भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर
ICAR - NATIONAL RESEARCH CENTRE ON CAMEL
JORBEER, P.B. NO. 07 BIKANER – 334 001
Tel No.0151-2230858, FAX No.0151-2970153

File No. NRCC/ADM/P/I(28)P/Job Cont./2020/ Dated: 10.12.2020

NOTICE INVITING ONLINE TENDER FOR ANNUAL JOB CONTRACT FOR services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/Laboratories and different Units etc. at NRCC, Bikaner.

1. On behalf of Secretary, ICAR, the Director, NRCC, Bikaner intend to invite Online Tenders **under two bid system (Technical & Financial bids separately)** from the reputed agencies dealing in providing of Job/Services, having continuous experience of minimum last three year, having sufficient strength of Labourer and having PAN, EPF, ESI, Labour / Wage Registration and GST Registration from appropriate authorities, for the Annual Contract for following job:-

S.No.	Work Description	Bid Security (Rs.)
1.	**JOB CONTRACT FOR SERVICES/JOB OF OUTSOURCING OF AGRICULTURE RELATED UN-SKILLED, SEMI-SKILLED AND SKILLED JOB IN THE OFFICE/FIELD/ESTATE/ AGRICULTURE/LABORATORIES AND DIFFERENT UNITS ETC. AT NRCC, BIKANER. [Total 18 SKILLED POINTS/MANPOWER, 43 SEMI-SKILLED POINTS/MANPOWER AND 20 UNSKILLED POINTS/MANPOWER PER DAY/MONTH]**	2,00,000.00

2. **Tender Form of above Job Work can be downloaded free of cost from the website http://eprocure.gov.in OR www.nrccamel.icar.gov.in.**

   The Tender schedule is as under:-

Tender ID	Shall be notified on the website of NRCC www.nrccamel.icar.gov.in
Tender Reference No.	NRCC/ADM/P/I(33)P/ARW/2018
Date of release of Tender through e-procurement Portal	10.12.2020 from 16.30 hrs.
Pre bid meeting	15.12.2020 at 11.00 hrs.
Last date & time for submission of online bid	28.12.2020 upto 16.00 hours
Last date & time for submission of Tender Fee, EMD or MSME/NSIC Certificate alongwith tender submission ID proof	29.12.2020 upto 16 Hrs.
Date & time for opening of Online **Technical** bid	30.12.2020 at 11.30 hours
Date & time for opening of Online **Financial** bid	To be notified later
Address for Communication	Director, NRC on Camel, P.B. No. – 07, Jorbeer, Bikaner – 334 001 (Rajasthan)

3. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document alongwith duly signed bid document (Technical and Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
4. However, Original Pay Order/DD of Non-Refundable Tender Fee (Rs. 1,000.00 for bid) and Bid Security as per detail above, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, NRCC, Bikaner", **in person to Administrative Officer, ICAR-National Research Centre on Camel, Bikaner – 334 001 on or before 29.12.2020 upto 16:00 Hrs.** The particulars of the Tender Fee and Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the Job Work, failing which the online bids will not be accepted.
5. **The eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for Job Contracts shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid on submission of a copy of valid NSIC/MSME Certificate on or before 29.12.2020 upto 16:00 Hrs. alongwith bid submission ID Proof.**
6. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
7. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The ICAR- NRCC, Bikaner reserves the right to accept or reject any or all the tenders.
8. The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
   http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page

Administrative Officer

PHOTO OF TENDERER/ AUTHORISED SIGNATORY TO BE PASTED & SIGNED

भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर
ICAR - NATIONAL RESEARCH CENTRE ON CAMEL
P.B. NO. 07, JORBEER, BIKANER
PHONE NO.0151-2230183, 2230858 / FAX NO.0151-2970153

File No. NRCC/ADM/P/I(28)P/Job Cont./2020/ Dated: 10.12.2020

"THIS SERVICE CONTRACT IS A PURELY JOB CONTRACT"

INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR SERVICES/JOB OF OUTSOURCING OF AGRICULTURE RELATED UN-SKILLED, SEMI-SKILLED AND SKILLED JOB IN THE OFFICE/FIELD/ESTATE/AGRICULTURE/LABORATORIES AND DIFFERENT UNITS ETC. AT NRCC, BIKANER.

