



भा.प.अनु.कृ.पुष्प विज्ञान अनुसन्धान निदेशालय

कृषि महाविद्यालय परिसर ४११००५-पुणे, शिवाजीनगर,

I.C.A.R. - Directorate of Floricultural Research

College of Agriculture Campus, Shivaji Nagar, Pune-411005

फासं. /File No.: 29-4/2016/DFR-

दिनांक/Date: 26/05/2016

2016 - 17

Tender

For

**Field Operation Work at Directorate of Floricultural Research
College of Agriculture Campus, Shivajinagar, Pune - 411005**



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फासं. /F.No.: 29-4/2016/DFR-

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FOR

EXECUTION OF VARIOUS FIELD / FARM OPERATIONAL WORKS ON JOB CONTRACT BASIS IN ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH ON JOB CONTRACT BASIS”

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SECTION - 2

फासं. /F.No.: 29-4/2016/DFR-

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DETAILS OF BID INFORMATION*NON TRANSFERABLE TENDER DOCUMENT FOR***“EXECUTION OF VARIOUS FIELD / FARM OPERATIONAL WORKS ON JOB CONTRACT BASIS IN ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH ON JOB CONTRACT BASIS”**

1.	Duration of the Contract	One year from the date of agreement
2.	Period & time of sale of tender documents	From 28.05.2016 to 17.06.2016 Time: 11.00 hrs. to 16.00 hrs. on any working day. Up to 12.00 noon on the date of opening
3.	Cost of tender form (Non-refundable)	Rs.500/- (Rs. Five hundred only)
4.	Earnest Money Deposit	Rs.40,000/-
5.	Date and time of pre-bid meeting	06.06.2016 at 11.00 am
6.	last Date of uploading any corrigendum on website (if any) consequent to the points raised in pre-bidding meeting by the prospective bidders	10.06.2016
7.	Last date & time for receipt of bids	18.06.2016 up to 12.00 hrs
8.	Date and time of opening of technical bid	18.06.2016 at 14.30 hrs
9.	Date & time of opening of Financial bid for technically qualified bidder	To be notified later
10.	Place of submission of bids	ICAR-DFR, College of Agriculture Campus, Shivajinagar, Pune.
11.	The tender will remain open for acceptance up-to 90 days from the date of opening.	
12.	Total no. of pages of tender (Bidder to fill the same)	_____ pages including covering page and additional pages/documents annexed thereto.



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TENDER NOTICE

On behalf of the Secretary, ICAR, the Director, ICAR-Directorate Floricultural Research, Pune, Maharashtra, invites sealed tenders in two Bid System (Technical Bid & Financial Bid) from interested and eligible contractors/agencies for performing the following works on **Annual field and farm operation work on job contract basis** at DFR, Pune for a period of one year.

S. No.	Description and Place of Work	Estimated cost	EMD Amount in Rs.	Cost of Tender Document
1	Annual field and farm operation work at ICAR-DFR, Pune	15,00,000.00	40,000.00	Rs.500/-

- 1) The tender document form along with specifications is available at DFR's Website (www.dfr.res.in) and must be submitted along with tender fee of Rs.500 (non-refundable).
- 2) A complete set of bidding documents can also be purchased by the bidders on any working day at this Directorate from **26/05/2016** or as per schedule available at www.dfr.res.in.
- 3) Interested contractors/agencies should submit their proposal in a sealed envelope superscribed as
Tender for:-"Name of the work", to The Director, Directorate of Floricultural Research, Pune, Maharashtra.
- 4) Duly filled tender form (Separate for each work) along with EMD amount must be delivered to the office on or before **18/06/2016 up to 1200 hrs OR as per schedule available at website**. Late bids will be rejected.
- 5) Separate Technical Bid and Financial Bid should be placed in separate sealed envelopes and superscribed as "Technical Bid" and "Financial Bid" both the sealed envelopes should be placed in one big envelope and sealed with a superscription of "**Tender for Annual field and farm operation work at ICAR-DFR, Pune on job contract basis**"
- 6) A declaration stating that the firm is not blacklisted should be submitted with the tender document. The defaulting contractors/agencies, whose services were terminated/discontinued either by this Institute or any other Institute of ICAR on account of various lapses, need not apply and those who have been black listed by any Govt. Department also need not apply.
- 7) In the event of the above date being declared as a holiday/closed day or due to any unavoidable circumstances the bids will be sold/received/opened on the next working day at the appointed time.
- 8) Director, ICAR-DFR, reserves the right to accept/reject any or all the tenders without assigning any reason.
- 9) Further information can be obtained from Senior Administrative Officer, Directorate of Floricultural Research, Pune (Maharashtra).
- 10) For complete detail please log on to www.dfr.res.in. and www.eprocure.gov.in.

Sd/-

Senior Administrative Officer



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कृषि महाविद्यालय परिसर ४११००५-पुणे, शिवाजीनगर,

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SECTION 4

Invitation to tender and instructions containing general terms and conditions governing contract for Annual Job Contract for Field and Farm Operation Work at ICAR- DFR,

Pune. To:-

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

..... Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi Sealed Tenders are hereby invited by the Director, DFR, Pune for "Annual Job Contract for Field and Farm Operation Work" at DFR, Pune (Maharashtra). The details are given in Annexure:-I

The terms and conditions of the contract which govern the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the DFR and the special terms and conditions detailed in the tender forms and its schedules. Please submit your tender form if you are in position to provide the requisite services in accordance with the requirements stated in the attached schedules.

