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भा.कृ.अ.प.-केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान

अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501

ICAR-Central Sheep & Wool Research Institute

Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



F. No. 6(410)SP/2019/

Dated : 02.01.2021

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

From :

Director,
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.) 304501

To

Dear Sir(s),

Online Tenders are hereby invited under two-bid system through e-procurement system by the Director, CSWRI, Avikanagar On behalf of Secretary, Indian Council of Agricultural Research (ICAR), New Delhi for Outsourcing /Hiring of Manpower on Job Contract Basis at ICAR-Central Sheep & Wool Research Institute, SRRC, Mannavanur. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cswri.res.in as per the schedule as give in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	F.No. 6(410)SP/2019/
Date and Time for issue/Publishing	02-01-2021 at 6.00 PM
Document Download/Sale start date and time	03-01-2021 at 3.00 PM
Bid Submission Start Date and Time	03-01-2021 at 3.00 PM
Pre bid meeting	-
Bid Submission End Date and Time	23-01-2021 at 3.00 PM
Date and Time for Opening of Bids	25-01-2021 at 3.00 PM
Tender fee and Earnest money Security money	Tender fee – Rs.500/- EMD- Bid Securing Declaration Form Performance Security money – 3 % of the value of the contract
Bank detail	ICAR UNIT -CSWRI ,Avikanagar payable at State Bank of India Branch – MalpuraTonk Rajasthan
Address for Communication	Administrative Officer (Store & Purchase), C.S.W.R.I., Avikanagar,Malpura, Distt. Tonk, Rajasthan, Pin- 304501

Chapter I- Instruction to bidders

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The complete bidding process is online. Bidders should be in possession of a valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding, DSC needs to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact the helpdesk at 01437-220177.
5. 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 <https://eprocure.gov.in/eprocure/app>.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
7. Tender Cost: Applicant contractor must submit the demand draft for Rs 500/- (Rupees five hundred only) in favour of "ICAR Unit, CSWRI, Avikanagar, payable at SBI, Malpura", obtained from any Nationalized/scheduled Bank valid for three months as tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable. The demand drafts for tender fees must be delivered to ICAR-CSWRI, Avikanagar on or before the last date/time of Bid Submission.
8. EMD Payment: The bidder shall be required to submit the Bid Securing Declaration (Annexure V) instead of Earnest Money Deposit (EMD) for an amount of 2% of contract value as per GOI OM No. F.9/4/2020-PPD dated 12.11.2020. If bidders withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/request for proposals document, they will be suspended for the period of time specified in the request for bids/request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity. No request for transfer of any previous deposit of earnest money or security deposit on payment of any pending bill held by the institute in respect of any previous work will be entertained.
 - a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or back out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b) The Tenders without Earnest Money will be summarily rejected.
 - c) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provided along with technical bid)
 - d) No Claim shall lie against the ICAR-CSWRI, Avikanagar in respect of erosion in the value or interest on the amount of EMD.
9. The Hard Copy of original document in respect of Tender Fee, earnest money deposit must be delivered to the ICAR-CSWRI, Avikanagar on or before the last date/time of Bid Submission as mentioned above. The bid without tender fee and EMD will be summarily rejected.
10. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the CSWRI as detailed in the tender forms and its schedules. Please submit your rates in the tender form (BOQ) if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.
11. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting the Tenders, he will not resale from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the CSWRI. 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 CSWRI.
12. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference

The offers submitted by Telegram/Fax/Email shall not be considered. No correspondence will be entertained in this matter.

