



## ICAR – INDIAN INSTITUTE OF SOIL SCIENCE

NABI BAGH, BERASIA ROAD, BHOPAL - 462038

### TENDER DOCUMENT

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR ANNUAL CONTRACT OF ASSISTANCE IN OFFICE, LAB OPERATION AND RESERCH EXPERIMENT WORK UNDER AGRICULTURAL SECTOR SERVICES FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

#### Contact Details

SENIOR ADMINISTRATIVE OFFICER  
ICAR – INDIAN INSTITUTE OF SOIL SCIENCE,  
NABI BAGH, BERASIA ROAD, BHOPAL - 462038, MADHYA PRADESH  
TEL. NO. (0755) 2747375, 2730970 (EXT. NO. 233 & 134) FAX. NO. (0755) 2733310  
E-mail: [director.iiss@icar.gov.in](mailto:director.iiss@icar.gov.in), [sunil.gupta@icar.gov.in](mailto:sunil.gupta@icar.gov.in) Website <http://www.iiss.nic.in>



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद  
*AgriSearch with a human touch*

**BY SPEED POST/FAX**

**ICAR-Indian Institute of Soil Science**  
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)  
Tel. No.(0755)2730970/2734221 (Ext. No. 233& 261) Fax. No.  
(0755) 2733310

F.No.2-28/20-21/O. A/IISS

Date: -04/01/2021

### TENDER NOTICE

Online bids are invited from reputed & interested firms for annual contract for **ASSISTANCE IN OFFICE, LAB OPERATON AND RESERCH EXPERIMENT WORK UNDER AGRICULTURE SECTOR** at ICAR Unit, IISS, Bhopal for a period of one year, extendable by one more-year subject to mutual agreement as per its requirement. A DD/FDR of Rs. 150,000/- (Rupees One lakh Fifty Thousand only) as earnest money deposit (EMD) is to be made in favour of ICAR Unit-IISS, Bhopal and may be addressed to Director, ICAR-IISS, Bhopal

Details of Tender Deposit		
1.	Earnest Money Deposit	Rs.150,000/- (Rupees One lakh Fifty Thousand only) in form of DD/FDR in favour of ICAR Unit-IISS, Bhopal
2.	Security Deposit	10% of the total value of contract

#### **Tender Schedule (Critical date sheet)**

Tender id	2021_DARE_607087_2
Tender No.	2-28/20-21/O. A/IISS
Name of Organization	<u>Indian Institute of Soil Science</u>
Date and Time for issue/Publishing	19/01/2021 04.00 PM
Document Download/Sale Start Date and Time	<u>19/01/2021 10.00 AM</u>
Document Download/Sale End Date and Time	25/01/2021 05.00 PM
Pre Bid Meeting Date & Time	
Bid Submission Start Date and Time	<u>19/01/2021 10.00 AM</u>
Bid Submission End Date and Time	<u>25/01/2021 10.00 AM</u>
Technical Bid Opening Start Date and Time	28/01/2021 11.00 AM
Price Bid Opening Start Date and Time	<u>To be notified later</u>
Address for Communication	Director, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal 462 038

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPP Portal from registered/well-established /reputed firms for a period of one year extendable by one more year subject to satisfactory performance at ICAR-IISS, Bhopal.

**The instructions for uploading the tender/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.**

Tender form, terms & conditions can be downloaded from the website <http://eprocure.gov.in>, up to 05:00 PM of 25/01/2021 and [www.iiss.nic.in](http://www.iiss.nic.in). On-line bids/complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in> only on or before the last date and time i.e. 25/01/2021 at 05:00 PM.

In case, holiday is declared by the Government on the day of opening of bids, the bids will be opened on the next working day at the same time. The Director, IISS, Bhopal reserves the right to accept or reject any or all the tenders without assigning any reasons.

**Please note that only online bids submitted through CPP Portal will be accepted.**

**Technical Bid and Financial Bid (BOQ) should be uploaded separately.**

**Sr. Adm. Officer  
ICAR-IISS, Bhopal**



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किसानों का हमसफर  
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**BY SPEED POST/FAX**

**ICAR-Indian Institute of Soil Science**

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

Tel. No.(0755)2730970/2734221 (Ext. No. 233& 261) Fax. No. (0755) 2733310

**F. No. 2-28/20-21/O.A/IISS**

**Dated: - 01.01.2021**

**INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR ANNUAL CONTRACT FOR PROVIDING ASSISTANCE IN OFFICE LAB OPERATION AND RESEARCH EXPERIMENT WORK UNDER AGRICULTURE SECTOR**

From: - Director,  
ICAR-Indian Institute of Soil Science,  
Nabibagh, Berasia Road,  
Bhopal – 462038 (M.P.).

