

ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)

Tel. No. (0755) 2747375/ 2730970 (Ext. No. 233 & 262) Fax. No. (0755) 2733310

SCHEDULE OF TENDER FOR

ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS AT IISS, BHOPAL (Two Bid System)

1	Tender No.	:	2-28/2016-17/LF&O/IISS
2	Cost of tender	:	Rs 1000/- to be submitted in the form of DD drawn in favour of ICAR unit IISS Bhopal.
3	Date of sale of tender documents	:	From the date of publication on all working days up to 24.06.2016 11:00 Hrs.
4	Last date of receipt of complete tender	:	24.06.2016 upto 17:00 hrs Institute will not be responsible for any postal delay.
5	Date of opening of tender	:	25.06.2016 at 11:00 hrs in the Committee room, Administrative wing of IISS, Nabibagh, Berasia Road, Bhopal.
6	Earnest Money Deposit (Bid Security) (Tender will not be considered without EMD deposit).	:	Rs. 200000/- (Rupees Two Lakh Only) through Demand Draft drawn in favour of <u>“ICAR UNIT, IISS, BHOPAL”</u> .
7	Mode of submitting tenders	:	The sealed envelope of tender containing technical bid & financial bid should clearly be superscribed <u>“Tender No. 2-28/2016-17/LF&O/IISS due on 24.06.2016 for Annual job contract for assistance in farm, field, laboratory, and office works”</u> mentioning the EMD particulars & address of the tenderer. The sealed tender should be addressed to ‘The Administrative Officer, Indian Institute of Soil Science, Nabi Bagh, Berasia Road, Bhopal – 462 038 (M.P).
8	Any change in the above schedule will be displayed on the Institute notice board/IISS website only.		

NOTE: - 1. The Tender document is also available at our web-site www.iiss.nic.in. The tenderers are advised to keep in regular contact with our website for any further information/ change made in tender schedule etc.

2. Tender documents downloaded from website of the Institute should be accompanied with DD for Rs. 1000/- drawn in favour of “ICAR unit, IISS Bhopal”, without which tenders will not be entertained.

Administrative Officer



हर कदम, हर डगर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

Agriculture search with a human touch

ICAR- Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)
Tel. No. (0755)2730970/2734221 (Ext. No. 233 & 262) Fax.
No. (0755) 2733310

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS
GOVERNING THE JOB CONTRACT FOR ENGAGEMENT OF AGENCY FOR PROVIDING
ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORK ON JOB CONTRACT BASIS AT
IISS, BHOPAL**

Note- All communications must be addressed to, The Administrative Officer, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-38

From

The Administrative Officer,
Indian Institute of Soil Science,
Nabibagh, Berasia Road, Bhopal-38

To

Dear Sir(s),

1. Sealed tenders on two bid system are hereby invited on behalf of the Director, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-38 for contract of **PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORK ON JOB CONTRACT BASIS** at Indian Institute of Soil Science. The terms and conditions of the contract which will govern the contract are contained in the General conditions of contract and the special terms and conditions as detailed in the tender forms and its schedules. Please submit the 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.
2. An earnest money of **(Rs. 200000/-) (Rupees Two Lakh only)** must be deposited in the form of demand draft/pay order in f/o **ICAR Unit-IISS, BHOPAL**. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. 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 resale 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 applies for the same, in the manner prescribed by the Institute. (**EMD refund request form** enclosed for information and ready reference, it may be noted that, this **form may be printed on Firm's letter head and submitted for refund**).

Signature of Bidder with seal

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4. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it is a partnership in which case he/she must have authority 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.
5. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry, it appears that the persons so signing is without authority, the Institute will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer(s).

The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **“ASSISTANCE IN FARM, FIELD , LABORTORY AND OFFICE WORK”** and sent to the Institute, but the Institute shall not be held responsible for late receipt of tenders due to postal delay or other reasons.
6. The tenderer is at liberty to be present or to authorize a representative to be present at the opening day of the tender. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address along with telephone Nos. of your representative, if any.
7. Acceptance by the Institute will be communicated by Speed post/registered post, express letter/fax/ e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the telegram/express letter / fax/e-mail etc. should be acted upon immediately.
8. The tender is invited on two bid system. Hence, technical & financial bids should be sealed separately. Rates/Financial bids (Annexure – II, III and IV) not sealed shall not be considered. Financial bid shall be opened only for those firms which qualify on technical bid evaluation.

