



राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र



समीप पहुँच बॉध, झॉसी ग्वालियर मार्ग, झॉसी - २८४००३ (उ.प्र.)

फोन न०.0510-2730214,2730479 फैक्स न०.0510-2730364

निविदा आमन्त्रण सूचना – चतुर्थ प्रयास

Tender ID No. 2014-ICAR-203711-1

भारतीय कृषि अनुसंधान परिषद के सचिव की ओर से निदेशक, राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र झॉसी के द्वारा केन्द्र के निम्नलिखित कृषि कार्यों को सम्पादित कराने हेतु अनुभवी एवं श्रम विभाग में पंजीकृत ठेकेदारों से मुहरबन्द निविदायें पंजीकृत/स्पीडपोस्ट डाक द्वारा दिनांक 02.07.2014 दोपहर 1.00 बजे तक आमन्त्रित की जाती है।

कार्यों का विवरण	ई.एम.डी. राशि	कार्यावधि
केन्द्र के 200 एकड़ शोध प्रक्षेत्र के विभिन्न आकस्मिक एवं सीजनल कृषि कार्यों तथा विभिन्न समयवद्ध अनुसंधान परियोजनाओं के विविध संविदा कार्यों को आवश्यकतानुसार कराने हेतु इकाई/क्षेत्रफल आधार पर रेट कॉन्ट्रैक्ट।	रु. 30000/-	एक वर्ष की अवधि के लिए

निविदा प्रपत्र बिक्री की अन्तिम तिथि : 30.06.2014 – 15.00 बजे तक
 निविदा प्रपत्र शुल्क : रु. 1000/-डाक द्वारा मंगाने पर रु 1050/- प्रत्येक।
 निविदा प्रपत्र जमा करने की अन्तिम तिथि : 02.07.2014 – 13.00 बजे तक मात्र
 तिथिपंजीकृत/स्पीडपोस्ट द्वारा
 निविदा खोलने की तिथि : 02.07.2014 – 15.00 बजे तक : केन्द्र के समिति कक्ष में।

संक्षिप्त निविदा शर्तें एवं पात्रता

- कृषि कार्यों के ठेके हेतु ई.एम.डी./जमानत राशि की डी.डी./सावधि जमा बन्धक, भा.कृ.अ.प. इकाई राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र, झॉसी के पक्ष में भारतीय स्टेट बैंक शाखा करारी, झॉसी (कोड न. 7477) पर देय संलग्न करें।
- कृषि कार्यों का ठेका राज्य/केन्द्र सरकार केशोध संस्थानों के कृषि, कृषिवानिकी उद्यानिकी, एवं अन्य समतुल्य कार्य संतोषजनक सम्पन्न कराने का अनुभव रखने वाले ठेकेदारों जिन्होंने विगत वर्षों के दौरान कम से कम 05 लाख रूपयों से अधिक राशि के कृषि एवं अन्य समतुल्य कार्य कराये हो, सक्षम ठेकेदारों को ही दिया जायेगा।
- निविदा प्रपत्र प्राप्त करने हेतु ठेकेदार/फर्म द्वारा अपने स्वयं के लेटर पैड पर आवेदन के साथ वैध लाइसेंस व पंजीकरण, विगत वर्ष की आयकर रिटर्न/पेन नम्बर, सेवाकर पंजीकरण संख्या, कार्य अनुभव, सक्षम अधिकारी द्वारा जारी चरित्र प्रमाण पत्र एवं हैसियत दो लाख तक, आदि प्रमाण पत्रों की सत्यापित प्रतिलिपि संलग्न करना अनिवार्य है।
- सफल निविदादाता को कार्य शुरू करने पूर्व नियमानुसार केन्द्रीय श्रमायुक्त, कानपुर के कार्यालय से संविदा श्रमिक अधिनियम के अन्तर्गत वैध लाइसेंस एवं पंजीकरण प्राप्त करना होगा तथा सभी श्रम कानूनों को नियमानुसार पालन करने हेतु स्वयं उत्तरदायी होगा।
- कार्यों की दरें एक मुस्त सभी करों एवं वैधानिक देनदारियों सहित प्रति इकाई आधार ही अंकित करें जो एक वर्ष तक वैध एवं अपरिवर्तनीय होंगी।
- किसी भी कारण से देर से प्राप्त निविदाओं पर विचार नहीं किया जायेगा।
- किसी भी निविदा को आंशिक अथवा पूर्ण रूप से स्वीकार एवं अस्वीकार करने का सम्पूर्ण अधिकार निदेशक को सुरक्षित रहेगा जिसे कोर्ट में चेलेंज नहीं किया जा सकेगा।
- केन्द्र निदेशक को ठेका बिना कारण बताये किसी भी समय निरस्त करने का सर्वाधिकार सुरक्षित रहेगा।
- विस्तृत कार्य विवरण एवं अन्य ठेका शर्तें निविदा प्रपत्र के अनुसार होगी। विस्तृत जानकारी केन्द्र की वेबसाइट WWW.nrcaf.res.in पर भी उपलब्ध है, जिसको डाउनलोड किया जा सकता है। निविदा प्रपत्र शुल्क का डिमांड ड्राफ्ट इस विज्ञापन के प्रकाशन की तिथि से पूर्व का नहीं होना चाहिए।

मुख्य प्रक्षेत्र प्रबंधक
कृते निदेशक



राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र



समीप पहूज बाध, झाँसी-ग्वालियर मार्ग, झाँसी – 284 003 (उ.प्र.)

National Research Centre for Agroforestry

Near Pahuj Dam, Jhansi Gwalior Road, Jhansi – 284003 (U.P.)

☎ : 2730479(farm), 2730214(off)

No.SFM/PFW/1/2014-15

Dated 11th June, 2014

TENDER NOTICE – 4th Attempt

Tender ID No. 2014-ICAR-203711-1

Director ,National Research Centre for Agroforestry ,Jhansi(a unit of Indian Council of Agricultural Research (ICAR),Krishi Bhavan, New Delhi) invites sealed tenders/ quotations from registered contractors /well-established reputed firms PROVIDING JOB WORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL & ALLIED JOBS /SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI as per its requirement.

2. Interested parties, who have sufficient experience in the field, can collect **Detailed Information/Terms & Conditions of the Tender** personally from office of Chief Farm Manager, NRCAF, Jhansi on all working days or download the same from NRCAF website www.nrcaf.res.in. The cost of the tender document is Rs. 1000/- in cash from office & Rs.1050/- through DD for sending by post. The downloaded tender document may accompany Rs.1000/- the cost of tender in the form of DD drawn in favour of ICAR Unit NRCAF payable at SBI Branch Karari, Jhansi (code 7477).

3. Quotation in sealed cover superscribed “**Tender/Quotation** PROVIDING THE JOB/WORK CONTRACT FOR PROVIDING OUTSOURCE AGRICULTURAL & ALLIED JOBS/ SERVICES, AT NRCAF,JHANSI should be sent by Speed Post/Registered Post, alongwith a DD/Pay Orderfor **Rs. 30,000/-** (Rs. thirty thousand only) in favour of ICAR Unit NRCAF payable at SBI Branch Karari, Jhansi (code 7477) as Earnest Money (Refundable), addressed to Director,National Research Centre for Agroforestry, Near Pahuj Dam,Gwalior road, Jhansi.

