



**ICAR-AGRICULTURAL TECHNOLOGY APPLICATION  
RESEARCH INSTITUTE (ATARI), ZONE – IX**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
JNKVV, P.O. Adhartal, Jabalpur – 482 004 (MP)  
Phone : 0761-2680807, Fax:0761-2680485

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F.No : ATARI-VII/OS/Job-Work/2017-18/

***Tender Document  
For  
Annual Contract for  
Outsourcing Job Work at  
ICAR-ATARI, Zone-IX,  
JNKVV Campus, Adhartal,  
Jabalpur***

Contact Details :  
Assistant Administrative Officer,  
ICAR-ATARI, Zone-IX,  
JNKVV Campus, Adhartal  
Jabalpur – 482004 (MP)  
Phone : 0761-2680807, 2680158  
Websit : zpd7icar.nic.in

**ICAR-ATARI, Zone-IX  
JNKVV Campus, Adhartal  
Jabalpur – 482004 (MP)**

**F.No. ATARI-VII/OS/Job-work/2017-18/**

**Dated : 16-11-2017**

**E-Procurement Tender Notice**

Director ICAR-Agriculture Technology Application Research Institute (ATARI), Zone-IX invites e-tender for ANNUAL CONTRACT OF OUTSOURCING JOB WORK ON CONTRACT BASIS AT ICAR-ATARI, ZONE-IX, JNKVV CAMPUS, ADHARTAL, JABALPUR (MP) – 482004 as detailed below :-

**Opening Date of Online Tender (Technical Bid) : 08-12-2017: 4.00 PM**

**Last date of Submission of Online Tender in CPP Portal: 07-12-2017 upto 3.00 PM**

**Tender Fees: Rs. 500.00 (Rs. Five Hundred Only) (Non Refundable) in the form of Demand Draft in favour of “ICAR Unit ZPD Zone-VII Jabalpur” payable at Jabalpur.**

**EMD: Rs. 10000.00 (Rs. Ten Thousand Only) (Refundable) in the form of Demand Draft in favour of “ICAR Unit ZPD Zone-VII Jabalpur” payable at Jabalpur.**

Online bids are invited from the reputed firms under two bid systems i.e. Technical Bid and Financial (BOQ) Bid for Annual Contract for Outsourcing Job Work at ICAR-ATARI, Zone-IX, JNKVV Campus, Adhartal, Jabalpur (MP) – 482004.

Details of Tender Form, Terms & Conditions can be downloaded from the website <http://eprocure.gov.in> and [www.zpd7icar.nic.in](http://www.zpd7icar.nic.in) up to 3:00 PM of 07-12-2017. Online bids complete in all respects should be submitted online through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the specified last date & time.

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

**Terms and Conditions for Submission of Tenders**

1. Tenders/Quotations shall be submitted only by online mode through Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>
2. Tenderers/Bidders after submission of their bids online through CPP Portal must submit Hard Copy of all the submitted documents except Financial Bid (BOQ) along with Tender Fee and EMD which should reach at ICAR-ATARI, Zone-IX, JNKVV Campus, Adhartal, Jabalpur – 482004 (MP) on or before 07-12-2017 (3.00 PM), failing which their tenders/bids will not be considered.
3. Manual/Offline bids will not be accepted under any circumstances from the Tenderers/Bidders who has not submitted their Tender/Bid online through CPP Portal.
4. Tenders/Bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

**Asstt. Admn. Officer  
ATARI, Zone-IX, Jabalpur**

**Annexure-I**

**CRITICAL DATE SHEET (Section)**

Tender No.	ATARI-IX/OS/Job-Work/2017-18
Name of the 'Organization'	ICAR-ATARI, Zone-IX JNKVV Campus Adhartal, Jabalpur - 482004
Earnest Money Deposit (EMD)	<b>Rs. 10,000/-</b> (Rupees Ten Thousand Only) amount in the form of Demand Draft in favour of <b>"ICAR Unit ZPD Zone-VII Jabalpur"</b>
Cost of Tender	<b>Rs. 500/-</b> (Rs. Five Hundred Only) amount in the form of Demand Draft in favour of <b>"ICAR Unit ZPD Zone-VII Jabalpur"</b>
Online Bid Submission End Date and Time	07-12-2017, 4.00 PM
Online Date of opening of Technical Bid	08-12-2017, 4.00 PM
Date of opening of Financial Bid	Will be intimated accordingly
Address for Communication	Director, ICAR-ATARI, Zone-IX JNKVV Campus, Adhartal, Jabalpur -482004
Website	<a href="http://www.zpd7icar.nic.in">www.zpd7icar.nic.in</a> , <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

**Asstt. Admn. Officer,  
ICAR-ATARI, Zone-IX, Jabalpur**

ICAR- ATARI, ZONE-IX  
JNKVV CAMPUS, ADHARTAL, JABALPUR

Note : All communications must be addressed to (by designation), name and address of the Institute)

From : ICAR-ATARI, Zone-IX, JNKVV Campus, Adhartal, Jabalpur– 482004

To,

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

Dear Sir(s),

1. Sealed tenders are hereby invited by the registered firm with govt. agency on behalf of the Director, ICAR-ATARI, Zone-IX, Adhartal, Jabalpur - 482 004 (MP) for providing Annual Contract for Job Work at the ICAR-ATARI,ZONE-IX Campus. The terms and conditions of the contract which are detailed in the tenders form 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 stated in the attached schedules.
2. An earnest money of **(Rs. 10,000.00) (Rs. Ten Thousand Only)** must be deposited in the form of Demand Draft/Bankers Cheque payable to “**ICAR UNIT ZPD ZONE-IX, Jabalpur**” payable at **Jabalpur**”. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date. The tenders will not be considered if the earnest money is not deposited with the tender.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him, for which draft EMD refund format is enclosed for ready reference.
4. The Schedule of the tenders 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 consecutively and be signed in full by the tenderer. In such cases 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 letter along with the tenders. Overwriting/Cutting/Erasing in rates to be quoted by the tenderer should be avoided.