Yours faithfully

Administrative Officer

SPECIAL TERMS & CONDITIONS

01. The selected agency shall provide required services for providing **ASSISTANCE IN FARM, FIELD, LABORTORY AND OFFICE WORK** at the Institute. The agency shall employ good and reliable persons after police verification with robust health and clean records, must be within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the competent authority, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
02. The personnel engaged by the agency for this job contract will not be an employee of the Council and there will be no employer-employee relationship between the council and the personnel so engaged by the contractor.
03. The agency shall be wholly responsible for making payment under the job contract under Minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure on Job contract.
04. The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
05. Farm operation should be completed within the stipulated time as per work order & terms & conditions of the tender, otherwise penalty will be imposed.
06. The tenderer will have to furnish particulars relating to ESI, EPF, Service tax registration, Registration under Contract Act, annual turnover etc.
07. Contractor will open the EPF and ESI accounts for each person engaged on job contract separately. Every person should have his bank account. The EPF, ESI and bank account number in respect of each person should be submitted to the Institute office. Contractor will make payment in the form of A/c payee cheque or through net banking to each person as per the bill details. In case of the firm not fulfilling ESI, EPF liabilities (like not depositing the EPF & ESI amount in the PF/ ESI Account of beneficiaries), the whole amount of ESI & EPF paid to the firm shall be recovered from the security deposit and appropriate action including penalty shall be taken.
08. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
09. The Director, Indian Institute of Soil Science reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Indian Institute of Soil Science shall be final and binding on the firm/agency in respect of any clause covered under the Contract.

ELIGIBILITY CONDITIONS:

- a) The firm should have at least 03 (Three) years of continuous experience of performing job contract in Ministries/ Departments/ Govt. Organizations/Public Sector Undertaking/ Corporate Sector/ Autonomous Bodies etc.
- b) The firm should have a turnover of Rs.25 Lakhs or more per annum. in the past three years.
- c) The firms should also fulfill the statutory and welfare requirements in respect of its employees engaged on job contract.
- d) The firm should have valid labour Contract license for current contract issued by labour commissioner, for under taking job contract work & should also obtain current license for under taking the work.
- e) The firm must have EPF / ESI and Service Tax Registration.
- f) The above conditions are minimum and the tenderer will have to fulfill the criteria specified at Annexure-I for qualifying in technical bid evaluation.

1. TERMS OF THE CONTRACT: - The term of the contract will be for one year though it can be terminated during the one year contract period in case of unsatisfactory performance and if the tender terms are not followed by the Firm. On expiry of the contract, the Institute reserves the right to renew the contract for a maximum period of one more year on mutual consent of both the Parties.

2. MODE OF PAYMENT: The Agency will make payment to the staff on a monthly basis in the first week of every succeeding month as per the remuneration fixed, by 7th of every month in the form of cheque or through online transfer at the premises of the IISS Nabibagh, Berasia Road Bhopal. The Agency will submit the invoice/ claim (in triplicate) to the IISS on a monthly basis duly supported by proof of disbursement of wage to the staff duly signed by the workers. Agency should mention PAN/ TAN, TIN/ VAT/ ST number for payment. The payment to the Agency shall be released within 30 days from the date of receipt of invoices, provided the claim of the agency is found to be in order from all angles. The income tax and such other taxes/levies as required by law shall be deducted from the charges payable to the agency. The agency shall furnish details of disbursement made to the staff indicating the amount deducted on account of statutory deductions such as ESI, EPF etc. as employee's share and net amount paid to each individual duly supported by details of payment made to the contractual staff before presenting claim for the month. The proof of payment of statutory obligations such as ESI, EPF etc. showing name of each individual engaged for IISS and any other applicable Taxes accompanied by prescribed form must be furnished by the Agency indicating the names of the employees engaged for IISS and the amount deposited in respect of each for ESI & EPF, failing which subsequent payment to the Agency shall be withheld for which contracting agency will be responsible. Before claiming the payment from Institute, the Contractor / Firm shall ensure that all the contractual obligations like minimum wages, deposition of EPF, ESI & Service tax etc. have been duly fulfilled & the challans of equal amount may be submitted with bills for reimbursement of EPF/ESI/Service tax.

