



**ICAR - NATIONAL RICE RESEARCH INSTITUTE
CUTTACK – 753 006 (ODISHA)**
Department of Agricultural Research and Education (DARE),
Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759
E-mail: nrrict@nic.in
URL: <http://www.crii.nic.in>



TENDER DOCUMENT (Two Bid system)

NAME OF WORK: For providing “Unskilled, Semiskilled, Skilled and Highly Skilled manpower” on Job contract basis at ICAR-NRRI, Cuttack - 6

:

Tender Enquiry No:05/Outsourcing Services/Tech./2017-18

Tender published at Website:

<https://eprocure.gov.in>

<http://crii.nic.in>

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



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E-TENDER NOTICE

F. No. 53-20/2017-18/Tech/

Dated 11.09.2017

Sub: Tender for providing **“Unskilled, Semi-skilled, Skilled and Highly Skilled Manpower”** on job contract basis at ICAR-NRRI, Cuttack - 6

1. The Director ICAR-National Rice Research Institute (NRRI) invites online **OPEN TENDER IN TWO BID SYSTEM** through e-tendering method from reputed firms with adequate experience and financial capability for Job/Work service contract for providing **“Unskilled, Semi-skilled, Skilled and Highly Skilled manpower”** at ICAR-NRRI, Cuttack-6. Eligible firms may submit tenders/bids online through CPP Portal (<http://eprocure.gov.in/eprocure/app>). Tenderers are required to submit all the documents online and hardcopies thereof to the **Director, NRRI, Cuttack-6** before tender closing date.
2. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website www.ccri.nic.in. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. However, one set of hard copy should be submitted along with EMD for reference and record.
3. ICAR-NRRI will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
4. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.ccri.nic.in and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
5. The Director, NRRI, Cuttack may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.

6. The Director, NRRI, Cuttack- 753006 reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
7. Link: eprocure.gov.in
8. **The contract will be for one year from the date of issuance of work order, which may be renewed upon satisfactory services.**
9. Estimate cost is **Rs.-Nil**
10. **CRITICAL DATA SHEET (SECTION)**

Tender Number	05/ Outsourcing Services/Tech./2017-18
Description of work	Tender for providing “Unskilled, Semi-skilled, Skilled and Highly Skilled manpower” on job contract basis at NRRI Campus, NRRI, Cuttack-6.
Type of Tender	Two Bid system
Bid submission Start Date and Time	11.09.2017 3.00 p.m. to onward
Bid submission End Date and Time	04.10.2017 up to 3.00 p.m.
Date and time of opening of Technical Bids	05.10.2017 at 3.00 p.m.
Date and time of opening of Financial bids	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 Director, NRRI, Cuttack payable only at State Bank of India Nayabazar, Cuttack-4 (Code No.2094).
EMD Validity	180 days from the date of Technical bid opening. This EMD should be submitted in Sealed envelope super-scribed as EMD for providing “Unskilled, Semi-skilled, Skilled and Highly Skilled manpower” on job contract basis at ICAR-NRRI, Cuttack – 753006.
Security Deposit	8% of the total contract value (Annually) shall be deposited in the form of Demand Draft in favour of the Director, NRRI, Cuttack-6
Submission of Bids	Online bids uploaded on CPP Portal (http://eprocure.gov.in/eprocure/app .) from 11.09.2017 to 04.10.2017 up to 3.00 p.m. Hard copy of the tender must also be submitted along with EMD before closing date and time.
Details of tender	Tender Documents are available on NRRI website (www.ccri.nic.in) and CPP Portal (https://eprocure.gov.in/eprocure/app).

