Companies Act, 1956	
	b Indian Partnership Act, 1932 (please give names of partners)	
	c Any other Act, if not, the owners	
4	For partnership firms - whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration	
ii)	If the answer to point (i) and (ii) above is affirmative - please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners)	
5	Name and Full Address of your Bankers	
6	Your Permanent Income Tax.No. /Circle/ Ward	
7	Any other relevant information	

PART – II		
8	Earnest Money Deposited:-	Yes / No
		Details:
PART- III		
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
	Name of the Permanent Representative to be visiting NRC on Meat Campus, regarding the contract.	

Date:

Place:

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

General information & other terms & condition of the contract for providing job work/service contract for providing clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

(National Research Centre on Meat is situated at Chengicherla village (adjacent to Andhra Pradesh State Government Slaughter House). It comes under Uppal Post Office, Hyderabad nearly 15 kilometres away from Secunderabad Railway station. It occupies ground plus one floor with its total area as 10 acre. The total constructed area is nearly 20000 sq. Ft. Rest is meant for horticulture and gardening works. The main building including others have nearly 80 rooms and 40 toilets including bathrooms (including one guest house, 08 residential quarters of type I and II and one animal shed, sale counter and security counter, and one powerhouse).

Scope of work

The Services, as detailed below are to be provided to the sections/ Sr. Officers of NRC on Meat, Hyderabad.

1. Typing /data entry /stenographic work / dairying /despatch of letters/receipts filing/ docketing of papers/official language Hindi work assistance/Library assistance
2. Computer operator works/data entry works
3. Receptionist works
4. Other miscellaneous work of similar nature as and when allotted by concerned sections/ Offices
5. Upkeep /arranging of files in the section
6. Photocopying of papers etc. and making sets. As required.
7. Allied services (peon etc,)
8. Laboratory related works
9. Cleaning and Sweeping works
10. Maintenance of animal sheds, farm stores, slaughter house/pilot plant etc.,
11. Maintenance of Horticulture and landscape works
12. Plumbing, Electricity & Generator operation works.
13. The services are to be provided for 26 days per month from 10:00 a.m. to 5:00 P.M. sometimes, in emergency of work, services are to be rendered on Saturday and Sunday and beyond office hours also including holidays etc., and no extra payment will be made on this account.

18 Officers/Sections = 25 Points (10:00a.m. to 5:00Pm) for all working days i.e. Monday to Saturday
 4 Supervisors = 7 points (9:00 a.m. to 5:30 p.m.) for all working days i.e. Monday to Saturday to monitor the services.

Terms and Conditions:

1. The supporting/allied services staff/skilled/highly skilled staff/unskilled staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/ supervisor is to go on leave under intimation to this office.
2. Changing of Staff/ Supervisor should be intimated to the Assistant Administrative Officer.
3. The Director, NRC on Meat reserves the right to reject any or all quotation in whole or in part without assigning any reason there for. The decision of the Director, NRC on Meat shall be final and binding on the Contractor /Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Council.

5. The highly skilled staff provided should be capable of reading and writing Hindi and English with minimum qualification of Graduate from any recognised University with knowledge of working on computer and one year experiences in similar field. Similarly, supporting/allied staff attached with officers/labs (excluding unskilled) should be capable of reading & writing Hindi & English with a minimum qualification of Middle Standard (excluding the cases of farm/Horticulture & landscaping/Cleaning-Sweeping work).
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NRC on Meat for the purpose. An complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either side.
8. The Contractor or his workers shall not sublet the work without prior written permission of the Director, NRC on Meat, Hyderabad.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. Uniform with colour specifications of pattern approved by the competent authority of NRC on Meat, Hyderabad should be supplied by the contractor to the workers at his own cost and it would be ensured that the working staff are in proper uniform while on duty (for peons, cleaning/sweeping staff only)
11. The selected agency shall provided the necessary personnel for **NRC on Meat, as per labour act prevalent in Hyderabad. The agency shall employ good and reliable persons with** robust health of age group of 21 to 45 years, relaxable on exceptional cases. In case any of the personnel so provided is not found suitable by the NRC on Meat, the N R C on Meat shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately (except in supervisory category where age can be relaxed).
12. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employee-employer relationship between the Council and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipt bill.
14. After physical inspection of the site, a very detailed assessment/ requirements of personnel for providing different services at the NRC on Meat shall have to be furnished alongwith the Tender. However, the Tender should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. NRC on Meat shall not bear any extra charge on any account whatsoever ie. On EPF contribution, uniform, livery charges, OTA etc.,
16. The contractor will discharge all his legal obligation in respect of the Workers/Supervisors to be employed/deployed by him for the execution of the work in respect of their wags 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 NRC on Meat 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 Director, NRCM shall be final and binding on the contractor.
17. Income tax will be deducted from the payment due for the work done as per prevailing rules.
18. They should not leave their points unless and until the reliever comes for shift duties. Supervisor will maintain all the registers, which are kept in the concerned Section.
19. Changing of Supervisor / Staff should be intimated to the concerned Officer/In-charge.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the Tenderer will comply with all the laws and acts of Central Govt., relating to this contract made applicable from time to time.