The schedule of receipt and opening of Quotations is as under :

Time &Date of sales of Tender : 10.00-15:00 hrs up to 30.06.2014
Time & Date of receipt of Tender : Up to 13.00 hrs. July 02nd, 2014
Date & Time of opening of Tender : 15.00 hrs. July 02nd, 2014 at Committee Room

4. Quotations received after the stipulated date & time /incomplete Quotations will not beentertained. The Quotations will be opened on the stipulated date & time in Committee RoomNRCAF, Jhansiin the presence of the tenderers or their authorizedrepresentatives who may like to be present.

**Chief Farm Manager
For and on behalf of Director,
NRCAF, Jhansi**

NOT TRANSFERABLE
Registered with acknowledgement due



राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र



समीप पहूज बाध, झॉसी-ग्वालियर मार्ग, झॉसी – 284 003 (उ.प्र.)

National Research Centre for Agroforestry

Near Pahuj Dam, Jhansi Gwalior Road, **Jhansi – 284003 (U.P.)**

☎ : 2730479(farm), 2730214(off)

F.No. SFM/PFW/1/2014-15

Dated 11th June, 2014

Tender ID No. 2014-ICAR-203711-1

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING AGRICULTURAL & ALLIED JOB WORKS/ SERVICES AT NRCAF, JHANSI

1. Cost of Tender Form : Rs. 1000/- in cash from office & Rs.1050/- through DD for sending by post or Rs.1000/- DD for downloaded tender form (DD in the name of ICAR Unit NRCAF, payable at SBI, Karari, Jhansi -code 7477).
2. Last date of receipt of Tender in office is **30.06.2014 up to 13:00 hrs.**
3. Tenders to be opened at **15:00 hrs on 02.07.2014 in committee room.**
4. Tender to remain open for acceptance up to 90 days from the date of opening.
5. The tender document is also available at our web-site www.nrcaf.res.in. and www.eprocure.gov.in.

NOTE:

1. The Director, National Research Centre for Agroforestry, Jhansi may at his/ her discretion, extend this date by a fortnight and such extension shall be binding on Tenders.
2. If the date up to which the Tender 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.



राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र



समीप पहूज बाध, झाँसी-ग्वालियर मार्ग, झाँसी – 284 003 (उ.प्र.)

National Research Centre for Agroforestry

Near Pahuj Dam, Jhansi Gwalior Road, Jhansi – 284003 (U.P.)

☎ : 2730479(farm), 2730214(off) Fax No. 91-0510-2730364

F.No. SFM/PFW/1/2014-15

Dated 11th June, 2014

Note: All communications must be addressed to Director, The National Research Centre for Agroforestry, Gwalior Road, Jhansi-284003

Tender ID No. 2014-ICAR-203711-1

From :

Director

National Research Centre for Agroforestry,

Near Pahuj Dam ,Gwalior Road, **Jhansi** (UP) -284003

To

Dear Sir(s),

Sealed Tenders are hereby invited by the Director, National Research Centre for Agroforestry, Jhansi (a unit of Indian Council of Agricultural Research, New Delhi) for contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL JOBS & ALLIED JOB WORKS/SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI.

1. 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 placed by the NRCAF(ICAR) as detailed in the Tender 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 -iii**.
2. An earnest money of Rs. 30,000/- (Rupees thirty thousand only) must be deposited in the form of demand draft/pay order payable to ICAR Unit NRCAF, at SBI Karari, Jhansi (code 7477). The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including 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.
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 resile 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 Centre. 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 Centre.

4. The schedules of the tender 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 purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter 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(s) 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 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 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 a tenderer does not accept the offer, after issue of letter of award by NRCAF within 07(seven) 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 document must be signed by every partner of the firm. A person signing the Tenders or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the person signing had no authority to do so, the Centre 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 tender is to be enclosed in sealed cover. The cover should be superscribed "THE JOB/WORK CONTRACT FOR PROVIDING ANNUAL RATE CONTRACT FOR AGRICULTURAL WORKS & ALLIED JOB WORKS/SERVICES, AT NRCAF, JHANSI" with address of his office. Right is reserved to reject outstation Tenders. All Tenders should be sent by Registered Post/Speed post only to The Director, NRCAF, Gwalior Road, Jhansi-284003 not later **than 1300 hrs. on 02.07.2014.**
9. The rates quoted by each firm for job/service contract in tenders be given both in **words and figure** 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 your behalf should be indicated in your tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
10. The Centre does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part. You are however at liberty to tender 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. **An amount equivalent to 5% to 10% of the estimated value of contract** is to be deposited by the Selected Agency/ Successful Tenderer as Security Deposit only after receiving a communication from the Centre. 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 Centre to the tenderer.
13. **Minimum wages**, as prescribed by the Govt. of India/UP State (whichever is higher) from time to time, shall be payable to the personnel deployed for services to this Centre by the selected Agency.
14. **Service Tax or any other tax applicable** or made applicable after awarding the contract in respect of this contract shall be payable by contractor to the concerned authority /department and ICAR/Centre will not entertain any claim whatsoever in this respect. However, the Service tax or any other tax which is as per the rules of the Govt. of India, shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
15. Director, NRCAF, Jhansi reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Centre, for any justifiable reasons, not mandatory to be communicated to the tenderer.
16. Decision of Director, NRCAF, Jhansi 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 or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NRCAF. 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.
17. Acceptance by the Centre will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram, Express letter etc. should be acted upon immediately.
18. **The following document/vouchers are required to be enclosed with the tender form** which are the terms and conditions of the tender document :-
 - (a) Registration certificate of the firm under the work contract .
 - (b) Minimum turnover of the firm not less than Rs.5.00 lakhs (Rupees five lakhs only) during last financial year.
 - (c) Last three year's 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, with 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 two 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 workers/Supervisors registered under ESI & EPF separately. 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 NRCAF on non-judicial stamp paper of Rs. 100/- (One hundred only) for each work.
19. **It is mandatory that minimum wages as prescribed by the Government from time to time, are paid to the workers in the presence of an observer nominated by the Centre.**
20. The contractor shall himself maintain his labour force and supervisory staff as required and as directed from time to time by the Programme Leaders/Scientist /Officer In-charge, /any other authorized officer of the Centre to provide highest standards of functioning of the Research farm.
21. The supervisory staff should follow strict attendance. Alternative arrangements are to be made by the agency, whenever supervisor is to go on leave under intimation to this office. Changing of supervisor should be intimated to the Chief Farm Manager/Scientist/ Officer In-charge, /Programme leaders immediately.
22. The work shall not be considered as completed satisfactorily until the Programme leaders/Scientist/ Officer In-charge / Chief Farm Manager / authorized supervisor of the Research farm has certified in writing that they have been completed the awarded works satisfactorily and experiments are maintained properly.
23. The contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of the Institute for the purpose. The complaints should be immediately attended to by the Agency.
24. **Labour :**The contractor will engage sufficient number of labour force for satisfactory performance of the work. The agency shall employ good and reliable persons with robust health of the age group between 21 to 45 years. In case any of the personnel so provided is not found suitable for the Farm work/assigned services, the Centre shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
25. **Loss and/or Damages :** In case of any loss or damage done to the property of the Centre attributable to the personnel of the contractor, the full damages will be recovered from the Agency/Contractor.
26. If the services of the contractor is found to be not as per out terms and conditions mentioned against each work in the contract and are not found satisfactory, a penalty as deemed fit (minimum Rs. 1000/- per day) shall be imposed and deducted from the bill of the contract.

