



भारत-राष्ट्रीय चावल अनुसंधान संस्थान, कटक-753006 (ओडिशा)

**ICAR-NATIONAL RICE RESEARCH INSTITUTE
CUTTACK-753006 (ODISHA)**

Department of Agricultural Research and Education (DARE)

Phone (PABX) : 0671- 2367768-783, FAX:91-0671-2367663 / 2367777

E- mail: directorrricutack@gmail.com / director.nrri@icar.gov.in / crrictc@nic.in

An ISO 9001:2015 Certified Organization



TENDER DOCUMENT (Two Bid system)

NAME OF WORK: "Providing Health Work Service" at NRRI Dispensary,
ICAR-NRRI, Cuttack

:

Tender Enquiry No: 12 /HWS/Tech./2019-20

Tender published at Website:

<https://eprocure.gov.in>

<https://icar-nrri.in>

**CPPP Helpline No.: 1800-3070-2232, 0120-4200462
0120- 4001002**



भारत-राष्ट्रीय चावल अनुसंधान संस्थान, कटक-753006 (ओडिशा)

**ICAR-NATIONAL RICE RESEARCH INSTITUTE
CUTTACK-753006 (ODISHA)**

Department of Agricultural Research and Education (DARE)

Phone (PABX) : 0671- 2367768-783, FAX:91-0671-2367663 / 2367777

E- mail: directorrricutack@gmail.com / director.nrri@icar.gov.in / crrict@nic.in

An ISO 9001:2015 Certified Organization



E-TENDER NOTICE

F. No. 53-18/2019/HWS/Tech.

Sub: Tender for Job/Work contract for “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack.**

The Director ICAR-National Rice Research Institute (NRRI) invites online **OPEN TENDER IN TWO BID SYSTEM** through e-tendering method from reputed firms for Job work/service contract for “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack.**

Eligible firms may submit tenders/bids online of CPP Portal (<http://eprocure.gov.in/eprocure/app>.) from **03/01/2020 to 23/01/2020 up to 3.00 PM.** Tenderers are required to upload all documents in CPP Portal and submit the hardcopy to the **Director, ICAR-NRRI, Cuttack-6** on or before the closing date and time of Tender. Details can be obtained for <https://icar-nrri.in>

1. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website www.nrri.nic.in. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted in any circumstances.
2. NRRI will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
3. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.nrri.nic.in and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
4. The Director, NRRI, Cuttack may at his/her discretion to extend this date by a fortnight and such extension shall be binding on Tenderers.
5. The Director, NRRI, Cuttack- 753006 reserves the right to accept or reject any or all the quotations/bids either in full or in parts without assigning any reason.
6. **Link: eprocure.gov.in**
7. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
8. Estimated cost is **Rs. 3.50 lakhs** per annum (Approximately)

9. **CRITICAL DATA SHEET (SECTION)**

Tender Number	12 /HWS/ Tech./2019-20
Description of work	Tender for Job/Work contract for "Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack.
Type of Tender	Two Bid system
Bid submission Start Date and Time	03/01/2020 3.00 p.m. to onward
Bid submission End Date and Time	23/01/2020 up to 3.00 p.m.
Date and time of opening Tenders	25/01/2020 at 3.00 p.m.
Financial Bid to be opened	As will be reflected in the Technical Evaluation Report
Bid Validity	180 days from the date of Technical Bid opening.
EMD	Rs. 7,000/- (Rupees Seven Thousand only) in the form of Demand Draft in favour of the Director, ICAR-NRRI, Cuttack payable only at the State Bank of India Nayabazar Branch, Cuttack-4 (Code No.2094).
EMD Validity	180 days from the date of Technical bid opening. This EMD should be submitted in Sealed envelope super-scribed as EMD for Job/Work contract for "Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack.
Security Deposit	An amount of Rs.20,000/- (Twenty thousand only) should be deposited in the form of Demand Draft in favour of the Director, NRRI, Cuttack.
Submission of Bids	Online bids uploaded on CPP Portal (http://eprocure.gov.in/eprocure/app .) from 03/01/2020 to 23/01/2020 up to 3.00 p.m. Hard copy of the tender must also be submitted along with EMD before closing date and time.
Details of tender	Tender Documents and Notice in also available on NRRI website (www.nrri.nic.in)