11. Scope of proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract etc., are enclosed to this Tender notice, as per the following details:

3.1	Letter of Invitation	ANNEXURE –I
3.2	Scope of work	ANNEXURE- II
3.3	Instructions to Bidders	ANNEXURE-III
3.4	Check list for Technical Bid Evaluation	ANNEXURE-IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
3.6	Financial Bid (BOQ)	ANNEXURE-VI
3.7	Draft Agreement	ANNEXURE-VII

12. The entire tender document including all Annexures, except the Financial Bid in **Annexure –VI**, will be part of the Technical Bid which also must contain the scanned copy of EMD document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (<http://eprocure.gov.in/eprocure/app>). Hard copy of the tender along with original EMD must be submitted to **Director, ICAR-NRRI, Cuttack-753006** before the last date of submission of Tender on CPP Portal. Special instructions to the Contractors/Bidders for e-submission of the bids through this e-Procurement Portal can be downloaded from CPP Portal (<http://eprocure.gov.in/eprocure/app>).

Yours faithfully,

(K.C. Joshi)
Chief Administrative Officer
For on behalf of the Director



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CUTTACK – 753 006 (ODISHA)
Department of Agricultural Research and Education (DARE),
Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759
E-mail: crrietc@nic.in
URL: <http://www.crrri.nic.in>



Note: All communications must be addressed to 'The Director', NRRI, Cuttack-6.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK SERVICE CONTRACT FOR PROVIDING **"UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER"** AT NRRI, CUTTACK-6

LETTER OF INVITATION

From:

The Director
NRRI, Cuttack-6.

To

Dear Tenderer/Sir (s),

Online bids are hereby invited on behalf of the Director, NRRI, Cuttack-6 for annual contract of PROVIDING THE JOB WORK SERVICE CONTRACT FOR PROVIDING **"UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER"** AT NRRI, CUTTACK-6. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures. Please **submit your financial bid online and all other documents need to be submitted both online and offline to the Director, NRRI, Cuttack before closing date of submission of online tender.**

- 1.) An earnest money of **Rs. 10,000/- (Rupees Ten thousand only)** must be deposited in the form of demand draft in favour of Director, NRRI, Cuttack-6 payable at S.B.I. Nayabazar Branch, (Code 2094). 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, falling 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 NRRI.

- 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 NRRI.
- 3) Director, NRRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Director NRRI, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 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,

(K.C. Joshi)
For and on behalf of the
Director
NRRI, Cuttack-6

ANNEXURE-II

Scope of work:

THE CONTRACT FOR PROVIDING “UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6

Sl. No.	Nature of Job	Desirable Qualification/Experience	Classification
1	2	3	4
1.	Gardener/Lab Workshop helper/ office peon/Lab support etc.	Class VIII pass	Un Skilled
2.	Plumber / Electrician / Pump Operator/ Generator Operator/ Agricultural field operator/ Agricultural field Assistant etc.	Trade Certificate/License	Semiskilled
3.	Office Assistant/Data Operator/ Workshop Assistant/Technical Assistance/Computer Typist etc.	12 th Class Pass	Skilled
4.	Health work Service/Repair of small equipments.	12 th Class Pass/Trade Certificate/License	Highly Skilled

N.B. : The price bid should be submitted on-line in the “BOQ format of Excel file” only as available in the Tender Notice in CPP Portal (<http://eprocure.gov.in>).

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. However, hard copy of complete set of Technical Bid must also be submitted to the **Chief Administrative Officer, NRRI, Cuttack-6**. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
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 Director, NRRI, Cuttack payable at S.B.I. Nayabazar Branch, (Code 2094). All other required supporting documents towards eligibility and experience criteria as mentioned in **Annexure IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer will be 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 BOQ).
5. The work shall be awarded to the firm at the lowest bid value meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. The financial bidsof only those bidders who are found technically qualified will be opened for comparison. The past performance of the bidders with user Departments will be important criterion in evaluating the technical bid. The Director, NRRI reserves the right to reject all or any of the quotations, and decision of the Director, NRRI in the matter shall be final and binding.