3. LABOUR LAW:- As per contract labor (Regulations and Abolition) Act, 1970 and the contract labor (Regulations and Abolition) Central rules 1971 w.e.f. 21/03/74 any contract in which 20 or more workman are employed or were employed on any day in the preceding 12 months as contract labor and to every contractor who employ or who employed on any day of the preceding 12 months 20 or more workman. It does not apply to establishment/contractor where the work performed is of intermittent or seasonal nature. An establishment/contractor wherein work is of intermittent and seasonal nature will be covered by the act, if the work performed is of more than 120 days and 60 days in a year respectively. The act also applies to establishment of the government and local authorities as well. The EPF parties shall be obliged to observe the content of above para strictly.

4. TERMINATION: - This contract can be terminated by the Institute at any time with a show-cause notice to be replied within a week, in case the tender terms are not fulfilled by the Firm and the service provided is unsatisfactory. In the above case, the performance security of the Firm shall also be forfeited.

5. LOSS AND /OR DAMAGES :- In case of any loss or damage done to the property of the Institute by the personnel provided by the agency at IISS, Bhopal, full damage will be recovered from the Agency and decision of the competent authority of IISS, Bhopal shall be final and binding on agency/contractor.

6. SECURITY DEPOSIT :- The successful bidder will be required to deposit an amount of **Rs. 500000/- (Rupees Five Lakh Only) as Security Deposit** in the form of Demand Draft/Pay Order favoring "**ICAR Unit-IISS, Bhopal**" payable at Bhopal within two weeks from the date of award of the contract. The security deposit shall be released within two months of successful completion of the contract, but the firm has to ensure that all statutory obligations under the contract are fulfilled by them and after the Firm producing necessary documents to the Institute. After ensuring the above, the security deposit shall be released and/ or adjusted against any damages or loss of property etc caused by the personnel of the Agency. No interest will be paid on the security money deposited with the institute.

7. In case of any mishap, accident, death etc. of the engaged personnel, the contractor shall be wholly responsible for any claim etc if applicable. The Institute shall in no way be responsible for such claims.

8. The tender is to be awarded on job/area contract basis. Hence, the **rates quoted shall not be revised during the contract period.** The Firm has to quote the rates along with the service commission in such a way that the cost escalations are taken care of and the statutory liabilities are fulfilled.

9. In case of any dispute arising, decision of the Director, IISS, Bhopal will be final and binding.

ANNEXURE-I

SUBMISSION OF ESSENTIAL DOCUMENTS FOR TECHNICAL BID EVALUATION

1. Firm Registration Certificate.
2. ESI Registration of the firm.
3. EPF Registration of the firm
4. Service tax registration certificate.
5. ESI, EPF Annual verification report of last 3 financial years and ECR sheet of at least 50 persons.
6. IT Return for last 3 years.
7. Bank solvency certificate for more than Rs. 10 Lakh.
8. Undertaking of the firm.
9. Experience proof
10. Annual turnover of more than 25 lakhs
11. Copy of PAN/TAN card.
12. Copy of Labour License

Financial Bid
CHARTER OF DUTIES FOR ASSISTANCE IN RESEARCH EXPERIMENT WORK AND
FARM OPERATIONS ON JOB CONTRACT BASIS

Sl. No.	Particulars	Detail of work to be done	Job clarification	Rate	Contactor commission
01	Assistance in laboratory and farm work	The job consists of activities like washing and cleaning of glassware, sowing and land preparation, spraying of pesticide, thinning and gap filling, transporting and loading, manure application, cleaning of bunds / channels etc. and other associated activities not requiring any specialized skill	One job needs approximately one unskilled person to be completed in one day	Rs._____-/- per job	-----% / Rate_____
02	Experimental Assistance	The job consists of soil and plant sampling, processing of samples, moisture measurement, field and laboratory observation and experiment related field and laboratory activities	One job needs approximately one semiskilled person to be completed in one day	Rs._____-/- per job	-----% / Rate_____
03	Weeding	Manual weeding with khurpi 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 or as directed by Indenter	About 40 unskilled man days required per hectare; the intensity of work will be more during July-September.	Rs._____-/- per hectare	-----%/ Rate_____
04	Harvesting of crops	The job includes harvesting, bundling and transporting of harvested crops to the threshing floor	About 20-25 unskilled man days required for the operation on hectare basis	Rs._____-/- per hectare	-----%/ Rate_____
05	Mechanical harvesting of crops	Harvesting, threshing, cleaning and bagging	Bagging to be done along with harvesting	Rs._____/per hectare	-----%/ Rate_____
06	Manual Threshing of crops	Manual threshing, cleaning, bagging	About 2 quintal/day/labour	Rs._____/per quintal	-----%/ Rate_____
07	Mechanical threshing of crops	Threshing of crops using mechanical thresher, cleaning, bagging all crops	To thresh and clean about 5 quintal/day	Rs._____-/- per quintal	-----%/ Rate_____
08	Digging of pits for plantation of horticultural tree crops	Pit size 3x3x3 ft	About 5 to 6 pit in a day	Rs._____-/- per pit	-----%/ Rate_____
09	Weeding and basin making in horticultural tree crops	Weeding in horticultural crops viz mango/guava/amla/lime, cleaning and basin making 3x3 ft.dia, basin to be prepared from outside soil	10 basins/day/person	Rs._____-/- per tree	-----%/ Rate_____
10	Hiring of JCB machine and dozer	For earth work/leveling and development work, removal of unwanted plants	Including the cost of diesel and manpower	Rs._____-/- per hour	-----%/ Rate_____