**Signature of bidder with seal**

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not completely filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in this capacity of (I) a sole proprietor of the firm or 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.
6. If the successful bidder does not accept the offer, after issue of letter of award by institute within 15 days, the offer will automatically be treated as cancelled without any further notice & earnest money will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form 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. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer online.
8. The hard copy of the tender is to be sent to ICAR-ATARI, ZONE-IX, JNKVV CAMPUS, ADHARTAL, JABALPUR – 482004 (MP) marked “Tender for Annual Outsourcing Job Work” containing technical bid. All Tenders should be sent by Registered post/Speed post/Courier, the Institute will not be responsible for postal delay, if any..
9. The rate for security service contract in tenders be given in financial bid (BOQ) in CPP portal only.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.

**Signature of bidder with Seal**

11. The selected agency will have to make a security deposit (refundable) of Rs. 10% of the total value of the Annual Contract in the form of Banker Cheque/DD/FDR in favour of “ ICAR Unit ZPD Zone VII”, payable at Jabalpur before award of contract, after receiving a communication from the Institute the Agency/Contractor has to enter into an agreement on the non judicial stamp paper worth Rs. **100/- in the event of non-deposition of the same, the earnest money will be forfeited.**
12. No interest on security deposit and earnest money & performance security deposit shall be paid by the ATARI-Zone-IX to the tenderer.
13. Any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR-ATARI, Zone-IX will not entertain any claim whatsoever in this respect.
14. The Director, ICAR-ATARI, Zone-IX 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, ICAR-ATARI, Zone-IX shall be final for any aspect of the contract and bidding 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 so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and 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. It is mandatory that firm/agency/contractor will abide by relevant labour laws and will indemnify ICAR/Institute of any liability on this account. Firm/Agency/Contractor's default in observance of relevant labour laws/labour related statutory obligations scrupulously will amount to failure of specific performance of contract with attendant consequences as per contract act.
18. The following documents/vouches are required to be enclosed with the tender form which are the terms and conditions of the tender's documents :-

**Signature of bidder with seal**

- a. Valid requisite registration certificate of the firm under the work contract of the Govt./State Govt.
- b. Certified Balance Sheet of the firm for last three years of the service contract by the chartered accountant.
- c. Duly certified copies of the satisfactory services where the Tenderer has provided the services.
- d. Employee EPF registration certificate issued by local govt. etc. (**including annual verification report of last financial year**).
- e. The statutory and contractual obligations to be complied with by contractor and tender enquiry should clearly state that contractor will have to abide by relevant labour and other related laws.. If there is any complaint by the engaged worker then contractor will be responsible in respect of any kind of litigations.
- f. (Regulation and Abolition A) Act. 1970. The Contractor shall obtain the labour license under this Act.
- g. Nos. of staff/supervisors registered under ESI & EPF separately **Details of ESI and EPF No. allotted may be provided**. Documentary proof vouchers to be required and may be attached.
- h. Service tax registration certificate issued by Govt. etc.
- i. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-ATARI, Zone-IX on non-judicial stamp paper of (Rs. 100/-) (Rs. One hundred only in words)
- j. **Only those firm will be considered for financial bid (BOQ) who will qualify in the technical bid.**
- k. Copy of PAN Number/TIN Number/Aadhaar Number
- l. For e-payment of monthly bill, Bank A/c Number, Name and address of the Bank/Branch, and IFSC Code of the Bank is to be given in the tender form.
- m. Annual turn over certificate from the Bank duly certified by the C.A. (minimum of Rs. 10 Lakhs.
- n. Copy of the Income Tax return filed for the preceding three assessment years.

**Note : Two bid system : i.e. Technical bid and the Financial/Price bid (BOQ), The technical bids are to be opened by the committee at the first instance and evaluated by the committee or Competent Authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the final contract.**

Yours faithfully,

A.A.O.

**Signature of bidder with seal**

TENDERS FOR ANNUAL OUTSOURCING JOB WORK ON CONTRACT BASIS AT THE ICAR-  
ATARI,ZONE-IX, ADHARTAL, JABALPUR – 482 004.

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-ATARI, Zone-IX, JNKVV Campus,  
Adhartal, Jabalpur – 482 004 (M.P.)

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for Providing **The Annual Contract for JOB WORK on CONTRACT BASIS AT THE ICAR-ATARI, ZONE-IX JNKVV CAMPUS, ADHARTAL JABALPUR – 482 004** and agree to provide the services as detailed in the schedule herein or to such thereof as you may specify in the acceptance of the Tender at the rates given in the **FINANCIAL BID** 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. Every page so attached with his Tender bears my signature and the office seal.
4. **Pay order/DD No..... of Rs..... Drawn in favour of “ICAR UNIT ZPD ZONE-VII JABALPUR” and payable at Jabalpur is enclosed as earnest money required.**

Yours faithfully,

Witness

Address

Occupation

Signature of witness to contractor's signature

Address :

Name & Signature of Witness

Address

Signature & Seal of the Tenderer

Tele. No. Office

Tele No. Resi.

Mobile No.

Bank A/c No.

IFSC Code No.