Yours faithfully,

**Chief Farm Manager
For and on behalf of Director,
NRCAF, Jhansi**

TENDERS FOR THE CONTRACT OF PROVIDING JOB WORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL JOBS & ALLIED JOBS/SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI

Tender ID No. 2014-ICAR-203711-1

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,

The Director,

National Research Centre for Agroforestry,

Near Pahuj Dam ,Gwalior Road, Jhansi -284003

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for PROVIDING JOBWORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL & ALLIED JOBS /SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI 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-III 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 dispatch within the prescribed time.

- a. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- b. 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_____.
- c. Every page so attached with this Tender bears my signature and the office seal.
- d. Pay order/ DD/BC No. _____ dated ----- of Rs. _____ drawn in favour of ICAR Unit NRCAF, at SBI Branch Karari, Jhansi (code 7477) is enclosed as EARNEST MONEY required.

Yours faithfully,

Dated: Signature & Seal of the Tenderer

Telephone No. Office _____ Res. _____

Full Address _____

Mobile No. _____

Signature of witness to contractor's signature

Name & designation of witness:

Address:

Occupation _____

Mobile _____

Schedule -I
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. i) 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.
 - ii) 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
 - iii) If the answer to point (i) and (ii) above is _____
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(s)
5. Name and Full Address of your Banker's: Bank's name _____
Branch _____ Branch (IFSC) CodeNo. _____
Firm's Account type & No. _____
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 NRCAF, Jhansi regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY
(With full Address & Mobile No.)

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

Schedule -II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF PROVIDING JOB/WORK CONTRACT FOR FOR PERFORMING AGRICULTURAL JOBS & ALLIED SERVICES AT NRCAF, JHANSI as per requirement.

A. Scope of Work :

The services for as briefed below (full description of jobs detailed in Schedule III of the tender) are to be provided to the Scientists/Technical officers/Sections/ Senior officers of NRCAF, Jhansi:

PROVIDING JOBWORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL & ALLIED JOBS/ SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI AS PER REQUIREMENT AND SEASONAL NEEDS detail annexed-I

II. TERMS & CONDITIONS

1. The services of contractual labourers deployed on monthly rate basis for agricultural/allied job contract /services should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of manpower is to go on leave under intimation to this office.
2. Changing of contractual labourers should be intimated to chief Farm Manager under intimation to concern scientist/officers..
3. The Director, NRCAF reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. His decision shall be final and binding on the Contractor/ Agency in respect of clauses covered under the contract.
4. The contractual labourers deployed on job contract should also maintain secrecy and discipline in the premises of NRCAF Jhansi
5. The workmen deployed should be capable to deliver the desired output with minimum prescribed qualification against each item with knowledge of working experience in similar field.
6. The contractor shall keep a complaint register with his supervisors, and it shall be open to verification by the authorized officer of NRCAF for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the NRCAF.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

10. **Minimum wages**, as prescribed by the Govt. of India/UP State (wherever higher) from time to time, shall be payable to the workmen deployed for job contract by the selected agency.
11. The selected agency shall deploy the necessary workmen at NRCAF as per Labour Acts prevalent in UP State/ Central Govt. The agency shall employ good and reliable persons with robust health of age group of 21 to 45years. In case any of the workmen so deployed is not found suitable by the Centre, the Centre shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of awritten communication will have to replace such workmen immediately.
12. The workmen so deployed by the agency under this contract will not be the employee of the Centre and there will be **no employer-employee relationship** between the Centre and the workmen so engaged by the contractor in the aforesaid contract.
13. Payment for job contract will be made monthly upon submission of pre-receipted bill through **electronic mode to the firm's account** (if exceed for Rs.25000/-) subject to satisfactory performance / delivery of contracted job / work/ services.
14. After physical inspection of the site a very detailed assessment/requirements of workmen for providing services at NRCAF shall have to be furnished alongwith the Tender. However, the Tenderers should indicate only the lump-sum amount item wise/per unit area basis for each item covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted during the period of the agreement.
15. **The rates to be quoted should include cost of each and every item including statutory liabilities, transportation cost, manpower cost and taxes etc. The Centre shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc.**
16. 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 Centre 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, NRCAF shall be final and binding on the contractor.
17. Income Tax will be deducted from the payment due for the work done as per rule.
18. The contractor must employ **adult labour** only. Employment of child labour may lead to the termination of the Contract.
19. 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.

20. **Risk Clause:** NRCAF reserves the right to discontinue the contract at anytime, 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.
21. The Contractor/Agency will furnish to the NRCAF the full particulars of the workmen deployed including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering their requisite services to the NRCAF.
22. The workmen deployed on jobs shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the NRCAF from time to time. They will be bound by timings, duty, placement, locations etc., as decided by the NRCAF.
23. The Contractor/Agency shall make payment of remuneration/wages to its workmen **on or before 7th of every month by cheque**. After making the payment, the Contractor shall raise the bill on the NRCAF Jhansi. for payment of the settled amount. They will submit to the NRCAF a copy of the payment vouchers duly signed by the workers for each month.
24. Any loss, theft or damage to the life and/or property of the employees of the NRCAF and /or property of the NRCAF shall be compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the workmen of the Contractor/Agency.

III. LIQUIDATED DAMAGES CLAUSES:

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 NRCAF 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 persons will have to be replaced immediately.

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

Details of the Minimum 3 years experience/work done.

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Phone No.	Period		No. of workmen deployed	Remarks
		From	To		

(Authorised Signatory)

Full name and Address_____

Phone /Mobile No_____

SCHEDULE -III

FINANCIAL BID :

Last date of receipt of Tender : 02.07.2014 up to 13:00 hrs.

Date of opening of Financial Bid : 02.07.2014 up to 15:00 hrs at Committee Room

**To,
The Director
National Research Centre for Agroforestry,
Near Pahuj Dam ,Gwalior Road, Jhansi -284003**

Sir,

I/We wish to submit our Tenders for PROVIDING JOB WORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL & ALLIED JOBS /SERVICES on per unit/area basis for a period of one year, AT NRCAF, JHANSI as per requirement AND SEASONAL NEEDS on the following rates :-

Item No.	PARTICULAR OF JOB WORKS	OFFERED NET RATE(inclusive of all taxes & charges etc) PER UNIT
1	Consolidated rate offered for PROVIDING JOB WORK/SERVICE CONTRACT FOR PERFORMING AGRICULTURAL & ALLIED JOBS/ SERVICES ON PER UNIT/AREA BASIS FOR A PERIOD OF ONE YEAR, AT NRCAF, JHANSI AS PER REQUIREMENT AND SEASONAL NEEDS in accordance with the highest standards of Allied Service and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts and taxes etc. as applicable from time to time.	Rates may be filled in enclosed Annexure-I schedule of job works against each work

