



CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
(Indian Council of Agricultural Research)
Santoshnagar :: Saidabad Post :: Hyderabad - 500059



F.No. 4-5(2)/2009-2010/Vol-II/E-II

Date: 30th September, 2014

To

Sub:- Invitation of Quotations for "Providing Services for Electrical/Civil maintenance of CRIDA & its Research Farms - Reg

Sir(s),

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

Particulars	Contact Officer
Providing services of Operator(DG Sets/Motors), Wireman, Plumber, Carpenter, Sewerage man, Khalasi, etc --- 8 Hrs Shift unit (As per enclosed schedule)	Chairman, Institute Works Committee, CRIDA, Ph:9985151692

Terms and Conditions

1. The last date for submission of quotation is 25/10/2014.
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 superscribed:
 - a) Enquiry No.: F.No. 4-5(2)/2011-2012/E-II
 - b) Due on : 25/10/2014.
 - c) Name of the service : Providing services for maintenance.
3. The quotation should remain open for acceptance for a period of 90 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.

Contd....2p

Engagement of agency for providing services on contract basis to the CRIDA Headquarters at Santoshnagar, 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 services such as Un-skilled/Skilled/Highly Skilled workers on **contract** basis to the CRIDA Headquarters, Santoshnagar, Hyderabad, Hayathnagar Research Farm, Vanasthalipuram and Gunegal Research Farm(Near) Ibrahimpatnam for its maintenance operations on service contract basis. The payment of wages to the workers deployed, will follow the minimum wages of the Central/State Government whichever 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 providing Firms/Contractors for providing services on **contract** 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 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 Providing Agencies/Contractors having relevant experience in the field/11 KVA sub-station ("A" Grade License holder) at least two(2) years of supplying services to the Government Ministries/Departments/ Govt. Organizations/Public Sector Undertakings/Corporate Sector/ Autonomous Bodies etc are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificate issued by concerned Government Ministries/Departments etc in support of its having rendered satisfactory services to such departments during the last two(2) years.
- II. The Agency must be registered with the CPWD/PWDAPTRANSCO, 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 two(2) 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
- 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 along with the bid.**

B. Quality and size of services required

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

S.No.	Category of Services	Approx. No. of Units required with shift timings	Qualification, Experience & Responsibilities
1.	Services comparable to Highly Skilled (Operator)	0600 to 1400Hrs 1400 to 2200Hrs 02Nos	Services that of ITI License holder and having 5 years experience in maintenance of Sub-station and DG sets.
3.	Services comparable to Highly Skilled (Wireman)	0600 to 1400Hrs 1400 to 2200Hrs 2200 to 0600Hrs 08Nos	Services that of ITI License holder and having 5 years experience in maintenance of sub-station(11KVA & LT lines).
4.	Services comparable to Highly Skilled (Plumber Services)	0900 to 1700Hrs 01No	Experience of 3-5 years in the relevant field
5.	Services comparable to Highly Skilled (Carpenter services)	0900 to 1700Hrs 01No	Experience of 2-3 years in the relevant field
6.	Services comparable to Highly Skilled (Sewerage Services)	0900 to 1700Hrs 01No	Experience of 2-3 years in the relevant field
7.	Services comparable to Un-skilled (Kalasi)	0600 to 1400Hrs 1400 to 2200Hrs 2200 to 0600Hrs 03Nos	Services --- are able to read and write.

The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any variation in the requirement of services 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 services per month per shift consisting of 8 hours service per day.

C. Emoluments

- I. The Contractor has to adopt the minimum wages of the Central/State Government whichever is higher.
- II. 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 authorities etc failing which this Institute will not hold any responsibility. **on demand, all such records should be submitted to CRIDA for verification.**
- III. The rate Quoted shall include service charges, service tax, payment of wages employed by the contractor including ESI & EPF 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 **hidden cost** if any may be clearly brought out and included in the rates Quoted. 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.
- IV. To arrive at unit charges, the monthly wages shall be divided by 26. The daily wages so calculated is inclusive of weekly holiday wages.
- V. Where daily wages are paid such wages shall not be less than wages arrived at item above.
- VI. The Contractor/Agency is responsible for payment of ESI, EPF etc., to the concerned organizations for the services provided to CRIDA. The CRIDA is not responsible for any payments except the rates which are quoted in the schedule.

D. Terms and Conditions

- I. Based on the requirement of each job, the services offered by the Agency will be short listed for engagement.
- II. The Services shall be available for work on all office working days round the clock. However depending upon the exigencies of work, the services may be required to provide beyond office hours or on closed holidays which will be compensated.
- III. The Agency will be responsible for complying which the obligations under the Labour Laws in respect of minimum wages and various other provisions for all the services provided.

- IV. The Director, CRIDA shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for providing services are to be borne by the Agency/Contractor and shall be sole responsibility of the Agency.
- V. The Agency/Contractor shall not sub-contract the services.
- VI. The Director, CRIDA reserves the rights to award the work in full or in parts to any Agency/Contractor 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/all the bids.
- VIII. 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.
- IX. the Contractor covenants with CRIDA that Institute have right to vary the terms and conditions of the contract without in any manner effecting its obligations under this agreement.
- X. 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 any activities prejudicial to the interest of CRIDA.
- XI. The contract is liable for termination by two months notice in writing by either side.
- XII. On award of contract, The contracting agency is required to conclude 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 along with security deposit of ₹ 1,75,000/- (Rupees One Lakh and Seventy Five Thousand Only) by means of Demand Draft drawn on any nationalized bank in favor of "ICAR unit account, CRIDA. The Security Deposit will become refundable to the Contractor/ Agency only after the expiry of the contract period or extended period and after CRIDA certifies that the terms of this agreement are fully and properly carried out by the contractor and the dues if any, payable to CRIDA are cleared by the Contractor.
- XIII. All the persons and their employees being engaged at CRIDA insured at the cost of Contractor against any liability arising under the Workman's Compensation Act or under the common law. The contractor shall indemnify against any claim that may arise in the course of execution of contract on account of any accident or for any other reason.
- XIV. 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.

- XV. The Director, CRIDA, reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- XVI. 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 from the last date fixed for submission of bids.
- IV. The rates quoted will not be subject to any revision during the currency of the contract.

Enclosure: Annexure-I

Yours faithfully

Administrative Officer

Copy to:

- 1. Chairman, Institute Works Committee