11	Machine operated herbicide spray, Insecticide spray	Tractor mounted spray of chemicals. The job is to provide tractor with necessary machinery including tractor for spray along with labour.	Approximately 1 ha. can be covered in one hour. Chemicals will be provided by the Institute.	Rs._____-/- per hour	-----%/ Rate____
12*	Supply of water tankers	Water tanker of 5000 ltr capacity	At least 8 to 10 tanker per day in peak working time	Rs._____-/- per tanker	-----%/ Rate_____
13*	Supply of FYM	Supply of good quality decomposed FYM (capacity 1 ton per trolley) (Fresh cow dung will not be accepted)	Including handling charges	Rs._____-/- per trolley	-----%/ Rate_____
14	Skilled kitchen management	Needed for training hostel having good knowledge of kitchen. Preparation of Breakfast, Lunch, Dinner (for 2 to 50 persons)	One job consists of about one skilled person's work in a day	Rs._____-/- per job	-----%/ Rate_____
15	Assistance in cooking	To support cook in kitchen management in guest house , up keeping of utensil, rooms and surrounding areas in tidy condition	One job consists of about one semi-skilled person to be completed in a day	Rs._____-/- per job	-----%/ Rate_____
16	Maintenance and plumbing work	The job involves day to day repair and maintenance work, plumbing, fitting pipes, valves etc. Tools will be provided by the Institute	One job consists of about one semi-skilled person to be completed in a day	Rs._____-/- per job	-----%/ Rate_____
17	Tractor/ Car Driving having valid licence	Tractor driving in IISS Farm for field preparation, leveling etc / Driving Car/Jeep for Institute staff	Diesel will be provided by the Institute. One job consists of about one skilled person's work in a day	Rs._____-/- per job	-----%/ Rate_____

***Service tax is not payable on the items at Sl. Nos. 12 & 13.**

*** Item no. 05, 07,10, 11, 12 and 13 - Tractor and diesel are to be arranged by the Firm, not to be provided by the Institute. Firm should quote rates accordingly.**

*** S.No. 03 to 11 shall be occasional in nature & would be supplies/ offered as per requirement of the Institute.**

ANNEXURE-III

Financial Bid
CHARTER OF DUTIES FOR ASSISTANCE IN OFFICE WORK

“Manpower contract is a purely job contract”

Sl.No	Particulars	Job Clarification	Detail of Jobs to be done	Rate to be paid to persons engaged	Contacto Commissio n
01	Computer/ office assistance	One job needs approximately one skilled person to be completed in one day	Typing English & Hindi on computer, Bill preparation, data entry, diary & dispatch, scanning, printing, preparation of graphs, slides, Accounting and Library works etc.	Rs. _____/ - per job	-----%/ Rate _____ -
02	Multi Task Assistance (Unskilled)	One job needs approximately one un skilled person to be completed in one day	Carrying of files, distribution of note/Circulars, Dusting of office furniture arranging drinking water, Xerox work/ museum work/ post office, Attending the supporting services in the Division/ Section. Cleaning of office furniture and other jobs assigned by officer incharge. Ability to read basic official English and Hindi words and to ride bicycle	Rs. _____/ - per job	-----%/ Rate _____ -

Service commission of 0% or Nil is not admissible. It should be sufficient to meet any cost escalation during the contract period. There shall be no revision in the rates of items of work during the contract period.

Financial Bid

ANNEXURE-IV

Break up of Charges to be claimed and actual to be paid to the persons engaged on job contract for Farm, Field Laboratory.