28. REQUIREMENT OF DOCUMENTSWITH THE TECHNICAL BID : The following scanned documents are to be furnished by the bidders along with Technical Bid as per the tender document:

- a) Scan copy of relevant firm Registration certificate of the firm of the Central Govt./State govt..
- b) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labourlicense under this Act and submit to office immediately after award of contract.
- c) Scan copy of Minimum turnover 30 lac of the firm during the last three year. Certified Balance Sheet of the firm for last three year of the service contract by the chartered accountant.
- d) Scan copy of Last three years continuous experience or more of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
- e) Scan copy of Employee EPF registration certificate
- f) Scan copy of Employee ESI registration certificate.
- g) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers(ECR) required and must be attached.
- h) Scan copy of PAN card and GST registration certificate issued by Govt.
- i) Scanned copy of D.D. of Tender Fee and E.M.D.- Bid Securing Declaration Form (Annexure-V)
- j) Tender acceptance letter (Annexure I)
- k) Scanned copy non blacklisting certificate(Annexure II)
- l) Scanned copy of no deviation (Annexure III)
- m) Scanned copy of Schedule I and II
- n) Scanned copy of solvency certificate by the bank for turnover amount i.e. 10 Lacs.
- o) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount (Annexure-IV).

All necessary documents in support of the details for S.No. a to o must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

Yours faithfully,

Administrative Officer
(Purchase Section),
For and on behalf of the Director

Scope of Work

भा.कृ.अ.प.–केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान, एस.आर.आर.सी. मन्नावानूर हेतु जोब-कॉन्ट्रैक्ट के आधार पर
मेनपावर उपलब्ध करवाने बाबत
Outsourcing /Hiring of Manpower On Job Contract Basis at ICAR-Central Sheep & Wool Research
Institute, SRRC, Mannavanur

Chapter III- General Terms & Conditions

1. The Supporting/Allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to : Director CSWRI, Avikanagar.
3. The Director, CSWRI, Avikanagar reserves the right to reject any or all quotations/tenders in whole or in part without assigning any reason therefore. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of as **per mentioned in tender documents and enclosed part –A.**
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CSWRI for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by CSWRI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the CSWRI.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary personnel's for at CSWRI, Avikanagar as per labour acts prevalent in Centre/state. The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the CSWRI, the CSWRI shall have the right to ask for his replacement without giving any reason there of and the agency shall on receipt of a written communication will have to replace such persons immediately
12. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. It is advisable to visit the site, and after consultation with concern person (if necessary) tender document may be filed.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CSWRI shall not bear any extra charge on any account whatsoever i.e. Uniform, Liveries, OTA etc.
16. The contractor will discharge all his legal 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 CSWRI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director. CSWRI, Avikanagar shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section. Changing of Supervisor/Staff should be intimated to the concerned officer.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

22. Risk Clause: CSWRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Money Deposit. or pending bills or by rising a separate claim.
- 23- Service charge quoted in the financial bid will be same for all job categories as mention in the tender document (i.e job 1 to job 6). Hence the firm should quote service charge **per labour** applicable of all categories.

LIQUIDATED DAMAGES CLAUSE:

1. An amount of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by CSWRI and if no action is taken within **2 days** liquidated damages clause will be invoked. The maximum limit of liquidated damage is two days of contract value per instance.
2. 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.

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

Part-A (भाग-अ)

भा.कृ.अ.प.-केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान,एस.आर.आर.सी. मन्नावानूर हेतु जोब कॉन्टैक्ट के आधार पर मेनपावर उपलब्ध करवाने की नियम एवं शर्तें

भारतीय कृषि अनु0परिषद ()के परिपत्र क्रमांक 17(1)/2010 स्थापना-11 दिनांक 11-06-2010 (Economy circular 4/2010) की शर्तें एवं निम्नलिखित शर्तें लागू होगी