7. The successful bidder shall have to deposit **8%** of the total bid amount (calculated annually) as performance security within the time frame indicated by the NRRI in the award of contract.
8. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside of NRRI Campus at NRRI, Cuttack where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact **Chief Administrative Officer, NRRI, Cuttack-753006** with prior appointment on **Phone No. 0671-2367768 extension 2242** on any working day between 9.30 a.m. to 5.00 p.m.
9. No interest on Security Deposit and earnest money deposit shall be paid by the NRRI to the tenderer.
10. The firm is being permitted to give tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the EMD will be forfeited by the Director, NRRI. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited will be refunded to him, in the manner prescribed by the Director, NRRI.
11. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
12. The tenderer is 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 tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the NRRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
13. Acceptance by the NRRI will be communicated online as well as 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 action for execution of works should be started immediately on the basis of online order.
14. Details of essential documents required for Technical evaluation of bids are provided in **Annexure IV**.

15. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the Director. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving by giving one month notice. The decision of Director, NRRRI in this regard shall be final and binding.
16. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
17. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the NRRRI shall have all rights to make suitable alternative arrangements for a period of **45days** from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any will be borne by the agency/contractor.
18. **The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract. However, if extended further the minimum wages prevailing at the extended period will be paid.**
19. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The NRRRI 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 NRRRI. Neither the firm nor its workers shall have any claim on NRRRI for compensation or financial assistance on this account.
20. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/orders of Govt. of India. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. The NRRRI in no case shall be a party to such dispute.
21. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
22. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the NRRRI within **fifteen days of award of contract and the NRRRI will get them verified from the police authorities.** The Contractor will provide Name Address, Telephone

No & Photographs of its employees deployed at NRRI to the **Chief Administrative Officer**.

23. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the NRRI nor the contractor workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the NRRI. The worker will remain the employees of the Agency/Contractors and will be the solely responsibility of the Agency to make it clear to their worker before deputing on work at NRRI. There is no Master and Servant relationship between the employees of the service provider and the NRRI and further that the said personnel of the service provider shall not claim for any employment or absorption in the NRRI by virtue of their engagement for this work.
24. The service provider's personnel shall not claim any benefit/compensation/regularization/absorption of services from the NRRI under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to NRRI.
25. The service provider's personnel shall not divulge to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
26. The employees for the contractor shall be of good character and of sound. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
27. The service provider shall replace immediately any of its personnel, if not unacceptable to the NRRI because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the NRRI.
28. The damage caused, if any, to NRRI property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the NRRI in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to the NRRI, its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, NRRI may deem fit.
29. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with the EPF contribution will be submitted by the firm to the NRRI, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. NRRI will not at all be liable.

30. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
31. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
32. In the event of any loss being occasioned to the NRRI on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the NRRI either by replacement or on payment by adequate compensation.
33. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
34. The agency is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazette / national holidays etc. and the same is to be included in the monthly charge claim in the tender by the Contractor.
35. Director, NRRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NRRI for any justifiable reasons, not mandatory to the communicate to the tenderer.
36. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
37. The NRRI reserves the right to ask and required the contractor to remove any person deployed by him without assigning any reason/notice.
38. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the NRRI staff or other staff of Agencies working in NRRI Campus, NRRI, Cuttack-6, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the NRRI.
39. Any dispute arising out of and in relation to this agreement shall be referred the Director, NRRI. His decision will be binding on the contractor.

40. Rate contract with the successful bidder will not automatically mean engagement of manpower on regular basis. For manpower requirement in different Section/ Division/Cell/Lab etc on receipt of requisition from the **Chief Administrative Officer** of ICAR-NRRI, the contractor will have to provide 04 resumes/Bio-Data of manpower having desired qualification. The Institute reserves the right to call the person face to face interaction before asking him/her to take up the job for the defined period.
41. **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
42. 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.
43. Income tax will be deducted from the payment due for work done as per rule.
44. Supervisor will maintain all the registers, which are kept at concerned Section.
45. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
46. The persons so provided by the agency under this contract will not be the employee of the Council/ICAR-NRRI and there will be no Employer-Employee relationship between the Council/ICAR-NRRI, and the person so engaged by the contractor in the aforesaid services.
47. An Identity card bearing the name of the firm should be provided to each employee engaged by them, so that they can be clearly identified as the employee of the firm.