1. The tender form of two bid system (technical and financial) may be purchased from 26/05/2016 to 18/06/2016 up to 1200 hrs on the submission of a written application to this office and upon payment of non-refundable fee of Rs.500 (Rs. Five hundred only) in the form of cash or Demand Draft drawn in favour of "DFR,Pune".The tender form may also be downloaded from DFR Website (www.dfr.res.in) and must be submitted along with a Bank DD of Rs. 500/- (Five hundred only). The technical bids will be opened on the same day at 2.30 pm.
2. An earnest money of Rs.40,000/- (Forty thousand) must be deposited in the form of Demand draft drawn in favour of DFR, Pune payable at Pune. The particulars of the earnest money deposited must also be superscripted on the top of the envelope indicating the draft number and date. The Tenders will not be considered if earnest money is not sent with the tender. The EMD would be refunded to the unsuccessful bidders after finalization of the tender and In the case of successful bidder; it will be refunded against deposition of performance security deposit and submission of contract agreement on non-judicial stamp paper with appropriate value for the job work as per rule.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his/her part that after submitting his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the DFR. In the event of the offer made by the tenderer not being accepted by DFR, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the DFR.
4. The tender must be submitted as per details given in Schedule- I & II.
5. The Schedule I & II of the tender form should be returned intact and pages should not be detached.

In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered 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.

6. 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 is not fulfilled. Only Proprietor/Director of the agency/Pvt. Ltd. Co. are permitted to participate in the tendering process.
7. Successful/ selected bidder should have to complete documentation / formalities which is mandatorily required within 15 days of time from the date of issue of letter of award by ICAR- DFR., failing which this Directorate has right to forfeit Earnest Money Deposit. Further, 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 the related documents must be signed by every partner of the firm. A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bid such other and if, on enquiry it appears that the persons so signing had no authority to do so, the DFR/ICAR (Council) shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
8. 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 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 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.
9. Interested firms should submit their proposal along with Demand Draft towards EMD in a sealed envelope superscribed as Tender for:-“Annual Job Contract for Field and Farm Operation Work” along with site name separately. Demand Draft towards EMD should be in favor of “DFR, Pune,”. Duly filled tender document should be dropped in the tender box kept at ICAR-DFR, Shivajinagar, Pune. Last date for submitting the sealed tender document complete in all respect is 18/06/2016 upto 1200 hrs and Technical Bid shall be opened at 14.30 hrs on 18/06/2016.
10. The financial Bid of the successful Technical Bidder shall only be opened later on for which the date shall be intimated separately by e-mail, Fax, Speed post to the concerned successful Technical Bidder.
11. The tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone nos. of your permanent representative, if any.
12. Successful tenderer will have to enter into a detailed contract agreement with DFR on non-judicial stamp paper of appropriate value for the job work. The contractor will be bound to follow all the terms and conditions in letter and spirit as mentioned in the agreement.
13. All the disputes are subject to Pune Jurisdiction.

Sr. Administrative Officer

Section 5

(To be Placed in Technical Bid Proposal)

QUOTATION FOR THE ANNUAL JOB WORK CONTRACT FOR EXECUTION OF VARIOUS FIELD / FARM OPERATIONAL WORKS IN ICAR - DFR RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE

To

Director
ICAR - Directorate of Floricultural Research
College of Agriculture Campus, Shivaji Nagar
PUNE – 411 005

Sir,

I/We have read all particulars regarding the general information and terms and conditions of the annual job work contract for **EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS ON JOB CONTRACT BASIS IN DFR RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE** 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 and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with the requirements.
2. The following pages have been added to and form a part of this Tender. The Schedules-I, Schedule – II, Terms and Conditions to accompany this Tender are at pages _____.
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order / DD No. _____ Dated _____ of Rs. 40000 drawn in favor of “**DFR, PUNE and payable at Pune is attached with Technical Bid as earnest money required.**”

Yours faithfully,

Signature and Seal of the Tenderer

Name : _____

Address : _____

Telephone No. Office : _____

Residence: _____

Mobile: _____

E-mail : _____

Date : _____

Section 6
BIDDER'S PROFILE

SCHEDULE-I:-TECHNICALBID

<u>PART-I</u>		
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Contact No.	
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	
4.	For partnership firm, whether registered or not 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. I. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration. II. If the answer to above is in point one and two 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 its execution would be admitted by affidavit on a properly stamped paper by all	
5.	Name and full address of the Banker for RTGS	
6.	PAN Number	
7.	Registration No. of the Firm as per the labour act Please attach a copy of Licence as indicated in section 7 (2.2) of this document	

8.	Registration with central labour commission			
9.	ESIC No. of the firm			
10.	EPF No. of the firm			
11.	Service Tax Registration No.			
12.	Experience in no of years (Name and address of client department may be indicated in the separate sheet) Satisfactory work completion certificates are required to be submitted			
13.	Turnover of last three year (Certified copy from CA be attached)			
14.	Certified copy of Solvency certified to be attached.			
PART-II				
	Earnest Money Deposited	YES/ NO		
	Details of the EMD	Draft No.	Date	Drawn on Bank
PART-III				
	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders			

UNDERTAKING

1. I/We certify that all the information furnished above is true to my knowledge.
2. I/We have no objection to DFR, Mumbai verifying any or all the information furnished in this document with the concerned authorities, if necessary.
3. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
4. The rates quoted by our organization are valid and binding upon our organization for the entire period of contract.
5. I/We give the rights to the Competent Authority of the DFR, Pune to forfeit the Earnest Money/Security Money Deposit by me/us in case of breach of conditions of Contract.
6. I hereby undertake to provide the Allied services on job contract basis for the Institute as per the directions given in the tender document/contract agreement.

