



भा.कृ.अनु.प. - भारतीय बीज विज्ञान संस्थान

ICAR-INDIAN INSTITUTE OF SEED SCIENCE

ग्राम व पोस्ट - कुशमौर, मऊ - 275103 (उ.प्र.)

Phone : 0547-2530386 (O); Fax: 0547-2530325; E-mail: hoa.dser@icar.gov.in



F. No.:- 05-IISS/2017-18/SPO-827

Dated: 28.08.2017

TENDER NOTICE

On behalf of President, ICAR, the Director, ICAR-Indian Institute of Seed Science, Kushmaur, Mau (UP) invites e-Tender through Central Public Procurement Portal <http://eprocure.gov.in> from reputed firms/Contractors for JOB WORK CONTRACT FOR SKILLED/SEMI SKILLED/UNSKILLED/ CELRICAL SERVICES. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

A DD of Rs. 1000/- as tender processing fee (non refundable) and EMD Of Rs. 70,000/- (Rupees Seventy Thousand Only) should be paid by offline mode in shape of Demand Draft only, which are payable to ICAR Unit DSR, Mau at Maunath Bhanjan. Two bid system will be followed for all items.

CRITICAL DATE SHEET

Published Date	: (4.00 PM) on 28.08.2017
Bid Document download start Date	: (10.00 AM) on 29.08.2017
Clarification Start Date	: (10.00 AM) on 29.08.2017
Bid Submission End Date	: (01.00 PM) on 20.09.2017
Bid Opening Date	: (02.00 PM) on 21.09.2017

Tender Fee and EMD submitted to *Director, ICAR - Indian Institute of Seed Science, Kushmaur, Mau 275103 (UP)* by offline on or before Bid Submission End Date and time positively, otherwise respective tender is not entertained.

(Ajay Kumar Soni)
Administrative Officer



ICAR-Indian Institute of Seed Science

(Indian Council of Agricultural Research)

Kushmaur, Mau 275 103 (UP), INDIA

Phone : 0547-2530386, Fax : 0547-2530325, E-mail: admin.dsr@gmail.com



F.No.05-IISS/2017-18/S&P-

Dated: 28.08.2017

SUB:-INVITATION OF TWO BIDS TENDER FOR JOB WORK CONTRACT FOR PROVIDING SKILLED/SEMI SKILLED/UNSKILLED/ CELRICAL SERVICES – REG.

Dear Sir,

On behalf of President, ICAR, the Director, Indian Institute of Seed Science, Kushmaur, Mau (UP) invites e-Tender through Central Public Procurement Portal <http://eprocure.gov.in> from reputed firms/Contractors for JOB WORK CONTRACT FOR PROVIDING SKILLED/SEMI SKILLED/UNSKILLED/ CELRICAL SERVICES. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

- 1. Tender Processing Fee and Earnest Money must be sent in the form of demand draft in favour of ICAR UNIT, DSR, Mau by offline in the name of *Director, ICAR-Indian Institute of Seed Science, Kushmaur, Mau 275103 (UP)* on or before Bid Submission End Date and time positively by post, otherwise respective tender is not entertained.**
2. 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.
3. 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 placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions are detailed in the tender forms 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.
4. An earnest money of **Rs. 70,000/-** (Rupees Seventy thousand only) must be deposited in the form of demand draft payable to **ICAR UNIT DSR, Mau at Maunath Bhanjan**. Scanned Copy of the Earnest Money Deposited must be uploaded in the Tender, failing which the tender will not be opened. Conditional Bids shall not be considered.

5. 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.
6. If the tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, offer made shall be deemed to be withdrawn & earnest money forfeited.
7. No payment over and over the quoted details shall be made to the bidder.
8. The tenderer should provide its full bank details (a/c holder name; a/c no.; name of the Bank & Branch; IFS Code, etc.) along with the Tender document for enabling the payments by e-mode.
9. Payment shall be made only on actual satisfactory work. No advance or part payment request shall be made/ considered under any circumstances. Institute is not responsible for payment of transit insurance charges.
10. ICAR-IISS, Mau reserves the right to cancel this notice of invitation tender and/or invite a fresh with or without amendments to this NIT, without liability or any obligation and without assigning any reason. Information provided at this stage is indicative and ICAR-IISS, Mau reserves the right to amend further details in the tender document.
11. Before filling up the Tender, firms/agencies are advised to go through the Tender Paper thoroughly and accordingly fill up the contents thereof, as per the norms of Tender. After submission of the tender, no request for any alteration is permissible. Non-compliance of any of the Terms & Conditions of the tender shall make the Bid liable to be rejected, calling for no exception/further request in this regard.
12. **Dispute Resolution Mechanism:** If any dispute or difference arises between the agencies/firm and ICAR-IISS, Mau relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The

arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act 1996. The venue of the arbitration shall be the place from where the contract is issued.

