



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
 जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003
Website: www.cazri.res.in, Email: director@cazri.res.in
 Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)



F. No. 7 (1) Manpower-Leh/14-15/Adm.V

Dated:...../..../2014

Annual Rate Contract for Providing Manpower and other services at CAZRI's RRS, Leh, J&K

- | | | |
|--|----------|-------------------------------|
| 1. Date of start of selling the tender document | : | 07/01/2015 |
| 2. Last date and time for sale of tender form | : | 25/01/2015 at 03:00 PM |
| 3. Last date and time for submission of bids | : | 27/01/2015 at 03:00 PM |
| 4. Date and time for opening the Technical bids | : | 27/01/2015 at 03:30 PM |
| 5. Date and time for opening the Financial bids | : | 28/01/2015 at 11:30 AM |

Note: The tender form and other details are available on CAZRI website www.cazri.res.in. The interested Firm/Agency/Contractor may download or purchase the tender document from Adm-V, CAZRI, Jodhpur and submitted the same to this office by or before the due date & time.

From:-

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

To

M/s

Sub: Tender Document for ARC for Providing Manpower and other services at CAZRI's RRS, Leh, J & K - regd.

Sirs,

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited for Firm/Agency/Contractor of repute for Annual Rate Contract (ARC) for Providing Manpower and other services at CAZRI's RRS, Leh, J & K. Other details and terms & Conditions are enclosed herewith as Annexure-I & II.

2. The tender must be submitted to this Office by or before Due date i.e. **27/01/2015** up to **03:00 P.M.** by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.

3. The Tender is to be open on Due Date i.e. **27/01/2015** up to **03:30 P.M.** at CAZRI (HQ) by the Committee members in presence of the representative of Contractors those submitted their Tender for ARC for Providing Manpower and other services at CAZRI's RRS, Leh J & K.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER (V)
 For DIRECTOR

Enclosed: Annexure - I i.e. technical bid (part I to V) & Annexure-II i.e. Financial Bid (part - VI).

**TECHNICAL BID
(PART-I)
Detail of the firm/contractor**

1. Name & address of Proprietor:
.....
2. Name & address of Firm/Agency/Contractor:
.....
.....
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. Authorised dealership Certificate No. :
7. Income Tax P.A.N. Number :
8. Service Tax Number (Allotted by CED) :
:
9. Name & address of Bank in which account
.....
Account No. Bank's IFSC Code No.
(A photo copy of Cost of cancelled cheque may be enclosed for true information)
10. Cost of Tender Documents : Rs. 500/- C.R. No. Date
11. Earnest Money Deposit : Rs. 10,000/-
In favour of ICAR Unit-CAZRI DD/BC No.: Date
12. The tender must be reached to this Office on or before **Due Date 27/01/2015 up to 03:00 P.M.** by Courier/Registered Post/Speed Post in sealed cover super scribed with “**Annual Rate Contract for Providing Manpower and other services**” failing which it will not be considered. The tender should be dropped in the Tender Box placed in the Adm.V Section
13. See for detailed documents/information : CAZRI website : **www.cazri.res.in**

(PART-II)

General Terms and Conditions of the tender of Annual Rate Contract for ARC for Providing Manpower and other services at CAZRI's RRS, Leh, J & K:

1. On behalf of the Director, Central Arid Zone Research Institute, Jodhpur sealed tenders are invited for Annual Rate Contract for engagement of agency for providing manpower and other services on outsourcing/contractual basis as per the terms and conditions set forth in the following paragraphs. The contract will be initially for a period of one year or as fixed by C/A of CAZRI. The contract can be extended further subject to satisfactory compliance of terms and conditions of the contract.

2. **It must be ensured that the quotation must reach addressed to the Director, CAZRI, Jodhpur - 342 003.** The bids are to be sealed in a cover super scribing the envelope “Annual Rate Contract for Providing Manpower and other services” and **dropped in the tender box kept with A.A.O. Admn-V Section, CAZRI, Jodhpur by or before 03.00 PM on due date.**

3. **Cost of Bid documents:** The bid document can either be downloaded from the CAZRI website: www.cazri.res.in or the same can be purchased personally from A.A.O. Admn.V Section on any working day **up to 3.00 PM before one day of due date** either cash payment of Rs.500/- or in the form of Demand Draft/ Pay Order drawn in favour of ICAR Unit-CAZRI payable at Jodhpur-342 003 towards the cost of bid document.

4. **DELIVERY OF TENDER:** THERE IS A TWO BID SYSTEM. The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in the FINANCIAL BID i.e. PART – IV (Annexure – II) of tender document and submit in the inner cover sealed envelope. The TECHNICAL BID i.e. PART – I to V contain all the relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelope bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur. The tender must be reach to this office on or before **up to 03:00 PM on Due Date** by personally/Courier/ Registered Post / Speed Post, failing which it will not be considered. The tender should be dropped in the Tender Box placed in the Admn-V Section with A.A.O, CAZRI, Jodhpur.

5. **OPENING OF BIDS:** The **Technical bids and Financial Bid** shall be opened on due date on schedule time in the **Committee Room of Adm. Block of CAZRI, Jodhpur** in the presence of representatives of the firms whom also be present if they so wish at the time of opening of bids.

6. Decision of the desire so of Director, 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.

7. 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.

8. No Service Charges enhanced during Contractual period.

9. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at CAZRI. CAZRI will not be responsible for any libels /suits/litigation or otherwise/ obligation/ commitment/ liability to any party(ies) or persons(s) whatsoever.

10. **EARNEST MONEY:** The bid must be accompanied with EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Banker Cheque in favour of ICAR Unit CAZRI, and payable at Jodhpur-342 003. Bid not accompanied with valid EMD will not be considered. The bidder must have current Income Tax/ Service Tax and statutory registration(s).

10. **SECURITY OF CONTRACT:** The Contractual Agency shall provide Security in the form of 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 an amount equivalent to 10% of contract value or minimum Rs. 20,000/-whichever is more and signed an agreement before starting the contract. It (FDR) will be released only after the termination/expiry of the contract. The Performance Bank Guarantee will be valid up-to 3 months beyond the date of expiry of the contract.

Signature with seal of authorized signatory of firm

11. No interest on Security deposit and earnest Money deposit shall be paid by the CAZRI to the bidder.
12. 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. 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.
13. Acceptance by the CAZRI will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance e and work order of the bidder will be forwarded as soon as possible but the earlier instructions in the TAX/Telegram, express letter etc. should be acted upon immediately.
14. Successful bidder will have to enter into a detailed contract agreement with CAZRI on non-judicial stamp paper of Rs. 500/- (Rupees One Hundred only) for this contract.
15. 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.
16. Changing of staff should be intimated to office.
17. The Director, 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, CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
18. The staff provided should maintain secrecy and discipline in the premises of CAZRI's R. R. Station, Leh.
19. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification with experience in nature of work.
20. The agreement is terminable with one month notice on either side.
21. The contractor shall not sublet the work without prior written permission of the CAZRI.
22. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
23. The contractor shall provide the necessary personnel at CAZRI's R.R. Station, Leh 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 CAZRI, the 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.
24. The persons so provided by the contractor under this contract will not be the employee of the CAZRI and there will be no employer-employee relationship between the CAZRI and the persons so engaged by the contractor in the aforesaid services.
25. **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.
26. **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. After making the payment, the Contractor shall raise the bill on the CAZRI for payment of the settled amount. They will submit to the CAZRI a copy of the payment vouchers duly signed by the workers for each month.
27. No request for alteration in the rates once quoted will be permitted within one year.

Signature with seal of authorized signatory of firm

28. Income Tax will be deducted from monthly bills as per rule.

29. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt., J&K Govt. relating to this contract made applicable from time to time.

30. 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 CAZRI.

31. The engaged person must report for duty at CAZRI's R.R. Station, Leh or any other duty so assigned in proper uniform

32. The normal office 8 hours of the CAZRI is from 10:00 AM to 5:00 PM or by instruction of Co-ordinator, RRS, Leh Monday to Saturday. However 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.

33. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.

34. QUALITY AND SIZE OF MANPOWER/FARM WORK: The 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 manpower to be engaged by the CAZRI RRS, Leh during the period of the contract shall be as under:

S. No.	Category/Type of Manpower	No. of Manpower	Minimum Educational & other Criteria	Responsibilities/ Duties
1.	Agriculture/farm workers:			
a)	Skilled	As per requirement	(a) 8th standard Middle Level school passed	To do various farm works
b)	Semi-skilled	As per requirement	(b) Ability to read basic official English, Hindi and local language.	
c)	Un Skilled	As per requirement	(c) Knowledge of maintenance or records (d) (Ability to ride bicycle. (e) Ability to doing various farm works	
2.	Driver	As per requirement	(f) 10th Level School pass (g) Ability to read basic official English, Hindi & local language. (h) Valid Driving licence	

Note: *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.*

35. 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 CAZRI Hqrs. from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the CAZRI.

36. 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 up to **03 months** and it will be extended for further period on service provided satisfactorily by the agency.

37. 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 CAZRI will have no responsibility for any los/damage caused to them. This also cannot be challenged through any court of law.

Signature with seal of authorized signatory of firm

38. RISK CLAUSES: 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.

39. LOSS AND/OR DAMAGES: In case of any loss or damage done to the property of the 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 CAZRI shall be a binding on agency.

40. LIQUIDATED DAMAGES CLAUSE:

- (i) 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.
- (ii) Theft cases during the contract period in the Institute premises, the recovery of such loss(es) will be recovered from the Contracting Agency.
- (iii) Contracting Agency will ensure that no theft or damages to the CAZRI property by his personnel. In case any theft or damage to the 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 CAZRI comes to the conclusion that the loss is attributable to the negligence on part of workers of the Contracting Agency.

41. DISPUTES:

- (i) If any disputes arises the Decision of Director, 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, 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.
- 42.** 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.

Assistant Administrative Officer (V)

Signature with seal of authorized signatory of firm

TECHNICAL BID

PART - III

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

S.No.	Documents to be submitted	Whether Submitted or not	If submitted than mentioned page No.	Remarks
1.	Details of Cost of bid Rs. 500/-			
2.	Details of EMD deposited for Rs. 10,000/-			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of ESI (if applicable)			
5.	Copy of Registration Certificate of EPF (if applicable)			
6.	Copy of Service Tax Registration (if applicable)			
7.	Copy of PAN/TIN Card			
8.	Copy of Labour license under contract labour (R&A) Act, 1970 if any available <i>Note: This license will have to be obtained by the firm in respect of this institute after submitting the work order.</i>			
9.	Bank Solvency/Hashiat certificate for Rs. 70,000.00			
10.	Experience Certificate (Please enclosed) Three similar completed works costing not less Than Rs. 80,000.00 OR Two similar completed works costing not less Than Rs. 1,00,000.00 OR c) One similar completed work costing not less than Rs. 1,60,000.00			
11.	Copy of Income Tax Return for last 3 years			
12.	Latest ESI/EPF Challans for ascertaining the number of workers has to be attached. (if applicable)			
13.	Minimum turnover of the firm not less than Rs. 70,000.00 in each of the last 3 years.			
14.	Whether the Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions(MENTION YES OR NO)			

Full Name of Bidder with Address & Date

M/s.....

.....

.....

Signature with seal of authorized signatory of firm

Technical Bid

(PART – IV)

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.

Full Name of Bidder with Address

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

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

Place :

Date :

Technical Bid

(PART – V)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

Name of the Firm: _____

1. Earnest money deposited/not deposited/is/not in acceptable form.
2. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
3. There are _____ corrections and overwriting in the rates which have been quoted in figure/words numbered from _____ to _____ figure/words.
4. The tender is conditional/unconditional. Please refer covering letter/notes on page _____ there are _____ conditions.
5. The rates have not been quoted against item No. _____.
6. There is ambiguity in the rates quoted in figure and words against item No. _____.
7. Rates have been quoted in figures/words only.

(Tender Opening Committee)

Financial Bid**(PART – VI)****(The financial bid to be enclosed in a separate sealed envelope)**

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

To

**Director,
Central Arid Zone Research Institute,
Light Industrial Area, Near ITI,
Jodhpur-342 003.**

I/we wish to submit our tender for ARC for Providing Manpower and other services at CAZRI's RRS, Leh, J & K on the following rates:

(Rates along with Break-up of Monthly charges to be claimed and actual to be paid)

Sl. No	Description	Rate for Skilled Labour (per unit)	Rate for Semi-Skilled Labour (per unit)	Rate for Un-Skilled Labour (per unit)	Rate for Driver (per unit)	Rate for JCB (per hour)	Rate for Tractor (per hour)
		1	2	3	4	5	6
A.	a. Monthly Rate						
	b. ESI Contribution (if applicable)						
	c. EPF Contribution (if applicable)						
	d. Other Charges including bonus, gratuity, etc.						
	Total cost per head (a+b+c+d)						
B.	Services charges						
C.	Service Tax (if applicable)						
D.	Grand Total (A+B+C)						
E.	Contribution by the employee for ESI/EPF to be deducted (if applicable)					Not applicable	Not applicable
	Other Deduction, if any					Not applicable	Not applicable
F.	Actual amount to be paid to the employee					Not applicable	Not applicable

Grand total of D1 to D6*: _____

*** The Grand total of rates of all types of manpower/services (D1+D2+D3+D4+D5+D6) for one month/unit/per hour must be mentioned both in Figures and word.**

Note1: The work will be awarded to the firm which Grand total of rates for all types of manpower/services (grand total of D1 to D6) is lowest.

Note2: If any firm mention service charge as "Nil" their quotation will be rejected straightway.

I/we agree to the 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 & 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.

M/s.....

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

Place :

Date :