



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर / Jodhpur (राजस्थान / Rajasthan) 342 003



Website: www.cazri.res.in, Email: director.cazri@icar.gov.in

Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)

F. No. 25(1) Manpower Contract Leh/16-17/Adm.V

Dated: 04.12.2017

INVITATION TO ONLINE TENDER FOR ANNUAL RATE CONTRACT FOR ENGAGEMENT OF AGENCY FOR PROVIDING MANPOWER AT ICAR-CAZRI, RRS, LEH

- | | | | |
|----|--|---|-----------------------------------|
| 1 | Date of start of downloading the tender document | : | 04.12.2017 from 04.00 p.m. |
| 2. | Last date and time for downloading of tender form | : | 26.12.2017 upto 04.00 p.m. |
| 3. | Last date and time for submission | : | 27.12. 2017 at 11.00 a.m. |
| 4. | Date and time for opening the technical bids | : | 28.12.2017 at 11.00 a.m. |

Note: *The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP. The interested Agency/Contractor/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.*

From:-

Assistant Administrative Officer,
Adm-V, CAZRI,
Jodhpur 342 003

To

M/s _____

Sub:- E-tender for Annual Rate Contract for Engagement of Agency for providing manpower at ICAR-CAZRI, RRS, Leh (J&K) on outsourcing basis -regd.

Sir,

On behalf of the Director, ICAR-CAZRI, Jodhpur E-tender(s) are invited from interested Agency/Contractor/firm of repute for **providing manpower on outsourcing basis at ICAR-CAZRI, RRS, Leh (J&K) under Annual Rate Contract (ARC)**. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

2. The bid along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before **Due Date i.e. 27.12.2017 up to 11.00 A.M.**

3. The bid is to be opened on **Due Date i.e. 28.12.2017 at 11.00 A.M. at ICAR-CAZRI, Jodhpur** by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/uploaded their bids.

4. **Aspiring Bidders:** who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER

Enclosed: Annexure- I i.e. Technical Bid (Part I to IX) & Annexure-II i.e. Financial Bid.

TECHNICAL BID
PART-I

Detail of the Agency/firm/contractor

1. Name the Proprietor of Contractor/ Firm/ Agency :
2. Name & address of Firm/Agency/Contractor: M/S.....
.....
.....
.....
3. (a) Telephone No. : Off. Res. Mobile No.....
(b) E-mail ID :
4. Particulars of firm/agency/company:
(Partnership Deed/ Constitution in case of Society)
5. Authorized dealership / certificate No.:
6. Income Tax P.A.N. Number :
7. Service Tax Number/GST IN (Allotted by CED) :
8. Bank's name & address:
IFSC Code: Account No.
(For right information attaché a photo-copy of cancelled cheque)
9. Cost of Tender Documents: Rs. 500/- C.R/DD. No.Date
(If DD/BC than in favour of **ICAR Unit-CAZRI, Jodhpur.**)
10. Earnest Money Deposit: Rs. 30000.00 (**In favour of ICAR Unit-CAZRI, Jodhpur**)
DD / BC No. Date..... Name of Bank
11. Visit us at our website: www.cazri.res.in or CPPP

Signature of Proprietor/ representative of the firm with seal

TECHNICAL BID
PART-II

INSTRUCTION FOR ONLINE BIDS SUBMISSION :

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their User ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS :

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender Schedules. These tenders can be moved to the respective My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS :

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- Page 6 of 10 including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'MySpace' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be sent by post/ given in person to the Store Purchase Section, ICAR – CAZRI, Jodhpur (Rajasthan) latest by the last date & time of bid submission. Failure to deposit the earnest money in office up to due date and time through offline mode will lead to rejection of bid. The details of the DD/any

- other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard pdf format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download to pdf file, complete Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should submit it online, If the pdf file is found to be modified by the bidder, the bid will be rejected.
 - 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
 - 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Page 7 of 10
 - 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
 - 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS :

- 1) Any queries relating to the tender document and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 18030702232.

TECHNICAL BID

(PART-III)**General Terms and Conditions of the notice inviting tender of Annual Rate Contract for Engagement of Agency for providing manpower at ICAR-CAZRI, RRS, Leh (J&K) on outsourcing basis.**

1. On behalf of the Director, Central Arid Zone Research Institute, Jodhpur online tenders are invited for Annual Job Contract for engagement of agency for providing of man power on outsourcing basis for a period of one year depending upon the requirements of the ICAR-CAZRI, Regional Research Station, Leh – (J&K) -194101 from time to time as per the terms and conditions set forth in the following paragraphs. The Services of the manpower agency would be required initially for a period of one year. The contract can be extended further subject to satisfactory compliance of terms and conditions of the contract.
2. Tender form and terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.cazri.res.in upto 16.00 hours of 26.12.2017. The interested firm scan ; (i) duly completely filled-up, ink signed copy of Technical bid alongwith all the enclosures like; tender fee, EMD, registration certificates, EPF, ESI certificates etc. complete in all respect and (ii) duly filled-up and ink signed copy of Financial bid separately in two files and upload the same on CPP Portal under respective covers by or before the closing date and time for bid submission i.e. 27.12 2017 upto 11.a.m.
3. The Hard copy of DD/Banker cheque etc. for Tender fee and EMD is to be sent by post in such a manual that the same is received at this Institute by or before bid opening date any time. The cover containing the tender fee and EMD should be as the name of work/tender ID in respect of which it is being sent.
4. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR - CAZRI reserves the right to accept or reject any or all the tenders.
6. The interested Firms **{except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)}** are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 30000.00 (Rupees thirty thousand only) and Tender fee Rs. 500/- (Rupees five hundred only) in the form of Demand Draft from any of the Commercial Bank in India, in favour of “**ICAR Unit – CAZRI, Jodhpur**”. The bidder must have current Income Tax/ Service Tax and statutory registration(s).
7. In no case Tender fee and Earnest Money will be accepted after opening of tender.
8. **Submission of Tenders** : The bid along with the necessary documents should be uploaded in the eprocure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> **in two bid systems i.e. (i) technical bid and (ii) financial bid** in the prescribed proforma. In the Technical bid all the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. ***It may be noted that in the first cover i.e. for purpose of technical bid duly filled up format for financial bid should not be scanned otherwise the bid will be rejected.*** Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid is detailed in part V of the technical bid.

9. Decision of the desire so of Director, ICAR - CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.
10. Bidders/tenderers shall undertake to the apply with allow statutory provisions are required for such man power to be provided including Minimum Wages Act, EPF, ESI, Service Tax etc. as required under law and shall indemnify CAZRI from all libels/suits/litigations etc.
11. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at ICAR - CAZRI. ICAR - CAZRI will not be responsible for any libels/suits/litigation or otherwise/obligation/commitment/liability to any party(ies) or persons(s) whatsoever.
12. **SECURITY OF CONTRACT:** The Contractual Agency shall provide Security in the form of DD/Bank Guarantee/FDR in favour of **ICAR Unit, CAZRI** payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for a lump sum amount of **Rs. 1,00,000/- (Rupees one lakh only)** and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract. The Security money deposit should be valid up-to 3 months beyond the date of expiry of the contract.
13. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR - CAZRI to the bidder.
14. Service tax or any other tax applicable for made applicable after awarding the contract in respect of this contract shall be payable by Contractual Agency. ICAR - CAZRI will not entertained any claim whatsoever in this respect. However, the Service Tax or any other Tax which is as per the rules of the Govt. of India/ Rajasthan Government shall be deducted at source from monthly bills as per rules/instruction made applicable from time to time by Government.
15. Acceptance by the ICAR - CAZRI will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the bidder will be forwarded as soon as possible but the earlier instructions in the FAX, express letter etc. should be acted upon immediately.
16. **ELIGIBILITY CONDITIONS** The following documents/vouchers are required to be accompanied with the Technical Bid from which are the terms and conditions of the bid document. If required documents are not attached the bid can be rejected:-

1.	Tender fee Rs. 500/- in favour of ICAR Unit-CAZRI, Jodhpur
2.	Earnest Money for Rs. 30,000/- in favour of ICAR Unit-CAZRI, Jodhpur
3.	ESI Number certificate of the firm issued by appropriate authority, if applicable.
4.	EPF Number certificate of the firm issued by appropriate authority, if applicable.
5.	GST/Service Tax Registration of the firm issued by Central Excise Deptt.
6.	PAN Number Certificate of the firm
7.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970 or The contractor will have to obtain the labour licence under this act.
8.	Experience of the firm of at least 2 years in the field of providing such services in Central/ State Govt. Establishments/Autonomous bodies/ Corporation of Central/State Govt.
9.	Copy of Income Tax Return for the latest financial year or assessment year whichever is readily available with the firm.
10.	Minimum turnover of the firm not less than Rs. 4.00 Lakh in the last 2 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.

17. Successful bidder will have to enter into a detailed contract agreement with ICAR - CAZRI on non-judicial stamp paper of 0.25% on contract value (i.e. total contract price) for this contract..
18. The services staff should follow strict attendance and alternative arrangements are to be made by the contractual agency whenever anyone of staff is to go on leave under intimation to this office.
19. Changing of staff should be intimated to office.
20. The Director, ICAR - CAZRI, Jodhpur reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR - CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
21. The staff provided should maintain secrecy and discipline in the premises of ICAR - CAZRI, Jodhpur.
22. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification with experience in nature of work.
23. The agreement is terminable with one month notice on either side.
24. The contractor shall not sublet the work without prior written permission of the ICAR - CAZRI.
25. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The contractor shall provide the necessary personnel at ICAR - CAZRI as per Labour Acts prevalent. The Contractor shall employ good and reliable persons with robust health of age group of **20 to 65** years. In case any of the personnel so provided is not found suitable by the ICAR - CAZRI, the ICAR - CAZRI shall have the right to ask for his replacement without giving any reason thereof and the contractor shall on receipt of a written communication with have to replace such persons immediately.
27. The persons so provided by the contractor under this contract will not be the employee of the ICAR - CAZRI and there will be no employer-employee relationship between the ICAR - CAZRI and the persons so engaged by the contractor in the aforesaid services.
28. **MODE OF PAYMENT:** The agency shall submit monthly pre-receipted bill in triplicate by the 4th working day for the job performed during the preceding month along with proof of payment and contribution made for ESI, EPF and Service Tax paid for the Manpower provided to the Institute. The Institute shall made payment by means of crossed cheque drawn in favour of the agency/contractor. The agency must be submitted an authorized letter of Banker for E-Payment system to this office.
29. **WAGES TO WORKERS:** The Contractor/Agency shall make payment of remuneration/wages to its personnel **before/on 7th of every month** by cheque in presence of Nodal Officer/E-payment system (copy of payment depositing document is to be submitted). After making the payment, the Contractor shall raise the bill on the ICAR - CAZRI for payment of the settled amount. They will submit to the ICAR - CAZRI a copy of the payment vouchers duly signed by the workers for each month.
30. No request for alteration in the rates once quoted will be permitted within one year.
31. Income Tax will be deducted from monthly bills as per rule.
32. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt., Rajasthan Govt. relating to this contract made applicable from time to time.

33. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR – CAZRI, RRS, Leh.
34. The engaged person must report for duty at ICAR - CAZRI, RRS, Leh or any other duty so assigned in proper uniform
35. The normal office hours of the ICAR – CAZRI, RRS Leh is from 10:00 AM to 5:00 PM Monday to Saturday. However ICAR - CAZRI reserve the right to depute the contractual personnel on Holiday/beyond office hours. The contracting agency will be compensated as per the rates for Overtime Allowance (OTA) for working on Holiday/beyond office hours. Maximum Overtime is permitted up to 50 hrs.
36. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.
37. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instructions given on day to day basis by the Officer(s) authorized by the ICAR - CAZRI Hqrs. from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the ICAR - CAZRI.
38. **TERMS OF THE CONTRACT:** Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only for 3 months and it will be extended for further period on service provided satisfactorily by the agency.
39. **TERMINATION:** This 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. The ICAR - CAZRI will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
40. **RISK CLAUSES:** ICAR - CAZRI reserves the right to discontinue the services at any time, if the services are found unsatisfactorily by giving a show-case to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
41. **LOSS AND/OR DAMAGES:** In case of any lose or damage done to the property of the ICAR - CAZRI by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of ICAR - CAZRI shall be a binding on agency.

42. LIQUIDATED DAMAGES CLAUSE:

- (i) An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the agency/firm by ICAR - CAZRI, and if no action is taken within stipulated period liquidated clause will be invoked.
- (ii) Any misconduct/ misbehaviour on the part of the manpower by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- (iii) Theft cases during the contract period in the Institute premises, the recovery of such loss(es) will be recovered from the Contracting Agency.
- (iv) Contracting Agency will ensure that no theft or damages to the ICAR - CAZRI property by his personnel. In case any theft or damage to the ICAR - CAZRI property occurs due to the negligence of the personnel/workers of the Contracting Agency, the Contracting agency shall be held responsible for such losses and damages, if after an enquiry, the ICAR - CAZRI comes to the conclusion that the loss is attributable to the negligence on part of workers of the Contracting Agency.

43. DISPUTES:

- (i) If any disputes arises the Decision of Director, ICAR - CAZRI, Jodhpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR - CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
 - (ii) In case any disputes arises the jurisdiction area will be only Jodhpur.
44. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.
- i) Experience in the field.
 - ii) Annual Turnover of the firm/Agency.
 - iii) Profile of the employees deployed by the firm/Agency.

Asstt. Administrative Officer (V)

Signature with Seal of authorized signatory of firm

**TECHNICAL BID
(PART-IV)**

Detail of the services to be availed under the ARC

1. QUALITY AND SIZE OF MANPOWER: The ICAR - CAZRI shall provide the benchmarks such as educational qualifications, professional qualifications etc. in respect of manpower to be engaged on outsourcing basis depending upon requirement from time to time. The tentative requirement of type of manpower to be engaged by the ICAR - CAZRI during the period of the contract shall be as under:

S. No.	Category of Manpower	No. of Manpower	Educational Qualification	Responsibilities
1.	Tractor Driver	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	Having valid Driving Licence of HMTV.
2.	Office Vehicle Driver	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	Having valid Driving Licence of HMTV.
3.	Un Skilled labourer	As per requirement	Ability to doing various farm works	To do favrious farm works

Note: 1. The above requirement is depending upon the volume of work, functional requirements etc.

Any variation in the requirement of manpower shall be communicated to the Agency.

2. This ARC do not guarantee any minimum work order. The work order will depend on requirement during the period. However it is expected that during the year 2017-18 approx. 3250 manday of un-skilled labourer, 350 mandays of tractor driver and 400 mandays of office vehicle driver will require.

**TECHNICAL BID
(PART-V)
Schedule to tender**

1.	Name of Agency/Firm a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a. For partnership firm whether 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. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers :	
5.	EMD: Rs. 30,000 in favour of ICAR Unit-CAZRI, Jodhpur Draft No. Date Issuing Bank :	
6.	Registration certificate of the firm under work contract of the Govt.	
7.	ESI Number certificate of the firm issued by appropriate authority, if applicable	
8.	EPF Number certificate of the firm issued by appropriate authority, if applicable	
9.	Service Tax/GST Registration certificate of the firm issued by appropriate authority.	
10.	PAN Number Certificate of the firm	
11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970 or the contractor will have to obtain the labour licence under this act.	
12.	Experience of the firm of last 2 years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations	
13.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached, if applicable.	
14.	Minimum turnover of the firm not less than Rs. 4.00 Lakh in the last 2 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
15.	Whether agency profile is attached?	
16.	List of other clients	

Note: The information required at Sl.No.1 to 16 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected.

Name and address of the firm's representatives

And whether the firm would be represented at the Time of opening of the tenders

Dated:- _____

Place:- _____

Signature with seal of authorized signatory of firm

**TECHNICAL BID
(PART-VI)**

Full Name and address of the tenderer in
Addition to address and other relevant
information needed for the complete Address:-

Telephone No.
Telegraphic Address

To,
The Director,
Central Arid Zone Research Institute,
Jodhpur-342 003
Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Contract of CAZRI, Jodhpur and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood 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 schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of Rs. 1.00 Lakh in favour of ICAR Unit and payable at Jodhpur is enclosed as earnest money.

Address _____

Name & Signature of witness _____

Address _____

Signature with Seal of authorized signatory of firm

TECHNICAL BID
(PART-VII)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s , _____

_____ has not been black listed by any Government, or Semi

Government department in India.

Signature with seal of the authorized
Signatory of firm/agency

Place:

Date:

TECHNICAL BID
(PART-VIII)

Undertaking

1. I, _____
son/daughter/wife of Shri _____
Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

**Signature & Name of the authorized
Signatory with Seal of the Firm**

**TECHNICAL BID
(PART-IX)**

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:

Sl.No.	Documents required along with technical bids	Please tick; (√) if submitted and (*) if not submitted	Remarks
1.	Details of Cost of bid Rs. 500/-		
2.	Details of EMD deposited for Rs. 30,000/-		
3.	Copy of Registration Certificate of ESI, if applicable		
4.	Copy of Registration Certificate of EPF, if applicable		
5.	Copy of GST/Service Tax Registration		
6.	Copy of PAN/TIN Card		
7.	Copy of Labour license under contract labour (R&A) Act, 1970 or The contractor will have to obtain the labour licence under this act.		
8.	Experience Certificate for at least 2 years (list of clients.)		
9.	Copy of Income Tax Return for the latest financial year or assessment year whichever is readily available with the firm.		
10.	Audited statement from Chartered Accountant for last 2 years		
11.	Minimum turnover of the firm not less than Rs. 4.00 Lakh in the last 2 years.		

Detail of the Minimum 2 years experience /work done with name of clients

S. No.	Name of Client Deptt./ Organisation & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		

Full Name of Bidder with Address

M/s.....
.....
.....

Signature with seal of authorized signatory of firm

Dated:- _____
Place:- _____

Annexure-II**FINANCIAL BID**
(The financial bid to be uploaded separately)

To

Director, ICAR - CAZRI, Jodhpur-342 003

I/we wish to submit our tender for providing following Manpower at ICAR - CAZRI, RRS's Leh (J&K) on the following rates:

Sl. No.	Description	Tractor Driver	Office Vehicle Driver	Un skilled worker
		1	2	3
1.	Monthly Minimum Wages*	12168.00 (468 x 26)	12168.00 (468 x 26)	10374.00 (399 x 26)
2.	EPF contribution of employer* @12%	1460.00	1460.00	1245.00
3.	ESI contribution of Employer*	00	00	00
4.	(on account of minimum wages & employer ESI and EPF contribution) Total	13628.00	13628.00	11619.00
5.	Service charges # (to be filled in as fixed amount figures and words both) (to be claimed by the contractor for providing each manpower each month for carrying out the work under the ARC). It should not be mentioned in percentage. If any firm mention the service charge in percentage their financial bid will be rejected.	_____ (in words) _____ _____	_____ (in words) _____ _____	_____ (in words) _____ _____
6.	Service Tax/GST {as per the prevailing rate on (4+5). It is not to be filled up by the firm}	It will be calculated @ prevailing rate as on date of opening of Financial Bid		
7.	Grand total (4+5+6) (the amount to be paid to the firm for each manpower per month)	Will be calculated by the office		
8.	Deduction (to be made from the minimum wages of the manpower/employee			
	(i) EPF Contribution Employee* (@ 12%)	1460.00	1460.00	1245.00
	(ii) ESI Contribution Employee*	00	00	00
9.	Total deduction from the minimum wages for the month {8(i)+8(ii)}	1460.00	1460.00	1245.00
10.	Net Amount to be paid to each manpower/employee for each month (1-9)	10708.00	10708.00	9129.00

Note: Only the blank cell in respect of Sl. No. 5 i.e. service charges are to be filled up by the bidders/firms.

* These rates are as per the rates as on date as fixed by the central or state government, whichever is higher, and the same i.e. minimum wages and all other Govt. liabilities will be paid on revised rates as and when the same is revised during the period of Annual Rate Contract as, extended time to time.

#Service Charges to be claimed by the Firm/ Agency will remain constant/ unchanged for entire period of contract, as extended time to time. The expenditure on account of bonus, gratuity etc. expect EPF, ESI and GST will have to be met out from service charges, so the firm may note it while quoting on account of service charge.

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

We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Name & address of the firm _____

Telephone No. : _____ Mobile No. : _____

Signature with Seal of authorized signatory of firm