1. अनुबन्ध की अवधि कार्यादेश जारी होने की तिथि से एक वर्ष के लिये होगी परन्तु सक्षम अधिकारी महोदय द्वारा उक्त अवधि को घटाया भी जा सकता है। कार्य संतोषजनक रहने की स्थिति में आपसी सहमति से अनुबन्ध की अवधि को एक से दो वर्ष आगे बढ़ाया जा सकता है।
2. कार्यालय समय के दौरान निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी का अधिकृत व्यक्ति/प्रतिनिधि स्वयं उपस्थित होकर कार्य स्थल का जायजा कर सकते हैं।
3. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी के पास भारत सरकार/राज्य सरकार के श्रम विभाग द्वारा निर्गत पंजीयन नम्बर प्रमाण पत्र होना चाहिए।
4. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को संबंधित अधिनियम के अन्तर्गत पंजीकृत होना आवश्यक है।
5. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी के खिलाफ ई.पी.एफ./ई.एस.आई./न्यूनतम मजदूरी एक्ट के अन्तर्गत किसी भी प्रकार का लीगलसूट/अपराधिक मामला लम्बित नहीं होना चाहिए।
6. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी के पास कम से कम तीन वर्ष का सरकारी विभाग में कार्य करने का अनुभव व सन्तोषजनक कार्य का प्रमाण पत्र होना चाहिए (प्रति संलग्न करें)। साथ ही तीन वर्ष की चार्टर्ड अकाउन्टेंट द्वारा सत्यापित बैलेन्स शीट प्रस्तुत करनी होगी।
7. निविदादाता को पिछले 1 वर्ष का जीएसटी/ईएसआई/ईपीएफ जमा कराये गये चालानों की प्रति लगानी होगी जिससे श्रमिकों की संख्या का विवरण ज्ञात हो सके।
8. कार्य विवरण एवं योग्यता-

जॉब -1	अकुशल श्रेणी	मजदूर	साक्षर एवं संबंधित कार्य का अनुभव -कार्यालय में डाक वितरण, साफ-सफाई कार्य, एवं अन्य कार्य
		सफाई कर्मी	संस्थान के कार्यालय/प्रयोगशाला भवन, आवसीय परिसर की सफाई से संबंधित कार्य
जॉब -2	अर्द्धकुशल श्रेणी,	मैसेंजर इत्यादि	10वीं पास तथा कार्यानुभव -कार्यालय में डाक रजिस्टर में इन्द्राज एवं वितरण
जॉब -3	कुशल श्रेणी	लिपिकिय	12 वीं. पास एवं कम्प्यूटर पर कार्य दक्षता तथा कार्यानुभव। कार्यालय में लिपिकिय कार्यों में सहायता करने से संबंधित कार्य।
		प्रयोगशाला सहायक	प्रयोगशाला सहायक के लिए विज्ञान विषय में 12वीं उत्तीर्ण होना आवश्यक है। लेब में तकनीकी एवं वैज्ञानिक के समस्त कार्यों की सहायता करेंगे।
		कारपेन्टर, पलम्बर, वेल्डर, मेशन, इत्यादि	साक्षर एवं कार्य का अनुभव
जॉब -4	उच्च कुशल	तकनीकी सहायक/पशुधन सहायक, इत्यादि	सम्बन्धित क्षेत्र में स्नातक/12वीं के साथ दो वर्ष को पशुधन सहायक डिप्लोमा -वैज्ञानिक/तकनीकी अधिकारियों की अनुसंधान एवं प्रशासनिक वर्ग के कार्यों में सहायता करेंगे।

नोट : उपरोक्त श्रेणियों का वर्गीकरण भारत सरकार के श्रम और रोजगार मंत्रालय द्वारा जारी अधिसूचना 19 जनवरी, 2017 के तहत किया गया है साथ ही भविष्य में अन्य कार्यों में लगाने के लिए श्रमिक, अधिसूचना में वर्गीकरण श्रेणी के अनुसार लगाए जा सकते हैं। सभी श्रेणियों के लिये अनुमानित 10 पोईन्ट/श्रमिक/प्रतिनिधि की आवश्यकता होगी। संचालित विभिन्न प्रोजेक्टों में आवश्यकता अनुसार उपलब्ध कराने होंगे। यह संख्या 25 प्रतिशत तक कम या ज्यादा हो सकती है।