S. No	Description	Skilled job	Semi Skilled job	Unskilled job
1.	a. Monthly Rate			
2.	b. ESI Contribution			
3.	c. EPF Contribution			
A	Total cost per head (1+2+3)			
B.	Services charges/ Service commission			
C.	Service Tax			
D.	Grand Total (A+B+C)			
E.	Contribution by the employee for ESI/EPF to be deducted			
	Deduction, if any			
F.	Actual amount to be paid to the person engaged on job contract by the agency/ contractor.			

The monthly wage payment is to be made by 7th of every month through account payee cheque or through online transfer in the presence of authorized officials of IISS. Penalty will be imposed in case of delayed payment or less-payment as per penalty clause from the service charge/security deposit of the agency.

Financial Bid

ANNEXURE-V

Break up of Charges to be claimed and actual to be paid to the persons engaged on job contract for Office Assistance and Multitask Assistance.

S. No	Description	Skilled job	Semi Skilled job	Unskilled job
1.	a. Monthly Rate			
2.	b. ESI Contribution			
3.	c. EPF Contribution			
A	Total cost per head (1+2+3)			
B.	Services charges/ Service commission			
C.	Service Tax			
D.	Grand Total (A+B+C)			
E.	Contribution by the employee for ESI/EPF to be deducted			
	Deduction, if any			
F.	Actual amount to be paid to the person engaged on job contract by the agency/ contractor.			

The monthly wage payment is to be made by 7th of every month through account payee cheque or through online transfer in the presence of authorized officials of IISS. Penalty will be imposed in case of delayed payment or less-payment as per penalty clause from the service charge/security deposit of the agency.

GENERAL INFORMATIONS AND OTHER TERMS & CONDITIONS OF THE CONTRACT

1. IISS holds the discretion to terminate the contract for any reason whatsoever on giving a show cause notice to be replied within a week's time.
 - a) If the contractor fails or neglects to the job, as approved in the tender/ work order, or service or any of them to the satisfaction of IISS or if the contractor commits breach of any of its obligation hereunder and / or
 - b) If the business of the contractor is wound up, dissolved or if any receiver is appointed or attachment is levied in respect of any of the properties and assets.
2. Tenders should be on the specified form(non-transferable) which may be obtained from the **Admn.Section**, on submission of demand draft drawn in favour of ICAR Unit-IISS, Bhopal, payable at Bhopal For Rs.1000/- (non-refundable), or can be downloaded from IISS, web site www.iiss.nic.in & should attach the DD of Rs. 1000/- along with tender failing which the tender will be rejected.
3. Tenders should be submitted in double, sealed covers containing technical and financial bids in separate sealed envelopes, super scribed with **TENDER FOR ANNUAL JOB CONTRACT FOR providing ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS** at IISS, Bhopal **due on 24.06./2016** (written both in the inner and outer envelopes). **The last date of the receipt of tender is on 24.06.2016 upto 17:00 hrs** and it will be opened on **25.06.2016 at 11:00 hrs** in the presence of tenderers, if any. Tenders to be sent to **Administrative Officer, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-38. The Institute will not be responsible for any postal delay. Tender received after due date will be rejected.**
4. The Earnest Money Deposit (EMD) may be deposited through demand draft drawn in favor of ICAR Unit-IISS, Bhopal payable at Bhopal should accompany the tender. **Tenders received without earnest money deposit will be invalid and shall not be considered.**
5. The IISS, Bhopal does not bind itself to accept the lowest or any other tender and reserves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
6. Canvassing in any form is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection.
7. The contractor shall declare in writing if he is related to any officer/employee of the IISS, Bhopal with details of relationship thereof along with the tender.

8. Tenders submitted should remain valid for 90 days from the date of opening.
9. The tenderer should write rates both in figures & words, cutting/overwriting should be avoided.
10. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to nature of work required to be performed/executed at this Institute, Farm, Lab and Office. No claim whatsoever on such accounts shall be entertained by the IISS, Bhopal under any circumstances. No request for alteration in the rates once quoted will be permitted within one year.
11. Earnest money & security deposit after award of work will be forfeited if the contractor fails to provide service as per letter of award of contract/ Payment of less rate of minimum wages (Central/State whichever is higher) to persons engaged on Job contract or it doesn't fulfill the statutory obligations such as ESI, ESI, Service tax etc.
12. Except writing rates, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tender.
13. Incomplete or vague tenders will be rejected. There should be no cutting and overwriting. The cutting, if any, should be duly attested. Unattested amended /overwritten figures will not be considered.
14. The successful tenderer will have to sign the agreement on Non-judicial Stamp Paper of Rs.500/- at their cost and submit it within 05 days from the date of the issue of the letter of acceptance of the tender. Also if he does not initiate the work as per work order, the EMD & security deposit is liable to be forfeited
15. The contractor shall not sublet this contract or any part thereof to any other party.
16. The workers engaged by contractor on job contract will not be on payroll of the Institute (IISS, Bhopal) and will not be entitled to any benefit as applicable to the employee of ICAR.
17. In case the integrity, character and behavior of any of the contractor's laborers is found doubtful, he would be replaced by contractor on receiving instruction from the competent authority on his own account.
18. The firm shall be fully responsible for the work allotted and its engaged staff shall not indulge in any other activities than doing specified job allotted to them. In case of any loss/damage to institute property or its interest of contract value or violating any clause given in tender the competent authority shall be free to impose penalty as per penalty clause and deduct the same from the security deposit of the firm.