Name of Bank and Address

**(Technical Bid to be enclosed in a separate envelope with Seal)**



**SCHEDULE - I**

**TEHNCIAL BID :**  
**PART -I**

1.	Name of the Firm/Agency	
2.	Full address with post box No and Telephone No. if	
3.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act 1958 Indian Partnership Act. 1932 (Please give name 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 partners 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 property stamped paper by all partner	
5.	Name and Full Address of your Banker's with IFSC Code	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Copy of Pan Number and TIN Number	
8.	Copy of ESI and EPF registration	
9.	Any other relevant information	
10.	<b>For e -payment of monthly bill of contractor following bank details is required : Bank A/c no., Name and address of the Bank, IFSC Code number of bank alongwith PAN number.</b>	
<b>PART - II</b>		
11.	Tender Fee and Earnest Money Deposited vide DD/BC No... Yes/No dated.....	

Date  
Place

AUTHORISED  
SIGNATORY

**SCHEDULE - I**

**TEHNCIAL BID :  
(PART-II)**

To,

The Director,  
ICAR-ATARI, Zone-IX,  
JNKVV Campus, Adhartal, Jabalpur – 482 004.

Sir,

I/We wish to submit our Tenders FOR ANNUAL OUTSOURCING JOB WORK ON JOB CONTRACT BASIS AT THE ICAR-ATARI, ZONE-IX, JABALPUR – 482004 and following documents/vouchers are enclosing with the tender from which are the terms and conditions of the tender's document and may be treated as technical bid :-

SNo.	Particulars of documents	Enclosed (Mark-Yes)	Not enclosed With reasons (Mark-No)
1.	Registration certificate of the firm under the work contract of the Central Govt./State Govt.		
2.	A. Five years experience of the firm in the field of providing such services in Central/State Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India, provide the details in enclosed tabular form.  B. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India Corporations of Govt. of India/reputed organizations provide the details in enclosed tabular form)		
3.	Certified Balance Sheet of the firm for last three years of the service contract by the chartered accountant		
4.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years		
5.	Employee EPF registration certificate issued by local govt. etc. <b>(Enclosing annual verification report of 2014-15)</b>		
6.	Employee ESI registration certificate issued by local govt. etc. <b>(Enclosing annual verification report of 2014-15)</b>		
7.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970,. The contractor shall obtain the labour licence under this Act.		
8.	No. of staff/supervisors registered under ESI and EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI and EPF contributions Documentary proof of vouchers to be required and may be attached.		

9.	Service tax registration certificate issued by Govt. etc.		
10.	After physical inspection of the site, a very detailed assessment/requirements of personnel for Outsourcing Job Work, Housekeeping & Gardening at the ICAR-ATARI,ZONE-IX, ADHARTAL, Jabalpur with reference to scope of work (Schedule II) have been furnished along with the tender		
11.	Copy of Pan Number/TIN Number		
12.	Annual turnover certificate from the Bank		
13.	Details of the income tax return filed during current assessment year.		

I/We have read and agreed that only those firm will be considered for financial bid who sill quality in the technical bid.

I/We agree to forfeit of the earnest money if/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 term and conditions of the Tenderer and are agreed to abide by these in letter and spirit.

Signature with date  
Name and Address of the Firm  
Telephone No..  
Mobile no.  
E-Mail Address  
Web Site

**SCHEDULE - I**

**PART-III**

**DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE/WORK DONE**

S.No.	Name of the Deptt./Organisation and Name of Contact Person with Ph. No.	Period		No. of staff employed	Remarks
		From	To		

(Authorised Signatory)

**REQUEST FOR PROPOSAL (RFP)**  
**FOR JOB WORK**

SN	Category	Description
1	Un-Skilled	Labour (Miscellaneous work, General Loading & Un-loading, jungle cleaning etc), Peon or any other categories by whatever name called which are of Unskilled nature.
2	Semi-Skilled	Messenger, Assistant, Peon or any other categories by whatever name called which are of Semi-Skilled nature.
3	Skilled	Computer Operator, Data Entry Operator, Typist (Hindi & English), Office Assistant, Electrician, Driver any other categories by whatever name called which are of Skilled nature.
	Gardener (Skilled)	Maintenance of Garden/Lawn approx. 1500 Sq. Mt.
4	Highly-Skilled	Scientific data compilation, data collection, Computer Programmer, Website Developer, Office Assistant or any other categories by whatever name called which are of Highly-Skilled nature.
5.	Sweeping/cleaning	For cleaning, sweeping, moping of Administrative Office, toilets, corridors and other parts of the building.

**SUBMISSION OF ESSENTIAL DOCUMENTS  
(FOR TECHNICAL BID EVALUATION)**

1. Firm Registration Certificate.
  
2. ESI Registration of the firm.
  
3. EPF Registration certificate.
  
4. Service Tax registration certificate.
  
5. ESI, EPF, Annual Verification Report of last 3 financial years.
  
6. Satisfactory performance report of last three years from the organizations where last worked related to labour work, timely payment of wages and deposit of statutory liabilities etc.

