



भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सैदाबाद-पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059

040-24530161, 24530224 Fax: 040-24531802 <http://www.icar-crida.res.in/> Email : store.crida@icar.gov.in



F. No: 2-1/(25)/2019-20/SP

Date:09-01-2020

Notice inviting tender through e-procurement portal

(Job contract for providing Manpower Services at CRIDA)

Director, ICAR-CRIDA invites online advertised tender enquiry in Two Bids System (technical and financial bids) through e-tendering from reputed firms with adequate experience for **"THE JOB WORK CONTRACT FOR PROVIDING MANPOWER SERVICES [ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA MAIN BUILDING, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM]"** The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the tender document

The Tender Document with full details can be downloaded from CRIDA Website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>). The participation in the tender will be subject to remittance of the prescribed Bid Security along with the Technical and financial Bids.

Stores and purchase officer

Instructions and invitation of tender

1. **Submission:** Only bids received on e-procurement portal of CPPP will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
2. The Tenderers /bidders are requested to visit the website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the government on the day of opening, the tenders will be opened on the next working day at the same time.
4. **Tender ID:** Shall be notified on the website (<http://www.icar-crida.res.in/>) along with document.
5. The firms who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and may register in CPPP through DSC.
6. The bidders should have a valid registration of the firm with GOI/any state govt.
7. This institute will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
8. **Bid Security:** Bid Security (**also known as Earnest Money**) is to be deposited by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or the concerned Ministry or Department. The bidders should furnish bid security of **100000/- (rupees one lakh only)** along with their bids. The bid security will be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned. EMD should reach this office on or before Tender closing date and time.
9. **Performance Security:** The successful bidder is required to pay an amount equal to 10% of annual value of Contract towards performance security deposit and the same will be released within one month from the date of expiry of all contractual Obligations. No interest shall be paid on such Performance security deposit. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The Performance Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form and on which no interest will be paid.
10. The firm shall submit audited financial results for the years 2016-17, 2017-18, 2018-19 certified by chartered accountant along with GST registration certificate
11. The firm shall submit Income Tax Returns of **financial years 2016-17 and 2017-18,**
and 2018-19
12. The firm is required to submit the GST registration certificate.
13. In case the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the EMD/Performance Security deposited would be forfeited as applicable.
14. The lowest valid bid will be considered for acceptance keeping in view the overall reasonability of quoted rates
15. The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on **every page of tender** and the terms and conditions should strictly be followed before submitting the tender.
16. **Any dispute** relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only.
17. The Director CRIDA, reserves the right to accept ^{or} reject any or all the tenders.
18. The Director, CRIDA reserves the right to cancel the contract at any time during the currency period of the contract without assigning any reason

Tender acceptance letter

Full Name & Address of the Tenderer in:
Addition to Post Box No., if any, should be
Quoted in all communications to this Office
Telephone /Ph.No. :
Telegraphic Address/FAX/Cellular No. :
E-mail Address:

From:

.....
.....
.....

To

.....
.....
.....

[Name and address of the Institute]

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which will form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations related to this tender too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our firm/company has not been blacklisted /debarred by any Govt. Department/Public Sector undertaking.
6. I / We certify that all information furnished by the our firm/company is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature & Seal of the Tenderer

Witness
Telephone/mobile no:
Address.....
Mobile:

Signature of witness to contractor's signature
Address:
Name and Signature of Witness:
Address

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TERMS AND CONDITIONS:

1. The Service Provider shall engage a supervisor for day to day correspondence at their own cost, who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
2. The contractor 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.
3. The tenderer must submit satisfactory performance certificates for providing the outsource services work from at least two PSUs/ Govt. Departments where it has worked during last three years.
4. The Director, CRIDA reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, CRIDA shall be final and binding on the Contractor / Agency in respect of clause covered under the contract.
5. The workman provided should also maintain secrecy and discipline in the premises of Institute.
6. The contractor shall keep relevant records as per Contract Act.
7. The agreement is terminable with one month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the CRIDA.
9. The contractor or his workman shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The persons so provided by the agency under this contract will not be the employee of the CRIDA and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill.
12. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the CRIDA shall have to be furnished alongwith the Tender.
13. The Contractor must follow Minimum Wages Act, ESI, EPF, and other statutory payments regularly.
14. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
15. The contractor will discharge all his legal obligations in respect of the workman 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 CRIDA 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, CRIDA shall be final and binding on the contractor. *TDS*
16. Income Tax and TDS on GST will be deducted from the payments due for the work done as per rule.
17. Modification in the tender documents after the closing date *is* not permissible.
18. Changing of Supervisor/Workman should be intimated to the Caretaker for Main Campus and respective Farm In charge.
19. The bidder who fulfils Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
20. Whenever minimum wage and VDA is revised by the Government of India, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractors Service Charge unchanged.
21. The Contractor must employ only physically fit and mentally sound adult labour. Employment of Child Labour may lead to the termination of the Contract.
22. 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.
23. All **disputes** arising out of this order are subject **to jurisdiction of Hyderabad only**
24. **Risk Clause:** CRIDA reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice 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 Deposit. or pending bills or by raising a separate claim.

