



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: [directorrrricuttack@gmail.com](mailto:directorrrricuttack@gmail.com) / [director.nrri@icar.gov.in](mailto:director.nrri@icar.gov.in) / [rrriccte@nic.in](mailto:rrriccte@nic.in)

An ISO 9001:2015 certified organization



**TENDER DOCUMENT (Two Bid systems)**

**NAME OF WORK:** "Day to day Civil Maintenance work of Non-residential and Residential buildings at NRRI Campus", NRRI, Cuttack-6.

**Tender Enquiry No: 14 /Civil. Main./Tech./NRRI/2019-20**

**Tender published at Website:**

<http://eprocure.gov.in>

<http://icar-nrri.in>

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



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**E-TENDER NOTICE**

F. No.53-01/2019-20/Tech./

**Sub:** Tender for Job/Work contract for **“Day to day Civil Maintenance work of Non-residential and Residential buildings at NRRI Campus”**, NRRI, Cuttack-6.

1. The Director ICAR-National Rice Research Institute (NRRI) invites online **OPEN TENDER IN TWO BID SYSTEM** through e-tendering method from reputed firms with adequate experience and financial capability for Job work/service contract for **“Day to day Civil Maintenance work of Non-residential and Residential buildings” at ICAR-NRRI, Cuttack-6**. Eligible firms may submit tenders/bids online of CPP Portal (<http://eprocure.gov.in/eprocure/app>.) from **14/01/2020 to 04/02/2020 up to 3.00 PM**. Tenderers are required to upload all documents in CPP and submit the hardcopy to the **Director, NRRI, Cuttack-6** before closing date of the Tender. Details can be obtained for [www.nrri.nic.in](http://www.nrri.nic.in) .
2. The tender form / bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website [www.nrri.nic.in](http://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.
3. 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.
4. Any Corrigendum about extension of date in respect of above tender shall be issued on our website [www.nrri.nic.in](http://www.nrri.nic.in) and/or 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.
5. The Director, NRRI, Cuttack may at his/her discretion to extend this date by a fortnight and such extension shall be binding on Tenderers.
6. 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 thereof.
7. **Link: [eprocure.gov.in](http://eprocure.gov.in)**
8. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
9. Estimated cost is **Rs. 35.00 lakh** per annum (Approximately)

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

Tender Number	<b>14/Civil. Main./ Tech./NRRI/2019-20</b>
Description of work	Tender for Job/Work contract for "Day to day Civil Maintenance work of Non-Residential and Residential Buildings" at NRRI Campus, NRRI, Cuttack-6.
Type of Tender	Two Bid system
Bid submission Start Date and Time	<b><u>14/01/2020 at 3.00 p.m. onward</u></b>
Bid submission End Date and Time	<b><u>04/02/2020 at 3.00 p.m.</u></b>
Date and time of opening Tenders	<b><u>06/02/2020 at 3.30 p.m.</u></b>
Financial Bid to be opened	As will be reflected in the Technical Evaluation Report
Bid Validity	<b>180 days</b> from the date of opening of Technical Bid.
EMD	<b>Rs. 1,05,000/-</b> (Rupees One Lakh Five Thousand only) in shape of Demand Draft in favour of the Director, ICAR-NRRI, Cuttack payable only at the State Bank of India Nayabazar, Cuttack-4 (Code No.2094).
EMD Validity	180 days from the date of opening of Technical bid. This EMD should be submitted in Sealed envelope super-scribed as <b>EMD for JOB / WORK CONTRACT FOR "Day to day Civil Maintenance work of Non-Residential and Residential Buildings at NRRI Campus"</b> , ICAR-NRRI, Cuttack – 753006.
Security Deposit <i>(To be deposited by the Agency on receipt of Work Order)</i>	<b>8%</b> of the total annual contract value shall be deposited in shape of Demand Draft in favour of the Director, ICAR-NRRI, Cuttack payable only at the State Bank of India Nayabazar, Cuttack-4 (Code No.2094).
Submission of Bids	Online bids should be uploaded on CPP Portal ( <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .) from <b>14/01/2020 (3.00 PM) to 04/02/2020 (3.00 PM)</b> . Hard copy of the tender also must be submitted along with EMD before closing date and time.
Details of tender	Tender Documents and Notice in also available on NRRI website ( <a href="http://www.nrri.nic.in">www.nrri.nic.in</a> )