**Signature of bidder with seal**

## TERMS AND CONDITION

1. The selected agency shall provide Job Work for at ICAR-ATARI, Zone-IX, JNKVV Campus, Adhartal, Jabalpur – 482004.
2. Technical Evaluation:- Before technical evaluation the bids shall be screened for eligibility for technical on the following basis (1) correct amount of EMD (2) signature on each page of tender documents (3) duly filled in checklist along with the page no. (4) supporting documents in support of checklist. If any discrepancy found at this screening stage the bids shall summarily be rejected
3. The security service is to be provided as detailed in Charter & Schedule of services .The firm has to provide full detail of the workmen along with their contact numbers for easy access.
4. The non compliance of schedule of work in respect of man power work performance to the satisfaction of concerned In-charge/Competent Authority of ICAR-ATARI, Zone-IX, Jabalpur may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time.
5. All the manpower deployed by the firm has to present on all the working days.
6. The personnel engaged by the agency for this job contract will not be an employee of the ICAR-ATARI, Zone-IX Jabalpur and there will be no employer-employee relationship between the ICAR-ATARI, Zone-IX Jabalpur and the personnel so engaged by the contractor.
7. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and Contract Regulation and Abolition Act, 1970 & 1971, the ICAR-ATARI, Zone-IX, Jabalpur shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
8. The quoted rates shall be inclusive of all taxes, duties, etc. as applicable and no extra charges shall be payable on this account.
- 9. In financial bid (BOQ), the Bidder/Service provider should quote the service charges only in terms of fixed amount per person per day and same will be firm and fixed during the currency of the contract. The Service Provider shall not indicate/quote the Service Charges in terms of Percentage or in any other manner. Bidders/Service Providers quoting the NIL/NEGLIGIBLE service charges will be disqualified and his tender will not be accepted.**
10. The supporting/allied services staff follows strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
11. Changing of Staff should be intimated to concerned official of ATARI, ZONE-IX.
12. The Director, ATARI, Zone-IX, Jabalpur reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, ATARI, Zone-IX shall be final and binding on the Firm/Contractor/Agency in respect of clause covered under the contract.

13. The staff provided should also maintain secrecy and discipline in the premises of Institute.
14. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
15. The Contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-ATARI, Zone-IX, Jabalpur for the purpose. All complaints should be immediately attended by the Agency.'
16. Uniform with colour specification and pattern approved by ICAR-ATARI, ZONE-IX, 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.
17. The agreement is terminable with one month notice from ATARI, Zone-IX, Jabalpur and if the contractor want to terminate then the firm/contractor shall give two months notice to this Institute prior to termination.
18. The contractor shall not sublet the work otherwise contract will automatically be cancelled.
19. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
20. The selected agency shall provide the necessary personnels at ICAR-ATARI,ZONE-IX as per labour acts prevalent in M.P. The agency shall employ good and reliable persons with robust health of age group of 21 to 48 years. In case any of the personnel so provided is not found suitable by the ATARI, Zone-IX. The Director, ATARI, Zone-IX 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.
21. The tender/quotation submitted by the agency should remain valid for period of 90 days from the date of opening of tenders.
22. The personnel's so provided by the agency under this contract will not be the employee of the ICAR-ATARI, ,Zone-IX and there will be no employer – employee relationship between the ATARI, Zone-IX and the person so engaged by the contractor in the aforesaid services.
23. Payment for service contract will be made monthly upon submission of pre-receipted bill. The contractor has to make payment to their employees within 3 to 4 working days and will submit bill to the office within 5 or 10 days after making payment to their employees in front of a committee constituted by the Institute and will submit the bill to the office for reimbursement within 5 working days after making the payment to their employees.
24. The tender submitted by the agency should remain valid for a period of 90 days from the date of opening of tenders.
25. Tenderer shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the appropriate authority.
26. The rates to be quoted should include cost of each and every item including transportation cost, and taxes if any etc. The ATARI, Zone-IX shall not bear any extra charge on any account whatsoever i.e., EPF contribution, Uniform, Liveries, OTA etc. The tenders not confirming to minimum wage act will be summarily rejected.



27. **The Director, ICAR-ATARI, Zone-IX, Jabalpur does not bind itself to accept the lowest or any other tender and reserves the right & of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.**
28. No interest on Security deposit and earnest money deposit shall be paid by the ICAR-ATARI, Zone-IX, Jabalpur to the firm.
29. The Director, ICAR-ATARI, Zone-IX, Jabalpur reserves the right & to reduce or terminate the period of contract to extend its duration in the interest of the Institute for any justifiable reasons, not mandatory to be communicated to the firm.
30. The contractor will discharge all his legal & statutory obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the ATARI, Zone-IX from any claims, loss or damages that may be caused to it an account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-ATARI, Zone-IX shall be final and binding on the contractor.
31. Income Tax will be deducted from the payment due for the work done as per rule.
32. The Contractor must employ adult personel only. Employment of child labour may lead to the termination of the Contract.
33. The Contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
34. Risk Clause : ATARI, Zone-IX reserve 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 this can be recovered from Security Deposit (SD) or pending bills or by raising a separate claim.
35. **Commercial/financial bid of only those firms who qualify in technical bid will be opened.**
36. The Director, ICAR-ATARI, Zone-IX, Jabalpur may at his discretion, extend date of receiving/opening of tender and such extension shall be binding on the tenderers/bidders.
37. **Any type of canvassing is strictly prohibited, this may cause disqualification of the tenderer/bidders.**
38. The ICAR-ATARI, Zone-IX is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids.
39. In case of non – satisfactory service, ICAR-ATARI, Zone-IX Jabalpur authority may impose penalty ( financial or other) as deemed fit and ICAR-ATARI, Zone-IX decision to this effect shall be final and binding on the contractor.
40. The contractor will work in close co-operation and co-ordination with other agencies working at site.
41. ICAR-ATARI, Zone-IX Jabalpur will not provide any mode of transport in respect of men or material required for the contract.

