



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत

ICAR- NATIONAL RESEARCH CENTRE FOR GRAPES

P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

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E-Mail: dirnrcg@gmail.com Website: <http://nrcgrapes.nic.in>



निविदा संख्या 5/2015-2016

निदेशक, भाकृअनुप-राअंअनुके, पुणे द्वारा पंजीकृत प्रतिष्ठानों से अधोलिखित कार्य हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं।

Sr. No.	Item	Rate of EMD
1.	Award of "Work Contracts" for Agricultural operations in Grape vineyard at NRCG, Pune for a period of one year	Rs.2,50,000.00 (Rupees Two Lakhs Fifty Thousand Only)

विनिर्देशों के साथ निविदा प्रपत्र, हमारी वेब साइट <http://nrcgrapes.nic.in> पर उपलब्ध हैं। बोलीकर्ता वेब साइट से डाउनलोड दस्तावेजों का उपयोग कर सकते हैं। दस्तावेजों का मूल्य रु. 500.00 डीडी द्वारा बोली के साथ जमा करना होगा। निविदा प्रपत्र वैयक्तिक रूप से किसी भी कार्य दिवस पर, प्रति प्रपत्र रु. 500.00 (रुपये पाँच सौ केवल) के भुगतान के साथ, संस्थान के मांजरी फार्म, सोलापूर रोड, पुणे स्थित कार्यालय से 13/11/2015 तक सुबह 10:30 से अपराह्न 4:00 बजे के बीच प्राप्त किया जा सकता है। निविदा प्रपत्रों को प्राप्त करने के लिए किया गया भुगतान अप्रतिदेय है।

जो केंद्रीय क्रय संगठन, राष्ट्रीय लघु उद्योग निगम (एनएसआईसी) अथवा संबंधित मंत्रालय या विभाग के साथ पंजीकृत हैं उन्हें ईएमडी के लिए छूट है। पंजीकरण का प्रमाण निविदा के साथ जमा करना होगा अथवा निविदा को सीधे निरस्त कर दिया जाएगा। उपरोक्त कार्य हेतु सभी तरह से विधिवत भरी गयी पूर्ण निविदा के साथ बोली सुरक्षा (ईएमडी) संलग्न होनी चाहिए जो "आईसीएआर यूनिट, एनआरसी फॉर ग्रेप्स" पुणे के पक्ष में जारी अकाउंट पेयी डिमांड ड्राफ्ट अथवा किसी वाणिज्यिक बैंक से जारी बैंकर्स चैक या बैंक गारंटी के स्वरूप में हो, इस कार्यालय में 20/11/2015 (शुक्रवार) को अपराह्न 4:00 बजे से पहले पहुंच जानी चाहिए जो 21/11/2015 (शनिवार) को सुबह 11:00 बजे पर खोली जाएगी। बिना बोली सुरक्षा जमा की गयी निविदाएं सीधे निरस्त कर दी जायेंगी। बोली सुरक्षा (ईएमडी) अलग से जमा करें तथा उसके ऊपर "ईएमडी" स्पष्ट रूप से लिखें।

निदेशक, राष्ट्रीय अंगूर अनुसंधान केन्द्र, पुणे, कोई कारण बताए बिना, किसी भी या सभी निविदाओं को स्वीकार या अस्वीकार करने का अधिकार आरक्षित रखता है।

हस्ता/-

(एस.एन.सालवे)

प्रशासनिक अधिकारी



TENDER No. 5 / 2015 – 2016

Sealed tenders are invited from the registered firms for Award of “Work Contracts” by the Director, NRC Grapes, Pune;

Sr. No.	Item	Rate of EMD
1.	Award of “Work Contracts” for Agricultural operations in Grape vineyard at NRCG, Pune for a period of one year	Rs.2,50,000.00 (Rupees Two Lakhs Fifty Thousand Only)

The Tender forms, along with Specifications are available at our Web Site <http://nrcgrapes.nic.in>. The bidders may use the documents downloaded from the web site. Cost of documents for **₹. 500.00 (Rupees Five Hundred Only)** by DD may be submitted along with the bid. Tender form can also be obtained on any working day against payment of **₹.500.00** for each form in person from the office of the Institute at Manjari Farm, Solapur Road, Pune up to **13.11.2015** between **10.30 A.M. and 4.00 P.M.** The payment made for obtaining tender forms is non – refundable.