11. 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-VIII

12. 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 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 the **Director, ICAR-NRRI, Cuttack-753006** as on the last date of submission of Tender on CPP Portal. Special instructions to the Contractors / Agency / Bidders for the 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

**Download copy**  
**ANNEXURE –I**



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

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING **"DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS"** NRRI, CUTTACK-6

**LETTER OF INVITATION**

From:

*The Director  
NRRI, Cuttack-6.*

Dear Tenderer/Sir (s),

Online bids are hereby invited on behalf of the Director, ICAR-NRRI, Cuttack-6 for annual contract for PROVIDING JOB WORK/SERVICE CONTRACT FOR ALLIED SERVICES i.e. **"DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS"** ICAR-NRRI, CUTTACK-6. 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 uploaded in CPP and hardcopy should be submitted to the Director, NRRI, Cuttack before / as on closing date and time of the Tender.**

- 1.) An earnest money of **Rs. 1,05,000/- (Rupees One Lakh Five Thousand only)** must be deposited in shape of demand draft in favour of Director, NRRI, Cuttack-6 payable at State Bank of India (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 tender will not be opened. The tender 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 Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer. The decision of the Director, ICAR-NRRI, Cuttack shall be final for any aspect of the contract and binding on the 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 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)  
Head of Office  
For on behalf of the Director

**ANNEXURE-II****SCOPE OF WORK****Day-to-day civil repair and maintenance work of NRRI, Cuttack consists of the following:**

- (i) **Residential:** 12,583 Sq. meters. It covers the Type I-70 nos., Type II-49 nos, TypeIII-60 nos, Type IV-28 nos, Type V-12 nos, Type VI-1 , Type VII-1, latrine block, Servant Qtrs., Hostel, Cow shed etc.
- (ii) **Non-Residential:**22160 Sq. meters. It covers departments and laboratories of research and administrative units. Research units consist of: Entomology, SS&MB, Pathology, ECT, Physiology, Genetics Resources, Biochemistry & Statistics, Library, Rice Genum Lab., Instrumentation, Biotechnology Lab, Net houses & Engineering Divisions/ sections. An administrative unit consists of: Director Cell, Jt. Director Cell, Telephone, Administrative block, Farm Section, Kissan Bhawan, Guest House, Hostel, EMS/CMU/EMU, Canteen, Dispensary, Central Genomics Lab. and Social Science building etc.

The above units cover about total plinth area of 34,743Sq.mtr.

**Civil repair and maintenance of NRRI, Cuttack consists of:**

- A) Masonry works:** It includes works involving earth, concrete, brick, plastering, punning, painting, centering and shuttering, roof repair, dismantling of structure and disposal of debris etc.
- B) Carpentry work:** Repair/making/replacing/painting of wooden items such as doors, windows, frames, glass panels etc.
- C) Plumbing work:** It consists of Repair-maintenance / replacement of drinking / sewerage pipe lines, tanks and total maintenance including repairs as and when required with good workmanship for complete upkeep of all water supply lines and plumbing as well as periodical cleaning of water storage tanks and sumps.

