

**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE**  
(Indian Council of Agricultural Research)  
Santoshnagar, Saidabad Post, Hyderabad-500 059

F.No.1-22(2)/2015.16-Estt.I  
Dated: 11.04.2016

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS  
GOVERNING THE JOB/WORK CONTRACT FOR PROVIDING  
ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA MAIN BUILDING,  
SANTOSHNAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM**

- |                                       |   |   |
|---------------------------------------|---|---|
| A. Cost of Tender Form                | : | Rs. 1,000/- (Rupees One thousand only)  |
| B. Pre-bid meeting                    | : | 06.04.2016 at 1100 hrs                  |
| C. Last date of submission of Tenders | : | 19.04.2016 at 1430 hrs.                 |
| D. Date of opening of Technical Bids  | : | 19.04.2016 at 1500 hrs.                 |
| E. Date of opening of Financial Bids  | : | To be announced later                   |
| F. Tender validity                    | : | <b>90 days</b> from the date of opening |

From

ICAR - Central Research Institute for Dryland Agriculture  
Santoshnagar, Hyderabad - 500 059

To

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

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, Central Research Institute for Dryland Agriculture, Santoshnagar, Hyderabad - 500059 for **JOB/WORK CONTRACT FOR PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA MAIN BUILDING, SANTOSHNAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM**. The terms and conditions of the contract which will govern the contract are those contained in the General Conditions of Contract and the special terms & conditions detailed in the Tender Form and its schedules. Please submit your rates in the Tender Form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The tender document may be downloaded from CRIDA website: [www.crida.in](http://www.crida.in). The cost of tender document of **Rs. 1000/- (Rupees one thousand only)** should be enclosed along with the tender in the form of Demand Draft / Banker's Cheque in favour of '**ICAR Unit - CRIDA**' payable at Hyderabad.
2. An earnest money of **Rs. 1,50,000/- (Rupees one lakh and fifty thousand only)** should be deposited in the form of Demand Draft / Banker's Cheque in favour of '**ICAR Unit - CRIDA**' payable at Hyderabad. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by

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indicating the DD/BC 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 stipulations on his part that after submitting 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 Institute. 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 Institute.
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 from being insufficient for the required purpose, 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 the separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed, otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual 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 partnership, in which 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 Institute within 7 days, the offer made shall be deemed to be withdrawn without any notice & earnest money 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 tenders 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 Council/Institute 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 the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the Tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed '**QUOTATION FOR JOB/WORK CONTRACT FOR PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA MAIN BUILDING, SANTOSH NAGAR, HAYATH NAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM**' with address of this office and the Tenderer shall place two envelopes clearly marked containing Technical Bid and Financial Bid separately. Tenders to be hand delivered should be put in the Tenders box, which will be kept in Room No.11, E-I Section, not later than the due date & time. Tenders can also sent by Registered/Speed Post but CRIDA shall not be liable for late receipt of tenders due to postal delay or any other reasons. The original copy of the tender is to be enclosed in a sealed cover. The cover should be superscribed with address of this office and the tenderer. Tenders can be sent by Registered/Speed Post but CRIDA shall not be liable for late receipt of tenders due

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to postal delay or other reasons. Tenders to be hand delivered should be put in the tender box kept in **Room No.11, E-I Section**, not later than due date & time.

9. The rates quoted by each firm for job 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 of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. You are however at liberty to tender 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 10% of total contract value as Security Deposit in the form of DD/ PO/Bank Guarantee/FDR** for the contract is to be deposited by the successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of the communication, the earnest money will be forfeited. In the event of any default of performance or conditions of contract, the security deposit will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. The Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the Institute. However, Service Tax / Income Tax or any other tax which is as per the rules of the Government 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. The manpower provided by the agency under this contract will not be the employees of CRIDA and there will be no employer-employee relationship between CRIDA and the persons so engaged by the contractor in the aforesaid services.
15. The agency shall submit pre-receipted monthly bills for the job performed during the preceding month along with proof of contribution made for ESI / EPF in respect of the manpower provided to CRIDA. **The contractor shall deposit the contributions of EPF and ESI in respect of labour to the EPF/ESI offices and copies of Electronic Challan cum Receipt (ECR) of previous month will be attached along with the bill for payment of subsequent month.**
16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contributions, Uniform, Liveries, OTA etc. Any escalation of minimum wage as per the notification issued by the office of Labour Commissioner (Central) from time to time during the period of contract shall be borne by the contractor.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government relating to this contract made applicable from time to time.
18. 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

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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.