22. **Risk Clause:** NRC on Meat reserves the right to discontinue the service at any time, if the service are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposited or pending bills or by raising a separate claim.
23. Certification of satisfactory completion of some work of similar nature from manpower supply in govt. / Semi- Govt. organization during last two years (in which at least one order is for Rs. 01 Crores or above).

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- (Rupees one thousand only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section it will be brought to the notice of the supervisor staff if the firm by NRC on Meat and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately.

Details of the minimum 02 years experience/work done.

(Authorised Signatory)

(This financial bid to be enclosed in a separate envelop with seal)

To,
The Director ,
NRC on Meat,
Chengicherla,
Hyderabad-500 039

I/We wish to submitted out Tender for providing job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.

on following rates.

No.	Particulars	Per Month
1.	Monthly consolidated rate offered for providing job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted. The Variable dearness allowance (VDA) will be paid as nad when raised/decreased as per Government Order. Please quote VDA as per latest VDA orders alongwith the wages to be paid as per Labour Commissioner's Orders) etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority.	(Rs. In figures)
		(Rs. in words)

Emoluments: The Contractor has to adopt the minimum wages of the Central Government of the Labour Commissioner (Central).

The Contractor is liable to maintain all the statutory records that are required by the various organizations such as Provident Fund Commissioner, ESI Income TAX and other local authorities etc failing which this Research Centre will not hold any responsibility.

The service charges to be quoted shall include payment of wages to personnel employed by the contractor including ESI, Expenditure on all other incidentals. In other words, the charges quoted shall include everything and no additional payment on whatsoever account shall be entertained. Thus the contractor should take care of all liabilities commitments arising out of the salaries/statutory benefits to the workers etc.,

The contractor should observe statutory rules as applicable regarding wages, weekly-off etc., and he shall directly be responsible to the Labour Commissioner and other concerned authorities with regard to labour problems between the contractor and the persons employed by the Contractor.

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part lay down in the Tender Form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature of the Tenderer with Seal
Name & Address of the Firm.....
Telephone No.....
Mobile No.....

**NATIONAL RESEARCH CENTRE ON MEAT,
Chengicherla, P.B.No. 19, Uppal post,
Hyderabad-500 039**

(Establishment Section)

Detailed information /terms and conditions for providing job work/service contract for clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despach work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority THROUGH THE PLACEMENT AGENCY.

1. The personnel engaged for the services in NRCM, Hyderabad shall be the employees of the Placements Agency and will take their remuneration/wages from them. They will have no claim of whatsoever nature including monetary claims or any other claim or benefits from NRCM.
2. The Placements Agency shall make their own arrangements for commuting the personnel requisitioned to the NRCM office wherever located in the areas of Hyderabad.
3. That Placement Agency will furnished to the NRCM the full particulars of the Personnel sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/police and also ensure that they possess the requisite academic/technical qualifications and experiences for rendering the requisite services to the NRC On Meat, Hyd.
4. The placement Agency will be responsible for the compliance of all the applicable laws and obligations arising out from the action of providing the required services.
5. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the placement Agency and the NRC on Meat, Hyderabad shall not be responsible for any such liability.
6. The placement Agency shall undertake to indemnify the NRC on Meat, Hyd. For any liability under any law arising out of the engagement of the said personnel.
7. The Placement Agency shall comply with all the rules and regulations regarding safety and security of its employees and the NRC on Meat, Hyd., will in no way be responsible in any manner in case of any mis-happening to their personnel.
8. The personnel provided shall be under the direct control and supervision of the placement Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the NRC on Meat, Hyd., from time to time. They will be bound by office timings, duty, placements, locations, etc., as decided by the NRC on Meat, Hyd.
9. The placements Agency shall not sub-contract the services of personnel by them without prior permission of the NRC on Meat, Hyd.
10. The Placement Agency shall make payment of remuneration/wages to its personnel before 7th of every month by Cheque. After making the payment, the placements Agency shall raise the bill on the NRC on Meat, Hyd. for payment of the settled amount.
11. The NRC on Meat, Hyd. shall deduct proportionate amount for each day of absence of the personnel while making payment to the Placement Agency each month.