9. सफल निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी द्वारा ठेके में लगाये गये/लगाये जाने वाले श्रमिक/प्रतिनिधि शारीरिक एवं मानसिक रूप से स्वस्थ होने चाहिए तथा उनका चरित्र अच्छा होना चाहिए।सफल निविदादाता की पूर्ण जिम्मेदारी होगी कि संस्थान को उपलब्ध करवाये जा रहे श्रमिकों का चरित्र प्रमाण पत्र अपने स्तर पर पुलिस सत्यापन करवाये। साथ ही **निविदा में दशार्थे गये सम्बन्धित कार्यों का पूर्ण ज्ञान तथा कार्य करने में दक्ष होने चाहिये।** सभी प्रतिनिधियों की योग्यताएँ निविदा में दशार्थे गये कार्य के अनुरूप होनी चाहिए।
10. सफल निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को कार्यादेश जारी होने की दिनांक से एक सप्ताह (7 दिन) की अवधि में जमानत राशि (Performance Security) के रूप में नकद/बैंक ड्राफ्ट/बैंक गारन्टी द्वारा कार्यादेश की राशि का 10 प्रतिशत संस्थान में जमा करवाना होगा, जिसकी अवधि ठेका समाप्त होने के 60 दिन पश्चात् तक वैध रहेगी। ऐसा नहीं करने पर बिना किसी सूचना के आवंटित होने वाला अनुबन्ध निरस्त माना जावेगा और भविष्य में उस ठेकादार/फर्म/एजेन्सी/कम्पनी से किसी प्रकार का पत्र व्यवहार नहीं किया जावेगा।
11. निविदादाता फर्म का पिछले 3 वर्षों का वार्षिक टर्नओवर कम से कम **30 लाख** का होना चाहिए जिसकी सत्यापित प्रति निविदा के साथ अपलोड करनी होगी।
12. ठेके की अवधि में ठेकेदार अथवा उसके प्रतिनिधि द्वारा संस्थान विरोधी किसी भी गतिविधियों में भाग लेने पर प्रशासनिक कारणों से किसी भी समय अनुबन्ध निरस्त/समाप्त किया जा सकता है।