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.-----

Annexure-1

Consolidated schedule for Agricultural and Allied job works/services for a Year

(A) SCHEDULE OF OUTSOURCE JOB CONTRACT FOR AGRICULTURAL FARM WORKS

I.N.	PARTICULAR OF WORKS	OFFERED NET RATE(inclusive of all taxes & charges etc) PER UNIT		PROBA- BLE PERIOD
		In Figure	In words	
1.	Earth work : (A) Digging pits of various size: (i) 45cm.x45cm.x45cm. (ii) 60cm.x60cm.x60cm. (B) Trenching 30cmx30cmxlength (C) Bunding 30cm w x30cm hx lengh	per pit Rs Rs Rs per cum Rs per cum	Rs. Rs Rs Rs	May to August or as per need
4.	iii. Spreading soil/FYM mixing & levelling in shade net house & open area upto the height to 30-60 cm	Rs Per trolley	Rs	As per need during Kharif/ Rabi
6.	Pre-irrigation/irrigation of crops including shifting pipes to site &back to farm store operating eclectric motors/deisel pumpset through; i. Canal ii. Well /ponds	Per ha Rs. Rs.	Rs. Rs.	Rabi season Oct-April as per need
13.	Spraying of insecticides/ pesticides/ weedicides/ growth regulators/hormones after preparation of solution through hand sprayer /foot sprayer i. On MPTS/fruits trees of Age group; (a) Upto 2 years (b) Above 2-5 years (c) Above 5-10 years (d) Above 10-15 years	Per tree Rs Rs Rs Rs	Rs Rs Rs Rs	One Year /as per need
14.	Intercultural in Silvi-pastural project / experiment ; i. Manual Weeding/intercultural operation in established grasses 30mx10m=300 sqm plot and shifting weed out of field at desied place	Rs. per 100 sqm	Rs.	July-Aug/ Nov-Dec as per need
15.	Preparation of Soil mixture (Soil : Sand : FYM in 1:1 :1 ratio),sieving & filling poly bags/pots& shifting to desired place;	Per 100 polybags/ pots Rs.	Per 100 polybags / pots	One year / as per need

	(i) In poly bags size up to 30x 20 cm (ii) Plastic/earthen pot (a) size 30-45cmx20-30cm (b) Size 60 cm x45cm	Rs Rs.	Rs. Rs Rs.	
19.	Sample harvesting of Experimental area (01 sqm) plot wise/sample wise/row wise / plants & their separate pre and post harvest processing including data recording on plant population ,height ,No.of pods, No.of grains /pod,test weight &biomass yield etc threshing, winnowing, cleaning and shifting grains to lab & farm store. i. Rabi crops ii. Kharif crops	Per sqm Rs Rs.	Per sqm Rs Rs.	As per need during Rabi and Kharif
23.	Assisting in recording of biometric observation A. MPTS /fruit trees (cd ,dbh, tree height, canopy dia, no. of branches, clean bole etc.) i. Age upto 1 Year B. Pasture (Grasses/Legumes) –length of grasses /legumes, tussock dia, no of tillers and branches per tussock etc. i. Above 5 years C. Bamboo(cd,dbh,height,No. of internodes, intermodal length, canopy dia, No.of culms, rhizomes etc) i. Age 5- 10 years	per tree / time Rs per tussock Rs per tree / time Rs.	 Rs Per tussock Rs per tree / time Rs	As per need Oct-Dec four times in a year
26.	Collection of soil/plants samples from experiments /desired fields, shifting to lab,their drying ,grinding / processing and weighting etc as per guidance and directions	Per sample Rs.	Rs.	SeasonalAs per need
27.	Collection of weed samples, counting of weeds, recording fresh and dry biomass of weeds, grinding and processing in the laboratory, collection of weeds for herbarium and other misc. supportive works on all working days.	Per sample Rs. Or Net per month Rs	Rs. Rs	One Year /as per need during seasons
28.	Collection of data on aspects of livestock, socio-economic, migration, employment generation, SHGs. Lac cultivation etc from 191 families of 5 selected villages under socio-economic study at Garkundar-Dabar watershed as per requirement and guidance of concern Scientists on all working days	Net per family data Rs Or Net per month Rs.	Rs Rs	Seasonal& time bound As per need

29.	Maintenance and up keeping of Nursery for 5000 seedlings or more viz. sowing of MPTS/fruits trees/medicinal and aromatic plants etc. two seeds per polybags, weeding/inter culturing and cleaning/scrapping in and around nursery and shifting weeds/rubbles out of nursery area, watering through tullu/jet pump/water tanker after filling, replacement of old ,torn off poly bags with new one, shifting of poly bag raised seedlings and sorting off empty / damaged bags, planting of sapling in poly bags& watering, root dressing and shifting of plants from old bags to new bags of larger size with filling mixture and watering etc as per requirement of Scientist	Net Per month /nursery for 5000 seedlings or more Rs or Rs. Per 500 seedlings/per month/nursery	Rs Rs.	One year/ as per need April- Sept. Oct- March
30.	Maintenance and looking after the work related to crop of plant physiology project in three number shade net houses and its surrounding open area measuring to about 2000 sqm (600 sqm net house + 1400 sqm open) during kharif and rabi seasons viz. watering, application pesticides, maintaining plants and pots, assisting in regular data recording ,sample collections, tagging and measurement and other relevant works to be assigned by concerned Scientist as per requirement and guidance on all working days	Net Per month Rs	Rs	One year/ need basis
31.	Up-keeping and maintenance jobs under ad-hoc and time bound projects for abiotic stress/thermo tolerance of plants/trees studies under controlled environment chamber/field installed equipments/ system /facilities etc and other required assistance for plant physiology related works during Rabi and kharif season as per requirement and guidance of concern scientist on all working days i. Cultural operation viz. watering, inter-culture, application of pesticides /herbicides, maintaining plants &pots ii. Assisting in regular data recording, sample collection ,tagging measurement and other related work etc as per assignment	Net per month Rs	Rs	One Year/ as per need

32.	<p>Maintenance and looking after the following jobs related to Hydrological studies /Crop water requirement/Water use efficiency of Conservation Agriculture/other experiments as per requirement and guidance of concern Scientists on all working days;</p> <ul style="list-style-type: none"> i. Recording of soil moisture through digital moisture meter and or gravimetric method under CA based Agroforestry system ii Collection of runoff samples(if any) at hourly interval and their mechanical analysis. iii. Maintenance of runoff plot,agronomical & pasture management and management of plot under study iv. Any other relevant works to be assigned by concern scientist as per requirement 	Net per month/unit Rs	Rs	One Year /as per need
33.	<p>Maintenance and looking the following work related to Automatic weather station ,non recording type rain gauge as per requirement and guidance of concern Scientists on all working days;</p> <ul style="list-style-type: none"> i Assisting in recording rainfall manually and other weather data as &when required ii General cleaning of instruments and in and around of site (approx.100 sqm area) iii. any other related work assigned by concern scientist 	Net Per month Rs	Rs	One Year /as per need
34.	<p>Up-keeping and maintenance of six pits (measuring 3m x 1.30m x 0.70m each) of Vermicompost unit as per requirement and guidance of concern Scientists on all working days in a month on need basis;</p> <ul style="list-style-type: none"> i. Chaffing and layring of grasses/other biomass into pits ii. Layring FYM above biomass iii. watering at regular interval as direction iv. Removal of vermicompost from pits v. Sieving and standard packing of vermicompost after weighing vi. Spreading of vermicompost in experimental area vii. Any other misc.work related to vermicompost unit 	Net per month (part time job) Rs	Rs	One Year /as per need
35.	<p>Cleaner services for up keeping and maintenance of School Bus /Tractor/ BHL and supporting to driver in routine work and in safe driving of Bus/ Tractor/ BHL on all working days as per need.</p>	Net per month /Vehicle Rs	Rs	One Year /as per need

