

## ICAR - NATIONAL RESEARCH CENTRE ON CAMEL

JORBEER, P.B. NO. 07 BIKANER – 334 001  
Tel No.0151-2230858, FAX No.0151-2230213

### NOTICE INVITING TENDER FOR JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE

1. On behalf of Secretary, ICAR, the Director, NRCC, Bikaner intend to invite Sealed Tenders **under two bid system (Technical & Financial bids separately)** from the reputed agencies dealing in providing of SERVICES under **JOB WORK CONTRACT**, having experience of minimum one year working in Govt. Dept., having sufficient strength of Manpower and having PAN, Labour / Wage Registration and Service Tax Registration from appropriate authorities for the Annual Contract for following job :-

S.No.	Work Description	Bid Security (Rs.)
1.	<b>JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE OF NRCC.</b>	<b>15,000.00</b>

2. Interested, eligible and reputed agencies may obtain bidding document for the job contract, on submission of a written application, from the Administrative Officer, National Research Centre on Camel, Jorbeer, Bikaner – 334 001(Rajasthan) on payment of Rs.500.00 through crossed bank draft/banker Cheque (Non-Refundable) drawn on a scheduled commercial Bank in India, in favour of “ICAR UNIT-NRCC” payable at Bikaner (Rajasthan) for each tender form during working days between 10.00 A.M. to 5.00 PM. The bidding documents can also be obtained through registered post/speed Post on an extra payment of Postal Charges of Rs.100/- but NRCC will not be responsible for any postal delay. The bidding document is also available on our *website [www.nrccamel.res.in](http://www.nrccamel.res.in)* and *Central Procurement Portal / NIC*. The bidders may download the bidding document from these website and submit bidding document equipment along with non refundable fee of Rs.500/- in the form of crossed Bank Draft/Banker’s Cheque alongwith the Bid Security.

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|---|------------------------------|
| 1. Last Date and time of sale of tender form                    | : 16.05.2016 up to 15.00 hrs |
| 2. Last Date and time of submission of Sealed Bid in tender box | : 16.05.2016 up to 15.00 hrs |
| 3. Date and time for Opening of Technical Bid                   | : 16.05.2016 at 16.00 hrs    |
| 4. Date and time for Opening of Financial Bid                   | : 20.05.2016 at 16.00 hrs    |

3. **Financial Bid of only those Bidders would be opened who fulfilled eligibility criteria and whose technical bids are declared responsive.**
4. The bidders may send duly filled completed bidding document as per instruction contained in the bidding documents. Incomplete bid or bid received after date/time notified above shall be out rightly rejected. The conditions of tender shall be governed by the details contained in complete bid document. The Director, NRCC reserves the right to accept or reject any or all the bids without assigning any reasons thereof. The bids shall be opened as per schedule in the presence of the bidder’s authorized representative who chooses to attend at the address given in para no.2 above.
5. In the event of any of the above dates being declared as a holiday/closed day for the NRCC, the bids will be sold/received/opened on the next working day at the appointed time.

Administrative Officer

PHOTO OF  
TENDERER WITH  
SIGNATURE

**ICAR - NATIONAL RESEARCH CENTRE ON CAMEL  
P.B. NO. 07, JORBEER, BIKANER  
PHONE No.0151-2230183, 2230858 / FAX No.0151-2231213**

NO.F. NRCC/ADM/P/I(01)P/Guest House/2016

Dated: 13.04.2016

**"THIS SERVICE CONTRACT IS A PURELY JOB CONTRACT"**

INVITATION TO TENDER UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID SEPARATELY AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE **JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY WORKS AT SERVICES/WORKS AT GUEST HOUSE OF NRC ON CAMEL, BIKANER**

**THE TECHNICAL BID WILL BE OPENED ON 16.05.2016 at 16.00 hrs.  
THE FINANCIAL BID WILL BE OPENED ON 20.05.2016 at 16.00 hrs.**