Yours faithfully,

(K.C. Joshi)
For and on behalf of the Director

TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR
**“UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT
NRRI, CUTTACK-6**

From:

To

The Director,
NRRI, Cuttack-6.

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT FOR **“UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6** and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2) I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 3) The following pages have been added to and form a part of this Tender for the contract for Job Works/Service contract for Providing **“UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER”** at NRRI, Cuttack-6. The Schedule I & II to accompany this Tender are at pages_____
- 4) Every page so attached with this Tender bears my Signature and the office seal.
- 5) Demand Draft No_____ of **Rs.**_____ drawn in favour of the Director, CRRI, Cuttack-6 and payable at State Bank of India, Nayabazar Branch, Cuttack-4 (Code No. 2094) is enclosed as earnest money required.

Witness: _____

Signature & Seal of the Tenderer
Telephone No. (Office):

Address: _____

Telephone No. (Resi.):

Occupation: _____

Mobile No.:

Signature of witness to contractor's signature

Address:

Name & Signature of witness:

Address:

CHECK LIST FOR TECHNICAL BID EVALUATION

Sl. No.	Document required	Upload the scanned copy
a.	Registration certificate of the firm under the work contract of the Central Govt. /State govt.	pdf
b.	Minimum turnover of the firm not less than Rs. 10.00 Lakh (Rupees Ten Lakhs only) during the three financial year.	pdf
c.	Minimum three year continuous experience of the firm in the field of providing such services preferably in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations provide the details in enclosed tabular form. (Please see Annexure –VIII).	pdf
d.	Certified Balance sheet of the firm for three year of the service contract by the chartered accountant.	Pdf
e.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the Three year.	Pdf
f.	Employee EPF registration certificate issued by local govt. etc.	pdf
g.	Employee ESI registration certificate issued by local govt.etc.	pdf
h.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall obtain the labour license under this Act.	pdf
i.	Numbers of staff/supervisors registered under ESI & EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers towards payment of ESI & EPF to be required and may be attached along with the monthly bills.	Pdf
j.	Whether Black listed	pdf
k.	Documentary proof towards payment of EPF & ESI of the concerned workers engaged at NRRI by the contractor should be submitted on every six month for verification. Non-compliance will lead to break in further payments.	pdf
l.	Goods & Service Tax registration certificate issued by Govt. etc.	pdf
m.	Copy of EMD of Rs. _____/-.	pdf
n.	Schedule to tenderers (Schedule-II)	pdf

Note:

1. The NRRI will pay the bill inclusive the tax and the contractor will deposit the tax and furnish proof of deposit to NRRI 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 NRRI.
4. Successful Tenderer will have to enter into a detailed contract agreement with ICAR -NRRI on non-judicial stamp paper of **Rs. 100/-** (Rupees One hundred only).
5. Only those firms that qualify the technical bid will be considered for opening the financial bid.

SIGNATURE OF THE TENDERER WITH STAMP

SCHEDULE-II

SCHEDULE TO TENDERS:

**TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR PROVIDING
“UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT
NRRI, CUTTACK-6 AT NRRI, CUTTACK-6.**