THE TECHNICAL ONLINE BID SHALL BE OPENED ON 30.12.2020 at 11.30 A.M.
THE FINANCIAL BID SHALL BE NOTIFIED LATER

1. Name & address of Proprietor : ……
   ……
2. Name & address of : ……
   ……
   ……
3. Telephone No. : Off. …….. Res. …… Mobile No……
4. Particulars of firm/agency/company : ……
   (Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number : ……
6. GST Number (Allotted by CED) : ……
7. E.P.F. Registration Number : ……
8. E.S.I. Registration Number : ……
9. Labour License Number : ……
10. Name of Office where firm is registered : ……
11. Name of Banker : ……Account No……..
12. Last Date and time of submission of Online tender form: 28.12.2020 at 16.00 hours
13. Pre Bid Meeting : 15.12.2020 at 11.00 hrs..
14. Date and time for Opening of Online Technical Bid : 30.12.2020 at 11.30 hours.
15. Date and time for Opening of Online Financial Bid : Shall be notified later
16. Cost of Tender Form / Documents **: Rs. 1,000/- C.**R. No. …….. Date ……..
17. Earnest Money Deposit **: Rs. 2,00,000/-** DD/BC No. ……Date …….
    (In favour of ICAR Unit-NRCC, Bikaner)
18. Performance Security Money : **10% of Total Cost of Annual Contract**.
19. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the Online bid document should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
20. Visit us at our website: www.nrccamel.icar.gov.in

Signature of Tenderer

भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर
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INVITATION TO ONLINE TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY) AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR SERVICES/JOB OF OUTSOURCING OF AGRICULTURE RELATED UN-SKILLED, SEMI-SKILLED AND SKILLED JOB IN THE OFFICE/FIELD/ESTATE/AGRICULTURE/LABORATORIES AND DIFFERENT UNITS ETC. AT NRCC, BIKANER.

From:-

Director
ICAR- National Research Centre on Camel
Post Bag No.7, Jorbeer, Shivbari,
Bikaner – 334 001

To,

……
……..
……

Sirs,

Online Tenders are hereby invited on behalf of the Director, ICAR-NRC on Camel, Bikaner {under Two Bid System (Technical & Financial Bids, separately)} are invited for Annual Job Contract for services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/ Laboratories and different Units etc. at NRCC, Bikaner. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by he ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender online if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender ID	Shall be notified on the website of NRCC www.nrccamel.icar.gov.in.
Tender Reference No.	NRCC/ADM/P/I(28)P/Job Cont./2020
Date of release of Tender through e-procurement Portal	10.12.2020 from 16.30 hrs.
Pre bid meeting	15.12.2020 at 11.00 hrs.
Last date & time for submission of online bid	28.12.2020 at 16.00 hours
Last date & time for submission of Tender Fee, EMD or MSME/NSIC Certificate alongwith tender submission ID proof	29.12.2020 upto 16 Hrs.
Date & time for opening of Online **Technical** bid	30.12.2020 at 11.30 hours
Date & time for opening of Online **Financial** bid	Shall be notified later
Address for Communication	Director, NRC on Camel, P.B. No. – 07, Jorbeer, Bikaner – 334 001 (Rajasthan)

1. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document, alongwith duly signed bid document (Technical and Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post <u>shall not be accepted/ processed</u>, in any case.**

2. Scanned copies of DD/PO of Tender Fee and Bid Security should and must also be uploaded On-line with Technical Bid. However, Original Pay Orders of Tender Fee (Rs. 1,000.00 for bid) and Bid Security of Rs. 2,00,000.00, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, NRCC, Bikaner", **in person to Asstt. Administrative Officer, ICAR-National Research Centre on Camel, Bikaner – 334 001 on or before 29.12.2020.** The particulars of the Tender Fee and Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the Job Work, failing which the online bids will not be accepted. However, the eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for Job Contracts shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete online bid document. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
   http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page
4. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not resale his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Earnest Money will be forfeited by the NRCC. In the event of the offer made by the tenderer not being accepted, the amount of Earnest Money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the NRCC, Bikaner.
5. All the schedule of the tender form should be uploaded alongwith online bids. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the online bid tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online tender. Overwriting/erasing in rates of service charge to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
6. The tender is liable to be ignored if complete information and documents as required is not given therein in the online bids or if the particulars asked for in the schedules to the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
7. 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 tender 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 was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NRCC shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all coast and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
8. In case the tenderer does not accept the offer, after issue of letter or award by NRCC within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
9. The Tender would be evaluated based on the eligibility criteria given in the Online Bid form, documents & information furnished by the Tenderer in response to the requirements given in the online Technical bid of Tender (Schedule-III/Page 14) and then the total monthly liability/charges including all as quoted in schedule - II by technical responsive bidder(s).
10. If a firm quotes 'NIL' charges/consideration, his/her online bid shall be treated as unresponsive and shall not be considered.