10. Scope of proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract etc., are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE –I
3.2	Scope of work	ANNEXURE- II
3.3	Instructions to Bidders	ANNEXURE-III
3.4	Check list for Technical Bid Evaluation	ANNEXURE-IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
3.6	Financial Bid (BOQ)	ANNEXURE-VI
3.7	Draft Agreement	ANNEXURE-VII
3.8	Details of Minimum 03 year experience/work done	ANNEXURE-VIII

11. The entire tender document including all Annexures, except the Financial Bid in Annexure –VI, will be part of the Technical Bid which also must contain the scanned copy of EMD document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (<http://eprocure.gov.in/eprocure/app>.). Hard copy of the tender along with original EMD must be submitted to **Director, NRRI, Cuttack-753006** on or before the last date and time of submission of Tender on CPP Portal. Special instructions to the Contractors/Bidders for e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal. (<http://eprocure.gov.in/eprocure/app>.)

(B.K. Sahoo)
Head of Office
For on behalf of the Director



भाकृअनुप-राष्ट्रीय चावल अनुसंधान संस्थान, कटक-753006 (ओडिशा)
**ICAR-NATIONAL RICE RESEARCH INSTITUTE
CUTTACK-753006 (ODISHA)**
Department of Agricultural Research and Education (DARE)
Phone (PABX) : 0671- 2367768-783, FAX:91-0671-2367663 / 2367777
E- mail: directorrricuttack@gmail.com / director.nrri@icar.gov.in / rrictc@nic.in
An ISO 9001:2015 Certified Organization



Note: All communications must be addressed to 'The Director', NRRI, Cuttack-6.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR **"Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack.**

LETTER OF INVITATION

From:

*The Director
NRRI, Cuttack-6.*

Dear Tenderer/Sir (s),

Online bids are hereby invited on behalf of the Director, NRRI, Cuttack-6 for annual contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR **"Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack.** The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures. Please **submit your financial bid online and all other documents need to be submitted both online and in hardcopy to the Director, NRRI, Cuttack before tender closing date.**

- 1) An earnest money of **Rs. 7,000/- (Rupees seven Thousand only)** must be deposited in the form of demand draft in favour of Director, NRRI, Cuttack-6 payable at S.B.I. Nayabazar Branch, (Code 2094). The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft number and date, falling which the tenders will not be opened. The tenders will not be considered, if earnest money is not deposited with the tender. The EMD shall be refunded to unsuccessful firm without paying any interest by the NRRI.
- 2) The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the NRRI.
- 3) Director, NRRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NRRI, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 4) Acceptance of the offer will be communicated by email/fax/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 email/fax/letter should be acted upon immediately.
- 5) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

(B.K. Sahoo)
For and on behalf of the Director
NRRI, Cuttack-6

Scope of work:**“Providing Health Work Service” at NRRI Dispensary, ICAR-NRRI, Cuttack.**

Sl. No	Description	Quantity	Schedule of work
1.	Health worker service (Highly Skilled) having basic training in relevant field. Minimum Qualification: 10 th Pass Essential Experience / Eligibility: Minimum 1-3 years of post-qualification experience in the relevant field. Job Profile: Coordinate with regular/senior staff in discharge of their responsibilities including pathological works, release of routine test reports, attending distribution of medicines and dressing etc.		On all working days

IMPORTANT NOTE:

The specific rate of wages has to be taken into account for highly skilled category in maintenance work as prescribed from time to time by the Chief Labour Commissioner (Central). The Agencies may quote their bids as per the current rate of wages.

N.B. : The price bid should be submitted on-line in the “BOQ format of Excel file” only as available in the Tender Notice in CPP Portal (<http://eprocure.gov.in>).