42. The contractor shall ensure that either he or his representative is available for proper administration and supervision at the work place. In case of any damage or loss to the property or material directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the ICAR-ATARI, Zone-IX shall be entitled to deduct appropriate amount with penalty from contract fees payable to the contractor. The amount of loss or damage as determined by the ICAR-ATARI, Zone-IX authority shall be final and binding on the contractor.
44. The contractor will be solely and exclusively responsible to adhere to all the statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions 'given by and statutory authority with regard to safe, labour laws or other prevalent laws.
45. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor (S) or and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
46. The Experience certificate/work completion certificate are to be submitted with the tender documents.
47. No payment shall be made in advance.
48. The Technical Bid should contain Earnest Money Deposit (EMD) of appropriate value as mentioned above in the form of bank Demand Draft in favour of "ICAR Unit ZPD, Zone-IX Jabalpur" payable at Jabalpur (to be submitted with Technical bid) without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 60 days of opening of tenders.
49. The EMD is liable to be forfeited if the tenderer withdraws the tender within the period of validity of the tender.
50. The successful tenderer shall be required to deposit the Performance Security money of 10% of the total bid value at the time of acceptance of Work Order/Award Letter through Demand Draft in favour of "ICAR Unit, ZPD Zone-VII", payable at Jabalpur. No Interest shall be paid on such security deposit, which shall remain with the ICAR-ATARI, Zone-IX during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc., if any.
51. In case of quoted L-1 firm is more than one, then the past performance of the Tenderer will be the sole criteria of selection and it would be at the discretion of ICAR-ATARI, Zone-IX, Jabalpur and the decision of Director, ICAR-ATARI, Zone-IX, Jabalpur to this effect will be final in all respect and will be binding to all the tenderers.
52. Even after qualifying the technical bid, the financial bid may not be accepted if found not in order at the sole discretion of ICAR-ATARI, Zone-IX, Jabalpur.

53. ICAR-ATARI, Zone-IX, Jabalpur reserves the right to accept or reject any or all the tender in part or whole or may cancel without assigning any reason thereof. No correspondence in this regard will be entertained.

54. The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the contractor for the referred job as and when required and no extra amount shall be paid by the ICAR-ATARI, Zone-IX, Jabalpur to the Contractor for this work.

55. Each of the manpower deployed will carry Identity Card issued by the agencies, perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms to the personnel.

56. The personnel provided shall be under the direct control & supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR-ATARI, Zone-IX from time to time.

**57. The rates to be quoted only for the service charges only. The ICAR-ATARI, Zone-IX shall not bear any extra charge on any account whatsoever i.e EPF & ESI contribution, OTA etc. Wages to be paid to the contractual manpower will be as per minimum wages act. Contractor will be reimbursed for the work as per the rates detailed in Schedule- II.**

58. Successful firm will have to enter into a detailed contract agreement with ICAR-ATARI, Zone-IX, Jabalpur on non-judicial stamp paper of **Rs.100/- (Rupees One hundred Only) or applicable as per rule.**

**59. That the number of manpower for security will be purely need based. Therefore, the number of Contract workers may be increased or decreased as per requirement. The Director, ICAR-ATARI, Zone-IX will be under no obligation to engage any specific number of Contractor's worker during the period of contract.**

**60. That for any increase in the minimum wage specified by the appropriate government, corresponding percentage increase in the agreed wage or any other payment depending upon such wage will be applicable from the date of such order for increase in minimum wage by government.**

61. That the contractor shall make payment of wages, etc., to the persons so deployed in the presence of representative of the ICAR-ATARI, Zone-IX and shall on demand furnish copies of wage register etc. to ICAR-ATARI, Zone-IX for having paid all the dues to the persons deployed by him for the work under the contract. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regards to the duties of ICAR-ATARI, Zone-IX in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publications of scale of wages, and terms of employment, inspection and submission of-periodical returns.

**62. The Contractor taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration Certificate be submitted along with the Tender without which the tender/offer will not be considered. It shall be the responsibility of the contractor to deposit the amount of ESI & EPF contributions towards the persons deployed at ICAR-ATARI, Zone-IX under the contract to the concerned authorities on regular/monthly basis in the local bank authorized for the purpose, with the stipulated time as prescribed under the rule.**

63. Deduction of Income Tax/Tax Deduction at Source and any other Govt. Taxes, as applicable from time to time, shall be deducted from monthly bills of the Contractor.

64. The contractor shall issue Photo ID cards to every worker deployed under the contract and the workers would be required to display them on their persons while they are in the premises of ICAR-ATARI, Zone-IX.

65. Police verification of all contractual workers is also mandatory and after the verification same will be submitted by the Contractor to this Institute.

66. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to ICAR-ATARI-VII and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or statutes that may be applicable to them.

67. Any compensation for disengagement on account of death, disability of any worker deployed at ICAR-ATARI, Zone-IX, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability.

68. The contractor shall not sublet the contract or any part thereof to any other party.

69. The contractor or workers engaged by him will not be on the pay roll of ICAR-ATARI, Zone-IX/Council and will not be entitled to any benefit as applicable to the employees of ICAR-ATARI, Zone-IX /Council.

70. The Director, ICAR-ATARI, Zone-IX, Jabalpur reserves the right & replace all right with rights to cancel/terminate the contract at any time during the period of the contract after giving one months notice to the contractor. The contractor on his part will have to give two months notice.

71. The Security Money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

72. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of ICAR-ATARI, Zone-IX and ensure that no such person shall create any disruption/hindrance/problem of any nature in Institute either explicitly or implicitly.

