



भारतअनुप-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: [directorcricuttack@gmail.com](mailto:directorcricuttack@gmail.com) / [director.nrri@icar.gov.in](mailto:director.nrri@icar.gov.in) / [crriict@nic.in](mailto:crriict@nic.in)  
An ISO 9001:2015 Certified Institute



## **TENDER DOCUMENT (Two Bid system)**

**NAME OF WORK:** "Maintenance of various Lawns and Garden" at ICAR-NRRI, Cuttack

:

**Tender Enquiry No: 08/Lawns & Garden /Tech./2021**

**Tender published at Website:**

<https://eprocure.gov.in>

<http://crri.nic.in>

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



भारतअनुप-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: [directorcrri@icar.gov.in](mailto:directorcrri@icar.gov.in) / [director.nrri@icar.gov.in](mailto:director.nrri@icar.gov.in) / [crri@nic.in](mailto:crri@nic.in)  
An ISO 9001:2015 Certified Institute



F. No. 53-14/2021/Lawns & Garden/Tech.

**Sub:** Tender for Job/Work contract for **"Maintenance of various Lawns and Garden" 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 **"Maintenance of various Lawns and Garden"** at ICAR-NRRI, Cuttack-6. Eligible firms may submit tenders/bids online of CPP Portal (<http://eprocure.gov.in/eprocure/app>.) from **05/08/2021 to 25/08/2021** up to 3.00 p.m. Details can be obtained for [www.crri.nic.in](http://www.crri.nic.in) .
2. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website [www.crri.nic.in](http://www.crri.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/uploading 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.crri.nic.in](http://www.crri.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.
5. The Director, NRRI, Cuttack may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.
6. The Director, NRRI, Cuttack- 753006 reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
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. 20.00 lakh** approximate per annum

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

Tender Number	08/Lawns & Garden/ Tech./2021
Description of work	Tender for Job/Work contract for <b>"Maintenance of various Lawns and Garden"</b> at NRRI Campus, NRRI, Cuttack-6.
Type of Tender	<b>Two Bid system</b>
Bid submission Start Date and Time	<b>05/08/2021</b> at 3.00 p.m. to onward
Bid submission End Date and Time	<b>25/08/2021</b> up to 3.00 p.m
Date and time of opening Tenders	<b>26/08/2021</b> 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	<b>Exempted till 31.12.2021, but Bid Security Declaration (Annexure-) must be submitted in the letterhead of the bidders for accepting the clause that <u>the bidder will be suspended from participation in bidding process for One Year from the date of opening if they withdraw or modify their bids during the period of validity etc.</u></b>
Security Deposit	<b>3%</b> of the total Annual contract value should be deposited in shape of Demand Draft in favour of Director, ICAR-NRRI, Cuttack-6 payable only at the <b>State Bank of India, Nayabazar, Cuttack-753004, A/c. No.- 10329386033</b> , IFS- SBIN0002094, MICR No. 753002016
Submission of Bids	Online bids uploaded on CPP Portal ( <a href="http://eprocure.gov.in/eprocure/app.">http://eprocure.gov.in/eprocure/app.</a> ) from <b>05/08/2021 to 25/08/2021</b> up to 3.00 p.m.
Details of tender	Tender Documents and Notice in also available on NRRI website ( <a href="http://www.crrn.nic.in">www.crrn.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-VII
3.8	Bid Security Declaration	ANNEXURE- IX

12. The entire tender document including all Annexures, except the Financial Bid in **Annexure –VI**, will be part of the Technical Bid which must contain all 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>). Special instructions to the Contractors/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>).

Yours faithfully,

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: [directorcrricuttack@gmail.com](mailto:directorcrricuttack@gmail.com) / [director.nrri@icar.gov.in](mailto:director.nrri@icar.gov.in) / [crrictc@nic.in](mailto:crrictc@nic.in)  
**An ISO 9001:2015 Certified Institute**



**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 **"MAINTENANCE OF VARIOUS OF LAWNS AND GARDEN" AT NRRI, CUTTACK-6**

### LETTER OF INVITATION

From:

*The Director  
NRRI, Cuttack-6.*

To

---

---

---

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 ALLIED SERVICES **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI CAMPUS" 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 and all other documents online before tender closing date.**

- 1) The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof.
- 2) The Director, NRRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Director 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.

