
	<p>भाकृअनुप -प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे- 410505(महाराष्ट्र) ICAR - Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505 (Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in</p>	
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F.No. 15-335/Field operation-Rajgurunagar/SP/15-16/

Dated:

2016-17

निविदा फॉर्म



प्याज एवम लहसुन अनुसन्धान निदेशालय राजगुरुनगर, पुणे के राजगुरुनगर मुख्य स्थल एवं कालूस क्षेत्र पर क्षेत्र संचालन कार्य के लिए

Tender

For

Field operation work at Directorate of Onion and Garlic Research, Rajgurunagar, and Kalus centre.

SECTION - 1

 <p>भाकृअनुप ICAR</p>	<p>भाकृअनुप -प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे- 410505(महाराष्ट्र) ICAR - Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505 (Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in</p>	 <p>DOGR</p>
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F.No. 15-335/Field operation-Rajgurunagar/SP/15-16/

Dated:



CONTENTS OF TENDER DOCUMENT

FOR

“PROVIDING ALLIED SERVICES ON JOB CONTRACT BASIS FOR DOGR, RAJGURUANGAR- 410 505”

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SECTION - 2

 <p>भाकृअनुप ICAR</p>	<p>भाकृअनुप -प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे- 410505(महाराष्ट्र) ICAR - Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505 (Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in</p>	 <p>DOGR</p>
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F.No. 15-335/Field operation-Rajgurunagar/SP/15-16/

Dated:

DETAILS OF BID INFORMATION
NON TRANSFERABLE TENDER DOCUMENT
FOR

“PROVIDING ALLIED SERVICES ON JOB CONTRACT BASIS FOR DOGR, RAJGURUANGAR- 410 505”

1	Duration of the Contract	One year from the date of agreement
2	Period & time of sale of tender documents to (11.00 hrs. to 16.00 hrs. on any working day)
3	Cost of tender form (Non-refundable)	Rs.500/- (Rs. Five hundred only)
4	Date & Time of Pre-bid Meeting	24.02.2016 at 14.00 hrs.
5	Date of Publication of Corrigendum uploaded (if any) constituted up on points raised in Pre-bid Meeting	26.02.2016 at 14.00 hrs.
6	Earnest Money Deposit	EMD for Rajgurunagar site for Rs.50,000/-
		EMD Kalus site for Rs. 30,000/-
7	Last date & time for receipt of bids	05.03.2016 upto 13.00hrs
8	Date and time of opening of technical bid	05.03.2016 upto 14.00hrs
9	Date & time of opening of Financial bid for technically qualified bidder	To be notified later
10	Place of submission of bids	
11	The tender will remain open for acceptance up-to 90 days from the date of opening.	
12	Total no. of pages of tender(Bidder to fill the same)	_____ pages including covering page and additional pages/documents annexed thereto.



SECTION – 3
भाकृअनुप - प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे- 410505 (महाराष्ट्र)



ICAR - Directorate of Onion and Garlic Research

Rajgurunagar, Pune-410505 (Maharashtra)

Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in

F. No. : 15-335/ Field operation-R.nagar/SP/15-16/

Date: 10 February 2016

TENDER NOTICE



On behalf of the Secretary, ICAR, the Director, Directorate of Onion and Garlic Research, Rajgurunagar, Pune, Maharashtra, invites sealed tenders in two Bid System (Technical Bid & Financial Bid) from interested and eligible contractors/agencies for performing the following works on Annual Job work contract basis at DOGR, Rajgurunagar and Kalus Farm for a period of one year.

S. No.	Description and Place of Work	Estimated Cost of the Work	EMD Amount in Rs.	Cost of Tender Document
1	Field Operation work at Rajgurunagar & Kalus site.			
a	EMD Required, if applied for Rajgurunagar site only.	12,80,000.00	50,000.00	Rs.500/-
b	EMD Required, if applied for Kalus site only.	7,41,500.00	30,000.00	Rs.500/-
c	EMD Required, if applied for Rajgurunagar & Kalus both sites	20,21,500.00	80,000.00	Rs.1000/- (Rs.500/- each)

- 1) The tender document form along with specifications is available at DOGR's Website (www.dogr.res.in) and must be submitted along with tender fee (non-refundable) as applicable.
- 2) A complete set of bidding documents can also be purchased by the bidders on any working day at this Directorate from **12/02/2016** or as per schedule available at www.dogr.res.in.
- 3) Interested contractors/agencies should submit their proposal in a sealed envelope superscribed as **Tender for:-"Name of the work", tender no..... dated.....** to The Director, Directorate of Onion and Garlic Research, Rajgurunagar, Pune, Maharashtra.
- 4) Duly filled tender form (Separate for each work) along with EMD amount (Separately) must be delivered to the office on or before **05/03/2016 upto 1300 hrs OR as per schedule available at website**. Late bids will be rejected.
- 5) The defaulting contractors/agencies, whose services were terminated/ discontinued either by this Institute or any other Institute of ICAR on account of various lapses, need not apply please and those who have been black listed by any Govt. Department also need not apply. A declaration to this affect should be submitted with the tender document.
- 6) In the event of the above date being declared as a holiday/closed day or due to any unavoidable circumstances the bids will be sold/received/opened on the next working day at the appointed time.
- 7) Director, DOGR, reserves the right to accept/reject any or all the tenders without assigning any reason.
- 8) Further information can be obtained from Director, Directorate of Onion and Garlic Research, Rajgurunagar, Pune (Maharashtra).
- 9) A Pre-Bid Meeting has been fixed on **24.02.2016 at 14.00hrs** in the committee Room of this Directorate for seeking any clarification with respect to Bid documents and after discussion with Perspective Bidder who chose attend this meeting, clarification/modification/addition if any shall be uploaded on the website of the institute as well as CPP Portal.
- 10) For complete detail please log on to www.dogr.res.in. and www.eprocure.gov.in.

Sd/-
Senior Administrative Officer

SECTION - 4

	<p>भाकृअनुप -प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे- 410505(महाराष्ट्र) ICAR - Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505 (Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in</p>	
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F. No. : 15-335/ Field operation-R.nagar/SP/15-16/

Date: February 2016

Invitation to tender and instructions containing general terms and conditions governing contract for Annual Job Contract for Field Operation Work at Rajgurunagar, & Kalus sites.

To:-

.....
.....
.....

Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi Sealed Tenders are hereby invited by the Director, DOGR, Rajgurunagar for "Annual Job Contract for Field Operation Work" at Rajgurunagar, & Kalus centre under DOGR, Rajgurunagar, Pune (Maharashtra).

Details given in Annexure:-

The terms and conditions of the contract which govern the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the DOGR and the special terms and conditions detailed in the tender forms and its schedules. Please submit your tender form if you are in position to provide the requisite services in accordance with the requirements stated in the attached schedules.

1. The tender form may be purchased from **12/02/2016 to 04/03/2016 upto 1600 hrs** on the submission of a written application to this office and upon payment of non-refundable fee of Rs.500 (Rs. Five hundred only) in the form of cash or Demand Draft drawn on State Bank of India, Rajgurunagar branch in favour of "**ICAR Unit DOGR, Rajgurunagar**".The tender form may also be downloaded from DOGR Website (www.dogr.res.in) and must be submitted along with a Bank DD of Rs. 500/- (Five hundred only).
2. An earnest money of **Rs.50,000/- (Fifty thousand) if applied for Rajgurunagar only, Rs.30,000/-(Thirty thousand) if applied for Kalus only and Rs.80,000/- if applied for both site** must be deposited in the form of Demand draft drawn in favour of **ICAR, UNIT DOGR** payable at State Bank of India Rajgurunagar Branch. The particulars of the earnest money deposited must also be superscripted on the top of the envelope indicating the draft number and date. The Tenders will not be considered if

earnest money is not sent with the tender. The EMD would be refunded to the unsuccessful bidders after finalization of the tender and In the case of successful bidder; it will be refunded against deposition of performance security deposit and submission of contract agreement on non-judicial stamp paper with appropriate value for the job work as per rule.

