



मृदा विज्ञान एवम कृषि रसायन विज्ञान संभाग
Division of Soil Science & Agril. Chemistry
भा.कृ.अ.परिषद्-भारतीय कृषि अनुसंधान संस्थान
ICAR- Indian Agricultural Research Institute, N. Delhi-12
011-25841494, 25843588, Extn: 4328



F.No. 5-2/2018-19/Lab etc./SSAC/

Date: 04/04/2019

E-Procurement Tender Notice

On behalf of Secretary ICAR and Director IARI, Head Division of Soil Science and Agricultural Chemistry (SSAC) invites online tender through CPP Portal under two bid system for outsourcing the job works contract for providing (skilled, semi-skilled, unskilled support in Laboratory work, Pot culture work and Green House activities) in Division of Soil Science & Agricultural Chemistry for a period of one year and extendable for another one year subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.

1. Details of Tender Deposits:-

Earnest money deposit : Rs. 50,000/- (Fifty Thousand Only)
Security deposit : 10% of the estimated value of contract
Estimated Cost of Tender : Rs. 15,00,000/- Per Annum

2. Tender schedule:

Tender No.	5-2/2018-19/Lab etc./SSAC
Date of release of Tender through e-procurement	04/04/2019 at 12.30 PM (Afternoon)
Bid submission start date/time	04/04/2019 from 01 PM onwards
Last date & time for submission of bid	26/04/2019 at 11 AM
Date & time for opening of technical bid	27/04/2019 at 11.30 AM
Address for communication	Room No. 8, Division of Soil Science & Agricultural Chemistry, IARI, New Delhi-110012

Tender form, terms & condition and draft agreement can be downloaded free of cost from the website <http://eprocure.gov.in> and www.iari.res.in upto 10 AM on 26/04/2019. On-line bids complete in all respects should be submitted through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the last date and time i.e. 26/04/2019 upto 11 AM.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. Director, IARI reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted.

(Arun Tripathi)
Asstt. Admn. Officer

Tender Notice No. 5-2/2018-19/Lab etc./SSAC

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING skilled, semi-skilled, un-skilled support in Laboratory work, Pot culture work and Green House activities) in Division of Soil Science & Agricultural Chemistry, IARI, New Delhi.

From

Asstt. Admn. Officer
Division of SS&AC,
IARI, New Delhi-12

To

Dear/Sir(s),

Online tenders are hereby invited on behalf of Secretary ICAR and Director, IARI by Head, Division of SSAC, IARI for providing skilled, semi-skilled, un-skilled support in Laboratory work, Pot culture work and Green House activities in Division of Soil Science & Agricultural Chemistry, IARI, New Delhi.

1. The terms and conditions of the contract are those contained in the General conditions of contract applicable to the contracts placed by the IARI as detailed in the tender form and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of Rs. 50,000/- (Rupees Fifty thousand only) must be deposited in the form of demand draft/pay order payable to Director, IARI, New Delhi physically to AAO, SS&AC on or before closing date of tender. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. Scanned copy of EMD should be uploaded along-with online bid by the vendors.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail 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 him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be digitally signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders 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. Individual signing the tenders or other documents connected with the contract may specify whether he 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 refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A 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 persons so signing had no authority to do so, the Council/Institute 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.

8. Online tenders are invited under two-bid system through e-procurement system. EMD must be deposited with AAO, SS&AC, IARI during working hours i.e. 9.30 A.M. to 4.30 P.M. on all working days (except Sunday, Second Saturday and Gazetted Holidays) before the last date/time for submission of bids failing which bids will not accepted. EMD must be in the form of Demand draft/pay order payable to Director, IARI at New Delhi.

9. The rates quoted by each firm for job/service contract in tenders be given both in the words and figures failing which the same is liable to be rejected. Tenders will be opened online by the authorised officer. Bidders can visualize the process of opening the tender online on CPP Portal without being physically at Division of Soil Science and Agricultural Chemistry, IARI.

10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.

11. An amount of equivalent to 5 to 10% of the estimated value of contract (as per GFR 158) is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

13. The Contractor will be reimbursed for each manpower at the consolidated rates as detailed in Schedule III. The Service Provider shall abide by all the law of land including labour laws (PF, Income tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve IARI in anyway whatsoever. Compliance of these provision shall be ensured at the times to making monthly payments.

14. The Firm will not charge placement charges on any other account from the manpower deployed with the Institute. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

15. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI will not entertain any claim whatsoever in this respect. However, the GST or any other tax which is as per the rules of the Govt. Of NCT of Delhi shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government. As per GST Council Guidelines, GST is not chargeable on field/farm labour hiring. This may please be taken into consideration before quoting the tender.