25. **LIQUIDATED DAMAGES CLAUSE:** An amount equivalent to two days of contract amount, subject to a minimum of Rs.1000/- 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 supervisory staff of the firm by CRIDA and if no action is taken within one day, liquidated damages clause will be invoked.
26. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person[s] will have to be replaced immediately.
27. The Director, CRIDA reserves the right to reject any or all Tenders in whole or in part Without assigning any reasons thereof. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Manpower requirement at CRIDA:

Sl no	Category	No of manpower/personnel required (Tentative)	No of day per month (Tentative)
1	Highly skilled	13	26 days
2	skilled	26	26 days
3	Semi skilled	60	26 days
4	Un skilled	153	26 days

- These are approximate numbers and can vary during the year depending on the need of the Institute.
- The required manpower will be allotted in the various sections/divisions as per the requirement at CRIDA.
- The minimum wages should be paid as per the Government of India, **Ministry of Labour & Employment Office of the Chief Labour Commissioner(C)**, New Delhi circular vide **file no. 1/36(1)/2019-LS-II** under classification area category 'A' under agricultural wages
- The contract is initially valid for a period of one year and is likely to be extended for one more year at a time on same terms and conditions if services are found satisfactory.
- The awarded firm is required to sign agreement on 100 Rs Non judicial stamp paper to enter into contract.

DETAILS OF EXPERIENCE/SERVICE PROVIDED WITH CENTRAL GOVT/STATE/ PSUs FOR PAST 2 ORDERS

Name of the Deptt./Organization with phone Nos.	Period	Numbers of workers/personnel deployed	Enclose performance certificate issued/contract orders, if any by the respective Deptt. / office /organization

MINIMUM ELIGIBILITY CRITERIA

The following shall be the Minimum Eligibility Criteria for selection for the bidders technically:

Sl no	Particulars and valid proof	Enclosed proof documents yes/no	of	Page no
1	Firm/agency registration certificate/address proof of The Registered Office.			
2	The contractor/agency must have a registration with the Contract Labour [Regulation and Abolition] Act, 1970. The contractor shall submit the labour licence under this Act.			
3	EPFO registration certificate issued by the govt of India.			
4	ESIC registration certificate issued by the govt of India.			
5	GST registration certificate issued by the govt of India.			
6	Document showing the firm/company's turnover per annum of for FY 2016-17, 2017-18, 2018-19 Certified by the Chartered Accountant.			
7	Document showing the firm/company's Income Tax returns for FY 2016-17, 2017-18, 2018-19			
8	Minimum 2 numbers work order(s) of contract(s) for providing contract/manpower (not less than 60 numbers) services in govt. Office/govt undertaking office/PSUs etc.			
9	Valid licence in respect of previous employer at least one by regional labour department			
10	Bid security (EMD) copy /MSME/NSIC as applicable.			

Additional Terms and conditions

1. The Service Provider shall engage a supervisor for day to day correspondence at their own cost, who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
 2. The Service Provider shall comply with all the legal requirements for obtaining license under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
 3. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
 4. The responsibility of effective and efficient delivery would rest with the Service Provider. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the Service Provider, subject to them meeting the minimum qualifying criteria.
- Service Provider shall ensure the following in respect of his Workman**
5. The working hours and days of the outsourced employees will be as per the existing applicable rules of the CRIDA. However, they have to work on holidays, if necessary and required based on demand of work.
 6. The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
 7. Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity.
 8. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer.
 9. The Service Provider should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has had registration for income tax.
 10. The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
 11. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
 12. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.
 13. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
 14. The Buyer shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Buyer, emergencies, exempted.
 15. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
 16. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

Payment Terms:

17. The service provider has to deposit the salaries on or before the **7th day of the month** and the bill along with the salary receipts has to be submitted to CRIDA for claim of the bill.
18. The service provider has to submit the bill along with supporting documents below
 - 1 A copy of wage register
 - 2 Wage bill
 - 3 EPF challan
 - 4 ESI Challan
 - 5 GST Deposit challan
19. The Service Provider Agency shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment for the support staff engaged from their account and prefer the bill to the Buyer Department for reimbursement of employer share only.
20. The Service Providing Agency shall furnish statement of amount paid for the month to the persons deployed along with cheque number and date and Bank account from which the payment has been made. Service Providing agency is to furnish copy of bank statement in support of amount paid as and when required by Buyer Departments.
21. The Service Provider shall be responsible for timely payment of take-home remuneration to the supporting staff and deposit of EPF and ESI (both employee and employer share), failing which a penalty will be deducted.
22. GST will be paid as per the applicable rates of GOI.
23. The TDS on the bill and TDS on GST will be deducted as per applicable rates at the time of payment.
24. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly / quarterly / half yearly / annual return if any before the EPF and ESI authorities.
25. The payment to the Service Provider will be made on monthly and quarterly basis, depending upon the actual duration of the services rendered as per order.
26. The Service Provider shall ensure payment regularly for the deployed manpower to their entitlements like monthly salaries/wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.
27. The Breakup of the components to be provided to the Buyer Department as per the minimum wages act.
28. The cost of the Contract shall be valid for initial contract period for one year. No price escalation, other than minimum wages and VDA revision, shall be entertained by the Buyer during the period.

FINANCIAL BID:

To
The Director
Central Research Institute for Dryland Agriculture
Santoshnagar
Hyderabad-500 059

Sir,

[Authorized Signatory]

I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING
..... on the following rates.

I/We wish to submit out bid for providing Manpower services at CRIDA on the following rates

Sl no	Particular	Category			
		Highly skilled	Skilled	Semi skilled	Un skilled
A	Minimum wages per workman per day (including VDA)				
B	ESI (3.25% or as applicable)				
C	EPF (13.00% or as applicable)				
D	Total wages plus statutory liabilities per workman per day (A+B+C)				
E	Service charges (fixed in Rupees per workman per day)				
F	Total Wages per workman per day (D+E)				

*GST Exemption will be applicable for employees employed at agricultural farms as per the rules of GST acts. Other than farm employees, GST will be applicable as per GST rates

*The above rates are to be entered in BOQ

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 laid down in the Tender Form.

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

Signature:.....

Name & Address of the

Firm:.....

Telephone No:.....

Mobile No:.....