36.	Dusting and cleaning of working tables, podium, 150 chairs, 4A/C etc in the conference room, training room, committee room, museum, visitors' room and misc. assistance to Photo and Art unit on all working days.	Net per month Rs	Rs	One Year /as per need
37.	Up keeping and Maintenance of Farm store/ Centre store and helping concern officers/ store keeper in physical handling/shifting of stores articles /farm produces as per need including collection of store articles from yard /transporter / market as per requirement and guidance on all working days.	Net per month/ store Rs	Rs	One Year /as per need
38.	Upkeep and maintenance of farm machineries and physical helping to Mechanic in workshop/field for repairing/ servicing of farm machinery/ implements on all working days. i. Collecting HSD, grease, oil, spare parts from farm stores ii. Carry spare parts & necessary tools to fields for repairing of pump sets etc iii. Cleaning of tractors/implements and putting oil, grease & tight the nut-bolts etc iv. Any other misc.job as per direction	Net per month Rs	Rs	One Year /as per need
39.	Hiring services for following job on need basis under ad-hoc and time bound project; i. Unskilled misc.agril.jobs (other than jobs under ARC) ii. Skilled jobs (a) Carpentry work (b) Carpentry work with one helper (c) Masonary work (d) Masonary work with one helper	Net Per worker per day Rs Rs Rs Rs Rs	Rs Rs Rs Rs Rs	Seasonal/ need basis

40.	<p>Operation of Agriculture tractors/tractor based machine/attachments/Minibus/Tata-Sumo including hydraulically driven operations by experienced & trained driver possessing valid driving licence on all working days.</p> <p>i. Tractor driver</p> <p>ii. Reaper cum binder driver</p> <p>ii. Tractor back hoe loader driver (hydraulically driven)</p> <p>iii. Minibus/Tata-Sumo/LMV (by Ex-serviceman/retired Govt.service)</p>	<p>Net per month / tractor</p> <p>Rs</p> <p>Rs</p> <p>Rs</p> <p>Rs</p>	<p>Rs</p> <p>Rs</p> <p>Rs</p> <p>Rs</p>	<p>One Year /as per need</p>
42.	<p>Filling of water coolers in summer month on all working days only as per need at main office, lab building/ farm office. (Water to be arranged by contractor only either from jet pump / water tanker etc.)</p>	<p>per cooler per month</p> <p>Rs.</p>	<p>per cooler per month</p> <p>Rs.</p>	<p>March-July/Aug</p>
43.	<p>Upkeep and maintenance of sport complex buildings on all working days as per instruction of concern supervisor /OIC(Estate).</p> <p>i. Opening,closing and cleaning in and around sports complex as per requirement</p> <p>ii. Preparing beds around sport complex, planiting seasonal flowers /perinials ornamental plants and caring other cultural operations as per need and directions</p> <p>iii. Watering of planted seasonal flower beds /ornamental plants(aprox .50 or more) after operating motors/submersible motors</p> <p>iv. Any other related job as per requirement and direction</p>	<p>Net Per Month</p> <p>Rs</p>	<p>Rs</p>	<p>One year /as per need</p>
44.	<p>Up keeping and maintenance of Lawns/Gardens etc in office premises and campus involving following routine work <u>as per need, guidance and directions of OIC/Supervisor concern;</u></p> <p>A. Maintenance of approx 12000 sqm existing lawns + 10000sqm new lawn area(being developed) viz watering, application of manure and fertilizer , cutting grasses through Center's Rider/power lawn mover, weeding of unwanted vegetation, beds preparation in 600 sqm area and planting seasonal/perennial ornamental plants, spraying of growth hormones/insecticides, removal on maturity & seed collection etc.</p> <p>B. Maintenance of approx 670Rm hedge/edge etc viz cutting, pruning &,training through centres power operated/ manual garden tools, weeding, watering after operating motors and manuring etc</p>	<p>Net Per Month</p> <p>Rs</p>	<p>Rs</p>	<p>One year/as per need</p>

	<p>C. Maintenance of 600 pot plants inside and outside the office building viz filling / refilling of pots with soil mixer, planting , watering, weeding& hoeing, stacking & removal of dried leaves & shifting etc at desired place</p> <p>D. Maintenance of campus nursery approx 150sqm viz manual hoeing &preparation of beds & filling poly bags with soil mixer, sowing seeds/ planting cutting, watering, weeding and transplanting in beds/ pots</p>			
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B. SCHEDULE OF OUT SOURCE JOB CONTRACT/ SERVICE CONTRACT FOR ALLIED JOBS

48.	<p>Outsource job contract/services for following Laboratory related works in different labs on all working days in different ad-hoc and time bound projects; (Basic working knowledge of lab related work is prerequisite)</p> <p>i. Washing of glass wares, cleaning of lab. instruments/ equipments as per need</p> <p>ii. General cleaning of laboratory working table, four side rooms etc.</p> <p>iii. Making distilled water, Hoagland's solution ,stain & assisting in autoclaving and other machines/equipmnt etc.</p> <p>iv. Assist in sampling of roots/plants/soil,their staining/processing etc and slide preparation</p> <p>v. Manual help to Scientific/technical staff in analytical work in laboratory and in pot culture experiment as per instruction of Scientist</p>	<p>Net per month /lab</p> <p>Rs</p>	<p>Rs</p>	<p>One Year /as per need</p>
49.	<p>Outsource job contract/services for following analytical works in different laboratories in ad-hoc and time bound project on all working days;(Graduation in Agriculture or Science/ forestry with basic knowledge of soil/plant analytical work is prerequisite)</p> <p>i. Maintenance of instruments/ equipments as per need</p> <p>ii. Assisting in analytical work related to soil/ plant samples N,P,K,OC,Dehydrogenize activity, PH, EC of soil samples and N,P,K of plant or gum/resin samples etc.as per instruction of Scientists</p> <p>iii. Ensuring proper operation of distilled water autoclave and other machines/equipmnt etc.</p> <p>iv. Conducting pot culture experiment inTGT as per instruction of Scientist</p> <p>v. Any other scientific work related to experiments</p>	<p>Net per month/lab</p> <p>Rs</p>	<p>Rs</p>	<p>One Year /as per need</p>

50.	<p>Outsource job contract/services for following up-keeping and maintenance jobs in Tissue culture laboratory for in-vitro micropropagation/raising in vitro seedlings as per requirement and guidance of concern scientist on all working days; (Intermediate Science/Agriculture with basic working knowledge of lab related work is prerequisite) ;</p> <ul style="list-style-type: none"> i. Preparation of media 25liters/month,sterilization of plant material and inoculation of 200 plant cultures/month ii. Regular subculture of in-vitro plants at interval of 15days for each set of culture iii. Invitro regeneration of plantlets and rooting of invitro raised plants 	Net per month Rs	Rs	One Year /as per need
51.	<p>Outsource job contract/services for following jobs at Garhkundar-Dabar watershed as per requirement and guidance of concern Scientists on all working days;</p> <ul style="list-style-type: none"> i. Recording of water levels in open wells (116 Nos.) in treated watershed(spread over in 850ha)and control watershed (42Nos.) spread over in 276 ha and down stream of treated watershed upt 2km (26 Nos.) at an interval of 15 days. ii. Recording of water level in the up stream of drop structures (spread over in 850ha) on daily basis. iii. Recording of daily rainfall as and when occurs during the year at two sites of village Kundar and Dabur. 	Net Per month Rs	Rs	Nine moths /as per need
52.	<p>Outsource job contract/services for following jobs at Garkundar-Dabar watershed as per requirement and guidance of concern Scientists on all working days;</p> <ul style="list-style-type: none"> i. Collection of runoff samples(if any) at hourly interval from 6 drop structures spread over in an area 850ha . ii. Charging of battery of ASLR and its replacement as and when required iii. Cutting of bushes, shrubs and unwanted weeds at all sites of drop structure (6Nos.x1000sqm area at each structure) to maintain the site. 	Net per month Rs	Rs	Five months during rainy season