EMD is exempted for those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. Proof of the registration should be submitted along with tender failing which the tender will out rightly be rejected.

The Tender duly completed in all respect along with Bid Security (EMD) as specified above in the form of A/c. Payee Demand Draft drawn in favour of “**ICAR UNIT, NRC FOR GRAPES**”, PUNE or Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in the prescribed form should reach at this office on or before **4.00 P.M. on 20.11.2015 (Friday)** which will be opened on **21.11.2015 (Saturday)** at **11.00 A.M.** **The tenders without bid security (EMD) will be rejected outright. The bid security (EMD) should be submitted separately and superscribed “EMD”.**

The Director, National Research Centre for Grapes, Pune, reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

Sd/-
(S. N. Salve)
Administrative Officer

SPECIFICATION FOR AWARD OF WORK CONTRACT
TENDER NO. 5/2015-2016

Sr. No.	Work Details	Work Unit for rate quote	Minimum Rates
I.	Vineyard Management Practices:		
1.	April Pruning: this work involves – pruning, pasting with bud break solution. The vine spacing will be either 10' x 6' or 8' x 3'.	Per acre	
2.	Shoot thinning and subcane pinching: After sprouting desired number of shoots are to be maintained on vine by removing extra shoots manually. Also the maintained shoots are to be pinched to induce subcane growth. This may require two to three rounds and all cumulatively will be considered as single operation	Per acre Full season	
3.	Removal of tender shoots: During rainy season and before October pruning it necessary to remove the tender shoots.	Per acre	
4.	October pruning work: This work involves pre-pruning operations such as pruning and pasting the canes with bud breaking solution. The vine spacing will be either 10' x 6' or 8' x 4' or 8' x 3'	Per acre	
5.	Shoot thinning: After sprouting when the young bunch becomes visible the extra shoots are to be removed to maintain desired number of bunches and shoots on a vine.	Pre acre per round	
6.	Training after October pruning: this operation includes removal of lateral sprouts and tendrils, shoot tipping orientation of shoots on wires, tying shoots with sutali and supporting bunches properly with respect to the canopy. (Two Rounds)	Per acre Per round	
7.	Dipping: Bunches are to be dipped in growth regulator solution. Care to be taken to dip bunches properly without damage. Every round dipping will be counted separately. The vine spacing will be either 10' x 6' or 8' x 4' or 8' x 3'	Per acre	
8.	Loose bark removal and pasting vine stems and cordons: This work involves removing the loose bark on grapevine stems and cordons. The bark portion removed is to be collected and removed outside the vineyard. This work involves pasting and swabbing of stems and cordons with the desired chemical solution.	Per acre	
9.	Strip weeding: This work involves weeding with khurpi or roughing the weeds from different blocks. A strip weeding of 4 feet width along the rows have to be carried out followed by removing the debris outside of the particular block. A. Low density strip weeding: Remove the spars weed (Weed occurs in small patches) F. Medium density strip weeding: Remove the weeds less than one feet height. G. High density strip weeding: remove the weeds more than one feet height during the rainy season in the month of June – September.		
10.	Bunch rachis thinning after October pruning: Thinning of the bunch rachis after October pruning preferably one or two rounds.	Per acre per round	

11.	Pulverizing and raising of bunds: The Soil in between the vines has to be dug to the depth of 9 inches in a width of 4 feet along the rows, pulverized at the same place and raised at least 6 inches at the center above the original height. The tractor drawn implements such as bund breaker and bund raiser may also be used during the process.	Per acre	
12.	FYM application: this work involves opening trenches to the depth of 6 inches and width of 2 feet in between vines in a row and application of farmyard manure @1-2 ghamela or 10-20 kg per vine and a fertilizer dose. Closing the FYM with opened soil material. The vine spacing with opened soil. The vine spacing will be either 10' x 6' or 8' x 4' or 8' x 3'	Per acre	
13.	FYM Application : This work involves opening trenches to the depth of 6 inches and width of 2 feet in between vines in a row by tractor / machine and fill FYM by labours. 0' x 6' or 8' x 4' or 8' x 3'	Per acre	
14.	Fertilizer application: This work involves shallow trenching in between two vines to the depth of 3 inches under a drip line, application of fertilizer (2 or 3 grades at a time) and closing the fertilizer with soil. The vine spacing will be either 10' x 6' or 8' x 4' or 8' x 3'	Per acre	
15.	Manual spraying with HTP: the work includes spraying the vineyards with the help of single/ double gun attached to flexible spray pipe and run by HTP on tractor. This also includes cleaning of pumps and tanks. This is excluding the cost of tractor driver.	Per acre	
16.	Spraying with knapsack sprayers: this work involves carrying the sprayers and other materials, the spraying operation and cleaning sprayers thereafter.	Per acre	
II.	Other works related to Farm Management		
17.	Irrigation system operation: this work involves starting of pumps for irrigation as per the requirement and general up keeping of overall irrigation system. This includes seven pumping stations viz. , wells (4 Nos.) intermediate reservoir (01 Nos.) and canal water storage tanks (02 Nos.) the work involves daily starting of Drip Irrigation System / Pumps as per the irrigation schedule, maintaining the records of irrigation given block wise, maintenance of the pumps/ drip components like head unit, distribution units (Mains/ sub-mains with digging & closing of trench for repair purpose / drip line with dripper) cleaning the choke up, check the uniformity of the irrigation water through drip line, general up keeping, cleaning of the water sources/ wells storage tanks. This also includes water supply to various building structures in the campus, general cleaning of tanks and pipeline maintenance. Operation and general maintenance of DG Sets at farm. Operating the canal water inflow – lift irrigation valves as per requirement of water. The workers employed for the same should have experience in handling irrigation system and could also undertake routing plumbing operations.	Per month	12000.00 (Include with EPF and ESI)

18.	Farm store maintenance: This work involves monitoring material in and out, cleaning farm store and up keeping of records. The person employed for this work must have working knowledge of English for reading and writing and knowledge of fertilizers and pesticides.	Per month basis	12000.00 (Including EPF and ESI)
19.	Tractor Drivers – Operating / General routine and daily maintenance of tractor. Total number of drivers required is six (06 Nos.) Description of work:- Tractor Operation: Daily inter – cultivation activities in various block in S. No. 32,33/1 and 1 and part of S. No. 61 +62 (GTC(shifting of weeds, material required in the maintenance work in farm, Fetching diesel of farm/ estate section. The persons should have valid license for tractor driving and experience of cultural practices in vineyards.		
20.	Skilled technical helper: ITI trained person for maintenance of tractors/ Irrigation motor pumps / Spray Assemble DG Sets, Lawn Mover, Implements etc.	Per month basis	12000.00 (include with EPF and ESI)
21.	Skilled Filed helper: He / She should be well versed in all viticulture operations, with a minimum 6 years of experience in the vineyards. Able to handle spraying operations, as per the instructions. Able to assist in case of some technically important work like planting, training, thinning, Pruning & handling of compositing unit of farms waste material, etc.	Per month basis	12000.00 (include with EPF and ESI)
22.	Jeep / Car Drivers: The Persons should have valid license for jeep / Car driving and experience of 5 years of driving vehicle in private/ government organization. They should be in proper uniform.	Per month	12000.00 (include with EPF and ESI)
23.	Lab. technical helper: Work involves to assist in lab and field trials daily works.	Per month	12000.00 (include with EPF and ESI)
24.	Office assistant: Assistant work in administration office. He should be graduate in any branch.	Per month	12000.00 (include with EPF and ESI)
25.	Office boy (Messenger): To work as office boy in the different lab Sections, admin/ account section and also to do the internal cleaning of the offices and similar type of works. they should be in proper uniforms.	Per month	12000.00 (include with EPF and ESI)
26.	Nursery / Lab. Attendant: To Assist in the Nursery operations in the Nursery area and to assist in the laboratory activities respectively	Per Month	10250.00 (include with EPF and ESI)
27.	Material Shifting work: Shifting of debris from different block to the composting area. Supplying drinking water to the workers. Brining drinking water for office and quarters and bringing diesel.	Per month	
28.	Farm waste management: This work includes the maintenance of the compositing unit by arranging blomass in compost pits, regular sprinkling of decomposing culture / water over, giving some treatments as required, regular overturning of the material and collecting the decomposed material and sieving. Rearing of earthworm culture etc.	Per month	12000.00 (include with EPF and ESI)

29.	Garden Maintenance: This work involves maintenance of existing gardens at the campus starting from main gate, road dividers, road side plantations, boundary side plantations, garden around the office building and other structures. Daily irrigation, weed removal, trimming plants, lawn moving and other maintenance works to be carried out on day – to- day basis. Trained Mali with a helper is required. Competence will be assessed by Farm staff. He should knowledge of preparation of bouquet and stage decoration for institutional programme, preparation of potting mixture, Filling of pots, sowing of seasonal flower seeds and plantation of flower plants and ornamental plants.	Per month	12000.00 (include with EPF and ESI)
30.	Housekeeping for main building, NRL Phase I, NRL + Biotech new Building, Farm office. Guesthouse and staff quarters lobby. The work includes daily sweeping and mopping of floor, collection and disposal of waste collected in dustbins, cleaning of web cobs on all walls once in a month.		
31.	Cleaning and mopping of all toilet block on the campus	Per month Per person	12000.00 (include with EPF and ESI)
32.	Guest house caretaker / Attendant. The work includes general housekeeping of rooms (Setting rooms, beds, etc.) Issuing rooms as per allotment, Maintaining guest records, cleaning of bed sheets pillow covers, towels etc. Arranging bed tea, breakfast, and food. It will be round the clock duty. Free quarter will be provided. Family Members will be preferred.	Per Month	24000.00 (Includes ESI & PF)
33.	Electrician / Electrical Helper: To carry out the routine electrical maintenance work of the electrical establishment / set up in the campus including the operation of the DG Sets.	Per person Per Month	15000.00 (Including ESI, PF)
34.	Plumber: To attend the regular plumbing Repair & Maintenance work in the campus	Per person Per month	12000.00 (Including ESI, PF)
35.	Contractor Should provide Uniform to: i) Lab attendant ii) Administration / Office attendant iii) Guest House attendant iv) Jeep Drivers The rates quoted by the contractors inclusive of above provision		

THE RATES SHOULD INCLUSIVE OF BONUS AND SUPERVISOR CHARGES (2 SUPERVISORS). THERE SHOULD NOT BE ANY DEDUCTION FROM THE SALARY OF THE LABOURS UNDER THE HEAD OF BONUS AND SUPERVISORY CHARGES.

FOR SR. NO. 29-35 WE MAY INVITE SPATE TENDER APART FROM THE FARM LABOUR CONTRACT.



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F. No. NRCG/ 5 (111) /2014-Stores

Date: 23.10.2015

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING SERVICES AS PER ANNEXURE I (job works for agricultural operations) ATTACHED AT NATIONAL RESEARCH CENTRE FOR GRAPES.

- A. Cost of Tender from **Rs. 500.00**
- B. Last date of receipt of Tender in Office on **13/11/2015** at 4.00 P.M.
- C. Tenders to be opened at **21/11/2014** at 11.00 A.M.
- D. Tenders to remain open for acceptance up to 90 days from the date of opening.
- E. The Tender document is also available at our web site: <http://nrcgrapes.nic.in>.

