



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
 ICAR - Central Arid Zone Research Institute
 प्रादेशिक अनुसंधान स्थात्र, पीओ बंगलानगर बीकानेर-334004
Regional Research Station, PO Banglanagar, Bikaner-334004
 Website: www.cazri.res.in Phone & Fax: 0151-2251707

By Website/Hand



F. No. RRS/BKN/Animal Shed Mgmt.Contract/18-19/

Dated : 01.10.2018

INVITATION TO ONLINE TENDER FOR ANNUAL RATE CONTRACT FOR ANIMAL SHED MANAGEMENT AT ICAR-
 CAZRI, JODHPUR

Date of start of downloading the tender document	:	03-10-2018, 3.00 PM
Last date and time for downloading of tender form	:	24-10-2018, 3.00 PM
Last date and time for submission	:	24-10-2018, 3.00 PM
Date and time for opening the technical bids	:	25-10-2018, 3.00 PM

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,
 ICAR-CAZRI, RRS,
 BIKANER 334 004

To

M/s _____

**Sub:- E-tender for Annual Rate Contract for carrying out the work of Animal Sheed Management at ICAR-
 CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN -regd.**

Sir,

On behalf of the Director, ICAR-CAZRI, Jodhpur E-tender(s) are invited from interested Agency/Contractor/firm of repute for carrying out **the of Animal Sheed Management at** for ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN 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. 24.10.2018 up to 3.00 PM.

3. The bid is to be opened on Due Date i.e. 25.10.2018 at 3.00 P.M. at ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN 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 enrolled/ 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 (प्रपत्र- अ से द) & Annexure-II i.e. Financial.

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under two bid system for **Job contract work Animal Shed Management at ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN**

Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cazri.res.in as per the schedule as give in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	RRS/BKN/Animal Shed Mgmt./2018-19/
Date of start of downloading the tender document	03-10-2018, 3.00 PM
Last date and time for downloading of tender form	24-10-2018, 3.00 PM
Last date and time for uploading/submission	24-10-2018, 3.00 PM
Date and time for opening the technical bids	25-10-2018, 3.00 PM
Tender fee and Earnest money Security money	Tender fee – Rs. 500/- Earnest money – Rs. 10,000/- Security money – 10 % of contract amount
Bank detail	ICAR UNIT CAZRI, JODHPUR Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003
Address for Communication	The Head, ICAR-CAZRI, RRS, PO BANGLANAGAR, BIKANER 334 004

Head

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 1- The tender form/bidder documents may be downloaded from website: <https://eprocure.gov.in>. online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 2- Tenderer/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3- 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 Institute reserves the right to accept or reject any or all the tenders.
- 4- The interested Firms are required to deposit (in original) **Tender Fee of Rs.500/-** (Nonrefundable) in the shape of Demand Draft prepared in favour of **ICAR UNIT CAZRI, JODHPUR payable at Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 5- The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/FDR from any of the Nationalised Bank **in favour of ICAR UNIT CAZRI, JODHPUR payable at Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003** may be addressed to the **Head, ICAR-CAZRI, RRS, BIKANER 334 004** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 6- The firm should send the Original brochures of the product and may be addressed to the **Head, ICAR-CAZRI, RRS, BIKANER 334 004 on or before bid opening date and time as mentioned in the Critical Date Sheet.**
- 7- Bidders need not be come at the time of Technical as well as financial bid opening at **ICAR-CAZRI, RRS, BIKANER 334 004**. They can view live bid opening after login on CPP e-Procurement Portal at their remote and, If bidder wants to join bid opening event at **ICAR-CAZRI, RRS, BIKANER 334 004** then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

The Firms are also required to upload scanned copies of the following documents:

1. Scanned copy of Firm Registration certificate
2. Scanned copy of Pan card
3. Scanned copy of GST Number
4. Scanned copy of ESI and EPF Registration
5. Scanned copy of License under The Private Security Agencies (Regulation) Act, 2005
6. Scanned copy of D.D. of Tender Fee
7. Scanned copy of D.D. of E.M.D.
8. Any additional required documents mentioned in the Terms and conditions of the Tender

All necessary documents in support of the details for S.No. 1 to 7 must accompany the technical bid. The bid is liable to be rejected in case which documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessarily cause confusion.

Head

निविदा प्रपत्र सूची

भा.कृ.अनृ.प.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, प्रादेशिक अनुसंधान स्थात्र, बीकानेर के पशुशाला प्रबन्ध कार्य से सम्बन्धित कार्य का वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)

यह प्रमाणित किया जाता है कि मैंने निविदा में दर्शायी गई सभी नियम व शर्तें भली-भाँति पढ़ ली है तथा मुझे पूर्णरूप से स्वीकार है। मैं उपरोक्त दर्शायी गई दरों पर संस्थान के पशुशाला प्रबन्ध कार्य से सम्बन्धित कार्य वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)/ठेके के आधार पर सम्पन्न करवाने के क्रम में रेट कॉन्ट्रैक्ट/जॉब कॉन्ट्रैक्ट पर करने के लिये सहमत हूँ। साथ ही मैं यह वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गई दरों पर करूंगा तथा मैं प्रभारी, पशुशाला प्रबन्ध अनुभाग या उनके प्रतिनिधि से समय-समय पर सम्पर्क करके उनके निर्देशानुसार अनुबंध कार्य करता रहूंगा। मैं अनुबंध कार्य में किसी प्रकार का हस्तक्षेप नहीं करूंगा और संस्थान के अधिकारियों/कर्मचारियों से विनम्रता पूर्वक व्यवहार रखूंगा। यदि मेरे या मेरे प्रतिनिधियों द्वारा अनुबंध कार्य में किसी प्रकार का व्यवधान/हस्तक्षेप करने/या उनके द्वारा बताये जाने वाले कार्य को करने के लिये मना आदि करता हूँ तो मेरे द्वारा जमा करवाई जाने वाली अमानत/जमानत राशि को जब्त करके अनुबंध को निरस्त किया जा सकता है जिसकी सम्पूर्ण जिम्मेदारी मेरी होगी। साथ ही मैं यह भी वचन देता हूँ कि मुझे व मेरे प्रतिनिधि को उपरोक्त निविदा प्रपत्र में दर्शाये गये कार्यों का पूर्ण ज्ञान है। मैं यह भी वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गयी दरों पर करूंगा तथा उसमें जरूरी कार्मिक आपके आवश्यकतानुसार उपलब्ध करवाऊंगा।

मैं यह भी वचन देता हूँ कि मैं भारत सरकार के प्रचलित सभी श्रमिक नियमों का पूर्ण रूप से पालन करूंगा तथा मेरे द्वारा लगाये गये सभी मजदूरी की मजदूरी का भुगतान भारत सरकार के राजपत्र में समय समय पर जारी अधिसूचना की अनुसूची में क्षेत्र-ख में मजदूरों को समय-समय पर निर्धारित दैनिक मजदूरी की दर से करूंगा।

यह मेरे/हमारे संज्ञान में भली-भाँति से है कि आपके द्वारा उपरोक्त कार्य हेतु प्राप्त निविदाओं में आप न्यूनतम अथवा किसी अन्य निविदाओं को स्वीकार करने हेतु बाध्य नहीं है एवं सक्षम अधिकारी द्वारा लिया गया निर्णय मुझे/हमें मान्य है। अनुबंध की अवधि समाप्त होने के उपरान्त मेरा व मेरे द्वारा लगाये गये प्रतिनिधियों का इस संस्थान से जॉब कॉन्ट्रैक्ट के अलावा कोई सम्बन्ध नहीं रहेगा और न ही मैं किसी प्रकार का संस्थान के खिलाफ कोई कार्यवाही करूंगा।

दिनांक -----

हस्ताक्षर ठेकेदार/फर्म प्रतिनिधि मय सील
पूरा पता
टेलीफोन/मोबाईल नं

नियम एवं शर्त :-

1. अनुबंध की अवधि दिनांक 1.11.2018 से 31.10.2019 तक होगी परन्तु कार्य संतोषजनक रहने पर अगले एक वर्ष के लिए बढ़ाया जा सकता है। संतोषजनक कार्य नहीं होने पर अनुबंध कभी भी बिना पूर्व सूचना के रद्द किया जा सकता है।
2. सफल निविदादाता का आकलन समिति द्वारा प्रस्तुत दर उनकी प्रतिष्ठा, कार्य अनुभव के लिए उपलब्ध दस्तावेज के अनुसार किया जायेगा।
3. अनुबंधकर्ता कार्य स्वयं निस्पादित कराएंगे। किसी अन्य एजेन्सी को पेट्टी ठेका कार्य नहीं सोपेमें यदि ऐसा पाया जाता है तो अनुबंध रद्द कर दिया जायेगा तथा धरोहर राशि जब्त कर ली जायेगी।
4. एग्रीमेन्ट में वर्णित सभी शर्तों/नियमों का कड़ाई से पालन करना होगा अन्यथा अनुबंध बिना पूर्व सूचना के निरस्त किया जा सकता है।
5. प्रत्येक दिन अनुबंधकर्ता को अपने कार्य की रिपोर्ट प्रभारी पशुशाला अनुभाग को पेश करनी होगी।
6. ठेकेदार को सरकार के श्रम कानूनों व न्यूनतम मजदूरी अधिनियमों का कड़ाई से पालन करना होगा। श्रमिक को भुगतान की जानकारी (acquaintance roll) की एक प्रति कार्यालय को प्रति माह बिल के साथ आवश्यक रूप से प्रस्तुत करनी होगी। इस सम्बन्ध में किसी भी विवाद की जिम्मेदारी ठेकेदार की ही होगी।
7. अनुबंधकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई.पी.एफ./ई.एस.आई. संबंधित रिकार्ड कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियाँ (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग खाता संख्या के साथ) (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह नवम्बर से अनुबंध जारी होता है तो दिसम्बर माह में बिल के साथ प्रस्तुत करना होगा)। हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबंधकर्ता द्वारा जमा करवाये जाने वाले GST की सत्यापित प्रतिलिपि संलग्न करनी होगी।
8. फर्म को संस्थान के पशुशाला प्रबन्ध हेतू लगाये जाने वाले श्रमिक हफ्ट-पुष्ट, तंदुरुस्त एवं स्वस्थ होने चाहिए। सभी श्रमिक की उम्र 18 वर्ष से कम व 45 वर्ष से ज्यादा नहीं होनी चाहिये।
9. कार्य करने वाले श्रमिक को हिन्दी व सम्भव हो तो अंग्रेजी भाषा लिखने व बोलने की क्षमता रखते हो।
10. ठेकेदार द्वारा उचित श्रमिक नही लगाये जाने पर, नियमों का पालन न करने पर और कार्य संतोषजनक न पाये जाने पर या लापरवाही महसूस होने पर सक्षम अधिकारी का ठेकेदार की जमानत राशि तथा बकाया भुगतान जब्त कर अनुबंध निरस्त कर दिया जायेगा। यदि किसी दिन निर्धारित श्रमिक उपस्थिति नहीं देने पर रु. 500/- प्रति दिन के हिसाब से कटौती की जायेगी।
11. पशुशाला प्रबन्ध कार्य का विशेष मुल्यांकन समय समय पर अध्यक्ष द्वारा गठित निरीक्षण दल द्वारा किया जायेगा उसकी रिपोर्ट के आधार पर ही भुगतान किया जायेगा। शिकायत प्राप्त होने पर बिल एवं धरोहर राशि से कटौती की जायेगी या अनुबंध रद्द करने की कार्यवाही भी की जा सकती है। संस्थान को किसी भी प्रकार की उक्त अनुबंध से होने वाली हानि की भरपाई ठेकेदार को करनी होगी।
12. ठेकेदार द्वारा प्रति माह भुगतान के लिए प्रस्तुत बिल पर पेन नम्बर अंकित करना अनिवार्य होगा। ठेकेदार के बिल में से नियमानुसार आयकर की कटौती की जावेगी। कार्य संतोषजनक होने पर ही बिल का भुगतान 30 दिवस में किया जाएगा।
13. श्रमिक इस संस्थान में कार्यरत किसी भी कर्मचारी का सम्बन्धी न हो।
14. निदेशक/अध्यक्ष के द्वारा अनुबंध करने/जारी रखने/बिना पूर्व सूचना के रद्द करने का पूर्ण अधिकार भी सुरक्षित होगा तथा उक्त संदर्भ में लिये गये प्रत्येक निर्णय की पालना ठेकेदार को करनी होगी।

यह प्रमाणित किया जाता है कि मैंने निविदा में दर्शायी गयी सभी नियम व शर्तें भली-भांति पढ़ ली है तथा मुझे पूर्ण रूप से स्वीकार है। मैं संलग्न निविदा प्रपत्र में दर्शायी गई दरों पर भा.कृ.अनृ.प.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, प्रादेशिक अनुसंधान स्थात्र, बीकानेर के पशुशाला प्रबन्ध कार्य से सम्बन्धित कार्य को वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट) के आधार पर करने हेतु सहमत हूँ। साथ ही यह भी प्रमाणित करता हूँ कि मुझे किसी विभाग एवं मंत्रालय द्वारा ब्लेक लिस्ट नहीं किया गया है।

हस्ताक्षर निविदादाता
निविदादाता का पता
मोबाईल नं.

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.....

3.(b) E-mail ID :

4.Particulars of firm/agency/company:

(Partnership Deed/ Constitution in case of Society)

5. Authorised dealership Certificate No. :

6. Income Tax P.A.N. Number

7. GST Number :

8. Cost of Tender Documents : Rs. 500/- D.D. No.Date

9. Earnest Money Deposit : Rs. 10,000/- (In favour of ICAR Unit-CAZRI payable at Jodhpur) DD No.
.....Date

10. Performance Security Money : 10% of Total Cost of Contract.

11. Visit us at our website: www.cazri.res.in

Signature & Name of the authorized

Signatory with Seal of the Firm

TECHNICAL BID (PART-II)**General Terms and Conditions of the tender of Annual Job Rate Contract for ARC for Animal Shed Management at ICAR - CAZRI's RRS, Bikaner:**

1. On behalf of the Director, ICAR-Central Arid Zone Research Institute, Jodhpur online tenders are invited for **Annual Job Rate Contract for ARC for Animal Shed Management** for 2018-19 at **ICAR-CAZRI's RRS, Bikaner 334004** from time to time as per the terms and conditions set forth in the following paragraphs. The ARC of agency/contract 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 15.00 hours of 3.10.2018. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in/eprocure/app> only by or before the last date and time i.e. 04.10.2018 upto 15.00 p.m.

3. 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.

4. 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.

5. 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. 10000/- (Rupees Ten 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/ GST and statutory registration(s).

6. The aforesaid DD's towards cost for Tender Document / Tender fee and EMD should be submitted off-line to the tender inviting authority i.e. ICAR – CAZRI-Regional Research Station Bikaner 334004 by or before 15.00 p.m. on 04.10.2018 and the scanned copy to be uploaded online by or before 11.00 a.m. on 05.10.2018. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after of date of tender/bid.

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. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. 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 VI 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. Tender ID : _____ Page No. _____.

10. Eligibility: The contractor should be well qualified and experienced in the work and should preferably be a Registered with any other concerned authorities of Central Government/State Govt. or under company Act or any other Act essential for carrying out Animal Shed Management contract otherwise tender is liable to be rejected.

11. Security Money: 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 a 10% of contract value 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 2 months beyond the date of expiry of the contract. In the event of non-deposition of the same the earnest money will be forfeited.

12. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR - CAZRI to the bidder.

13. Documents: The documents as mention in PART-V (Check List) of Technical Bid should be submitted with tender along with the forwarding letter on letter-head of the contractor/firm; otherwise tender will not be entertained, which may be noted.

14. Other documents: **Annual Job Rate Contract for ARC for Animal Shed Management**, the following documents/certificate will be submitted by the contractor/firm, if applicable.

- a) Copy of Firm Registration certificate
- b) Copy of Registration Certificate of ESI,
- c) Copy of Registration Certificate of EPF

- d) Copy of GST Registration as issued by Authorised department.
- e) Copy of D.D. of Tender Fee
- f) Copy of D.D. of E.M.D.
- g) Any additional required documents mentioned in the Terms and conditions of the Tender
- h) Last three years continuous 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: provide the details in enclosed tabular form.
- i) The contractor/agency must have a registration with the Contract Labour Regulation and Abolition) Act. 1970. The contractor shall obtain the labour licence under this act.
- j) PAN card in the name of firm/proprietor other related documents, Banker details/address proof etc. If any agency is exempted from depositing of the above documents a copy of supporting Govt. Orders should be enclosed.

15. **Terms of the tender:** 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 one year and it will be extended for further period on service provided satisfactorily by the agency.

16. **Mode of payment:** The agency shall submit every 7th of month bills for the job performed during the preceding month. The proof of contribution for ESI, EPF and GST, etc. should be provided to the office if applicable. The Institute shall made payment by means of online/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.

17. The schedule of preventive Animal Shed Management work would be monthly in working day to this Office.

18. 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.

19. The Director, ICAR - CAZRI, Jodhpur reserves 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.

20. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

21. The contractor may clearly note that the whole responsibility of any casualty/death of any of the contractor's men/mechanic arising out of the electrical accident/electrocution would rest with the contractor himself and in no case this Institute would be responsible to pay any amount compensation on this behalf. He will discharge all the liabilities with respect to the provision of minimum wages act with the contractual workers employed by him for the aforementioned work.

22. The contractor may also unambiguously note that all the welfare measures, first aid facilities, bonus, leave salary, weekly paid holiday and liveries etc. To the concerned Chokidar/Watchmen Tender ID : _____ Page No _____ Animal Shed Management supervisors would be the responsibility of the contractor and this Institute would not be responsible for any of the above stated items what so-ever.

23. The contractor will see that the concerned Animal Shed Management work with the concerned In-Charge, of Animal Shed Section, ICAR-CAZRI, RRS, Bikaner or any other nominated person of the Institute for smooth working.

24. As per the Government's norms T.D.S. (income tax) and surcharge thereon as applicable will be deducted from the monthly bill of the contractor/firm, which may be noted.

25. As per the Government's norms the contractor has to submit/provide every month, a proof of payment of statutory obligation such as E.P.F., E.S.I., GST challans and others of manpower if applicable for this job contract, which may be noted.

26. The contractor will be required to submit the pre-receipted bills in triplicate after making the payment to their personnel provided to ICAR-CAZRI, for this job contract performed during the preceding month on the seventh working day and ICAR-CAZRI-RRS, Bikaner will make the payment by means of online payment/crossed cheque drawn in favour of the contractor.

27. It must be clearly noted that the proposed contractor is purely a work contractor and not the labour contract what so ever.

28. The competent authority of the ICAR-CAZRI, Jodhpur reserves the rights of accepting/rejecting/ partially accepting any or all the tenders without assigning any reasons thereof.

29. In case of any dispute the decision of the Director, ICAR-CAZRI, Jodhpur will be final. 30. The contractor will has to arrange for all the concerned apparatus/tools/kits for repairs/rectification of Air Conditioners at the Institute.

31. The workers/personnel engaged by the contractor for this job contract will not be an employee of the ICAR-CAZRI and they will be no employer – employee relationship between the ICAR-CAZRI and the personnel so engaged by the contractor and workers should not be changed very frequently.
32. The conditional tender will not be entertained.
33. Every page so attached with this tender bears signature and the official seal.
34. In case rates of one or more bidder 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 /contractor.
 - iii) Profile of the employees deployed by the firm/agency/contractor.
35. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
36. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
37. The rates quoted by each firm for Animal Shed Management work contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is 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 tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
38. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. 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.
39. The Director, ICAR-CAZRI, Jodhpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the tenderer.
40. 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/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, 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 .
41. Acceptance by the CAZRI Institute will be communicated by SPEED POST LETTER/REGISTERED 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 speed post/registered post etc. should be acted upon immediately.
42. Any other extra taxes/charges applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
43. The firm/agency/company agrees to discharge all their legal obligations of their employees in respect of the their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, Minimum Wages Act. Workmen's compensation Act. EPF and MP Act, Industrial Dispute Act etc. The firm/agency/company agrees to indemnify and keep indemnified the one part/first party from any claims, loss or damages that may be caused to the one part/first party on account of the firm/agency/company failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss or damages to one part due to acts/omission of other part.

44. **Wages to workers:** The Contractor/Agency shall make payment of remuneration/wages not below the minimum wages to its personnel by or before 7th of every month by online payment/.through RTGS payment and report submit to the of Nodal Officer/Committee. Wages may also be paid through online transfer of fund/cash and in case of same the firm will have to furnish all the documents duly verified by the Nodal Officer which ascertain that payment has been made to the laborers as per minimum wages act and the terms & conditions laid down in this Agreement Deed. After making the payment, the Contractor shall raise the bill on the **ICAR – CAZRI'S RRS, Bikaner** for payment of the settled amount. They will submit to **the ICAR – CAZRI'S RRS, Bikaner** copy of the payment vouchers duly signed by the workers for each month.

45. The firm/agency/company should furnish the documentary evidence in support of his claim for verification by the Department. The agency must be submitted an authorized letter of Banker for E - Payment system to this office.

46. The firm/agency/company shall submit their bills in triplicate after the completion of Animal Management contractual work as per order of the service rendered to Head, **ICAR – CAZRI'S RRS, BIKANER/Director, ICAR – CAZRI, Jodhpur**. The payment will be made by cheque /e-payment system within 15 days on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided up the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director, ICAR – CAZRI, Jodhpur whose decision shall be final and binding on the firm/agency/company.

47. The firm/agency/company agrees to get all the labors /employees insured against any liability arising under the Workman's Compensation Act or under the common law. The firm/agency/company agrees to indemnify against any claim that the One part/First Party may have to meet in respect of their staff members and /or workman/employees on account of any accident or for any other reason.

48. The contractor should maintain the record of contractual work/ laborer as per contract labour (R&A) Act, 1970/1971 and minimum wages act, and also the information regarding may also be sent to LEO/Regional Commissioner concerned and this Office in time.

49. A daily list of field laborer on duty should be provided to the Office duly verified by concern scientist/in – charge.

50. Other terms and conditions of the contract are as per the tender notice and work order may be followed during the contract.

51. It is further clarified that under no circumstances, the staff member and /or the Workmen/employees of the labour contractor should be treated, regard or considered or deemed to be the employees of the One Part/First Party and the firm/agency/company shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the firm/agency/company and shall indemnify and keep indemnified the One Part / First Party AGAINST ANY CLAIM THAT may have to meet towards the employees of the firm/agency/company.

52. Penalty Clause: In case of failure to undertake the work or completion of work by the firm/agency/company as per order, the performance security money deposited by the contractor will be forfeited, and Institute will stop any future dealing with the firm/agency/company

Asstt. Administrative Officer
for and on behalf of the Head,
Central Arid Zone Research Institute,
Regional Research Station, Bikaner

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 maybe 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 Assistant Administrative Officer, ICAR – CAZRI, RRS, Bikaner (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 Tender ID No.

_____1 Page 4 of 20 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

Signature of Proprietor/ representative of the firm with Seal

TECHNICAL BID PART-III

तकनीकी बिड
(प्रपत्र-स)

निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी द्वारा घोषणा

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.

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

Place :

Date :

तकनीकी बिड
(प्रपत्र-द)

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)

TECHNICAL BID PART-V**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:**

SL. 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 GST Registration			
7.	Copy of PAN/TAN Card			
8.	Copy of Labour license under contract labour (R&A) Act, 1970 if any available Note: <i>This license will have to be obtained by the firm in respect of this institute after submitting the work order.</i>			
9.	Experience Certificate (Please enclosed) a) <i>Three similar completed works costing not less than Rs. 75,000.00</i> OR b) <i>Two similar completed works costing not less than Rs.1,40,000.00</i> OR c) <i>One similar completed work costing not less than Rs. 2,50,000.00</i>			
10.	Copy of Income Tax Return for last 2 years			
11.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached. if applicable			
12.	Minimum turnover of the firm not less than Rs. 75,000.00 in each of the last 2 years.			
13.	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)			

Note:- If firm no have Registration Certificate of ESI, Registration Certificate of EPF and Registration of GST, they will submitted a certificate in the regard.

Full Name of Bidder with Address & Date

ANNEXURE-II

वित्तीय निविदा
(Financial Bid)

सेवा में,

The Head,
ICAR – CAZRI'S RRS, Bikaner

महोदय,

ICAR – CAZRI'S RRS, Bikaner esa Animal Shed management works on outsourcing basis under Annual Job Rate Contract के लिए संस्थान के निविदा आमंत्रण के संदर्भ में निम्नलिखित कार्य हेतु हमारे द्वारा अग्रांकित दर प्रस्तुत किये जाते हैं:

कार्य का विवरण	दर (प्रति माह) सभी प्रकार के टैक्स व शुल्कों सहित (शब्दों में / in figures)	दर (प्रति माह) सभी प्रकार के टैक्स व शुल्कों सहित (अंकों में / in digits)
लगभग 60 पशुओं वाली पशुशाला में पशुशाला की सफाई करना, बछड़े व बीमार पशुओं की देखभाल करना, हरा चारा फिल्ड से काटकर मशीन से कुतर करके प्रतिदिन पशुओं को डालना, प्रतिदिन पिलाना, फार्म क्षेत्र में प्रतिदिन पशुओं को चराना व पशुशाला में वापिस लाना तथा दूध निकालना व बर्तन साफ करना, चाटा फेक्ट्री से पशु आहार गोदाम में रखवाना तथा खिलाने हेतु प्रतिदिन पशुशाला ले जाना । पुराने गोदाम से पशुशाला तक चारा ट्रैक्टर द्वारा पहुंचाना तथा पशुओं से संबंधित अनुसंधान कार्य में सहायता करना इत्यादि।		

नोट : उपरोक्त ठेका कार्य आरंभ में कार्य आदेश जारी किये जाने की तिथि से एक वर्ष के लिए स्वीकृत दरों पर प्रभावी होगा। आपसी सहमति से स्वीकृत दरों पर ही ठेका कार्य की अवधि आगे भी बढ़ाई जा सकती है।

Authorized Signatory
Full Name of Bidder with Address & Date