



**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION
ICAR-NATIONAL RICE RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
GERUA, HAJO – 781102, KAMRUP, ASSAM**



F. No. 25-32/2016/Tender/RRLRRS/2017-18

Dated: 04/07/2018

TENDER CALL NOTICE

**TENDER NO. 14/TRACTOR, POWER TILLER, DIESEL PUMPSET, GO-DOWN,
FARM STORE, GUEST HOUSE & OFFICE STORE/RRLRRS/2018**

Last date 28/07/2018 (3.00 P.M.)

The Officer In-Charge, ICAR- National Rice Research Station (NRRI), Gerua, Hajo invites sealed tenders/quotations for two bid systems from registered Contractors / Firms / Agencies / PSUs etc. for the following job contract basis for a period of one year.

Item No.	Description	EMD	Cost of Tender Paper
01.	Job work contract for maintenance of Tractor, Power tiller, Diesel pump sets, Go-down, Farm store, Guest house & office store at RRLRRS, Gerua Hajo Assam.	Rs.10,000/-	Rs. 1000/- (Non-refundable)

For more details visit our Website www.crrr.nic.in.

Assistant Administrative Officer
RRLRRS, Gerua, Assam



REGIONAL RAINFED LOWLAND RICE RESEARCH STATION
ICAR - NATIONAL RICE RESEARCH INSTITUTE
GERUA, HAJO-781102, District Kamrup (ASSAM)
Department of Agricultural Research and Education (DARE),
Phone(PABX): 0361-2367768/FAX: (0361)2820370
E-mail: oirrllrsgerua@rediffmail.com



TENDER NOTICE

F. No. _____

Dated : _____

Sub: Tender for Job/Work contract for "Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store" at RRLRRS, Gerua

1. The Officer-In-charge, ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo invites TENDER IN TWO BID SYSTEM from reputed firms with adequate experience and financial capability for Job work/service contract for **"Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store"** at ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo, District: Kamrup, Assam. Eligible firms may submit tenders/bids from 09.07.2018 to 28.07.2018 up to 3.00 PM. Tenderers are required to submit all other documents to the **Officer-In-charge, ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo -781102, Assam** before tender closing date.
2. The tender form/bid documents may be download from www.crri.nic.in, may be collected from Assistant Administrative Officer, ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo, Assam during office hour from 10:00 AM to 5:00 PM.
3. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.crri.nic.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.
4. The Officer-In-charge, ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo -781102 may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.
5. The Officer-In-charge, ICAR-NRRI, Regional Rainfed Lowland Rice Research Station, Gerua, Hajo -781102 reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
6. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
7. Estimated cost is Rs.**05.00 lakh** approximate per annum.

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

Tender Number	14/ Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store /RRLRRS/2018-19
Description of work	Tender for Job/Work contract for "Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store" at RRLRRS, Gerua Campus, Hajo-781102.
Type of Tender	Two Bid system
Bid submission Start Date and Time	09/07/2018 3.00 p.m. to onward
Bid submission End Date and Time	28/07/2018 up to 3.00 p.m
Date and time of opening Tenders	28/07/2018 at 3.30 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	Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of Officer In-charge, RRLRRS, Gerua, Kamrup Assam, payable only at the State Bank of India DADARA, Branch (IFSC Code No.SBIN0007390) .
EMD Validity	90 days from the date of Technical bid opening. This EMD should be submitted in Sealed envelop super-scribed as EMD for JOB / WORK CONTRACT FOR "Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store" at RRLRRS, Gerua Campus, Hajo-781102.
Security Deposit	8% of the total contract value (Annually) in form of Bank Draft
Submission of Bids	The tender must be submitted along with EMD before closing date and time.
Details of tender	Notice in also available on NRRI website (www.crrr.nic.in)

9. 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	
3.2	Scope of work	
3.3	Instructions to Bidders	
3.4	Check list for Technical Bid Evaluation	
3.5	Certificate to be given as part of Technical Bid	
3.6	Financial Bid (BOQ)	
3.7	Draft Agreement	

10. The entire tender document including all Annexures from I to V, except the Financial Bid in Annexure –VI, will be part of the Technical Bid which also must contain all other requisite documents called for in the tender. Both bids of the tender (technical and financial) along with original EMD must be submitted to **Officer-In-charge, ICAR-NRRI, RRLRRS, GERUA, - 781102** before the last date of submission of Tender.

