



भा.कृ.अ.प.–राष्ट्रीय लीची अनुसंधान केन्द्र  
ICAR-NATIONAL RESEARCH CENTRE ON LITCHI  
मुशहरी प्रक्षेत्र, मुशहरी मुजफ्फरपुर, (बिहार)  
Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)  
Contacts: Ph: 0621-2281160 Fax: 0621-2281162 Website: www.nrclitchi.org.



File No.- 13-1(01)/C&B/2016-2017/Work Contract Group-II

Dated: 16 September, 2017

**NOTICE INVITING TENDER NO.- 08/2017/NRCL-WORK CONTRACT GROUP-II**

**[Tender Notice for providing Work Contract Group-II (Office & Lab) at ICAR-NRC on Litchi, Muzaffarpur ]**

On behalf of Secretary, ICAR, New Delhi, **Director, ICAR-National Research Centre on Litchi, Muzaffarpur (Bihar)** a constitution unit of Indian Council of Agricultural Research, Ministry of Agriculture, Government of India invites sealed tender from Interested Firm/Contractor for **Work Contract Group-II (Office & Lab)**. 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 placed by the ICAR-NRC on Litchi and the special terms and conditions 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 stated in the attached schedules.

***Fee Details:***

| S.No. | Tender Charges                 | Particulars  |
|-------|--------------------------------|--|
| 1     | Tender Fee                     | Rs. 1,000/- (Rupees One thousand only)             |
| 2     | Tender Fee Payable To          | ICAR Unit-NRCL, Muzaffarpur                        |
| 3     | Tender Fee Payable At          | State Bank of India, Mushahari Branch, Muzaffarpur |
| 4     | E.M.D. Fee                     | Rs. 50,000/- (Rupees Fifty thousand only)          |
| 5     | If EMD Fee is Fixed EMD Amount | YES  |
| 6     | EMD Exemption Allowed          | YES  |

**GENERAL TERMS & CONDITIONS**

| Sl. No. | Terms & Conditions   |
|---------|--|
| 1.      | Bids shall be submitted only at CPPP website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .<br>The complete bidding process in online. Bidders should be possession of valid digital signature certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.<br>Tenderer/ Contractor/ Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . |

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| <p>2.</p> | <p><b>Details of Deposit of E.M.D. &amp; Security Deposit Amount:</b></p> <ol style="list-style-type: none"> <li>1. Earnest Money Deposit (E.M.D.) - Rs. 50,000/- (Rupees Fifty thousand only)</li> <li>2. Security Deposit – Rs. 1,00,000/- (Rupees One Lakh only).</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Demand Draft drawn in favour of “<b>ICAR Unit-NRCL, Muzaffarpur</b>”, payable at <b>State Bank of India, Mushahari Branch, Muzaffarpur</b>. The Tenders will not be considered if earnest money is not deposited with the Tenders. <b>No interest on security deposit and earnest money deposit shall be paid by the ICAR-NRC on Litchi to the Tenderer. Proof of EMD and Tender Fee is to be submitted online on CPP Portal.</b></li> <li>2. <b>The original EMD &amp; Tender Fee in Hard copy must be delivered to ICAR-NRC on Litchi, Mushahari, Muzaffarpur, Bihar-842002 on or before closing date/time of Bid Submission.</b></li> <li>3. <b>The tenders without Earnest Money Deposit (EMD) and tender fee will be summarily rejected.</b></li> <li>4. The firms who are registered with National Small Industries Corporation (NSIC)/ or Small Scale Industries (SSI) are exempted to submit the EMD. <b>In such cases Copy of valid registration must be provided along with technical bid.</b></li> <li>5. Security Deposit will be required to be furnished within two weeks from the date of award of contract, failing which the work order may be cancelled. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NRC on Litchi, Muzaffarpur to the Tenderer.</li> <li>6. Unclaimed Security Deposit for more than three years is liable to be forfeited.</li> </ol> |
| <p>3.</p> | <p>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 foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-NRC on Litchi. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-NRC on Litchi, Muzaffarpur (Bihar)</p>   |
| <p>4.</p> | <p>The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority 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 it is a company.</p>   |
| <p>5.</p> | <p>In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person</p>  |