11. The first work order shall be given for a period of only three months and it will be extended for further period of annual contract if service provided is found to satisfaction during initial period of 03 months.
12. The rates of service charge quoted by firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected.
13. **The firm will not charge placement charges on any other account from the manpower deployed with the Centre. The contract is liable to be terminated, security deposited forfeited and the Contractor/ firm will be blacklisted if, at a later stage, reports are received that the contractor/contracting firm has charged the manpower on any account.**
14. The NRCC is not bound to accept the lowest or any other tenders and also reserve to itself the right of the accepting the tenders in whole or in part.
15. An amount of 10% of total contract value as a security deposit for the job contract is to be deposited by the successful agency/tenderer only after receiving a communication form the NRCC. In the event of non-deposition of the same the earnest money will be forfeited. SMD will be released after 60 days of expiry of contract, subject to clearance of all dues pending against the contracting agency.
16. No interest on security deposit and earnest money deposit shall be paid by the NRCC, Bikaner.
17. The GST, Income Tax 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. Any other statuary tax applicable or made applicable after awarding the contract in respect of this job contract shall also be payable by the contractor. The NRCC shall entertain and decide the claim in this respect, strictly as per the Notification(s) issued by the concerned department of Govt. of India.
18. Director, NRCC reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NRCC, for any justifiable reasons not mandatory to be communicated to the contracting agency.
19. Decision of Director, NRCC 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, NRCC. 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.
20. Acceptance by the NRCC will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-main etc. should be acted upon immediately.
21. **Only those agencies/firms shall be considered for opening of online financial bid(s), who shall qualify in the Online Technical Bid.**
22. **The Scanned copies of following documents/vouchers duly signed and stamped by the bidder are required to be uploaded by the Bidder with his/her duly filled & completed Technical Online Bid (duly signed/stamped on each page) as required under the terms and conditions of this Online Bid document otherwise the online Technical bid shall liable to be rejected.**

1.	Scanned copy of Earnest Money: D.D. /Pay Order for Rs. 2,00,000.00 and Tender Fee of Rs. 1,000.00 in favour of ICAR Unit-NRCC, Bikaner
2.	Scanned copy of Registration certificate of the firm to conduct commercial activity/work contract issued by the Govt. Department..
3.	Scanned copy of EPF & ESI Number certificate of the firm issued by appropriate authority.
4.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME), if applicable.
5.	Scanned copy of GST Registration certificate of the firm issued by appropriate authority.

6.	Scanned copy of PAN Number Certificate of the firm issued by appropriate authority.
7.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act. 1970. The Contractor shall have to obtain the Labour License under this Act after award of contract.
8.	Scanned copy of Proof/Certificate(s) of last three years (2017-18, 2018-19, 2019-20) continuous work experience of Bidder/firm in the field of outsourcing Job/Services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The Bidder firm should have at least one annual job contract of minimum value of Rs. 10.00 Lacs during last 03 years. (*Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner given in Page 09/Para-17 of Tender Document.)*
9.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Labourer has to be attached.
10	Scanned copy of Certified copy of valid latest Bank Solvency certificate for Rs. 10.00 Lacs to be attached. **The bank solvency certificate should not be more than six months old**.
11	Scanned copy of Minimum turnover of the firm should not be less than Rs. 25.00 Lacs in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2017-18, 2018-19 & 2019-20) duly certified by the charted accountant is to be attached.
12	Scanned copy of an undertaking in Annexure – "X" attached with bid document duly attested by Notary on a non-judicial stamp paper of value of Rs. 100.00 (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertakings and /or by Central Vigilance Commission during the last three years.
13	**Scanned copy of Other Documents as per eligibility criteria (para 4/page 12 of Bid Document) and also as per Annexure-"Y"/Page-17 of Tender Document.**

23. In case rates of service charge of one or more bidders are found similar, the criteria of finalizing the successful bidder shall 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.

Yours faithfully,

Administrative Officer
For and on behalf of the Director
ICAR-NRC on Camel,
Post Bag No.-07, Jorbeer, Shivbari,
Bikaner- 334 001

TENDER FOR THE JOB CONTRACT FOR SERVICES/JOB OF OUTSOURCING OF AGRICULTURE RELATED UN-SKILLED, SEMI-SKILLED AND SKILLED JOB IN THE OFFICE/FIELD/ESTATE/AGRICULTURE/LABORATORIES AND DIFFERENT UNITS ETC. AT NRCC, BIKANER.