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. However, complete set of Technical Bid must also be submitted in hard copy to the **Chief Administrative Officer, NRRI, Cuttack-6**. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. The two separate bids shall contain information as under:-
 - a) **Technical Bid:** This shall contain the entire tender document, except **Annexure-VI**, which relates to the Financial Bid, with each page signed and with the Rubber Stamp of the Bidder. This will also enclose the scanned copy of Earnest Money Deposit (EMD) amounting to **Rs. 7,000/-** (Rupees seven thousand only). Demand Draft should be drawn in favour of the Director, NRRI, Cuttack payable at S.B.I. Nayabazar Branch, (Code 2094). All other required supportive documents towards eligibility and experience criteria as mentioned in **Annexure IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.
 - b) **Financial Bid:** This shall contain the schedule of rates duly filled in the prescribed formats i.e. **Annexure VI**.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed Proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices wither in words/figures shall summarily be ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities.
6. The financial bid will be opened only for those bidders who will be technically qualified in the technical bid. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. The Director, NRRI reserves the right to reject all or any of the quotations, and decision of the Director, NRRI in the matter shall be final and binding.
7. The successful bidder shall have to deposit **an amount of Rs.20,000/- (Rupees Twenty thousand only)** as performance security/Security deposit within the time frame indicated by the NRRI.
8. The tendering firm has to carefully assess the scope of work in the specific reference. For any clarification(s) as to the tender/Scope of work, the prospective bidders may contract **the Medical Officer, NRRI Dispensary** with prior appointment on any working day between 11.00 to 12.00 a.m.
9. No interest on Security Deposit and Earnest money deposit shall be paid by the NRRI to the tenderer.
10. The firm is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the Director, NRRI. 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, in the manner prescribed by the Director, NRRI.

11. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract.
12. The tenderer 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 fully filled in. Person signing the tenders or other documents must ensure that he/she is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has the authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the NRRRI 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 annexures, if any should be signed by the tenderer.
13. Acceptance by the NRRRI will be communicated by FAX, email, Speed Post 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, email/Speed Post letter etc. should be acted upon immediately.
14. Details of essential documents required for Technical evaluation of bids are provided in **Annexure IV**.
15. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the Director. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the period of contract or any other contractual dispute arises, the contract can be terminated by giving one month notice. The decision of Director, NRRRI in this regard shall be final and binding.
16. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
17. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the period of its tenure including extended tenure, if any, the NRRRI shall have all rights to make suitable alternative arrangements for a period of **45 days** from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
18. **The rates quoted by the Agency shall be valid for one year. It may be enhanced / decreased as and when the rate of minimum wages / VDA revised by the Ministry of Labour & Employment / Chief Labour Commissioner (Central).**
19. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The NRRRI shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this NRRRI. Neither the firm nor its workers shall have any claim on NRRRI for compensation or financial assistance on this account.
20. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the worker's account maintained by EPFO & ESI as per prevailing Acts/orders of Govt. of India. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it, themselves. The NRRRI in no case shall be a party to such dispute.
21. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
22. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the NRRRI within **fifteen days of award of contract and the NRRRI will get them**

verified from the police authorities. The Contractor will provide Name Address, Telephone No & Photographs of its employees deployed at NRRRI to the **Head of Office.**

23. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the NRRRI nor the contractor workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the NRRRI. The worker will remain the employees of the Agency/Contractors and will be the solely responsibility of the Agency to make it clear to their worker before deputing on work at NRRRI. There is no Master and Servant relationship between the employees of the service provider and the NRRRI and further that the said personnel of the service provider shall not claim for any employment or absorption at NRRRI by virtue of their engagement for this work.
24. The service provider's personnel shall not claim any benefit/compensation/regularization/absorption of services from the NRRRI under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to NRRRI.
25. The service provider's personnel shall not divulge to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
26. The employees of the contractor shall be of reliable persons with good moral character, robust health and clean record preferably within the age group of 18 to 58 years. The Agency / contractor shall be responsible for the good conduct and behavior of its workmen. NRRRI is a "NO SMOKING ZONE". The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan, Gutkha, smoking, using speakers for listening of music and loitering without any work. The Agency / contractor shall issue necessary instructions to its workmen to act upon the instructions given by the Medical Officer of this Institute.
27. The contractor shall maintain register for making the attendance of the worker, which can be seen / verified by the Medical Officer of NRRRI periodically. The contractor shall maintain an Inspection Book as prescribed which will be made available to Staff members of the Institute. Fault /observation recorded thereon shall be attended immediately.
28. A normal working day shall consist of eight and half hours of work including interval for half an hour for rest.
29. Wherever applicable, the Agency / Contractor shall give the services for 07 days a week, while one day in any period of 07 days, shall be the day of weekly rest.
30. The service provider shall replace immediately any of its personnel, if unacceptable to the NRRRI because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the NRRRI.
31. The damage caused, if any, to NRRRI property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the NRRRI in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to the NRRRI, its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty, which the Director, NRRRI may deem fit.
32. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPFO through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with the EPF contribution should be submitted by the firm to the NRRRI, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. NRRRI will not at all be liable.
33. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All

the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.

34. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance and as per various acts and laws governing the same.
35. In the event of any loss being occasioned to the NRRI on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the NRRI either by replacement or on payment by adequate compensation.
36. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
37. The agency is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazette / national holidays etc. and the same is to be included in the monthly charge claim in the tender by the Contractor.
38. Director, NRRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of NRRI for any justifiable reasons, not mandatory to communicate to the tenderer.
39. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
40. The NRRI reserves the right to ask and required the contractor to remove any person deployed by him without assigning any reason/notice.
41. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the NRRI staff or other staff of Agencies working in NRRI Campus, NRRI, Cuttack-6, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the NRRI.
42. Any dispute arising out of and in relation to this contract/agreement shall be referred to the Director, NRRI. His decision will be binding on the agency/contractor.
43. The contract can be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:
 - i) On account of unsatisfactory performance
 - ii) Breach of contract clauses(s)
 - iii) Persistently neglecting to carry out his obligations under the contract
44. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having engaged personnel or purchased machines and material for the work.
45. Documentary proof towards payment of EPF & ESI of the concerned workers engaged at NRRI by the agency/contractor should be submitted on every six month for verification. Non-compliance will lead to break in further payments.

(B.K. Sahoo)
For and on behalf of the Director
NRRI, Cuttack-6

TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR
"Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack.

Full Name & Address of the Tenderer in addition of 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

The Director,
NRRI, Cuttack-6.

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT FOR **"Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack** and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. **The rates quoted will be valid for a period of one year in the event of award of the Contract.** I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2) I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 3) The following pages have been added to and form a part of this Tender for the contract for Job Works/Service contract for **"Providing Health Work Service" at NRRI Dispensary, ICAR-NRRI, Cuttack**. The Schedule 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) Demand Draft No_____ of **Rs.**_____ drawn in favour of the Director, CRR1, Cuttack-6 and payable at State Bank of India, Nayabazar Branch, Cuttack-4 (Code No. 2094) is enclosed as earnest money required.

Signature & Seal of the Tenderer

Signature of Witness:

Telephone No. (Office):

Name:

Telephone No. (Resi.):

Address:

Mobile No.:

Occupation:

CHECK LIST FOR TECHNICAL BID EVALUATION

Sl. No.	Document required	Upload the scanned copy	Page No. of Encls.
a.	Registration certificate of the firm under the work contract of the Central Govt. /State govt.	pdf	
b.	Minimum turnover of the firm not less than Rs. 10.00 Lakh (Rupees Ten Lakhs only) during the last financial year.	Pdf	
c.	Min one year experience of the firm in the field of providing such services preferably 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. (Please see Annexure –VIII) .	Pdf	
d.	Certified Balance sheet of the firm for last three years of the service contract by the chartered accountant.	Pdf	
e.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for last one year.	Pdf	
f.	Employee EPF registration certificate issued by local Govt. etc.	pdf	
g.	Employee ESI registration certificate issued by local Govt. etc.	pdf	
h.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall obtain the labour license under this Act.	Pdf	
i.	Numbers of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers towards payment of ESI & EPF.	Pdf	
j.	Goods & Service Tax registration certificate issued by Govt. etc.	Pdf	
k.	Copy of EMD of Rs. 7,000/-	pdf	