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

Online Tenders under two bid system are hereby invited on behalf of the Director, ICAR-IISS, Bhopal for providing **ASSISTANCE IN OFFICE, LAB OPERATION AND RESEARCH EXPERIMENT WORK UNDER AGRICULTURE SECTOR** FOR A PERIOD OF ONE YEAR ON JOB/WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-IISS, Bhopal as 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.
2. Earnest money of Rs. One Lakh Fifty Thousand must be deposited in the form of DD/FDR in favour of ICAR Unit, - IISS, Bhopal to Director, ICAR-IISS, Bhopal on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the DD/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.
3. The tenderer is being permitted to give tender in consideration of the stipulation on his part that after submitting his tender, 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 stipulations, the aforesaid amount of EMD will be forfeited by the IISS, Bhopal. 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 ICAR-IISS, Bhopal. An undertaking as per Annexure - III, is also

required to be submitted by the tendering firm.

4. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, 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 a separate letter along with the tender.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of 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 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 a tenderer does not accept the offer, after issue of letter of award by ICAR-IISS, Bhopal within 15 (Fifteen) 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 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 bind such offer and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-IISS, Bhopal 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 tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer and should be uploaded along with technical bid.
8. The EMD must be deposited with Director, ICAR-IISS during working hours i.e. 10:00AM to 5:00 PM on all working days (except Second Saturday, Sundays and (Gazetted Holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of DD/FDR/BANKER CHEQUE in favour of ICAR Unit, IISS-Bhopal.
9. Tenders will be opened online by the authorized officer(s) on 28/01/2021 at 11:00 AM. The 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 bidder's behalf should be indicated in tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
10. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenders through notice given on our website.
11. An amount equivalent to 10% of the total contract value of contract is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the ICAR-IISS, Bhopal. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the ICAR-IISS to

the tenderer.

13. The bid validity period is 120 days from the date of opening of technical bid.
14. **The financial Bids shall be evaluated on the basis of services charge/commission per job per month quoted by bidder. Bids with "NIL" services charge/commission will be out rightly rejected.**
15. **The institute shall pay the amount of basic wages & VDA notified by the Chief Labour Commissioner, New Delhi and Endorsed by Deputy Chief labour commissioner Jabalpur (M.P.) under agriculture employment category from time to time. Besides, minimum wages, the institute shall also pay the EPF/ESIC and GST there on along with service charges/commission quoted by the successful bidder.**

**The current rates of minimum wages under agriculture employment category are as follows: -**

<u>Category</u>	<u>Rates</u>
Unskilled	Rs. 371/-
Semi-skilled/Unskilled supervisory	Rs. 409/-
Skilled/Clerical	Rs. 445/-

16. **GST would be paid extra on production of exact amount of GST challan, if applicable.**
17. **The successful bidder shall be responsible for compliance of all statutory provisions including minimum wages, EPF & ESI and other applicable taxes in respect of personnel deployed by it in this office.**
18. **The Firm will not charge placement charges on any other account including uniform from the manpower deployed with IISS from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the bidder will be blacklisted if, at any stage, reports are received that the bidder had charged the manpower on any account.**
19. **The GST or any other applicable tax which is as per the rules of the Government shall be reimbursed to the successful bidder, on production of challan of exact amount of GST as claimed by firm as per rules/instructions made applicable from time to time by government.**
20. **The successful bidder shall quote institute GST no. on bills for claiming input credit of GST by the institute.**
21. **In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, Bids quoting 'Nil' consideration/service charge shall be treated as unresponsive and will not be considered.**
22. **Decision of Director, ICAR-IISS shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his 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, ICAR-IISS. The decision of the sole arbitrator shall be final and binding on the parties. Arbitration proceedings shall be governed by the arbitration & Conciliation Act, 1962 as amended from time to time.**

- 23. Acceptance by the Director, ICAR-IISS will be communicated by fax/express letter/e-mail or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/express letter etc. should be acted upon immediately.**
- 24. The Director, ICAR-IISS does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.**
- 25. The Director, ICAR-IISS in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.**
- 26. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-IISS on non-judicial stamp paper of or appropriate value as per Rules inforce.**
- 27. The Service provider shall arrange all consumables like Identity card, and any other item. The Institute shall not pay any amount on account of consumable required for the services.**
- 28. The Successful bidder shall pay the wages on or before 7th of the month through online remittance/RTGS/Cheque in presence of authorized person of the institute.**
- 29. Any loss/damage/theft to the institute/individual property in institute campus due to the negligence of Successful bidder would be recovered from the dues of bidder.**
- 30. The shortcoming/deficiency in Services, by the workers employed by the successful bidder, shall be taken seriously and would be dealt as per the penalty clause/termination clause.**
- 31. In case, it is found that the successful bidder is not complying the statutory provision of all labour laws including payment of minimum wages, payment of EPF and ESIC, the contract shall be terminated and security deposit shall be forfeited and the Contractor/Firm will be blacklisted.**
- 32. The contract would be awarded to the bidder having maximum year of working experience in Govt./Autonomous org./PSU, in case of similar services charge quoted by multiple firms.**