1. Name & address of Proprietor .....
2. Name & address of firm/agency/company .....
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. Service Tax 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 sale of tender form : **16.05.2016 up to 15.00 hrs.**
13. Last Date and time of submission of Sealed Bid in tender box : **16.05.2016 up to 15.00 hrs.**
14. Date and time for Opening of Technical Bid : **16.05.2016 at 16.00 hrs.**
15. Date and time for Opening of Financial Bid : **20.05.2016 at 16.00 hrs.**
16. Cost of Tender Form/ Documents : **Rs. 500/-** C.R. No. .... Date .....
17. Earnest Money Deposit : **Rs., 15,000/-** DD/BC No. .... Date .....
- (In favour of ICAR Unit-NRCC)
18. Performance Security Money : **10% of Total Cost of Contract.**
19. The tender must be reached to Office on or before **Due Date 16.05.2016 up to 15.00 hrs** by self/ authorized representative/ by Courier/Registered Post/Speed Post/Courier Post in sealed cover super scribed "**Tender for JOB CONTRACT Work FOR GUEST HOUSE- to be opened on 16.05.2016 at 16.00 hrs.**" failing which it will not be considered. The tender should be dropped in the Tender Box placed in Office of Admin Officer.
20. Visit us at our website: [www.nrccamel.res.in](http://www.nrccamel.res.in)

ADMINISTRATIVE OFFICER

**ICAR - NATIONAL RESEARCH CENTRE ON CAMEL  
P.B. NO. 07, JORBEER, BIKANER  
PHONE No.0151-2230183, 2230858 / FAX No.0151-2231213**

NO.F. NRCC/ADM/P/I(01)P/GUEST HOUSE/2016/

Dated: 13.04.2016

**INVITING TENDER FOR JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE OF NRC ON CAMEL, BIKANER,**

From,

**Administrative Officer**  
National Research Centre on Camel  
Post Bag No.7  
Bikaner – 334 001

To,

.....  
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.....

Sirs,

On behalf of the Secretary, ICAR sealed tenders {under Two Bid System (Technical & Financial Bids, separately )} are invited for **INVITING TENDER FOR JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE** at National Research Centre on Camel Bikaner – 334 001. 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 if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender documents fee	<b>Rs. 500/-</b>
Last date and time for sale of tender form	<b>16.05.2016 up to 15.00 hrs.</b>
Last date and time for submission of sealed bid in tender box	<b>16.05.2016 up to 15.00 hrs.</b>
Date and time for opening of Technical bid	<b>16.05.2016 at 16.00 hrs.</b>
Date and time for opening of Financial bid	<b>20.05.2016 at 16.00 hrs.</b>
Tender to remain open for acceptance up to 90 days from the date of opening.	

1. An earnest money of **Rs. 15,000/- (Rs. Fifteen thousand Only)** must be deposited in the form of Demand Draft /Pay Order payable to **ICAR Unit-NRCC**, Bikaner. In no case Cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
2. The tender must be submitted as per details given in Schedules.
3. 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 refuse 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.

Sign of tenderer

4. The schedule of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
5. The tender is liable to be ignored if complete information as required is not given therein 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.
6. 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.
7. 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.
8. The Tender would be evaluated based on the documents & information furnished by the Tenderer in response to the requirements given in the Tender (Annexure-III/Page 15), total monthly liability of technical responsive bidders.
9. If a firm quotes 'Nil' charges/consideration, then the said bid shall be treated as unresponsive and shall not be considered.
10. The technical and financial bids be submitted in separate envelopes to be sealed and put in the main cover. The Main Cover be also sealed and super-scribing on the envelop "**THE JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE OF NRCC** " and be put in the Tender Box kept in the office of Administrative Officer by not later than 15.00 hrs on the last date of receipt viz 16.05.2016. Tender, to be hand delivered, would be put in the tender box. Tender can also be sent by Registered post but the NRCC/ICAR shall not be held liable for late receipt of tenders due to postal delay or other reasons.
11. The first work order will be given for a period of only three months and it will be extended for further period if service provided is found to satisfaction.
12. The rates quoted by firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected.

Sign of tenderer

13. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
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.
17. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this job contract shall be payable by the contractor and NRCC will not entertain any claim whatsoever in this respect. However the service 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, was per rules/instructions made applicable from time to time.
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. Successful tenderer will have to enter into a detailed contract agreement with Director, NRCC, Bikaner on non-judicial stamp paper of appropriate value for the Job contract.
22. **Only those agencies/firms will be considered for opening of their financial bid who shall be declared responsive in the Technical Bid(s).**
23. In case, the bid document is down loaded from NRCC web site, the bidder shall have to deposit the cost of each tender document (i.e. Rs. 500/- non-refundable) in the form of Demand Draft/Pay Order in favour of ICAR Unit- NRCC, Bikaner along with the bid.