19. Any compensation for disengagement on account of death, disability of any labors(s) provided for deployment in the IISS campus, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability. The contractor should insure the person engaged by him for job contract work at IISS for all coverage of causality, Death or accident.
20. The contractor is wholly responsible to supply the personnel in the institute premises and if any accident/ untoward incident happens, on account of improper workmanship with the concerned person during duty, the whole responsibility for setting the case with police/court lies with the contractor.
21. The IISS, Bhopal without giving any reasons at any time by giving one month notice may terminate the contract and the contractor shall have no claim if the period of contract is curtailed. The contractor however, will have to give two months notice to IISS, Bhopal for discontinuing his work.
22. The firm should deposit the service tax at the prevailing rates and submit the proof of challan only in respect of the payment/ service provided at the IISS campus. Failure to fulfill the statutory liabilities shall amount to violation of the contract and forfeiture of performance security.
23. Changing of staff should be intimated to authorized officials of the Institute and the indenting staff.
- 24. The Agency will be solely responsible for complying with the obligations under the Labour Laws viz. Contract Labour (Regulation & Abolition) Act 1970, Minimum wages Act, Workmen Compensation Act, ESI, EPF & MP Act, Industrial dispute Act & all the laws and rules as applicable from time to time during the period of contract. The service provider will have to maintain EPF/ESI account of each person deployed at IISS, Bhopal and submit the ESI/EPF/Service tax documents & ECR sheets of the preceding month while producing the bill of current month.**
25. The IISS shall have no liability whatsoever towards any other personal or equipment of the Agency. All statutory requirements for the workmen engaged for IISS contract work are to be born by the Agency and shall be sole responsibility of the Agency.
26. The IISS reserves the rights to award the work in full or in parts to any agency and also terminate the contract at any stage if the performance of persons provided by the Agency is not found to be satisfactory. The IISS is not bound to accept the lowest quotation and/ or assign any reasons for rejecting any or all the bids.
27. The contractor shall keep a complaint register at the Institute main gate, and it shall be open to verification by the authorized officer of IISS for the purpose. All complaints should be immediately attended to by the Agency.
28. The payment to contractor above Rs.25,000/- is to be made through e-payment. Details / IFSC code may be mentioned / submitted with tender / quotation. So detail such as –

(i) Name of the firm, (ii) Name of the Beneficiary Bank, (iii) Name of the Bank Branch, (iv) Beneficiary Bank Account No., (v) Beneficiary Bank Account Type, (vi) Beneficiary Bank IFSC code No., (vii) PAN No. of Beneficiary (Proforma enclosed) should be submitted.

29. Contractor should pay applicable minimum wages fixed by Central Government/M.P.State whichever is higher. Such tender offering rates less than minimum wages of Govt. of India (as decided by Department of Labour from time to time) will not be considered. A copy of the latest order regarding the minimum wages issued to this effect from competent authority be attached positively.
30. The bid should commensurate the requirement of the classification of manpower as per Labour (Highly skilled / semi-skilled /Unskilled) rates.
31. For the item of works shown in the Annexure – III, the contractors should ensure that qualified and experienced persons capable for the job as per the requirement of the work specified in the details of jobs to be done(see page No. 10) are provided/engaged for attending the work.
32. The contractor will be the employer for the man power deployed at this Institute and, accordingly, the contractor needs to complete all legal formalities.
33. The workers are to be issued with identity card and also ESI card. The workers have to display Identify card as and when they enter into the Institute.
34. The 'work contract' awarded will be carried out at the Institute. IISS will be the Principal employer. Accordingly, the payments made to the workers will be watched over by the designated Officers of IISS who can check all documents of attendance of labourers and may refuse payment if fault is detected.
35. Since the different job contract work as mentioned in the tender will be awarded on '**Work Contract**' basis only, the workers deployed by the contractor do not have any right to demand/ claim for jobs, their wages and statutory/ obligations directly with this Institute.
36. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central/ State Govt. relating to this contract made applicable from time to time.
37. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite academic/ technical qualifications and experience for rendering the requisite services to the IISS.
38. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty failing which action deemed fit will be taken.
39. The personnel provided shall be under the direct control and supervision of the Contractor/ Agency. However, they shall comply with the oral and written instructions