3. The Tenderer is being permitted to give tenders in consideration of the stipulations on his/her part that after submitting his/her tender, he/she will not refuse from his/her 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 DOGR. In the event of the offer made by the tenderer not being accepted by DOGR, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the DOGR.
4. The tender must be submitted as per details given in Schedule- I & II.
5. The Schedule I & II 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 purpose, additional pages may be added. Each additional page 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 tender.
6. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fulfilled. Only Proprietor/Director of the agency/Pvt. Ltd.Co. are permitted to participate in the tendering process.
7. Successful/ selected bidder should have to complete documentation / formalities which is mandatorily required within 15 days of time from the date of issue of letter of award by ICAR-DOGR., failing which this Directorate has right to forfeit Earnest Money Deposit. Further, In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all the related documents must be signed by every partner of the firm. A person signing the Tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the DOGR/ICAR (Council) shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
8. 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.
9. Interested firms should submit their proposal along with Demand Draft towards EMD in a sealed envelope superscribed as **Tender for:-“Annual Job Contract for Field Operation Work”** along with site

name separately. Demand Draft towards EMD should be in favour of ***"ICAR Unit DOGR, Rajgurunagar"***. Duly filled tender document should be dropped in the tender box kept at Admin. Office DOGR, Rajgurunagar, Pune. Last date for submitting the sealed tender document complete in all respect is **05/03/2016 upto 1300 hrs and Technical Bid shall be opened at 14.00 hrs on same date.**

10. **The financial Bid of the successful Technical Bidder shall only be opened later on for which the date shall be intimated separately by e-mail, Fax, Speed post to the concerned successful Technical Bidder.**
11. The tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone nos. of your permanent representative, if any.
12. Successful tenderer will have to enter into a detailed contract agreement with DOGR on non-judicial stamp paper of appropriate value for the job work. The contractor will be bound to follow all the terms and conditions in letter and spirit as mentioned in the agreement.
13. All the disputes are subject to Rajgurunagar Jurisdiction.

Sr. Administrative Officer

SECTION – 5
LETTER OF BID SUBMISSION BY THE BIDDER
(To be printed on Bidder's letterhead)

SUBJECT: TENDER FOR ANNUAL JOB CONTRACT FOR FIELD OPERATION WORK AT
DOGR, RAJGURUNAGAR, PUNE, MAHARASHTRA

Ref: F.No. 15-335/Field operation-Rajgurunagar/SP/15-16/

Dated:

To

The Director,
Directorate of Onion and Garlic Research
Rajgurunagar, Pune-410505, Maharashtra

Sir,

1. I/We have read all the particulars regarding the General Information and other terms and conditions of above said annual job contract at **Directorate of Onion & Garlic Research, Rajgurunagar, Pune, Maharashtra** 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-II to this tender and I/we agree to hold this offer open till 90 days. I/ We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender_____ the schedule-I & schedule II to accompany this tender are at page no_____.
4. Every page so attached with this Tender bears my signature and the official seal.
5. Draft No_____ of Rs. _____ drawn in favor of ICAR, UNIT DOGR and payable at SBI,Rajgurunagar, Pune is enclosed as earnest money required.

Yours faithfully,

Signature & Name
(With seal) of the tenderer

Witness Name.....
Phone No. & Home Address.....
Occupation & Office Address.....
Signature of witness to contractor's signature

Name & Signature of witness.....
Address.....

**SECTION - 6
BIDDER'S PROFILE**

SCHEDULE- I:-TECHNICAL BID

<u>PART-I</u>		
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Contact No.	
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	
4.	For partnership firm, whether registered or not registered under the Indian partnership act, 1932 please state further whether by the partnership agreement, authority to refer disputes, concerning the business of the partnership 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 tender to refer disputes concerning business of the partnership 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 the Banker	
6.	PAN Number	
7.	Registration No. of the Firm, Please attach a copy of Licence granted under Sub-	

	section (5) of Section 7 of the Private Security Agencies (regulation) Act, 2005.	
8.	Registration with central labour commission	
9.	ESIC No. of firm	
10.	EPF No. of firm	
11.	Service Tax Registration No.	
12.	Experience in no of years (Name and address of client department may be indicated in the separate sheet)	
13.	Turnover of last three year (Certified copy be attached)	
14.	Certified copy of Solvency certified to be attached.	
<u>PART-II</u>		
	Earnest Money Deposited	YES/ NO
	Details of the EMD	Draft No. Date Drawn on Bank
<u>PART-III</u>		
	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders	

UNDERTAKING

1. I/We certify that all the information furnished above is true to my knowledge.
2. I/We have no objection to DOGR, Mumbai verifying any or all the information furnished in this document with the concerned authorities, if necessary.
3. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
4. The rates quoted by our organization are valid and binding upon our organization for the entire period of contract.
5. I/We give the rights to the Competent Authority of the DOGR, Mumbai to forfeit the Earnest Money/Security Money Deposit by me/us in case of breach of conditions of Contract.
6. I hereby undertake to provide the Allied services on job contract basis for the Institute as per the directions given in the tender document/contract agreement.

Place:

Date:

Signature of Authorized Signatory : _____

Name : _____

Designation : _____

Agency seal with name & address
(Please add supplementary pages to be numbered and duly signed by the authorized signatory wherever needed by the Tenderer)

SECTION -7

General Information and other terms & conditions of the Contract

1. SERVICES REQUIREMENT:-

Services are required for field operation work at this Directorate for two sites i.e. Rajgurunagar, & Kalus on job contract basis. The complete detail of the works to be carried during the year is mentioned in the Annexure-I. The agency shall be responsible to carry out the job work as per the requirement of the centre incharge; in this regard the contractor/supervisor will consult the farm Incharge of concerned centre every day for next day's programs. The agency shall be responsible to carrying out all the field operations strictly as per the instructions of farm Incharge or the official nominated by the Director of this centre.

2. ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

1. A valid registration certificate of the firm under work contract of the Appropriate Authority (Registration under Shop Act & Establishment Act 1948, Mumbai/ The Indian Companies Act, 1956/ or any other Act)
2. A valid Labour license registration should be with the contractor as per labour act. If Labour License is not available with the firm, the contractor can obtain the labour license under the Labour Act within 30days after assigning the job contract, failing which order will be cancelled and EMD for the said contract will be forfeited.
3. Last three years experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporates of Govt. of India/reputed public or private organizations.
4. Certified balance sheet of the firm for the last three years of the service contract by the Chartered Accountant.
5. The certificate of registration under ESI & EPF.
6. Income Tax Permanent Account Number allotted by the Income Tax department.
7. The firm should have solvency certificate of Rs.30 lakh from their banker.
8. A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason.
9. No. of employees on the pay roll of the firm during the last two years (documentary proof should be submitted).
10. Only those firms will be considered for financial bid that will be qualified in the Technical Bid.
11. Successful Tenderer will have to enter into a detailed contract agreement with Institute on Non-Judicial Stamp Paper of appropriate value for the work at his own cost.

3. TERMS OF THE CONTRACT:-

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, the Director DOGR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office before offering rates and also attend the pre bid meeting.