Place:

Date:

Signature of Authorized Signatory : _____

Name : _____

Designation : _____

Agency seal with name & address
(Please add supplementary pages to be numbered and duly signed by the authorized signatory wherever needed by the Tenderer)

Section 7

GENERAL INFORMATION AND TERMS & CONDITIONS OF THE ANNUAL JOB WORK CONTRACT FOR EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS ON JOB CONTRACT BASIS IN ICAR - DFR RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE

SCOPE OF WORK :

DFR is a newly established ICAR Research Institute in Pune and it has research farm of 23.6 acre at College of Agriculture Campus, Shivaji Nagar and 51.65 acres of land at Hadapsar, Pune . Research farm Land will be developed in a phased manner and accordingly research activities will also be carried out in phased manner. Accordingly DFR, invites tender as given in for providing farm operation/works/jobs services in the form attached (Annexure – II).

In case above work are not been completed in time by the contractor / firm / agency on working days, agency / firm / contractor is liable to complete the work after office hours, Sundays, holidays and as per requirement and no compensation will be paid for the same.

Quotations are hereby invited keeping in view the above work requirement. Representative of the firm/agency/contractor can visit DFR Office and to know the nature of the work and work load which will help them to submit their quotations on realistic basis. However, keeping in view the expertise of their manpower, firm / agency / contractor may submit their quotation accordingly for the above job work.

ELIGIBILITY CONDITIONS:-

The contractors are encouraged to have a complete survey of ICAR-DFR, farms/Office before offering rates to understand the complete scope of work. Similarly all the firms are advised to attend the pre bid meeting for greater clarity.

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

A. Documents to be included in the Technical bid Envelop

1. A valid registration certificate of the firm under work contract of the Appropriate Authority (Registration under Shop Act & Establishment Act 1948, Mumbai/ The Indian Companies Act, 1956/or any other relevant Act)
2. A valid Labour license registration should be with the contractor as per labour act. If Labour License is Not available with the firm, the contractor can obtain the labour license under the Labour Act within 30 days after assigning the job contract, failing which order will be cancelled and EMD for the said contract will be forfeited.
3. Last three years experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporates of Govt. of India/reputed public or private organizations. Satisfactory work completion certificates must be enclosed for a minimum of 3 years.
4. Certified balance sheet of the firm for the last three years of the service contract by the Chartered Accountant.
5. The certificate of registration under ESI & EPF.
6. Income Tax Permanent Account Number allotted by the Income Tax department.
7. The firm should have solvency certificate of Rs.30 lakh from their banker.

8. A notarized affidavit to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason.
9. No. of employees on the pay roll of the firm during the last two years (documentary proof should be submitted).
10. Only those firms will be considered for financial bid that will be qualified in the Technical Bid.
11. Successful Tenderer will have to enter into a detailed contract agreement with Institute on Non- Judicial Stamp Paper of appropriate value for the work at his own cost.

B. Documents to be included in the Financial bid Envelop

Price bid as per the Annexure I and Annexure II only. No other document is required to be submitted in the financial bid.

3. TERMS OF THE CONTRACT:-

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, the Director DFR reserves the right to renew the contract on monthly/yearly basis on same terms and conditions that are mutually agreed upon.

4. MODE OF PAYMENT:-

The agency shall submit monthly bills for the jobs performed during the preceding month along with proof of contribution made for ESI/EPF, wages disbursement and Service tax paid for Manpower engaged at DFR. This office shall make payment directly to the firm's Bank account by the mode of RTGS/NEFT. However taxes which are as per the rules of the Govt. /Govt. Department shall be deducted at source from the monthly bills of the successful tenderer.

5. SECURITY DEPOSIT:-

An amount equivalent to 10% of the total contract value shall be deposited as Performance Guarantee/security money in the form of Demand Draft within one month from the award of the contract. The Performance Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with this Office.

6. WORKSMENS COMPENSATION:-

If during the currency of the contract agreement any person out of those engaged by the agency/contractor got injured or become disabled while performing their duty and the injury or disablement causes the liability of such payment to such workers under workmen compensation Act 1923 (as amended time to time)shall rest with the agency/contractor. The agency/contractor will have to abide by the terms and conditions laid down for such contracts as per the contract labour (regulation and abolition) Act 1972 of Govt. of India. This Directorate will not bear any liability on this account.

There will not be any employer and employee relationship between ICAR-DFR and the workforce engaged by the contractor. The workforce of the contractor cannot claim for any permanent positions in the ICAR-DFR.

7. TERMINATION:-

The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. DFR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director, DFR reserves the right to terminate the contract immediately and the security money will be forfeited.

8. SCHEDULE TIME PLAN:

- a. Contractor/Agency should collect daily indent of work to be done from farm section one day before in the evening
- b. Prescribed work should be complete within given time limit if agency fails to complete the work within time limit penalty will be charged.

9. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

Liquidated damages on work which are not up to the mark for any field operation as specified in section-8. It will be brought to the notice of the supervisory staff of the firm by DFR, and liquidated damages/charges will be accordingly as below:

1. Rs. 500/- per day for delay of up to 3 days per work/activity not completed
2. Rs. 1000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.2000/- per day for delay of > 7 days per work/activity not completed
4. Work order will be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.
7. Liquidated damages per day wherever it is found that the work is not up to the mark any field operation as specified in section-8. It will be brought to the notice of the supervisory staff of the firm by DFR, and liquidated damages/charges will be accordingly stated below:
8. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
9. In case of any loss or damage done to the property of this Office by the personnel engaged by the agency for the said work at DFR, Pune, full damage will be recovered from the agency and decision of the Director, DFR, Pune, shall be a binding on the agency.

Note:-

The technical bids and financial bids may be submitted in separate envelopes and both the sealed envelopes should be put in a main cover and then seal the same. All the pages of tender document must be signed and all the blanks in tender forms must be indicated as Not Applicable/Nil etc.

