



**ICAR - NATIONAL RICE RESEARCH INSTITUTE**  
**CUTTACK – 753 006 (ODISHA)**  
Department of Agricultural Research and Education (DARE),  
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F. No. 53-01/17-18/Tech.

Date: 05/07/2017

To

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for outsourcing of **Skilled worker (*Data Entry Operator*) at B&C Section, Store Section and Pension Cell** at NRRI, Cuttack-6.

Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi, the Director ICAR- National Rice Research Institute, Cuttack-6 (ODISHA) hereby invites sealed tenders from the registered firms to award job contract for providing allied services i.e. **Skilled worker (*Data Entry Operator*) at B&C Section, Store Section and Pension Cell at ICAR-NRRI**, initially for **a period of one year** as per details given in **annexure-I**. The terms and conditions of the contract which will govern any contract made or those contained in the general conditions of contract applicable to the contracts and special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender forms in **two bid system i.e. technical bid and financial bid**. If you are in position to furnish the requisite services in accordance with the requirement stated in the attached **annexure – I & II**.

### **Critical Dates**

Date & time of pre-bid meeting	:	<b>14.07.2017 at 3.00 p.m</b>
Last date & time of submission of Tender/Bid	:	<b>26.07.2017 at 3.00 p.m</b>
Date of opening of Technical bids	:	<b>26.07.2017 at 3.30 p.m</b>
Date of Opening of Financial bid	:	Will be intimated later on.

### **Instructions for submission of Tender**

#### **NOW THEREFORE THE QUOTATION SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS FOR LIMITED TENDER:**

1. All other details can be downloaded from tender link [www.ccri.nic.in](http://www.ccri.nic.in) & <https://eprocure.gov.in/eprocure/app>. Tender documents downloaded from the NRRI web site can only be considered. The last date of tender submission is **26.07.2017 at 3.00 p.m.**
2. It must be ensured that tenders should reach duly addressed to the Director, NRRI, Cuttack-753006 either by post or can be dropped in Tender Box kept in the Office of the Assistant Administrative Officer, Procurement Section, NRRI latest by **26.07.2017 at 3.00 p.m.** The tender will be opened on the same day **at 3.30 p.m.**
3. The original copy of the tenders is to be enclosed in double cover. The envelope should clearly be superscribed as **TENDER FOR ANNUAL "JOB WORK CONTRACT FOR OUTSOURCING of Skilled worker (*Data Entry Operator*) at B&C Section, Store Section and Pension Cell" at ICAR-NRRI, Cuttack – 753006** due on **26.07.2017 at 3.00 p.m** and tenderer shall place two envelope clearly marked containing financial and technical bid separately in the main envelope. Tenders received after the due date will not be entertained at all.
4. Offering of lowest rates does not commit the award of the contract.
5. Tenderer (service provider) will comply with all statutory provisions as required for such services to be provided including Minimum **wages Act, EPF, ESI** etc. as required under law and shall indemnify NRRI, from all liabilities/suits/litigations etc.
6. The service provider will be responsible for all obligations for providing security/insurance of the person to be deployed by him for the purpose at ICAR-NRRI, Cuttack-6
7. **ICAR-NRRI** will not be responsible for any liabilities/suits/litigation or otherwise/obligation/commitment/liability to any party(ies) or person(s) whatsoever and contracting agency will be fully responsible to comply with all liabilities under the Labour Act.
8. **The rates quoted shall be valid for a period of One year from the last date fixed for submission of bid.**
9. Over writing/Over typing /Cutting on the quotation papers is not permitted and liable to be rejected.
10. The contractor shall keep "complaint register with his Supervisor and it shall be open to verification by the authorized officer of NRRI, Cuttack-753006 for the purpose. All complaints should be immediately attended to by the Agency.
11. The persons so provided by the agency under this contract will not be the employee of the ICAR/NRRI and there will be no employer-employee relationship between the ICAR/NRRI and the person so engaged by the contractor in the aforesaid services.

## **EARNEST MONEY AND PERFORMANCE SECURITY**

12. Tenders must be accompanied with **EMD of Rs. 15,000/-** (Rupees Fifteen thousand only) in the form of Demand Draft in favour of Director, NRRI and payable only at State Bank of India Nayabazar, Cuttack-4 (Code No. 2094). Technical bids not accompanied with valid EMD will not be considered.
13. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, 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 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 EMD deposited by the tenderer will be refunded to the firm.
14. The tenderer in whose favour the tender is accepted has to deposit security money in the form of Demand Draft in favour of "Director, NRRI Cuttack" and payable only at State Bank of India Nayabazar, Cuttack-4 (Code No. 2094) for the contractual period as would be specified in the work order to be awarded to the successful bidder or prior written communication for depositing security deposit equivalent to **10% of the total value** of the order for a year or as indicated in the order. In the event of non-deposition of the same, the EMD will be forfeited. No interest on security deposit and EMD will be paid to tenderer.

### **Signing of Tender**

15. Individual signing the tender or other documents connected with the contract may specify, whether he/she signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to arbitration dispute connecting the business of the partnership whether by virtue of the partnership agreement or for power of attorney or (iii) constituted attorney of a firm, if it is a company.

### **Penalty Clause: Liquidated Damage Clause**

- 16 (i) An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section/Division, where the services are provided. It will be brought to the notice of the firm, if no action is taken within specified period liquidated damages clauses will be invoked.
  - (ii) Any misconduct/misbehavior on the part of the manpower deployed by agency/firm will not be tolerated and such person has to be replaced promptly.
  - (iii) If the required number of manpower are not provided as per the requirement of the Institute on any day without any intimation, then the minimum required as a penalty of Rs. 500/- per manpower per day will be liable to deducted from the bill.
17. Details of other offices/departments where such services are being provided must also be attached including copies of work order/reference etc.
18. The service provider will have to maintain EPF & ESI account of each person to be deployed at ICAR-NRRI, Cuttack – 753006 as per law in force. The service provider is responsible to pay all taxes as per law in force.

19. **Work contract will initially be for a period of one year** (twelve calendar months) and the same can be extended mutually for further period of one year subject to review of the performance of the contract on the same terms and conditions.
20. The service provider will discharge all its legal obligations in respect of the workers/supervisors to be employed/deployed by him for the providing service in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The service provider shall indemnify and keep indemnified the NRRI, Cuttack-6 from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, NRRI, Cuttack-6 shall be final and binding on the service provider.
21. The service provider shall be the principal employer of the workers/supervisors to be employed/deployed by them at this Institute and the Director, NRRI, Cuttack will not be responsible for employment/deployment of the workers/supervisors of the service provider. The Director, NRRI, Cuttack has no liability whatsoever, towards the employment of the workers/supervisors employed/deployed by the service provider.
22. Any liability that may arise due to damage/injury, death of any personnel of service provider while carrying out the work/service shall be borne by the service provider.
23. That it is also agreed that under no circumstances, the volunteers and / or the employees / workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the National Rice Research Institute, Cuttack-753006 and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the National Rice Research Institute, Cuttack-753006 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 National Rice Research Institute, Cuttack-753006.
24. If any damage will occur in the above Division/Section during providing service, will be borne/repaid by the service provider.
25. The normal office hours of office/Department are from **9.30 am to 1.00 p.m to 2.00 p.m to 5.00 p.m (Monday to Saturday in working days)**. However, Director, NRRI reserves the right to depute/assign the duty to the deployed personnel in field on Sunday/Holidays and beyond office hours without any extra financial liabilities on the part of NRRI.
26. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty. The list of persons to be provided by the contractor along with their complete address should be given before undertaking the work.
27. The contract shall/can be cancelled / terminated by giving 30 days notice to the Service provider.

### Financial Bid/Rates Quoted

28. The Rates must be quoted (both in words and figures) on consolidation basis (including ESI/EPF etc. and other statutory liabilities, if any, and also the firm's service charges as per the performa) on per month basis as per the enclosed Schedule/Price Bid.
29. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be considered as per rule. However, the Service Taxes or any other Tax which is as per the rules of the Govt. of NCT/other states; shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the Government.
30. Contract Labour Act, Minimum Labour wages Act, (Central), and other labour related Act as applicable time to time must be followed by the Contractor. The Director, NRRI will not be held responsible for the fault of the service provider.
31. **The rates must be quoted taking into account of enhancement of VDA/Minimum wages during the contract period, so that minimum wages should be paid to the workers.**
32. Income Tax as applicable with be deducted at TDS from the monthly bill only on the Service charges.
33. If tendered does not accept the offer, after issue of letter of award by Director, ICAR-NRRI, Cuttack-753006 within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any notice and Earnest money will be forfeited. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/alterd at all.
34. **Checklist:** The tender being submitted by the firm, all pages along with enclosures must be numbered. Only those firms providing the following documents would be considered eligible and also fill the page number for claiming the fulfillment of requisite conditions as given in the column item-wise.

Sl. No.	Documents required with technical bid	Page No.
a.	Registration certificate of the firm under the work contract of the Govt. of India/State Govt.	
b.	Minimum turnover of the firm not less than Rs. 10,00,000/- (Rupees Ten lakh only) during the last financial year.	
c.	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations. Provide the details in tabular form <b>(Annexure-III)</b>	
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 local govt. etc.	
g.	Employee ESI registration certificate issued by local govt. etc.	
h.	The contractor/agency must have a registration with the Contract Labour (Registration and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.	

i.	Nos. of staff supervisors registered under ESI & EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.	
j.	Service Tax registration certificate issued by Govt. etc./PAN Certificate.	
<b>Other conditions</b>		
1.	Quotations are to be submitted on two bid system.	
2.	EMD of Rs. 15,000/- (Rupees Fifteen thousand only) in form of Bank draft drawn in favour of Director, NRRI, Cuttack valid for one year.	
3.	Photocopy of TIN, PAN may please be provided without which the quotation shall be liable to rejected. PAN card should be in the name of firm or as proprietor.	