**The following documents along with Experience certificate from Apr,2017 till date, Audited balance sheet from 2017-18,2018-198 and 2019-20 and income tax return from 2017-18,2018-198 and 2019-20 is to be placed in separate folder while uploading the bid.**

**The following documents are required to be uploaded with the technical bid, and a set of these documents may be submitted by hand or by post for evaluation of technical bid.**

1. Scanned copy of Demand Draft/FDR of earnest money deposit (EMD) EMD exemption certificate issued by MSME/NSIC.
2. Scanned copy of Registration Certificate of the firm as per Indian Companies Act, 1956 or Indian Partnership Act, 1932.
3. Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
4. Scanned copies of EPF and ESI Certificate issued by the local Government.
5. Scanned copy of numbers of Staff registered under ESI & EPF separately.
6. Scanned copy of 3 years' continuous experience in the field of providing MANPOWER SERVICES/WORK SERVICES in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations.
7. Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average annual turnover of the firm not less than Rs. 50, 00, 000/- (Rupees Fifty Lakhs Only) during the last three years duly certified by the Chartered Accountant.
8. Scanned copy of GST registration.
9. Scanned copy of PAN Card.
10. Copy of Banker details along with Name of the Bank, Account No and Address proof
11. An undertaking as per attached Format (Annexure – III) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.
12. Income tax return for last three years.
13. Bank solvency certificate for more than Rs. 10.00 lakhs. (Current Financial Year)

**Original undertaking should be submitted along with EMD by post or by Hand upto the last date of receipt of tenders..**

Only those firms who qualify in the technical bid will be considered for financial bid.

**Financial bid (BOQ) should be uploaded separately.**

Yours Sincerely,

**Sr. Adm. Officer**  
For and on behalf of the Director  
Indian Institute of Soil Science  
Nabibagh, BerasiaRoad, Bhopal – 462 038 (M.P.)



**TENDER FOR PROVIDING ASSISTANCE IN OFFICE, LAB OPERATION AND RESEARCH  
EXPERIMENT WORK UNDER AGRICULTURE SECTOR**

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/Mobile No. :  
E-Mail address :

From .....

To

**The Director,**  
Indian Institute of Soil Science, Nabibagh, Berasia Road,  
Bhopal – 462 038 (M.P.)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for ..... 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 Financial Bid to this Tender and I/we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. 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 from a part of this Tender. The Schedules-I,& II are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/FDR No.....Dated..... of Rs..... drawn in favour of ICAR Unit,IISS- Bhopal and payable at SBI, CIAE Branch, Bhopal enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer  
Telephone No. Office

Name of the Witness \_\_\_\_\_

Occupation \_\_\_\_\_ (along with Address  
Proof)

Address \_\_\_\_\_

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Resi.

Mobile

**Signature of the  
tenderer.....**

**SCHEDULE TO TENDER****PART-I**

1	Name of the Firm/Agency	
2	Full Address with PIN code Telephone No/Mobile No	
3	Constitution of the Firm/Agency (Attach copy) Indian Companies Act 1956 Indian Partnership Act,1932: (please give names of partners) Any other Act, if not the owner	
4	For partnership firm 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)		
ii)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who have signed the tender to refer dispute concerning business of the partnership to arbitration	
	If answer to above point one and two is in the 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 in execution would be admitted by affidavit on a properly stamped paper by all partners	
5	Name and Full Address of Bankers	
6	Permanent Income Tax (PAN) No./circle/Ward	
7	Any other relevant information	

Signature of the tenderer

**Part - II**

8.	Earnest money Deposited:	
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**Part – III**

9.	Name and Address of the firm's representative and whether the firm would be representing the opening of the Tenders	
10.	Name of the Permanent Representative visiting IISS, Bhopal regarding the contract	