19. The Director, CRIDA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer. The agreement is terminable with one month's notice on either side.
20. The decision of Director, CRIDA 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 of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CRIDA. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution act 1996.
21. Acceptance by the Institute will be communicated by Fax/email/Express letter, or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/email/Express letter et. Should be acted upon immediately.
22. The Director, CRIDA reserves the right to award the job contract in part or full keeping various statutory liabilities and may not be to the lowest quoted contractor/firm.
23. Successful Tenderer will have to enter into a detailed contract agreement with CRIDA on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for each work.
24. Financial bids of only those firms will be considered who qualify in the technical bid.

#### 25. LIQUIDATED DAMAGES CLAUSE

(i) 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 upto 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 hour liquidated damages clause will be invoked.

(ii) 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.

26. The following documents / vouchers are required to be enclosed with the Tender Forms (Technical Bid) which will form necessary part of the terms and conditions of the tender document:-

#### **Essential**

- a) Registration certificate of the firm under the work contractor of the Govt. of Telangana/A.P. (Enclosure I).
- b) Copies of audited trading, P/L and Balance sheets by a registered chartered accountant for the last 3 years (2012-13, 2013-14, 2014-15) to be submitted where a minimum of Rs 50,00,000 (Rupees fifty lakhs only) should be turnover of the firm in respect of all its business activities. (Enclosure II).
- c) Last three years continuous experience of the firm in the field of providing labour for agricultural activities in Central Govt. establishments/Autonomous bodies of Govt. of India / Corporation of Govt. of India/reputed public or private organisations' provide the details in enclosed tabular form (Enclosure III).
- d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last 3 years (Enclosure IV).
- e) Employee EPF registration certificate issued by EPF Department (Enclosure V).

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- f) Employee ESI registration certificate issued by ESI Department (Enclosure VI).
- g) Nos. of staff/supervisors registered under ESI/EPF separately. Minimum 50 Nos (Staff/Supervisors) required with their ESI& EPF contributions. Documentary proof of vouchers to be attached (Enclosure VII).
- h) Service tax registration certificate issued by Govt. Department (Enclosure VIII).

**Optional**

The contractor / agency must have a license from Labour Commissioner (Central) and registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act (Enclosure IX).

Yours faithfully,

For and on behalf of the Director  
(Name and Address of the Institute)

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## TENDER FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT

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.:  
Fax/Cellular no.:  
E-mail address:

From:

.....  
.....

To

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

I/We have read all the particulars regarding the General Information and other terms and conditions of the **'JOB/WORK CONTRACT FOR PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA MAIN BUILDING, SANTOSH NAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM'** and 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-I to this Tender and I/We agree to hold this offer open till 90 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 Schedule-I and II to accompany this Tender are at pages.....
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/BC No.....dated ..... for Rs..... drawn in favour of "ICAR Unit- CRIDA" and payable at Hyderabad is enclosed as earnest money deposit.
6. DD/BC No.....dated ..... for Rs..... drawn in favour of "ICAR Unit- CRIDA" and payable at Hyderabad is enclosed as cost of Tender Form.

Yours faithfully,

Signature and Seal of the Tenderer

Witness .....  
Address .....  
Occupation .....

Telephone No. Office  
Residence  
Mobile

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

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**SCHEDULE-I**

**SCHEDULE TO TENDERS  
PART-I**

- 1 Name of the Firm / Agency
- 2 Full Address with Post Box No. and Telephone No. if any
- 3 Constitution of the Firm / Agency [Attached Copy]  
Indian Companies At. 1956 Indian Partnership Act, 1932 (Please give names of Partners) 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 firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
  - ii. If the answer to above is in 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 partner.
- 5 Name and Full address of your Banker
- 6 Your Permanent income Tax No./Circle/Ward
- 7 Any other relevant information

**PART – II**

- |   |                         |        |
|---|-------------------------|--------|
| 8 | Earnest Money Deposited | Yes/No |
|---|-------------------------|--------|

**PART – III**

- |    |  |
|----|--|
| 9  | Name and Address of the Firm's representative and whether the firm would be representing at the opening of the Tenders |
| 10 | Name of the Permanent Representative to be visiting CRIDA regarding the contract                                       |

Date:  
Place:

**AUTHORISED SIGNATORY**

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

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## SCHEDULE – II

### **GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY AND OFFICE WORKS AT CRIDA, SANTOSH NAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM**

**Scope of work :** As mentioned in the following Annexures:-

Annexure –I (A): Charter of duties for Assistance in Field Work at Hayathnagar Research Farm.