4. MODE OF PAYMENT:-

The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF, wages disbursement and Service tax paid for Manpower engaged at DOGR. This office shall make payment directly to the firm's Bank account by the mode of RTGS/NEFT. However taxes which are as per the rules of the Govt. /Govt. Department shall be deducted at source from the monthly bills of the successful tenderer.

5. SECURITY DEPOSIT:-

An amount equivalent to 10% of the total contract value shall be deposited as Performance Guarantee/security money in the form of Demand Draft within one month from the award of the contract. The Performance Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with this Office.

6. WORKSMENS COMPENSATION:-

If during the currency of the contract agreement any person out of those engaged by the agency/contractor got injured for become disable while performing their duty and the injury or disablement causes the liability of such payment to such workers under workmen compensation Act 1923 (as amended time to time)shall rest with the agency/contractor. The agency/contractor will have to abide by the terms and conditions laid down for such contracts as per the contract labour (regulation and abolition) Act 1972 of Govt. of India. This Directorate will not bear any liability on this account.

7. TERMINATION:-

The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. DOGR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director, DOGR reserves the right to terminate the contract immediately and the security money will be forfeited.

8. SCHEDULE TIME PLAN:

- a. **Contractor/Agency should to collect daily indent of work to be done from farm section one day before in the evening.**

- b. Prescribed work should be complete within given time limit if agency fails to complete the work within time limit penalty will be charged.

9. **PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-**

Liquidated damages on work which are not up to the mark for any field operation as specified in section-8. It will be brought to the notice of the supervisory staff of the firm by DOGR, and liquidated damages/charges will be accordingly as below:

1. Rs. 1000/- per day for delay of up to 3 days per work/activity not completed
2. Rs. 2000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.5000/- per day for delay of > 7 days per work/activity not completed
4. Work order will be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.

7. Liquidated damages per day wherever it is found that the work is not up to the mark any field operation as specified in section-8. It will be brought to the notice of the supervisory staff of the firm by DOGR, and liquidated damages/charges will be accordingly stated below:
8. 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.

In case of any loss or damage done to the property of this Office by the personnel engaged by the agency for the said work at DOGR, Rajgurunagar, full damage will be recovered from the agency and decision of the Director, DOGR, Rajgurunagar, shall be a binding on the agency.

Note:-

The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover. All the pages of tender document must be signed and all the blanks in tender forms must be filled.

Senior Administrative Officer

SECTION -8
FINANCIAL BID (SCHEDULE-II)

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To,
The Director,
Directorate of Onion and Garlic Research,
Rajgurunagar – 410 505, Dist- Pune.

Sir,

I/We wish to submit my/our tender for Annual Job Contract for field operation work at Rajgurunagar & Kalus centre as per detail provided in the section Services Requirement on page No5 on the following rates mentioned below.

I/We agree to forfeiture of the earnest money deposited by me/us in connection with this tender if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the Tender form. I/We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

- Note:**
- (1.) List of farm operations given in annexure-I and area wise rates quoted by the tenderer, should be provided in the blanks of annexure-I.**
 - (2.) Consolidated Rates to be provided in Annexure- II**
 - (3) Rates should be quoted unit basis as per detail given in annexure-I These rates must include Basic, VDA, PF, ESIC/WC, Bonus and service charges of agency as per central labour commission act and consolidated Rates as per Annexure – II**
 - (3.) Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only.**

Yours faithfully

Signature & Name.....
(With seal) of the Tenderer

Particulars of field operations		Unit for which rates are to be quoted	Quoted rate in Rs. (inclusive of all taxes & charges)	
			Raj'nagar	Kalus
A-COMMON OPERATION FOR ALL CROPS				
(1) FIELD PREPARATION				
1	Loading, unloading and spreading of FYM & Nadep Compost including transport	Full Trolley of DOGR		
2	Spreading of FYM	Full Trolley of DOGR		
3	Loading, unloading, transport and Spreading of wheat/chickpea/soybean husk	Full Trolley of DOGR		
4	Loading, unloading, transport and spreading of soil/sand/murrum	Full Trolley of DOGR		
5	Lifting of stones / boulders, loading and unloading and transporting from field premises	Full Trolley of DOGR		
6	Collection of stubbles after ploughing and harrowing, loading and unloading and transport	Acre		
7	Collection of stubbles after seed umbel harvesting in Germplasm and seed crop and Loading, unloading transport	Acre		
8	Assisting for tractor operation	Acre		
a	Ploughing	Acre		
b	Tillering /Harrowing	Acre		
c	Planking/levelling of land/green manuring crop	Acre		
d	BBF making	Acre		
e	Bund formation and channel making	Acre		
9	Preparation of flat beds of small sizes (1to1.5m x1 to 1.5m) for germplasm, making channel and levelling them. Performing operation with own rope, measuring tape and pegs, etc.	Acre		
10	Preparation of flat beds of making channels and leveling them. Performing operation with own rope, measuring tape and pegs, etc.	Acre		
11	Shaping and levelling of BBF and channels prepared by tractor	Acre		
(2) SOWING OF SEED IN NURSERY BEDS INCLUDING COVERING		Net area		
a	Sowing (Commercial) with line preparation with rope.	Acre		
b	Sowing (Germplasm) with line preparation with rope, putting pegs and labels. Cleaning of plot.	Acre		

(3) SPREADING OF DRIP LATERALS AND IRRIGATION				
1	Spreading of drip laterals pipes, tying, checking and Digging repair of brooming wiser with loading, unloading and transporting to field with iron peg	Acre		
2	Installation of sprinkler irrigation pipes with loading, unloading and transporting to field including HDP, installation of new sprinkler assembly and maintenance	Acre		
3	Surface irrigation for all crops including nursery, channels and running of motor pumps. Day & Night. Repair of main and sub pipelines and digging and fitting of valves.	Acre		
4	Surface irrigation for small bed/ germplasm including nursery, channels and running of motor pumps. Day & Night Repair of main and sub pipelines and digging and fitting of valves.	Acre		
5	Irrigation all crop by drip and sprinkler system day and night including checking discharge at each dropper, fertigation, Digging & repair of brooming wisers & bed damage during irrigation, repair of main and sub pipelines and digging and fitting of valves.	Hour		
(4) WEEDING				
1	First weeding including bunds and channels, crushing, weeds collection and transportation in all crops as 100% basis (Including organic experiment). Cleaning of whole plot.	Acre		
2	Second and subsequent weeding, collection, crushing, transportation in all crops, including bunds and channels as minimum 50% basis and weed intensity. Cleaning of whole plot. (Including organic experiment)	Acre		
3	Weeding in fallow land and prepared beds before planting, sowing and transportations etc. Cleaning of whole plot.(30% to 50%)	Acre		
4	First weeding of nursery including bunds and channels, crushing, weeds collection and transportations etc. 100% Cleaning of whole plot.	Acre		
5	Second weeding of nursery including bunds and channels, crushing, weeds collection and transportations etc.50%Cleaning of whole plot.	Acre		
6	Weeding in standing crops between BBF bed & Flat bed (only channels) weeds collection and transportations etc.50% weed intensity.	Acre		
(5) FERTILIZER APPLICATION, INCLUDING WEIGHING, LOADING FROM STORE, TRANSPORTATION, MIXING AND SPRAYING				
1	At sowing transporting for all commercial crops	Acre		

2	NPK+organic (Neemcake/vermicompost) mixing and broadcasting before sowing/ transplanting- Experimental	Acre		
3	Top dressing in commercial crops by mixing and broadcasting (NPK+VC+NC)	Acre		
4	Top dressing in experimental crops by mixing and broadcasting (NPK+VC+NC)	Acre		
5	Application including mixing of organic manures (FYM/Poultry manure/Vermi compost /Neem cake/Karanj cake) in organic experimental crops	Acre		
6	Spraying of weedicide/ fungicide/ insecticide/ other chemicals and pump maintenance (Manually) / Drenching including collection of chemicals from store	Acre		
7	Treatment wise Spraying of experimental plot by weedicide/ fungicide/ insecticide/ other chemicals and pump maintenance (Manually) / Drenching including collection of chemicals from store	Acre		
8	Spraying of weedicide/ fungicide/ insecticide/other chemicals by Tractor HTP / Drenching including collection of chemicals from store, attach and detach of spray pump	Acre		
9	Coiling/collection of Drip irrigation laterals, transporting, staking in store including acid treatment and peg collection.	Acre		
10	Coiling/collection of sprinkler irrigation pipes, transporting, staking in store including acid treatment.	Acre		
(6) BULLOCK DRAWN OPERATIONS				
1	Ploughing by bullock wooden plough (Bullock with man)	Acre		
2	Harrowing / Tilling (Kulao) by bullock	Acre		
3	Sowing by bullock drawn drill with treated seed	Acre		
4	Sowing by bullock drawn drill Without treated seed	Acre		
(7) DIGGING, SURFACING AND SHAPING				
1	Digging drainage channel/pits in soil area	Cubic feet		
2	Digging drainage channel/pits in murrum area	Cubic feet		
3	Surface digging in soil area (2 to 3 inches)	100Sq.mt.		
4	Surface digging in murrum area (2 to 3 inches)	100Sq.mt.		
5	Bund formation by bullock drawn implement	Acre		
6	Shaping of beds and channel after bund formation prepared by tractor	Acre		
(8) OTHER WORKS				
1	Washing of plastic crates (Appro. 15-25kg. Cap.) Including			

	loading, unloading and transport to store and stacking.			
a	Small	Per Crate		
b	Medium and big	Per Crate		
2.a.	Washing of Umbel collection bags removing of knot, drying in shade by tying, counting, folding and transport to store	Unit		
b.	washing of aprons drying in shade by tying, counting, folding and transport to store	Unit		
3	Washing of Selfing nets/bags at farm/river, drying, counting and transport to store loading and unloading			
a	1m x 1m / Ring/Cages	Unit		
b	2m x 2m Ring/Cages	Unit		
c	4m x 4m Ring/Cages	Unit		
d	10m x 10m Ring/Cages	Unit		
e	20m x 10m Ring/Cages	Unit		
4	Filling, stitching, marking, weighing, loading of bags for market - Onion and garlic (40 to 50 kg)	Per Bag		
5	Unloading and staking fertilizer and organic manure bags and Onion & Garlic bulbs & grains bags in truck/tractor trolley (40 to 50 kg)	Per Bag		
6	Loading fertilizer, organic manures, grains and and Onion & Garlic bulbs bags in truck/tractor trolley (40 to 50 kg)	Per Bag		
7	Preparation of vermicompost including filling, watering, turning, shifting, sieving, drying and packing, weighing and transport to store	Kilogram		
8	Stitching and repair of nylon nets for selfing			
a	1m x 1m / Ring/Cages	Unit		
b	2m x 2m Ring/Cages	Unit		
c	4m x 4m Ring/Cages	Unit		
d	10m x 10m Ring/Cages	Unit		
e	20m x 10m Ring/Cages	Unit		
9	Helps in store/farm and other miscellaneous works.	Hour		
B- CROP WISE SPECIAL OPERATIONS				
(1) ONION BULB CROP (EXPERIMENTAL)		Net area		
1	Uprooting of seedling from nursery, counting, preparation of seedling, dipping, collection loading, unloading transporting with crates, installing pegs, tying of labels and transplanting on raised beds/BBF with rope	Acre		
2	Uprooting of seedling from nursery, counting preparation of seedling, dipping, collection, loading, unloading transporting with crates, installing pegs, tying of labels and transplanting on flat beds/ridges & furrow with rope	Acre		

3	Harvesting cutting of neck grading, counting and weighing, transporting, and collection of crates, balance from stores & farm of crates to shed including ratoon crops.	Acre		
4	Sorting after curing bulbs, weighing, taking crates from store Loading unloading & transport, disposal of rotted bulbs and cleaning of chawl area- Kharif	Quintal		
5	Sorting after curing bulbs, loading in to chawls packing and weighing loading and transporting for market including taking crates from store and cleaning of area - Late kharif and rabi season	Quintal		
6	Sorting of stored onion, weighing taking crates from store, transport Loading unloading, disposal of rotted bulbs and cleaning of whole area.	Quintal		
(2) ONION BULB CROP (COMMERCIAL)		Net Area		
1 (a)	Uprooting of seedling from nursery, dipping, preparation of seedling loading & unloading transport of crates & seedling and transplanting on raise beds/BBF with rope	Acre		
1 (b)	Uprooting of seedling from nursery, dipping, preparation of seedling loading & unloading transport of crates & seedling and transplanting on raise beds/BBF without rope	Acre		
2	Uprooting of seedling from nursery, making bundles packing and transportation with crates	Acre		
3	Uprooting of seedling from nursery, Dipping, preparation of seedling, loading & unloading transport of crates seedling and transplanting on flat beds/ridges & furrow with rope	Acre		
4	Harvesting cutting of neck, grading, weighing and transporting to shed including loading & unloading taking of crates from store	Acre		
5	Sorting after curing of bulbs, loading in to chawls, packing, weighing and loading for market taking crates loading & unloading from store, transport, disposal of rotted bulbs and cleaning of chawl area - Kharif	Quintal		
6	Sorting after curing of bulbs, loading in to chawls, packing, weighing and loading for market including loading & unloading taking crates from store and cleaning of area - Late kharif and rabi season. Transport, disposal of rotted bulbs	Quintal		
7	Sorting of stored onion and weighing, refilling in storage/packing for market including loading unloading transport, disposal of rotted bulbs taking crates from store and cleaning of area	Quintal		
(3) ONION GERMLASM		Net Area		

1	Uprooting of seedling from nursery 4 to 5 time if required, preparation of seedling, counting, dipping, installing pegs, tying labels, transport of crates for seedling transport loading of seedling and transplanting on raised beds/BBF with rope	Acre		
2	Uprooting of seedling from nursery, 4 to 5 times if required preparation of seedling, counting, dipping, installing pegs, tying labels, crate & seedling loading & unloading, transport and transplanting on flat beds and ridges & furrow with rope	Acre		
3.	Multiplier onion: Cutting of leaves, preparation of cloves, counting, installing pegs, tying labels, transporting and planting with rope on raised/ flat beds.	Acre		
4	Harvesting, cutting of neck, grading, counting and weighing, transporting to shed including taking crates from store. (Loading & unloading crate)	Acre		
5	Sorting after curing of bulbs, loading into chawls.	killogram		
6	Sorting of stored onion, TSS, observation, etc.	kilogram		
	5 kg cap. crates	Unit		
	10 kg cap. Crates	Unit		
	25 kg cap. crates	Unit		
7	Sorting of stored onion, packing, weighing for market	Quintal		
(4) ONION SEED CROP (COMMERCIAL)				
1	Mending of ridges / beds channels	Acre		
2	Taking out bulbs and crates from store, sorting grading, cutting 1/3 rd top loading & unloading, transport and dipping including cleaning of chawl area	Kilogram		
3	Planting on ridges or planting on drip system counting of bulbs and covering of bulbs. Loading & unloading & transporting.	Acre		
4	Earthing up and fertilizer application (NPK+VC+NC) Loading & unloading & transporting.	Acre		
5	Periodical harvesting (4-5 times) of umbels, taking to drying shed and drying of umbels and transport (full crop) (Collection of Gunny bag from store).	Acre		
6	Threshing of umbels, cleaning, drying and weighing including transport of tarpolin. Daily open for sunlight wield hand on grain and close the cover	Kilogram		
(5) ONION GERMPASAM (FOR SEED)		Net Area		
1	Taking out bulbs from store, sorting, grading, cutting 1/3 rd top, dipping.	Kilogram		
2	Planting on ridges/flat bed/BBF/ Drip or surface System	Acre		

	including tying of labels loading, unloading and transporting			
3 (a)	Taking from store, loading and unloading transport and putting of rings and covering with bags net Tying of umbels	Unit		
3 (b)	Taking from store, loading and unloading transport and putting of rings and covering with bags (muslin cloth), Tying of umbels	Unit		
4	Taking from store, loading and unloading transport, putting iron cages and covering with nylon net, stitching with hand for massing by all side cages			
a	1m x 1m / Ring/Cages	Unit		
b	2m x 2m Ring/Cages	Unit		
c	4m x 4m Ring/Cages	Unit		
d	10m x 10m Ring/Cages	Unit		
e	20m x 10m Ring/Cages	Unit		
f	Covering of cloth bags on open umbels and providing of support by fixing peg	Unit		
g.	And Other	Unit		
5	Hand pollination of umbels with apron transport every day			
a	1m x 1m / Ring/Cages without apron	Unit		
b	2m x 2m Ring/Cages with apron tying of cloth	Unit		
c	4m x 4m Ring/Cages with apron tying of cloth	Unit		
d	10m x 10m Ring/Cages with apron tying of cloth	Unit		
e	20m x 10m Ring/Cages with apron tying of cloth	Unit		
f.	And Other	Unit		
6	Earthing up and fertilizers application with transport loading and unloading from store (NPK+VC+NC)	Acre		
7 (a)	Periodical harvesting (4-5 times), transporting of umbels, seed extraction, drying, cleaning and filling in the bags along with seed treatment 1x1,2x2,4x4 cages	Per germplasm		
7 (b)	Periodical harvesting (4-5 times), transporting of umbels, seed extraction, drying, cleaning and filling in the bags without seed treatment of 1x1,2x2,4x4 cages	Per germplasm		
8	Collection of bags, nets, rings & cages, tying with binding wire, loading, unloading transporting and staking in store	Unit		
a	1m x 1m / Ring/Cages	Unit		
b	2m x 2m Ring/Cages	Unit		
c	4m x 4m Ring/Cages	Unit		
d	10m x 10m Ring/Cages	Unit		
e	20m x 10m Ring/Cages	Unit		
f.	And Other	Unit		
(6)GARLIC GERMLASM				

1 (a)	Preparation of cloves, counting and transport with counting of leaver	Kilogram		
1 (b)	Preparation of cloves, counting and transport without counting of leaver	Kilogram		
2	Planting with rope including opening lines, installing pegs, tying labels and transport. (crate transport loading & loading)	Acre		
3	Harvesting, counting, making bundles of bulbs, tying, weighing, Transporting, staking in chawls. (crate transport loading unloading)	Acre		
4	Cutting of leaves, weighing, observation, counting, packing etc. complete	Kilogram		
(7)GARLIC EXPERIMENTS				
1	Preparation of cloves, counting and transport	Kilogram		
2	Planting with rope including opening lines, installing pegs, tying labels and transport	Acre		
3	Harvesting , counting, making bundles of bulbs, weighing, transporting, staking treatment wise in chawls	Acre		
4	Cutting of leaves, weighing, observation, packing etc. complete	Kilogram		
(8)GARLIC COMMERCIAL/ SEED PRODUCTION				
1	Preparation of cloves and transport	Kilogram		
2	Transporting from store and Planting with rope including opening lines	Acre		
3	Harvesting , counting, making bundles of bulbs, weighing, transporting, staking in chawls	Acre		
4	Cutting of leaves, weighing, observation, packing etc. complete	Kilogram		
(9)WHEAT				
1	Harvesting, tying bundles and staking - Manual	Acre		
2	Harvesting, threshing, transport and staking - Combine harvester	Acre		
3	Machine Threshing, cleaning, drying, filling in bags, weighing and staking in store, with Centre's machinery.	Quintal		
4	Machine Threshing, cleaning, drying, filling in bags, weighing and staking in store without Centre's machinery.	Quintal		
5	Cleaning, drying by daily turning and covering at night, filling in bags, weighing and staking in store after combine harvester.	Quintal		
(10) SOYABEAN				
1	Harvesting, collecting, transporting to shed, covering with	Acre		

	tarpolin at night and staking. (Daily open in the morning and close in the evening) tarpaulin/plastic,etc.)			
2	Threshing, cleaning, drying & filling in bags, weighing and staking in store with Centre's machinery (Daily open in the morning and close in the evening) tarpaulin/plastic, etc.)	Quintal		
3	Threshing, cleaning, drying & filling in bags, weighing and staking in store without Centre's machinery (Daily open in the morning and close in the evening) tarpaulin/plastic, etc.)	Quintal		
(11) BAJRA				
1	Harvesting and tying of bundles and staking	Acre		
2	Cutting of cobs, threshing by thresher, cleaning, filling in bags weighing and staking in store	Quintal		
(12) GROUNDNUT				
1	Shelling of pods for seed and cleaning	Quintal		
2	Harvesting of plants, plucking and cleaning pods	Acre		
3	Drying, filling in bags, weighing and staking in store	Quintal		
(13) CHICKPEA (GRAM)				
1	Harvesting of crop, collecting, transporting and staking.	Acre		
2	Threshing, cleaning, drying & filling in bags, weighing and staking in store.	Quintal		
(14) SUGARCANE				
1	Cutting of sets, planting of sets and preparing ridges, beds and covering	Acre		
2	Earthling up by bullock drawn implements and repairing of channels	Acre		
(15) POTATO				
1	Layout, marking/furrowing and dibbling/planting tubers	Acre		
2	Earthling up (manual)including NPK	Acre		
3	Cutting haulms, harvesting, grading, cleaning, counting, weighing, transport to shed	Acre		
4	Sorting after curing, packing, weighing, stitching bags and loading	Quintal		
(16) MANGO , TERMARY, JAMUN & OTHER				
1	Preparation of trench (8x0.5x0.5 Cu.ft), loading unloading transport from store, application of fertilizer, FYM and covering.	Per Tree		
2	Harvesting, weighing, sorting, packing and transportation etc.	Kilogram		
(17) COCONUT, TAMARIND/JAMUN etc.				
1	Basin preparation and application of fertilizer and FYM loading unloading Transportation (8x0.5x0.5 Cu.ft),	Per Tree		

(18) MUSTARD				
1	Harvesting, bundle preparation and staking in field	Acre		
2	Threshing, cleaning, weighing, packing & transport	Quintal		
(19) MAIZE HYBRID				
1	Dibbing Seed manually	Acre		
2	Harvesting of straw, collection and disposing at composting pit. Loading unloading & Transporting	Acre		
3	Harvesting cobs loading and unloading and transporting Drying of cobs, threshing by thresher, cleaning, filling in bags weighing and staking in store	Quintal		
(20) FOODER MAIZE/ GRAIN MAIZE				
1	Sowing seed with tractor drawn seed drill	Acre		
2.	Harvesting straw, collection and disposing at composting pit. Loading, unloading, Transporting	Acre		
3	Harvesting cobs, Loading, unloading, Transporting, Drying of cobs, threshing by thresher, cleaning, filling in bags, weighing and staking in store	Quintal		
(21) NADEP Pit Works				
1	Collection of organic waste such as Soybean ,Gram, Bajra, Wheat ,Groundnut, Garden waste etc and staking at Nadep pit including, loading, unloading and transportation & filling etc	Full Trolley		
2	Filling of Nadep pit	Full Trolley		
3	Cob, cutting, threshing, cleaning packing etc. of Maize Transportation. Loading, unloading.	Kilogram		
C- GARDEN MAINTENANCE				
1	Lawn mowing by Electric mower	Sq.meter		
2	Pruning of headges/ trees/ edges/ shrubs	Running mtr		
a	Electric/petrol hedge cutter for 3 sides (Box)	Running mtr		
b	Hand operated hedge cutter for 3 sides (Box)	Running mtr		
c	Electric/petrol hedge cutter for top side only	Running mtr		
d	Hand operated hedge cutter for top side only	Running mtr		
3	Garden weeding including hedge, lawn	Sq.meter		
4	Watering of potted plants, planters, trees and lawns etc.	Hour		
5	Planting of lawn grass,	Sq.meter		
D- ESTATE MAINTENANCE		Acre		
1	Dry cleaning (brooming) of roads	Sq.meter		
2	Dry cleaning (brooming) of floor of building	Sq.meter		
3	Wet cleaning of floor	Sq.meter		
4	Cleaning of underground and over head water tanks of	Unit		

	residential quarters, office building, guest house, farmer's hostel and canteen, etc. First remove waste inside water clean by fresh water			
a	500 ltr	Per unit		
b	750 ltr	Per unit		
c	1000 ltr	Per unit		
d	1500 ltr	Per unit		
e	2000 ltr	Per unit		
f	2500 ltr	Per unit		
g	5000 ltr	Per unit		
h	10000 ltr	Per unit		
l	30000 ltr	Per unit		
J	50000 ltr	Per unit		
E- ADDITIONAL ITEMS				
1	Shaping of beds after 1 or 2 months of planting / Sowing	Acre		
2	Collection of small stones	Acre		
3	Periodical harvesting of umbels, shifting to shed, drying , threshing and cleaning of umbels (All seed production experiments including breeder seed production trials and out station trials) including more than 4 x 4 cages or open field	K.g.		
4	Flat bed preparation for germplasm onion seed crop	Acre		
5	Onion seed crop for experiment	Net Area		
a	1/3 top cutting, Dipping, sorting, grading and transporting, pegs and tying of labels	Kilogram		
b	Planting and covering bulbs & counting bulbs	Acre		
c	Periodical umbel harvesting (full crop) treatment wise and transport (4 & 5 times)	Acre		
d	Threshing, cleaning, weighing etc.	Kilogram		
6	Onion seed packing for Truth full (TC)- Weighing, sealing labelling and staking in cold storage.	Kilogram		
7 (a)	Onion seed packing for Breeder Seed- Weighing, sealing, stitching, staking in cold storage. With seed treatment	Kilogram		
7 (b)	Onion seed packing for Breeder Seed- without seed treatment Weighing, sealing, stitching, staking in cold storage.	Kilogram		
8	Harvesting of coconut - tender & dry.	Per number		
9	Spraying on coconut tree by HTP Pump.	Per tree		
10	a) Treaming of plants-Ashok & others. Loading ,unloading and transportation	Per tree		
	b) Waste of coconut trees loading, unloading and transportation	Full Trolley of DOGR		

	c) Other Tree	Full Trolley of DOGR		
	d) Treaming of Mango & other fruit crops loading and unloading and transportation	Per tree		
11	Repacking of Onion Seed for TLF weighing, sealing, labeling & staking in cold storage.	Kilogram		
12	Repacking of Onion Breeder Seed weighing, sealing, & stitching in cold storage.	Kilogram		
F- TRACTOR OPERATION WORKS				
1	Ploughing	Acre		
2	Harrowing and tillering preparation.	Acre		
3	BBF making	Acre		
4	Ridge	Acre		
5	Levelling	Acre		
6	Planking land/green manuring crops	Acre		
7	Bund and channel formation	Acre		
8	Transportation	Hour		
9	Spraying with HTP	Acre		
10	Rotovating, Discing	Acre		
11 (a)	Sowing of- Soyabean, Bajra, Wheat and other crops with seed treatment	Acre		
11 (b)	Sowing of- Soyabean, Bajra, Wheat and other crops without seed treatment	Acre		

*** Note: Work will be allotted as per our requirement. It is not necessary that work will be given for all operation for which rates are invited.**

****Notes**

- i) Rates of wages should be in conformity with the Minimum Wages Act. Notification regarding minimum wages issued by Ministry of Labour & Employment, Government of India should be followed. The Contractor should ensure minimum wages. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- ii) The amounts specified herein are inclusive of all costs, expenses, wages, provision for increase in Wages/D.A. from time to time, all taxes and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from DOGR during the term of this contract. No price escalation shall be entertained by the client during the contract period.
- iii) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words.

iv) Any overwritings/erasings/cuttings in the quoted rates either in words or figures will not be allowed in the financial bid. Such Bids will be rejected outright.

I/We agree to forfeit 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.

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

Signature of Authorized Signatory : _____

Name : _____

Designation : _____

Agency seal with name & address: _____

Telephone No.: _____ Mobile No. _____

PRICE SCHEDULE (FINANCIAL BID)

(Please take print of the **Price Bid Page Nos. 14 & 29** (and the filled in price Bid should be sealed in Separate cover (Envelope-2) as per the Instructions to the Bidders)

**FINANCIAL BID
FOR
PROVIDING FIELD OPERATIONS ON JOB CONTRACT BASIS FOR DOGR, RAJGURUNAGAR AND
KALUS SIDE**

Last date of receipt of Tender **05th March, 2016 by 13:00 hrs.**
Date of opening of Financial Bid As per intimation by phone/fax/mail/letter

To,
The Director
Directorate of Onion and Garlic Research,
Rajgurunagar, Pune – 410 505(MS)

Sir,

I/We wish to submit our Financial Bid for “Engagement of field operation on job contract basis for DOGR for Rajguruangar and Kalus site the following rates.

PRICE BID

No.	Particulars	Quoted Amount per month For Rajgurungar Site	Quoted Amount per month For Kalus Site
1.	Monthly consolidated fixed rate offered for CARRYOUT FIELD OPERATION ON JOB CONTRACT BASIS FOR DOGR, RAJGURUANGAR AND KALUS SITE FOR A PERIOD OF ONE YEAR in accordance with the highest standards of field operation and as per the instructions and terms and conditions specified in the tenders/contract agreement including all labour, training, uniform and transportation charges specially covering all acts and taxes, EPF, ESIC, HRA, Bonus etc. as applicable from time to time.		
	(Rupees in words)		

N.B. : This is only indicative for comparing the prices to arrived at L-1. Work order shall be placed as per requirement for field operation as and when required as mentioned in Annexure- I

**Notes

- i) Rates of wages should be in conformity with the Minimum Wages Act. Notification regarding minimum wages issued by Ministry of Labour & Employment, Government of India should be followed. The Contractor should ensure minimum wages as indicated in Annexure-I. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- ii) The amounts specified herein are inclusive of all costs, expenses, wages, provision for increase in Wages/D.A. from time to time, all taxes and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from DOGR during the term of this contract. No price escalation shall be entertained by the client during the contract period.
- iii) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words.
- iv) Any overwritings/erasings/cuttings in the quoted rates either in words or figures will not be allowed in the financial bid. Such Bids will be rejected outright.

I/We agree to forfeit 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.

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

Signature of Authorized Signatory : _____

Name : _____

Designation : _____

Agency seal with name & address

Telephone No.

Mobile No.

SECTION - 9

FORMS

Form – 1	Details of Experience of such similar work in Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years.
Form - 2	Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years for individual Allied works executed as stated in Form - 1.
Form - 3	Annual Turnover Certificate in respect of field operation work for last three financial years certified by Chartered Accountant.
Form – 4	Certificate on Non-Participation of near Relatives in the tender
Form -5	Letter of Authorization for attending Pre-Bid Meeting and Bid Opening
Form -6	Letter of Authorization for signing and submitting the Bid Documents on behalf of the Bidder
Form – 7	Draft Specimen Agreement

FORM – 1

Details of Experience of such similar work in Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years.

Sr. No.	Name of the organization with contact nos.	Description of work / order executed	No. of personnel deployed	Period of contract	Actual value of work/ order executed	Whether Govt./Semi-Govt/Autonomous bodies/PSUs/Industries etc. (Please Specify)

Place : _____

Date : _____

Note : *The Bidder should have experience in the similar field of providing Allied services in the Government Departments / Public Sector (Central or State) for the last three consecutive years. In case no bidder has provided government experience / public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the Client. He should submit experience of atleast 5 organizations in such similar field. One such individual work experience should not be less than worth of Rs.50.00 Lakhs during each of the last three financial years.*

FORM – 2

Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU and other reputed organizations for the last three years for individual Allied works executed as stated in Form - 1.

(To be obtained on the letter head of the respective employer)

1.	Name of the Contract and Location	
2.	Agreement No. & date	
3.	Scope of Contract	
4.	Actual Cost of Contract	
5.	Period of Contract	
6.	Compliance of all statutory requirements (Yes/No). If the answer is no, pl. give the details	
7.	Overall grading of service: Excellent/Very Good/Good/Fair	

Place:

Date:

(Signature of the appropriate authority of the concerned employer with seal)

FORM – 3

**Annual Turnover Certificate in respect of field operation work for last three financial years
certified by Chartered Accountant**

(To be obtained on the letter head of the Chartered Accountant)

Sr. No.	Financial Year	Annual Turnover (Rs. in crores/figures)
1.	2012-13	
2.	2013-14	
3.	2014-15	

Place:

Date:

(Signature and seal of the Chartered Accountant)

FORM - 4

CERTIFICATE OF NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER

I, _____ Son/Daughter of _____ ,

hereby certify that none of my relative(s) is/are employed in Directorate of Onion and Garlic Research, Rajguruangar Pune as per details given in tender document. In case at any stage,

it is found that the information given by me is false/incorrect, DOGR, Mumbai shall

have the absolute right to take any action including termination of the Contract as deemed

fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder

Name _____

Position _____

Date _____

FORM - 5

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING and BID OPENING

(To reach on or before time of Pre-Bid Meeting & Bid opening (Technical and Financial))

Date:

To,
The Director
Directorate of Onion and Garlic Reserch,
Rajguruangar, Pune – 410 505

Subject: Authorization for attending pre-bid meeting/bid opening on _____ (date)
for the Tender of "Providing Allied services on Job Contract Basis for DOGR at
Rajgurunagar, pune

Reference:

Sir,

The following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

	Name & Designation	Specimen Signature
1) _____	_____	_____

Alternate Representative	Name & Designation	Specimen Signature
1) _____	_____	_____

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

Note:

- 1) Only one representative will be permitted to attend the bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

FORM – 6

**Letter of Authorization for signing and submitting the Bid Documents
on behalf of the Bidder**

Date:

To,
The Director
Directorate of Onion and Garlic Reserch,
Rajguruangar, Pune – 410 505

Subject: Authorization for signing the tender documents for the tender of **“Providing Allied services on Job Contract Basis for DOGR, Rajgurunagar, Pune**

Reference: F.No. 15-335/Field operation-Rajgurunagar/SP/15-16/ Dated:

Sir,

Mr./Mrs. _____ holding the post of _____ in our firm/agency/company is hereby authorized to sign and submit the tender documents for the above mentioned tender on behalf of _____(Bidder).

The specimen signature duly attested by me is given below:

1) Mr./Mrs. _____
(Name & Designation)

Specimen Signature

Signature of Bidder

Note:

- 1) A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
- 2) 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.

FORM –7

DRAFT SPECIMEN AGREEMENT

(To be made on Rs.100.00 Non Judicial Stamp Paper)

CONTRACT AGREEMENT NO..... DATED

THIS AGREEMENT is made at Mumbai on between Directorate of Onion and Garlic Research, (hereinafter called “DOGR/INSTITUTE/CLIENT” used interchangeably) through The Director, DOGR, Rajgurungar, PUNE which term shall include its successors and assignees etc. on the first part and _____ (name & address of the agency) (hereinafter called the FIRM/CONTRACTOR used interchangeably) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the DOGR has decided to assign the annual job contract for **Field operation works ON JOB CONTRACT BASIS FOR DOGR, Rajgurungar** to the firm on the terms and conditions hereinafter contained.

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

1. This agreement shall come into force w.e.f. _____ (date) and will remain in force for a period of one year but can be terminated by DOGR 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 field Operation work **ON JOB CONTRACT BASIS FOR FOR DOGR, Rajgurungar**
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 DOGR shall have no liability on this account in any manner. The Firm’s employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of DOGR
5. That the Firm shall ensure that all persons deployed at DOGR premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. DOGR shall have the right to ask for removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the DOGR

7. The manpower deployed by the Agency should work as per the working days and timings of the DOGR. No extra wages will be paid for attending office on weekends, holidays, late-sitting and during visits of VIP's to the Client's premises as and when required. No extra payment will also be made for shifting of machineries, furniture & fixtures by the deployed staff as and when required by the client.
8. Monthly pay of the contractual employee shall be payable to the personnel deployed for services to this office by the selected Agency as per the terms and conditions of the tender documents.
9. All the cleaning materials and machineries will be provided by the client to the deployed staff as per the requirement.
10. Monthly consolidated charges for job/work contract for providing is as per terms and conditions specified and scope of work as per Section-8 in the tender document including all the taxes viz. Service Tax and other taxes as applicable will be paid to the firm by the DOGR. No price escalation, shall be entertained by the Client during the contract period. The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7th of every month. After making the payments the Contractor shall raise the bill on the DOGR for payment of the settled amount. The payment will be released by the DOGR in the form of crossed cheque/E-transfer subject to satisfactory performance/delivery of contracted job/work/services. Each monthly bill must accompany the:
 - a) List of employees with their date of engagement
 - b) The amount of wages paid to the deployed staff (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as HRA/ESIC/EPF/Bonus etc.). They will submit to the DOGR a copy of the payment vouchers duly signed by the workers for each month.
 - c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC/P.Tax Office.
 - d) Declaration of the Contractor regarding compliance of EPF / ESIC / Bonus and other laws as applicable from time to time.
 - e) Service Tax challan. The Contractor shall be responsible for payment of Service Tax with Taxation Department. The documentary proof of the same must be submitted alongwith the bill for the amount of Service Tax Charged in the said bill which is reimbursed by the client.
11. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
12. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the ICAR. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.

13. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.
14. That the firm shall issue identity card to each of the workers engaged for entry into DOGR premises.
15. **It shall be the responsibility of the firm to ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work through their supervisor.**
16. **It shall be responsibilities of the vendor to deploy sufficient number of work force along with supervisor for completing the jobs as per schedules mentioned at Annexure-I & II**
17. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, DOGR may cancel the contract.
18. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act, 1943, EPF, ESI etc.
19. Firm agrees to indemnify and keep indemnified the DOGR on account of any failure to comply with the obligations under various laws or damage to DOGR due to acts/omissions of Firm.
20. 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 DOGR and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified DOGR against any claim that it may have to meet towards the employees/workmen of the Firm.
21. The contract is subject to the conditions that the Firm shall comply with all the laws and bye-laws of Central Govt./State Govt. as applicable relating to this contract.
22. In case of any loss or damage to the property of the DOGR at which is attributable to the firm, the full damages will be recovered from the firm.
23. The Firm shall not transfer its right or sub-contract to anyone else.
24. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.

25. 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, diligence and honesty.
26. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm.
27. There will be surprise checking by an Officer. Shortcomings, if any pointed out by him shall be restored by the contractor within one hour of its bringing to his notice.
28. The firm shall provide a Co-ordinator for immediate interaction with the organization.
29. The terms and conditions and various sections as stipulated in the tender documents including any corrigendums, shall be part of the agreement.

PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

Liquidated damages on work are not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by DOGR, and liquidated damages/charges will be accordingly as below:

1. Rs. 1000/- per day for delay of up to 3 days per work/activity not completed
2. Rs. 2000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.5000/- per day for delay of > 7 days per work/activity not completed
4. Work order will be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.
7. Liquidated damages per day 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 DOGR, and liquidated damages/charges will be accordingly stated below:
8. 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 decision of the Competent Authority at DOGR 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.

(Authorized Signatory)
Name & Address Seal of Firm
Witnesses
(1)
(2)

(Authorized Signatory)
Name & Address seal of DIRECTOR DOGR.
Witnesses
(1)
(2)

SECTION - 10

CHECK-LIST

Sr. No.	Check point	For Bidder (Yes/No)	Page No at which document is placed.	For office use
(I)	GENERAL			
1	Have you read and understood various instructions and terms and conditions of the contract stipulated in the tender documents and shall abide by them?			
2	Have you seen, read and understood the clarification/corrigendum, if any issued by the Office on the web-site in pursuance of the pre-bid meeting held on A copy of the same should also be attached, duly signed along-with the tender documents.			
3	Have you submitted separately the Technical Bid in Envelope-1 and Financial Bid in Envelope 2 and put both the envelopes in the main envelope duly superscribed and sealed? UNSEALED TENDERS WILL NOT BE ACCEPTED. All the three envelopes should be duly sealed.			
(II)	TECHNICAL BID			
A	Does the agency has an office in Mumbai? Outsider firms (office not established in Mumbai and its suburbans) shall not be considered for technical bids.			
B	Have you submitted the following documents as stated in the tender documents -			
1	Have you attached the Account Payee Demand Draft/Pay Order drawn from a nationalized/scheduled bank in favour of "Director, DOGR" payable at Mumbai for Rs.500/- towards the non-refundable cost of tender documents in case the tender documents have been uploaded from the web-site.			
2	Have you attached a photocopy of the Cash Receipt issued by the Office for Rs.500/- towards the non-refundable cost of tender documents in case the tender documents have been obtained from the office?			
3	Have you attached the Account Payee Demand Draft/Pay Order drawn from a nationalized/scheduled bank in favour of "Director, DOGR" payable at Mumbai for Rs.50,000/-, Rs.30000/- towards the bid security (Earnest Money Deposit).			
4	Have you taken prints of the entire tender document and signed on all the pages of the Tender documents?			
5	Have you given consecutive page numbers for the entire bid document covering all the page numbers including additional pages/documents with reference and duly signed? Any wrong page numbering will be the responsibility of the bidder.			

6	Have you attached self attested Registration Certificates issued by the Registrar of Firms/Companies or the concerned authority defining the constitution or legal status or establishment of the agency?			
7	Does the firm meet the minimum eligibility criteria of Annual Turnover of Rs. 30/- lakhs during each of the last three financial years ie. 2012-13, 2013-14 & 2014-15 in respect of similar Allied services? No value of other services should be included in it.			
8	Have you attached the Annual Turnover Certificate for the last three financial years certified by Chartered Accountant as per Form - 3, failing which tender is liable to be rejected.			
9	Have you attached Chartered Accountant certified audited Balance Sheets and Audit Reports for the last three years i.e. 2012-13, 2013-14 & 2014-15?			
10	Have you attached self attested copy of the PAN Card of the firm issued by the Income-Tax Department?			
11	Have you attached copies of Income-Tax Returns for the last three financial years i.e. 2012-13, 2013-14 & 2014-15?			
12	Have you attached self attested copy of TIN/TAN issued by the concerned authorities?			
13	Have you attached self attested copy of the Service Tax Registration Certificate issued by the Service Tax Department?			
14	Have you attached copies of Service Tax Returns for the last three financial years i.e. 2012-13, 2013-14 & 2014-15?			
15	Have you attached Self attested registration copy of valid Licence No. or any such certificates under Contract Labour Act issued by the Competent Authority? The Agency should be registered with the appropriate Government Agencies for provision of house-keeping man-power.			
16	Have you attached self attested copy of the valid Certificate of Employees Provident Fund Registration Number issued by the concerned authority?			
17	Have you attached self attested copy of the valid certificate of ESI Registration Number issued by the concerned authority?			
18	Have you attached self attested copy of the valid certificate of P. Tax Registration Number issued by the concerned authority ?			
19	Does the firm fulfill the eligibility criteria of one such similar Allied work of a value of not less than Rs. ___ lakhs during each of the last three financial years.			
20	Have you attached the details of experience/completion of such similar Allied work in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations with details in the requisite Form-1 as prescribed in the tender document? He should submit experience of atleast 5 organizations in such similar field.			

21	Have you attached the duly certified Experience/ Performance Certificates from the employers as per Form-2 where the tenderer has provided the services for the last three years?			
22	Have you attached the proof of authorization to sign and submit the bids on behalf of the bidder as per Form-7?			
23	Have you attached proof of wages roll of man-power (staff/supervisors) (Minimum nos.) for the last four quarters as a part of experience?			
24	Have you attached documentary proof of challans for staff/supervisors (minimum nos.) registered under ESI & EPF separately for the last four quarters?			
25	Have you filled in and signed the Bidder's profile?			
26	Have you affixed duly attested passport size photograph of the prospective bidder in the portion of the Bidder's profile?			
27	Have you attached the letter of submission of bid in the prescribed format on the letter head of the agency?			
28	Have you attached the Certificate of Near relatives as per Form-5?			
29	Whether the firm has given a declaration in Form-4 that no legal suit/criminal case is pending or contemplated against it for violation of PF/ESI, Minimum Wages Act or other law (give details).			
30	Have you attached any other relevant document in compliance as specified in the bid document?			
31	Has your technical bid been packed as per the instructions given in the Tender in a separate Envelope-1 duly superscribed and sealed.			
III	FINANCIAL BID			
1	Has your financial bid proposal duly filled in words and figures, sealed and signed on all the pages?			
2	Have you ensured that the price bid has been submitted and duly signed in the prescribed format as stated in the tender documents? Section - 8 (Annexure-I & II)			
3	Have you ensured that there are no overwritings, erasing or cuttings or arithmetical errors in the rates quoted in words and figures by the tenderer. Any overwriting/erasing or cutting in the rates quoted by the tenderer will not be allowed, otherwise the tenders may be rejected.			
4	Has your financial bid been packed as as per the instructions given in the Tender in a separate Envelope-2 duly superscribed and sealed?			

(Signature of Bidder with seal of the Agency/firm)