Date: - \_\_\_\_\_

Place: - \_\_\_\_\_

**AUTHORISED SIGNATORY**

**PART – IV**

**CHARTER OF DUTIES FOR ASSISTANCE IN OFFICE, LAB OPERATION AND RESERCH  
EXPERIMENT WORK UNDER AGRICULTURAL SECTOR**

<b>Sl.</b>	<b>Particulars</b>	<b>Detail of work to be done</b>	<b>Job detail</b>	<b>Service commission</b>
1	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 one unskilled person to be completed in one day	Rs.
2	Experimental Assistance in farm field	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 one semi-skilled person to be completed in on day	Rs.
3	Computer/office assistance	Typing English & Hindi on computer, Bill preparation, data entry, diary & dispatch, scanning, printing, preparation of graphs, slides, Accounting and Library works etc.	One job needs one skilled person to be completed in one day	Rs.
4	Multi Task Assistance	Carrying of files, distribution of note/Circulars, dusting of office furniture arranging drinking water, Xerox work/ museum work/ post office, Attending the supporting service in the Division/ Section. Cleaning of office furniture and other jobs assigned by officer in charge. Ability to read basic official English and Hindi words and ride bicycle	One job needs one semiskilled person to be completed in one day	Rs.
5	Car/Tractor Driver having valid license	Tractor driving in IISS Farm for field preparation, leveling etc/driving car/jeep for Institute staff	skilled category	Rs.
6	Skilled Kitchen Management	Needed for Training hostel having good knowledge of kitchen. Preparation of Breakfast, lunch, Dinner (for 10 to 20 persons)	skilled category	Rs.
7	Assistance in cooking	To support cook in kitchen management in Training Hostel, up keeping of utensil rooms and surrounding area in neat conditions	Semi-skilled category	Rs.
8	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.	Skilled category	Rs.
9	Assistance in Plumbing work	The job involves assistance to plumber in day to day repair and maintenance work, plumbing fitting pipes, valves etc. Tools will be provided by the Institute.	Semi-skilled category	Rs.

**\*the minimum wages as and when notified/revised by the Dy. CLC, Jabalpur under agricultural employment category would be applicable and paid by the institute.**

**# GST would not be applicable and paid on S. No. 01 & 02, being the farm labour activity.**

Signature of Bidder with seal

**Annexure-I**

**Details of the experience (during last 3 years)**

Sl.No	Name of the Deptt. organization & Name of the contact person with Phone No	Period		No. Of Staff deployed	Remarks
		From	To		

(Authorized Signatory)

**OTHER TERMS & CONDITIONS**

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
2. The persons so provided by the agency under this contract will not be the employee of the IISS, Bhopal and there will be no employer-employee relationship between the IISS and the person so engaged by the contractor in the aforesaid services.
3. 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 and provisions of law in force that may be applicable to them from time to time.
4. The contractor shall indemnify and keep indemnified the IISS, Bhopal 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, IISS, Bhopal shall be final and binding on the contractor.
5. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.
6. To have proper coordination in working, the Contractor/Service provider Agency authorities would visit the working areas frequently and contact the concerned In-charge officers/administration for any clarification if required.
7. The contractor must employ adult contractual staff (21-58 years) only. Employment of child labour shall lead to termination of the Contract.
8. Any change in the contractual worker should be done in consultation with IISS, Bhopal authority. Abrupt and unjustified changes will not be accepted.
9. All the Contractual Services Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.
10. The selected agency shall provide the necessary personnel to IISS, Bhopal as per labour acts prevalent as per GOI or M.P. whichever is applicable. The agency shall employ good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the IISS, Bhopal the IISS shall have the right to ask for his replacement without giving any reason thereof and the agency shall on.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IISS, Bhopal for the purpose. All complaints should be immediately attended by the Agency.
13. All the contractual workers should maintain discipline, punctuality and obedience in the campus. Any misconduct would entail the administration to instruct the contractor to

replace the person immediately.

14. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as given below: -
  - A. Payment to the contractual staff would be done by the contractor through BANK TRANSFER in their account on or before 07<sup>th</sup> of each month, right from the first month or within the prescribed period as per labour law.
  - B. The contractor then shall submit the claims of such payments to the institute along with proof of BANK TRANSFER, payment towards EPF, ESI, GST and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity. In case of quarterly payment such proof shall be submitted in subsequent month.
  - C. Upon verification of records as mentioned above and the attendance of contractual persons, the Institute would release the payment via BANK TRANSFER in the account of contractor.
  - D. In no case, release of payment to the contractor should be linked to payment to contractual workers which must be done before 07<sup>th</sup> day of each month or as per the clause (A) above.
  - E. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.
  - F. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document along with the bill of the month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details.
  - G. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
15. The Director, IISS, Bhopal reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, IISS, Bhopal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of tenderer.....