Senior Administrative Officer

Note: TO BE ATTACHED WITH THE TECHNICAL BID AFTER SIGNATURE OF THE AUTHORIZED PERSON AND OFFICE SEAL

SECTION -8

ICAR - DIRECTORATE OF FLORICULTURAL RESEARCH
College of Agriculture Campus, Shivaji Nagar, Pune – 411 005 (Maharashtra)

(To be kept in a separate sealed cover)

FINANCIAL BID (SCHEDULE-II)

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To,

The Director,
Directorate of Floricultural Research,
Pune - 411005

Sir,

I/We wish to submit my/our tender for Annual Job Contract for field and farm operation work at DFR, Pune as per details provided in the section Services Requirement on the following rates mentioned below.

I/We agree to forfeiture of the earnest money deposited by me/us in connection with this tender if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the Tender form.

I/We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

Note:

- (1) List of farm operations given in annexure-I and area wise rates quoted by the tenderer, should be provided in the blanks of annexure-I.
- (2) Consolidated Rates to be provided in Annexure- II
- (3) Rates should be quoted unit basis as per detail given in Annexure-I. These rates must include Basic, VDA, PF, ESIC/WC, Bonus and service charges of agency as per central labour commission act and consolidated Rates as per Annexure – II
- (4) Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only.

Yours faithfully

Signature & Name.....

(With seal) of the Tenderer

Annexure – I

To

The Director
ICAR - Directorate of Floricultural Research
College of Agriculture Campus, Shivaji Nagar
Pune – 411 005 (Maharashtra)

Sir,

I/We wish to submit our quotation for annual job work contract for **EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS IN ICAR - DFR RESEARCH FARM ON JOB CONTRACT BASIS LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

Sl. No.	Title of work/ operation/ jobs	Description with qualification of work/ job/ operation	Unit which rates are to be quoted	Price (Should be given separately for each sub point)
1	Nursery preparation	i. Preparing raised beds up to 1ft height after proper pulverization with mixing of FYM, fertilizers and other chemical treatment followed by planting of seeds or cuttings	(per m ²)	
		ii. Preparing flat beds after proper pulverization with mixing of FYM, fertilizers and other chemical treatment followed by planting of seeds or cuttings	(per m ²)	
2.	Field preparation	i. Making of experimental layout and marking	(per acre)	
		ii. Preparation of raised/flat beds	(per acre)	
		iii. Preparation of ridges and furrows	(per acre)	
		iv. Earthing up including fertilizer incorporation.	(per acre)	
		v. Shaping of beds after 1 or 2 months of planting, Making irrigation channels, paths, bunds, etc.	(per acre)	
3.	Planting and transplanting	i. Planting of bulbs- gladiolus, tuberose and other bulbous crops	(per 100 nos)	
		ii. Planting of cuttings- chrysanthemum, rose, climbers, hedges, edges, herbs, etc (planting of rose/shrubs/hardwood cuttings after digging of pits up to 20cm)	(per 100 nos)	
		iii. Planting of seeds- marigold, aster and other annuals	(per m ²)	
		iv. Transplanting of nursery raised seedlings- marigold, aster, chrysanthemum, etc.	(Per acre)	
4.	Planting of lawn	This work involves planting of lawn by following methods	(per m ²)	
		i. Dibbling		
		ii. Turfing	(per m ²)	
		iii. Sodding	(per m ²)	
		iv. Springing/ suckers/stolons	(per m ²)	
5.	Staking nets	Fixing of staking nets on plants	(per meter)	

6.	Intercultural operations			
a.	Weeding (hand weeding)	Weeding in the field and disposing of biomass in compost area	(per acre)	
b.	Weeding (hand weeding)	Weeding of fallow land/nursery area/ bunds & channels and disposing of biomass in compost area	(per acre)	
c.	Fertilizers/chemicals application	Fertilizer application including bringing of bags from the store to field	(per acre)	
d.	FYM/sand/soil/organic manures/ vermicompost/ neem cake/ poultry manure spreading	Spreading of FYM/sand/soil/organic manures/ vermicompost/ neem cake/ poultry manure including bringing it from the pits/store	(per acre)	
e.	Spraying	Spraying of insecticides, fungicides, micronutrients, water soluble fertilizers and other chemicals including bringing of chemicals/water from store and preparation of formulation as suggested by respective scientist/farm in-charge	(per acre)	
f.	Drenching	Drenching of chemicals in soil	(per 100 m ²)	
g.	Irrigation	Irrigating the crop in one acre Day and night	(per acre)	
h.	Hoeing	Hand hoeing in one acre and disposing of debris to compost pit	(per acre)	
i.	Cleaning of bunds/borders	Cleaning removal of weeds on field bunds, borders, road sides in office and DFR Research fields and disposing of debris in compost pit	(per 100 m)	
j.	Mulching	Laying of mulching (organic and plastic) of beds including bringing of material from store	(per running meter)	
k.	Micro irrigation	Installation & spreading of drip and sprinkler lines, rolling back and cleaning of clogged drippers	(per acre)	
l.	Staking of plants	Staking of plants in field with plastic/bamboo stakes.	(per plant)	
m.	Preparation of pots for research and exhibition purpose	It involves the preparation of pots for exhibition and arranging pots. Staking of ornamental plants in pots as per experiment or instructions of respective scientist/farm in-charge	(per 100 pots)	
n.	Pruning and canopy management in roses	Pruning of roses, deshooting, desuckering, bending and disbudding	(per 100 meter sq)	
o.	Pinching and disbudding	Pinching and disbudding in marigold and chrysanthemum	(per 100 meter sq)	
7.	Hybridization			
a.	Selfing	Selfing of plants	(per plant)	
b.	Bagging of flowers	Bagging of flowers	(100 flowers)	
c.	Bagging of plants	Bagging of plants	(per plant)	
d.	Selfing nets	Fixing of selfing nets	(per sq)	