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

---

Telephone No. / Mobile No.
Address
e-mail:

From:

M/s _____
_____
_____
_____

To,

The Director,
ICAR-National Research Centre on Camel,
Jorbeer,
Shivbari, Bikaner

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of TENDER FOR THE ANNUAL JOB CONTRACT FOR services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/Laboratories and different Units etc. at NRCC, Bikaner and agree to provide the services as detailed in Annexure herein or to such portion thereof as you may specify in the acceptance of the tender at the rates of service charge given in schedule – II (attached) to this tender and I/we agree to hold this offer open till 120 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. 2,00,000.00** in favour of ICAR Unit and payable at Bikaner is enclosed as earnest money.

Yours Faithfully,

Signature & Seal of Tenderer with date

Name & Signature of witness _____
Address of witness_____
_____
_____
_____

Address of Tenderer_____
Telephone No. of Office:
Mobile No.:
Fax:
E-mail:

Schedule-I

Technical Bid
Schedule to Tender

1.	Name of Firm/Agency 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.	Registration Number of the firm	
6.	EPF & ESI No. of Firm	
7.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME), if applicable.	
8.	GST Registration No.	
9.	Registration No. under Labour Contract Act/License	
10.	PAN Number	
11.	Name of the permanent representative to be visiting ICAR-NRC on Camel, Jorbeer, Shivbari, Bikaner, regarding the Contract.	
12.	Minimum turnover of the firm should not be less than Rs. 25.00 Lacs for each year during last 3 years. Scanned copies of Balance sheet of the firm/agency for last 3 years (2017-18, 2018-19 & 2019-20) duly certified by the charted accountant is attached.	
13.	Number of Labour/Supervisor registered under ESI/EPF. Scanned copies of latest ESI/EPF Challans for ascertaining the number of Labour/Supervisor has to be attached.	
14.	Detail of the Earnest Money Deposited. Give DD/FDR No. and date (Attach scanned copies)	
15.	Scanned copy of valid latest Bank Solvency certificate for Rs. 10.00 Lacs to be attached. The Bank Solvency certificate should not be more than six months old.	

Continued on page 9

Authorised Signatory/Tenderer

16.	Whether you have been declared "Blacklisted" OR banned from Business by any Department of Central/State Govt. Department/Public body. Reply yes or No, as the case may be and attach scan copy of undertaking as per format given at Annexure-X/page No. 16. If yes, than give details.	
17.	Continuous works Experience of last 3 years 2017-18, 2018-19 & 2019-20 (Name and address of client departments may be indicated in chronological order and scanned copies of supporting documents/proofs may be attached) – as per eligibility criteria (Page 12), with at least one annual contract of minimum value of Rs. 10.00 Lacs.	

Sl. No.	Name of Client Department/ Organization & Name of Contact person with Ph. No.	Period		No. of Staff	Total value of the contract
		From	To		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

I/we undertake that scanned copies of all the above documents/information have been attached (except S.No.07) with the Online Technical Bid. Incase any document and/or information is not found in my/our online bid OR found incomplete or invalid, then the NRCC, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Dated:-
Place:-

Authorized Signatory/Tenderer

NOTE: All the desired information in column 01 to 17 should be filled in/replied by the Bidder alongwith scanned copies of all the above information/documents duly signed and stamped must be accompanied with the online bid, otherwise bid is liable to rejected.

Schedule - II

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF JOB CONTRACT FOR SERVICES/JOB OF OUTSOURCING OF AGRICULTURE RELATED UN-SKILLED, SEMI-SKILLED AND SKILLED JOB IN THE OFFICE/FIELD/ESTATE/AGRICULTURE/ LABORATORIES AND DIFFERENT UNITS ETC. AT NRCC, BIKANER.

1. OFFICE, LABORATORIES, UNITS AND THEIR LOCATION:

National Research Centre on Camel, Jorbeer, Bikaner: The Campus is situated at Shivbari and Jorbeer Area of the District H.Q.

2. SCOPE OF WORK/SERVICES/JOB REQUIRED TO BE PERFORMED :

JOB DETAIL

Skilled nature of job:-

1.डाटा रिकार्डिंग, डाटा एन्ट्री तथा प्रयोगशाला कार्यो में सहायता। बाहरी–आंतरिक डाक प्रेषण कार्य, फाटोकॉपी आदि कार्य। रजिस्टर मे प्रविष्टी, GST विवरण, वेतन व आयकर प्रविष्टी, प्रशासनिक कार्यो हिन्दी/अंग्रेजी टंकण में सहायता। ऊँटों के ईलाज में सहायता । विद्युत संबन्धित कार्यो में सहायता प्रदान करना, डीजी सेट चलाना। केन्द्र के सभी भवनों, बाड़ों, पाईप लाइनों के रोजमर्रा कार्य, मेसन संबंधित रिपेयर कार्य। मिल्क डाटा रिकार्डिंग करना।

Total Points/Manpower
= 18 Points for 26 Days/month (कुशल) **Skilled**

Semiskilled nature of job:-

2. केन्द्र के ऊँट व ऊँटनियों की दैनिक देखभाल, चारा–दाना करना, फार्म एरिया में चराना, सैंपल/नमुने दिलवाना, चुपडना करना इत्यादि कार्य में सहायता व चौकीदारी करना। डेयरी की ऊँटनियों की दैनिक देखभाल, काविंग कार्य में सहायता, ऊँटनियों/नवजात बच्चों की देखभाल, दूध पिलाना, चारा–पानी, दाना, दूध निकालना, रात्रि में छोटे बच्चों एवं ऊँटनियों की देखभाल, बीमार पशुओं की दखभाल में सहायता, फार्म एरिया में चराई हेतु ले जाना, पशुओं के वनज लेने में सहायता करना, रक्त, मींगणी व अन्य नमूने लेने में सहायता करना, मशीनों से जाँच के लिए जानवरों को पकड़ना, ऊन कतराई में सहायता करना, बायोमेट्री में सहायता करना, अनुसंधान के अन्य कार्यो मं सहायता करना। ऊँटों को राइडिंग, रेसिंग, प्रशिक्षण इत्यादि करवाना।

केन्द्र में लॉन/प्लांट्स की कटिंग कार्य व विभिन्न प्रकार के पेड़ों की कटाई–छंगाई कार्य। दैनिक रूप से दूध का संग्रहण, बिक्री और उत्पाद बनाने में सहायता। केन्द्र में दैनिक रोजमर्रा के रिपेयरिंग मैन्टीनेंस के कार्यो, फैंसिंग रिपेयर, पाईप लाईनों की खुदाई, मैसनरी कार्य में तुड़ाई, खुदाई व स्ट्रीट लाईट मरम्मत इत्यादि कार्यो में सहायता। ऊँटों के लिए मशीनों से पशु आहार तैयार करना।

Total Points/Manpower
= 43 Points for 26 days/month (अर्द्धकुशल) **Semiskilled**

Unskilled nature of job:-

3.केन्द्र परिसर, सामुदायिक भवन व फार्म क्षेत्र के बाग–बगीचों में पेड़–पौधों की दैनिक देखभाल व अन्य कृषि कार्यों में सहायता, म्युजियम को साफ सुथरा रखना एवं अन्य कार्यां में सहायता। प्रयोगशाला में ग्लासवेयर, उपकरण ईत्यादि को साफ सुथरा रखना, पशओुं से दूध, रक्त आदि के नमुने एकत्र करने में सहायता। प्रयोगशाला का रखरखाव तथा सम्बन्धित कार्यो में सहायता करना।

Total Points/Manpower
= 20 Points for 26 days/month (अकुशल) **Unskilled**

3. TERMS & CONDITIONS:

1. The Agency/Firm have to deploy required number of Manpower to perform the job on day to day basis within assigned period on all working days including Second Saturdays. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remains absent.
2. The staff to be deployed should maintain secrecy and discipline in the premises of NRCC.
3. The staff to be deployed for performing the job should be capable of efficiently attending the Job(s) and also having appropriate essential academic/technical/professional qualification(s) and experience of the Job.
4. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NRCC for the purpose. All complaints should be immediately attended to by the Contractor/Agency.
5. The contract agreement is terminable with one month notice on either side.
6. The contractor/agency shall not sublet the work.
7. The contractor or his deployed workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
8. The selected agency shall deploy the required personnel's for execution of job at NRCC, as per labour acts. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the provided is not found suitable by the Centre the Centre shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
9. The persons so deployed by the agency for performing the assigned job under this contract will be employee of the Agency/Contractor and will not be the employee of the NRCC and there will be no employer-employee relationship between the Centre and the person so engaged by the contractor in the aforesaid services/job.

Signature of Tenderer

10. Payment for service job contract will be made monthly upon submission of pre-receipted bill by the Contractor.
11. **The rates of service charge to be quoted should include cost of each and every item including** (कुल्हाड़ी, गैंची, कस्सी, खुरपी, कड़ाई, फावड़ा, तगारी, बेलचा, चौसंगी इत्यादि) **material cost if any, including transportation cost, manpower cost and taxes etc.**
12. The Contractor shall discharge all his legal & statutory obligations in respect of the each workers/supervisors to be employed/deployed by him for the execution of the Job work in respect of their minimum wages EPF and ESI and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the NRCC from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NRCC shall be final and binding on the contractor. Any statutory increase in Minimum Wages, ESI/EPF and taxes etc. during the term of the Contract and its consequential effect on EPF and ESI contributions and GST shall be reimbursed to the contractor by NRCC, Bikaner. However, no request for any alteration or increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per S.No./Point No. 08 Annexure-A to Schedule-III to Tender, shall be entertained, considered and accepted by the NRCC, Bikaner on any condition/ground whatsoever during the entire term of the contract.
13. Income Tax and GST shall be deducted from the payments due for the work done as per rule.
14. The Contractor must employ adult labour only. Employment of child labour would lead to the termination of the Contract beside legal action as per Law.
15. The contract is subject to the condition that the tenderer shall comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
16. **Risk Clause**: NRCC reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a period of two days 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 S.D. or pending bills of the Agency or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount of Rs.200.00 per day per Job will be levied as Liquidated Damage whenever and wherever it is found that the work is not up to the mark OR not executed in any Unit/Section of the NRCC, Bikaner. It will be brought to the notice of the supervisory staff of the Firm/Agency/Contractor, by NRCC and if no action is taken within one hour, liquidated damages clause will be invoked and shall be deducted / recovered from monthly bill(s)/Security Deposit of the Firm/Agency/Contractor.
2. Any misconduct/misbehavior and un-lawful activity on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. If the required number of Workers are less than the minimum required then as a Penalty of Rs.200.00 per worker per day will be deducted from the bill.
4. In case of any Loss or Damage etc. occurred to the movable or immovable property (ies) of the Centre due to any act or negligence of the Worker(s) deployed by the Firm/Agency/Contractor for execution of Job/Services as per Annexure-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.

The Director, NRC on Camel, Bikaner reserves the right to reject any or all Tenders in whole or in part. The decision of Director, NRC on Camel, Bikaner shall be final and binding on the contractor/agency in respect of any clause under the Contract.

Signature of tenderer

4. <u>ELIGIBILITY CONDITIONS</u>:

a) The firm should have **minimum last 3 years (2017-18, 2018-19 & 2019-20)** continuous work experience of performing job/outsourcing service contracts in reputed Govt./Semi Govt./ Govt. Undertaking/ University/establishment or reputed public or private organization and should have at least one annual contract of minimum value of Rs. 10.00 Lacs during last 3 years.

b) The firm should have at least 50 labourer registered under ESI and EPF. The firm shall produce latest ESI/EPF Challan for ascertaining the number of labourer registered with the ESI/EPF Deptt.

c) The firm must have GST Number, ESI, EPF Registration Certificate, registration Declaration of ownership under Indian Registration Act 1908 and Labour License and PAN (Income Tax)

d) The firm must have solvency certificate for at least 10.00 lakhs from their bankers. The Bank solvency certificate should not be more than six months old.

e) Minimum turnover of the firm should not be less than Rs. 25.00 Lacs in each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2017-18, 2018-19 & 2019-20) duly certified by the charted accountant is to attached.

f) Other details as per Para 22/Page- 5 & 6 and Annexure-"Y"/Page-17.

5. <u>TERM OF THE CONTRACT</u>:- The terms of the contract will be of one year.

On the expiry of the contract or on its termination, the NRCC 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 be awarded only for 3 months and it will be extended for further period, if the service provided by the agency during initial period of 03 months is found satisfactory.

6. <u>MODE OF PAYMENT</u>:-

6.1 The agency shall submit monthly bills for the job performed during the preceding month on first working day of next month. The proof of contribution made for ESI, EPF and GST paid for the Manpower deployed by the Contractor at the NRCC are also to be deposited by the Agency/ Contractor within 08 days of receipt of payment of preceding month. The NRCC shall made payment through e-payment mode to the agency/contractor, in a reasonable period viz. 30 days after completion /fulfillment of all obligations by the Contractor/Agency. The delay or failure of completion /fulfillment of all obligations towards GST, ESI and EPF by the contractor may result in delay in payment of bills for which NRC on Camel will not be held responsible. Further such delay must not result in delay in payment to Manpower deployed by the Contractor.

6.2 Income tax as per rules will be deducted by the Centre from each monthly bill.

6.3 The Contractor/Agency shall have to pay the monthly wages to his worker through Cheques or through electronic mode/e-payment of Bank on or before 07th of every month at his own resources and the Agency shall have to submit required monthly detail including Wages Register etc. to the Authorised Officer/Officers of NRCC, Bikaner for verification.

Sign. of tenderer

7. **TERMINATION**:- This contract can be terminated by giving one months 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 NRCC will have no responsibility for any loss/damage caused to them. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/otherwise capacity in NRCC/Council. This also cannot be challenged through any court of law.
8. **LOSS AND/OR DAMAGES**: Any theft, damage or any kind of loss of property (movable or immovable) of NRCC occurred by the contractor or its deployed manpower or due to negligence of Contractor or its deployed manpower would be recovered from the Contractor and decision of the competent authority of NRCC shall be a binding on agency.
9. **SECURITY DEPOSIT**:- An amount of 10% of total contract value shall be deposited as security money/performance guarantee within two weeks from the award of contract to Agency/Contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused due to the negligence of the personnel deputed by the agency. No interest will be paid on the security money deposited with the NRCC.
10. The selected Agency/Contractor has to execute an Agreement on Non-judicial Stamp paper of appropriate value, containing all terms/conditions etc. The tender is likely to be canceled in case the conditions in the agreement are not fulfilled.
11. **The contractor is advised to have a complete survey of whole campus of NRC on Camel, Bikaner, for on the spot complete assessment of all the sites / location and field conditions, before offering rates of service charge.**
12. The contractor has to attach the duly signed & stamped supporting documents with proper referencing as per the check list (Annexure-"Y"). No extra documents need to be attached with the tender form.
13. All documents to be furnished/attached with their Online Bid form by the Bidder must have to be signed and stamped by the bidder.
14. ANY ACCIDENTAL DEATH/PERMANENT DISABILITY:

    During the term of the contract if any accident occurred, the agency firm/contractor shall be responsible to pay Rs. 10.00 lakhs in the event of Death or permanent disability resulting from loss of both limbs Rs.7.00 Lakhs in the event of other permanent disability as compensation to the deployed labour by you as per the guidelines issued by Govt. of India/Council vide letter No. Admn. 22(6)2018-Estt.III dated 31.07.2018 and subsequent guidelines issued from time to time.
15. Any legal dispute arising out of this contract shall be within the Jurisdiction of Bikaner Court(s).

Sign. of tenderer

Schedule-III

FINANCIL BID/ वित्तीय बिड

(The financial bid to be furnished online (Cover-2))

The tender will remain open for acceptance up to 120 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

The Director,
National Research Centre on Camel,
Bikaner – 334 001

I/we wish to submit our Tender for Job Work Contract for providing/ services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/Laboratories and different Units etc. at NRCC, Bikaner on the following rates of service charge :-

Particulars	Service Charge Per Month*
Monthly consolidated Rate of service charge offered for the Job Work Contract for providing/services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/Laboratories and different Units etc. at NRCC, Bikaner in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tender including current minimum wages prescribed by Govt. of India, contribution towards EPF and ESI, GST, Income Tax, Service Charges **as indicated at Annexure-A to this Tender Schedule -III** and all other labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time. **TOTAL 20 UNSKILLED (26 DAYS), 43 SEMISKILLED (26 DAYS) and 18 Skilled (26 DAYS) POINTS/MANPOWER PER MONTH**	No need to fill hare. To be filled in BOQ in .xls sheet.

1. In case the monthly consolidated charges is found less than the minimum monthly requirement of total minimum wages, employer contribution towards EPF, ESI etc., Service charges and GST, then my/our online bid may be treated as unresponsive in light of the provisions of office memorandum no. 29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India.
2. I/we agree to the forfeiture of the earnest money and Security money deposited by me/us for this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the Tender Document. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Note: *Total of current Monthly Liability - sum of Sl. No. 11 of Annexure "A" attached to this schedule. However, any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions and GST shall be reimbursed to the contractor by NRCC, Bikaner. However no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per Annexure "A" attached to this Schedule to tender shall be entertained, considered and accepted by the NRCC, Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.

Signature.....
Authorized Signatory/Tenderer

Name, address and Seal of the agency with Phone No. _____

Annexure 'A' to Schedule - III

Financial implication for services/job of outsourcing of Agriculture related un-skilled, semi-skilled and skilled job in the office/field/Estate/Agriculture/Laboratories and different Units etc. at NRCC, Bikaner.

S.No.	Particulars	Un-skilled 20 points	Semi-skilled 43 points	Skilled 18 points
01	Minimum wages as prescribed by Govt. of India w.e.f. 01.10.2020 (Present Agriculture based Rates per day)	371.00	409.00	445.00
02	Monthly Liability for 26 days (Rupees)	371.00 X 26 = 9,646.00	409.00 X 26 = 10,634.00	445.00 X 26 = 11,570.00
03	EPF @ 13.00% (@ Rs. 15,000.00 being the maximum limit on part of employer vide EPFO notification No. Actuarial/18(2)2008/Vol.III/ 7738 dated 29.08.2014)	1,253.98	1,382.42	1,504.10
04	ESI @ 3.25%	313.49	345.60	376.02
05	Cost per point per month	11,213.47	12,362.02	13,450.12
06	GST if applicable	--	--	--
07	Total Cost	11,213.47 X 20 = 2,24,269.40	12,362.02 X 43 = 5,31,566.86	13,450.10 X 18 = 2,42,102.16
08	Grand Total of 07(i)+(ii)+(iii)	2,24,269.40+5,31,566.86+2,42,102.16 = **9,97,938.42**		
09	GST	-----	-----	-----
10	*Service Charge to be Quoted online by Bidder in BOQ only		Rs.----- No need to fill here	
11	GST on Service Charge @ 18%		Rs.----- No need to fill here	
12	Total of Service Charge + GST (10+11)		Rs.----- No need to fill here	
13	Grand Total (08 + 12)		Rs.----- No need to fill here	

*To be quoted by the tenderer/bidder.

Note: 1. Number of Labour/Person can be increase or decrease at any time on requirement basis and no service charge will be increased or decreased & will remain same.

Note: 2. Any subsequent increase or decrease in liability viz. statutory Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions and GST shall be reimbursed to the contractor (or deduct from the contractor as the case may be) by NRCC, Bikaner. However no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per above Schedule to tender, shall be entertained, considered and accepted by the NRCC, Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.

Signature ……..
Authorised Signatory/Tenderer
(With Seal)

ANNEXURE –"X"

(To be attested by Notary on a Non-Judicial Stamp Paper worth Rs. 100.00)

UNDERTAKING

I/We have read and understood NRCC's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR - NATIONAL RESEARCH CENTRE ON CAMEL, BIKANER.

I/We do hereby also accept NRCC, Bikaner have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to NRCC, Bikaner any changes in the condition or working of the firm.

It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize NRCC, Bikaner to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:..……..

Name:..……..

Designation:……

Address:……..

.……..

.……..

……...

Mobile:…….

Place: ……

Date: …….

Annexure-"Y"

Check list of duly signed & stamped documents to be submitted by the Tenderer with Online Technical Bid

Name of Bidder: _____

S.No.	Documents required & submitted*	Yes/No	Page No.
1	Scanned copies of Demand Draft/Pay Order of Earnest Money: of Rs. 2,00,000.00 and Tender Fee of Rs. 1,000.00		
2	Scanned copies of Registration certificate of the firm under work contract of the Govt.		
3	Scanned copies of EPF & ESI Number certificate of the agency issued by appropriate authority.		
4	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME), if applicable.		
5	Scanned copies of GST Registration certificate of the agency issued by appropriate authority.		
6	Scanned copies of PAN Number Certificate of the firm issued by appropriate authority.		
7	Scanned copies of The selected Agency/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The contractor shall have to obtain the labour license under this act after award of contract by NRCC.		
8	Scanned copies of Firm Should have continuous work experience of last 3 years (2017-18, 2018-19 and 2019-20) in the field of providing services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The firm should have executed atleast one annual job contract of minimum value of Rs. 10.00 Lacs during last 03 years. (*Name and address of client departments may be indicated in chronological order in Point 13 below and supporting documents may be attached in said manner*)		
9	Scanned copies of Latest ESI/EPF Challan for ascertaining the Number of Labour has to be attached.		
10	Scanned copy of valid Latest Bank Solvency certificate for Rs. 10.00 Lacs to be attached. The Bank solvency certificate should not be more then six month old.		
11	Scanned copies of Minimum turnover of the firm should not be less than Rs. 25.00 Lacs for each year during last 3 years. Balance sheet of the firm/agency for last 3 years (2017-18, 2018-19 and 2019-20) duly certified by the charted accountant is attached.		
12	Scanned copy of an undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs. 100.00 (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. department, Public Sector Undertakings and /or by Central Vigilance Commission during the last three years. (As per Annexure-X/page No. 17)		

13. Detail of the continuous work experience of last 3 years/work done (with at least one annual contract of minimum value of Rs. 10.00 Lacs)

Sl. No.	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Total value of the contract
		From	To		
1.					
2.					
3.					
4.					

I/we undertake that scanned copies of all the above documents/information have been attached (except S.No.07) with the Online Technical Bid. Incase any document/information is not found in my/our online bid OR found incomplete or invalid, then the NRCC, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Authorized Signatory