**73.** The agency selected for award of work shall have to deposit within **15 days** a sum of **10% of estimated cost of work** towards performance security deposit in the shape of Bank Guarantee/Fixed Deposit receipt drawn in favour of “ICAR-Unit ZPD Zone-VII” payable at Jabalpur with validity of 13 months and sign agreement on non-judicial stamp paper for the work. **The Security Deposit shall be in addition to Earnest Money deposited along with the tender.**

**74.** As other factors like, ESIC, EPF, Service Tax, Minimum Wages are constant as per Govt. rates, the agency/firms/contractor will have to quote Service Charges only.

75. Receipts for Payment:

Receipt for payment made on account of work when executed by a firm must be signed by a person holding due power of attorney in this respect on behalf of the contractor, except when the Contractors are described in their tenders as a limited company in which case the receipts must be signed in the name of the company by one of its Principal Officers or by some other person having authority to give effectual receipt for the company.

76. Insurance:

Contractor shall at his own expense carry and maintain insurance with companies to the satisfaction of the Institute as follows:

77. Employees State Insurance Act

The contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employees State Insurance Act, and the contractor further agrees to defend, indemnify and hold the Institute from any liability or penalty which may be imposed by the Central, State or Local Authority by the reason of any violation by contractor or sub-contractor(s) of the Employee’s State Insurance Act, and also from all claims, suits or proceedings that may be brought against the Institute arising under, growing out or by reasons of the work provided for by the contractor whether brought by employees of the contractor, by third parties or by Central or State Government Authority.

78. Any Other Insurance Required by Law

Contractor shall also carry and maintain all other insurance which he may be required under any law or regulation from time to time.

79. Accident or Injury/ Death to Workman

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury/ death to any workman or other person in the employment of the contractor or any sub-contractor. The contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.

80. Damage to Property

Contractor shall be responsible for making good to the satisfaction of the Director ICAR-ATARI, Zone-IX for any loss or any damage to all structures and properties within the ICAR-ATARI, ZONE-IX premises. If such loss or damage is due to fault and / or the negligence or willful acts or omission of the contractor, his employee agents, representatives or sub-contractors, he shall make good the loss as assessed by the Director, ICAR-ATARI, Zone-IX, Jabalpur.

81. Labour Laws:

- a) No Labour below the age of 18 (eighteen) years shall be employed at the work
- b) The contractor shall not pay less than what is provided under the law to labourers engaged by him on the work.
- c) The contractor shall at his own expense comply with all labour laws and keep the Institute indemnified in respect thereof.
- d) The contractor shall pay equal wages for men and women in accordance with applicable labour laws.
- e) The contractor shall be registered with Regional Labour Commissioner and obtain license as per Contract Labour (R&A) Act 1976 within three months of signing the contract.
- f) The contractor shall employ labour in sufficient numbers either directly or through sub-contractors to ensure due performance of the contract to the

satisfaction of the Director, ICAR-ATARI, Zone-IX, Jabalpur and of quality specified in the contract.

- g) The contractor shall be solely responsible as regards salary / wages and service conditions and terms extended by the contractor to his workmen and shall in this connection maintain requisite records and comply with all laws / enactment, rules and regulations and orders applicable to the contractor's employees / workmen in general and in particular laws / enactment, rules and regulations and orders dealing with employment of contract labour, payment of compensation, contribution under ESI 1948 EPF & PF Act 1952, Payment of Minimum Wages, Fire and Safety, Regulations relating to employment of female work force, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter.

82. Safety Regulations:

In respect of all labour, directly or indirectly employed in the works for the performance of the contractor's part of this agreement, the contractor shall at his own expense arrange for all the safety provisions as per safety codes of CPWD, Indian Standard Institution, the Electricity Act, Regulations, Rules and Orders made there under and such other Acts as applicable.

83. Arbitration:

i. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before or after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute.

ii. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by

his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed denovo.

iii. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.

iv. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.

v. The venue of arbitration shall be Jabalpur.

vi. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment of rules made thereof under and for the time being in force shall apply to the arbitration proceedings under this clause.

v) Jurisdiction:

The contract shall be governed by and constructed according to the laws in force in India. The contractor shall hereby submit to the jurisdiction of the courts situated at Jabalpur for the purpose of actions and proceedings arising out of the contract and the courts at Jabalpur only shall have the jurisdiction to hear and decide such actions and proceedings.

w) Employees Provident Fund:

The contractor shall be liable for the payment of Employees Provident Fund on contributory basis under PF Act as per prevailing rates or as per rates, if revised during the period of contract. In addition to this, inspection / administrative charges at the existing rates shall be charged and needs to be deposited in the Regional Provident Fund Commissioner's Office, Jabalpur under intimation to the Institute.

x) Discipline:

i) Smoking and drinking within the entire area of the ICAR-ATARI, ZONE-IX Compound and the Institute campus prohibited. Violators of this rule shall be prosecuted as per Law and discharged immediately.



- ii) Uniform. All the workers engaged for the job and while on duty shall be wearing clean uniform as approved by the Institute along with name tag/identity card.
- iii) No slackness or indifferent attitude while on duty shall be acceptable, especially while dealing with the guests.
- iv) No tips in any form shall be accepted/ entertained.

**86. LIQUIDATED DAMAGES CLAUSE:**

- (i) An amount of 1000/- (Rupees One Thousand only) will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark at any point. It will be brought to the notice of the supervisory staff of the firm by ICAR-ATARI, Zone-IX and if no action is taken within one hour liquidated damages clause will be invoked.
- (ii) Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately

**87. Risk Clause:**

"ICAR-ATARI, Zone-IX reserves the right to discontinue the job contract at any time, if the work are found unsatisfactory by giving a show-cause notice 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 this can be recovered from pending bills or by rising a separate claim".