Sign of tenderer

**24. The following documents/vouchers duly signed and stamped by the bidder are required to be enclosed with the Bid which are as per the terms and conditions of the Bid Document. If the required documents are not attached, the bid shall be liable to be rejected:-**

1.	Earnest Money: D.D. /Pay Order for Rs. 15,000/- in favour of ICAR Unit-NRCC, Bikaner
2.	Registration certificate of the firm to conduct commercial activity/work contract, issued by the Govt.
3.	Service Tax Registration certificate of the firm issued by appropriate authority.
4.	Income Tax/PAN Number Certificate of the firm
5.	Proof/Certificate(s) of the work experience of the bidder/firm of last 1 year in the field of providing such job/ services contract in the Guest House/Hostels etc. of Department of Central/State Govt. Establishments / Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations.(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)
6.	Copy of Current/Active Bank Account of the firm.

25. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.

- i) Experience in the field.
- ii) Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.

Yours faithfully,

Administrative Officer

Sign of tenderer

**GENERAL INFORMATION AND TERMS & CONDITIONS OF JOB CONTRACT**

**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. SERVICES/JOB REQUIRED TO BE PERFORMED:**

<b>JOB</b>	<b>JOB DETAIL</b>
1.	<b>JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE, NRC on Camel, Bikaner, as per detailed job description given in Schedule – 1 (Page -12)</b>

Sign of tenderer

### 3. TERMS & CONDITIONS:

1. The Agency/Firm have to deploy sufficient required number of Manpower to perform the job within assigned period. Alternative arrangements are to be made by the agency whenever anyone of deployed worker of the Agency/Firm remain absent.
2. The staff deployed should maintain secrecy and discipline in the premises of NRCC.
3. The staff deployed for performing unskilled nature of job should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. Similarly the staff deployed for performing skilled nature of the job should be capable of reading & writing Hindi and English, with a minimum educational qualification of Secondary & also having experience/knowledge of relevant work.
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. Uniform with colour specifications and pattern approved by NRCC should be supplied by the contractor to the workers deployed by him at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
6. The contract agreement is terminable with one month notice on either side.
7. The contractor/agency shall not sublet the work.
8. 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.
9. 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.
10. 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.
11. Payment for service job contract will be made monthly upon submission of pre-receipted bill by the Contractor.
12. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the NRCC, shall have to be furnished alongwith the Tender. **However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract.**
13. The details of items/facilities available in the Guest House and to be provided by the Centre free of Cost under the Contract are given in Shedule-I (Page 12). Therefore, the rates to be quoted should include cost of each and every other required item including material cost if any, including (कुल्हाड़ी, गैची, कस्सी, खुरपी, कड़ाई, फावड़ा, तगारी, बेलचा, दंताली, चौसंगी एवं सफाई कार्य हेतू आवश्यक झाड़ू, बांस झाड़ू, मसौता एवं एल.पी.जी. इत्यादि) transportation cost, manpower cost and taxes etc. The NRCC shall not bear any extra charge on any account whatsoever including service tax & income tax, uniform, Liveries, OTA, etc., if any. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by the Government of India from time to time shall be payable to the personnel deployed by the Agency for services to this Office. No request for alternation/increase in the total monthly liability once quoted by agency shall be permitted by NRCC during the course of Annual Contract, and in case of increase of wages etc. by Govt. Of India, the agency shall be wholly responsible to make payment to deployed personnel from their own resources.



14. The rates to be quoted should include cost of each and every item if any excluding cost of material/facilities to be provided by NRCC, free of cost as shown in Schedule-I (Page 12) and including all material to be arranged by the Agency as indicated in the bid document, transportation cost, manpower cost and taxes etc. The NRCC shall not bear any extra charge on any account whatsoever including EPF/ESI contribution, uniform, Liveries, OTA etc., if any.
15. The Contractor shall discharge all his legal & statutory obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Centre 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.
16. Income Tax and Service Tax will be deducted from the payments due for the work done as per rule.
17. The Contractor must employ adult Labour only. Employment of child Labour would lead to the termination of the Contract.
18. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
19. 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 week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising 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. 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 shall be invoked and shall be 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 number required to be deployed by the Agency 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 Schedule-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 without assigning any reasons therefore. 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.

Sign of tenderer

4. **ELIGIBILITY CONDITIONS:**

1. The bidder should have  
Registration Certificate of the firm (for commercial activity);  
Service Tax registration certificate;  
PAN Number Certificate issued by appropriate authority;
2. Current/Active Bank Account in favour of firm.
3. Atleast 01 year experience in the field of providing such job / services contract of required services in the Guest House of Department of Central Govt. / State Govt. / Establishments / Autonomous bodies of Govt./Corporation of Govt. of India / reputed public or private organizations.
4. Other details as per Para 23 /Page 06 and Annexure-III/Page 15.

5. **TERMS OF THE CONTRACT:-** 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 is found satisfactory.

6. **MODE OF PAYMENT:-**

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 Service Tax paid by the Contractor 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.

6.2 Income tax and Service 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 Cheque Or through electronic mode/e-payment on or before 07<sup>th</sup> of every month, at his own resources and in presence of Officer/Committee nominated by the Director, NRCC, Bikaner.

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. This also cannot be challenged through any court of law.

Sign of tenderer

8. **LOSS AND/OR DAMAGES:** Any theft, damage or loss of property (movable or immovable) 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. **PERFORMANCE 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 , 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 Guest House of NRC on Camel, Bikaner, for on the spot complete assessment of all the sites / location and field conditions, before offering rates.**
12. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-III). No extra documents need to be attached with the tender form.

Sign of tenderer

**List/Schedules of jobs to be carried out with identified points**

**अनुबंध के अर्न्तगत प्रस्तावित केन्द्र का अतिथि गृह:-**

01). नये व पुराने अतिथि गृह परिसर में 12 कमरे, हॉल, लोबी, किचन, बाथरूम, गैलेरी इत्यादि का वर्ग क्षेत्रफल 857 वर्गमीटर है व अन्य स्टोर व भवनों का वर्ग क्षेत्रफल 256 वर्गमीटर है।

02). अतिथि गृह लॉन कच्ची-पक्की सड़क व परिसर का वर्ग क्षेत्रफल 9500 वर्गमीटर है।

**1. अतिथि गृह में एजेन्सी द्वारा अनुबंध के अर्न्तगत किये जाने वाले कार्यों का विवरण:**

अतिथियों को भोजन, नाश्ता, चाय-पानी की व्यवस्था करना व इन्हें परोसना।

अतिथि गृह के सभी कमरों की बेड शीट, तकिया कवर आदि आवश्यकतानुसार बदलना।

अतिथि गृह के परिसर के अन्दर सभी कमरों नये व पुराने भवन स्टोर क्वार्टरस डाईनिंग हॉल, विजिटर रूम के सभी फर्नीचरों, बस बाथरूम, गैलेरी व फर्श की साफ-सफाई करना।

अतिथि गृह परिसर में लगे पेड़-पौधे लॉन आदि को पानी, खाद, निराई-गुड़ाई करना।

पेड़-पौधों की आवश्यकतानुसार कटाई-छटाई करना व इनकी देखभाल करना।

अतिथि गृह परिसर में लगे लॉन, सड़क और दीवार से लगे कच्चे-पक्के क्षेत्र की साफ-सफाई करना।

अतिथि गृह परिसर में बने सभी भवनों की संपूर्ण साफ-सफाई व सामान आदि का रखरखाव आदि का कार्य।

अतिथि गृह में रूकने वाले अतिथियों का सम्बन्धित रजिस्टर में इन्द्राज करवाना तथा इनसे किराया वसूल करना।

अतिथि गृह व परिसर में बने अन्य भवनों की छतों को समय-समय पर साफ-सफाई का कार्य।

ठेकेदार द्वारा अतिथि गृह में रात-दिन सर्विस उपलब्ध करवाई जाएगी इसके लिए केन्द्र द्वारा रिहायशी व्यवस्था उपलब्ध करवाई जायेगी।

अतिथि गृह परिसर में जो भी नुकसान तथा टूट-फूट होगी उनका हर्जाना ठेकेदार को देना होगा।

अनुमानित कार्य घण्टे :- सफाई कार्य - 16 घण्टे, कुक - 16 घण्टे, बागवान और हेल्पर - 8 घण्टे।