13. An amount of **Rs. 150000/- (Rupees One lakh fifty thousand only)** as a Security deposit for the contract in the form of D.D/FDR is to be deposited by the selected agency/ successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited. If during the validity of the Contract, the tenderer expresses his inability to continue with the quoted rates or asks for enhancement, the security deposit shall be forfeited and no request in this regard shall be considered. The institute may also take additional legal action against the defaulter. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

14. The Institute will not be held responsible for any sort of postal delay received after stipulated date & time as specified above shall be deemed as summarily rejected.

15. All communications must be addressed to the **Director, ICAR-Indian Institute of Seed Science, Village & Post - Kushmaur, Mau – 275103, Uttar Pradesh, INDIA.**

Clause:

- ✓ **At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% the quantity of goods and services as specified in the list of requirements, without any change in the unit price or other terms and conditions.**
- ✓ **The quotation/offer shall remain valid for acceptance for a period not less than 60 days after the specified date of opening of the offers.**

16. 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.

17. Award of Contract by the Institute will be communicated by FAX/ e-Mail. Formal letter of Award of Contract will be forwarded as soon as possible, but the earlier instructions in the FAX/ e-Mail should be acted upon immediately.

18. If the tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, offer made shall be deemed to be withdrawn & earnest money forfeited.

19. 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 firm, if it is a company.
20. Only those firms will be considered for opening of the financial bid which will qualify in the technical bid. Rates quoted should be inclusive of all taxes, etc. and must be specifically provided with detailed break-ups. No payment over and above the quoted rates shall be made under any condition, for the full period of contract. Increase/ enhancement, if any, in the rates of component what so ever, viz. Minimum Wages, VDA, Taxes, etc. shall have to be fully borne by the tenderer only.
21. The Monthly Wages of the Contractual Labors engaged by the firm will be paid in accordance with the Minimum Wages Act and instructions issued by Ministry of Labour from time to time. The tenderer/ agency/ contractor shall be responsible for compliance of all statutory provisions in respect of personal deployed by it to the Institute. The above quoted rates are inclusive of minimum wages as notified by the GOI Ministry of Labour and Employment for workers employed in agriculture inclusive of all statutory obligatory liabilities viz., EPF, ESI (if applicable) etc. payable under the Contract Labour (Regulation and Abolition Act, 1970 and 1971).
22. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and the Institute will not entertain any claim whatsoever in this respect. However, the Income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rule/ instructions made applicable from time to time by the Govt.
23. The Director, ICAR-IISS, Mau 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 Director also reserves the right to accept or reject any or all tenders at any time prior to or after supply order, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.
24. **Essential documents required to be submitted on line:**
- **Annexure-I: Pre qualification criteria sheet**
 - **Annexure-II: Tender Acceptance Letter**
 - **Annexure-III: Certificate**
 - **Annexure-IV: Declaration to be submitted by Bidder/Tenderer**

- **Annexure-V: A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm has never been blacklisted by any Government authority during the last 05 years. The agency must enclose this declaration at the time of submission of bid.**
- **Proof of Tender processing Fee deposition or Exemption Certificate**
- **Proof of EMD deposition or Exemption Certificate**
- **Firm registration certificate**
- **PAN No. of the agency/firm**
- **GST Registration Certificate**
- **ITR of last three years**
- **Annexure VI: BOQ for price proof**



(Ajay K. Soni)
Administrative Officer
ICAR – Indian Institute of Seed Science, Mau

भारतीय बीज विज्ञान संस्थान, मऊ में अनुबंध द्वारा कराये जाने वाले विभिन्न कार्यों का विवरण
**SCOPE OF JOB WORK CONTRACT FOR PROVIDING SKILLED/SEMI SKILLED/UNSKILLED/
 CELRICAL SERVICES –AT ICAR-IISS, MAU**