- 3) 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.
- 4) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

Yours faithfully,

Head of Office  
For and on behalf of the  
Director, NRRI, Cuttack-6

## ANNEXURE-II

### Scope of work:

1. The Director, NRRI, Cuttack requires services of reputed Firm/Agencies having nurseries and experience for provision of maintenance of Lawns and garden and landscaping work on contractual basis at NRRI, Cuttack.
2. (A) Details of works

<b>Sl. No.</b>	<b>Location</b>	<b>Area/ Quantity</b>	<b>Description of the Works</b>
1.	Rose Garden/Flag post/in front of auditorium	<b>2350 Sqm.</b>	<b>Maintenance of Lawns:-</b> including weeding, gap filling, grass cutting with Khurpi/sickle, moving with the help of mover, rolling, irrigation, fertilizer and pesticide application, etc. in respect of location 1 to 6 and 11.
2.	Mummy garden	<b>800 Sqm.</b>	
3.	Guest House	<b>800 Sqm.</b>	
4.	Ins Hostel	<b>400 Sqm.</b>	
5.	Kishan Bhawan	<b>1000 Sqm.</b>	
6.	Director bungalow & adjacent area	<b>2500 Sqm.</b>	<b>Maintenance of Hedges/Bordering Plants:-</b> including weeding, inter-culture, gap filling, training/pruning, irrigation, fertilizer and pesticide application, etc. presently available at location 1 to 7 and 14.
7.	SSD/Cycle stand/Canteen area	<b>400 Sqm.</b>	
8.	Quadrangle area (Admn. Building)	<b>3000 Sqm.</b>	
9.	Children park area	<b>5400 Sqm.</b>	
10.	Play ground area	<b>2000 Sqm.</b>	
11.	Lawns at different places	<b>5130 Sqm.</b>	<b>Maintenance of Ornamental/Flower Plants :</b> including weeding, inter-culture, irrigation, gap filling, trimming/pruning, fertilizer and pesticide application, etc.
12.	Behind INS Hostel & Kishan Bhawan area	<b>1200 Sqm.</b>	
13.	Quadrangle area between Bio-Tech. Lab & new laborotary	<b>2920 Sqm.</b>	
14.	Hedges on road side	<b>1200 Sqm.</b>	<b>Maintenance of Potted Ornamental Plants:</b> Total Plants-200 Nos. (approximately) Including inter-culture, weeding, soil/manure filling, irrigation, gap filling, training/pruning, fertilizer and pesticide application, etc.
15.	Maintenance of teak plants & fruiting plants etc	<b>1000 plants (Approx)</b>	
16.	<b>Other works</b> Occasional trimming of branches that may cause damage to institute property or may cause obstacle in proper vision during driving ( <b>with permission</b> )		<b>Maintenance of Trees/Fruit Plants of entire Campus:</b> All the Trees: Big Trees-500 Nos., Small Trees-300 Nos. and Fruit Plants-200 Nos. of entire campus, roadside and all around the boundary wall including weeding, inter-culture, earthing, irrigation, gap filling, trimming, fertilizer and pesticide application, etc. <b>Work for all locations:-</b> Leveling of soil profile, making pits for ornamental plants, preparation of seed beds and beds for seasonal plants, periodically cleaning of grass and shrubs removing weeds, watering of all plants including new plantations, debris to be carried out to safe places and burning them all type of assistants to EMS staff under supervision of farm manager and carried out other similar work as and when required and assigned.
17.	Auditorium Area	<b>3000 Sqm</b>	

(B) Operative terms and conditions (For locations at Annexure- II)

