



**Central Arid Zone Research Institute**  
**(Indian Council of Agricultural Research)**  
**Light Industrial Area, Jodhpur-342 003**  
**Phone/Fax No. 0291-2786485**



No.F. 7(8) Manpower Contract/13-14/Adm.V

Dated: 28-11-2013

### **TENDER NOTICE**

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited from registered agency/firm of repute have PAN, EPF, ESI, Service Tax, Wage registration from appropriate authorities and having experience of minimum three years in Govt. Establishments/Autonomous bodies, Corporations, reputed public or private organizations for engagement of agency for providing of manpower on outsourcing basis . The tender form and other details are available at CAZRI website-[www.cazri.res.in](http://www.cazri.res.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in) which may be down loaded and submitted to this office with tender fee.

- |   |  |   |                          |
|---|--|---|--------------------------|
| 1 | Date of start of selling the tender document | : | 29.11.2013               |
| 2 | Last date and time for sale of tender form   | : | 19.12.2013 up to 5.00 PM |
| 3 | Last date and time for submission            | : | 20.12.2013 at 11.30 AM   |
| 4 | Date and time for opening of Technical bid   | : | 20.12.2013 at 12.00 Noon |
| 5 | Date and time for opening of Financial bid   | : | 21.12.2013 at 03.00 PM   |

ASSTT. ADMN. OFFICER  
For DIRECTOR



**Central Arid Zone Research Institute**  
 (Indian Council of Agricultural Research)  
**Light Industrial Area, Jodhpur-342 003**  
**Phone/Fax No. 0291-2786485**



No.F. 7(8) Manpower Contract/13-14/Adm.V

Dated: -11-2013

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR ENGAGEMENT OF AGENCY FOR PROVIDING OF MAN POWER ON OUTSOURCING BASIS AT C.A.Z.R.I., JODHPUR**

Tender documents fee	Rs. 500/-
Last date and time for sale of tender form	19.12.2013 at 5.00 PM
Last date and time for submission of sealed bid in tender box, place in Adm.V, Adm. Block	20/12/2013 at 11.30 AM
Date and time for opening of Technical bid	20/12/2013 at 12.00 Noon
Date and time for opening of Financial bid	21/12/2013 at 03.00 PM
Tender to remain open for acceptance up to 90 days from the date of opening.	

The tender form can also be down loaded from our website:  
[www.cazri.res.in/www.eprocure.gov.in](http://www.cazri.res.in/www.eprocure.gov.in)

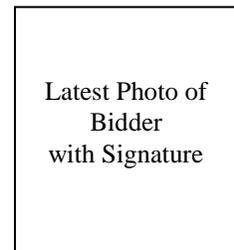
**(If the due date is declared to be a Holiday the tender shall be deemed to remain open for acceptance till the next working day)**

From:-

Assistant Administrative Officer (Adm.V)  
 Central Arid Zone Research Institute,  
 Jodhpur-342 003

To,

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



Sirs,

On behalf of the Director, Central Arid Zone Research Institute, Jodhpur sealed 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 Central Arid Zone Research Institute, Jodhpur-342 003 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.

- 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 superscribing the envelope **“Bid for man-power to CAZRI on outsourcing basis”** and **dropped in the tender box kept with A.A.O. Admn.V Section, CAZRI, Jodhpur latest by 11.30 AM on 20.12.2013.**

2. **Cost of Bid documents:** The bid document can either be downloaded from the CAZRI website [www.cazri.res.in](http://www.cazri.res.in) or the same can be purchased personally from A.A.O. Admn.V Section on any working day commencing from 29.11.2013 up to 19.12.2013 on 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.
3. **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 – Annexure-I and II of tender document and submit in the inner cover sealed envelope. The TECHNICAL BID PART-I,II AND III 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 **20.12.2013 up to 11.30 AM** 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 Adm.V Section with A.A.O.
4. **OPENING OF BIDS:** The **Technical bids** shall be opened on the Due Date at 12.00 Noon. **Financial Bids** shall be opened on the next day **21.12.2013 at 3.00 PM** in the **Conference Hall** in the presence of representatives of the firms who may also be present if they so wish at the time of opening of bids.
5. 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.
6. 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.
7. 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.
8. **EARNEST MONEY:** The bid must be accompanied with EMD of **Rs. 1.00 Lakh** (Rupees One Lakh 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).
9. **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 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.
10. No interest on Security deposit and earnest Money deposit shall be paid by the CAZRI to the bidder.

11. 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.
12. 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.
13. **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. 1.00 Lakh in favour of ICAR Unit-CAZRI, Jodhpur
3.	Registration certificate of the firm under work contract of the Govt.
4.	ESI Number certificate of the firm issued by appropriate authority.
5.	EPF Number certificate of the firm issued by appropriate authority.
6.	Service Tax Registration of the firm issued by Central Excise Deptt.
7.	PAN Number Certificate of the firm
8.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970. The contractor shall obtain the labour licence under this act.
9.	Certified copy of Bank Solvency/Hashiat certificate issued by appropriate authority for Rs. 10.00 Lakh to be attached.
10.	Experience of the firm of at least 3 years in the field of providing such services in Central/ State Govt. Establishments/Autonomous bodies/ Corporation of Central/State Govt.
11.	Copy of Income Tax Return for last 3 years
12.	Audited statement from Chartered Accountant for last 3 years
13.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached.
14.	Minimum turnover of the firm not less than Rs. 50.00 Lakh in each of the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.
15.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions

14. Successful bidder will have to enter into a detailed contract agreement with CAZRI on non-judicial stamp paper of Rs. 1000/- (Rupees One Thousand 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, Jodhpur.
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 as per Labour Acts prevalent. The Contractor shall employ good and reliable persons with robust health of age group of 20 to 58 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 4<sup>th</sup> 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.
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., Rajasthan 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, Jodhpur or any other duty so assigned in proper uniform
32. The normal office hours of the CAZRI is from 10:00 AM to 5:00 PM 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:** The CAZRI shall provide the bench-marks 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 during the period of the contract shall be as under:

S. No.	Category of Manpower	No. of Manpower	Educational Qualification	Responsibilities
1.	Junior Assistant	As per requirement	10+2 school leaving certificate and Experience of working with Office Software	Diary and Dispatch work, Maintenance of all records necessary for diary & dispatch work, typing in Hindi & English and any other duty assigned by the Office In Charge
2.	Messenger	As per requirement	(a) 8 <sup>th</sup> standard Middle Level School pass (b) Ability to read basic official English and Hindi words. (c) Knowledge of maintenance or records (d) Ability to ride bicycle.	Provide support services to different officials of CAZRI, Any other duty assigned by Office In Charge.
3.	Library Attendant	As per requirement	(a) 8th standard Middle Level School pass (b) Ability to read basic official English and Hindi words. (c) Knowledge of maintenance or records (d) Ability to ride bicycle.	Upkeep and arrangement of book and journal in Library.
4.	Worker for Dairy Unit, KVK, Jodhpur	As per requirement	(a) Ability to read basic official Hindi words. (b) Having milking knowledge	Milking of cows & dairy upkeep and assistance (As per Annexure- .....)
5.	Skilled Carpenter	As per requirement	(a) Ability to read basic official Hindi words. (b) Skilled in carpentry work (c) Ability to ride bicycle.	Fabrication and repair of all type office and domestic furniture, doors and windows etc.

6.	Helper to assist carpenter	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	To assist the carpenter in work of fabrication and repair of all type office and domestic furniture, doors and windows etc.
7.	Skilled Mason	As per requirement	(a) Ability to read basic official Hindi words. (b) Skilled in masonry work (c) Ability to ride bicycle.	Skilled in all type civil construction and maintenance and repair work of buildings, boundary etc.
8.	Helper to assist Mason	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	To assist the Mason in work of maintenance and repair of buildings and boundary etc.
9.	Skilled Plumber	As per requirement	(a) Ability to read basic official Hindi words. (b) Skilled in plumbing, sanitary, pipe fittings works (c) Ability to ride bicycle.	Skilled in all type Plumbing, sanitary and pipe fittings works etc.
10.	Helper to assist Mason	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	To assist the Plumber in plumbing, sanitary and pipe fitting works etc.
11.	Tractor Driver	As per requirement	(a) Ability to read basic official Hindi words. (b) Ability to ride bicycle.	Having valid Driving Licence of HMV.
12.	Lab. Attendent	As per requirement	(a) 10 <sup>th</sup> or 10+2 Standard (b) Ability to ride bicycle.	Doing various lab works
13.	Field Attendent	As per requirement	(a) 10 <sup>th</sup> or 10+2 Standard (b) Ability to ride bicycle.	For Field, soil & plant sampling, spraying, tagging etc.
14.	Nursery Attendent	As per requirement	(a) 10 <sup>th</sup> or 10+2 Standard (b) Ability to ride bicycle.	For Nursery work
15.	Helper for Macheinic	As per requirement	(a) Ability to read basic official Hindi words. (b) Skilled in macheinic works	To assist the mechanic
16.	Agriculture/farm workers:			
a)	Skilled	As per requirement	Ability to doing various farm works	To do favrious farm works
b)	Semi Skilled	As per requirement	Ability to doing various farm works	To do favrious farm works
c)	Un Skilled	As per requirement	Ability to doing various farm works	To do favrious farm works

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. EMOLUMENTS

The monthly minimum remuneration to be paid to the manpower to be engaged shall be as under

S.No	Category of Manpower	Remuneration (Rs. Per month)	Remarks
1	Junior Assistant	10,000/-	EPF, ESI, Service tax, Service Charges, etc. not including
2	Messenger	8,000/-	
3	Library Attendant	8,500/-	
4	Worker for Dairy	8,000/-	
5	Skilled Carpenter	10,000/-	
6.	Helper for carpenter	8,000/-	
7.	Skilled Mason	10,000/-	
8.	Helper for mason	8,000/-	
9.	Skilled Plumber	10,000/-	
10.	Helper for plumber	8,000/-	
11.	Tractor Driver	10,000/-	
12.	Lab. Attendant	9,000/-	
13.	Field Attendant	9,000/-	
14.	Nursery Attendant	9,000/-	
15.	Helper for Machenic	8,000/-	
16.	Agriclture/Farm worker		
a)	Skilled worker	Not Less than Min. Wages of Central Govt. and with EPF, ESI, Service Tax etc.	
b)	Semi skilled worker		
c)	Un skilled worker		

36. 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.
37. **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.
38. **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.
39. **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.

40. **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.

41. **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 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 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.

42. **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.

43. 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  
CHECKLIST OF DOCUMENTS SUBMITTED**

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. 1.00 Lakh			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of ESI			
5.	Copy of Registration Certificate of EPF			
6.	Copy of Service Tax Registration			
7.	Copy of PAN/TAN Card			
8.	Copy of Labour license under contract labour (R&A) Act, 1970			
9.	Bank Solvency/Hashiat certificate for Rs. 10.00 Lakh.			
10.	Experience Certificate for at least 3 years (list of clients.)			
11.	Copy of Income Tax Return for last 3 years			
12.	Audited statement from Chartered Accountant for last 2 years			
13.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached.			
14.	Minimum turnover of the firm not less than Rs. 50.00 Lakh in each of the last 3 years.			
15.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions			

**Detail of the Minimum 3 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		
1.					
2.					
3.					

**Signature with Seal of authorized signatory of firm**

**Full Name of Bidder with Address & Date**

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE-II****PROFORMA FOR TECHNICAL BID****Schedule to tender****PART -I**

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. 1.00 Lakh 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.	
8.	EPF Number certificate of the firm issued by appropriate authority.	
9.	Service Tax 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.The contractor shall obtain the labour licence under this act.	
12.	Experience of the firm of last 3 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.	
14.	Bank Solvency certificate for Rs. 10.00 Lakh to be attached.	
15.	Minimum turnover of the firm not less than Rs. 50.00 Lakh in each of the last three years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
16.	Whether agency profile is attached?	
17.	List of other clients	

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:- \_\_\_\_\_

All the above information must be accompanied with the certified copies of the documents.

**PART -II**

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

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Telephone No.  
Telegraphic Address

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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.

**Signature with Seal of authorized signatory of firm**

Address \_\_\_\_\_  
\_\_\_\_\_

Name & Signature of witness \_\_\_\_\_  
Address \_\_\_\_\_

## 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**

**FOR THE USE BY TENDER OPENING COMMITTEE ONLY**

**TENDER NOTICE**

No.F. 7(8) Manpower Contract/13-14/Adm.V Dated .....

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**

(The financial bid to be enclosed in a separate sealed envelop)

To

Director,  
CAZRI, Jodhpur-342 003

I/we wish to submit our tender for providing following Manpowers at CAZRI, Jodhpur on the following rates:

S. No.	Description	*Total Cost	*Service charges of the total cost	*Service tax of the total cost	*Grand total ( 3 + 4 + 5 )
1	2	3	4	5	6
		<b>*A1</b>	<b>*B1</b>	<b>*C1</b>	<b>*D1</b>
1.	Junior Assistant				
2.	Messenger				
3.	Library Attendant				
4.	Dairy worker				
5.	Skilled Carpenter				
6.	Helper for carpenter				
7.	Skilled Mason				
8.	Helper for mason				
9.	Skilled Plumber				
10.	Helper for plumber				
11.	Tractor Driver				
12.	Lab. Attendant				
13.	Field Attendant				
14.	Nursery Attendant				
15.	Helper for Mechanic				
16.	Agriculture /Farm worker				
a)	Skilled worker				
b)	Semi skilled worker				
c)	Un skilled worker				
	Grand rate for 1 month in Figures			Rs.	
	in Words Rupees				

**\* Refer Annexure-II**

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.

**Signature with Seal of authorized signatory of firm**



**Financial Bid**

**\* Break-up of Monthly charges to be claimed and actual to be paid**

No	Description	Amount of																		
		Junior Assistant	Messenger	Library Attendant	Dairy Worker	Skilled carpenter	Helper of carpenter	Skilled Mason	Helper of Mason	Skilled Plumber	Helper of Plumber	Tractor Driver	Lab. Attendant	Field Attendant	Nursery Attendant	Helper for Mechanic	Skilled worker	Semi skilled	Un skilled worker	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16(a)	16(b)	16(c)	
1.	Monthly Rate																			
2.	ESI Contribution																			
3.	EPF Contribution																			
4.	Other Charges including bonus, gratuity, etc.																			
A.	* Total cost per head (1+2+3+4)																			
B.	* Services charges																			
C.	* Service Tax																			
D.	* Grand Total (A+B+C)																			
E.	Contribution by the employee for ESI/EPF to be deducted																			
	Deduction, if any																			
F.	* Actual amount to be paid to the employee																			

**Signature with Seal of authorized signatory of firm**