Annexure-II (A): Charter of duties for Assistance in field work at Gunegal Research Farm

Annexure-III (A): Charter of duties for Assistance in Office work.

Annexure- IV (A): Charter of duties for Assistance in Laboratory Work.

Annexure-V (A): Charter of job work for maintenance of lawns, orchard, garden, experimental crop area, uncultivated premises in CRIDA main Campus

#### TERMS AND CONDITIONS

1. 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.
2. Contractor should pay the labour for various job works as per the minimum wages for Agriculture activities fixed by the Chief Labour Commissioner (C), Ministry of Labour and Employment, Government of India, New Delhi.
3. The tenders/quotations who quoted the rates for different job works equal or higher than the prevailing minimum wages for agriculture of Chief labour commissioner, New Delhi on the closing date will only be considered.
4. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages, ESI, EPF and Labour Act and various other provisions for all its employees deputed to work for the CRIDA.
5. The 'job contract' awarded will be carried out at the CRIDA and its farms. CRIDA will be the Principal employer. Accordingly, the payments made to the workers will be checked by the DDO, CRIDA.
6. Initially the period of contract is for one year but likely to be extended for one more year upon satisfactory performance.
7. Since the different job contract work as mentioned in the tender will be awarded on 'Job Contract' basis only, the workers deployed by the contractor do not have any right to demand/claim for job, wages and statutory/obligations directly from CRIDA.
8. Changing of staff/supervisor should be intimated to OIC, HRF/OIC, GRF/OIC, Main campus.
9. The Director, CRIDA reserves the right to reject any or all quotations in whole or in part without assigning reason thereof. The decision of Director, CRIDA shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
10. The staff provided should also maintain secrecy and discipline in the premises of Institute.

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11. The staff provided should also be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard for the elementary type of job.
12. The contractor shall keep relevant records as per labour contract Act.
13. The agreement is terminable with one month notice on either side.
14. The contractor shall not sublet the work without prior written permission of the CRIDA.
15. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
16. 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 CRIDA and the person so engaged by the contractor in the aforesaid services.
17. Payment for service contract will be made on monthly basis upon submission of pre-receipted bills along with the proof for depositing the ESI and EPF contributions for persons engaged at CRIDA.
18. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Liveries, OTA etc.
19. The contractor will discharge all his legal obligations in respect of the workers/supervisors 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 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.
20. Income Tax will be deducted from the payments due for the work done as per rule.
21. Changing of Supervisor/Staff should be intimated to the Caretaker for Main Campus and respective Farm In-charge.
22. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
23. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government relating to this contract made applicable from time to time.
24. 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.

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**Year-wise details of the Minimum 03 years experience/work done**

Sl. No.	Name of the Deptt./ Organization & Name of Contract	Period		No. of staff deployed	Remarks
		From	To		

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**ANNEXURE- I (A)**

**CHARTER OF DUTIES FOR ASSISTANCE IN FIELD WORK AT HAYATHNAGAR RESEARCH FARM**

<b>Sl. No.</b>	<b>Job</b>	<b>Detail of work to be done</b>	<b>Nature of Job Unit*</b>
1.	Assistance in Field work in research farm	The job consists of soil and plant sampling, processing of samples, manual threshing of crop and tree seed samples, cleaning of bunds/channels, composting and manure preparation, tree seed collection, transporting and loading operations, manure/fertilizer application, crop residue application, sowing and land preparation, thinning and gap filling, animal grazing, feeding, intercultural operations etc.	unskilled
2.	Assistance in Farm work in research farm	Moisture measurement, field observations and measurements, spraying of pesticide/weedicide, nursery raising, transplanting, pruning, plant breeding activities, livestock vaccination, deworming and other livestock related observations, field lab work etc.	Skilled
3.	Weeding	Manual weeding and complete removal of the weed with roots and not just cutting the weeds at ground level and dumping the removed weeds outside the field etc or as directed by Indenter	unskilled
4.	Harvesting and packing of crops	The job includes harvesting, bundling and transporting of harvested crops to the threshing floor etc	unskilled
5.	Mechanical/ Manual threshing of crops	Threshing of crops using mechanical thresher, cleaning, manual threshing, bagging all crops	unskilled
6.	Digging of pits for plantation of horticultural and other tree crops	Pit size 3x3x3 ft	unskilled
7.	Irrigation of Crops/trees	Transportation and laying of irrigations pipes and irrigation by flooding/sprinklers/drips/rain gun / manual irrigation etc	unskilled
8.	Weeding/ mulching of horticultural crops	In horticultural crops, basin making, cleaning etc.	unskilled