			meter)	
e.	Emasculation	Emasculation of flowers	(100 flowers)	
f.	Pollination	Pollination of flowers by hand	(100 flowers)	
g.	Seeds collection	Collection of seeds, cleaning and packaging	(per plant)	
8.	Post-harvest			
a.	Lifting and cleaning	Lifting, cleaning, separation and treating of bulbs of tuberose, gladiolus and other bulbous crops	(per acre)	
b.	Cuttings preparation	Preparation of cuttings from field and planting for rooting of marigold, chrysanthemum bougainvillea roses including dipping in IBA solution	(100 nos.)	
c.	Scrapping of lawn/turf	Removal of turf grass, cutting sods/springs/stolons	(per 100 meter sq)	
d.	Harvesting of general seeds	Collection of seeds	(per 100 plants)	
e.	Seed cleaning	Cleaning of seeds	(per kg)	
f.	Removal of dead flowers, branches and other plant parts	Removal of dead flower parts from rose, tuberose, chrysanthemum, gladiolus, etc	(per acre)	
g.	Post harvest treatment	Curing of bulbs and pre-treatment with fungicides/other chemicals	(per bag)	
h.	Harvesting of fresh flowers	i. Harvesting of cut flowers	(50 spikes)	
		ii. Plucking of loose flowers	(Per Kg)	
		iii. Cleaning, grading, bunching, packaging, etc	(50 spikes)	
		iv. Cleaning, grading, packaging, etc loose flowers	(per kg)	
9.	Packaging			
a.	Seed packeting	Packeting of seeds packets	(per 100 packets)	
b.	Bag filling and packaging	Filling of gladiolus and tuberose bulbs in bags and packing (50 kg bags)	(per bag)	
c.	Load/ Unload of bags	Load/ Unload (upto 50 kg weights)	(per bag)	
10.	Other maintenance			
a.	Secondary jungle clearance	Secondary jungle clearance	(Per acre)	
b.	Trench or pit digging:	i. This work involves manually digging of trenches or pits of required dimensions in black cotton soil. It may require removal of local vegetation if any while digging for planting. (nos. of pits)	(Per pit)	
		ii. Laying service lines/pipes	(running meter trenches)	

c.	Farm waste management	This work includes the maintenance of the composting unit by arranging biomass in compost pits, regular sprinkling of water over, giving some treatments as required, regular overturning of the materials and collecting the decomposed material and sieving	(per pit)	
d.	General cleaning	Collection and disposal of stones, plastic rubbles, garbage, waste material, stubbles after ploughing/harrowing, etc from research farm	(Per acre)	
e.	Repair work	Digging for repair of irrigation pipeline, irrigation channels, etc	(Per day)	

11.	Gardening			
a.	Garden/glass house/net house/poly house maintenance	This work involves maintenance of existing gardens at the campus, gardens around the office building and other structures. Preparation of beds, daily irrigation to pots and beds, weed removal, potting, repotting, filling of polybags and transplanting in beds/pots, cleaning of pots, trimming plants, lawn mowing, spraying, fertilizer application, cleaning of roads and other maintenance works to be carried out on day-to-day basis. Preparation of bouquet and stage decoration for institutional programme,	(Per day)	
b.	Pot filling and planting	Pot filling with soil/ media including media preparation and sterilization sowing of seasonal flower seeds and plantation of flower plants and ornamental plants	(50 nos. of pots)	
c.	Plug trays filling and planting	Filling of plug trays with different media and planting	(100 nos. of trays)	
d.	Lawn mowing	i. Lawn mowing by electric mower/manual With mover)	Sq. meter	
		ii. Lawn mowing by electric mower/manual Without mover)		
e.	Pruning	Pruning of hedges/trees/edges/shrubs	Running meter	
12.	Laboratory / Office Work			
a	Laboratory Work (Highly skilled work)	Sample collection from field , media preparation, germination tests, culturing, inoculation, layout of laboratory experiments, rearing of insects, preparation of herbarium, etc.	(per day)	
b	Laboratory Work (Semi skilled)	Glassware and plastic ware cleaning, Grinding and sample preparation of plants, leaf, seeds, soil, etc. Assisting in lab and field trials daily, works under the direction of lab in-charge/Scientist.	(per day)	
c	Shifting of material (unskilled)	Shifting of equipment/machines/machinery, office furniture, lab material, etc.	(per day)	

f.	Field work (Skilled)	To undertake collection of soil and other samples, planting, disbudding, deshooting, training, pruning, etc.	(Per day)	
g.	Field assistant	To supervise the field activities/field work as assigned by the respective scientist or farm incharge	(Per day)	
h.	Office assistant	i. Computer typing, data entry, file management, ERP and other activities under the direction of Administrative Officer/AF&AO	(Per day)	
		ii. To assist in day to day office work under the direction of Administrative Officer/AF&AO (Per day)	(Per day)	
i.	Driver	For the tractor and other office vehicles	(per day)	
			Grand Total (in Rs)	

*** Note: Work will be allotted as per our requirement. It is not necessary that work will be given for all operations for which rates are invited.**

**Notes

- i) Rates of wages should be in conformity with the Minimum Wages Act. Notification regarding minimum wages issued by Ministry of Labour & Employment, Government of India should be followed. The Contractor should ensure minimum wages. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- ii) The amounts specified herein are inclusive of all costs, expenses, wages and provision for increase in Wages/D.A. from time to time, all taxes and other expenses including ex- gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from DFR during the term of this contract. No price escalation shall be entertained by the client during the contract period.
- iii) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words.

