

**Central Research Institute for Dryland Agriculture  
Santoshnagar, Hyderabad – 500 059**

F.No. 4-5(2)/ 2010-11/E-II

Date: -2011

To

**Sub.- Invitation of Quotations for “Providing manpower” - reg.**

Sir(s),

Quotations are invited for providing manpower on contract basis as detailed below :

<b>Particulars</b>	<b>Contact Officer</b>
Providing manpower Operators .. 2 Persons Electrician .. 5 Persons Khalasi .. 3 Persons  (As per enclosed schedule)	Chairman, Works Committee, CRIDA.

**TERMS AND CONDITIONS**

1. The last date for submission of quotation is : 16-08-2011 (15.00 hrs)
2. Quotations should be submitted in a sealed cover addressed to the Director, CRIDA, Santoshnagar, Hyderabad - 500 059. The cover containing quotation should invariably be super scribed :
  - a) Enquiry: F. No. 4-5(2)/2011-12/E-II
  - b) Due on : 16-08-2011 (15.00 hrs)
  - c) Name of the service: for “Providing manpower”.
3. The quotation should remain open for acceptance for a period of 25 days from the due date fixed for submission of quotation.
4. No Advance payment is permissible.
5. The rates quoted should be total amount payable.

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**Engagement of agency for providing man-power on outsourcing basis to the CRIDA Headquarters at Santoshangar, Hyderabad, Hayathnagar Research Farm (Near), Vanasthalipuram and Gunegal Research Farm (Near) Ibrahimpatnam**

The Director, Central Research Institute for Dryland Agriculture, invite you to submit your quotation for providing manpower such as Unskilled/Highly Skilled workers on outsourcing basis to the CRIDA Headquarters, Santoshangar, Hyderabad, Hayathnagar Research Farm, Vanasthalipuram and Gunegal Research Farm (Near) Ibrahimpatnam for its electrical operations and job/service contract basis. The payment of wages to the workers deployed at this institute will follow the minimum wages of the Central/State Government which ever is higher as notified by State/Central Labour Commissioner. Sealed bids are accordingly invited by the Director, CRIDA, Santoshnagar, Hyderabad from reputed and registered service provider Firms for providing manpower to the Director, CRIDA on outsourcing basis for a period of one year depending upon the requirements of the Director, CRIDA from time to time as per the terms and conditions set forth in the following paragraphs. The services of the manpower Agency would be required initially for a period of one year' extendable further subject to satisfactory compliance of terms and conditions of the contract.

**A) Qualifying Criteria:** *The agency should meet the following criteria for evaluation of bids.*

- I. Only registered and bonafide Service Providers/Agencies having relevant experience in the field/ 11 KVA sub-station (“A” Grade License holder) at least three years of supplying manpower services to the Government Ministries/ Departments/ Govt. Organizations/Public Sector Undertakings/Corporate Sector/ Autonomous Bodies etc are eligible to apply. The documentary proof registration must be attached. The Agency should also attach satisfactory performance certificate issued by Government Ministries/Departments etc in support of its having rendered satisfactory services to such departments during the last three (3) years.**
- II. The Agency must be registered with the CPWD/PWD/APTRANSCO, ESI, Provident Fund and Service Tax Departments and must be in possession of Permanent Account Number (PAN). The documentary proof of registration should be attached. The Firm should also produce Income Tax Clearance Certificates (ITCC) for the last three (3) years and Sales Tax Clearance Certificate/VAT.**

III. EMD of ₹ 5,000/- (Rupees Five thousand only) may be paid by way of DD drawn in favour of " **ICAR Unit Account-CRIDA**" on any nationalized Banks the DD in question may be enclosed to

Annexure-I

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IV There should be no legal suit/criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force. The Agency must enclose this declaration at the time of submission of bid

**B) Quality and size of Manpower**

I. The tentative requirement of manpower, educational bench marks and responsibilities of manpower to be provided to CRIDA during the period of the contract shall be as under

<b>S.No.</b>	<b>Category of Manpower</b>	<b>Nos. of Manpower Required</b>	<b>Educational Qualification/Responsibility</b>
1.	Highly Skilled (Operator) At Main Office	06.00 to 14.00 hrs 14.00 to 22.00 hrs 02 Nos.	“Highly Skilled” work is that having ITI License holder and having 5 years experience in maintenance of Sub-station and DG sets.
2	Highly skilled (Wireman) MainOffice(3+1) HRF (1)	06.00 to 14.00 hrs 14.00 to 22.00 hrs 22.00hrs to 6.00hrs 08.30 to15.30 hrs 05 Nos	“Highly Skilled” work is that having 5 years experience in maintenance of sub-station, ITI License holder in electrical.
3	Un-skilled (Kalasi) Main Office	03 Nos. Around the clock	Should be able to read and write in English.

The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any variation in the requirement of manpower shall be communicated to the Agency. The Director, CRIDA shall have right to engage the services as per the exigency of work.

The Contractor has to provide the above manpower per month per shift consisting of 8 hours service per day.