**88. TERMS OF THE CONTRACT**

Initially the terms of the contract will be for **ONE YEAR** and the contract may be renewed or extended for further period of one year on mutually agreed T&Cs subject to satisfactory services provided by the agency. On the expiry of the contract or on its termination, the ICAR-ATARI, Zone-IX reserves the right to renew the contract on quarterly/half-yearly/yearly basis on the same terms and conditions that may be mutually agreed upon.

**89. MODE OF PAYMENT**

The agency shall submit monthly bills along with copies of ECR, E-Challan for deposition of EPF & ESI contribution for the personal engaged at the site for the job performed during the preceding month on the first working day. The ICAR-ATARI, Zone-IX shall make payment by means of RTGS/NEFT (online payment) drawn in favour of the agency, after deducting service tax, TDS and Penalty amount if any. Therefore, the firm has to submit full detail of bank along with Bank Account number, TAN number, PAN number, IFSC code of bank branch. However, taxes which are as per the rules of the Govt. of

Maharashtra/GOI shall be deducted at source from monthly bills of the successful firm. The agency shall make payment to their employee through **cheque only** in the presence of officer nominated by ICAR-ATARI, Zone-IX, Jabalpur. The amount of EPF & ESI deposited by the firm with the concerned statutory authorities w.r.t. manpower engaged for the contracted work shall be reimbursable on monthly basis after production of payment challans by the firm along with certified list of EPF & ESI account nos. of employees deployed for contracted work for whom EPF & ESI deposited under challans submitted for re-imburement by the firm.

#### 90. **TERMINATION OF CONTRACT**

This contract can be terminated by giving one month's notice by the ICAR-ATARI & two months notice from the contractor and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The ICAR-ATARI, Zone-IX will not have any responsibility towards this for any damage/loss caused and it cannot be challenged in any court of law.

#### 91. **LOSS/DAMAGES CLAUSE**

In case of any loss or damage done to the property of the ICAR-ATARI, Zone-IX by the personnel provided by the agency at the location full damages will be recovered from the Agency and decision of the Competent Authority of ICAR-ATARI, Zone-IX shall be a binding on the agency. Besides, recovering of cost, suitable penalty may also be imposed. In case it is found that the firm repetitively fail to act according to the provisions made herein the contract will be liable to be terminated with imposition of suitable penalty including forfeiture of performance security without any prejudice to other administrative and legal remedies available to the institute in matter.

#### 92. **SECURITY DEPOSIT**

The successful bidder will be required to deposit an amount equivalent to **10%** of the total bid value as Performance Security Deposit in the form of Demand Draft/Pay Order in favour of **“ICAR Unit ZPD Zone-VII” payable at Jabalpur** at the time of acceptance of Work Order/Award Letter. **The security deposit shall be refunded to the** contractor after satisfactory completion of the contract or adjusted against 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 the ICAR-ATARI, Zone-IX, Jabalpur.

#### 93. **AMENDMENT TO TENDER DOCUMENTS:**

At any time prior to the deadline for the submission of tenders, the Employer may, correspond for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment. The said amendment in the form of an addendum will be sent to all prospective tenderers who have received the tender documents, to reach them 2 days prior to the deadline for the submission of tenders. This communication will be in writing or by tele fax and the same shall be binding upon them and the provisions in such addenda shall take priority over the Invitation to Tender and Tender Documents issued previously. Prospective tenderers should promptly acknowledge receipt thereof by telefax to the Employer. In order to afford prospective tenderers reasonable time for

preparing their tenders after taking into account such amendments, the ICAR-ATARI, Jabalpur or the Employer may, at his discretion, extend the deadline for the submission of tenders.

94. The contractor is advised to do a complete survey on his own of location and buildings and its surrounding area before offering rates.

95. 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.

96. The Director, ICAR-ATARI, Zone-IX reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-ATARI, Zone-IX shall be final and binding on the contract/agency in respect of any clause covered under the contract. **In case of any dispute arising, decision of Director, ICAR-ATARI, Zone-IX, Jabalpur will be final and binding.**

**SCHEDULE OF TENDER**

1. Last date of receipt of tender : **07-12-2017 (3.00 PM)**
2. Date of opening of tender : **08-12-2017 (4.00 PM)**

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

From :

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

To,

The Asstt. Admn. Officer,  
ICAR-ATARI, Zone-IX  
JNKVV Campus, Adhartal, Jabalpur – 482 004

I/we wish to submit our tender for providing **ANNUAL CONTRACT FOR  
OUTSOURCING JOB WORK ON CONTRACT BASIS AT ICAR-ATARI, ZONE-IX, JABALPUR AS  
PER ANNEXURE-II**

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

Signature with seal\_\_\_\_\_

Name and address of the firm with phone No.

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

Signature of bidder with Seal

**EMD REFUND REQUEST FORM**  
**(To be printed on company/firm's letter head)**

From :

M/s

To,

The Asstt. Admn. Officer,  
ICAR-ATARI, Zone-IX,  
JNKVV Campus, Adhartal, Jabalpur – 482 004

Sub : Request for refund of EMD deposited for Tender no..... due on .....

Sir,

I/We request you that EMD deposited by me/us against the tender No..... due on ..... vide DD No. \_\_\_\_\_ dt.

\_\_\_\_\_ for Rs. ..../- for providing **ANNUAL CONTRACT FOR OUTSOURCING JOB WORK ON CONTRACT BASIS AT ATARI, ZONE-IX JABALPUR** may kindly be refunded.

