
 <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>प्या ल अनु नि DOGR</p>
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प्याज एवम लहसुन अनुसन्धान निदेशालय राजगुरुनगर, पुणेके मुख्य स्थल पर कार्यालय और प्रयोगशाला में संविदात्मक कार्य के लिए निविदा फॉर्म-

महत्वपूर्ण बातें:-

1. निविदा दस्तावेज फार्म का मूल्य रुपए 500/- (पांच सौ) मात्र है।
2. संविदात्मक कार्य हेतु आवश्यक ईएमडी राशि रुपए 70,000/- (सत्तर हजार) मात्र है।
3. निविदा दस्तावेज खोलने का स्थान प्याजएवम लहसुन अनुसन्धान निदेशालय राजगुरुनगर, पुणे का सम्मेलनकक्ष है।
4. निविदा अनुसूची इस प्रकार है:

डी.ओ.जी.आर. में निविदा फार्म की बिक्री का प्रारंभ	आवेदकों के साथ निविदा पूर्व बैठक	निविदा फार्म के जारी करने की अंतिम तिथि	डी.ओ.जी.आर. में निविदा फार्म जमा करने की अंतिम तिथि	डी.ओ.जी.आर. में निविदा खोलने के लिए तिथि और समय
15/12/2014 1000 से 1600 बजे तक	29/12/2014 1400 बजे	12/01/2015 1600 बजे तक	14/01/2015 1300 बजे तक	14/01/2015 1400 बजे

Tender for work in Office and Laboratory at Directorate of Onion and Garlic Research, Rajgurunagar, main site.

Important Points:-

1. Cost of Tender Document Form is Rs. 500/- (Five Hundred) only.
2. Required EMD amount is Rs. 70,000/- (Seventy Thousand) only for contractual Work.
3. Place for opening of Bids is Conference Room of DOGR Rajgurunagar, Pune.
4. Tender schedule is as follows:

Start of sale of tender form at DOGR	Pre-bid meeting with bidders	Last date for issuing of tender form from the centre	Last date for submission of tender form at DOGR	Date & time for opening of tender at DOGR
15/12/2014 1000 to 1600 hrs.	29/12/2014 at 1400 hrs.	12/01/2015 upto 1600 hrs	14/01/2015 upto 1300 hrs	14/01/2015 at 1400 hrs

पत्राचार हेतु पता/Address for communication:-

निदेशक / The Director

प्याज एवम लहसुन अनुसन्धान निदेशालय / Directorate of Onion and Garlic Research
राजगुरुनगर, पुणे, महाराष्ट्र - 410505 / Rajgurunagar, Pune, Maharashtra- 410 505

दूरभाष /Phone No. (02135) 222026, फैक्स /Fax: (02135) 224056,

ई मेल /Email: director@dogr.res.in

वेबसाइट /Website - <http://www.dogr.res.in>

भाकृअनुप - प्याज एवं लहसुन अनुसंधान निदेशालय / ICAR - Directorate of Onion and Garlic Research

राजगुरुनगर, पुणे- 410505 (महाराष्ट्र) / Rajgurunagar, Pune-410505 (Maharashtra)

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

Invitation to tender and instructions containing general terms and conditions governing the job work contract for providing Contractual Work services in Office, Field and Laboratory at DOGR, Rajgurunagar.

From:-

The Director

Directorate of Onion and Garlic Research

Rajgurunagar, Pune- 410 505, (Maharashtra)

To:-

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Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi sealed tenders are invited for annual job contract for providing Contractual Work services in Office and Laboratory at DOGR, Rajgurunagar, Pune, Maharashtra.

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 15/12/2014 to 12/01/2015 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. 70,000/- (Seventy thousand only)** 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 containing technical bid by 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. In case of successful bidder, it may be adjusted towards Security Deposit 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, 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. If tenderer does not accept the offer, after issue of letter of award by DOGR/ICAR within 15 days, the offer made shall be withdrawn and Earnest money forfeited. 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. The Technical bid super scribed as **“Technical bid”** and Financial bid super scribed as **“Financial bid”** should be put in two separate envelopes which should be sealed by the tenderer and both envelopes should be put in another envelope super scribed as **Tender for:-“Annual Job Contract for providing contractual work services in Office, field and Laboratory at DOGR, Rajgurunagar”**. Tenders accompanied by an EMD as mentioned above in the form of Demand Draft drawn in favour of **“ICAR Unit DOGR, Rajgurunagar”** should kept in the envelope of Technical Bid, reach this centre on or before 14/01/2015 upto 1300 hrs by registered post or delivered personally. The duly filled in hand delivered tender should be dropped in the tender box kept at Administrative office DOGR, Rajgurunagar, Pune
10. 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.
11. 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.
12. All the disputes are subject to Rajgurunagar Jurisdiction.

Administrative Officer

General Information and other terms & conditions of the Contract

1) MANPOWER REQUIREMENT:-

Highly skilled, skilled, and unskilled persons/workers will be required in Office, laboratories, field , onion storage structures stores and offices for assisting scientists in different works. The office reserve the right to award additional work/ service not listed in the specifications. Tenderers are bound to accept the additional work/ service under this clause at the rates mutually agreed.

(i) Highly skilled: - Assistance to scientists in laboratory & field under highly skilled category for preparation of media, solution, recording observations, data feeding, Laboratory, field and library maintenance etc. Minimum qualification should be Graduate from a recognized University with good communication skill [written and spoken] and computer literacy with experience of noting, drafting on files. Approx requirement is 24 nos.

(ii) Skilled: - For Laboratory, field farm, reception, official and diary- dispatch work. Minimum qualification should be Intermediate. For tractor driving purpose driver must having with Valid Driving License. Approx requirement is 02 nos.

(iii) Unskilled: - For assistance to scientist in field work, Library and store maintenance, messenger in office & exhibition hall under unskilled category. Approx requirement is 12 nos.

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. Experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporate of Govt. of India/reputed public or private organizations.
3. Certified balance sheet of the firm for previous years of the service contract by the Chartered Accountant.
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Income Tax Permanent Account Number allotted by the Income Tax department.
6. Service Tax No. allotted by Central Board of Excise and Custom.
7. The firm should have solvency certificate of Rs. 20 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 in previous years (documentary proof should be submitted).
10. Only those firms who qualify in the Technical Bid will be considered for financial 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.

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 to labour deputed under the contract and payment of Service tax and Profession Tax to Govt. account. The Payment should be made to labour regularly and in time by the Contractor in presence of a DOGR representative. 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 Firm/Contractor.

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 and the security money will be forfeited.

8. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

1. An amount of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the workers are not provided as per our requirement and 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 if no action is taken within one hour liquidated damages clauses will be involved.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 1000/- per worker per day will be deducted from the bill.

In case of any loss or damage done to the property of this Office by the personnel provided 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.

Administrative Officer

GENERAL CONDITIONS.

1. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. as applicable relating to this contract.
2. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the "contract with trust diligently and honestly".
3. The Contractor will have to provide all prospects clothing and other items to the labours deployed by him for safety from insecticides fungicides and snake bites etc. In case there is any such incidence with any labour the contractor will be fully responsible to pay compensation to the labours and this office will not be responsible in any way.
4. The firm/contractor is liable to deposit all applicable taxes i.e sales tax/ service tax/ Proficiency tax into the Govt. account as per the order issued by Govt. of India/Maharashtra and shall follow all rules and regulation at specified in CL-(RA) Act 1972 (MS).
5. The agency shall be responsible for the payment of minimum wages (including VDA, PF, ESIC/WC Policy & Bonus) to the labours deployed by him as find fixed from time to time by the Assistant labours commissioner (Central) Pune (GOI).
6. The contractor shall indemnify and keep indemnified the DOGR from any claims, loss or damages/ accident of workers 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 Director, DOGR shall be final and binding on the contractor.
7. The agency shall obtain license from the office from assistant labour commissioner (Central), Pune, if the labours are 20 or above. The workers provided by the agency under this contract will not be employee of DOGR (ICAR) and there will be no employer- employee relationship between DOGR (ICAR) and persons so engaged by the contractor in the aforesaid service delivery.
8. The agency shall render the services on job contract basis, which includes PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the agency.
9. Under no condition, ICAR/DOGR shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.
10. The agency will discharge all legal obligations of their employees in respect of their wages and other 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 viz, statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum wages Act, Workmen's compensation Act, EPF&MP indemnified this office from any claim, loss or damages that may be caused to this office on account of the agency's failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions of other part.

11. The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
12. In case of any accident/ Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
13. It is further clarified that under no circumstances, the staff member and /or the workmen/employees or the security Agency shall be treated, regarded or considered or deemed be the employees of the ICAR/DOGR.
14. In case of any of the above contingencies, the office will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and /or loss, which may be suffered by the Security Agency on account of termination of this agreement.
15. If any question or dispute arises between the parties or their representatives with respect to the meaning or effect of any caused of this agreement or about the rights of liabilities to the parties here to, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the office. His award shall be governed by the provisions of Arbitration & Conciliation Act 1996 for the time being in force in Indian union and shall be binding on both the parties hereto.
16. Additional jobs or modifications in the job will be carried out with approval of the authorities of DOGR, Rajgurunagar.
17. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of the Job Contract shall be got done from other source at the expenses of the defaulting firm. The contractor will comply with all the laws and bye laws of Central Govt. / State Govt. relating of this contract.
18. Director, DOGR reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the DOGR (Council), for any justifiable reasons, not mandatory to be communicated to the contractor.
19. It is expressly agreed/ understood that this office at its discretion will terminate the agreement in case of following contingencies.
 - a) If the agency fail to execute the work entrusted to the satisfaction for which this office shall be the sole judge.
 - b) If the agency fails to discharge their legal obligations towards the personnel employed at DOGR premises.
 - c) If the agency is not able to perform their part under this agreement for continuous period of ten days or more.
 - d) If the agency commits breach of any of the clauses of the agreement.
 - e) If the DOGR is required to pay any damages and /or compensation and/or any payment to their customer/visitors on account of any negligent action and/or misbehavior on part of the agency.
 - f) If the agency is unable to give proper account of tools, equipment's etc entrusted to them for their custody and fails to return when demanded for the execution of work under this agreement.

Administrative Officer

TENDER FOR ANNUAL CONTRACTUAL WORK IN OFFICE AND LAB
AT DIRECTORATE OF ONION AND GARLIC RESEARCH, RAJGURUNAGAR, PUNE, MAHARASHTRA

Full Name & Address of the Tenderer in addition to Post Box No. if any, should be quoted in all communications to this office Telephone Nos. Landline/Fax/Mobile Email address:	
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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.....

SCHEDULE TO TENDER

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.	ESIC No. of firm	
9.	EPF No. of firm	
10.	Service Tax Registration No.	

11.	Experience in no of years (Name and address of client department may be indicated in the separate sheet)	
12.	Turnover of last three year (Certified copy be attached)	
13.	Certified copy of Solvency certified to be attached.	
14.	Registration with central labour commission	

PART-II

	Earnest Money Deposited Yes or No Details of the EMD:-Draft No. _____ Date _____ Drawn on Bank _____	
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PART-III

	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders	
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(Please add supplementary pages to be numbered wherever needed by the tenderer.)

SCHEDULE-II:-FINANCIAL BID

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 contractual job work at DOGR Rajgurunagar, Pune with the provision of highly skilled, skilled, & unskilled workers as per detail provided in the section Manpower 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.

S.N.	Description of Wages	Area – C			Remarks if any
		Highly Skilled	Skilled	Unskilled	
1	Basic				
2	VDA				
3	PF				
4	ESIC/WC				
5	Bonus				
6	Total				
7	Service charges				
8	Net Total				

Note: - Rates should be quoted per day basis including Basic, VDA, PF, ESIC/WC, Bonus as per minimum wages act along with service charges of agency. 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