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9.	Transport of FYM	Transport of FYM using CRIDA tractor	Unskilled
10.	Cook	For cooking at training hostel (Trained qualified cook, having good knowledge of kitchen)	Skilled
11.	Assistant Cook	To support cook in preparation of tea, snacks and food in the canteen/ Guest house and serving to the Guest and utensils cleaning, upkeep of toilets and rooms in tidy condition, including surrounding areas.	Semi skilled
12.	Tractor Driver having valid licence	Tractor driving in research farm for field preparation, levelling, other related work.	Highly Skilled
13.	Plumber Service	The job involves day to day repair and maintenance work, operation of regulating valves for water supply to laboratories and colony, fitting pipes, valves etc, release of water and other work related to plumbing etc.	Highly Skilled
14.	Tree census work	Debarking at breast height, painting, counting and numbering etc.	unskilled
15.	Farm implements/ machinery fabrication assistance	Cutting of materials, shaping, drilling, welding, assembling of units, painting, assisting in field testing and demonstration, maintenance of various implements and machinery	Highly skilled
16.	Crop watch and ward	Bird/animal scaring and watch and ward during cropping season including day and night	unskilled
17.	Bullock drawn operations	Ploughing, sowing and intercultural operations	Semi skilled
18.	General farm maintenance	General cleaning, bush clearing, grass cutting, peripheral and internal road maintenance, cleaning of water ways and any such operations as desired by farm superintendent	Unskilled

\*One job unit is equal to one man-day

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**ANNEXURE I (B)**

**WAGES FOR CHARTER OF JOBS FOR ASSISTANCE IN FIELD WORK AT HAYATHNAGAR  
RESEARCH FARM, HYDERABAD (CLASS 'A' CITY)**

<b>S. No.</b>	<b>Particulars</b>	<b>Rate per Job Unit* (Rs)</b>			
		<b>Unskilled</b>	<b>Semi- skilled</b>	<b>Skilled</b>	<b>Highly skilled</b>
1	Minimum Wages (Basic + VDA)				
2	ESI (4.75%)				
3	EPF (13.36% including administrative charges)				
4	Service Charges				
5	<b>Total (1+2+3+4)</b>				

\* one Job Unit is equal to one man-day

Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department
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**ANNEXURE-II (A)**

**CHARTER OF DUTIES FOR ASSISTANCE IN FIELD WORK AT  
GUNEGAL RESERACH FARM**

<b>Sl. No.</b>	<b>Job</b>	<b>Detail of work to be done</b>	<b>Nature of Job Unit*</b>
1.	Assistance in Field work in research farm	The job consists of soil and plant sampling, processing of samples, manual threshing of crop and tree seed samples, cleaning of bunds/channels, composting and manure preparation, tree seed collection, transporting and loading operations, manure/fertilizer application, crop residue application, sowing and land preparation, thinning and gap filling, intercultural operations etc.	Unskilled
2.	Assistance in Farm work in research farm	Moisture measurement, field observations and measurements, spraying of pesticide/weedicide, nursery raising, transplanting, pruning, plant breeding activities, field lab work etc.	Skilled
3.	Weeding	Manual weeding and complete removal of the weed with roots and not just cutting the weeds at ground level and dumping the removed weeds outside the field etc or as directed by	Unskilled
4.	Harvesting and packing of crops	The job includes harvesting, bundling and transporting of harvested crops to the threshing floor etc.	Unskilled
5.	Mechanical/ manual threshing of crops	Threshing of crops using mechanical thresher cleaning, manual threshing, bagging all crops	Unskilled
6.	Digging of pits for plantation of horticultural and other tree crops	Pit size 3x3x3 ft	Unskilled
7.	Irrigation of Crops/trees	Transportation and laying of irrigations pipes and irrigation by flooding/sprinklers/drips/rain gun / manual irrigation etc	Unskilled
8.	Weeding/ mulching of Horticultural crops	In horticultural crops, basin making, cleaning etc.	Unskilled
9.	Transport of FYM	Transport of FYM using CRIDA tractor	Unskilled
10.	Cook	For cooking at training hostel (Trained qualified cook, having good knowledge of kitchen)	Skilled