1. Regular trimming of grass in lawns using Lawn Mowers only, replacement/development of hedges and grass in the lawns etc. by engaging adequate number of skilled personnel. Lawn mowers or other gadgets shall be purchased by the contractor and be maintained by his own cost. The firm/Agency shall be the custodian of such equipment/instruments/machineries and shall deploy adequate numbers of trained personnel to operate these machineries. Electric/petrol and Hand Lawn mowers are recommended for use and the Firm/Agency/Contractor shall supply and maintain them at his own cost. Electricity will be supplied free of cost by the institute for use of above equipment wherever possible. Typical distance of cord for lawn mowers shall be up to 160m.
2. Water required for the job will be provided by NRRI, Cuttack at designated points. The contractor shall arrange pumping, supply and distribution etc. up to and within the required work-site.
3. The assets and articles provided by the Institute shall be property of the Institute and agency shall be merely the custodians of such assets and articles. On termination of contract, any such property shall be handed over to the Institute in good and intact condition.
4. The Agency shall assure that in the event of shortage of personnel on duty, the routine maintenance work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
5. Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency for six days a week throughout the year. The Agency/Firm will maintain the agreed deployment of well-trained gardeners and laborers throughout the year.
6. The Agency shall ensure that all personnel are imparted proper training at regular intervals.
7. Occasional trimming of branches that may cause damage to institute property or may cause obstacle in proper vision during driving (**with permission**). (This includes engagement of qualified and experienced gardeners & supervisors and procurement of fresh replacement materials.

**N.B. : The price bid should be submitted on-line in the "BOQ format of Excel file" only 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 **Head of Office, NRRI, Cuttack-6**. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain all 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](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 Portal ([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 each page signed with the Rubber Stamp of the Bidder. 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 and signed in the prescribed formats i.e. **Annexure VI**.
3. No conditional bid will be accepted.
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 be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is lowest 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.
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, and decision of the Director, NRRI in the matter shall be final and binding.
7. The successful bidder shall have to deposit **3%** of the total bid amount (calculated annually) as performance security and within the time frame indicated by the 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 of 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 **Chairman(CDC & EMU), NRRI, Cuttack-753006** with prior appointment on any working day between **9.30 a.m to 5.00 p.m.**
9. No interest on Security 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 the his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof.
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 currency of the 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 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 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 annexure, if any should be signed by the tenderer.
13. Acceptance by the NRRI 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 currency of contract period or any other contractual dispute, the contract can be terminated giving 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 **45days** 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 work of this 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 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 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 employees deployed at NRRI 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 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 the 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 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. 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/Gutka, smoking using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
27. The service provider shall replace immediately any of its personnel, if not unacceptable 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 loss 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 EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers 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.
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 cover 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 gazetted / 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 the tenderer.
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 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 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

41. The contractor shall have no claim to 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. The tendering firm/agency should have **minimum experience of 3 years in the field of Landscaping, Gardening and Ornamental Plants Supply etc.**, for which the suitable experience certificates should be obtained from the organization in which the agency has undertaken works without which the tender will not be qualified and technically rejected. In addition to experience, the tendering firm/agency having own nurseries may be preferred.

Yours faithfully,

Head of Office  
For and on behalf of the Director  
NRRRI, Cuttack-6

**TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR  
"MAINTENANCE OF VARIOUS OF LAWNS AND GARDEN" AT 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 **"MAINTENANCE OF VARIOUS OF LAWNS AND GARDEN" AT 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 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 **"MAINTENANCE OF VARIOUS OF LAWNS AND GARDEN"** 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.

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

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

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

Signature of witness to contractor's signature

Address:

Name & Signature of witness:

Address:

Signature & Seal of the Tenderer

Telephone No. (Office):

Telephone No. (Resi.):

Mobile No.:

**ANNEXURE IV**  
**SCHEDULE - I**

**CHECK LIST FOR TECHNICAL BID EVALUATION**

Sl. No.	Document required	Upload the scanned copy
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.24.00 Lakh</b> during 2020-21.	pdf
c.	Minimum Three years continuous experience of the firm during 2018-19, 2019-20, 2020-21 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. <b>(Please see Annexure –VIII)</b> .	pdf
d.	Certified Balance sheet of the firm during 2020-21 of the service contract by the chartered accountant.	pdf
e.	Duly certified copies of the satisfactory services where the Tenderer is providing the services during 2020-21.	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 to be required and may be attached along with the monthly bills.	pdf
j.	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.	pdf
k.	Goods & Service Tax registration certificate issued by Govt. etc.	pdf
l.	The bidders should submit the documents wherein they have declared their liabilities for the year 2019-20 under GSTR1 return (B2B) against the GST Registration Number-21AAAGCOI71P1ZP of CRRRI in connection with invoices issued by them & GST Payment made by NRRI.	Pdf
m.	Documentary proof indicating GST clearance for 2019-20.	pdf

**Note:**

1. The NRRI will pay the bill excluding GST amount and GST amount will be released after submission of GST B2B return by the service provider.
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 2 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 of **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

**(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 **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT 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 **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI CUTTACK-6.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 authorized representative of the firm)**  
**Stamp/Seal of the firm**

**ANNEXURE -VIII**

**Details of the Minimum 03 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 "MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI, CUTTACK-6.**

**DRAFT SPECIMEN AGREEMENT**

This agreement is made at CUTTACK on (Date.....), 2021 between ..... (firm name .....) and Director, NRRI, Cuttack which terms shall include its successors, assignees etc. 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 **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI, CUTTACK-6**. And whereas the Director, NRRI has decided to assign the job work/service contract for **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN AT NRRI CAMPUS" NRRI, CUTTACK-6**. 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. 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. The contract will be initially for a period of one year extendable for a further period of two 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 **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI, CUTTACK-6**.
3. The firm will provide full particulars of every worker deployed by it for providing the services.
4. All personnel posted at 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 persons 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. The Director, NRRI, Cuttack or duly authorized officer in this behalf shall have the right to ask for the removal from the NRRI, Cuttack-6 any personnel considered by the Council to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the NRRI.
7. The manpower 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. Monthly consolidated charges for Rs.....  
(Rupees..... only) for the job work/service contract for **"MAINTENANCE OF VARIOUS LAWNS AND GARDEN" AT NRRI, CUTTACK-6..**  
This payment includes all statutory payment/charges such as ESI and EPF and other charges. Govt. Taxes are extra as per government notification.
9. The manpower 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. The firm shall be responsible for making timely payment of due wages to the workers employed 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. The firm will raise a bill of this amount of 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. 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. 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. 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. The firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. Viz obligations under Contract Labour (Regulation & Abolition) Act. 1970, Workmen's 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 workers 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 NRRI shall not be liable for the same and the firm indemnifies NRRI 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. The enhanced wages shall be paid to the agency during the period of extension of job contract as per government notification.
17. It is also agreed that under no circumstances, the volunteers and employees/workmen 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 employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of NRRI.
18. 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.
19. The firm shall not transfer its right of work or sub-contract to anyone else.
20. The firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
21. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
22. In case of any accident/loss of life of the workers during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
23. The firm shall provide a coordinator for immediate interaction with the NRRI.

24. The terms and conditions as stipulated in the tender documents shall be part of this agreement.

**25. PENALTY CLAUSE: liquidated damages clause:**

- a.** That an amount equivalent to one day of contract amount 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 National Rice Research Institute, Cuttack-753006 (Institute) and if no action is taken within a reasonable amount of time, liquidated damages clauses will be invoked.
- b.** Any misconduct/misbehavior on the part of the manpower deployed by the Firm will not be tolerated and such person will have to be replaced immediately.
- c.** If the required number of workers/supervisor 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 under the contract and any matter incidental to the contract.

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

Name & Signature of Witness 1 :

Address:

Authorized Signatory

on behalf of the firm

Name & Signature of Witness 2 :

Address:

(Authorized Signatory)

Head of Office

For and on behalf of the Director,

NRRI, Cuttack - 753006



**BID SECURITY DECLARATION**  
**(To be given on letter head)**

I/ We M/s. \_\_\_\_\_ do hereby declare that if I/we withdraw or modify our bid during period of validity, I/we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letter head of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same, otherwise the firm will be disqualified.