**Note:**

1. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
2. The competitiveness to the rate (s) of each item will be decided and thereby the item-wise work may be awarded to the successful bidder.
3. Each page of the technical bid must be signed by the tenderer while submitting technical bid. The terms and conditions shown in draft agreements can solely be changed by the Director, ICAR-NRRI, New Delhi at his discretion and shall be binding up on the tenderer at the time of agreement entered into.
4. Only those firm will be considered for financial bid who qualify in the technical bid.

**AGREEMENT**

35. Successful tenderer will have to enter into a detailed contract agreement with Director, ICAR-NRRI, Cuttack-6 on non-judicial stamp paper of Rs. 100/- (One Hundred only) for each work.

**PAYMENT & SUBMISSION OF BILLS**

36. (i) The firm/contractor shall submit pre-receipt bill per month in triplicate for the job work in the first week of following month in favour of "Director, NRRI, Cuttack-753006". The firm should give bank account details along with bills.
  - (ii) The contractor will ensure to make the payment to the person(s)/manpower, so deployed by 10<sup>th</sup> of every month irrespective of payment made by the Institute.
  - (iii) The firm/Contractor shall submit the copy of challan/e-receipt of payment deposited with the concerned department towards EPF, ESI & Service Tax etc. in respect of the deployed manpower on job work as per rule along with bills from the second month of Rate Contract, failing which payment will be withheld.
37. The Director, NRRI, Cuttack reserves the rights to reject all or any tender without assigning any reason and also the work contract may be cancelled without assigning any reasons at any time and the decisions of the competent authority will be final.

Assistant Administrative Officer

**ANNEXURE- I**

Sl. No.	Category of Work	Scope of Work	Qualification
1.	<b>Skilled worker (<i>Data Entry Operator</i>)</b> (B&C) Section	Having sufficient knowledge about data entry operation. Day-to-day posting in B&C, Section register and computer	<b><u>Essential:</u></b> i) Intermediate in any subject. ii) Diploma in Computer Application from a recognized Institute <b><u>Desirable</u></b> i) Knowledge in handling MS Office.
2.	<b>Skilled worker (<i>Data Entry Operator</i>)</b> (Store Section)	Having sufficient knowledge about data entry operation. Day-to-day posting in Store, Section register and computer	<b><u>Essential:</u></b> i) Intermediate in any subject. ii) Diploma in Computer Application from a recognized Institute. <b><u>Desirable</u></b> i) Knowledge in handling MS Office.
3.	<b>Skilled worker (<i>Data Entry Operator</i>)</b> (Pension Cell)	Having sufficient knowledge about data entry operation. Checking of bank scroll and posting in Audit register through Excel Sheet at Pension Cell	BA & PGDCA in computer. Minimum 1-3 years of post qualification experience in the relevant field.

Bidder's Signature; \_\_\_\_\_

Date &amp; Seal: \_\_\_\_\_

**Financial Bid**

Sl.No.	Category of work	Monthly charges including EPF, ESI etc. ( Consolidated) (Per point/per deployed personnel)
1.	<b>Skilled worker (<i>Data Entry Operator</i>)</b> (B&C) Section (Break up of quoted amount may be furnished in separate sheet).	Rs..... (Rupees .....)
2.	<b>Skilled worker (<i>Date Entry Operator</i>)</b> (Store Section) (Break up of quoted amount may be furnished in separate sheet).	Rs..... (Rupees .....)
3.	<b>Skilled worker (<i>Date Entry Operator</i>)</b> (Pension Cell) (Break up of quoted amount may be furnished in separate sheet).	Rs..... (Rupees.....)
4.	Service Tax	
	1. S.W (B&C Section)	Rs..... (Rupees.....)
	2. S.W. (Store Section)	Rs..... (Rupees.....)
	3. S.W. (Pension Cell)	Rs..... (Rupees.....)
5.	Agency Charges	
	1. S.W (B&C Section)	Rs..... (Rupees.....)
	2. S.W. (Store Section)	Rs..... (Rupees.....)
	3. S.W. (Pension Cell)	Rs..... (Rupees.....)

- Note:**
1. The rates quoted by the firms in tender to be given in both words and figures.
  2. Bid of nil agency charges will not be considered.

We agree to provide the above service and abide by the terms and conditions contained in the tender document and also agree to enter into the agreement with your department.

Bidder's Signature \_\_\_\_\_

Date & Seal : \_\_\_\_\_



**ANNEXURE - III**

**Details of the Minimum 3 years experience/work done.**

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

(Authorized Signatory)