Signature _____

Name of the Signatory: _____

Name & Address of the Firm : _____

Telephone No. _____

Mobile No. _____

MAIL : _____

**PRICE SCHEDULE
(FINANCIAL BID)**

(Please take print of the **Price Bid (Annexure – I)** (and the filled in price Bid should be sealed in Separate cover (Envelope-2) as per the Instructions to the Bidders)

**FINANCIAL
BID FOR**

EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS IN ICAR - DFR RESEARCH FARM ON JOB CONTRACT BASIS LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE

Last date of receipt of Tender **18th June, 2016 by 12:00 hrs.**
Date of opening of Financial Bid As per intimation by phone/fax/mail/letter

To,
The Director
Directorate of Floricultural Research
Shivajinagar, Pune – 411005

Sir,

I/We wish to submit our Financial Bid for “EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS IN ICAR - DFR RESEARCH FARM ON JOB CONTRACT BASIS LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE the following rates.

**PRICE
BID**

No.	Particulars	Quoted Amount (Rs)
1.	<p><u>Consolidated fixed rate</u> offered for EXECUTION OF VARIOUS FIELD AND FARM OPERATION WORKS IN ICAR - DFR RESEARCH FARM ON JOB CONTRACT BASIS LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM PUNE FOR A PERIOD OF ONE YEAR in accordance with the highest standards of field operation and as per the instructions and terms and conditions specified in the tenders/contract agreement including all labour training, uniform and transportation charges specially covering all acts and taxes, EPF, ESIC, HRA, Bonus etc. as applicable from time to time.</p> <p><u>N.B.</u> <u>The consolidated fixed rate is the total cost of all the operation mentioned in Annexure- I</u></p>	
	(Rupees in words)	

N.B. : This is only indicative for comparing the prices to arrived at L-1. Work order shall be placed as per requirement for field operation as and when required as mentioned in Annexure- I

****Notes**

- i) Rates of wages should be in conformity with the Minimum Wages Act. Notification regarding minimum wages issued by Ministry of Labour & Employment, Government of India should be followed. The Contractor should ensure minimum wages as indicated in Annexure-I. The offers/bids which are not in compliance of Minimum Wages Act and any other Labor laws will be treated as invalid.
- ii) The amounts specified herein are inclusive of all costs, expenses, wages, provision for increase in Wages/D.A. from time to time, all taxes and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from DFR during the term of this contract. No price escalation shall be entertained by the client during the contract period.
- iii) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words.
- iv) Any overwritings/erasings/cuttings in the quoted rates either in words or figures will not be allowed in the financial bid. Such Bids will be rejected outright.

I/We agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form.

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

Signature of Authorized Signatory : _____

Name : _____

Designation : _____

Agency seal with name & address

Telephone No.

Mobile No.

SECTION - 9
FORMS

Form – 1	Details of Experience of such similar work in Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years.
Form - 2	Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years for individual Allied works executed as stated in Form - 1.
Form - 3	Annual Turnover Certificate in respect of field operation work for last three financial years certified by Chartered Accountant.
Form – 4	Certificate on Non-Participation of near Relatives in the tender
Form -5	Letter of Authorization for attending Pre-Bid Meeting and Bid Opening
Form -6	Letter of Authorization for signing and submitting the Bid Documents on behalf of the Bidder
Form – 7	Draft Specimen Agreement

Form 1 (part of technical Bid)

Details of Experience of such similar work in Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years.

Sr. No.	Name of the organization with contact nos.	Description of work / order executed	No. of personnel deployed	Period of contract	Actual value of work/ order executed	Whether Govt./Semi-Govt/Autonomous bodies/PSUs/Industries etc. (Please Specify)

Place: _____

Date: _____

Note:

The Bidder should have experience in the similar field of providing doing agriculture field job work in the Government Departments/Public Sector (Central or State) for the last three consecutive years. In case no bidder has provided government experience/public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the Client. He should submit experience of at least 5 organizations in such similar field. One such individual work experience should not be less than worth of Rs.50.00 Lakhs during each of The last three financial years.

Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years for individual Allied works executed as stated in Form - 1.

(To be obtained on the letter head of the respective employer)

1.	Name of the Contract and Location	
2.	Agreement No. & date	
3.	Scope of Contract	
4.	Actual Cost of Contract	
5.	Period of Contract	
6.	Compliance of all statutory requirements (Yes/No). If the answer is no, pl. give the details	
7.	Overall grading of service: Excellent/Very Good/Good/Fair	

Place:

Date:

(Signature of the appropriate authority of the concerned employer with seal)

Annual Turnover Certificate in respect of field operation work for last three financial years certified by Chartered Accountant

(To be obtained on the letter head of the Chartered Accountant)

Sr. No.	Financial Year	Annual Turnover (Rs. in crores/figures)
1.	2012-13	
2.	2013-14	
3.	2014-15	

Place:

Date:

(Signature and seal of the Chartered Accountant)

Form 4 (part of technical bid)

CERTIFICATE OF NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER

I, _____ Son/Daughter of _____, hereby certify that none of my relative(s) is/are employed in Directorate of Floricultural Research, Pune as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, DFR, Pune shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder

Name _____

Position _____

Date _____

FORM - 5
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before time of Bid opening (Technical and Financial) Date:

To,
The Director
Directorate of Floricultural Research,
Pune – 410 505

Subject: Authorization for attending bid opening on _____ (date)
for the Tender of “Annual Job Contract for Field and Farm Operation Work at DFR, Pune
Reference:

Sir,

The following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

	Name & Designation	Specimen Signature
1) _____	_____	_____

Alternate Representative	Name & Designation	Specimen Signature
1) _____	_____	_____

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

Note:

- 1) Only one representative will be permitted to attend the bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Letter of Authorization for signing and submitting the Bid Documents on behalf of the Bidder

To,

Date:

The Director
Directorate of Floricultural Research,
Pune – 411005

Subject: Authorization for signing the tender documents for the tender of “Annual Job
Contract for Field and Farm Operation Work at DFR, Pune

Reference: F.No. 29-4/2016-DFR/ Dated:

Sir,

Mr./Mrs. _____ holding the post of _____ in
our firm/agency/company is hereby authorized to sign and submit the tender documents for
the above mentioned tender on behalf of _____ (Bidder).