**NB:** 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>).

## ANNEXURE-III

**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 **Director, NRRI, Cuttack-6**. Bids submitted offline only will summarily be rejected. The Technical Bid uploaded on the CP 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 ([www.eprocure.gov.in/eprocure/app](http://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 ([www.eprocure.gov.in/eprocure/app](http://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 duly signed and Rubber Stamp by the Bidder on each page. This will also upload the scanned copy of Earnest Money Deposit (EMD) amounting to **Rs. 1,05,000/- (Rupees One Lakh Five Thousand only)**. Demand Draft should be drawn in favour of 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** should 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 with duly signed and Rubber Stamp by the Bidder 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 possible after a decision has been 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 Performa of Financial Bid) and there should not be any correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall summarily be ignored/rejected. 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 and experience of similar nature as well as reasonability of rates/contract value quoted by the bidder.
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 important criterion in evaluating the Technical bid. The Director, NRRI reserves the right to reject all or any of the quotations/bids, and decision of the Director, NRRI in the matter shall be final and binding.
7. The successful bidder shall have to deposit **8%** of the total annual value of the contract amount (calculated annually) as Performance Security / Security Deposit within the time frame indicated by NRRI.
8. The tendering firm has to carefully assess the Scope of Work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure / facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside the NRRI Campus at NRRI, Cuttack where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact the **Chairman, CDC / In-charge, CMU, NRRI, Cuttack-753006** with prior appointment on any working day between 10. 00 AM to 5.00 PM.
9. No interest on Security Deposit and Earnest Money Deposit shall be paid by the NRRI to the tenderer.
10. The Firms are being permitted to submit their tenders in consideration of the stipulations on their part and after submitting tenders, they will not rescind from their 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, Cuttack. In the event of the offer made by the tenderer not being accepted, the amount of EMD submitted by the tenderer will be refunded (without any interest), in the manner prescribed by the Director, NRRI.
11. The Performance Security / Security Deposit shall be valid till all contractual obligations are fulfilled by the Firm. The same shall stand forfeited in case of termination of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract.
  12. The tenderer are liable to be ignored/rejected, if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. Person signing the tender or other documents must ensure that he 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 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 NRRI 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/authorized signatory.
  13. Acceptance by the NRRI will be communicated by FAX, E-mail, Speed Post or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions by FAX/ E-mail/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 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, the contract can be terminated by giving one month notice. The decision of Director, NRRI 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 currency of its tenure including extended tenure, if any, the NRRI 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 fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract.**
  19. It is the obligation of the agency to follow the Minimum Wages issued by the appropriate Government under Minimum Wages Act, 1948. The NRRI 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 works of NRRI. Neither the firm nor its workers shall have any claim on NRRI 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 workers 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 NRRI 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 obligations 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 NRRI within **fifteen days of award of contract and the NRRI will get them**

**verified from the police authorities.** The Contractor will provide Name Address, Telephone No & Photographs of its workers deployed at NRRI to the **Assistant Administrative Officer, Technical Section, ICAR-NRRI, Cuttack.**

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 NRRI 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 NRRI. 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 NRRI. There is no Master and Servant relationship between the employees of the service provider and the NRRI and further that the said personnel of the service provider shall not claim for any employment or absorption in the NRRI 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 NRRI 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 NRRI.
25. The service provider's personnel shall not divulge or disclose 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 for the contractor shall be of good character and of sound health. 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 to music and loitering without any work. The workers should be good sound health and within the age group of 18 to 58 years.
27. The service provider shall replace immediately any of its personnel, if not acceptable to the NRRI 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 NRRI.
28. The damage caused, if any, to NRRI property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the NRRI 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 NRRI, its properties, designated officials or other employees, the contractor shall be liable to make good the losses or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, NRRI may deem fit.
29. 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 deployed at NRRI with the EPF contribution will be submitted by the firm to the NRRI, 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. NRRI will not at all be liable for such disputes.
30. 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.
31. 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.
32. 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.
33. 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.



34. 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.
35. 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 communicate to the Agency/Firm/Contractor.
36. 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.
37. The NRRI reserves the right to ask and required the contractor to remove any person deployed by him without assigning any reason/notice.
38. 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.
39. Any dispute arising out of and in relation to this agreement shall be referred the Director, NRRI. His decision will be binding on the contractor.
40. **The duration of the contract shall be initially for one year and extendable up to maximum two more years on same rate, terms & conditions if the performance of agency is found satisfactory.** The contract can be terminated even earlier by giving two months prior notice by NRRI 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
41. The contractor shall have no claim of compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
42. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.
43. Documentary proof towards payment of EPF & ESI of the concerned workers engaged at NRRI by the contractor should be submitted on every six month for verification. Non-compliance will lead to break in further payments.

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

**TENDER FOR JOB WORKS/SERVICE CONTRACT FOR  
"DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL  
BUILDINGS AT NRRI CAMPUS" NRRI, CUTTACK-6**

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 **"DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS" NRRI, CUTTACK-6** 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 180 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 **"Day to day Civil Maintenance and Operation Work"** at NRRI, Cuttack-6. 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, CRR, 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:

**ANNEXURE-IV**  
**Schedule-I**

**CHECK LIST FOR TECHNICAL BID EVALUATION**

Sl. No.	Document required	Upload the scanned copy	Page No. of enclosures
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 <b>Rs.10.00 Lakh (Rupees Ten Lakhs only)</b> during the last financial year.	Pdf	
c.	Minimum one year continuous experience of the firm in the field of providing such Job/Work/Services (Civil Works i.e. Masonry, Carpentry and Plumbing as well as Maintenance Works) 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. <b>(Please see Annexure)</b> .	Pdf	
d.	Certified Balance sheet of the firm for last year by the chartered accountant.	Pdf	
e.	Duly certified copies of the satisfactory completion of Job / Work / Services during last 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. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers towards payment of ESI & EPF.	Pdf	
j.	Good & Service tax registration certificate issued by Govt. etc.	Pdf	
k.	Copy of EMD Rs. 1,05,000/-	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-II****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

**ANNEXURE-V****(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 **“DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS” NRRI, CUTTACK-6 & its premises.**

1. I/ We have understood the total quantum of work by going through the tender document and/by visiting the campuses (both at NRRI). 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 **“Day to day Civil Maintenance work of Non-Residential and Residential Buildings” 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-VII****Details of the Minimum 01 year experience/work done:**

(Newly registered/registered in less than one year are required to submit their experience from the date of registration / award of Job/Work/Services)

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

**ANNEXURE – VIII**

**DRAFT SPECIMEN AGREEMENT**

**JOB WORK/ SERVICE CONTRACT FOR “ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS” NRRI, CUTTACK-6.**

This agreement in made at CUTTACK on (Date.....), 2019 between the Director, NRRI, Cuttack which terms shall include its successors, assignees etc. on the first part (hereinafter called NRRI) 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 for providing job work/service contract for **“ANNUAL CONTRACT DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS”**.

AND whereas the Director, NRRI has decided to assign the job work/service contract for **“ANNUAL CONTRACT DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS”** to Firm M/s. .... on the terms and condition hereinafter contained.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

1. That his 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 moth's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed upon.
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 **“ANNUAL CONTRACT DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS”, NRRI, Cuttack-6**
3. That the firm will provide full particulars of every service deployed by it for providing the services.
4. That all service deployed at NRRI premises shall all times and for all purpose be deemed to be the 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 service 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 on his behalf shall have the right to ask for the removal from the NRRI, Cuttack-6 any service deployed considered by the Council/NRRI to be incompetent, disorderly or any other reason and such service deployed shall not again be deployed without the consent of the NRRI.
7. That the service 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 **“ANNUAL CONTRACT DAY TO DAY CIVIL MAINTENANCE WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT NRRI CAMPUS” NRRI,**

**Cuttack-6.** This payment includes all statutory payment/charges such as ESI and EPF and other charges. Service Taxes/GST extra as per government notification.

9. That the service 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 service deployed i.e. depositing of EPF with EPF 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 bill on 1<sup>st</sup> working day of every month and the payment released by the 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 dispute between the parties, the matter shall be referred to 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.
15. That the firm agrees to discharge all their legal obligations in respect of their service deployed i.e. 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 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 should be paid to the service 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 service deployed 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 NRRI shall not be liable for the same and the firm indemnifies NRRI in all respects thereof. The firm shall provide an undertaking in 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 service deployed of the firm shall be treated, regarded or considered or deemed to be treated as the employees of the NRRI and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the NRRI, against any claim that it may have to meet towards the employees / workmen of the Firm. Firm's service deployed shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of NRRI.
17. That in case of any loss or damage to the property of the NRRI 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 service 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 service deployed by the firm will not be tolerated and such service deployed will have to be replaced immediately.



- 21. That in case of any accident/loss of life of the service 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 NRRI.
- 23. That the terms and conditions as stipulated in the tender documents shall be part of this agreement.
- 24. **Liquidated Damage Clauses:** That the contractor shall be responsible for the faithful compliance of the work awarded in the Work order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by NRRI and if no action is taken or no progress noticed within stipulated time, liquidated damage clause will be invoked. An amount of **Rs. 5,000/-** will be deducted from its monthly bill as liquidated damage.

That the decision of the Director, NRRI, Cuttack-6 shall be final and binding on the Firm in respect of any clause 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,  
 NRRI, Cuttack - 753006

Authorized Signatory  
 on behalf of the Firm  
 with Official seal

Signature of Witness 1 :

Name:

Address:

Signature of Witness 1 :

Name:

Address:

Signature of Witness 2 :

Name:

Address:

Signature of Witness 2 :

Name:

Address: