

ICAR-Indian Agricultural Research Institute
DIVISION OF AGRONOMY, NEW DELHI- 110 012

F.No. 1-20/15-16/1140/10

Date 03-09-2015

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE “**JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT DIVISION OF AGRONOMY, ICAR - IARI, NEW DELHI- 100 012**”

- A Cost of the Tender Form Rs. 0/- (Rupee Nil)
- B Last date of receipt of Tender in Office is time **1.00.p.m.** dated **25.09.2015**
- C Tenders (technical bids) to be opened at time **2.30 p.m.** dated **25.09.2015**
- D Tender to remain open for acceptance up to 180 days from the date of opening
- F The tender documents along with detailed scope of work and other relevant documents, forms the part of tender are available at our website www.iari.res.in, which may be downloaded and submitted to this office

NOTE :

1. The Director, **IARI may** at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day

ICAR-Indian Agricultural Research Institute,
DIVISION OF AGRONOMY, NEW DELHI- 110 012
Phone 0110 25841488

Note :- All communications must be addressed to A.A.O., DIVISION OF AGRONOMY, ICAR - IARI, New Delhi 110 012

From : Head

Division of Agronomy
ICAR - Indian Agricultural Research Institute
Pusa, New Delhi 110 012

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, IARI for Job Work Contract for the ***Outsourcing of Various Field/Farm and Lab Operations/Work (Unskilled Nature) at Division of Agronomy, New Delhi-12.*** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs. 50000/- (Rupees Fifty Thousand only)** must be deposited in the form of demand draft/pay order payable to Director, IARI. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. No interest will be paid on earnest money.
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 IARI. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the IARI.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by IARI within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, an enquiry it appears that the persons so signing had no authority to do so, the IARI shall without prejudice to other civil and criminal remedies cancel the contract and hold the

signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be subscribed "**THE JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (Unskilled Nature) WORK AT DIVISION OF AGRONOMY, ICAR - IARI, NEW DELHI-110 012**" and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the Office of the **DIVISION OF AGRONOMY, IARI, NEW DELHI-110012 not later than time 1.00 PM dated **23.09.2015**.**
9. The rates quoted by each firm for job/service security 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.
10. The IARI 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 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.
11. **The performance security deposit @ 10% of the contract value** as a proforma invoice guarantee for the contract in the form of an account payee demand draft, fixed receipt or bank guarantee from a commercial Bank in favour of the Director, IARI, New Delhi payable at New Delhi/Delhi that should be valid up to 12 month from the date of issue of the order as is to be deposited by the selected agency/successful tenderer only after receiving a communication from the IARI. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the IARI to the tenderer.
13. 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 IARI 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/ICAR.
14. Director, IARI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the IARI, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of Director, IARI shall be final for *any* aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/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, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the IARI will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc, should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document :-

Note: 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:

- a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/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/ Corporations of Govt. of India/reputed public or private organizations'. 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 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 (Regulation 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 **50 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.
- k) Successful Tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One Hundred Only) for each work.
- l) Only those firms will be considered for financial bid who qualify in the technical bid.
- J) Photocopy of TIN/PAN may please be provided without which the quotation shall be liable to rejected

Other conditions:

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 of the rate(s) of each item will be decided and thereby the item wise work may be awarded to the successful bidder.
3. The work may have to be attended at different intervals of times during the contract period as well as during day time which may varies from 7.00 am to 8.00pm evening but not exceeding to the permissible hours for each man days.
4. Implements like Kassola, Khurpi, Kassi, Darati etc. required for agronomical operations will have to be provided by the Labour Incharge of the Division (Agronomy).

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 IARI at his discretion and shall be binding up on the tenderer at the time agreement entered into.

Yours faithfully,

(Assistant Administrative Officer)

For and on behalf of the **Director**
Indian Agricultural Research Institute
New Delhi 110 012

**TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT THE
OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK
(Unskilled Nature) AT DIVISION OF AGRONOMY, ICAR - I.A.R..I, NEW DELHI 110 012**

Full Name & Address of the Tenderer in
addition to Post Box No., if any,
should be quoted in all communications
to this office

Telephone No.

Telegraphic Address/FAX/Cellular

No.: E-Mail address

From

To

**Asstt. Admn. Officer
Division of Agronomy, ICAR - IARI
New Delhi 110 012**

1 / We have read all the particulars regarding the General information and other terms and conditions of the contract for THE “**JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (Unskilled Nature) AT DIVISION OF AGRONOMY, ICAR - I.A.R..I, NEW DELHI-110 012** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 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 form a part of this Tender _____ . The Schedules-I & II to accompany this Tender are at pages

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. _____ dt _____ of Rs. _____ drawn in favour of **Director, Indian Agricultural Research Institute** and payable at **New Delhi** is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Witness _____

Telephone No. Office _____

Address _____

Ph. Resi.

Occupation _____

Mobile

**Signature of witness to contractor's
signature**

Address :

Name & Signature of Witness :

Address

SCHEDULE TO TENDERS (PART-I)

1. Name of the Firm/Agency
2. Full address with Post Box No. And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy) (a) Indian Companies Act, 1956 (b) Indian Partnership Act, 1932 (Please give names of partners) (c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - 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 partner
5. Name and Full Address of your Bankers
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART -II

8. Earnest Money Deposited: **Yes/No**

PART - III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting DIVISION OF AGRONOMY, ICAR - IARI regarding the contract

Date _____
Place: _____

AUTHORISED SIGNATORY

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

SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE “JOB WORK CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (*Unskilled Nature*) AT DIVISION OF AGRONOMY, ICAR - IARI, NEW DELHI-12

S c o p e o f w o r k

SCOPE OF WORK & (TERMS & CONDITIONS :)

Various Field and lab operations are required for agricultural operations Like Layout of field, sowing, weeding, rouging, irrigation, Harvesting (Typha), collection and removed from the water tank, cleaning of the (Typha harvested area) pesticides sprays, Harvesting and threshing etc. And various lab operations like collection of samples, analyses of samples and cleaning of lab wares required for research work Under the Division of Agronomy, ICAR - IARI, New Delhi-110012

Note: The Vendors must visit the Centre at his own cost and acquaint himself with the operational system of the centre before quoting the rates in order to see the quantum of work cited above.

TERMS & CONDITIONS:

- 1 The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.*
- 2. Changing of Staff/Supervisor should be intimated to **Sh. Dal Chand, Technical Officer/Farm Incharge, Division of Agronomy, ICAR – IARI, NEW DELHI-12.***
- 3. The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.*
- 4. The staff provided should also maintain secrecy and discipline in the premises of Institute.*
- 5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.*
- 6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR/IARI for the purpose. All complaints should be immediately attended to by the Agency.*
- 7. Uniform with colour specification and pattern approved by IARI should be supplied by the contractor to the workders at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.*
- 8. The agreement is terminable with one month notice on either side.*
- 9. The contractor shall not sublet the work without prior written permission of the Building Incharge.*
- 10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded*
- 11. The selected agency shall provide the necessary personnel's for at Division of Agronomy, ICAR -*

IARI as per labour acts prevalent in NCT of Delhi and respective state Governments covered in this tender. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Division of Agronomy, the Division of Agronomy shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

- 12. The persons so provided by the agency under this contract will not be the employee of the Division of Agronomy and there will be no employer-employee relationship between the Division of Agronomy and the person so engaged by the contractor in the aforesaid services.*
- 13. Payment for service contract will be made monthly upon submission of pre-receipted bill.*
- 14. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.*
- 15. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision Director, IARI shall be final and binding on the contractor.*
- 16. Income Tax will be deducted from the payments due for the work done as per rule.*
- 17. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section*
- 18. Changing of Supervisor/Staff should be intimated to the concerned.*
- 19. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract*
- 20. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt, relating to this contract made applicable from time to time.*
- 21. While the contract is normally for one year, there is a possibility of its continuation for another one year after the approval of the competent authority, IARI, New Delhi.*
- 22. Risk Clause; IARI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.*

LIQUIDATED DAMAGES CLAUSE:

- 1.** An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by Division of Agronomy and if no action is taken within one

hour liquidated damages clause will be invoked.

2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, IARI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of the Contractor or his Authorised Signatory
Seal of the Agency/Firm

Years-wise Details of the Minimum 3 years experience/work done.

51. No	Name of the Deptt. Organisation & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last Date of Receipt of Tender : _____ (Time)

Date of opening of Financial Bid : As per the intimation.

To

The Head
Division of Agronomy
ICAR - IARI, New Delhi-110012

Sir, I/We wish to submit our Tenders for THE “**JOB WORK/SERVICE CONTRACT FOR OUTSOURCING OF VARIOUS FIELD/FARM AND LAB OPERATIONS/WORK (UNSKILLED NATURE) AT DIVISION OF AGRONOMY, ICAR IARI, NEW DELHI-100 012**” on the following rates.

Crop	Field operation and work description	Unit	Rate
Rice	1. Preparation of nursery bed and sowing of nursery	Per acre	
	2. Lay out	Per acre	
	3. Transplanting of seedling per acre	Per acre	
	4. Spraying of insecticide/herbicide per acre	Per acre	
	5. Harvesting per acre	Per acre	
	6. Threshing and cleaning of produce per acre including loading and unloading	Per acre	
Wheat	1. Lay out per acre	Per acre	
	2. Sowing by hand plough per acre	Per acre	
	3. Harvesting per acre	Per acre	
	4. Threshing and cleaning of produce of general crop	Per acre	
Cotton	1. Lay out per acre	Per acre	
	2. Dibbling of cotton seed per acre	Per acre	
	3. Seed Cotton picking	Per acre	
	4. Harvesting of plant	Per acre	
	5. Ginning	1 kg seed cotton	
Potato	1. Tuber planting per acre	Per acre	
	2. Weeding & Earthing up per acre	Per acre	
	3. Tuber digging per acre	per acre	
Maize	1. Dibbling of maize seed per acre	Per acre	
	2. Harvesting of maize plants per acre	Per acre	
	3. Separation of cob per acre	Per acre	
Pearl millet and sorghum	1. Sowing per acre	Per acre	
	2. Harvesting per acre	Per acre	
	3. Threshing and cleaning of produce of general crop	Per acre	
Groundnut	1. Dibbling/sowing of groundnut kernel per acre	Per acre	
	2. Groundnut digging per acre	Per acre	
	3. Separation of Kernel from pods	Per kg pod	

Kharif pulses and soybean	1. Sowing per acre	Per acre	
	2. Weeding per acre	Per acre	
	3. Harvesting per acre		
	(i) Pigeonpea	Per acre	
	(ii) Green gram	Per acre	
	(iii) Urdbean	Per acre	
	(iv) Cowpea	Per acre	
	(v) Soybean	Per acre	
	(vi) guar	Per acre	
	Other crops	Per acre	
	4. Picking of pods		
	Mungbean,	Per acre	
	Urdbean,	Per acre	
	Cowpea,	Per acre	
	Guar	Per acre	
	Others crops	Per acre	
	5. Threshing and Cleaning		
(i) Pigeon pea	Per acre		
(ii) Green gram	Per acre		
(iii) Urdbean	Per acre		
(iv) Cowpea	Per acre		
(v) Soybean	Per acre		
(vi) Guar	Per acre		
(vii) Other crops	Per acre		
Rabi pulses Chickpea, Lentil, Pea, and other crops	1. Sowing per acre	Per acre	
	2. Harvesting per acre	Per acre	
	3. Threshing and cleaning of produce per acre	Per acre	
Rabi oilseed crops Rapeseed-mustard, linseed and other crops	1. Sowing per acre	Per acre	
	2. Harvesting per acre	Per acre	
	3. Threshing and cleaning of produce per acre	Per acre	
	4. Thinning per acre	Per acre	
Vegetables crops	1. Preparation of nursery bed and sowing of nursery	Per acre	
	2. Nursery Uprooting	Per acre	
	3. Transplanting of seedling per acre	Per acre	
	5. Harvesting/picking of vegetables per acre		
	Okra	Per acre	
Brinjal	Per acre		
Chili	Per acre		
Pea	Per acre		
French bean	Per acre		
Others	Per acre		
Common operation	1. Hand weeding with khurpi <i>Kharif</i>	Per acre	
	2. Hand weeding with khurpi <i>rabi</i>	Per acre	
	3. Hand Weeding with kasola <i>Kharif</i>	Per acre	
	4. Hand Weeding with kasola <i>rabi</i>	Per acre	
	5. Weeding with Conoweeder	Per acre	
	6. Irrigation per acre	Per acre	

	7. Bird scaring morning till evening	Per acre	
	8. Top dressing of fertilizer	Per acre	
	9. Basal application of fertilizer	Per acre	
	10. Layout and bunding	Per acre	
	11. Path and bund cleaning	Per acre	
	12. Soil sampling per sample	Per sample	
	13. Spraying of insecticide/herbicide per acre	Per acre	
Pot culture	1. Pot filling and mixing of soil with FYM (12"x14" pots)	Per pot	
	2. Weeding and inter culture	10 pots	
	3. Irrigation in pots	10 pots	
	4. Nursery raising in cup	10 cups	
Lab operations	1. Washing of glassware	Per 100 pieces	
	2. Cleaning and dusting of lab	Per man days	
	3. Grinding and weighing of plant samples	Per sample	
	4. Grinding, sieving and weighing of soil samples	Per samples	
	5. Counting of grain	1000 grains	
Seiving of compost	Seiving of leaf compost by seiving plant installed in Biomass Unit	Per tonne	

Taxes, if any specifically be mentioned inclusive or exclusive

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

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 _____

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place)..... on(month/year)_day of between(Institute)..... (hereinafter called Institute) through (designation of the competent authority in the Instts.)..... which term shall include its successors, assignees etc. on the first part and(name & address of the firm), (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part

Whereas the..... (Institute) has decided to assign the annual job work contract for providing (nature of job) at (Name of the Instts.)....., (location) to the firm on the terms and conditions hereinafter contained.

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

- I 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 (name of the Instts.) 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 firm shall be responsible for annual job work contract for providing(nature of job)at(location)
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the(name of the Instt.) shall have no liability on this account in any manner..
5. That the Firm shall ensure that all persons deployed at(name of the Instt.) premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. T h e . . . (name of the Instt.)shall have the right to ask for the removal from the (name of the Instt.) premises any personnel considered by the(name of the Instt.) to be incompetent, disorderly or any other reason and such person shall not again

be deployed without the consent of the (name of the Instt.).....

7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.) No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providing services at (name of the Instt.) is as per terms and conditions specified and scope of work as per Schedule-1 in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the (name of the Instt.) The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged. which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into(name of the Instt.)..... premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the (name of the Instt.)..... may cancel the contract.
15. That the Firm agrees to discharges 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 Compension Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Finn agrees to indemnify and keep indemnified (name of the Instt.) on account of any failure to comply with the obligations under various laws or damage to (name of the Instt.) due to acts/omissions of Firm_
16. 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 (name of the Instt.)

and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the (name of the Instt.) 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 or (name of the Instt.)

17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at v' hich is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. 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. deligently and honestly.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers. the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any. pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organisation.
25. The terms amd conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 1000/- will be levied as liquidated damages per day. whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of fthe supervisory staff of the firm by .(Name of the Institute) and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 1000/- per worker per day will he deducted from the bill.

The decision of(competent authority in the Inst.)..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the Director, IARI)

Witness:-

1. _____
2. _____

(TO BE PRINTED ON RS.100 NON JUDICIAL STAMP PAPER BY THE HIRING ORGANIZATION)

AGREEMENT

Article of Agreement made this day, the _____ between Shri/Smt./ Kum. _____ son / daughter of _____ residing presently at _____ (the first party) and _____ (designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for _____ in short _____ on contract basis for the _____ programme funded fully/ substantially by _____ and the first party has agreed to provide these services to the second party in that capacity for the period _____ on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

- a. The period of contractual appointment shall be from _____ in ____ / ____ 201____
- b. The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- a. The first party will present himself /herself at the place and time designated by the second party and render services to the second party broadly designated as 7 and described in detail in a job chart attached as Annexure-HI (a)8 to this agreement.
- b. In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs _____ per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

- a. Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS:

As per Annexure-III(c).

5. ANNUAL REVISION:

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise!" the consolidated package by an amount not exceeding 10'Y.. of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY: (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party. shall entitle second party to terminate services of first party. (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

- a. The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
- b. Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- c. The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

()
Signed by First Party

()
Signed by the Second Party

by Authorized signatory

Name:
Address:
Dated:
WITNESS
Signature:
Name:
Address:

Name:
Address:
Dated:
WITNESS
Signature:
Name:
Address