13. सी.एल. (आर एण्ड ए) एक्ट 1970 सेक्सन 12(1)..... 1971 की वैधानिक आवश्यकता के अनुरूप फर्म/एजेन्सी/कम्पनी को इस संस्थान में 20 या अधिक श्रमिक नियुक्त करने के लिए वैध लाइसेन्स श्रम कार्यालय से प्राप्त करना होगा और उसकी एक प्रतिलिपि इस संस्थान के कार्यालय में जमा करानी होगी।
14. अनुबन्ध कार्य पर जी0एफ0आर0 2017, मेनुअल फॉर प्रोक्वियरमेंट ऑफ गुड्स एवं सर्विसेज 2017 एवं समय-समय पर भारत सरकार द्वारा जारी आदेश एवं संशोधन लागू होंगे।
15. ठेकेदार/अनुबन्धकर्ता को अनुबन्ध की अवधि में भारत सरकार के प्रचलित श्रमिक कानूनों का पालन करना होगा। भारत सरकार द्वारा न्यूनतम मजदूरी अधिनियम के तहत समय-2 पर निर्धारित दर से भुगतान करना होगा। श्रमिक को भुगतान करने की जिम्मेदारी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी। यदि भुगतान से सम्बन्धित किसी भी श्रमिक द्वारा कोई वाद/क्लेम न्यायालय में प्रस्तुत करने पर माननीय न्यायालय द्वारा निर्धारित की गई राशि का पूर्ण भुगतान करने की जिम्मेदारी भी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी। साथ ही बाल श्रमिक कानून का पूर्ण पालन करना होगा।
16. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को संस्थान में लगाये गये प्रतिनिधियों/श्रमिकों को मजदूरी का भुगतान करने संबंधी उचित रिकार्ड रखना होगा।
17. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को श्रमिक नियमों के अनुसार समस्त अभिलेख तैयार रखना होगा जिसे सम्बन्धित प्रभारी से हर माह प्रमाणित करवाना होगा तथा किसी भी अधिकारी द्वारा मांगे जाने पर प्रस्तुत करना होगा।
18. सफल अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को संस्थान की आवश्यकतानुसार पर्याप्त मात्रा में निर्धारित योग्यताधारी प्रतिनिधियों की व्यवस्था करनी होगी। साथ ही प्रतिनिधियों को सभी विभाग/अनुभाग प्रभारी, वैज्ञानिकों, अधिकारियों, सेक्टर प्रभारी तथा सुपरवाइजर के निर्देशानुसार कार्य करना होगा।
19. किसी श्रमिक/प्रतिनिधि का कार्य एवं व्यवहार संतोषजनक नहीं होने पर तुरन्त प्रभाव से उसे बदलना होगा तथा उसके स्थान पर नया श्रमिक/प्रतिनिधि उपलब्ध कराना होगा।
20. कार्य कार्यालय समय में पूरा करना होगा तथा आवश्यकतानुसार कार्यालय समय पश्चात भी कार्य को पूरा करना होगा। भुगतान केवल प्रति माह किये गये कार्य का ही देय होगा।
21. अनुबन्ध की अवधि में ठेकेदार/अनुबन्धकर्ता या उसके प्रतिनिधि/उनके द्वारा लगाये जाने वाले श्रमिकों को संस्थान की सम्पति/अनुसंधान सामग्री को नुकसान से बचाना होगा। यदि कोई नुकसान होता है तो उसकी क्षतिपूर्ति का भुगतान स्वयं ठेकेदार/अनुबन्धकर्ता को नगद करना होगा अन्यथा उनके देय बिल में से काट लिया जायेगा।
22. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई0पी0एफ0/ई0एस0आई0 संबंधित कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियाँ (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग) (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह अगस्त से अनुबन्ध जारी होता है तो सितम्बर माह के बिल के साथ प्रस्तुत करना होगा।) हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबन्धकर्ता द्वारा जमा करवाये जाने वाले जी0एस0टी0की सत्यापित प्रतिलिपि संलग्न करनी होगी।
23. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों को ई0एस0आई0 में उपलब्ध प्रावधानों के अनुसार ई0एस0आई0 हॉस्पिटल की सूची संबंधित एरिया के अनुसार देनी होगी जहाँ कर्मचारियों को लाभ मिल सके।
24. उक्त अनुबन्ध कार्य/जॉब कोन्ट्रैक्ट हेतु संस्थान द्वारा किसी प्रकार की अग्रिम राशि देय नहीं होगी। स्वीकृत ठेका का कार्य आदेशानुसार पूर्ण होने के पश्चात् पूर्व प्राप्ति बिल 3 प्रतियों में श्रीमान निदेशक, केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान, अ विकानगर, तहसील मालपुरा, जिला टोंक, राजस्थान के नाम भुगतान हेतु संस्थान में प्रस्तुत करने पर निश्चित समय अवधि में किया जायेगा। प्रस्तुत बिल के साथ सभी विभाग/अनुभागों के प्रभारियों या उनके द्वारा मनोनीत अधिकारी या प्रतिनिधियों से कार्य सन्तोष-जनक पूर्ण करने की मासिक रिपोर्ट/प्रमाण-पत्र दो प्रतियों में संलग्न करना आवश्यक होगा। बिना प्रमाण-पत्र बिल अग्रिम कार्यवाही के लिये नहीं भेजा जावेगा तथा भुगतान में किसी प्रकार का विलम्ब होता है तो उसकी जिम्मेदारी स्वयं ठेकेदार/अनुबन्धकर्ता की होगी।
25. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी को उसके द्वारा लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक केवल एकाउण्ट पेयी चैक (मल्टीसीटी)/एन.ई.एफ.टी. द्वारा करना होगा। यदि अनुबन्धकर्ता की लापरवाही अथवा उसके द्वारा आवश्यक दस्तावेज प्रस्तुत न करने पर उसके बिल के भुगतान में विलम्ब होता है तो उस स्थिति में भी लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक निश्चित रूप से करना होगा। बिलो का भुगतान केवल पुर्नभरण (Reimbursement) आधार पर ही किया जावेगा। भुगतान निर्धारित तिथि तक बिना किसी विशेष कारण के नहीं करने पर सक्षम अधिकारी महोदय पेनल्टी लगा सकते हैं।
26. आयकर या अन्य कोई कर इत्यादि की कटौती सरकारी आदेशानुसार एवं नियमानुसार अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी द्वारा प्रस्तुत किए गए बिल में से की जायेगी।
27. कार्यवधि में ठेकेदार/फर्म/एजेन्सी/कम्पनी द्वारा लगाये गये प्रतिनिधियों/श्रमिकों इत्यादि को सॉप, बिच्छु या किसी जहरीले जानवर के काटे जाने या किसी भी प्रकार की दुर्घटनाग्रस्त होने पर संस्थान की कोई जिम्मेदारी नहीं होगी एवं पूरा खर्चा स्वयं ठेकेदार को वहन करना होगा तथा संस्थान द्वारा किसी भी प्रकार की राशि/क्षतिपूर्ति राशि देय नहीं होगी।
28. निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी को एवं उसके समस्त प्रतिनिधियों/श्रमिकों को जो केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान अ विकानगर-त0 मालपुरा-टोंक-राजस्थान परिसर में कार्य कर रहे हैं उन्हें संस्थान के सुरक्षा नियमों की पालना करनी होगी तथा ठेकेदार/फर्म/एजेन्सी/कम्पनी को उनके द्वारा लगाये गये सभी प्रतिनिधियों/श्रमिकों का पहचान पत्र/गेट पास संस्थान के सुरक्षा अनुभाग से स्वयं के खर्च पर बनवाना होगा।
29. यह अनुबन्ध कार्य कार्य-आधार पद्धति (Work Contract Basis) पर आवंटित किया जायेगा।
30. सभी विवादों को निपटाने का क्षेत्राधिकार कोडाईकेनाल (तमिलनाडू) होगा। Decision of Director, Institute shall 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 by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR/Representative. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