NOTE:

1. The Director, ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune - 412 307, May at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day

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ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

MANJARI FARM POST, PUNE – 412 307

Note:- All communication must be addressed to the Director, ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307

From In charge

Director,
ICAR - National Research Center for Grapes,
P.B.NO.3, Manjari Farm Post,
Solapur Road, Pune – 412 307
To, -----

Dear Sir(S),

1. Sealed tenders are hereby invited on behalf of the Director, National Research Center For Grapes. Pune, for contract of PROVIDING SERVICE CONTRACT FOR PROVIDING ALLIED DERVICES AT National Research Center for Grapes. Pune, The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements state in the attached schedules.
2. An earnest money of **Rs.2,50,000.00 (Rupees. Two Lakhs Fifty Thousand Only)** must be deposited in the form the of Demand draft/pay order Payable Director to Director of concerned institute. The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft/ pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulation the aforesaid amount of EMD will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the institute.
4. The Schedules of the tenders from should be returned intact and pages should not be detached. In the event of the space provided on the schedule from being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate latter along with the tenders. Overwriting / erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. individual

signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm 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 of power of attorney or (ii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the renders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if. On enquiry if appears that the persons so signing had no authority to do so, the council/ Instt. 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 tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy to the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "THE CONTRACT FOR PROVIDING WORK CONTRACT AT, National Research Center for Grapes. Pune, address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the, National Research Center for Grapes. Pune, office of the not later than
9. The rates quote by each firm from job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenders behalf should be indicated in the tenders. Name and address of permanent representative, of the tenders if any, may also be indicated.
10. The institute is not bound to accept the lowest or any other tenders and reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
11. An amount 5 to 10 % of estimated value of the contract as a security deposit for the contract is to be deposited by the selected agency/ successful tenderer only after receiving a communication from the institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will be entertain any claim whatsoever in this respect. However, the service taxes or any other tax, which is as per the rules of the Govt., shall be deducted at source form monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. Director, NRCG, Pune reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of Director, NRCG, Pune shall be final for any aspect of any aspect of the contract and bending to all parties. Disputes arising, if any on the contract will be settled at his/ her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole

Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance by the institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed along with technical bid which are the same terms and conditions of the tenders document:-
 - a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State govt.
 - b) Minimum turnover of the firm not less than **(Rs.50,00,000.00) (Rupees Fifty Lakhs Only.)** during the last financial year.
 - c) Last three years continuous experience of the firm in the field of providing such services in central Govt. establishments/Autonomous bodies of Govt. of India / Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form.
 - d) Certified Balance sheet of the firm for last year of the service contacts by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenders is providing the services for the last three years.
 - f) Employee EPF registration certificate issued by local govt. etc.
 - g) Employee ESI registration certificate issued by local govt. etc.
 - h) The contractor/agency must have a registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
 - i) Nos. of staff/ supervisors registered under ESI & EPF separately. Minimum 50 Nos.(Staff/ Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - j) Service tax registration certificate issued by Govt. etc.
 - k) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of **Rs.100.00 (Rs. One Hundred Only)** for each work.

Note: - The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,
For and on behalf of the Director
(ICAR- National Research Center for Grapes,
Manjari Farm, Pune Solapur Road- 412 307)

TENDERS FOR THE CONTRACTOR FOR WORK CONTRACTS SERVICES CONTRACT FOR----

Full Name & Address of the Tenderer in
Addition to Post Box No. if any, should
Be quoted in all communications to this
Office.
Telephone No.
Telegraphic Address/FAX/ Cellular No:
E-Mail address

From -----

To,

ICAR-National Research Center for Grapes,
P.B.NO.3, Manjri Farm Post,
Solapur Road, Pune – 412 307

1. I / we have read all the particulars regarding the General information and other terms and conditions of the contract for THE WORK/SERVICE CONTRACT FOR----- and agree to provide the series as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in schedule –I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender-----
-. The Schedules-I & II to accompany this Tender are at pages -----
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. ----- Of Rs. ----- drawn in favour of (Director of the institute) and payable at-----is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Witness-----

Telephone No. Office

Address-----

Resi.

Occupation-----

Mobile

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/ Agency
2. Full address with Post Box. No
And Telephone No. if any
3. Constitution of the Firm/
Agency (Attached copy)
Indian Companies Act, 1956
Indian Partnership Act, 1932
(Please give names of Partners)
Any other Act, if not, the owners
4. For Partnership firms whether
Registered under the Indian
Partnership Act, 1932, please
State further whether by the
Partnership agreement to arbitration
Has been conferred on the partner
Who has signed the Tender?
 - i) If answer to the above is in negative
Whether there is any general power
Of attorney executed by all the
Partner of the firm authorizing the
Partner who has signed the tenders
To refer dispute condemning business
Of the partnership to arbitration.
 - ii) If the answer to above is in 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 partner
5. Name and full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative
And whether the firm would be representing at the
Opening of the Tenders
10. Name of the Permanent Representative to be
Visiting NASC and ICAR, Kirshi Bhawan regarding
Date: -----

Place: -----

AUTHORISED SIGNATORY

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING WORK CONTRACT SERVICES

(Indian council of Agricultural Research is housed in Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi – 110 001. It occupies ground plus 4(four) floors in the ‘A’ and ‘D’ wings of Krishi Bhavan. Staff can only be deployed at KAB –I & KAB –II, Pusa as per requirement.)

Scope of work:

TERMS & CONDITIONS:

1. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff / supervisor is go to on leave under intimation to this office.
2. Changing of staff/ supervisor should be intimated to I/c Farm/ IC security respectively
3. The Director, NRCG, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NRCG, shall be final and binding on the contractor / Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by ICAR should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either side.
9. The contractor shall not sublet the work without prior written permission of the NRCG.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary personnel's for at NRCG. as per labour acts. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provide is not found suitable by the council, the council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The persons so provided by the agency under this contract will not be the employee of the council and there will be no employer – employee relationship between the council and the person so engaged by the contractor in the aforesaid services.
13. Payment for services contract will be made monthly upon submission of pre- receipted bill.
14. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the NRCG, Pune shall have to be furnished along with the Tender.

However, the Tenders should indicate only the lump sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.

15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The NRCG shall not bear any extra charge on any account what so ever i.e. EPF Contribution, Uniform, liveries, OTA, etc. however, OTA will be provided as per rules for Jeep / Car Drivers.
16. The contractor will discharge all his legal obligations in respect of workers / supervisors to be employed / deployed by him for the execution of the work in respect of their wages and service condition and shall also comply with all the rules, regulation, and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligation under various laws. In case of any dispute, the decision of secretary, ICAR shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.
19. Changing of Supervisor/ Staff should be intimated to be Caretaker.
20. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of central Govt. relating to this contract made applicable from time to time.
22. Risk Clause: NRCG reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show- cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of his can be recovered from S.D. or pending bills or by rising a separate claim.
23. Service charges will be paid on lump sum monthly basis only, not on percentage basis for all the works carried out in month period.
24. No separate payment will be made for supervisor persons deployed by the contractor (The contractor has to bear the payments of the supervisor persons.)
25. The rates quoted should be inclusive of PF, ESI, etc. as per minimum wages act. For the contract work and monthly basis fixed pay laborers.
26. Contractor will be responsible if the labours found in any type of misbehavior with officials/ staff of the office and deliberate attempt of damage to the experimental trails / public property in the campus.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500.00 will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. If no action is taken the notice of the supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, institute shall be final and binding on the contractor/ agency in respect of any clause covered under the contract.

Details of the Minimum 3 years experience/ work done.

Sl.No	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

FINANCIAL BID:-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : ----- (times)

Date of opening of Financial Bid : As per the intimation.

(Name and Address of the Institute)

Sir,

I/We wish to submit our Tenders for THE WORK/SERVICE CONTRACT FOR PROVIDING ----- on the following rates.

No.	Particulars	Per Month
	Monthly consolidated rate offered for THE WORK/SERVICE CONTRACT FOR PROVIDING ----- -----in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour. Material, transportation, specially covered all acts & taxes etc. as applicable from time to time.	<hr/> <hr/> <p style="text-align: center;">(Rs. In figure)</p> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">(Rs. In word)</p> <hr/> <hr/>

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

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

Signature-----

Name & Address of the Firm-----

Telephone No.-----

Mobile No.-----