Yours faithfully,

(Signature & Seal)

For M/s

**PRE-RECEIPT**

Received Rs. ..../- (Rs. ....) from Director, ICAR-ATARI, Zone-IX, Jabalpur towards refund of EMD deposited against ..... Tender No..... for annual Job Work on contract basis at ATARI, Zone-IX, Jabalpur.

Rs. 1/-  
Revenue  
Stamp

Signature  
With affixing Rs. 1/- revenue stamp

\*Please note without revenue stamp EMD will not be refunded  
Signature of bidder with Seal

**FORM FOR SUBMISSION OF DETAILS FOR PAYMENT OF BILLS THROUGH  
E-PAYMENT**

1.	Name of the Firm in Capital Letters	
2.	Address in Capital Letters	
3.	Bank IFSC Code	
4.	Bank Branch Name & Address	
5.	Bank Account No.	
6.	Mobile Number of Contractor/Firm	

Please get the above details verified from your bankers.

**CERTIFICATE**

Certified that the information's at S. No.1 to 5 are correct.

Signature of branch manager with seal

Signature of bidder with Seal

From M/s

To,

The Asstt. Admn. Officer,  
ICAR-ATARI, Zone-IX,  
JNKVV Campus, Adhartal, Jabalpur – 482 004

**Sub : Request for refund of Bid Security (Earnest Money Deposit)**

Ref. : Your tender notice no..... dated ..... due on .....for Annual Job Work  
on job contract basis at the ATARI,ZONE-IX, Jabalpur

Dear Sirs,

I request you that Bid security (EMD) deposited against tender notice No.....  
dated..... Due on for annual contract for Job Work on contract basis at the ICAR-  
ATARI, Zone-IX, Jabalpur may kindly be refunded.

Yours faithfully,

(Signature)

For M/s.....

Seal of firm

PRE-RECEIPT

Received Rs..... (in figures) Rupees  
..... (in words) from the ICAR-ATARI, Zone-IX  
Jabalpur towards refund of Bid Security (EMD) deposited against tender notice  
no..... dated..... Due on ..... for annual Job  
Work on job contract basis at the ICAR-ATARI,ZONE-IX, Jabalpur.

(Signature) with affixing Rs. 1/- revenue  
stamp for M/s.....

Seal of the Firm Bank A/c  
No.

IFSC Code No..... Name  
and Adress of Bank.....

**UNDERTAKING**

1. I, \_\_\_\_\_ S/o \_\_\_\_\_  
Proprietor/Director/authorized signatory of the Company/Firm mention above is competent to sign this declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
  
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
  
4. I / We agree to forfeit of the earnest money if I/We fail to comply with any of terms and conditions in whole or in part laid down in the Tender Form.
  
5. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature & Name of the authorized  
Signatory with seal of the firm

Place :

Date :

Signature of bidder with Seal



**Schedule-II**  
**FINANCIAL BID for Job Work contract to be quoted in BOQ only**

FOR PROVIDING OF MANPOWER SERVICES (JOB WORK) ON CONTRACT BASIS AT ICAR\_ATARI, Zone-IX, JNKVV Campus, Adhartal, Jabalpur – 482004 (MP)

1. Name of the Firm/Agency :
2. Details of EMS :
3. The Service charges to be charged by the service provider as shown is illustrative only :

SN	Component of rate	Existing wage rate and VDA amount in whole rupees per person/per day for Agriculture Sector	Monthly Minimum wage rates applicable (taking 30 days as monthly) as on date for Agriculture Sector (liable to be changed for all category of workers to be engaged as per the order of Ministry of Labour Govt. of India.			
			Un-Skilled	Semi - Skilled	Skilled	Highly Skilled
1	Only wage rate including existing VDA as per GOI, Ministry of Labour (Not to be quoted by the Bidder)	As per Minimum wage rate of the GOI, Ministry of Labour from time to time :	311.00	343.00	373.00	417.00
2	Employee Provident Fund (EPF) @ 13.16% of (1) (Not to be quoted by the Bidder)	As per Rules framed by EPFO from time to time	40.92	45.13	49.08	54.87
3	Employee State Insurance @ 4.75% of (1) (Not to be quoted by the Bidder)	As per Rules framed by ESIC from time to time	14.77	16.29	17.71	19.80
4	GST liability @ 18% of (1+2+3) (If applicable) (Not to be quoted by the Bidder)	As per Rules framed by ESIC from time to time	60.00	72.79	79.16	88.50
5	Total Mandatory cost per person per day	Sub Total of (1+2+3+4)	432.70	477.22	518.96	580.18
6	Agency/Firm's Service charge/commission to be quoted by the Firm/Agency per person per day In whole in the BOQ (Not to be quoted in percentage(%) and should not be NIL / Negligible.		To be quoted in the BOQ only per person/per day.			

Date :

Place :

(Signature of Authorized person) with Seal of Firm/Agency :

### **CHECKLIST OF DOCUMENTS SUBMITTED**

SN	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Details of EMD deposited			
2.	Details of Cost of bidding documents			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of EPF			
5.	Copy of Registration Certificate of ESI			
6.	Copy of Labour license			
7.	Copy of Income Tax Return for last 3 years			
8.	Copy of Service Tax Registration			
9.	Copy of PAN/TAN Card			
10.	List of clients indicating quantum of work executed with them			
11.	Proof of experience & satisfactory report from the organization where services provided by the firm			
12.	Last 3 years audited statement from chartered accountant			
13.	Rate quoted complies with the Minimum Wages Act. Of Govt. of India (Central Govt.) with all other statutory provisions			

#### **Details of the Minimum 3 years experience/work done**

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

**Authorized Signatory**  
**Full Name of Bidder with Address & Date**

Signature of bidder with Seal :-