The specimen signature duly attested by me is given below:

	Specimen	Signature
1)	Mr./Mrs. _____ (Name & Designation)	

Signature of Bidder

Note:

- 1) A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
- 2) In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related document must be signed by every partner of the firm.

**CERTIFICATE TO BE SIGNED BY THE TENDERER
(To be attached with the technical bid)**

CERTIFICATE

Certified that I have read and understood and complied with all the instructions as contained in terms & conditions of this tender document. All pages submitted with this tender document from page __ to __ have been filled properly and signed with seal of the firm/company.

Authorized signature of Tenderer with office seal

1. Telephone No. _____
2. Mobile No. _____
3. Fax No. _____
4. Email: _____
5. Website: _____

DRAFT SPECIMEN AGREEMENT

(To be made on Rs.100.00 Non Judicial Stamp Paper)

CONTRACT AGREEMENT NO..... DATED

THIS AGREEMENT is made at Pune on between Directorate of Floriculture Research, (hereinafter called "DFR/INSTITUTE/CLIENT" used interchangeably) through The Director, DFR, Pune which term shall include its successors and assignees etc. on the first part and _____ (name & address of the agency) (hereinafter called the FIRM/CONTRACTOR used interchangeably) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the DFR has decided to assign the annual job contract for **Field operation works ON JOB CONTRACT BASIS FOR DFR, Pune** to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. _____ (date) and will remain in force for a period of one year but can be terminated by DFR by giving one calendar months' notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for field Operation work **ON JOB CONTRACT BASIS FOR DFR, Pune**
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the DFR shall have no liability on this account in any manner. The Firm's employees/workmen shall have no claim for absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of DFR
5. That the Firm shall ensure that all persons deployed at DFR premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. DFR shall have the right to ask for removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the DFR

7. The manpower deployed by the Agency should work as per the working days and timings of the DFR. No extra wages will be paid for attending office on weekends, holidays, late-sitting and during visits of VIP's to the Client's premises as and when required. No extra payment will also be made for shifting of machineries, furniture & fixtures by the deployed staff as and when required by the client.
8. Monthly pay of the contractual employee shall be payable by 7th of every month to the personnel deployed for services to this office by the selected Agency as per the terms and conditions of the tender documents.
9. All the cleaning materials and machineries will be provided by the client to the deployed staff as per the requirement.
10. Monthly consolidated charges for job/work contract for providing is as per terms and conditions specified and scope of work as per Section-8 in the tender document including all the taxes viz. Service Tax and other taxes as applicable will be paid to the firm by the DFR. No price escalation, shall be entertained by the Client during the contract period. The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7th of every month. After making the payments the Contractor shall raise the bill on the DFR for payment of the settled amount. The payment will be released by the DFR in the form of crossed cheque/E-transfer subject to satisfactory performance/delivery of contracted job/work/services. Each monthly bill must accompany the:
 - a) List of employees with their date of engagement
 - b) The amount of wages paid to the deployed staff (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as HRA/ESIC/EPF/Bonus etc.). They will submit to the DFR a copy of the payment vouchers duly signed by the workers for each month.
 - c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC/P.Tax Office.
 - d) Declaration of the Contractor regarding compliance of EPF / ESIC / Bonus and other laws as applicable from time to time.
 - e) Service Tax challan. The Contractor shall be responsible for payment of Service Tax with Taxation Department. The documentary proof of the same must be submitted along with the bill for the amount of Service Tax Charged in the said bill which is reimbursed by the client.
11. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
12. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the ICAR. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.

13. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.
14. That the firm shall issue identity card to each of the workers engaged for entry into DFR premises.
15. **It shall be the responsibility of the firm to ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work through their supervisor.**
16. It shall be responsibilities of the vendor to deploy sufficient number of work force along with supervisor for completing the jobs as per schedules mentioned at Annexure-I & II
17. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, DFR may cancel the contract.
18. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services 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, viz. obligations under Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act, 1943, EPF, ESI etc.
19. Firm agrees to indemnify and keep indemnified the DFR on account of any failure to comply with the obligations under various laws or damage to DFR due to acts/omissions of Firm.
20. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the DFR and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified DFR against any claim that it may have to meet towards the employees/workmen of the Firm.
21. The contract is subject to the conditions that the Firm shall comply with all the laws and bye-laws of Central Govt./State Govt. as applicable relating to this contract.
22. In case of any loss or damage to the property of the DFR at which is attributable to the firm, the full damages will be recovered from the firm.
23. The Firm shall not transfer its right or sub-contract to anyone else.
24. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.

25. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
26. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm.
27. There will be surprise checking by an Officer. Shortcomings, if any pointed out by him shall be restored by the contractor within one hour of its bringing to his notice.
28. The firm shall provide a Co-ordinator for immediate interaction with the organization.
29. The terms and conditions and various sections as stipulated in the tender documents including any corrigendums, shall be part of the agreement.

PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

Liquidated damages on work are not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by DFR, and liquidated damages/charges will be accordingly as below:

1. Rs. 500/- per day for delay of up to 3 days per work/activity not completed
2. Rs. 1000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.2000/- per day for delay of > 7 days per work/activity not completed
4. Work order will be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.
7. Liquidated damages per day wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by DFR, and liquidated damages/charges will be accordingly stated below:
8. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

The decision of the Competent Authority at DFR shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Authorized Signatory)
& Address Seal of Firm
Witnesses
(1)
(2)

(Authorized Signatory) Name
Name & Address seal of DIRECTOR DFR.
Witnesses
(1)
(2)

SECTION - 10

CHECK-LIST

Sr. No.	Check point	For Bidder (Yes/No)	Page No at which document is placed.	For office use
(I)	GENERAL			
1	Have you read and understood various instructions and terms and conditions of the contract stipulated in the tender documents and shall abide by them?			
2	Have you seen, read and understood the clarification/corrigendum, if any issued by the Office on the web-site in pursuance of the pre-bid meeting held on A copy of the same should also be attached, duly signed along- with the tender documents.			
3	Have you submitted separately the Technical Bid in Envelope-1 and Financial Bid in Envelope 2 and put both the envelopes in the main envelope duly superscribed and sealed? UNSEALED TENDERS WILL NOT BE ACCEPTED. All the three envelopes should be duly sealed.			
(II)	TECHNICAL BID			
A	Does the agency has an office in Pune? Outsider firms (office not established in Pune and its suburbans) shall not be considered for technical bids.			
B	Have you submitted the following documents as stated in the tender documents -			
1	Have you attached the Account Payee Demand Draft/Pay Order drawn from a nationalized/scheduled bank in favour of “DFR, Pune” payable at Pune for Rs.500/- towards the non-refundable cost of tender documents in case the tender documents have been uploaded from the web-site.			
2	Have you attached a photocopy of the Cash Receipt issued by the Office for Rs.500/- towards the non-refundable cost of tender documents in case the tender documents have been obtained from the office?			
3	Have you attached the Account Payee Demand Draft/Pay Order drawn from a nationalized/scheduled bank in favour of “DFR, Pune” payable at Pune for Rs.40,000/-, towards the bid security (Earnest Money Deposit).			
4	Have you taken prints of the entire tender document and signed on all the pages of the Tender documents?			
5	Have you given consecutive page numbers for the entire bid document covering all the page numbers including additional pages/documents with reference and duly signed? Any wrong page numbering will be the responsibility of the bidder.			

6	Have you attached self-attested Registration Certificates issued by the Registrar of Firms/Companies or the concerned authority defining the constitution or legal status or establishment of the agency?			
7	Does the firm meet the minimum eligibility criteria of Annual Turnover of Rs. 30/- lakhs during each of the last three financial years i.e. 2012-13, 2013-14 & 2014-15 in respect of similar Allied services? No value of other services should be included in it.			
8	Have you attached the Annual Turnover Certificate for the last three financial years certified by Chartered Accountant as per Form - 3, failing which tender is liable to be rejected.			
9	Have you attached Chartered Accountant certified audited Balance Sheets and Audit Reports for the last three years i.e. 2012-13, 2013-14 & 2014-15?			
10	Have you attached self-attested copy of the PAN Card of the firm issued by the Income-Tax Department?			
11	Have you attached copies of Income-Tax Returns for the last three financial years i.e. 2012-13, 2013-14 & 2014-15?			
12	Have you attached self-attested copy of TIN/TAN issued by the concerned authorities?			
13	Have you attached self-attested copy of the Service Tax Registration Certificate issued by the Service Tax Department?			
14	Have you attached copies of Service Tax Returns for the last three financial years i.e. 2012-13, 2013-14 & 2014-15?			
15	Have you attached Self attested registration copy of valid Licence No. or any such certificates under Contract Labour Act issued by the Competent Authority? The Agency should be registered with the appropriate Government Agencies for provision of house-keeping, man-power.			
16	Have you attached self-attested copy of the valid Certificate of Employees Provident Fund Registration Number issued by the concerned authority?			
17	Have you attached self-attested copy of the valid certificate of ESI Registration Number issued by the concerned authority?			
18	Have you attached self-attested copy of the valid certificate of P. Tax Registration Number issued by the concerned authority?			
19	Does the firm fulfill the eligibility criteria of one such similar Allied work of a value of not less than Rs.____ Lakhs during each of the last three financial years.			
20	Have you attached the details of experience/completion of such similar Allied work in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations with details in the requisite Form-1 as prescribed in the tender document? He should submit experience of at least 5 organizations in such similar field.			

21	Have you attached the duly certified Experience/ Performance Certificates from the employers as per Form-2 where the tenderer has provided the services for the last three years?			
22	Have you attached the proof of authorization to sign and submit the bids on behalf of the bidder as per Form-7?			
23	Have you attached proof of wages roll of man-power (staff/supervisors) (Minimum nos.) for the last four quarters as a part of experience?			
24	Have you attached documentary proof of challans for staff/supervisors (minimum nos.) registered under ESI & EPF separately for the last four quarters?			
25	Have you filled in and signed the Bidder's profile?			
26	Have you affixed duly attested passport size photograph of the prospective bidder in the portion of the Bidder's profile?			
27	Have you attached the letter of submission of bid in the prescribed format on the letter head of the agency?			
28	Have you attached the Certificate of Near relatives as per Form-5?			
29	Whether the firm has given a declaration in Form-4 that no legal suit/criminal case is pending or contemplated against it for violation of PF/ESI, Minimum Wages Act or other law (give details).			
30	Have you attached any other relevant document in compliance as specified in the bid document?			
31	Has your technical bid been packed as per the instructions given in the Tender in a separate Envelope-1 duly superscribed and sealed.			
32	Have you attached the certificate to be attached by the tenderer as given at Page 26 of the tender document?			
III	FINANCIAL BID			
1	Has your financial bid proposal duly filled in words and figures, sealed and signed on all the pages?			
2	Have you ensured that the price bid has been submitted and duly signed in the prescribed format as stated in the tender documents?			
3	Have you ensured that there are no over writings, erasing or cuttings or arithmetical errors in the rates quoted in words and figures by the tenderer. Any overwriting/erasing or cutting in the rates quoted by the tenderer will not be allowed, otherwise the tenders may be rejected.			
4	Has your financial bid been packed as as per the instructions given in the Tender in a separate Envelope-2 duly superscribed and sealed?			

(Signature of Bidder with seal of the Agency/firm)