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1.	(a)	Name of the Tenderer firm/ Organization/ Agency	:	
	(b)	Name of the Proprietor/Partner	:	
2.		Office Address of the Firm	:	
3.		Telephone/Mobile No.	:	
4.		Fax No.	:	
5.		E-mail Address:	:	
6.		Website address if any	:	
7.	(i)	GST Registration Certificate.	:	
	(ii)	Trade License No.	:	
	(iii)	PAN No.	:	
8.	(i)	Firm's Bank Account No and Type of Account	:	
	(ii)	Name of Bank & Branch	:	
	(iii)	IFSC Code No.	:	
9.		Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last three years	:	
10.		Name of authorized representative(s)	:	
11.		Whether proprietary of partnership Firm or Company	:	
12.		EPF Registration No.	:	
13.		ESI Registration No.	:	
14.		Labour license for Contractual Manpower work from the Office of Central/State Govt. Labour Department.	:	

Date:

Place:

AUTHORISED SIGNATORY

Note:

1. Wages for one month will be calculated @ 26 days only.
2. EPF and ESI will be payable by the contractor to its workers as per Minimum Wages Act of Govt. for which necessary challan/documents/ECR copies duly signed by the contractor are required to be submitted to the Office alongwith each monthly bill.
3. The service charge of contractor is a fixed amount and must be indicated in figures and words clearly without any overwriting or cutting. Any such thing will automatically disqualify the quotation/tender offer from consideration. The service charge will not change even when there is any change in minimum wages.
4. Any extra charge (Bonus) which the Agency deems fit OR if required to the payable to its workers by Government of India's law, any such payment shall have to be paid by the Agency directly to its employee. In such cases, if the Agency wishes to make this additional payment to its workers, it may provide from its own sources or include such charge within the service charge in the response by the agency. It is reiterated that No extra charge shall be paid to the company on any account afterwards, if not mentioned.
5. Latest order of Central Labour Commissioner for minimum wages may be enclosed with the quotation/tender offer.
6. Tender offering rates less than minimum wages of Govt. of India will not be considered.

Signature: _____

Name & Address of the firms: _____

Mobile No.: _____

ANNEXURE-V

Tender Covering letter
(In duplicate in Firm's Letterhead)

Ref. No.:

Date :

To

The Director,
ICAR-National Rice Research Institute
Cuttack – 753006

Subject: Your tender notice no. Dated..... For
.....

We the undersigned have examined the above mentioned tender documents dated For hiring of Unskilled/Semi Skilled/Skilled and Highly skilled manpower on contractual basis. We now submit our offer to supply Unskilled/Semi Skilled/Skilled and Highly Skilled Manpower on contractual basis in conformity with your stipulated terms and conditions along with requisite EMD/Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period upto _____ Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may received against your above referred tender enquiry.

For and on Behalf of
Signature of Authorized person
With Company Seal and Date

ANNEXURE -VIII

Details of the Minimum 03 year experience/work done:

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

To

The Director,
ICAR-National Rice Research Institute
Cuttack – 753006

Subject : Authorization for attending bid opening on date) in the Tender
no..... for

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder's name) in order of preference given below.

Order of Preference Name

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to
Sign the bid Documents on behalf of the bidder

JOB WORK/ SERVICE CONTRACT FOR “UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6.

DRAFT SPECIMEN AGREEMENT

This agreement is made at CUTTACK on (Date.....), 2017 between (firm name) and Director, NRRI, Cuttack which terms shall include its successors, assignees etc. on the first part and (name & address of the firm), hereinafter called the Firm) which terms shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Director, NRRI invited open tender from reputed firms with experience & financial capability for providing job work/service contract for “UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6. And whereas the Director, NRRI has decided to assign the job work/service contract for “UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” NRRI, CUTTACK-6. to Firm M/s. on the terms and condition hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. (date) and will remain in force for a period for one year but can be terminated by Director, NRRI by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The contract will be initially for a period of one year extendable for a further period of two years (total three year) on year to year basis, subject to satisfactory performance of the firm and its willingness to continue on mutually agreed terms. The firm shall be responsible for job/service contract for “UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6.
3. The firm will provide full particulars of every worker deployed by it for providing the services.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the NRRI shall have no liability on this account in any manner.

