



**ICAR-NRRI-CENTRAL RAINFED UPLAND RICE RESEARCH
STATION
(ICAR-NATIONAL RICE RESEARCH INSTITUTE)
HAZARIBAG 825 301, (JHARKHAND), INDIA**



Tel: 06546-222263, FAX: 06546-223697, e-mail: crurrs.hzb@gmail.com

BID DOCUMENT

**NAME OF WORK: TENDER FOR “OUTSOURCING SERVICES” AT CENTRAL
RAINFED UPLAND RICE RESEARCH STATION, POST BOX 48,
HAZARIBAG.**

Tender Enquiry No: 01/Tech./Agri./CRS/2020-21

Tender published at Website:

<https://eprocure.gov.in>

<http://icar-nrri.in/>

CPPP Helpline No : 0120-4200462, 0120- 4001002



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F.No.01/Tech/Agri/CRS/

Dated. _____

To

M/s. _____

Sub: **Tender for "OUTSOURCING SERVICES" AT CENTRAL RAINFED UPLAND RICE
RESEARCH STATION, HAZARIBAG, JHARKHAND**

Dear Sir (s),

On behalf of the Director, NRRI, Cuttack-6 ,Officer-in-Charge, Central Rainfed Upland Rice Research Station, Hazaribagh hereby invites sealed tenders from the registered firms to award JOB CONTRACT FOR PROVIDING ALLIED SERVICES" i.e. Outsourcing services at CRURRS, Hazaribagh as per details given in Annexure-I. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form in **two bid system** i.e. **technical bid** and **financial bid**, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexure-I & II.

CRITICAL DATASHEET

LAST DATE & TIME OF SUBMISSION OF TENDER/BID	24.06.2020	3.00 p.m
DATE OF OPENING OF TECHNICAL BID	24.06.2020	3.30 p.m
DATE OF OPENING OF FINANCIAL BID	Will be intimated later on.	

INSTRUCTIONS FOR SUBMISSION OF TENDER:

NOW THEREFORE THE QUOTATION SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:

1. All other details can be downloaded from tender link <http://icar-nrri.in/> & <https://eprocure.gov.in/eprocure/app>. Tender documents downloaded from the links can only be considered. The last date of tender submission is **24.06.2020 at 3.00 p.m.**
2. It must be ensured that tenders should reach duly addressed to the Officer-In-Charge, CRURRS, PB-48, Hazaribag-825301 either by post or submit in the Office of the Assistant Administrative Officer, CRURRS, Hazaribag latest by **24.06.2020 at 3.00 pm**. The tender will be opened on the same day at 3.30 pm.
3. The original copy of the tender is to be enclosed in double cover. The envelop should clearly be super scribed as 'TENDER FOR OUTSOURCING SERVICES' due on 24.06.2020 at 3.00pm and tenderer shall place two envelop clearly marked containing financial and technical bid separately in the main envelop. Tenders received after the due date will not be entertained at all.
4. Offering of lowest rates does not commit the award of the contract.
5. Tenderers (service provider) will comply with all statutory provisions as required for such services to be provided including Minimum **Wages ACT, EPF, ESI** etc. as required under law and shall indemnify ICAR Unit, CRURRS, Hazaribag, from all liabilities/suits/litigations etc.
6. The service provider will be responsible for all obligations for providing security/insurance of the person to be deployed by him for the purpose at ICAR Unit, CRURRS, Hazaribag.
7. ICAR Unit, CRURRS, Hazaribag will not be responsible for any liabilities/suits/litigations or otherwise/obligations/commitment/liability to any party(ies) or person(s) whatsoever and contracting agency will be fully responsible to comply all liabilities under the Labour Act.
8. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
9. Over writing/over typing /cutting on the quotation papers is not permitted and liable to be rejected.
10. The contractor shall keep complaint register with his supervisor and it shall be open for verification by the authorized officer of CRURRS, Hazaribag for the purpose. All Complaints should be immediately attended to by the agency.
11. The persons so provided by the agency under this contract will not be employee of the ICAR/NRRI-CRURRS and there will be no employer –employee relationship between the ICAR/NRRI-CRURRS and the person so engaged by the contractor in the aforesaid services.