Yours faithfully,



Assistant Administrative Officer
ICAR-NRRI, RRLRRS,
GERUA, HAJO



**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION
ICAR - NATIONAL RICE RESEARCH INSTITUTE
GERUA, HAJO-781102, District Kamrup (ASSAM)**
Department of Agricultural Research and Education (DARE),
Phone(PABX): 0361-2367768/FAX: (0361)2820370
E-mail: oirrllrrsgerua@rediffmail.com



Note: All communications must be addressed to 'The Officer-In-charge', RRLRRS, Gerua.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING **"MAINTENANCE OF TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE"** AT RRLRRS, GERUA CAMPUS ICAR-NRRI, RRLRRS, GERUA, Hajo-781102, District-Kamrup, Assam.

LETTER OF INVITATION

From:

*The Officer-In-charge
RRLRRS, ICAR-RRLRRS, GERUA, Gerua, Hajo-781102.*

To

Dear Tenderer/Sir (s),

Bids are hereby invited on behalf of the Officer In-charge, RRLRRS, GERUA, Cuttack-6 for annual contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES **"Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store"** AT RRLRRS, GERUA CAMPUS ICAR-NRRI, RRLRRS, GERUA, Hajo- 781102, District-Kamrup, Assam. 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 bids and all other documents address to the Officer-In-charge, ICAR-NRRI, RRLRRS, GERUA, Hajo-781102, District-Kamrup, Assam on or before tender closing date (28.07.2018).**

- 1.) An earnest money of **Rs. 10,000/- (Rupees Ten Thousand only)** and cost of tender paper for Rs. 1000/- (Rupees one thousand) only (Non-Refundable) must be deposited in the form of demand draft in favour of Officer-In-charge, RRLRRS Gerua payable at S.B.I. Dadra Branch, (Code **7390**). The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-NRRI, RRLRRS, GERUA.
- 2) The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the

foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the RRLRRS, GERUA.

- 3) Officer-In-charge, RRLRRS, Gerua reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Officer-In-charge, RRLRRS, 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.
- 4) Acceptance of the offer will be communicated by email/fax/letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/fax/letter should be acted upon immediately.
- 5) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

Yours faithfully,



Assistant Administrative Officer
RRLRRS, Gerua

Scope of work:**MAINTENANCE OF TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE**

Sl. No	Detailed specification/ Description of the Work
1	Operation and maintenance of tractor, power tiller and diesel pump sets : (1 Skilled work) i. Operation and maintenance of tractor (01 nos.) ii. Operation and maintenance of power tiller (01 nos.) iii. Operation and maintenance of diesel pump sets (05 nos.) iv. Any other work assigned by the officer concerned
2	Maintenance of Go-down: (1 Semi-skilled work) i. maintenance sanitation and hygiene in the go-down. ii. measuring /weighing of farm inputs like fertilizers, pesticides etc before issuing to the indenter. iii. Taking out diesel from the store and filling in to the diesel pump sets for irrigation iv. Taking out POL from the store and filling into the tractor. v. Aftercare of the farm produce and arrangement (item and variety wise) in the go-down. vi. Weighing of seeds and other farm produce before sale vii. Any other work assigned by the officer concerned
3	Maintenance of farm store: (1 Semi-skilled work) i. Carrying various farm implements, tools, irrigation pipes etc. from the farm store to the experimental field /seed production plots ii. Keeping back various farm implements, tools, irrigation pipes etc. in the farm store at the end of the day iii. Maintenance cleanliness in the farm store iv. Any other work assigned by the officer concerned
4	Maintenance of guest house: (1 Semi-skilled work & 1 unskilled work) i. Attending to guest as and when they arrive and stay in the guest house ii. Preparing and serving tea, snacks and meals for the visitors in the guest house iii. Cleaning and taking care of beds, furnitures, utensils croceries, aqua-guards, geysers and kitchen in the guest house iv. maintenance of flower garden in the vicinity of the guest house v. Any other work assigned by the officer concerned
5	Maintenance of office, officer store, computer typing, & maintaining registers of bills etc: (1 Skilled work & 1 Semi-skilled work)
6	A. Maintenance of official clerical assistants to OIC for computer typing typing etc., record keeping, file maintenance etc. – (1 Highly Skilled work) B. Assistant to AAO for account, store, record keeping, liborabary work of systematic issue and receipt of books, hindi typing, network of internet and computer maintenance work of hard work systematic bills, vouchers, adjustment, payment and receipt record keeping. (2 Highly skilled work)

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. The complete set of Technical Bid must be submitted to the **Assistant Administrative Officer, RRLRRS, GERUA, Hajo - 781102.**
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. This will also enclose the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten Thousand only). Demand Draft should be drawn in favour of Officer-In-charge, RRLRRS, Gerua payable at S.B.I. Dadra Branch, (Code **2094**). All other required supportive documents towards eligibility and experience criteria as mentioned in **Annexure IV** shall be submitted. 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. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed 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 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 Officer In-charge, RRLRRS, Gerua Assam reserves the right to reject all or any of the quotations, and decision of the Officer In-charge, RRLRRS, Gerua in the matter shall be final and binding.
6. The successful bidder shall have to deposit **8%** of the total bid amount (calculated annually) as performance security and within the time frame indicated by the RRLRRS, GERUA.
7. No interest on Security Deposit and earnest money deposit shall be paid by the RRLRRS, GERUA to the tenderer.
8. 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. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the Officer In-charge, RRLRRS, Gerua. 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 Officer In-charge, RRLRRS, Gerua.

9. 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.
10. 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 RRLRRS, Gerua 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.
11. Acceptance by the RRLRRS, Gerua 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.
12. Details of essential documents required for Technical evaluation of bids are provided in **Annexure IV**.
13. 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 Officer In-charge. 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 by giving one month notice. The decision of Officer In-charge, RRLRRS, Gerua in this regard shall be final and binding.
14. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
15. 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 RRLRRS, GERUA shall have all rights to make suitable alternative arrangements for a period of **45 days** from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any will be borne by the agency/contractor.
16. **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.**
17. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The RRLRRS, GERUA 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 RRLRRS, GERUA. Neither the firm nor its workers shall have any claim on RRLRRS, GERUA for compensation or financial assistance on this account.

18. 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 RRLRRS, GERUA in no case shall be a party to such dispute.
19. The firm also be responsible for the minimum wages, and paid to the workers at the rate fix by the Central Labour Commissioner (Central, Govt. of India) from time to time as per the assured minimum wages act.
20. 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.
21. 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 RRLRRS, GERUA within fifteen days of award of contract and the RRLRRS, GERUA will get them verified from the police authorities,. The Contractor will provide Name Address, Telephone No & Photographs of its employees deployed at RRLRRS, Gerua to the **Assistant Administrative Officer, RRLRRS, Gerua.**
22. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the RRLRRS, Gerua 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 RRLRRS, GERUA. 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 RRLRRS, GERUA. There is no Master and Servant relationship between the employees of the service provider and the RRLRRS, GERUA and further that the said personnel of the service provider shall not claim for any employment or absorption in the RRLRRS, GERUA by virtue of their engagement for this work.
23. The service provider's personnel shall not claim any benefit/compensation/regularization/absorption of services from the RRLRRS, GERUA 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 RRLRRS, GERUA.
24. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
25. The employees for the contractor shall be of good character and of sound health. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.

26. The service provider shall replace immediately any of its personnel, if not unacceptable to the RRLRRS, Gerua 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 RRLRRS, GERUA.
27. The damage caused, if any, to RRLRRS, Gerua property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the RRLRRS, GERUA 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 RRLRRS, GERUA, 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 Officer In-charge, RRLRRS, Gerua may deem fit.
28. 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 RRLRRS, GERUA, 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. RRLRRS, Gerua will not at all be liable.
29. 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.
30. 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.
31. In the event of any loss being occasioned to the RRLRRS, Gerua 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 RRLRRS, Gerua either by replacement or on payment by adequate compensation.
32. 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.
33. 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 10azette / national holidays etc. and the same is to be included in the monthly charge claim in the tender by the Contractor.
34. Officer In-charge, RRLRRS, Gerua reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the RRLRRS, Gerua for any justifiable reasons, not mandatory to the communicate to the tenderer.
35. 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.

36. The Officer In-charge, RRLRRS, Gerua reserves the right to ask and required the contractor to remove any person deployed by him without assigning any reason/notice.
37. 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 RRLRRS, Gerua staff or other staff of Agencies working in RRLRRS, Gerua Campus, 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 RRLRRS, Gerua.
38. Any dispute arising out of and in relation to this agreement shall be referred the Officer In-charge, RRLRRS, Gerua. His decision will be binding on the contractor.
39. 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
40. 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.

TERMS & CONDITIONS:

1. The Agency should provide the Xerox copy the Valid Contract Registration Certificate, valid labour license from Central Labour Commissioner, updated VAT Clearance certificate, ITCC with the tender documents /Quotation. No agency is to be involved in any office of profit either in Govt./ Semi Govt./ Private sector undertaking/ Private and earning remuneration/ wages more than Rs. 3500/- P.M. If it happens and established the work order as well as his security money is to be forfeited. The legal action is to be initiated against him as per rule.
2. An earnest money of Rs. 10000/- (Rupees Ten Thousand only) must be deposited in the form of demand draft in favour of **RRLRRS Gerua**, payable at **SBI, Dadara branch**. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft 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.
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 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 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 particulars 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, (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 the letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed **THE JOB/WORK CONTRACT FOR PROVIDING “MAINTENANCE OF TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE”, AT RRLRRS, GERUA, HAJO, ASSAM**, with address of this office. All Tenders should be sent by registered post. Tenders to be hand delivered should be put in the tender box, which will be kept in the Administrative Office of the RRLRRS, Gerua, Hajo – 781102 (Assam), **not later than time 3.00 PM on 28.07.2018**. The quotations will be **opened on the same day at 3.30 P.M.** in presence of the tenderers or their authorized nominee.
8.
 - i) The rates quoted should be taken into account the minimum rate of labour wages in agricultural sector prescribed by the Chief Labour Commission(Central) time to time alongwith full justification by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. 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 tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
 - ii) After increase of VDA for the workers, are to be paid by the agency first with arrears if any, then the bills alongwith full signature of contractual workers are to be submitted to this office for reimbursement.
9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
10. **11. An amount of Rs. 10,000/- (Rupees ten thousand) only as a security deposit** for the contract to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.

13. Director, NRRI, Cuttack, Odisha/ OIC, RRLRRS, Gerua, Assam, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. Decision of the Director, NRRI, Cuttack, Odisha/ OIC, RRLRRS, Gerua, Assam, 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/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NRRI, Cuttack, Odisha/ OIC, RRLRRS, Gerua, Assam. The decision of the sole arbitrator so appointed shall be final and binding on the parties.
15. Acceptance by the Director, NRRI, Cuttack, Odisha/ OIC, RRLRRS, Gerua, Assam, will be communicated by FAX/Telegram, Express 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 FAX/Telegram/Express letter etc. should be acted upon immediately.
16. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:
 - a. Registration certificate of the firm under the work contract of the Central Government/Government of Assam
 - b) Minimum turnover of the firm not less than **Rs.5.00 lakh(Rupees five lakh only)** during the last financial year.
 - c) Last one year continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed public or private organization provide the details in enclosed tabular form
 - d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years
 - f) Employee EPF registration certificate issued by concerned Govt. etc.
 - g) Employee ESI registration certificate issued by concerned Govt. etc.
 - h) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 5 Nos. (staff/supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - i) GST registration certificate issued by concerned Govt. etc.
 - j) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for each work..
 - k) Payment should be made to the workers engaged by taking with account of minimum rate of wages prescribed by the Chief labour Commission(Central) time to time in the presence of the authorized nominee of the OIC,RRLRRS, Gerua, Hajo, Assam within 10th of every month irrespective of payment made to the agency by the RRLRRS, Gerua or not. OIC, RRLRRS, Gerua will deduct TDS @ 2% of the total bill amount.
17. The agency should strictly follow the provision of labour laws i.e. EPF/ESI act and maintenance of wages register and muster roll of the workers engaged etc. The agency will be held responsible for violating the any provision of labour laws. The OIC , RRLRRS, Gerua will not held responsible for the labour laws.
18. The agency will provide the safety measures while carrying out the work. Any damage or injury of workers including death. The agency will be held responsible. OIC,RRLRRS, Gerua will not be held responsible for providing any assistance in this regard.
19. i. The workers engaged by the agency will not be take part in any association or agitation etc.
 - ii. As and when the OIC requires change in workers the agency will act as per his decision.
 - iii. The workers engaged are purely temporary basis and with the sole responsibility of the agency.
20. The payment will be made to the agency /contractor through online Public Financial

Management System (PFMS) after satisfactory completion of be allowed.

21. The OIC, RRLRRS, Gerua, Assam reserves the right to cancel reject or all the quotation without assigning any reason thereof.
22. The jurisdiction of the work is Guwahati.

Yours faithfully,

For and on behalf of the Officer In-charge
RRLRRS, Gerua,

**TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR
 “MAINTENANCE OF TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE” AT RRLRRS GERUA
 CAMPUS RRLRRS, GERUA-RRLRRS, GERUA, HAJO-781102**

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	:	
PAN card No.	:	
GST No.	:	

From

To,

The Officer In-Charge
 RRLRRS, Gerua
 Hajo-781102, District:Kamrup, Assam

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 TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE**” AT RRLRRS GERUA, HAJO ASSAM-781102 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 from a part of this Tender for the contract for Job Works/Service contract for “**Maintenance of Tractor, Power Tiller, Diesel Pump sets, Go-down, Farm store, Guest house & Office store**” at RRLRRS, Gerua. The Schedule I & II to accompany this Tender are at pages_____

- 1) Every page so attached with this Tender bears my Signature and the office seal.

- 2) Demand Draft No_____ of **Rs.**_____ drawn in favour of the OIC, RRLRRS, Gerua and payable at State Bank of India, Dadra Branch, Hajo Road, District Kamrup-781102, Assam (Code No. 07390) is enclosed as earnest money required.

Signature & Seal of the Tenderer

Witness: _____ Telephone No. (Office):

Address: _____ Telephone No. (Resi.):

Occupation: _____ Mobile No.:

Signature of witness to contractor’s signature

Address:

Name & Signature of witness:

Address:

SCHEDULE – I**CHECK LIST FOR TECHNICAL BID EVALUATION**

Sl. No.	Document required	Page No. of enclosures
a.	Registration certificate of the firm under the work contract of the Central Government/Government of Assam	
b.	Minimum turnover of the firm not less than Rs.5.00 lakh(Rupees five lakh only) during the last financial year	
c.	Last one year experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed public or private organization provide the details in enclosed tabular form	
d.	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant	
e.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last one year	
f.	Employee EPF registration certificate issued by concerned Govt. etc.	
g.	Employee ESI registration certificate issued by concerned Govt. etc.	
h.	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 5 Nos. (staff/supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.	
i.	GST registration certificate issued by concerned Govt. etc.	
j.	Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for each work	
k.	Payment should be made to the workers engaged by taking with account of minimum rate of wages prescribed by the Chief labour Commission(Central) time to time in the presence of the authorized nominee of the OIC,RRLRRS, Gerua, Hajo, Assam within 10 th of every month irrespective of payment made to the agency by the RRLRRS, Gerua or not. OIC, RRLRRS, Gerua will deduct TDS @ 2% of the total bill amount.	

Note:

1. The RRLRRS, GERUA will pay the bill inclusive the G.S.T. and the contractor will deposit the Goods and service tax and furnish proof of deposit to RRLRRS, GERUA every month.
2. Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.
3. The contractor will have to make payment for 2 consecutive months, even without receiving payment from RRLRRS, GERUA.
4. Successful Tenderer will have to enter into a detailed contract agreement with ICAR -RRLRRS, GERUA 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 with IFSC code No.	:
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 Officer-In-charge
RRLRRS, Gerua,
Gerua, Hajo - 781102

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 TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE” AT RRLRRS GERUA, HAJO-781102**

1. I/ We have understood the total quantum of work by going through the tender document and/by visiting the campuses at RRLRRS, GERUA-RRLRRS, Gerua. 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 instruction to bidder with 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 **“(I) Seasonal Agricultural Operation Work & (Ii) Maintenance of Agricultural Operation Work” 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 RRLRRS, GERUA within **180 days** from the date of opening of the technical bid.

(Signature of authorized representative of the firm)
Stamp/Seal of the firm

FINANCIAL BID (I)**I. MAINTENANCE OF TRACTOR/POWER TILLER/DIESEL PUMPSETS, GO-DOWN/
FARM STORE, GUEST HOUSE & OFFICE STORE**

Last date for receipt of tender : _____ up to 3.00 p.m.
Date of opening tender (Technical Bid) : _____ at 3.30 p.m.

To

The Officer-In-charge
RRLRRS, ICAR-RRLRRS, GERUA,
Gerua, Hajo - 781102

Sir,

I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING “MAINTENANCE OF TRACTOR, POWER TILLER, DIESEL PUMP SETS, GO-DOWN, FARM STORE, GUEST HOUSE & OFFICE STORE” AT RRLRRS GERUA CAMPUS, HAJO-781102 on the following rates.

Sl. No	Detailed specification/ Description of the Work	Rate of wages per month for the worker engaged with EPF, ESI, and GST (Rs.)	Rate of services charges for the agency(Rs.)	Total Amount per month (Rs.)
1	Operation and maintenance of tractor, power tiller and diesel pump sets : (1 Skilled work) 1. Operation and maintenance of tractor (01 nos.) ii. Operation and maintenance of power tiller (01 nos.) iii. Operation and maintenance of diesel pump sets (05 nos.) iv. Any other work assigned by the officer concerned			
2	Maintenance of Go-down: (1 Semi-skilled work) i. maintenance sanitation and hygiene in the go-down. ii. measuring /weighing of farm inputs like fertilizers, pesticides etc before issuing to the indenter. iii. Taking out diesel from the store and filling in to the diesel pump sets for irrigation iv. Taking out POL from the store and filling into the tractor. v. Aftercare of the farm produce and arrangement (item and variety wise) in the go-down. vi. Weighing of seeds and other farm produce before sale vii. Any other work assigned by the officer concerned			
3	Maintenance of farm store: (1 Semi-skilled work) i. Carrying various farm implements, tools, irrigation pipes etc. from the farm store to the experimental field /seed production plots ii. Keeping back various farm implements, tools, irrigation pipes etc. in the farm store at the end of the day iii. Maintenance cleanliness in the farm store iv. Any other work assigned by the officer concerned			
4	Maintenance of guest house: (1 Semi-skilled work & 1 unskilled work) i. Attending to guest as and when they arrive and stay in the guest house ii. Preparing and serving tea, snacks and meals for the visitors in the guest house			

	iii. Cleaning and taking care of beds, furnitures, utensils crokeries, aqua-guards, geysers and kitchen in the guest house iv. maintenance of flower garden in the vicinity of the guest house v. Any other work assigned by the officer concerned			
5	Maintenance of office, officer store, computer typing, & maintaining registers of bills etc: (1 Skilled work & 1 Semi-skilled work)			
6	A. Maintenance of official clerical assistants to OIC for computer typing typing etc., record keeping, file maintenance etc. –(1 Highly Skilled work) B. Assistant to AAO for account, store, record keeping, liborabary work of systematic issue and receipt of books, hindi typing, network of internet and computer maintenance work of hard work systematic bills, vouchers, adjustment, payment and receipt record keeping. (2 Highly skilled work)			

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature:
 Name & Address of the Firm:
 Telephone No /Mobile No:
 E-mail:
 (Firm's Seal)

JOB CONTRACT AGREEMENT

1. The agreement made on the day between Sri., (full name and address of the contractor) here in after called the First Party and the Officer –In-Charge, Regional Rainfed Lowland Rice Research station, (RRLRRS) Gerua, Kamrup, Assam hereinafter called the second party on behalf of the Director, National Rice Research Institute, Cuttack, Odisha.
2. Whereas the First Party has agreed to perform Maintenance and Farm Operation work at RRLRRS, Gerua on job contract basis for the period of one year with from _____ to _____ as per the following schedule. The First Party is agreed with the terms & conditions issued in the work order vide work order no. Dated..... The violation as lapse of the 1st party and the contract is the terminated without assigning any reason for which the decision of 2nd party is final & binding.

SI No.	Specification of the works	Unit	Rate (In Rs.)
1			
2			
3			
4			

2. The Second Party has to make the payments within one month after submission of correct bills. Mistake / rectification in the bills is to be pointed out within 10 days of submission of bills for correction.
4. Second Party has accepted the offer of the First Party at rates mentioned above and under no circumstances the rates will be changed at any stage.
5. First Party and his workers have to observe the canon of disciplines/ conditions of contract failing which the contract will be terminated. He will take notice as all the complaints against the labourers engaged by him for doing the above job and change or removal of any or all of them when needed by RRLRRS authorities. (2nd party)
6. First part and the labourers have to observe the canon of disciplines/conditions of contract failing which the contract will be terminated. He will take notice at all the complaints against the labourers engaged by him for doing the above job and change or removal of any or all of them when needed by RRLRRS authorities. The labourers will not take part in any agitational activity.
7. First Party shall become liable to compensate the RRLRRS, Gerua any loss/ damage caused owing to the negligence of the contract workers on duty after proper enquiry by Competent Authority and establishing the guilt of the contract workers.
8. The contractor will be required to maintain labour records such as register of persons employed, muster roll, wage register, and all other records along with fulfilling other obligations, mode of payment as per Central Govt. rules (Contract Labour regulation and abolition) Central rules, 1971 and as amended from time to time whenever applicable.

The rates of wages payable to the workmen by the contractor shall not be less than the rate prescribed for the scheduled of employment under minimum wages Act.1948, received from time to time.
9. No advance payment will be made. Payment will be made only after satisfactorily completion of work.
10. This contract is valid w.e.f. _____ to _____ unless otherwise the contract period is terminated or extended.

11. The Institute will not be held responsible for any accident while performing any operation at the Farm by the workers engaged by the First Party.
12. The station has no liability for continuation of service or permanent absorption of the contract Labourers engaged by the First Party after completion of contract.
13. The work has to be completed within specified time as per instruction of the Indenter/ Competent Authority.
14. The contractor has to complete the work satisfactorily and timely and also to continue the job up to the expiry of date of contract i.e. _____
15. Income Tax as applicable will be deducted from the final bill.
16. The First Party will supply labourers as well as necessary requirements including tools etc for execution of work.
17. The Second Party can terminate the agreement with the First Party as and when the First Party will not be found efficient and he does not observe the canons of discipline/ conditions. The agreement can also be terminated by the Second Party at any time without assigning any reason.
18. It is incumbent on the First Party to execute the work as per the quotation to the satisfaction of the Second Party failing which the EMD amount will be forfeited and the First Party will be liable to pay the loss/cost incurred by the Second Party to carry out the work through any other agency.
19. The Jurisdiction of the Agreement and/or Work Order shall be at Hajo/ Kamrup districts only.

Officer-in-Charge
 Regional Rainfed Lowland Rice Research Station,
 Gerua, Kamrup, Assam on behalf of the Director,
 CRRI, Cuttack-6, Orissa
 (SECOND PARTY)

 Vill:_____ P.O.:_____
 Dist:_____
 (FIRST PARTY)

WITNESS:

1. _____
 2. _____

1. _____
 2. _____