5. That the firm shall ensure that all persons deployed at NRRI, Cuttack-6 are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Director, NRRI, Cuttack or duly authorized officer in this behalf shall have the right to ask for the removal from the NRRI, Cuttack-6 any personnel considered by the Council to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the NRRI.
7. The manpower deployed by the firm should work as per the scope defined at **Annexure II** of the tender document. No extra wages will be paid for weekends and holidays.
8. Monthly consolidated charges for Rs.....
(Rupees..... only) for the job work/service contract for **“UN-SKILLED, SEMI-SKILLED, SKILLED AND HIGHLY SKILLED MANPOWER” AT NRRI, CUTTACK-6**..This payment includes all statutory payment/charges such as ESI and EPF and other charges. Govt. Taxes are extra as per government notification.
9. The manpower deployed by the firm shall render the services on job contract basis on all days of the month as per the work specified in **Annexure II**. There will be no separate payment for three national Holidays i.e. Republic Days, Independence Day and Gandhi Jayanti and the same is to be included in the monthly charge claim in the tender by the Contractor.
10. The firm shall be responsible for making timely payment of due wages to the workers employed depositing of EPF with EPF through ECR and ESI contribution. Any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
11. The firm will raise a bill of this amount of 1st working day of every month and the payment released by the NRRI through ECS system subject to satisfactory performance of contracted job/work/services
12. The deduction of income tax(TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
13. In case of dispute between the parties, the matter shall be referred to Director, NRRI, Cuttack. The decision of the Director, NRRI shall be final and binding in any respect of any dispute between the parties.
14. In case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, NRRI shall have power to terminate the contract.

15. The firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. Viz obligations under Contract Labour (Regulation & Abolition) Act. 1970, Workmen's Compensation Act, E.P.F. & M.P. Act, and ESI Act etc. Firm agrees to indemnify and keep indemnified the NRRI on account of any failure to comply with the obligations under various laws or damage to NRRI, Campus, NRRI, Cuttack-6 due to acts/omissions of firm. Minimum wages shall be paid to the workers by the firm at the rate fixed by Chief Labour Commissioner (Central) from time to time and as per the minimum wages Act. The firm shall also pay all such benefits to its employees as envisaged under various Acts and laws like ESIC Act, EPF & MP Act. Payment of Bonus Act, Taxes etc. The firm shall also ensure compliance of all laws applicable and / or to be made applicable and NRRI shall not be liable for the same and the firm indemnifies NRRI in all respects thereof. The firm shall provide an undertaking as every month for compliance of the provision of Contract Labour/Rule and other Law applicable along with the monthly bill.
16. It is also agreed that under no circumstances, the volunteers and employees/workmen of the firm shall be treated, regarded or considered or deemed to be treated as the employees of the NRRI and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the NRRI, against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of NRRI.
17. In case of any loss or damage to the property of the NRRI which is attributable to the firm, the full damages will be recovered from the firm.
18. The firm shall not transfer its right of work or sub-contract to anyone else.
19. The firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
20. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
21. In case of any accident/loss of life of the workers during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
22. The firm shall provide a coordinator for immediate interaction with the NRRI.

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

24. PENALTY CLAUSE: liquidated damages clause:

- a. 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 it is found that the work is not up to the mark in any Section, it will be brought to the notice of supervisory staff of the firm of the firm by ICAR-NRRI and if no action is taken within one hour, liquidated damages clause will be invoked.
- b. Any misconduct/misbehavior on the part of the manpower deployed by the Firm will not be tolerated and such person will have to be replaced immediately.

The Director, ICAR-NRRI reserves the right to reject any or all Tenders in whole or in part for any reason therefore. The decision of Director, ICAR-NRRI shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Name & Signature of Witness 1 :
Address:

Authorized Signatory
on behalf of the firm

Name & Signature of Witness 2 :
Address:

(Authorized Signatory)
Chief Administrative Officer
For and on behalf of the Director,
NRRI, Cuttack - 753006