EARNEST MONEY AND PERFORMANCE SECURITY

12. Tenders must be accompanied with EMD Of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft in favour of to ICAR Unit, CRURRS, Hazaribag and payable only at State Bank of India, Hazaribag. Technical bids not accompanied with valid EMD will not be considered.

13. The tenderer is being permitted to give tenders in consideration of the stipulation on his part that after submitting his tenders, he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to the firm.
14. The tenderer in whose favour the tender is accepted has to deposit security money in the form of Demand Draft in favour of "ICAR Unit, CRURRS, Hazaribag" and payable only at State Bank of India, Hazaribag for the contractual period as would be specified in the work order to be awarded to the successful bidder or prior written communication for depositing security deposit equivalent to **5% of the total value** of the order for a year. In the event of non-deposition of the same, the EMD will be forfeited. No interest on security deposit and EMD will be paid to tenderer.

Signing of tender

15. Individual signing the tender or other documents connected with the contract may specify, whether he/she signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to arbitration dispute connecting the business of the partnership whether by virtue of the partnership agreement or for power of attorney or (iii) constituted attorney of a firm, if it is a company.

Penalty Clause: Liquidated Damage Clause

- 16.(1) An amount Rs. 2000/- 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 CRURRS, Hazaribag and if no action is taken within one hour, liquidated damages clause will be invoked.
- 2) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced promptly.
- 3) If the required numbers of man power are not provided as per the requirement of the Institute on any day without any intimation, then the minimum penalty of Rs. 2000/- per manpower per day will liable to be deducted from the bill.
17. Details of other offices/departments where such services are being provided must also be attached including copies of work order/references etc.
18. The Service provider will have to maintain EPF & ESI account of each person to be deployed at ICAR-UNIT CRURRS, Hazaribag as per law in force. The service provider is responsible to pay all taxes as per law in force.
19. **Work contract will initially be for a period of one year** (twelve calendar months) and the same can be extended mutually for further period of one year subject to review of the performance of the contract on the same terms and conditions.
20. The service provider will discharge all its legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the providing service 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 service

- provider shall indemnify and keep indemnified the NRRI, Cuttack-6/CRURRS, Hazaribag 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 the OIC, CRURRS, Hazaribag, shall be final and binding on the service provider.
21. The service provider shall be the principal employer of the workers/supervisors to be employed/deployed by them at this Institute and the Director, NRRI, Cuttack will not be responsible for employment/deployment of the workers/supervisors of the service provider. The OIC, CRURRS, Hazaribag has no liability whatsoever, towards the employment of the workers/supervisors employed/deployed by the service provider.
 22. Any liability that may arise due to damage/injury or death of any personnel of service provider while carrying out the work/service shall be borne by the service provider.
 23. That 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 Central Rainfed Upland Rice Research Station, Hazaribag and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the Central Rainfed Upland Rice Research Station, Hazaribag against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of Central Rainfed Upland Rice Research Station, Hazaribag.
 24. If any damage will occur in the above Division/Section during providing service, will be borne/repaid by the service provider.
 25. The normal office hours of Office/Department are from **9.30 am to 1.00 p.m to 2.00 p.m to 5.00 p.m (Monday to Saturday in working days)**. However, OIC, CRURRS, Hazaribagh reserves the right to depute/assign the duty to the deployed personnel in field on Sunday/Holidays and beyond office hours without any extra financial liabilities on the part of CRURRS, Hazaribag.
 26. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty with written permission from the OIC, CRURRS, Hazaribag. The list of persons to be provided by the contractor along with their complete address should be given before undertaking the work.
 27. The contract shall/can be cancelled / terminated by giving 30 days notice to the Service provider.

Financial Bid/Rates Quoted

28. The Rates must be quoted (both in words and figures) on consolidation basis (including ESI/EPF etc. and other statutory liabilities, if any, and also the firm's service charges as per the proforma) on per month basis as per the enclosed Schedule/Price Bid. Detailed breakup of the consolidated charges may also be enclosed separately with the financial bid.
29. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be considered as per rule. However, the Service Taxes or any other Tax which is as per the rules of the Govt. of NCT/other states; shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the Government.