**C) Emoluments**

The Contractor has to adopt the minimum wages of the Central/State Government whichever is higher.

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 Institute 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.

\*To arrive at daily wages the monthly wages shall be divided by 26. The daily wages so calculated is inclusive of weekly holiday wages.

Where daily wages are paid such wages shall not be less than wages arrived at item\* above.

The Contractor is responsible for payment of ESI, EPF etc. to the concerned organizations for the manpower provided to CRIDA. The CRIDA is not responsible for any payments except the rates which are quoted in the schedule.

***Terms and Conditions***

- I. Based on the requirement of each job, the candidates provided by the Agency will be short listed for engagement.
- II. The personnel shall be available for work on all office working days from 6.00 AM to 10.00 PM as per schedule. However depending upon the exigencies of work, the personnel may be required to work late beyond office hours or on closed holidays for which they will be compensated.
- III. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for the Director, CRIDA.
- IV. The Director, CRIDA shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be sole responsibility of the Agency.
- V. The Agency shall not sub-contract the services of personnel sponsored by them.
- VI. The Director, CRIDA reserves the rights to award the work in full or in parts to any Agency and also terminate the contract at any stage if the performance of the Agency is not found to be satisfactory.
- VII. The Director, CRIDA is not bound to accept the lowest quotation and/or assign any reason for rejecting any or all the bids.
- VIII. 10%of the actual contract value has to be deposited as security deposit in the form of DD/Bank Guarantee. The Security Deposit will become refundable to the Contractor only after the expiry of the contract period or extended period and after CRIDA certifies that the terms of this agreement are full and properly carried out by the contractor and the dues if any, payable to CRIDA are cleared by the Contractor
- IX. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the Director, CRIDA shall have the right to claim damages from the Agency.
- X. The Contractor covenants with CRIDA that will have right to vary the terms and conditions of the contract without in any manner effecting its obligations under this agreement.
- XI. The contractor shall provide services entrusted to it with utmost sincerity and loyalty and should not develop any undue familiarity with CRIDA, staff. The contractor or his men shall not join any labour union or support any such union either directly or indirectly. The agency shall also not indulge a any activities prejudicial to the interest of CRIDA.
- XII. The contract is liable for termination by two-months notice in writing by either side.

- XIII. In case of the rates bided are acceptable to the CRIDA the contractor is required to execute contract agreement with the Institute on a non-judicial stamp paper of ₹ 100/- (Rupees one hundred only) value within 10 days of the date of awarding work.
- XIV. The contractor shall get all the persons and their employees being engaged at CRIDA insured at his cost against any liability arising under the Workman's Compensation Act or under the common law. The contractor shall indemnify against any claim that CRIDA may have to meet in respect of their staff members and/or workmen/employees on account of any accident or for any other reason.
- XV. Under no circumstances, the staff member and/or the workmen/employees of the contractor shall be treated, regarded or considered or deemed to be the employees of CRIDA and the contractor alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the contractor and shall indemnify and keep indemnified CRIDA against any claim that may have to meet towards the employees of the contractor.
- XVI. The Director, CRIDA, reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- XVII. The decision of the Director, CRIDA on all matters is final and legally binding. All disputes arising out of this contract are subject to the jurisdiction of Courts of Hyderabad only.

**E) Validity of Bids:**

- I. The rates are to be quoted in the prescribed format (Annexure-I)
- II. Overwriting or erasing in the bid document shall render the same invalid.
- III. The bids shall remain valid for a period not less than 90 days after the deadline for submission of bids.
- IV. The rates quoted will not be subject to any revision during the currency of the contract.

Yours faithfully

Enclosure: Annexure-I

(P. Pushpakar)  
Assistant Administrative Officer

Copy to :

1. Chairman, Works Committee.
2. Sr. Finance & Accounts Officer, CRIDA.
3. Drawing & Disbursing Officer, CRIDA.
4. P.A. to Director.

**Annexure-I**

**QUOTATION FOR PROVIDING MANPOWER TO CRIDA**  
(Enclosure to F.No. 4-5(2)/2010-11/E-II      Date:      - 08 -2011)

Amount of EMD ₹ 5,000/-

DD No.

Dated:

Name of the Bank & Branch:

<b>S.No</b>	<b>Category of Manpower</b>	<b>Manpower required (No.)</b>	<b>Rate per person (per month)</b>	<b>Amount (per month)</b>
1.	Highly Skilled (Operator) (At main office) <b>“Highly Skilled” work is that having ITI Licence Electrical and having 5 years experience in maintenance of Sub-station and DG sets.</b>	<b>01</b>		
2	Highly Skilled (Wireman) (At main office 3+1 and HRF-1) <b>“Highly Skilled” work is that having 5 years experience in maintenance of sub-station, ITI Licence (Electrical).</b>	<b>05</b>		
3	Unskilled (Kalasi) (At main office-3)  <b>Should be able to read and write in English.</b>	<b>03</b>		
	<b>Total</b>			
	<b>(Rupees only)</b>			

Enclosure: DD refer to above

Signature:  
Name:  
Mobile No.  
Mailing Address: