



राष्ट्रीय अंगूर अनुसंधान केन्द्र
(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. ३, मांजरी फार्म डाकघर, पुणे - ४१२ ३०७, भारत

NATIONAL RESEARCH CENTRE FOR GRAPES

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

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

Tel: +91-20-2691-5573, 2691-5574, 2691-4245 (PBX), Fax: +91-20-26914246

E-Mail: nrcgrapes@gmail.com/ babunrcgrapes@gmail.com

Website: <http://nrcgrapes.nic.in>



Tender No. 2 / 2010 – 11

Sealed tenders are invited from the reputed and registered firms, by the Director, NRC Grapes, Pune for the following :

Sr. No.	Item
1.	Award of "Work Contracts" for Agricultural operations in Grape vineyard at NRCG, Pune for a period of one year

Tender form along with details of works and terms and conditions 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 **Rs.500.00** by DD may be submitted along with the bid. Tender form can also be obtained on any working day against payment of **Rs. 500.00** per form in person from the office of the Institute at Manjri Farm, Solapur Road, Pune up to **19.06.2010** between **10.30A.M. and 4.00 P.M.** The payment made for obtaining tender form is non – refundable. The Tender duly completed in all respect alongwith Bid Security (Earnest Money) for **Rs. 1.50 Lakhs (Rupees One Lakh and Fifty Thousand only)** in the form of A/c Payee Demand Draft drawn in favour "**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 22.06.2010** which will be opened **on 23.06.2010 at 11.00 A.M.** **The tenders without bid security will be rejected outright.** The competent authority reserves the right to accept or reject the offer in toto.

Sd/-
O. Babu
Assistant Administrative Officer

Work contract activities for National Research Centre for Grapes, Pune.

Sr. No.	Work details	Cost required
I.	Irrigation Management	
1.	Daily irrigation of vineyards and utility water supply: Description of Work: Irrigation- 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/ tube wells/ storage tanks. General maintenance of DG sets filling of Diesel, assist the mechanic during the repair/servicing keeping the daily usage entries of DG sets used for farm use. Controlling the canal water inflow – lift irrigation on/off of the valves as per requirement of water. Experienced in viticultural practices for irrigation (>5 years) and could also undertake routine plumbing operations.	Per day basis (for both S.No.33/1 and S.No.32/1 separately).
2.	Irrigation system maintenance by assisting the persons carrying the above activities.	Per day basis (for both S.No.33/1 and S.No.32/1 separately).
II.	Weed Management	
3.	Weeding with khurpi or roughing the weeds from different blocks. A strip weeding of 4' width along the rows has to be carried out followed removing the debris outside of the particular block.	Rs per acre
4.	Open area weeding where the weeds in whole area have to be carried out with the help of khurpi or manual roughing of weeds and removal of the weeds outside of the block.	Rs per acre
5	Use of weeding machine and/or tiller: Operating weeding machine or the tiller in different blocks. The labour should have potential to learn the operation of the machine. The equipment will be used in rows of vineyards.	Rs per acre
6	Spraying of weedicides: Spraying of weedicides with the help of Knapsack spray pumps. The labour should have awareness that the grapevines should not get damaged during the weedicide spray. The institute will provide the material for spraying.	Rs per acre
III.	Vineyard establishment	
7	Trench preparation: Digging trenches of size 2.5'x2.5'x2.5' in the vineyard row. Spreading of manure followed by fertilizers in the trenches and covering of the trenches. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre
8	Pit digging: Digging pits of size 2'x2'x2'	Per pit
9	Planting: This work involves marking with the help of lime powder, digging small pits of 1'x1'x1' dimension in already loosened soil, planting of saplings and watering.	Per acre
10	Grafting: Wedge grafting to be carried out in situ. Well trained and experienced persons to be employed for the work.	Per acre
11	Training the vines: New vines to be trained from recut to	Per acre in

	canopy development. The work includes recut, timely desuckering, and subsequent training up to total canopy development.	totality in one season till october
IV.	Manure /Fertilizer application	
12	FYM application: This work involves-trenching in between two vines to the depth of 9-10 inches and width 2 feet. Application of farmyard manure @ single ghamela or 10 kg per vine and a fertilizer dose. Closing the FYM with opened soil material. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
13	Fertilizer application: This work involves-trenching in between two vines to the depth of 4 inches and width 1 foot. Application of fertilizer 2 or 3 grades at a time. Closing the fertilizer with removed soil. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
V	Spraying operations	
14	Single gun manual spraying: The same type of sprays to be made with the help of single gun attached with long spray pipe and run by HTP on tractor. This also include cleaning of pumps and tanks.	Per acre basis
15	Spraying with the help of knapsack sprayers: This work involves carrying the sprayers, spray solution handling utensils, spray chemicals, preparation of spray solutions and the spraying operations.	Per acre basis
VI	Training and pruning operations	
16	April pruning- This work involves- pruning, pasting with bud break solution and removal of pruned debris out of the block and loading and unloading of trolley with debris within campus. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
17	October pruning work: This work involves pre-pruning operations such as defoliation, pruning, removal of pruned debris out of the block and pasting the canes with bud breaking solution and loading and unloading of trolley with debris within campus. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
18	Training of vines: This work includes shoot thinning after pruning, shoot tipping, shoot thinning, removal of excess bunches, orientation of shoots on wire and tying shoots with sutali or training the vines on the trellises.	Per acre basis
19	Dipping: Bunches are to be dipped in growth regulator solution. Care to be taken to dip bunches properly without damage. Every round of dipping will be counted separately. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
20	Thinning of bunches: In order to make bunches loose the berry thinning have to be carried out. Bunches should not be damaged during the work. The work carried out in any number of rounds will be taken as single job. The manpower used for this work should be experienced in doing such type of works. The row spacing will be either 10'x6' or 8'x4' or 8'x3'	Per acre basis
VII	Harvesting	
21	Harvesting bulk for disposal to winery includes the work of filling the grape in crates and load the crates to the truck.	Per ton basis
22	Harvest for sale at counter or for experimental purpose include the selective harvesting, grading and packing the material.	Per ton basis
VII	Nursery Management	
23	Daily maintenance like watering, and up keep of nursery plants	Per month basis

	in an area of about 2.5 acres. This also includes weeding, shifting of bags as per the need.	
24	Bag filling activity– This includes bed preparation, potting mixture preparation and filling of bags of size (6"x4"; 5"x7"; 8"x10")	Per 1000 bags basis
25	Nursery planting: This work involves preparation of cuttings and planting the cuttings in bags. Planting of the cuttings will be carried out after soaking the cuttings in water for a day or two, and dipping the cut ends in IBA solution before actual planting.	Per 1000 cuttings basis
VIII	Other Items related to Farm and Estate	
26	Pulverizing bunds and raising: The soil in between the vines has to be pulverized to the depth of 9 inches and width of 3 feet. The bunds have to be raised for 6 inches at the center.	Per day basis
27	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 making computer data entry.	Per day basis
28	Material shifting work: Shifting of debris from different block to the composting area. Supplying drinking water to the workers. Bringing drinking water for office and quarters and bringing diesel.	Per day basis
29	Miscellaneous activities like sampling, harvesting for experiment, spraying for experiments, pot filling, desuckering etc.	Per day basis
30	Tractor Drivers – Operation / General routine and daily maintenance of tractors (total tractor – 5 nos) Description of work : - Tractor operation : Daily inter-cultivation activities in various blocks in S.No.32,33/1 and Part of S.No.61+62 (GTC), shifting of material from one block to another, Spraying of fungicides/pesticides etc., shifting of weeds, material required in the maintenance work in farm, fetching diesel of farm/estate section, drinking water from Hadapsar area.	Per day basis
31	ITI trained manpower for maintenance of Tractors/ Irrigation moterpumps/Spray Assembly, DG Sets, Lawn Mower, implements etc.	Per month basis
32	Bird Scaring duty – This is required for scaring away the birds from the vineyards when the vines are nearing the harvesting stage.	Per day basis
33	Farm Attendant: Learnt fellow (at least 10 th pass). He/ she should be well versed in all viticultural operations, with a minimum 3 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, etc.	Per month basis
IX	Works Related to Estate	
33	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 mowing and other maintenance works to be carried out on day-to-day basis. Trained Mali with a helper is required. Competence will be	Monthly basis

	assessed by Farm staff.	
34	Composting unit maintenance: Arranging the biomass in compost unit. Sprinkling of water daily and giving some treatments to it as required. Pulverizing and collecting the decomposed material and sieving.	Monthly basis
35	Housekeeping and campus cleaning: This work includes day-to-day cleaning in main office building, NRL building, other structures, and farm office as well as the common areas at quarters. Institute will supply all the cleaning material.	Per day basis
X	Office and Lab Works	
36	Laboratory maintenance – involves cleaning and dusting of the lab furniture, cleaning glass wares, assisting in day to day laboratory work as desired. Helping the laboratory staff in maintenance of experimental field as and when required. The person should be educated (atleast matriculate) and is able to read and write English.	Per day basis
37	Messenger staff – for office use regarding carrying files, papers, serving tea, snacks etc. to staff and visitors and other works as defined by the Incharge.	Per day basis
38	Typist cum Data entry operator– Should be proficient in computer operation. Can use MS Office. Should be able to maintain office records. Typing speed – atleast 40 words/min.	Per day basis

Documents required to be submitted along with the respective tender.

1. Valid Registration Certificate of the establishment as contractor from appropriate authority.
2. Proof of allotment of code number/account number by (a) Regional PF Commissioner (b) Employees State Insurance Corporation.
4. Copy of last 3 years Audited Balance Sheet of the Company.
5. Latest Income Tax return.
6. Experience Certificate.

General Conditions : -

1. All the payments to workers will have to be made by A/c payee cheque only. The proof of the cheque payments will have to be submitted by the firm every month along with bills.
2. Companies with annual turnover of Rs.50.00 Lakhs or more may be preferred for offering the contract.
3. Bid security will be forfeited in case of failure in submission of required documents mentioned above.
4. Identity cards are to be issued by contractor along with photograph duly attested by contractor.
5. Rate quoted should include all statutory dues including service charges of contractor.
6. Working hours will be eight hours per day excluding lunch time.
7. Identity proof of each labourers to be submitted contractor.
8. Labourers should be more than 18 years old.



राष्ट्रीय आनुवंशिकता केंद्र
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F. No. NRCG/5 (111) /2010-S

Date : 31.05.2010

To

Subject : Notice Inviting Quotations (NIQ) for Award of “Work Contracts” – reg.

Sirs,

On behalf of the Director, NRC for Grapes, Pune invites you to quote rate for providing work contract in the form enclosed (Annexure). The Services will be governed by the Terms and Condition detailed in the enclosed schedule (annexure – I). If you are in a position to provide services stated in the attached schedules, you may please submit your offer in the enclosed prescribed tender form attached herewith.

In the event of space on the Schedule Form being insufficient for the required purpose, additional pages may be added. Each such additional pages must be numbered consecutively bear the quotation number and be fully signed by you. In such cases, reference to the additional pages must be made in the quotation form. If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent in the quotation.

An amount of **Rs. 1.50 Lakhs (Rupees One Lakh and Fifty Thousand only)** in the form of **Demand Draft** in favor of **ICAR UNIT – NRCG, Pune** should be deposited along with the quotation. The quotation will not be considered if the Earnest Money Deposit is not sent with the quotation. No request for transfer of any previous deposit of earnest money will be entertained.

The quotation is liable to be rejected if complete information is not given therein or if the particulars and data (if any) asked for in the schedules to the quotation are not fully filled in. specific attention must be paid to execution date and also to the terms and conditions of the execution, as the execution would be solely governed by them. **While signing the quotation the tenderer should indicate in what capacity he is signing viz. Proprietor or Partner or Constituted Attorney of the firm of a company**

SIGNATURE OF TENDERER (with seal)

The original copy of the set of quotation documents is to be enclosed in a double cover. The inner cover should be sealed. The outer cover should barely only address of this office and indication that there is a quotation within. Right is reserved to ignore any quotation which fails to follow the above instructions. All out-station quotations should be sent by registered post. Only one quotation should be included in one cover. Where more than one quotation is included in a cover all quotation so enclosed in one cover will be liable to be ignored.

Unless otherwise specified in the schedule to Quotation, your quotation must reach this office not later than 16.00 hours on the last date scheduled for receipt the Quotations. Quotations sent by hand delivery should reach this office not later than 16.00 hours on the due date. NRCG do not take any responsibility for the postal delay.