**UNDERTAKING**

I/We have read and understood General Terms and Conditions contained in the ICAR-IISS, Bhopal application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR- Indian Institute of Soil Science, Bhopal.

I/We do hereby also accept ICAR-IISS, Bhopal have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-IISS, Bhopal any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-IISS, Bhopal to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....

## **INSTRUCTION TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR WORK CONTRACT**

### **1. Statutory registration and clearances**

Contractor shall commence the work only after obtaining valid labour license, independent provident fund no. ESI registration no., GST and income tax no and clearance certificate in respect of provident fund ESI and income tax from respective enforcement authorities.

### **2. Identity card**

Contractor shall provide to each of his employee an identity card which shall have his photograph verified by the contractor, his name, place of work and name of the contractor.

### **3. Statutory obligation**

3.1 contractor shall engage only adult worker (in the age group of 21 years and 58 years)

3.2 Contractor shall follow local laws as far as possible.

3.3 In case contractor deploys women worker obligation under woman's laws should be followed.

### **4. PF & ESI Contribution & Return**

4.1 PF & ESI contribution of workers engaged shall be maintained by the by the contractor as per laws/rules in force & shall produce papers/records whenever asked to do so.

4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the challan etc. to IISS, Bhopal for replying to statutory authorities in case of any complaints.

4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of Contract. In case of old workers these certificate should be renewed every year.

### **5. Medical care in case of accident.**

5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workmen's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case.

5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his workers.

5.3 Contractor should assist and guide his worker.

### **6. Supervision**

Contractor shall engage adequate numbers of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at



gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.

**7. Payment of Wages**

7.1 Payment shall be made by contractor to his workers as per their category & nature of work which shall not be less than the rates declared from time to time under minimum wages Act. by Deputy Chief Labour commissioner, Jabalpur.

**8. Safety and Disciplinary action**

8.1 Contractor shall ensure that the workers do not indulge in any unsafe or hazardous activities. They may use safety shoes, gloves, dress etc for day-to-day agriculture work. All such safety requirements will be provided by the contractor.

**9. Records & information to be furnished by contractor.**

9.1 Contractor shall maintain neatly, completely and legibly registers, records reports and returns for inspection by various authority at short notice.

9.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE REQUIREMENT OF TENDER**  
**(TO BE UPLOADED IN A SEPARATE FOLDER)**

<b>Sr. No.</b>	<b>Description of requirement</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	Scanned copy of DD/FDR of earnest money deposit(EMD) /EMD exemption certificate issued by MSME/NSIC		
2.	Scanned copy of Registration Certificate of the firm as per Indian Companies Act. 1956 or Indian Partnership Act. 1932.		
3.	Scanned copy of License under the Contract Labour (Registration & Abolitions) Act. 1970.		
4.	Scanned Copies of ESI and ESI Certificate issued by the local bodies/appropriate authority.		
5.	Scanned copy of numbers of Staff registered under ESI & EPF separately. EPF ESI Challan		
6.	Scanned copy of 3-year continuous experience in the field of providing manpower services/work services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations, if otherwise not exempted for SME/MSME/ Startup firms. (Scanned copy).		
7.	Scanned copy of audited balance sheet of the firm to fulfill the requirement of average minimum annual turnover of the firm not less than Rs. 50,00,000/- (Rupees Fifty Lakhs Only) during the last three years.		
8.	Scanned copy of GST registration.		
9.	Scanned copy of PAN card.		
10.	Scanned Cancelled cheque of the bank for bank details		
11.	An undertaking as per attached Format (Annexure-III) duly attested by Notary on a non-judicial stamp paper of value of Rs.500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Department. Public Sector Undertakings and/or by Central Vigilance commission during the last three years. Original undertaking should be submitted along with EMD.		
12.	Income Tax returns for last 3 years.		
13.	Solvency certificate from Bankers for Rs.10.00 Lakh of current financial year		

**Original undertaking should be submitted along with EMD by post or by hand upto the last date of receipt of tenders**

Only those firms who qualify in the technical bid will be considered for financial bid.

**Financial bid (BOQ) should be uploaded separately.**

**Declaration by the Tenderer:**

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

Signature of tenderer.....

### **Liquidated Damage Clauses/Penalty Clause**

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made. In addition, 10% penalty would be charged after giving due hearing to the contractor's explanation by the Director of the Institute.
2. The firm will not charge placement charges on any other account from the manpower deployed with the IISS, Bhopal from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.

### **TERMINATION CLAUSE: -**

**The Agreement of the contract can be terminated with two months' notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.**