11.	Assistant Cook	To support cook in preparation of tea, snacks and food in the canteen/Guest house and serving to the Guest and utensils cleaning, upkeep of toilets and rooms in tidy condition, including surrounding areas.	Semi-skilled
12.	Tractor Driver having valid licence Highly Skilled	Tractor driving in research farm for field preparation, leveling, other related work.	Highly skilled
13.	Plumber/ Electrician	The job involves day to day repair and maintenance of plumbing and electrical works, operation of regulating valves for water supply to laboratories and colony, fitting pipes, valves etc, release of water and other work related to plumbing etc.	Highly skilled
14.	Tree census work	Debarking at breast height, painting, counting and numbering etc.	Unskilled
15.	Crop watch and ward	Bird/animal scaring and watch and ward during cropping season including day and night	Unskilled
16.	Bullock drawn operations with bullock pairs and tools	Ploughing, sowing and intercultural operations	Semi-skilled
17.	General farm maintenance	General cleaning, bush clearing, grass cutting, peripheral and internal road maintenance, cleaning of water ways and any such operations as desired by farm superintendent	Unskilled
18.	Farm watch and ward	General watch and ward of experimental fields and all other facilities	Unskilled
*One job unit is equal to one man-day			

**ANNEXURE II (B)**

**WAGES FOR CHARTER OF JOBS FOR ASSISTANCE IN FIELD WORK AT  
GUNEGAL RESEARCH FARM, GUNEGAL (CLASS "C" CITY)**

<b>S. No.</b>	<b>Particulars</b>	<b>Rate per Job Unit* (Rs)</b>			
		<b>Unskilled</b>	<b>Semi- skilled</b>	<b>Skilled</b>	<b>Highly skilled</b>
1	Minimum Wages (Basic + VDA)				
2	ESI (4.75%)				
3	EPF (13.36% including administrative charges)				
4	Service Charges				
<b>5</b>	<b>Total (1+2+3+4)</b>				

\* one Job Unit is equal to one man-day

Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department
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**ANNEXURE-III (A)**

**CHARTER OF DUTIES FOR ASSISTANCE IN OFFICE WORK**

“Manpower contract is a purely job contract”

<b>Sl. No.</b>	<b>Job</b>	<b>Detail of work to be done</b>	<b>Nature of Job Unit*</b>
1.	Office Assistance job	Typing English & Hindi on computer, Bill preparation, data entry, diary & dispatch, scanning, printing, preparation of graphs, slides etc.	Skilled
2.	Assistance in Accounts work	Posting of account vouchers in accounting software, different ledgers, making of balance sheet, P&L account in computer software, knowledge in working with Tally/Teller 4 gold.	Skilled
3.	Assistance in Computer cell & relative work	Knowledge of Computer maintenance and understanding in computer programming & software, web designing and uploading of data in the website EPBX(intercom)/LAN related work, preparation and presentation of Slides on computers during meeting/ conferences etc.	Highly skilled
4.	Secretarial / web assistance to Head of Division/ Office	Secretarial Assistance in filing, documentation, downloading circulars from website, sending e-mails/ scanning documents, compiling, maintenance of all records/register, liaising with finance and administration units of Institute/ other Govt. department and any other duty assigned by Head of Division/Office. Documentation, preparing draft reply of letters/official letters (Hindi/English typing)/ TDS returns on computer. Full working knowledge of all computer software.	Skilled
5.	Assistance for Library work	Assisting in issue of books, entry of books in library register, processing library bills, data entry in library software, library related information retrieval from website.	Skilled
6.	Multi Task Assistance	Carrying of files, distribution of note/circulars to different sections/units, cleaning and maintenance, dusting of office furniture arranging drinking water, photocopying work/ museum work/ post office, attending the supporting services in the Division/Section.	Unskilled
7.	Driver having valid licence	The job involves driving 4/6 wheelers (Car, Jeep, Bus, Tractor, etc)	Highly skilled
*One job unit is equal to one man-day			