given on day to day basis by the Officer(s) authorized by the IISS from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the IISS.

40. **RISK CLAUSES:** IISS reserves the right to discontinue the services at any time, if the services are found unsatisfactory/ persons provided for undertaking job contract are not efficient/ suitable persons not provided during absence/ leave, by giving a show-cause through post/E-mail to be replied within a week. The IISS also reserves 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, pending bills or by raising a separate claim.
41. **LOSS AND/OR DAMAGES:** In case of any loss or damage done to the property of the IISS by the personnel provided by the agency, full damages will be recovered from the Agency and decision of the competent authority of IISS shall be a binding on agency.
42. Contractor is responsible for payment of EPF, ESI of the workers deployed by him and service tax as applicable and maintain all records/ registers as mentioned in labour acts/laws for inspections by the concerned government officers.
43. **PENALTY CLAUSE:-** In case of non-satisfactory service, a penalty of Rs. 1000/- shall be imposed per day. In case of continued un-satisfactory service, 20% of the bill value shall be forfeited. If the service is not improved within 15 days, the contract shall be forfeited and shall be liable to be terminated without any further notice. Also if the firm does not observe the minimum wages, ESI, EPF and other statutory liabilities as prescribed by law, and doesn't make payment as per schedule in the tender the whole security deposit shall be forfeited and the contract will be terminated immediately.

Schedule to tenderPART-I

1.	Name of Agency/Firm a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a.) For partnership firm whether registered under „The Indian Partnership Act, 1932“, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b.) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c.) If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Earnest Money: Rs. 200000/- in favour of ICAR Unit-IISS, Bhopal Date..... Issuing Bank :	Draft No. Date..... Issuing Bank :
6.	Registration certificate of the firm under work contract of the Govt.	
7.	ESI Number certificate of the firm issued by appropriate authority.	
8.	EPF Number certificate of the firm issued by appropriate authority.	
9.	Service Tax Registration certificate of the firm issued by appropriate authority.	
10.	PAN Number Certificate of the firm	
11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970.The contractor shall obtain the labour licence under this act.	
12.	Experience of the firm of last 3 years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations	
13.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached.	
14.	Bank Solvency certificate for Rs. 10.00 Lakh to be attached.	
15.	Minimum turnover of the firm not less than Rs. 25.00 Lakh in each of the last three years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
16.	Whether agency profile is attached?	
17.	List of other clients	

Name and address of the firm's representatives _____:

And whether the firm would be represented at the Time of opening of the tenders _____:

Dated:- _____

Place:- _____

All the above information must be accompanied with the certified copies of the documents.

PART-II

TENDERS FOR THE CONTRACT OF PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS

From,

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. Telegraphic Address/FAX/Cellular No.:	
E-Mail address	

To,

The Administrative Officer,
Indian Institute of Soil Science,
Nabibagh, Berasia Road,
Bhopal-426 038

Sir,

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for THE ANNUAL JOB CONTRACT of **PROVIDING ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS** 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 at least 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 Schedules I & II to accompany this Tender are at pages _____.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. _____ of Rs. _____ drawn in favour of **ICAR UNIT-IISS Bhopal** and payable at _____ is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Address (Office)

Witness

Occupation -

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Signature of Bidder with seal

ANNEXURE-VI

CHECKLIST OF DOCUMENTS SUBMITTED

S. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Details of EMD deposited			
2.	Details of Cost of bidding document			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of EPF			
5.	Copy of Registration Certificate of ESI			
6.	Copy of Labour license			
7.	Copy of Income Tax Return for last 3 years			
8.	Copy of Service Tax Registration			
9.	Copy of PAN/TAN Card			
10.	List of clients indicating quantum of work executed with them			
11.	Proof of experience			
12.	Last 2 years audited statement from Chartered Accountant			
13.	Bank Solvency Certificate of Rs. 10 Lakh or more.			
14.	Annual turnover of minimum 25 lakhs			
15.	Financial Bid (Annexure – II, III and IV) sealed separately			

Detail of the Minimum 3 years experience /work done

S. No.	Name of Client Deptt. / Organisation & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

Authorized Signatory
Full Name of Bidder with Address & Date

Signature of Bidder with seal

SCHEDULE OF TENDER

1. Last date of receipt of tender :24.06.2016 upto 17:00 hrs.
2. Date of opening of tender : 25.06.2016 at 11:00 hrs.

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a minimum period of one year from the date of acceptance of the rates. However, any increase in minimum wages shall be acceptable on producing relevant document from the Competent Government agency.

From:-

To,

The Administrative Officer,
Indian Institute of Soil Science,
Nabibagh, Berasia Road, Bhopal – 38

I/we wish to submit our tender for providing **ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS** at IISS, Bhopal as per annexure I, II,III & IV.

I/we agree to the Forfeiture of the earnest money deposit & security deposit by me/us in connection with this tender, if I/we fail to comply with any of the terms & conditions, or providing unsatisfactory job contract works/not providing the required labour in time schedule for farm/field operations/work, not providing experienced & qualified persons for job works given at annexure II,III & IV in whole or in part as laid down in the tender form after award of Job contract. We have carefully read the terms & conditions of the tender and agree to abide by these in letter and spirit.

Signature with seal_____

Name and address of the firm with phone No

EMD refund request form

(To be printed on company/firm's letter head)

From

M/s

To,

The Director,
Indian Institute of Soil Science,
Nabibagh, Berasia Road,
Bhopal-462 038

Sub:- Request for refund of EMD deposited for tender No Tender No 2-28/2016-17/Labour/IISS due On 13.1.2015.

Sir,

I/We request you that EMD deposited by me/us against the tender No. 2-28/2016-17/Labour/IISS due On 24.06./2016 vide DD No _____ dt _____ for Rs.200000/- for providing **ASSISTANCE IN FARM, FIELD, LABORATORY & OFFICE WORKS ON JOB CONTRACT BASIS** at IISS, Bhopal may kindly be refunded.

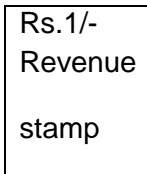
Yours faithfully,

(Signature & Seal)

For M/s

Pre-Receipt

Received Rs. 200000/- (Rupees Two Lakh Only) from Director, Indian Institute of Soil Science, Bhopal towards refund of EMD deposited against F.No.2-28/2016-17/Labour/IISS due on 24.06.2016 for annual job contract services.



Signature

With affixing Rs.1/- revenue stamp

* Please note without revenue stamp EMD will not be refunded

E-Payment हेतु माँगी गई जानकारी का विवरण
FORM FOR SUBMISSION DETAILS FOR PAYMENT OF BILLS THROUGH
E-PAYMENT

1.	खातेदार का नाम या खाते का नाम जिस नाम से खाते का परिचालन होता है Name of the Vendor in Capital Letters	
2.	पेन नम्बर PAN Number	
3.	खातेदार का पता Address in Capital Letters	
4.	बैंक का IFSC Code (यह नंबर सामान्यतः बैंक बुक पर अंकित होता है, अन्यथा अपने बैंक से प्राप्त करें) Bank IFSC Code	
5.	बैंक खाता जिस बैंक में है उस बैंक शाखा का पूरा नाम एवं पता Bank Branch Name & Address	
6.	बैंक खाता क्रमांक Bank Account No.	
7.	खातेदार का मोबाइल नम्बर Mobile Number of Vender	

कृपया संबंधित बैंक शाखा द्वारा उपरोक्त जानकारी का सत्यापन करवाने के बाद प्रपत्र प्रस्तुत करें।
Please get the above details verified from your bankers.

प्रमाण-पत्र
Certificate

प्रमाणित किया जाता है कि उपरोक्त जानकारी के संबंध में सरल क्रमांक 1 से 7 तक दी गई जानकारी सत्य है।

Certified that the information at S.No. 1 to 7 are correct.

शाखा प्रबंधक के हस्ताक्षर एवं मुद्रा
Sign of branch manager with seal

दिनांक:- / /

Signature of Bidder with seal

Undertaking

1. I, _____ son/daughter/wife of Shri

_____ Proprietor/ Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date:

**Signature & Name of the authorized
Signatory with Seal of the Firm**