30. Contract Labour Act, Minimum Labour wages Act (Central) and other labour related Act as applicable from time to time must be followed by the Contractor. The Director, NRRI/ OIC, CRURRS will not be held responsible for the fault of the service provider.
31. **The rates must be quoted taking into account of enhancement of VDA/Minimum wage during the contract period, so that minimum wages should be paid to the workers.**
32. Income Tax as applicable will be deducted at source from the monthly bill only on the Service charges.
33. If tenderer does not accept the offer, after issue of letter of award by OIC, CRURRS, Hazaribag within **15 (fifteen) days**, the offer made shall be deemed to be withdrawn without any notice and Earnest money will be forfeited. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/ altered at all.
34. **Checklist:** The tender being submitted by the firm, all pages along with enclosures must be numbered. Only those firms providing the following documents would be considered eligible and also fill the page number for claiming the fulfillment of requisite conditions as given in the column item-wise.

TECHNICAL BID

Sl. No.	Documents required with technical bid	Page No.
a.	Registration certificate of the firm under the work contract of the Govt. of India/State Govt.	
b.	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations. Provide the details in tabular form (Annexure-III)	
c.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.	
d.	Employee EPF registration certificate issued by local govt. etc.	
e.	Employee ESI registration certificate issued by local govt. etc.	
f.	The contractor/agency must have a registration with the Contract Labour (Registration and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.	
g.	Nos. of staff supervisors registered under ESI & EPF separately. Minimum 100 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof may be attached.	
h.	GST registration certificate issued by Govt. etc./PAN Certificate.	
i.	Duly signed whole tender documents except price list	
j.	Details of accidental insurance benefits of the worker deployed by the agency	
k.	Last three year IT Return/ Audited Balance sheet of the firm	
Other conditions		
1.	Quotations are to be submitted in two bid system.	
2.	EMD of Rs. 50,000/- (Rupees Fifty thousand only) in shape of Demand Draft in favour of ICAR Unit, CRURRS, Hazaribag. The D.D. should be valid for 3 months from the date of opening of tender.	

Note:

1. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
2. The competitiveness to the rate (s) of each item will be decided and thereby the item-wise work may be awarded to the successful bidder.
3. Each page of the technical bid must be signed by the tenderer while submitting technical bid. The terms and conditions shown in draft agreements can solely be changed by the OIC, CRURRS, Hazaribag at his discretion and shall be binding up on the tenderer at the time of agreement entered into.
4. Only those firms will be considered for financial bid who qualify in the technical bid.

AGREEMENT

17. Successful tenderer will have to enter into a detailed contract agreement with OIC, CRURRS, Hazaribag on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) for each work.

PAYMENT & SUBMISSION OF BILLS

18. (i) The firm/contractor shall submit pre-receipt bill per month in triplicate for the job work in the first week of following month in favour of "OIC, CRURRS, Hazaribag". The firm should give bank account details along with bills.
- (ii) The contractor will ensure to make the payment to the person(s)/manpower, so deployed by 10th of every month irrespective of payment made by the Institute.
- (iii) The firm/Contractor shall submit the copy of challan/e-receipt of payment deposited with the concerned department towards EPF, ESI & GST etc. in respect of the deployed manpower on job work as per rule along with bills from the second month of Rate Contract, failing which payment will be withheld.
19. The OIC, CRURRS, Hazaribag reserves the rights to reject all or any tender without assigning any reason and also the work contract may be cancelled without assigning any reasons at any time and the decisions of the competent authority will be final.