53.	<p>Outsource job contract/services for following jobs at Garkundar-Dabar watershed as per requirement and guidance of concern Scientists on all working days;</p> <p>i. Participatory demonstration during kharif/ rabi /zaid season in 264 ha catchment area (2000 demonstration of half acre in every season.)</p> <p>ii. Assistance in recording of field wise details of irrigation(date ,pumping hours,crop,source etc) in crops under nine water harvesting structures (catchment area approx.264ha)</p> <p>iii. Assisting in recording Biometric observations of crops under catchment area (09 checkdams x 03 reaches x 09 samples each=243 samples)</p>	<p>Net per month</p> <p>Rs</p>	<p>Rs</p>	<p>Three month/ need basis</p>
54.	<p>Outsource job contract/services for following jobs in different ad-hoc and time bound projects on all working days (basic knowledge in computer application would be preferred) ;</p> <p>i. Data download,data transfer, collation and compilation,processing and analysis from various equipments for plant physiological studies in lab and in field installed using computer /technical software/ packages</p> <p>ii. Feeding of textual and numeric data, data processing,analysis using different different software systems including data achieving from plant physiological equipment and their processing,analysis and tabulation to hard copy etc on all working days</p>	<p>Net per month</p> <p>Rs</p>	<p>Rs</p>	<p>One Year /as per need</p>
55.	<p>Outsource job contract/services for following computer related jobs as per requirement under different ad-hoc and time bound projects section on all working days.(Graduation with Basic trade certificate & working knowledge of computer is prerequisite).</p> <p>i. Typing job in Hindi as well as in English on MS Word software & other latest software.</p> <p>ii. Feeding of textual and numeric data, data processing,analysis using different different software systems</p> <p>iii. Assisting the concern Scientists/officers in proper upkeep and maintenance of of data/ records</p> <p>vi. Any other assigned job related to computer from time to tme.</p>	<p>Net per month /unit</p> <p>Rs</p>	<p>Rs</p>	<p>One Year /as per need</p>

56.	<p>Outsource job contract/services for following jobs under ad-hoc NICRA project as per requirement and guidance of concern Scientists on all working days(Intermediate with Basic working knowledge of computer is prerequisite)</p> <ul style="list-style-type: none"> i. Supporting & recording observation/ data during survey of agro forestry practices in selected districts of India. ii. Collection of plant/soil samples drying & their processing iii. Data feeding in computer iv. Typing of reports 	Net per month Rs	Rs	One Year /as per need
57.	<p>Outsource job contract/services for following up-keeping and maintenance jobs in TGT shed under ad-hoc and time bound NICRA projects as per requirement and guidance of concern scientist on all working days</p> <ul style="list-style-type: none"> i. Operation of TGT machines every day between 8.00am to 5.00pm ii. General cleaning of machines, in and around of shed area iii. All agronomic operations and maintenance of 50 nos or more plants /other material kept in certain pots /plastic pots iv. Other misc.jobs as per requirement for proper maintenance of TGT shed 	Net per month Rs	Rs	One Year /as per need
58.	<p>Outsource job contract/services for following jobs in different ad-hoc and time bound projects on all working days ;</p> <ul style="list-style-type: none"> i. Dusting and cleaning of working tables, room's furniture,computers,printers&scanner/photocopier etc ii. Getting photocopying of documents and its sorting and making sets as required. iii. Distribution of dak, files etc to different sections and handing over to dispatch section iv.Bringing drinking water/tea to staff of section v. Other misc.physical jobs as per requirement and directions of concern section in-charge 	Net per month/ unit Rs	Rs	One Year /as per need

59.	<p>Outsource job contract/services for following jobs under ad-hoc Network project on Natural resins and gums as per requirement and guidance of concern Scientists on all working days</p> <ol style="list-style-type: none"> Maintenance of Agroforestry models by timely pruning,intercultural and other operations Making cuts for gum and pruning for lac samples Collection,cleaning and processing of gum/lac samples Manual work in application of ethephon for gummosis in gum trees Manual work in collection of growth data from different AF models in field Helping in transporting/distribution of seedlings of gum plants for planting on farmers field Manual work in tapping of gum/inoculating and harvesting of Lac 	Net per month Rs	Rs	One Year /as per need
60.	<p>केन्द्र की डाक संग्रहण,पंजीयन एवं वितरण व्यवस्था का कार्य एक मुस्त माहवार दर आधार पर</p> <ol style="list-style-type: none"> झाँसी सीपरी बाजार डाकघर /मुख्य डाकघर /रेलवे स्टेशन डाकघर से पूर्वान्ह 9.00 बजे से 11.00 के मध्य डाक लाकर निदेशक महोदय के कार्यालय में जमा करना। डाक / पत्रों की डायरी करना एवं सम्बन्धित प्रभारी /इकाई अनुभागों को पूर्वान्ह 11.30 से 12.30 बजे तथा अपरान्ह 3.00 से 3.30 बजे तक वितरित करना। ऑन्तरिक अनुभागों से प्राप्त डाक को पूर्वान्ह 12.00 बजे से 1.00 बजे तथा अपरान्ह 2.00 से 4.00 बजे तक डायरी कर सम्बन्धित अनुभागो को वितरित करना। बाह्य विभागों में भेजे जाने वाली डाक / पत्रों को डिस्पेच पंजिका में अंकित कर सीपरी बाजार / मुख्य डाकघर /रेलवे स्टेशन डाकघर जाकर 4.30 बजे तक पहुँचाना। 	Net per month Rs	Rs	One Year /as per need

Note:- दरे प्रत्येक मद कार्य हेतु, केन्द्रीय न्यूनतम मजदूरी, ESI,EPF अंशदान सेवा कर तथा ठेकेदार का लाभ आदि को सम्मिलित कर करनी है। (केन्द्रीय सरकार की न्यूनतम मजदूरी ESI तथा EPF + सेवा कर + ठेकेदार का लाभ आदि)

Signature_____

Name & Address of the Firm_____

Mobile No /Telephone No._____

ANNEXURE- II

Check List of Document submitted by the Bidder /Tenderer

Sl. No	Documents required	Yes/No	Page No.
01	EMD for Rs.30,000/- in favour of ICAR Unit NRCAF payable at SBI Branch Karari ,Jhansi (code 7477)		
02	Firm should be Registered with any concerned authorities of Central Government/ State Govt. or under Company Act or any other Act. Essential for carrying out Agricultural and related job/service contract.		
03	Experience Certificate/List of contract in this field of last three years in tabular form (Enclose certified copy of certificate of Satisfactory performance experience of working with ICAR/ Central Government/ State Govt., Autonomous bodies, Public Sector/undertaking local bodies will be preferred.		
04	EPF Registration No. alongwith valid certified copy thereof.		
	ESI Registration No. alongwith valid certified copy thereof.		
05	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.		
06	PAN Card in the name of Firm/Proprietor.		
	Service Tax registration certificate issued by the Govt.etc.		
07	IT Return for last year AY2012-13		
08	Minimum turnover of the firm not less than 05.00 lacs (Rs.Five lacs only) during the last financial year.Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.		
09	If any agency is exempted form depositing of the above documents a copy of supporting government order should be enclosed.		
10	Character certificate issued by CA		
11	Solvency certificate issued by CA for morethan Rs. 2.0 lakhs		
12	Other related documents, Banker details/address proof etc.		

Signature of the Tenderer

Name & Address of the Firm _____

Mobile No /Telephone No. _____



राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र



समीप पट्टज बाँध, झॉसी ग्वालियर मार्ग, झॉसी - २८४००३ (उ.प्र.)