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|     | signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it appears that the persons so signing without authority, the Institute/Council will cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tender(s).  |
| 6.  | The tender shall be submitted only online in two parts, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. <b>The offers submitted by telegram/ speed post/ Fax/ email etc shall not be considered. No correspondence will be entertained in this matter</b>  |
| 7.  | The rates quoted by each firm must be as per Labor Minimum Wages norms and be both in words and figures failing which the same is liable to be rejected. You are 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 your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative and your <b>Bank Account No. with Bank Name, Branch Code &amp; IFC Code.</b>                      |
| 8.  | ICAR-NRC on Litchi does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. 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. <b><u>Other conditional Tenders will not be accepted.</u></b>  |
| 9.  | The service tax or any other tax which is as per the rule of the Govt. of India shall be paid by the agency itself to the concerned department. The Institute will deduct only TDS from the monthly bills of the successful tenderer as per the rule/ instructions made applicable from time to time by Government.  |
| 10. | The Director, ICAR-NRC on Litchi reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-NRC on Litchi, for any justifiable reasons, not mandatory to be communicated to the Tenderer. The contract will be initially for a <b><u>period of one year extendable</u></b> for a further period of <b><u>02 years (total 03 years)</u></b> on year to year basis, <b><u>subject to satisfactory performance of the contractor/vendor &amp; his/her willingness to continue.</u></b> In cases of extension there shall be no revision of rates. |
| 11. | a) In case of any loss or damage done to the property of the ICAR-NRC on Litchi, Muzaffarpur by the labour provided by the agency for work Contract duties at ICAR-NRC on Litchi, full damages will be recovered from the Agency and decision of the competent authority of ICAR-NRC on Litchi shall be a binding on him.<br>(b) Since these all are essential works and in case of non performance of the duties/work upto the requirement a penalty clause for deduction of amount either per day basis or lumpsum on monthly basis will be effected.  |
| 12. | The unit rate of works must be inclusive of minimum wages as notified by State/Central Govt. whichever is higher should be quoted along with other statutory obligations. <b>Revision in Minimum Wages and VDA from time to time may be kept in view while quoting the rates &amp; making payment to the workers by the Contractor. No enhancement will be given on the amount of midterm enhancement of wages by State/Central Government during the contract period.</b>   |

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| 13. | Your workers/labourers should be covered under all the statutory requirement like ESI, EPF, etc by you and you shall comply with all the formalities in this regard. You should pay minimum wages as prescribed by the law to your staff. We will have right to inspect your books/registers/documents as the need arises in relation to the matters referred in this paragraph. We will also have right to make recoveries from your compensation, if any legal authorities impose penalties/recoveries on us due to your non-compliance of any such provision referred herein. <b>The details of deposition of EPF &amp; ESI of minimum 50 engaged person should be attached with tender documents.</b> |
| 14. | You must notify to institute the number of workers/labourers engaged by you for rendering the services referred herein. It is clearly understood and agreed by and between the parties that we will not be held responsible or be liable under any laws that are in force and that may come in force from time to time, in respect of the personnel engaged by you and you will be solely responsible for their terms and conditions of services, safety claims etc.  |
| 15. | You will be solely responsible to comply with any legal requirements that may arise of this contract and also in respect of the workers/labourers engaged by you for fulfillment your contractual obligations set out herein. It is understood and agreed that you will provide decent uniforms, safety equipments and shoes to your employees. It is your responsibility to have them periodically checked medically so as to ensure that medically fit staff is deployed at our station. <b>Copy of fitness certificate of each period may be produced to office.</b>   |
| 16. | The working staff should be of sound health and fit for related work & should be above 18 years of age and preferable below 60 years or as per labor norms. The contractor has to keep a full time supervisor during the working hours to execute the work smoothly at this centre as per work order.   |
| 17. | The contractor has to ensure the payments to his engaged labour within 1 <sup>st</sup> week of every month and submit the payment details [ESI, EPF and wages salary sheet] to the office. The office will only entertain your bill of current month for payments with proof of payments details only. It is clearly understood and agreed upon that either yourself or your employees engaged will not have any claim or employment with us at any point of time and this arrangement is purely a time bound contractual agreement between you and the centre.   |
| 18. | The Director, ICAR-National Research Centre on Litchi, Muzaffarpur on behalf of the <b>Secretary, ICAR, New Delhi</b> reserves the right to cancel the work order at any time without assigning any reasons, if the work is not found satisfactory and not fulfills any terms and conditions as mentioned in this Tender Paper.   |
| 19. | Decision of the Director, ICAR-NRC on Litchi, Muzaffarpur will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.  |
| 20. | <b>In case of any accident/causality of workers during duty hours, the entire liability is to be borne by contractor.</b> The Centre will not be held responsible in any manner, for injury/damage caused, if any, to the contractual workers deployed by the contractor for completion of work under the contract. In case of any accident/causality to contract personnel during duty hours, the entire liability to be   |

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|     | borne by Agency.  |
| 21. | It is understood and agreed that you will be responsible for any disciplinary matters arising out of your employees and you will take appropriate disciplinary action against your employees if they are found indulging in any acts of indiscipline in our premises or in connection with the services referred to herein.   |
| 22. | The contractor will arrange the payment of his engaged personnel engaged by him and other benefits to his workers as per <b><u>“The Contract Labour Regulation Act”</u></b> or any other applicable law timely and regularly. The Agency will be fully responsible for compliance of rules and regulations issued by Labour Commissioner time to time regarding minimum wages and <b>deposit of E.P.F., E.S.I. and service tax, etc every month within scheduled time.</b> Centre will not be responsible or liable in case of any irregularity/anomaly in this regard. <b><u>The agreement will be terminated by giving clear 30 days advance notice in writing.</u></b> |
| 23. | The contractor has to follow strictly and comply with the Govt. Labour laws and will also be solely responsible for providing information to the Labour Commissioner concerned of the Central Govt./State Govt. about the deployment to this centre from time to time.  |
| 24. | If agencies want to withdraw their services at their accord, they can do so only <b>after giving 03 months prior notice in advance</b> failing which the centre will have the right to recover one month payment in lieu of notice from your bill /EMD.   |
| 25. | The work should be executed by your agency as per the need of Officer/Section/Guest House Incharge/Farm Incharge.   |
| 26. | The contractor has to ensure the payment to their worker after completion of work well in time before 7 <sup>th</sup> of next month irrespective of the official procedure as per Minimum Wages as per Central or State Government rates whichever is more. <b>A copy of payment statement may also be furnished to the office for official records.</b> In case of failure of payment by 7 <sup>th</sup> of next month for what so ever reasons an amount of Rs. 1000/- will be deducted from your bills of next month for each day of delays.   |
| 27. | This centre will not admit any bill for incomplete/ partial work, the work which has not been performed within specified period. The monthly payment on the basis of daily deployment ( <b><u>NO WORK NO PAY</u></b> ) has to be ensured <b>only except 26<sup>th</sup> January, 1<sup>st</sup> May (Mazdoor Diwas), 15<sup>th</sup> August and 2<sup>nd</sup> October.</b>   |
| 28. | Latest order for minimum wages issued by Office of the Chief Labour Commissioner ©, Govt. of India are to be complied with. Any wages revision in the order is also to be complied with. The proof of such payment (including other statutory obligations of EPF & ESIC) to the engaged personnel is to be provided to the office every month while producing the bill.   |
| 29. | The workers to be deployed by the Agency shall not have any right to claim any employment at any time for any reason whatsoever and the ICAR-NRC on Litchi shall have no responsibility or liability, in this regard. The deployed contractual work personnel shall always be on the Rolls of the Agency. The contractor should satisfy itself that the laborer engaged do not have criminal records.   |
| 30. | <b>Agency shall execute the agreement on Non-judicial Stamp Paper value of</b>  |

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|            | <b>Rs. 100/- (Rupees One Hundred only)</b>   |
| <b>31.</b> | The agency/contractor will be held solely responsible in the case of violation of rules (The Contract Labour Regulation and Abolition Act 1970 & 1971) in any manner in this regard. <b>Any legal dispute out of this contract/order would be dealt with the jurisdiction of Patna High Court only.</b>  |
| <b>32.</b> | <p>Following <b>Document/Vouchers are required to be enclosed</b> with the tender form which are the terms &amp; conditions of the tenders documents:</p> <ol style="list-style-type: none"> <li>1. Last 03 years continuous experience of the firm in the field of providing such services in Central/State Government.</li> <li>2. Certified balance sheet of the firm for the last year of the service contract by the Chartered Accountant. (C.A.)</li> <li>3. Duly certified copies of the satisfactory services where the tenderer is providing the services of the last 03 years.</li> <li>4. Employee EPF Registration Certificate (Validated)</li> <li>5. Employee ESIC Registration Certificate (Validated)</li> <li>6. Registration with contract labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this contract.</li> <li>7. Numbers of Workers/Supervisor registered under EPF/ESIC. Minimum 50 Nos. (Workers/Supervisor) required with their EPF/ESI contribution. Documentary proof of vouchers to be required and may be attached.</li> <li>8. Service Tax Registration Certificate issued by Government, etc.</li> <li>9. Certified copy of Adhar Card, PAN Card and Details of Bank Account.</li> </ol> |

**Checklist for enclosed documents for technical bid**

**Yours faithfully,**

**Administrative Officer  
For and on behalf of the Director  
ICAR-N.R.C on Litchi, Muzaffarpur (Bihar)**

### **Checklist for enclosed documents for technical bid**

| <b>Sl. No.</b> | <b>Checklist of documents enclosed.</b>   | <b>Write YES OR No</b> |
|----------------|---|------------------------|
| 1.             | Last 03 years continuous experience of the firm in the field of providing such services in Central/State Government   |                        |
| 2.             | Certified balance sheet of the firm for the last year of the service contract by the Chartered Accountant. (C.A.)   |                        |
| 3.             | Duly certified copies of the satisfactory services where the tenderer is providing the services of the last 03 years.   |                        |
| 4.             | Employee EPF Registration Certificate (Validated)   |                        |
| 5.             | Employee ESIC Registration Certificate (Validated)  |                        |
| 6.             | Registration with contract labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this contract  |                        |
| 7.             | Numbers of Workers/Supervisor registered under EPF/ESIC. Minimum 50 Nos. (Workers/Supervisor) required with their EPF/ESI contribution. Documentary proof of vouchers to be required and may be attached. |                        |
| 8.             | Service Tax Registration Certificate issued by Government, etc.   |                        |
| 9.             | Certified copy of PAN Card and Details of Bank Account.   |                        |
| 10.            | Proof of Tender Fee   |                        |
| 11.            | Proof of EMD  |                        |
| 12.            | Tender quoted in Two Bid (Technical + Financial Bid)  |                        |
| 13.            | Bank Account Details  |                        |
| 14.            | Signed Agreement Copy (Annexure-I)  |                        |

**SIGNATURE WITH SEAL OF AUTHORIZED SIGNATORY OF FIRM**



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ICAR-NATIONAL RESEARCH CENTRE ON LITCHI  
मुशहरी प्रक्षेत्र, मुशहरी मुजफ्फरपुर, (बिहार)  
Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)  
Contacts: Ph: 0621-2281160 Fax: 0621-2281162 Website: www.nrclitchi.org.



File No.- 13-1(01)/C&B/2016-2017/Work Contract Group-II

Dated: 18 September, 2017

**FINANCIAL BID FOR WORK CONTRACT-GROUP-II [OFFICE CUM LAB] AT ICAR-NATIONAL RESEARCH CENTRE ON LITCHI.**

To,

The Director  
ICAR-NRC on Litchi  
Muzaffarpur – 842005 (Bihar)

Dear Sir,

I/We ..... In accordance with the terms and conditions mentioned in Tender documents F.NO...../....., DT..... hereby make an offer Annual Contract basis for Work Contract Group-II at NRC on Litchi, Muzaffarpur for **Office cum Lab Work** as per specification given by you, along with tender forms and agree to hold this offer open for your acceptance for 90 days from the date of opening of this Tender and also agree to undertake the supply of services as per the terms and conditions mentioned in the tender documents

**THE RATES PER UNIT MAY BE GIVEN AGAINST EACH ITEM AS PRESENTED IN FOLLOWING TABLE. (Group-II) AS PER MINISTRY OF LABOUR AND EMPLOYMENT ORDER F. NO.- 1/13(1)/2017-LS.II, DATED: 20/04/2017**

| <b><u>A.- Work Contract Group-II ( Lab Work)</u></b> |  |          |              | <b>Quoted Rates (In figures and words)</b> |
|--|--|----------|--------------|--|
| 1  | Cleaning of lab, dusting of instruments, floor cleaning, etc. as and when needed.                | Per hour | Unskilled    |  |
| 2  | Washing of different type of utensils and glassware's etc. as and when needed                    | Per hour | Unskilled    |  |
| 3  | Collection of samples, sorting, grading, destoning, washing, packaging etc. as and when needed.  | Per hour | Unskilled    |  |
| 4  | Helping in preparation of different reagent/ solution/media/processing works as and when needed. | Per hour | Semi-Skilled |  |
| 5  | Help in field samples (soil/leaf/plants) collection and it preparation as and when needed.       | Per hour | Semi-Skilled |  |



|   |  |                        |                |  |
|---|--|------------------------|----------------|--|
| 6   | Task/work related to compilation of information from various sections/subjects/sintering reports/documents, developing effective output with full responsibility & professional skills like Annual Report, PPI presentation, ERP, PFMS, MIS, etc. Sound knowledge of MS-Word and MS-Excel. | Per Hour               | Highly Skilled |  |
| 7   | Miscellaneous works in Laboratory/processing unit as and when needed   | Per hour               | Unskilled      |  |
| 8   | Supervision and technical support to various processing units/production of biofertilizer etc.   | Per hour or per 60 kg. | Skilled        |  |
| <b><u>B.- Work Contract Group-II ( Office Work)</u></b> |  |                        |                |  |
| 1   | DTP work/Data Entry Work for preparation of different reports and documents  | Per hour               | Clerical       |  |
| 2   | Driving of vehicle & its regular cleaning, washing, etc.   | Per hour               | Skilled        |  |
| 3   | Messaging works and duplicating of documents work.   | Per hour               | Unskilled      |  |
| 4   | Stock Entry, Maintenance of Records, Typing, Data Entry and other miscellaneous works in Administration & Accounts Section/Other related section.  | Per hour               | Skilled        |  |
| <b>Service Tax/GST</b>                                  |  |                        |                |  |

**Note:** The comparison will be made on the basis of work carried out in the previous 12 months or tentative work expected in the coming months by the centre. The grand total arrived after such calculation will be compared.

- The Director, ICAR-NRC on Litchi, Muzaffarpur reserves right to order the work activities in full or partial.
- In case of discrepancy between figures and words of quoted rates. The lower rates will be considered.
- The amount of monthly work order may vary (increase or decrease) as per actual requirement.

**SIGNATURE OF THE CONTRACTOR WITH SEAL**

**Tenderers for the Work Contract Group-II as required to be implemented at ICAR-National Research Centre on Litchi, Muzaffarpur (Bihar)**

Full Name & Address of the Tenderer in addition To Post Box No., if any, should be quoted in all Communication to this office.

From,

**Full Name of the Tenderer:**  
**Full Address of the Tenderer:**

**Pin Code:**  
**Mobile No.:**  
**Email id:**

To,

**The Director**  
**ICAR-National Research Centre on Litchi**  
**Mushahari Farm, Mushahari,**  
**Muzaffarpur – 842005 (Bihar)**  
[Name & Address of the Institute]

1. I/We have read all the particulars regarding the General information and other terms and c conditions of the contract for THE WORK CONTRACT FOR Group-II (Office & Lab) and agree to provide the service as detailed in the Tender. 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 this Tender bears my signature and the office seal.
4. Pay Order/DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of [ICAR UNIT-NRC ON LITCHI] and payable at State Bank of India, Mushahari Branch, Mushahari is enclosed as Earnest Money required.
5. I/We agree to the forfeiture of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form.

**SIGNATURE OF THE CONTRACTOR WITH SEAL**  
**Telephone No**  
**Mobile No.-**  
**E-mail Address:**

**Witness:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Signature of witness to contractor's signature**

**Address:**

**Name & Signature of Witness:**

**Address:**