**ANNEXURE III (B)**

**WAGES FOR CHARTER OF JOBS FOR ASSISTANCE IN OFFICE WORK AT CRIDA  
MAIN OFFICE, SANTOSH NAGAR, HYDERABAD (CLASS 'A' CITY)**

Sl. No.	Particulars	Rate per Job Unit* (Rs)			
		Unskilled	Semi-skilled	Skilled	Highly skilled
1	Minimum Wages (Basic + VDA)				
2	ESI (4.75%)				
3	EPF (13.36% including administrative charges)				
4	Service Charges				
5	<b>Total (1+2+3+4)</b>				

\* one Job Unit is equal to one man-day

Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department

**Signature of Tenderer with Seal**

Signature of Bidder with seal

**ANNEXURE-IV (A)****CHARTER OF DUTIES FOR ASSISTANCE IN LABORATORY WORK**

“Manpower contract is a purely job contract”

<b>Sl. No.</b>	<b>Job</b>	<b>Detail of work to be done</b>	<b>Nature of Job Unit*</b>
1.	Assistance in laboratory work	Cleaning, washing of glassware, plastic ware, lab and lab equipment, filling, soil and plant grinding, drying, sample processing, bagging/netting etc.	Unskilled
2.	Assistance in laboratory work	Media/diet preparation, sterilizations, counting, weighing, pot irrigation etc.	Semi-skilled
3.	Assistance in laboratory work	Measurements with instruments, working on equipment, centrifugation, sample shaking and extractions, harvesting etc.	Skilled
4.	Assistance in laboratory work	Recording observations, inoculations, culturing, estimations, crossing, preparation of reagents, testing of protocols, standardization etc.	Highly skilled
*One job unit is equal to one man-day			

**Signature of Tenderer with Seal**

Signature of Bidder with seal

**ANNEXURE IV (B)****WAGES FOR CHARTER OF JOBS FOR ASSISTANCE IN LABORATORY WORK AT  
CRIDA MAIN OFFICE, SANTOSH NAGAR, HYDERABAD (CLASS 'A' CITY)**

<b>S. No.</b>	<b>Particulars</b>	<b>Rate per Job Unit* (Rs)</b>			
		<b>Unskilled</b>	<b>Semi-skilled</b>	<b>Skilled</b>	<b>Highly skilled</b>
1	Minimum Wages (Basic + VDA)				
2	ESI (4.75%)				
3	EPF (13.36% including administrative charges)				
4	Service Charges				
<b>5</b>	<b>Total (1+2+3+4)</b>				

\* one Job Unit is equal to one man-day

Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department
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**Signature of Tenderer with Seal**

Signature of Bidder with seal

**ANNEXURE-V (A)**

**CHARTER OF JOB WORK FOR MAINTENANCE OF LAWNS, ORCHARD, GARDEN, EXPERIMENTAL CROP AREA, UNCULTIVATED PREMISES IN CRIDA MAIN CAMPUS**

“Manpower contract is a purely job contract”

<b>Sl. No.</b>	<b>Job</b>	<b>Detail of work to be done</b>	<b>Nature of Job Unit*</b>
I.	Maintenance of lawns, garden, orchard, residential premises, experimental crop area etc.	Unskilled activities include cutting and disposal of grass/stones and pebbles, bed preparation, pit making, transporting and mixing of manure, nursery raising, potting and re-potting, planting, pruning/uprooting of shrubs, trees, hedges and ornamental plants, basin making, earthing-up, lawn maintenance, sowing, watering, weeding, preparation of compost, cleaning of drainage channels and water tanks, lifting and transporting of stores items, produce harvesting, threshing and transportation etc	Unskilled
*One job is equal to one man-day			

**Signature of Tenderer with Seal**

Signature of Bidder with seal

**ANNEXURE V (B)**

**WAGES FOR CHARTER OF JOBS WORK FOR MAINTENANCE OF LAWNS,  
ORCHARD, GARDEN, EXPERIMENTAL CROP AREA, UNCULTIVATED PREMISES AT  
CRIDA MAIN OFFICE, SANTOSH NAGAR, HYDERABAD (CLASS 'A' CITY)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate per Job Unit* (Rs) for Unskilled manpower</b>
1	Minimum Wages (Basic + VDA)	
2	ESI (4.75%)	
3	EPF (13.36% including administrative charges)	
4	Service Charges	
5	<b>Total (1+2+3+4)</b>	

\* one Job Unit is equal to one man-day

Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department
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**Signature of Tenderer with Seal**