फोन न०.०५१०-२७३०२१४, २७३०४७९ फैक्स न०.०५१०-२७३०३६४

निविदा (टेका) की प्रशासनिक शर्तें

Tender ID No. 2014-ICAR-203711-1

1. भारतीय कृषि अनुसंधान परिषद के सचिव की ओर से निदेशक, राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र झॉसी के द्वारा केन्द्र के कृषि एवं विविध संविदा कार्यों को सम्पादित कराने हेतु अनुभवी एवं श्रम विभाग में पंजीकृत ठेकेदारों से मुहरबन्द निविदायें पंजीकृत/स्पीडपोस्ट डाक द्वारा **दिनांक 02.07.2014 दोपहर 1.00 बजे तक** आमन्त्रित की जाती हैं।
2. मुहरबन्द निविदाओं (जिनके लिफाफे पर ठेके के काम “कृषि एवं विविध संविदा कार्य ” का उल्लेख होना चाहिए) को राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र, झॉसी के कार्यालय में दिनांक **02.07.2014 की दोपहर 1:00 बजे तक** प्राप्त किया जाएगा तथा समय से प्राप्त निविदाओं को इच्छुक निविदाताओं/उनके अधिकृत प्रतिनिधियों के समक्ष **दिनांक 02.07.2014 को अपराह्न 3:00 बजे** प्राधिकृत समिति द्वारा केन्द्र के समिति कक्ष में खोला जायेगा।
3. ठेकेदार (कान्ट्रक्टर) को निविदा प्रपत्रों के प्रत्येक पृष्ठ पर हस्ताक्षर करना होगा।
4. निविदाये **दिनांक 02.07.2014 अपराह्न 3.00 बजे** खोली जायेगी। निविदा खुलने के समय निविदादाता या उनके अधिकृत प्रतिनिधि उपस्थित रह सकते हैं।
5. ठेकेदार की तरफ से निविदा प्रस्तुत किये जाने वाले प्राधिकारी या अंतिम रूप से निविदा स्वीकार करने के बाद प्रत्यक्ष या अप्रत्यक्ष रूप से सौदेबाजी को कोई भी प्रयास अथवा उस निविदा का स्वीकार करने के लिए किसी अन्य साधन से प्रभावित करना उस निविदा को विचारार्थ बहिष्कृत करने के लिए बाध्य होगा।
6. ठेकेदार को निविदा अभिलेखों से उद्धृत सभी शर्तों एवं विशेष विवरणों को मानने के लिए बाध्य होना पड़ेगा।
7. निविदा प्रलेखों में निर्दिष्ट शर्तों के अतिरिक्त कोई अन्य शर्तों वाली निविदा सरसरी तौर पर अस्वीकार कर दी जायेगी।
8. ठेकेदार की तरफ किसी स्पष्टीकरण/सूचना/मूल निविदा में किसी भूल आदि के रूप में किये गये सम्पर्क पर तब तक ध्यान नहीं दिया जायेगा जब तक इस प्रकार का स्पष्टीकरण न मांगा गया हो।
9. नवीनतम आयकर क्लियरेंस प्रमाण-पत्र मूल रूप से अथवा किसी राजपत्रित अधिकारी द्वारा विधिवत सत्यापित प्रतिलिपि निविदा फार्म के साथ संलग्न करना होगा। निविदा फार्म के साथ वैध लाइसेंस व पंजीकरण, विगत वर्ष की आयकर रिटर्न/पेन नम्बर, सेवाकर पंजीकरण संख्या, कार्य अनुभव, सक्षम अधिकारी द्वारा जारी चरित्र प्रमाण पत्र एवं हैसियत दो लाख तक, आदि प्रमाण पत्रों की सत्यापित प्रतिलिपि संलग्न करना अनिवार्य हैं।

10. निविदा प्रपत्र के ठेके के प्रत्येक काम के लिए अलग-अलग दरों को अंको और शब्दों में भी स्पष्ट लिख जाना चाहिए।
11. अगर फर्म या ठेकेदार को पिछले तीन साल से किसी भी संस्थान ने काली सूची में डाला है तो उसकी सूचना देना अतिआवश्यक है अन्यथा बाद में ज्ञात होने पर उसके विरुद्ध उचित कार्यवाही की जाएगी।
12. संस्थान द्वारा नियुक्त परिवेक्षकों की उपस्थिति में प्रतिमाह मजदूरों को भारत सरकार द्वारा निर्धारित मजदूरी का ही भुगतान किया जाना अनिवार्य (जरूरी) है।
13. निविदा के साथ ₹0 30,000/-की धरोहर राशि भी जमा की जानी अनिवार्य है। धरोहर-राशि (₹0 30,000/-) रेखाकित डिमांड ड्राफ्ट/बैंकर्स चेक ("आई.सी.ए.आर.यूनिट,एन.आर.सी.ए.एफ. ,झाँसी के पक्ष में"एस. बी. आई.शाखा करारी, झाँसी" पर देय के रूप में जमा की जानी चाहिए। धरोहर राशि के बिना निविदाएं स्वीकृत नहीं की जाएगी। इस संस्थान में पिछले किसी ठेके के लिए जमा की गयी धरोहर राशि (जो अब तक लौटायी नहीं गयी हो) की रकम को वर्तमान ठेके हेतु धरोहर राशि मान लेने का कोई भी अनुरोध स्वीकार नहीं किया जायेगा।
14. निविदा कार्यों के लिए उद्धृत दरों की मान्यता ठेके के शुरुआत के समय में 3 माह हेतु दिया जायेगा इसके बाद विस्तारण कार्य को देखते हुये किया जा सकता है। यदि काम संतोषजनक नहीं पाया जाता है अथवा ठेके की कोई शर्त भंग की जाती है ऐसी स्थिति में,धरोहर राशि जब्त कर ली जाएगी। यदि ठेके का काम संतोषजनक पाया जाता है,तो ठेके के काम की अवधि टेन्डर की शर्तों के अनुसार बढ़ाई भी जा सकती है।
15. निविदा चयन के उपरान्त सफल रहे निविदादाता/ठेकेदार की निविदा-दरें (ठेका-दरें) स्वीकृत हो जाने के बाद ठेकेदार द्वारा अपने उन अधिकृत प्रतिनिधियों के नाम बताने होंगे,जो इस संस्थान के मुख्य प्रक्षेत्र प्रबन्धक/सम्बन्धित वैज्ञानिक/तकनीकी अधिकारी/अनुभाग प्रभारी अधिकारी के दिशा निर्देश में ठेके के काम सम्पन्न करवाने के लिए जिम्मेदार होंगे।
16. भारतीय कृषि अनुसंधान परिषद-केन्द्रीय/राज्य सरकार के दो साल से कम पहले रिटायर हुए कर्मचारी बिना परिषद/केन्द्रीय/राज्य सरकार की पूर्व अनुमति के ठेकेदार के रूप से कार्य नहीं कर सकते हैं।
17. सफल रहे ठेकेदार को सहायक श्रमायुक्त (केन्द्रीय) ए.टी.आई., कैम्पस, गोविन्द नगर, 51, उद्योग नगर, कानपुर के दफ्तर से आवश्यक लाइसेंस प्राप्त करना पड़ेगा, जिसके आधार पर ठेकेदार द्वारा संस्थान में ठेके के काम के लिए मजदूरों को काम पर लगाया जा सकेगा।
18. ठेके की दर अनुमोदित होने के बाद और ठेके का काम शुरू करने से पहले, ठेकेदार को जमानत राशि के रूप में कुल निविदा का 10 प्रतिशत धनराशि संस्थान में जमा करना होगा। जोकि" आई.सी.ए.आर. यूनिट,एन.आर.सी.ए.एफ.,झाँसी के पक्ष में"एस. बी. आई.शाखा करारी, झाँसी " के पक्ष में किसी भी मान्यता प्राप्त बैंक से जारी बैंक ड्राफ्ट या कैश के रूप में स्वीकार की जायेगी। ठेके का काम सफलतापूर्वक पूरा करने के बाद ही जमानत राशि लौटायी जायेगी। अगर काम संतोषजनक नहीं पाया जाता है या ठेकेदार बीच में काम छोड़ कर चला जाता है या किसी भी ठेके के शर्त का उल्लंघन करता है तो उसका ठेका बिना किसी नोटिस के समाप्त कर दिया जाएगा एवं उसकी प्रतिभूति (सेक्यूरिटी) राशि जब्त कर ली जाएगी।

19. ठेकेदार द्वारा काम पर लगाये गये मजदूरों की आयु 18 वर्ष से कम नहीं होनी चाहिए। जिससे कि बाल श्रम कानून का उल्लंघन न हो।
20. ठेके का काम शुरू करने से पहले, ठेकेदार को निदेशक, राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र, झाँसी के साथ गैर-न्यायिक स्टाम्प पत्र पर लिखे जाने वाले परस्पर समझौते के प्रपत्र पर अनिवार्य रूप से सह-हस्ताक्षर करने होंगे।
21. निविदा प्रपत्र के साथ निविदादाताओं को उन कार्यालयों की सूची भी संलग्न करनी चाहिए जहाँ इस तरह के काम का अनुभव हासिल हुआ हो।
22. ठेके के काम में लगे किसी मजदूर के साथ कोई आकस्मिक दुर्घटना घटित होने की हालत में, किसी तरह की आर्थिक क्षतिपूर्ति या कानूनी दावों के खर्च, आदि के भुगतान की जिम्मेदारी एकमात्र ठेकेदार की ही होगी, न कि संस्थान की।
23. स्वयं ठेकेदार द्वारा अथवा उसके द्वारा ठेके के काम में लगाये गये मजदूरों के द्वारा संस्थान को कोई भी नुकसान या क्षति होने पर, नुकसान के खर्च की भरपाई संस्थान द्वारा संस्थान के आंकलन के मुताबिक ठेकेदार के देय भुगतान की रकम से काटकर ली जाएगी।
24. ठेकेदार द्वारा ठेके के कार्य के निष्पादन हेतु काम पर लगाये जाने वाले श्रमिकों को पहचान-पत्र, जिसमें श्रमिक का फोटो लगा हो, जारी करना होगा, अन्यथा बिना पहचान-पत्र धारक श्रमिकों को संस्थान में प्रवेश नहीं दिया जायेगा।
25. कोई भी ऐसी निविदा, जिसमें उपयुक्त शर्तों में कोई शर्त पूरी नहीं होती हो अथवा किसी भी मामले में अधूरी रहती हो, बिना वजह बताए निरस्त कर दी जाएगी।
26. किसी भी निविदा को मंजूर करने न मंजूर करने का सर्वाधिकार निदेशक, राष्ट्रीय कृषिवानिकी अनुसंधान केन्द्र, झाँसी में सन्निहित रहेगा। न्यूनतम दर वाली निविदा को मंजूर करने के लिए निदेशक महोदय बाध्य नहीं है। किसी भी एक निविदा को अथवा समस्त निविदाओं को बिना वजह जाहिर किये खारिज करने का अधिकार निदेशक महोदय के पास सुरक्षित है।
27. ठेके के संबंध में कोई भी विवाद पैदा होने की हालत में, अदालत को प्रभाव क्षेत्र सिर्फ झाँसी नगर की सीमा तक ही सीमित रहेगा।
28. अगर ठेकेदार द्वारा नियोजित मजदूर की मजदूरी और बहाली से संबंधित कोई भी विवाद किसी भी अदालत में उठता है, तो इस संस्थान द्वारा वहन किये जाने वाले समस्त कानूनी खर्चों की देनदारी एकमात्र ठेकेदार की ही होगी और इस खर्च की रकम को ठेकेदार को देयभुगतान की रकम से कटौती कर वसूल किया जाएगा।
29. ठेके का अनुबंध किसी भी समय कारण बताकर अथवा बिना कारण बताये भी समाप्त किया जा सकता है।
30. अगर ठेके का काम ठेके के आदेश मिलने के 07 दिनों के भीतर शुरू नहीं किया जाता है अथवा अगर ठेके का काम संस्थान की आवश्यकता के मुताबिक संतोषजनक न हो, तो ऐसी हालत में संस्थान द्वारा आंकलित नुकसान की रकम की भरपाई, देय रकम से कटौती कर ली जाएगी। साथ ही ठेका भी रद्द कर दिया जाएगा तथा धरोहर धनराशि जब्त कर ली जाएगी।

31. ठेका मजदूर (नियंत्रण एवं समाप्ति) केन्द्रीय कानून 1971 के नियम 42 के तहत, ठेकेदार द्वारा अपने मजदूरों को काम पर लगाने के 60 दिनों के भीतर ठेका मजदूरों के उपयोग के लिए एक काम चलाऊ कैंटीन की सुविधा अनिवार्यता मुहैया करानी होगी।
32. ठेके का काम किये जाने की अवधि में प्रत्येक महीने की समाप्ति पर तुरन्त हर हालत में अगले महीने की सातवीं तारीख से पहले ही ठेकेदार द्वारा अपने मजदूरों की मजदूरी का न्यूनतम मजदूरी नियम के आधार पर भुगतान करना अनिवार्य है। ठेकेदार मजदूरों को भुगतान संस्थान के नामित केन्द्र प्रतिनिधी के समक्ष करेगा। ठेकेदार को भुगतान महीने भर का कार्य पूरा करने पर बिल के साथ कर्मचारी भविष्य निधि संगठन कार्यालय एवं कर्मचारी राज्य बीमा निगम कार्यालय कानपुर में पिछले महीने का मजदूरों का अंशदान जमा करने के चालान प्रस्तुत करने के उपरान्त संस्थान द्वारा पुष्ट होने पर किया जाएगा।
33. ठेकेदार के श्रमिकों द्वारा यदि संस्थान की सम्पत्ति की कोई क्षति (टूट-फूट) होती है तो इसकी कटौती ठेकेदार के बीजक से की जायेगी।
34. ठेकेदार की फर्म को कर्मचारी भविष्य निधि संगठन कार्यालय एवं कर्मचारी राज्य बीमा निगम कार्यालय, कानपुर में पंजीयन का प्रमाणपत्र कोड नं. निविदा के साथ प्रस्तुत करना होगा।
35. दरे प्रत्येक मद की कृषि एवं विविध संविदा कार्य हेतु, केन्द्रीय न्यूनतम मजदूरी, ESI, EPF अंशदान तथा ठेकेदार का लाभ आदि को सम्मिलित कर करनी है। (केन्द्रीय सरकार की न्यूनतम मजदूरी, ESI तथा EPF सेवा कर + ठेकेदार का लाभ आदि)
36. यदि फर्म को ई.एस.आई. एवं ई.पी.एफ. का अंशदान जमा करने में छूट है तो फर्म को दोनों विभागों का अनापत्ति प्रमाण पत्र निविदा के साथ संलग्न करना होगा। अन्यथा छूट पर विचार नहीं किया जाएगा।

मुख्य प्रक्षेत्र प्रबन्धक
कृते निदेशक