Sr. No.	Nature of Job required	Minimum Expertise required	Scope of work
01.	Clerical	Preferably graduate from a recognized University with good communication skill in English (written and spoken and computer literacy). The individual should have knowledge of Office Software. Experience in noting, drafting on files and administrative processing of cases would be desirable.	Responsible for routine clerical and any other duties assigned by officer in charge. Data entry, processing of Data, Management of Data and its retrieval for computerized office work shall be a key part of the job. Provide support service to different official of ICAR-IISS, Mau and any other duty assigned by Officer In charge.
02.	Skilled	As per demand of ICAR-IISS, Mau	Provide support service to different Section/ labs of ICAR-IISS, Mau and any other duty assigned by Officer In charge.
03.	Semi Skilled		
04.	Un skilled		

Annexure-I**Pre qualification cum Technical Bid sheet**

No.	Particulars	Details or Yes/No
1.	Name of the Firm/Agency	
2.	Full address with Telephone No.	
3.	Tender Fee enclosed or not, if Yes, please provide detail	
4.	EMD enclosed or not, if Yes, please provide detail	
5.	Signed and scanned copy of appropriate of valid registration certificate of the firm under work contract/companies Act, 1956/Indian Partnership Act, 1932/Shop and Commercial Establishment Act/other similar act.	
6.	PAN No. of the agency/firm	
7.	Declaration of Tender Acceptance (Annexure-II)	
8.	Signed and scanned copy of Income tax return	
9.	Last three years experience of the firm in the field of providing such services in Central Govt., establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations. Copy enclosed	
10.	Employees EPF registration certificate	
11.	Employees ESI registration certificate, if applicable	
12.	GST Registration Certificate	
13.	Full bank details (a/c holder name; a/c no.; name of the Bank & Branch; IFS Code, etc.)	
14.	A certificate should be enclosed that fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory (Annexure-III)	
15.	Declaration to be submitted by Bidder/Tenderer (Annexure-IV)	
16.	A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. (Annexure-V)	
17.	Financial Bid Declaration (Annexure-VI)	

I have read and understood the Terms & conditions contained in the Tender Document governing in www.seedres.in and <http://eprocure.gov.in> and I agree to abide by the same and against which this technical bid is submitted.

Signature of Tenderer with Seal

DECLARATION BY THE TENDERER

1. I have read and understood the tender terms and conditions relevant to Tender Document
2. I have submitted the Technical Bid in accordance with the Terms and Conditions of the above Tender Document.
3. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
4. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per requirement, I would be fully responsible for all the consequences that may arise and IISS can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
5. The Commercial Bid is separately submitted against this tender.

SEAL & SIGNATURE OF TENDERER

CERTIFICATE

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ICAR institutes from..... years. We have fulfilled all the work/supply order of respective department/ICAR institutes within time limit with satisfactory.

(Name and address of the tendering firm)
Seal & Sign of the tendering firm

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DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER

1. I/We agree to keep the offer of this tender valid up to 60 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to IISS, Mau based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign the contract or any portion of the contract to anyone.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by IISS, Mau up to the submission of acceptance letter of contract award to the office and till deposition of **Rs. 150000/- (Rupees One lakh Fifty thousand only) as security money** as required under the contract.
5. If upon written intimation to me/us by the IISS, Mau, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/we, agree to discharge all the legal obligations of the employees in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act., ESI Act.
8. I/We have fully understood that the written agreement to be entered between us and IISS shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ICAR-Indian Institute of Seed Science, Mau.

Signature of Contractor & Seal

Address:-

Contact No.

(Printed on letter head of firm)

Annexure - V

TO WHOM IT MAY CONCERN

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

(Signature of the Firm with Seal)

Financial Bid Declaration

To,

The Director
ICAR - Indian Institute of Seed Science
Village & Post – Kushmaur
Mau – 275 103 (U.P.)

Sir,

I/We wish to submit our tender for **job work for providing SKILLED/ SEMI SKILLED/UNSKILLED/ CELRICAL SERVICES at ICAR – IISS, Mau** on the following rates:

Sr. No.	Particulars	Rates Quoted (INR)
1.	Rates offered for job work for providing SKILLED/ SEMI SKILLED/UNSKILLED/ CELRICAL SERVICES at ICAR – IISS, Mau in accordance with the highest standards of Agricultural Features and other miscellaneous work and as per the terms and conditions specified in the tenders including specially covered all acts and taxes etc. as applicable from time to time.	As per BOQ

NOTES:

- The overall comparison shall be done on the basis of the summation of the quoted rates and the weightage given against each item of work.
- Bidder should mandatory to quote the latest minimum wages rate (Basic + VDA) as per central government guidelines in the Financial Bid.

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.

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

Signature _____

Name & Address of the firm _____

Contact No. & Email ID. _____

Mobile No. _____