Note:

1. The NRRI will pay the bill inclusive the service tax and the contractor will deposit the service tax and furnish proof of deposit to NRRI every month.
2. Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.
3. The contractor will have to make payment for 02 consecutive months, even without receiving payment from NRRI.
4. Successful Tenderer will have to enter into a detailed contract agreement with ICAR -NRRI on non-judicial stamp paper worth **Rs.100/-** (Rupees One hundred only).
5. Only those firms that qualify the technical bid will be considered for opening the financial bid.

SIGNATURE OF THE TENDERER WITH STAMP

SCHEDULE TO TENDERS:

a)	Name of the Firm/Agency	:
b)	Full address with Post Box No. e-mail and Telephone No. if any.	:
c)	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	:
d)	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 partners.	:
e)	Name and full Address of your Bankers	:
f)	Your permanent Income Tax No/Circle/Ward	:
g)	Any other relevant information	:

Date:

Place:

AUTHORISED SIGNATORY

(CERTIFICATE TO BE GIVEN ON LETER HEAD AS PART OF TECHNICAL BID)

To

The Director
National Rice Research Institute
Cuttack – 753006.

Sir,

It is confirmed that I/we have fully understood in the scope of work and all other requirements for job work/service contract for **“Providing Health Work Service” at NRRI Dispensary, ICAR-NRRI, Cuttack.**

1. I/ We have understood the total quantum of work by going through the tender document. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed Proforma given in **Annexure VII**.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/We undertake that there are not any legal suit/criminal case pending against our firm for violation of Minimum wages Act or other laws. And there is no criminal/legal suit pending or contemplated against us.
5. I/We are not blacklisted by any Government organization in the field of job work/service contract for **“Providing Health Work Service” etc.**
6. We also understand that the contract is liable to be cancelled, if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by NRRI within **180 days** from the date of opening of the technical bid.

**(Signature of Bidder/
Authorized Signatory)
With Stamp/Seal**

ANNEXURE-VIII

Details of the Minimum one year experience/work done:

Sl. No.	Name of the Deptt. / Organization & Name of contract person with phone No.	Period		No. of staff deployed	Remarks
		From	To		

JOB WORK/ SERVICE CONTRACT FOR “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack.**

DRAFT SPECIMEN AGREEMENT

This agreement is made at CUTTACK on (Date.....), 2017 between the Director, NRRI, Cuttack which terms shall include its successors, assignees etc. (hereinafter called NRRI) on the first part and (name & address of the firm), hereinafter called the Firm) which terms shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Director, NRRI invited open tender from reputed firms with experience & financial capability for providing job work/service contract for “**HOUSE KEEPING SERVICES**” AT **NRRI CAMPUS**”.

AND whereas the Director, NRRI has decided to assign the job work/service contract for “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack** to Firm M/s. on the terms and condition contained hereinafter.

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

1. That 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 Director, NRRI 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. That the contract will be initially for a period of one year extendable for a further period of two more years (total three year) on year to year basis, subject to satisfactory performance of the firm and its willingness to continue on mutually agreed terms. The firm shall be responsible for job/service contract for “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack.**
3. That the firm will provide full particulars of the services deployed by it for providing the services.
4. That all services deployed at NRRI premises shall all times and for all purpose be deemed to be employee of the firm and the NRRI shall have no liability on this account in any manner.
5. That the firm shall ensure that all services deployed at NRRI, Cuttack-6 are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. That the Director, NRRI, Cuttack or duly authorized officer in his behalf shall have the right to ask for the removal from the NRRI, Cuttack-6 any services deployed considered by the NRRI to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the NRRI.
7. That the services deployed by the firm should work as per the scope defined at **Annexure II** of the tender document. No extra wages will be paid for weekends and holidays.
8. That the Monthly consolidated charges for Rs..... (Rupees..... only) for the job work/service contract for “**Providing Health Work Service**” at **NRRI Dispensary, ICAR-NRRI, Cuttack.** This payment includes all statutory payment/charges such as ESI and EPF and other charges. Govt. Taxes are extra as per government notification.
9. That the services deployed by the firm shall render the services on job contract basis on all days of the month as per the work specified in **Annexure II**. There will be no separate payment for three national Holidays i.e. Republic Days, Independence Day and Gandhi Jayanti and the same is to be included in the monthly charge claim in the tender by the Contractor.
10. That the firm shall be responsible for making timely payment of due wages to the services deployed i.e. deposit of EPF with EPFO through ECR and ESI contribution. Any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
11. That the firm will raise the monthly bill for preceding month on the 1st working day of next month and the payment will be released by NRRI through ECS system subject to satisfactory performance of contracted job/work/services.
12. That the deduction of income tax (TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
13. That in case of any dispute between the parties, the matter shall be referred to the Director, NRRI, Cuttack. The decision of the Director, NRRI shall be final and binding in any respect of any dispute between the parties.
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 Director, NRRI shall have power to terminate the contract without notice thereof.
15. That the firm agrees to discharge all their legal obligations in respect of their services deployed 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. Viz obligations under Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act, E.P.F. & M.P. Act, and ESI Act etc. Firm agrees to indemnify and keep indemnified the NRRI on account of any failure to comply with the obligations under various laws or damage to NRRI Campus, NRRI, Cuttack-6 due to acts/omissions of firm. Minimum wages shall be paid to the services deployed by the firm at the rate fixed by Chief Labour Commissioner (Central) from time to time and as per the minimum wages Act. The firm shall also pay all such benefits to its employees as envisaged under various Acts

and laws like ESIC Act, EPF & MP Act. Payment of Bonus Act, Taxes etc. The firm shall also ensure compliance of all laws applicable and / or to be made applicable and NRRRI shall not be liable for the same and the firm indemnifies NRRRI in all respects thereof. The firm shall provide an undertaking as every month for compliance of the provision of Contract Labour/Rule and other Law applicable along with the monthly bill.

16. That it is also agreed that under no circumstances, the volunteers and services deployed by the firm shall be treated, regarded or considered or deemed to be treated as the employees of the NRRRI and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the NRRRI, against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's services deployed shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of NRRRI.
17. That in case of any loss or damage to the property of the NRRRI which is attributable to the firm, the full damages will be recovered from the firm.
18. That the firm shall not transfer its right of work or sub-contract to anyone else.
19. That the firm or its services deployed shall not misuse the premises for any purpose other than for which contract is awarded.
20. That the firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the services deployed by the firm will not be tolerated and such services deployed will have to be replaced immediately.
21. That in case of any accident/loss of life of the services deployed during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
22. That the firm shall provide a coordinator for immediate interaction with the NRRRI.
23. That the terms and conditions as stipulated in the tender documents shall be part of this agreement.
24. **PENALTY CLAUSE: Liquidated Damage Clause:**
 - a. That an amount equivalent to one day of contract amount will be levied as Liquidated Damage 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 Firm by National Rice Research Institute, Cuttack-753006 (NRRRI) and if no action is taken within a reasonable amount of time, Liquidated Damage Clause will be invoked.
 - b. That any misconduct/misbehavior on the part of the services deployed by the Firm will not be tolerated and such services deployed will have to be replaced immediately.
 - c. That if the required number of services deployed are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of the Director, National Rice Research Institute, Cuttack- 753006 shall be final and binding on the agency/firm in respect of any clauses covered or not covered under this contract and/or any matter incidental to the contract.

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

Head of Office
(Authorized Signatory)
For and on behalf of the Director,
NRRRI, Cuttack - 753006

Authorized Signatory
on behalf of the Firm
with Official seal

Signature of Witness 1 :

Signature of Witness 1 :

Name:

Name:

Address:

Address:

Signature of Witness 2 :

Signature of Witness 2 :

Name:

Name:

Address:

Address: