



भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान
ICAR-Indian Agricultural Research Institute
नई दिल्ली/New Delhi-110012



No. ICAR-IARI/Hiring of Manpower/2025-26/Store

Dated: 07.05.2025

E-Procurement GeM Service Bid Notice

Indian Agricultural Research Institute (IARI), New Delhi invites online GeM Bid for **Hiring of Manpower (Office Assistant and Stenographer)** on job contract basis for a period of one year which shall be further extendable by **one more year** subject to satisfactory performance of the Vendor and its willingness to continue with the service on existing terms and conditions, as per requirement of the Institute.

Tender Schedule:

BID NO:	<u>GEM/2025/B/6204995</u>
Date of release of tender through Gem Portal	06-05-2025
Bid submission start date	06-05-2025
Last date for submission of bid	27-05-2025
Date for opening	27-05-2025
Cost of EMD value (In Rupees)	1080000
Address for communication	Assistant Administrative Officer Director's Office, Store Section Room No. 44, IARI, Pusa, New Delhi-110012

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Assistant Administrative Officer

Store Section
ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE
Pusa, New Delhi - 110 012

F. No. ICAR-IARI/Hiring of Manpower/2025-26/Store

Dated: 06/05/2025

E-Procurement GeM Service Bid Notice

Indian Agricultural Research Institute (IARI), New Delhi invites online GeM Bid for **Hiring of Manpower (Office Assistant and Stenographer) through Outsourcing** on job contract basis for a period of one year which shall be further extendable by **one more year** subject to satisfactory performance of the Vendor and its willingness to continue with the service on existing terms and conditions, as per requirement of the Institute.

Estimated Value: 36000000.00 (Approximate)

Tender schedule:

Gem Bid Number:

Date of release of Tender through Gem Portal	06-05-2025
Bid Submission start date	06-05-2025
Date & time for opening of technical bid	27-05-2025

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

The tender form alongwith details of items and terms & conditions can be seen on GeM portal. Online bids completed in all respect should be submitted through Gem portal only. Physical bids or bids submitted through other means will be summarily rejected.

Tenders and supporting documents should be uploaded only on Gem portal duly numbered online. Hard copy of the tender documents will not be accepted.

Please note that only online bids through GeM Portal will be accepted. If any firm want to raise any query about this procurement, GeM services be utilized for the same. Query sent through e-mail or any other offline mode will not be accepted.

Assistant Administrative Officer (Store)

Tender

Online Tenders are invited under two bid system by the Director, Indian Agricultural Research Institute (IARI) on behalf of the Secretary, Indian Council of Agricultural Research (ICAR), New Delhi for **Hiring of Manpower (Office Assistant and Stenographer) through outsourcing** on job contract basis for the period of one year at Indian Agricultural Research Institute (IARI) located at Pusa, New Delhi-110012 and Its Regional Stations spread over different States of the Country, which will be extendable for further one or more years subject to satisfactory performance of the vendor and its willingness to continue with the services on the existing term & conditions.

INSTRUCTIONS TO BIDDER

- 1) **An earnest money of Rs. 10.80 lakhs (Rupees ten lakh eighty thousand only)** must be deposited in the form of DD/FD/BG payable to Director, ICAR-Indian Agricultural Research Institute at New Delhi. The physical EMD should be submitted in person to Store Section, Director's Office, IARI, New Delhi-12 on or before the last date/time of submission of online bids. The particulars of the earnest money deposited must also be mentioned in the online bids at the space provided in technical bid proforma. Conditional bids shall not be considered/participated. However, firms registered with the Central Purchase Organization/NSIC/MSME are exempted from submitting bids without EMD. In such cases firm must attach copy of Registration Certificate with specific mention of work permitted to undertake by the CPO/MSME/NSIC. Online tenders are invited under two-bid system (Technical and Financial) through Govt e-marketplace (Gem Portal). EMD must be deposited during working hours i.e. 9.00 A.M. to 5.30 P.M. on all working days (except Saturday, Sunday and Gazetted Holidays) before the last date/time for submission of bids failing which bids will not be accepted by the IARI. EMD must be in the form of DD/FD/BG payable to Director, Indian Agricultural Research Institute at New Delhi. (No cheques of individual/firms will be accepted)
- 2) The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting the Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the IARI. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him in the manner prescribed by the IARI.
- 3) The schedules of the tender form should be uploaded with online bids duly signed & stamped. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter before close of the tenders.
- 4) The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not filled in properly.
- 5) If a tenderer does not accept the offer, after issue of online letter of award by IARI, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
- 6) The rates quoted by each firm for job contract in tenders be given clearly without any ambiguity otherwise the same is liable to be rejected. Tenders will be opened online by the authorised officers.
- 7) The successful firm will submit the performance security as per GeM Notification online mode and a copy of the same must be submitted in Store Section before the start of the contract. In the event of non—deposition of the same, the earnest money will be forfeited and firm will be debarred for further participating in further tenders invited by this Institutes.

- 8) No interest on security deposit and earnest money deposit shall be paid by the IARI to the tenderer.
- 9) The Service Provider shall abide by all the laws of land including labour laws, ESI, EPF, Income Tax, GST or any other taxes levied by Govt. under Company 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 such bounded duty shall be the exclusive responsibility of the service provider and service provider shall not involve this Institute in anyway whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.
- 10) The Firm have to quote the Service Charges per month in Rupee to be levied by them for providing the services. Service Charge shall be the primary criteria for selecting the firm. No change/revision whatsoever in service charges once quoted, shall be admissible during the tenure of tender under any circumstances.
- 11) Successful Bidder/tenderer will have to enter into a detailed contract agreement with IARI on non- judicial stamp paper of **Rs. 100/-** (One hundred only) for work.
- 12) 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.
- 13) Decision of the Director, IARI shall be final for all aspect of the contract and shall be 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 in settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole arbitrator so appointed shall be final and binding on all the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
- 14) Before awarding a tender code of integrity will have to furnished by the successful bidder as per guidelines of the Government of India.
- 15) Police verification of the candidates who would be deputed to work at this institute and other formalities shall be done by the tenderer after awarding the contract through GeM Portal.

Technical bid

The scan copy of following documents are required to be uploaded with the Technical Bid. Bid will not be considered in absence of these documents:

Sl. No.	Description	Page No.*	Details
1.	An office of the service provider must be located in the State of Consignee: - A documentary Evidence to be submitted by the tenderer		
2.	Scanned copy of Earnest Money Deposit Rs. 10.80 lakhs (EMD) (Original must be deposited in IARI office before closure of tender).		
3.	Scanned copy of Registration Certificate of the firm under Company/Shops & Establishment Act of the respective state for this purpose.		
4.	Scanned copy of valid Licence under the Contract Labour (Regulation & Abolition) Act, 1970.		
5.	Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.		
6.	Scanned copy of valid registration certificate issued by National Small Industries Corporation /MSME		
7.	Scanned copies of proofs of experience of minimum last three financial years i.e. 2021-22, 2022-23 and 2023-24 continuous of the firm in the field of providing Similar Services in Central Govt. establishments/ autonomous bodies/corporations / reputed public or private organizations. Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years. (Experience must be in the related field)		
8.	Scanned copy of proof of minimum turnover of the firm not less than Rs.100.00 lakhs (Rupees one crore Only) during each of the last three financial years i.e. 2021-22, 2022-23 and 2023-24.		
9.	Scanned copies of PAN Card with GST number with bank details		
10.	Scanned copy of Audited Balance Sheet alongwith profit & loss account of the firm for last 3 (three) financial years i.e. 2021-22, 2022-23 and 2023-24 signed by the Chartered Accountant.		
11.	Scanned copy of undertaking on Non-judicial stamps Rs. 100/- mentioning that the firm has not been debarred/blacklisted by any government organization (Non-Judicial stamps Rs. 100/- must not be older than the date of floating of tender on GeM Portal.		
12.	Bank Solvency certificate for Rs. 80 lakhs issued in favour of Director, ICAR-IARI. The bank solvency certificate must not be older than the date of uploading the tender on the Gem Portal.		
13.	Copy of scanned schedule of tender documents duly signed & stamped by the authorized signatory with full name & Mobile Number.		

Only those firms will be considered for financial bid who will qualify in the technical bid. To decide the responsive bid the documents as detailed above (Sl. No. 1 to 13) are mandatory required.

***Mentioning of Page No. is compulsory without which the technical bid will not be accepted for further consideration.**

I/We certify that the information provided above is true and documents furnished in support thereof are genuine. At any stage the above statement found to be false, our tender may be rejected straightway besides initiating other administrative/legal action for submitting false information/documents. I/We, further undertake that I/We shall abide with terms and Conditions of the tender/Contract and the decision of the Director, I.A.R.I., New Delhi as well.

Dated: _____

Signature of the tenderer with date and stamp

Name of the tenderer

Mobile No.

- (g) In case of absence on any worker on working day, it will be substituted with a suitable person to have continuity.
- (h) The contracting agency will be required to sign a contract with the IARI. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model agreement and non-judicial stamp paper.
- (i) In case of any loss theft/ sabotage caused by/ attributable to the personnel deployed, the Director IARI reserves the right to claim damages from contracting agency and deduct the same from the monthly bill of the contracting agency. IARI will indicate reason for each deduction.
- (j) Notwithstanding anywhere, even if not mentioned herein, the ICAR- IARI shall in no case whatsoever be responsible/ bind for any act of omission/ commission in this regard. The Wages to be paid to the contractual manpower will be as per Minimum Wages prescribed by Govt. of Delhi/ Govt. of the concerned state or central govt. whichever is higher shall be paid alongwith other benefits.
- (k) The agreement is terminable with one month notice from Institute. If the service provider wants to rescind the contract voluntarily or otherwise, he is required to give a notice of atleast three months failing which the amount of security deposit including any other dues will be recovered from them for making alternate arrangement till the new contract is assigned to the other party.
- (L) The Manpower requirement may decrease and increase in future.

Risk Clause: IARI 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 Security Deposit or pending bills or by raising a separate claim.

The Service charges, to be quoted by the Bidder, shall remain unchanged during the entire contract and no request, on whatsoever ground, shall be considered for any increase in the service charges.



Sl. No.	Office Automation	Job	Qualification	Approx. requirement
1.	Office Assistant	Filing, docketing of papers, noting and drafting on e-files and other administrative work assigned by the Officer	Graduate & should be able to handle computer efficiently with typing speed of 40 W.P.M.	61
2.	Stenographer	Stenographic work and other duty related to office work assigned by the Head/Officer. The person should be perfect in Computer Operation	Graduate having speed of shorthand minimum 100 w.p.m. in English & typing 40 w.p.m. in English OR Minimum 80 w.p.m. in Hindi & 30 w.p.m. in Hindi Stenographic test will be taken by the concerned officers.	05

3. Terms and conditions:

- (a) The remuneration shall be disbursed by the tenderer to all workers so deployed through E-payment.
- (b) The contracting agency will ensure monthly payment to its employee deputed at this Institute by the 05th of every succeeding month.
- (c) The awardee firm will submit the proof of deposit of EPF & ESI with the concerned Department in the form of ECR (Electronic Challan Receipt) alongwith the bills to be submitted to the Institute in respect of the person so deployed. The contracting agency will submit the invoice along with proof of disbursement and deposit of all statutory dues/ payments in triplicate after making the payment to the person(s) provided to IARI supported with the following documents: -
 - (i) Details of disbursement indicating amount received from IARI against each individual towards statutory payments and net amount paid to each individual along with cheques online details in each category should be furnished before the next payment is claimed.
 - (ii) Unauthorized deduction for statutory obligations will not be made out of payments of the person(s) deployed.
- (d) The contracting agency will provide Identity Card to all his person(s) deployed as per the format suggested by the indenting office valid for the period of contract. The agency will also provide badges indicating the name of the person(s) provided and Agency and it should be displayed on left side of upper torso during the period of deployment / work all working days.
- (e) The contracting agency shall comply with all statutory obligations whatsoever.
- (f) The normal office hours of IARI is from 9.00 AM to 5.30 PM, five days from Monday to Friday. However, ICAR-IARI reserves the right to have the services on closed day and beyond office hours as and when required on need basis