Firms quoting should note that their offers should remain open for acceptance for 90 days from the date of opening of Quotation. If the firms are unable to keep their offers open for the specified period they should specifically state in the quotation for the period up to which they want their quotations to remain open for acceptance. In the absence of such specifications in the quotation it will be assumed that their offers will remain open for acceptance for the period of 90 days. Quotations received by such vague and indefinite expression such as “subject to immediate acceptance” will not be considered.

The execution of contract is required by date (s) specified below. If, however, it is not possible for you to effect execution by the date (s) you should specify the date by which you can guarantee the execution in the prescribed schedule to the Quotation.

This office does not pledge itself to accept the lowest or any quotation and reserves itself the right to accept the whole or any part of the quotation or portion of the quotation offered and you should execute the same at the rate quoted. You are at liberty to state in quotation that the rate quoted shall apply only if the entire contract is executed.

Time and Date of Receipt of Quotation 16.00 hours on 22.06.2010.

Quotation shall remain open for acceptance : 90 days from the date of opening of Quotation.

For and on behalf of Director, NRCG
Pune – 412 307

SIGNATURE OF TENDERER (with seal)

TERMS AND CONDITIONS OF CONTRACT

1. The Quotation furnishing quotation should be a registered agency under Central/State government act and documentary proof shall enclosed to quotation. The tenderer should follow all the Government rules like payment of ESI, EPF etc., and furnish the proof thereof.
2. The contract is for a period of one year from the month of July, 2010, which is renewable for further period at the mutual agreement by both the Tenderer and the NRCG.
3. The tenderer should have registered with the appropriate Government as required under Indian Contract Act and Contract Labour (Regulations and Abolition) Act, 1970 & 71.
4. Maintenance of essential as records like attendance register etc., and any other register specified by the Competent authority.
5. The estimated services as indicated above are tentative. The NRCG will have right to engage the services as per the exigency of work. However, payment at the proportionate rate shall be made.
6. The service charges to the quoted shall include payment of wages to the personnel employed by Tenderer including ESI, EPF, and Expenditure on all other incidentals. In other works, the charges quoted shall include everything provided as per the rules by central/state/appropriate Government and no additional payment on whatsoever account shall be entertained. Thus the Tenderer should take care of all liabilities, commitments arising out of the salaries/statutory benefits to the labourers etc. regarding wages, weekly-off etc., and he shall directly be responsible to the labour commissioner, Govt. of India and other concerned authorities with regard to labour problems between the Tenderer and the persons employed by the Tenderer.
7. The Contract is liable for termination by one month notice in writing without assigning reasons.
8. No advance payment will be made to the contractor. The monthly bills covering the previous months claim will be released within 10 working days from the date of submission of the bill indication attendance etc. Pro-rata deduction will be made in case of absence of any labourers without prior arrangement or alternative personnel. While releasing payment to the Tenderer, deduction of income tax at source will be made as per Rules.
9. The Tenderer shall make a security deposit of 10% of the estimated cost of the contract for year, within ten (10) days of award of contract with NRCG through a Demand Draft in favor of ICAR Unit NRCG A/c. payable at Pune. No interest will be paid on the Security Deposit. Such Security deposit will become refundable to the contractor only after the expiry of contract period or extended period and after NRCG certifies that the terms of this contract and the dues, if any payable to NRCG are cleared by the Contractor.
10. The NRCG will have right to vary the terms and conditions of the contract without in any manner affecting its obligations under the agreement.

11. In case of the rates tendered are acceptable to NRCG, the Tenderer is required to execute contract with the Centre on a Non-Judicial stamp paper of rupees One hundred (Rs.100/-) value within ten (10) days of the date of awarding work.
12. Director, NRCG reserves the right to accept or reject any or all the quotation without assigning any reasons therefore.
13. The decision of the Director on all matters is final. All disputes arising out of this contract are subject to the jurisdiction of courts of Pune.

SIGNATURE OF THE TENDERER (with seal)

SPECIAL CONDITIONS OF CONTRACT

You are, therefore, requested to submit your quotation as per the terms and conditions given below:

1. No advance payment is permissible; however, payment will be made within ten (10) working days from the date of acceptance of the bill.
2. The quoted rates shall be valid for a period of one year from the date of acceptance of the quotation.
3. The quotation shall be valid, for acceptance, for 90 days from the last date of receipt of quotations.
4. The Agency should be in a position to provide the labour from the month of _____.
5. Documents required to be submitted along with the quotation
 - (a) Valid Registration Certificate of the establishment as contractor from appropriate authority.
 - (b) Proof of allotment of code number/account number by
 - (i) Regional PF commissioner
 - (ii) Employees State Insurance Corporation.
 - (c) Valid License presently from the Labour Commissioner (Central). In case if the firm does not have the license presently, the firm should be able to submit the same within one month of receiving contract offer.
 - (d) Copy of last 3 years Audited Balance Sheet of the Company.
 - (e) Latest Income Tax Clearance Certificate.
 - (f) Experience Certificate.
6. Director, NRCG reserves the right to accept or reject any of the offers either in part or in full without assigning any reason thereof.
7. The decision of Director, NRCG on any dispute in the matter will be final.
8. All communications and sealed quotations should be addressed to **the Director, NRCG, Pune – 412 307.**
9. Your tender with the superscription “**Work Contract**” on the envelope should reach the office of the Director, NRCG, Pune – 412 307 on or before the last date and time for receipt of the quotations.
10. Last date and time for receipt of quotations is up to 16.00 hrs. on 22.06.2010.

CHECKLIST

Please verify the following before submission of the quotation and submit the required documents in the sequence listed, to avoid rejection or disqualification of your quotation.

1. DD for Rs. _____ (Rupees _____ only) drawn on any nationalized bank in favour of "ICAR UNIT - NRCG A/c" valid at least for six (6 months) as mentioned in the Quotation Document as EMD.
2. Following documents as indicated in the quotation document printed on the tenderer's letterhead with dated signature and seal.
 - (a) Quotation form
 - (b) Details of previous contracts, if any.
3. Certificates of registration etc. issued by appropriate government for the required services with seal of the tenderer.
4. Income tax clearance certificate issued by the concerned IT circle for the past three years with the seal of the tenderer.
5. Certificates issued by employers where the similar services were rendered/being rendered with seal of the tenderer.
6. The entire original quotation documents with seal and signature on each page.
7. Any other document or information as required in the quotation document.
8. Time and Date for receipt of Quotations: Up to 16.00 hrs on 22.06.2010.

Tender Form

(To be filled in by the Tenderer with name and address in addition to post Box No. if any, should be quoted in this Office)

Ref. No. _____

Date :

Tenderer's Telegraphic _____

Address _____

Telephone No. _____

Fax No. _____

Pin code No. _____

From:

To

The Director,

National Research Centre for Grapes,

Pune – 412 307

Dear Sir,

I/We herewith offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the acceptance of Quotation at the rates given in the said schedule and agree to hold this offer for 90 days for acceptance. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

I/We understood the instructions to quotations and conditions of the contract governing such contract placed by Indian Council of Agricultural Research and its Research Institutes and the special conditions of contract, and have thoroughly examined the details indicated in the quotation Schedule thereof and am/are fully aware of the services required an my/our offer to provide the services strictly is in accordance with requirements. DD No. _____

dated _____ for Rs. _____ (in words) (Rupees
_____) drawn on (Bank

_____ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part this Quotation.

Yours Faithfully

Signature _____

Name _____

Address _____

Signature of the Witness:

Address: _____

Tenderer should furnish the following undertakings :

UNDERTAKINGS

1. It is to certify that the rates mentioned above include service charges and other statutory expenditure like EPF, ESI, Administrative charges, etc.
2. We further undertake that we will follow all the statutory rules like Minimum Wages Act. etc., applicable to contract and we will be responsible for any labour problems arising out of Rules, Acts, that are specified by the appropriate Government, due to any deviation from them.
3. We are ready to execute the contract from the month of _____ and mutual agreement on non-judicial stamp paper of appropriate value.
4. We undertake to furnish a Security Deposit of 10% of the estimated cost of the contract for a year. Security Deposit shall be refunded only after the satisfactory expiry of the security services provided.

SIGNATURE OF THE TENDERER (with seal)