INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NATIONAL RESEARCH CENTRE ON MITHUN,
JHARNAPANI, MEDZIPHEMA
NAGALAND – 797 106

F. No. NRCM(G)192/2014(Vol.I) Dated :24.08.2015

Serial No. _____ Date _____

NON TRANSFERABLE

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.

A. Cost of tender form **Rs.1000/- (Rupees one thousand) only**.
B Last date of receipt of Tenders in Office is **15.09.2015 up to 2.00 PM**
C Tenders to be opened at **3.00 PM on 15.09.2015**

NOTE :

1. The Director, Indian Council of Agricultural Research, National Research Centre on Mithun, Jharnapani, Nagaland may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day. There will be no change in the time for opening of the tender indicated above.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
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JHARNAPANI, MEDZIPHEMA,
NAGALAND – 797 106

Fax.No.03862-247340
Tel. No. 03862-247341

Note: - All communications must be addressed to Director, INDIAN COUNCIL OF AGRICULTURAL RESEARCH, NATIONAL RESEARCH CENTRE ON MITHUN, Jharnapani, Medziphema, Nagaland.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM, MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.

From:

Asstt. Admn. Officer(s),
NRCM, Indian Council of Agricultural Research,
Jharnapani, Nagaland

To

_____
_____
_____
_____

Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Director, Indian Council of Agricultural Research, National Research Centre on Mithun, Jharnapani, Medziphema for contract of **THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM, MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016..** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.1,000/- (Rupees one Thousand only)** must be deposited by cash or in the form of **demand draft favouring "Director, NRCM", payable at SBI, Medziphema branch (code-06759)**. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not 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 office. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.

4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor.

6. If Tenderer does not accept the offer, after issue of letter of award by ICAR : NRCM, within 15 days, the offer made shall be deemed to be withdrawn without any notice & Earnest money forfeited.

7. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "THE **JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.**

with address of this office and of the Tenderer. Right is reserved to reject outstation Tenders. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office not later than **2.00 PM on 15.09.2015.**

8. The rates quoted by each firm for job/service contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

9. The Council does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

10. Half percentage (0.5%) of the total value of the contract for a period of 12 months is to be deposited by the Selected Agency/Successful Tenderer as security money only after receiving a communication from the office. In the event of non-deposition of the same, the earnest money will be forfeited. The security money includes the deposited earnest money.

11. No interest on security deposit and earnest money deposit shall be paid by the Council to the Tenderer.

12. Director, ICAR : NRC-MITHUN, JHARNAPANI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

13. Decision of Director, ICAR: NRC-MITHUN, JHARNAPANI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR : NRC-MITHUN, JHARNAPANI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties.

14. Acceptance by the office will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

15. The following documents/vouchers are required to be enclosed with the Tenders form, which are the terms and conditions of the Tenders document: -

a) E.P.F. registration certificate

b) E.S.I. registration certificate

c) Labour License/Trade License and other desirable documents i.e. VAT, NST, CST, Central Excise, Service Tax & PWD registration certificate.

d) Last three years continues experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations.

e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.

f) ST certificate for IT exemption.

g) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 50/-.

Yours faithfully,

Asstt. Admn. Officer(S),
NRCM, ICAR,
Jharnapani, Nagaland

TENDERS FOR ANNUAL CONTRACT OF THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.

Full Name & Address of the Tenderer
should be quoted in all communications
to this office:
Telephone No. :
Telegraphic Address/FAX/Cellular No.:
E-Mail address:

From

_____
_____
_____

To

Asstt. Admn. Officer,
NRCM, Indian Council of Agricultural Research,
Jharnapani, Nagaland

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender _____. The Schedules-I & II to accompany this Tender are at pages_____
4. Every page so attached with this Tender bears my signature and the office seal.

5. Demand Draft No. _____ of Rs._____ drawn in favour of Director, NRCM ICAR and payable at _____ is enclosed as earnest money required.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness _____ Telephone No. Office
Address _____ Resi.
Occupation _____ Mobile

Signature of witness to contractor's signature

SCHEDULE – I

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency :

2. Full address with Post Box No.
And Telephone No.

3. Constitution of the Firm/
Agency (Attached copy)
a) Indian Companies Act, 1956

b) Indian Partnership Act, 1932
(Please give names of partners)

c) Any other Act, if not, the owners

4, Name and Full Address of your Banker's :

5. Your Permanent Income Tax No./Circle/Ward:

6. Any other relevant information

PART – II

7. Earnest Money Deposited: Yes/No
Details :

PART – III

8. Name and Address of the firm's representative
and whether the firm would be representing at
the opening of the Tenders :

9. Name of the Permanent Representative to be
visiting NRCM OFFICE regarding the contract:

Date :_____
Place:_____

AUTHORISED SIGNATORY

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.

1. Scope of Work:

The Staff services/Allied services as detailed below are to be provided in the **NRCM** MEDZIPHEMA MITHUN FARM. The Staff Services include the following:

1. Daily feeding of animals, cleaning their sheds and other managemental care.
2. Taking herd to the grazing field in the morning and bringing them back in the evening.
3. To take all works for the research experiments being carried out by the scientists of various departments.
4. Works of fodder cultivation and its regular field maintenance for producing enough green forages.
5. Time to time minor and petty repair of sheds like filling of potholes on floors and other infrastructural maintenance as frequently arises in any livestock farm.
6. Daily collection of fodders and chaffing for scientific feeding of farm animals.
7. Attendants for research experiments.
8. Restraining and controlling of animals for all research purposes.

2. **TERMS & CONDITIONS:**

1) The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2) Changing of Staff should be intimated to this office.
3) The Director, NRCM- ICAR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NRCM- ICAR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4) The staff provided should also maintain secrecy and discipline in the premises of NRCM Complex & in the farm.
5) The staff provided should be capable of a minimum qualification as specified in the scope of work.
6) The contractor shall keep a complaint register with AAO of this office for the purpose of pointing out any laconia/complaint in the service rendered. All complaint should be immediately attended to by the agency.
7) The agreement is terminable with one month notice on either side.
8) The contractor shall not sublet the work without prior written permission of the Director.
9) The contractor or his staff shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10) The agency shall employ good and reliable persons with robust health of age group of 21 to 50 years. In case any of the personnel so provided is not found suitable by the office, the office shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

11) The persons so provided by the agency under this contract will not be the employee of this office and there will be no employer-employee relationship between the office and the person so engaged by the contractor in the aforesaid services.
12) Payment for service contract will be made monthly upon submission of pre-receipted bill differently for each and every scope of work as mentioned.
13) After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
14) The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The office shall not bear any extra charge on any account whatsoever.
15) The contractor will discharge all his legal obligations in respect of the staff to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the office from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NRCM- ICAR shall be final and binding on the contractor.
16) Income Tax will be deducted from the payments due for the work done as per rule.
17) Changing of Staff should be intimated to the office.
18) The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
19) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

3. <u>LIQUIDATED DAMAGES CLAUSE:</u>

1) An amount in lumpsum (as per work nature) 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 particular Section. It will be brought to the notice of the agency/firm by office.
2) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately.
3) If the require number of staffs are less than the minimum required as per, a penalty in lumpsum (as per work nature) per staff per day will be deducted from the bill.

SCHEDULE- I I

FINANCIAL BID:-

Last date for receipt of Tender: 15.09.2015 up to 2.00 PM
Date of opening of Financial Bid: 15.09.2015 at 3.00 PM
At ICAR : NRC-MITHUN, JHARNAPANI Office.

To

Asstt. Admn. Officer(s),
NRCM, Indian Council of Agricultural Research,
Jharnapani, Nagaland

Sir,

I/We wish to submit our Tenders for THE JOB WORK CONTRACT FOR PROVIDING OUTSOURCING OF SERVICES AT NRCM MEDZIPHEMA MITHUN FARM FOR THE PERIOD OCT'2015 TO SEPT'2016.
on the following rates

No.	Particulars	Per Month
1.	1. Daily feeding of animals, cleaning their sheds and other managemental care. 2. Taking herd to the grazing field in the morning and bringing them back in the evening. 3. To take all works for the research experiments being carried out by the scientists of various departments. 4. Works of fodder cultivation and its regular field maintenance for producing enough green forages. 5. Time to time minor and petty repair of sheds like filling of potholes on floors and other infrastructural maintenance as frequently arises in any livestock farm. 6. Daily collection of fodders and chaffing for scientific feeding of farm animals. 7. Attendants for research experiments. 8. Restraining and controlling of animals for all research purposes.	(Rs. in figures)_____ (Rs. in words)_____ _____

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

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

Signature_____
Name & Address of the Firm _____
_____
_____
Mob/Telephone No._____