12. The Placements Agency shall be responsible for the discipline and conduct of the personnel sponsored by them and in case the personnel lack in discipline and their quality of work deteriorates during the course of their services, the Placements Agency shall provide replacement services of suitable personnel.
13. During the subsistence of the contract, the NRC on Meat, Hyd.. Shall not undertake any monetary liability other than the amount payable to the Placement Agency for the services of personnel provided by them. Other liabilities, if any, shall solely rest on the Placement Agency. Even if the NRC on Meat, Hyd. has to bear such liabilities on unforeseen circumstance/occasions -the NRC on Meat, Hyd. will recover such amount from the Placement Agency by adjusting the amount payable to them.
14. In case the employees of the Placement Agency do not attend the work at any time for whatever reason, the Placement Agency shall make alternate arrangements at no extra cost to the NRC on Meat, Hyd. so that the daily work of the NRC on Meat, Hyd. does not suffer. If no such alternate arrangements are made proportionate deductions shall be made out of the contracted amount. The NRC on Meat, Hyd. shall also be free to make alternate arrangements the cost of which shall be recovered from the Placements Agency.
15. Any loss, theft or damage to the life and /or property of the employees if the NRC on Meat, Hyd.. And/or property of the NRC on Meat/ICAR shall be compensated by the Placement Agency if the cause of such loss. Theft or damage is on account of default, negligence and /or lapse of the employees of the Placement Agency.
16. The Placement Agency shall be responsible for providing amenities as required to be provided under the provisions of Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the placement agency to provide such amenities, the NRC on Meat, shall be free to provide the same and the NRC on Meat shall have right to recover all expenses incurred in providing such amenities from the Placement Agency by deduction from any amount payable to the Placement Agency.
17. The Placement Agency shall comply with all acts, laws and others statutory rules, regulations. bye-laws, etc., as applicable or which might become applicable to the GOI/Govt. of AP with regard to performance of the work included herein or touching upon this contract including but not limited to Minimum Wages Act, 1948, Delhi/Hyderabad Shops and Establishment Act, 1954, ESI Act 1948. Provident funds and MP Act, 1952, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary in this regards from time to time.
18. The Placement Agency shall comply will not ask for any enhancement of approved rates during the contract period.
19. It will be the sole liability of the Placement Agency to pay the wages, provident fund, ESI. leave benefits, bonus, medical facilities, etc., to its employees as applicable under the relevant rules.
20. If the Placement Agency fails to render any or all the services, for any period during the currency of the contract, the NRC on Meat, Hyderabad shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Placement Agency.
21. The Placement Agency shall have to deposit Security Deposit/Bank Guarantee equivalent to 05% (five percent) of total contract value. The Security Deposit will be released after one month of the satisfactory expiry of the contract.
22. If the placement Agency fails to provide satisfactory performance, the NRC on Meat, Hyd. shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the Placement Agency, etc.,
23. The NRC on Meat reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
24. In case of any dispute, the Director, NRCM will appoint an arbitrator and the decision of the arbitrator will be final and binding to both the parties.

25. All disputes will be settled in the jurisdictions of the Hyderabad Court.
26. The period of the contract will be for one year from the date of award of the contract and expiry of the said period, the contract may be extended by the mutual consent of both the parties.
27. The Placement Agency shall be responsible for payment of Provident Fund and other payments due to their employees deployed at NRCM, Hyderabad
28. The Placement Agency shall supply a copy of confirmation from their employees regarding acceptances of employment at agreed Wages in advance.
29. The Tenderers have to submit the following documents duly attested by the Gazetted Officer:
 - a) Photocopies of Registration of ESI, PF, etc.
 - b) Photocopy of Current Labour Licence.
 - c) Photocopy of PAN/TAN.
 - d) Photocopies of Income tax Returns for the last 02 years.
 - e) Photocopies of similar contract executed, if any, with Govt. Departments.
30. The NRCM reserves the right to accept to reject any tender/Quotation in full or in part, without assigning any reason thereof.
31. An Earnest Money Deposit (EMD) of amounting 2 % of the total annual contract has to be deposited in the form of a Bank Demand Draft/Pay order in favour of Director, NRCM along with the Quotation. The EMD will be refunded to the unsuccessful bidders on finalization of the bids.
32. The owner / partner/manager of the Placement Agency should be available on his own direct telephone (office as well as residence) and also on mobile phone.
33. There should be no cutting /overwriting in the Quotations.
34. A copy of these terms and conditions duly signed by the Tenderer in token of having understood and agreed to the same should be attached along with the Quotation.
35. The Quotation will be opened in the presence of the representatives of the Tenderer who may like to be present.
36. The Placement Agency will be required to execute the contract agreement on a non-judicial paper of Rs.100/- on acceptance of their Quotation.
37. The above particulars are also available on www.icar.org.in/www.nrcm.org.in
38. The contractor may claim the Variable DA from the Research Centre (which will be payable to the workers) at the prescribed rates from time to time as decided by the GOI.

(Chandrashekhar)
Asstt. Admn. Officer

Tel. Nos.040-27201673, Fax: 040-27201672

E-mail: aaomeat@yahoo.com



National Research Centre on Meat
Chengicherla, P.B. No.19, Uppal P.O.

Hyderabad-500 039



F.No.2-10/10-NRCM

Dated: 09th March, 2011

To
The Editor,
The Hindu,
Hyderabad.

Sub: Request for Advertisement in Daily Newspaper Hindu as per the DAVP rates – reg.

Sir,

Please find enclosed the text of a Tender Notice for providing Manpower services on Annual Contract Basis for publishing prominently (Window Type) in all edition of your Daily – Hindu in English version which is covered by DAVP rates preferably on 18.12.2010 under intimation to this Office. The soft copy of the advertisement is also enclosed.

Since, NRC on Meat is an organization established under the control of DARE, Ministry of Agriculture, New Delhi (GOI). The charges as applicable under DAVP rates to Government Organization may please be levied.

The bill (in triplicate) on this account may please be sent to this Office for payment alongwith a press cutting of the advertisement appearing in the respective newspapers.

Yours faithfully,

Sd/-
(Chandrashekhar)
Assistant Administrative Officer

Encl; as above

Copy to:

- 1.The Director,, NRC on Meat- for kind information pl.
2. AFAO, NRC on Meat
- 3.Guard file

NATIONAL RESEARCH CENTRE ON MEAT

Chengicherla, P.B.No.19, Uppal P.O.

Hyderabad – 500 039.

(Tel. No. 040-27204541/ 27201674 Fax: 040-27201672)

TENDER NOTICE

Director, NRC on Meat invites sealed competitive bids (under 02 bid system i.e., Technical Bid & financial Bid) for providing clerical, typing, stenographic, Official Language (Hindi) Assistance, diary/despatch work, Driving Assistance, allied services (peon etc.,), Reception Assistance, Highly skilled computer Assistance, Lab Assistance, Library Assistance, housekeeping/cleaning & sweeping (includes cleaning & upkeep of toilets), maintenance of horticulture & landscape, Plumbing, Electricity, Generator operation (Under Minimum wages Act of either State / Central Govt. whichever is higher may be quoted etc. equivalent to approximately fifty man power per day (Highly Skilled/ Skilled/Semi Skilled/Un -skilled) at NRC on Meat, Hyderabad-500 039 initially for a period of one year and extendable up to two years at the discretion of the Competent Authority on Service Contract basis through Service Providers. The terms and conditions governing the award are set forth in the bid document enclosed. The deadline for submission of bid is 31/03/2011 till 2.30 p.m. The Bid documents can be obtained from the office on all working days w.e.f. 09.03.2011 to 31.03.11 between 10.30 to 14.30 hrs at a cost of Rs.1000/- (Rupees one thousand only) (Non-refundable) by cash or DD or the same can also be downloaded from website www.nrcmeat.org.in and ICAR's web site-www.icar.org.in against the payment of Rs.1000/- (Rupees one thousand only) (Non-refundable) in the shape of DD in favour of "ICAR UNIT - NRC on Meat" payable at Hyderabad, submitted along with the bid documents.

Sd/-

(Chandrashekhar)

ASSTT. ADMN.OFFICER