Assistant Administrative Officer

SCHEDULE-I

SCHEDULE TO TENDERS:

Part-I

- 1) Name of the Firm/Agency :
- 2) Full address with Post Box No. and Telephone No. if any :
- 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 partners. :
- 5) Name and full Address of your Bankers :
- 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 and the opening of the Tenders. :
- 10) Name of the Permanent Representative to be visiting CRURRS, Hazaribag regarding the contract. :

Date:

Place:

AUTHORISED SIGNATORY

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

ANNEXURE-I

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING "OUTSOURCING SERVICES" AT CRURRS, Hazaribag"

(Central Rainfed Upland Rice Research Station is a unit of NRRI, Cuttack situated at Hazaribag, Jharkhand under Indian Council of Agricultural Research, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001. Workers can only be deployed at CRURRS, Hazaribag as per requirement)

Scope of work: The allied services of estates/house keeping as detailed below are to be provided at CRURRS, Hazaribag. The Services include the following.

Sl.No.	Nature of Work		Scope of Work
01.	Semi-skilled Work	House Keeping Services	Daily cleaning of office and laboratories (approx 5000Sqft including toilets (9 Nos), Cleaning of roads (approx.13000sqft, drains 3100sqft. Institute will supply all cleaning material. Cleaning and maintenance of guest house, surroundings (minimum 2 persons)
02.	Semi-skilled Work	Garden Maintenance	Maintenance of existing garden at the campus starting from main gate road side plantations, boundary side plantations, garden around the office building and other structures, irrigation, weed removal, trimming of plants, lawn mowing and other maintenance work to be carried out on day to day basis (Near admn. Building, guest house and residential area. (minimum 4 persons)
03.	Semi-skilled Work	Guest House caretaking and Maintenance	Maintenance of rooms, furniture, lobbies, dining and cooking services (1 Person)
04.	Semi-Skilled Work	Courier Job Services/ Office Attendant	For post office, to carry files, papers, serving tea to staff, Maintenance of Official work and visitors and other work as defined by the Administration (1 Person) .
05.	Semi-Skilled Work	Tractor Operators	Operation /general routine and daily maintenance of tractors (No. of tractor-2) (1 Person)
06.	Skilled Work	Tractor Operators and maintenance	Operation and maintenance of tractor (one person)
07.	Skilled Work	Operation and maintenance of office vehicle	Operation and maintenance of bus/jeep (one), (Minimum 1 person)
08.	Skilled	Borewell operation & Electrical Maintenance	In the Office-Cum-Administrative Building and residential qtrs., farm section, guest house (Minimum 1 Person)
09.	Unskilled	Agricultural operation worker	Various Agricultural operation works (as and when required)
10.	Skilled	Agriculture field operator I	Monitoring & field/research data collection (as and when required)
11.	Highly skilled	Agriculture field operator II	Monitoring & field/research data collection with entry of data in computer (as and when required)

Bidders Signatures_____

Date & Seal:_____

Annexure-II

FINANCIAL BID :-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender: (Up to 3.00 P.M.)

Date of opening of Financial Bid: As per intimation.

To

The Officer-in-Charge,
CRURRS, Hazaribag

Sir,

I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING "OUTSOURCING SERVICES" AT CRURRS, Hazaribag on the following rates.

No.	Particulars
1.	Consolidated rate offered for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING "OUTSOURCING SERVICES" AT CRURRS, Hazaribag in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.

Sl.No.	Category of work	Monthly charges including EPF, ESI etc (Consolidated) (per point/per deployed personnel)
01.	House Keeping Services	Rs..... Rupees.....
02.	Garden Maintenance	Rs..... Rupees.....
03.	Guest House caretaking and Maintenance	Rs..... Rupees.....
04.	Courier Job Services/ Office Attendant	Rs..... Rupees.....
05.	Tractor Operators	Rs..... Rupees.....
06	Tractor Operators and maintenance	Rs..... Rupees.....
07	Operation and maintenance of office vehicle	Rs..... Rupees.....
08	Borewell operation & Electrical Maintenance	Rs..... Rupees.....

09	Agricultural operation worker	Rs..... Rupees.....
10	Agriculture field operator I	Rs..... Rupees.....
11	Agriculture field operator II	Rs..... Rupees.....

Note: 1.The rates quoted by the firms in tender to be given in both words and figures
2. Bid of nil agency charges will not be considered.

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid 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.....

ANNEXURE-III

Details of the Minimum 03 years experience/work done:

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

(Authorized Signatory)