31. अनुबन्ध की अवधि व उसके उपरान्त ठेकेदार/फर्म/एजेन्सी/कम्पनी अथवा उनके प्रतिनिधियों/श्रमिकों का जॉब-कोन्ट्रैक्ट कार्य के अतिरिक्त संस्थान से अन्य कोई सम्बन्ध नहीं रहेगा।
32. सक्षम अधिकारी महोदय को निविदा को आंशिक अथवा पूर्ण रूप से स्वीकार/अस्वीकार करने का सम्पूर्ण अधिकार सुरक्षित रहेगा जिसे चैलेन्ज नहीं किया जायेगा।
33. एम0 एस0 एम0 ई0 को नियमानुसार प्राथमिकता दी जायेगी।

कृते- निदेशक

Annexure - I

**भा.कृ.अ.प.—केन्द्रीय भेड एवं ऊन अनुसंधान संस्थान, अविकानगर
तहसील—मालपुरा, जिला—टोंक, राजस्थान—304 501**

क्रमांक: 6(410)SP/2019/

दिनांक: 02.01.2021

निविदा स्वीकारोक्ति पत्र (Tender Acceptance letter)

From

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

To

Director
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.) 304501

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for Outsourcing /Hiring The Manpower On Job Contract Basis at ICAR-Central Sheep & Wool Research Institute, SRRC, Mannavanur and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the Contract which may be extended by competent authority on mutual consent. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender The Schedules-I & II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. of Rs. _____/- drawn in favour of ICAR UNIT CSWRI, Avikanagarand payable at State Bank of India, Malpura (Dist.-Tonk, Rajasthan) is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Telephone No. Office

Witness

.....

Address

.....

Occupation.....

.....

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

Name & address of Witness

Occupation Mobile no.....

Telephone No.Office/Resi/Mobile

Residence No.

Mobile No.

SCHEDULE-I**PART-I**

1.	Name of the Firm/Agency	
2.	Full address with Telephone	
3.	Constitution of the Firm/ Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	i) If answer to the above is in negative whether there is any general power of attorney executed by all the 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 properly stamped paper by all partner	
5.	Name and Full Address of your Banker's Along with Bank A/c No. & IFC code No.	
6.	Your Permanent Income Tax No. /Circle/Ward	
7.	Any other relevant information	
PART – II		
8.	Earnest Money Deposited	Yes/No
PART - III		
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10.	Name of the Permanent Representative to visiting CSWRI, Avikanagar, regarding the contract	

Date : Place:.....

AUTHORISED SIGNATORY

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



केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501
Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



निविदा के साथ निम्नलिखित दस्तावेज/सूचनायें प्रस्तुत करें

THE FOLLOWING DOCUMENTS/INFORMATION MAY BE FURNISHED

S.No.	Information required	To be filled/attached by the Tenderer	
1.	Registration certificate of the firm under the work contract of the Govt. of India/State Govt.	Copy of the certificate enclosed	
2.	Turnover the firm during the last three financial year (not less than 30 lac)	Rs. _____	Rs. _____
		Rs. _____	
3.	Last three years continuous experience of the firm in the OFFICE of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/ required public or private organizations”		
	Name of the Deptt./Organisation & Name of contract Person with Ph. No.	Period	No. of staff deployed
		From	To
	Remarks		
	i)		
	ii)		
	iii)		
4.	Certified Balance Sheet of the firm of last three years of the service contract by the chartered accountant		
5.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.		
6.	Employee EPF registration certificate		
7.	Employee ESI registration certificate		
8.	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		
9.	Nos. Of staff/Supervisors registered under ESI/EPF separately. Minimum 20 No. (Staff Supervisor) required with their ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached.		
10.	GST registration certificate issued by Govt. etc.		
11.	Any other relevant information.		

(Authorised Signatory)

Signature _____
Name & Address of the Firm _____
Telephone No. _____
Mobile No. _____

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/ debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will supply the item as per the specification given by ICAR-CSWRI, Avikanagar and also abide all the terms and conditions stipulated in Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and ICAR-CSWRI, Avikanagar may imposed any action as per NIT rules.

Date :
Place :

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

NIT No.:

I/We, M/s _____ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of CSWRI, Avikanagar tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in CSWRI, Avikanagar tender specification with associated amendments & clarification.

[Signatures of the Bidder with Name, Designation & Company's Seal]

Annexure-IV

Information on litigation

S.No.	Aggrieved parties	Court which is handling the case	Amount involved	Year of litigation	Current status (Resolved/pending)

Signature of bidder with seal and date

DRAFT SPECIMEN AGREEMENT

This agreement is made at _____(place)_____ on _____(month/year) _____ day of between _____(Institute)_____ (here in after called Institute) through _____(designation of the competent authority in the Instt.) _____ which term shall include its successors, assignees etc. on the first part and _____(name & address of the firm)_____ (hereinafter called the Firm) which term shall include its authorized representatives, successors, assignees etc on the other part.

Whereas the(Institute).....has decided to assign the annual job work contract for providing(nature of job)..... at (Name of the Institute).....(location)..... to the firm on the terms and conditions hereinafter contained.

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

1. This agreement shall come into force w.e.f.....(date).....and will remain in force for a period for one year but can be terminated by(name of the Institute)by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing (name of job)..... at(location).....
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purposes be deemed to be employee of the firm and the(name of the Institute)..... shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at.....(name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The(name of the Instt.)..... Shall have the right to ask for the removal from the(name of the Instt.)..... premises any personnel considered by the(name of Instt.)to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the(name of the Instt.)
7. The manpower deployed by the Agency should work as per the working days and timings of the(name of Institute) No extra wages will be paid for attending office on weekends, holidays and late sitting.
8. Monthly consolidated charges for job/work contract for providingservices at.....(name of the Instt.)..... is as per terms and conditions. Specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Service Tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day to every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance/delivery of contracted job/work services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC,EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the(name of the Instt.)..... The decision of the sole Arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional)

12. That the firm shall issue identity card to each of the workers engaged for entry into.....(name of the institute).....premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the (name of the Institute)..... may cancel the contract.
15. That the firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz obligations under Contract Labour (Regulation & Abolition) Act, 1970, workmen's Compension Act 1943, E.P.F., E.S.I. & M.P. Act 1947 etc. Firm agrees to indemnify and keep indemnified.....(name of the Institute)..... on account of any failure to comply with the obligations under various laws or damage to (Name of the Institute).....due to act/omission of Firm.
16. It is also agreed that under no circumstances the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the(name of the Institute)..... and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the(name of the Instt)..... Against any claim that it may have to meet towards the employees/workmen of the Firm. Firm employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of(name of the Instt.).....
17. The contract is subject to the conditions that the firm shall complot with all the laws and by laws of Central Govt./ State Govt as applicable relating to this contract.
18. In case of any loss or damages to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall no transfer its right or sub-contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspect and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne the Firm.
23. There will be surprise checking by an Officer, Shortcomings. If any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 500/- will be levied as LIQUIDATED DAMAGES per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the supervisory staff of the firm by.....(Name of the Institute)..... And if no action is taken within one your liquidated damages clauses will be invoked
2. Any misconduct /misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

3. If the required number of workers/supervisor are less than the minimum required as penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of(competent authority in the Institute)..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

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

(Name & Address of the firm)

(For the Institute)

Witness:-

1 _____

2 _____

Shedule Job – 1 to 4 (for SRRC, Mannavanur (TN))

S. No.	Description	Application wages and other Social Obligation etc. for each un-skilled labours	Application wages and other Social Obligation etc. for each semi-skilled	Application wages and other Social Obligation etc. for each Skilled	Application wages and other Social Obligation etc. for each Highly Skilled
		JOB -1	JOB -2	JOB -3	JOB -4
A	a. Monthly Rate	Rs.9568	Rs.9750	Rs.10608	Rs.11570
B	b. ESI Contribution Employee @ 0.75%	Rs.71.76	Rs.73.125	Rs.79.56	Rs.86.77
C	c. EPF Contribution Employee@ 12%	Rs.1148.16	Rs.1170	Rs.1272.96	Rs.1388.04
D	Net Payable to Labour	Rs.8348/-	Rs.8507/-	Rs.9255/-	Rs.10095/-
E	*Services charges Including Social Security Obligation of Contractor i)EPF Contribution of Employer (Contractor) @13.00% (12% + 1.00 % departmental charges) ii) ESI Contribution of Employer (Contractor) @3.25% iii) Serivce Charges of Contractor (To be quoted by the contractors/bidders in BOQ sheet)	Rs.1243.84 Rs.310.96 Rs.-----	Rs.1267.5 Rs.316.87 Rs.-----	Rs.1379.04 Rs.344.76 Rs.-----	Rs.1504.01 Rs.376.02 Rs.-----
GST/ Income Tax if any (to be paid by the contractor)	As per Govt. of India norms charge extra.	As per Govt. of India norms charge extra.	As per Govt. of India norms charge extra.	As per Govt. of India norms charge extra.	As per Govt. of India norms charge extra.

Note : i. The Rates quoted are inclusive of Weekly off. For calculation per day etc. wages the formula will be as under i.e. 9568/26, 9750/26, 10608/26, 11570/26

ii. Income tax will be deducted as per govt. rule per month from the contractor's bill.

iii. Minimum wages/GST/ESI/EPF etc. rates may be revised as per instructions of GOI.

Signature -----

Name & Address of the firm-----

Telephone NO./Mobile No. -----

Bid Securing Declaration Form
[To be submitted on letterhead]

NIT No.: _____

Date: _____

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of 01 year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of _____ (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



दूरभाष : 01437-220177
फैक्सनं. 91-01437-220163

केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501
Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



SAMPLE FORMAT OF FINANCIAL BID

(For SRRC, Mannavanur (TN))

To

The Director
Central Sheep & Wool Research Institute,
Avikanagar Tehsil Malpura Distt. Tonk (Raj.)

Sir,

I/We wish to submit our Tenders for Outsourcing /Hiring The Manpower On Job Contract Basis at ICAR-Central Sheep & Wool Research Institute, SRRC, Mannavanur as per detailed mentioned in the table on the following rates.

No.	Particulars	Service Charges for all categories mention as per tender documents job 01 to 4(in rupees per person)
1	2	4
1.	Monthly service charge (per candidate per month) offered for Outsourcing /Hiring The Manpower On Job Contract Basis at ICAR-Central Sheep & Wool Research Institute, SRRC, Mannavanur in accordance with the highest Standards of Allied Services and as per the terms and Conditions specified in the Tender.	Service charge to be quoted in BOQ sheet separately in rupees per person only

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

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

Signature _____
Name & Address of the firm _____
Telephone No. _____
Mobile No. _____