16. In accordance with O.M. No 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.

17. Director, IARI 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 and it is not mandatory to be communicated to the tenderer.

18. Decision of Director, IARI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

19. Acceptance by the IARI will be communicated by fax/telegram, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/telegram, express letter etc. Should be acted upon immediately.

20. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view of valid reasons. Conditional tenders will not be accepted.

21. The Institute in its capacity as Principal Employer reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.

22. Successful Bidder/tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) for work.

23. The following documents/vouchers are required to be uploaded with the technical bid in order (Schedule-I):-

- (a) Scanned copy of Earnest Money Deposit (EMD)
- (b) Scanned copy of Registration certificate of the firm under Delhi Shops & Establishment Act, 1954 for this purpose.
- (c) Scanned copy of Licence under the Contract Labour (Registration and Abolition) Act, 1970.
- (d) Scanned copies of EPF and ESI Certificate issued by the local Govt.
- (e) Scanned copy of numbers of Staff registered under ESI & EPF separately (minimum 50 numbers of staff is required). Documentary proof of vouchers as well as ECR may be attached.
- (f) Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if claiming exemption for EMD submission.
- (g) Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.
- (h) Scanned copies of Income Tax registration certificate.
- (i) Scanned copy of Audited balance sheet of the firm for last financial year by the Chartered Accountant.
- (j) Scanned copies of PAN number and TIN/TAN Number.
- (k) An undertaking as per attached format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, public sector undertakings and /or by Central Vigilance commission during the last three years.
- (l) Joint Ventures (JV) are normally not permitted in the procurement of other (Non-consulting) services.
- (m) Must not have been under any declaration of ineligibility by any authority. A declaration to the effect should be furnished:
- (n) A consistent history of litigation or arbitration awards against the applicant may result in disqualification:

- (o) Average annual financial turnover of related services during the last three years, ending 31st march of the previous financial year, should be at least 30% (Thirty per cent) of the estimated cost.
 - (p) Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of no less than the amount specified in the BDS.
24. The bidder should have completed:
- (a) Three similar completed services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or
 - (b) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or
 - (c) One similar completed service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost.
 - (d) Bank account details should be attached and IARI shall be entitled to correspond with the banker of the bidder.
25. The service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works. The service providers (a) shall take out and maintain and shall cause any subcontractors to take out and maintain, at their (or the subcontractors', as the case may) own cost but on terms and conditions approved by the procuring Entity, insurance against the risks and for the coverage, as shall be specified in the SCC; and (b) at the procuring Entity's request, shall provide evidence to the procuring entity showing that such insurance has been taken out and maintained and that the current premiums have been paid. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. Are being used by their workers while carrying out works. The procuring entity shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties/for inspection or otherwise.
26. If the service provider has not corrected a defect within the time specified in the procuring entity's notice, a penalty for lack of performance will be paid by the service provider. The amount to be paid will be calculated as a percentage of the cost of having defect corrected, assessed as described in SCC.
27. The bidder should fill in rates and prices for all items of the services described in the activity schedule. Items for which no rate or price is entered by the bidder will not be paid for by the procuring entity when executed and shall be deemed covered by the other rates and prices in the activity schedule. The priced activity schedule contains sections on remuneration for staff deployed, reimbursable expenses and miscellaneous expenses. All duties, taxes and other levies payable by the service provider under the contract, or for any other cause, as in the month prior to the month of the deadline for submission of bids, should be included in the total bid price submitted by the bidder.
28. If a firm quotes NIL charge/consideration, the bid shall be treated as unresponsive and will not be considered.
29. The standard formats for technical proposals should include:
Service provider's Bid Cover letter (including eligibility, following code of integrity in public procurement-CIPP

Power of attorney;

Qualification information with enclosures;

Write up on bidder's organisation, confirmation of compliance with (or deviations from) Description of Services, Activity Schedule, Essential Equipment Schedule, Manpower/team, statutory obligation and facilities to be provided by the procuring entity, statutory and contractual requirements, respective obligations of procuring entity and service provider, Contract for, GCC and SCC etc. and enclosures: Cost of bid/bid processing fee/ bid security.

30. The standard formats for a financial proposal include:

Financial bid format : Annexure-V

Summary price schedule : Annexure-V

Priced activity schedule : Annexure-V

Priced material schedule : Annexure-V

Priced miscellaneous schedule (including administrative costs, essential equipment, operating manpower) : Annexure-V

Breakdown of contract prices.

31. Only those bidders who submit all requisite documents as per this tender and secure 40% in the technical qualification on parameters given below will be declared as qualified for considering financial bids. In case, two bidders have quoted similar rates, the firm obtained higher points will be given first priority.

(i) Average turnover of the firm during last three years:-

Exceeding 06 lakh and upto 7.50 lakh 10 Marks

Exceeding 7.50 lakh and upto 12.00 lakh 20 Marks

Exceeding 12.00 lakh 30 Marks

(ii) Experience of serving in Govt. (Center/State) Department/Autonomous bodies PSUs/PSEs/Bank & Insurance companies or equivalent organizations of high repute:-

Exceeding 2 years and upto 5 years 10 Marks

Exceeding 5 years and upto 10 years 20 Marks

Exceeding 10 years 30 Marks

(iii) Total number of people on their rolls

Exceeding 50 and upto 100 10 Marks

Exceeding 100 and upto 150 20 Marks

Exceeding 150 30 Marks

(iv) Quality related marks

ISO (upto 02 years) 05 Marks

ISO (Exceeding 02 years) 10 Marks

(v) Those stationed in Delhi will be given preference.

32. Only technically qualified firms will be considered for financial comparison.

Asstt. Admn .Officer
Soil Science & Agricultural Chemistry

TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR AGRICULTURAL RELATED AND ALLIED SERVICES

Full Name & Address of the Tenderer _____

Telephone No. _____

To

Head

SS&AC

IARI, New Delhi

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 AGRICULTURAL RELATED and ALLIED SERVICES and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. 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 from a part of this Tender_____. The Schedules-I & II to accompany this Tender are at pages_____.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay Order/DD No. _____ dated _____ of Rs.50,000/- (Rupees Fifty thousand only) drawn in favour of Director, IARI and payable at New Delhi is enclosed as an Earnest Money.

Yours faithfully,

Signature & Seal of the Tenderer

Telephone No.

Resi.

Name of Witness _____

His/Her Occupation _____

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

SCHEDULE-I

Page-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. If answer to the above is n negative whether i) 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. 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 admitted by affidavit on a properly stamped paper by all Partner. ii)	
5.	Name and Full Address of your Banker's	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information PART-II	
8.	Earnest Money Deposited Yes/No PART-III	
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10.	Name of the Permanent Representative to be Visiting School of Social Sciences regarding the contract	

Date _____

Place _____

SIGNATURE of AUTHORISED SIGNATORY with SEAL

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

SCHEDULE-II

General Information and other conditions of the contract for providing skilled, semi-skilled, un-skilled support in Laboratory work, Pot culture work and Green House activities in Division of Soil Science & Agricultural Chemistry, IARI, New Delhi

Scope of Work:

Sl. No.	Scope of Work	Rates per person/ per month/	
1.	Lab/Pot Culture/Green House Activities etc.	Minimum Wages, EPF, ESIC etc. as on the date of closing of Tender as applicable in NCT.	Agency commission
	Job work of lab activities/experiments (semi-skilled nature) involving activities viz. preparation of distilled water and cleaning of assembly, filling of bottle with distilled water. Assistance in lab analysis of soil, plant and water samples. Overall help in day-to-day laboratory maintenance and analysis work.		
2.	Job work of lab activities/experiments (skilled nature) involving activities viz. analytical assistance, weighing of chemicals/manures/fertilizers and soil, plant and water samples, filtration, reagent preparations, recording data electronically and calculation etc.		
3.	Job work of pot culture and green house experiments involving activities viz. bulk soil collection, transportation, processing, cleaning, filling, arranging, marking of pots. Mixing of manure/fertilizers/chemicals amendments etc. as per the treatment. Sowing, planting of seeds/seedlings. Fertilizer application, irrigation, weeding, hoeing, spray of chemicals/insecticides/pesticides and treatment. Recording of the observation as per the treatment. Sampling of soil, plant material. Pot wise harvesting, threshing and cleaning. Regular cleaning and maintenance of the net house/green house.		

Agency commission below Rs. 300/- will not be considered which is assessed on the basis of providing Kassi, Khurpi, gloves and apron to the worker by the Vendors. The rates should be quoted in fraction of rupees only and not in paisa. If one or more agency quoted the same rates above 300/- then selection of L1 will be based on the point systems as mentioned in the tenders.

- Before quoting the rates vendors are required to visit the Division to acquaint themselves with the quantity/quality and volume of work.

- TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the In-charge of Social Science.
3. The Director, IARI shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorised officer of ICAR for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either side
8. The contractor shall not sublet the work without prior written permission of the ICAR.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected agency shall provide the necessary personnel at this Division as per labour acts prevalent in NCT of Delhi. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Council, the Council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.
13. After physical inspection of the site, a very detailed assessment/requirement of personnel for providing allied services at the field site of Social Sciences shall have to be furnished along-with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
14. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF, ESI contribution, Uniform, Liveries, OTA etc.

15. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, IARI shall be final and binding on the contractor.
16. Income tax will deducted from the payment due for the work done as per rule.
17. They should not live their points unless and until the reliever come for shift duties
18. Supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor/Staff should be intimated to the Farm In-charge of the Division concerned.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt. State Govt. relating to this contract made applicable from time to time.

Risk Clause: ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGE CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by IARI and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

SIGNATURE OF THE TENDERER WITH STAMP

Details of the experience/work done as per tender:

Sl.No.	Name of the Dept./Organisation & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		
01					
02					
03					
04					
05					

(Authorised Signatory with seal of the firm)

SCHEDULE-IV

TECHNICAL BID

Sl.No.	Particular of the items	Remarks of the Firm
1.	Have you deposited EMD of Rs. 50000/- mention DD/PO No. of Nationalized Bank in next column and enclose the same along-with technical bids	
2.	Do you have registration of the firm certificate from the Delhi Govt. if yes please enclose photocopy of the same and write registration No. in the next column	
3.	Do you have labour registration certificate from the Delhi Govt. if yes please enclose photocopy of the same and write registration No. in the next column.	
4.	Do you have EPF certificate from the Govt. if yes please enclose photocopy of the same and write registration No. in the next column.	
5.	Do you have ESI registration certificate from the Delhi Govt. if yes please close photocopy of the same and write registration No. in the next column	
6.	Do you have Service Tax registration certificate from the Delhi Govt. if yes please enclose photocopy of the same and write registration No. in the next column.	
7.	Do you have PAN registration certificate from the Delhi Govt. If yes, please enclose photocopy of the same and write registration No. in the next column.	
8.	Do you have minimum Turn Over of Rs.15 lakh per annum. Please enclosed balance sheet of past 3 years	
9.	Do you have experience as per tender clause	
10.	Do you agree with the terms and conditions of the tender (Please enclosed the same duly signed and stamped)	
11.	Point No. 23 and 24 of the tender complied with.	

SIGNATURE OF THE TENDERER WITH STAMP

SCHEDULE-V: FINANCIAL BID (to be filled online in prescribed BOQ)

To

Head, SSAC
IARI, New Delhi-12

Sir,

I/We wish to submit our online tender for providing skilled, semi-skilled, un-skilled support in Laboratory, Pot culture and Green House activities in SSAC, Division, IARI on following rates.

Sl. No.	Scope of Work	Rates per person/per month	
1.	Lab/Pot Culture/Green House Activities etc.	Minimum Wages, EPF, ESIC etc. as on the date of closing of Tender as applicable in NCT.	Agency commission
	Job work of lab activities/experiments (semi-skilled nature) involving activities viz. preparation of distilled water and cleaning of assembly, filling of bottle with distilled water. Assistance in lab analysis of soil, plant and water samples. Overall help in day-to-day laboratory maintenance and analysis work.		
	Job work of lab activities/experiments (skilled nature) involving activities viz. analytical assistance, weighing of chemicals/manures/fertilizers and soil, plant and water samples, filtration, reagent preparations, recording data electronically and calculation etc.		
3	Job work of pot culture and green house experiments unskilled nature involving activities viz. bulk soil collection, transportation, processing, cleaning, filling, arranging, marking of pots. Mixing of manure/fertilizers/chemicals amendments etc. as per the treatment. Sowing, planting of seeds/seedlings. Fertilizer application, irrigation, weeding, hoeing, spray of chemicals/insecticides/pesticides and treatment. Recording of the observation as per the treatment. Sampling of soil, plant material. Pot wise harvesting, threshing and cleaning. Regular cleaning and maintenance of the net house/green house.		

Agency commission below Rs. 300/- will not be considered which is assessed by the Farm Advisory Committee for providing Kassi, Khurpi, gloves and apron to the worker by the Vendors. The rates should be quoted in fraction of rupees only and not in paisa. If one or more agency quoted the same rates above 300/- then selection of L1 will be based on the point systems as mentioned in the tenders.

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 lay down in the Tender form.

I/We further agree to submit all related documents relating to deposition of EPF/ESIC or any other contribution prescribed under Labour law along-with our monthly bill as prescribed by the IARI to ensure its social responsibility.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit. Whatever documents are required by the Institute to abide by the rules of social research.

Signature of tenderer & Seal of Firm _____

Name, Address, Contact No.of the Firm _____