**2. अतिथि गृह के कार्यों के निष्पादन हेतु केन्द्र द्वारा उपलब्ध करवाई जाने वाली सामग्री का विवरण :**

i) पीने के पानी हेतु वाटर कूलर तथा उसके रख रखाव का कार्य केन्द्र स्तर पर पूर्ण किया जायेगा।

ii) अतिथि गृह में पानी की आपूर्ति का कार्य केन्द्र स्तर पर पूर्ण किया जाएगा।

iii) अतिथि गृह में केन्द्र द्वारा उपलब्ध कराये गये किसी मशीन अथवा अन्य स्थाई सामान की मरम्मत का कार्य केन्द्र स्तर पर पूर्ण किया जाएगा।

iv) अतिथि गृह परिक्षेत्र में लॉन कटाई हेतु मशीन उपलब्ध करवाना। लॉन देखरेख में जरूरी सामान खुरपी, फावड़ा, कुल्हाड़ी व दंताली की व्यवस्था ठेकेदार को करनी होगी।

v) भोजन बनाने व उसको परोसने हेतु बर्तन उपलब्ध कराया जाना जो कि एजेन्सी को गिनकर उचित गुणवत्ता में दिये जायेंगे तथा अनुबंध पूर्ण होने पर उसी गुणवत्ता एवं संख्या के साथ एजेन्सी को वापस करना होगा। बर्तनों के गुम होने अथवा टूट-फूट की सम्पूर्ण जिम्मेदारी एजेन्सी की होगी जिसके लिये बर्तनों की एवज में उचित राशि ठेकेदार के बिल अथवा जमानती राशि में से काटी जाएगी जिसका निर्णय केन्द्र के सक्षम अधिकारी द्वारा लिया जायेगा। बिल/जमानती राशि के कम होने पर भोश राशि की एजेन्सी द्वारा भरपायी की जानी होगी एवं इस हेतु विधिक कार्यवाही के लिए केन्द्र स्वतंत्र होगा, जिसको मानने के लिये एजेन्सी बाध्य होगी। एल.पी. जी. गैस इत्यादि की व्यवस्था एजेन्सी को स्वयं करनी होगी।

vi) अतिथि गृह में स्थापित सभी स्थाई एवं अस्थाई सामान की सूची के अनुसार एजेन्सी को उपभोग हेतु दिया जायेगा जोकि अनुबंध पूर्ण होने पर सूची के अनुरूप ही ठेकेदार को प्रभारी अतिथि गृह को संपूर्ण करना होगा।

vii) अतिथि गृह में उपभोग हेतु कम्बल, चद्दर, तकिया एवं तकिया कवर व तौलिया केन्द्र स्तर पर उपलब्ध कराये जायेंगे जिनकी सूची बनाकर एजेन्सी को संपूर्ण किया जायेगा जो कि अनुबंध पूर्ण होने पर उसी सूची के अनुसार एजेन्सी द्वारा प्रभारी अतिथि गृह को वापस सौंपना होगा।

viii) अतिथि गृह में रूकने वाले अतिथियों को ठेकेदार द्वारा उपलब्ध करवाये जाने वाले चाय, नाश्ता, भोजन इत्यादि की दरें प्रभारी अतिथि गृह/सक्षम अधिकारी की सहमति से निर्धारित होगी जिसकी ठेकेदार को पालना करनी होगी।

ix) सफाई के लिए बांस झाड़ू व मसौता एवं अन्य आव यक सामान तथा बाग-बगीचों के रख-रखाव हेतु आव यक सामग्री की व्यवस्था एजेन्सी को करनी होगी।

The above Jobs are only illustrative and not exhaustive, additional jobs or modifications in the job will be carried out with approval of the authorities of NRCC, Bikaner and have to perform by the Agency / Contractor.

Signature of Tenderer

**ANNEXURE-II**

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

---

Telephone No.  
Telegraphic Address

---

To,  
**The Director,  
National Research Centre on Camel,  
Jorbeer, Bikaner**

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the annual contract for the **JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE, NRC on Camel, Bikaner** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall Provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The schedules to accompany this tender are at page Nos. \_\_\_\_\_.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ of Rs. 15,000/- in favour of ICAR Unit and payable at Bikaner is enclosed as earnest money.

Signature & Seal of Tenderer with date

Address \_\_\_\_\_

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

Address \_\_\_\_\_

**Technical Bid**  
**Schedule to tender**

**PART - I**

1.	Name of Firm/Agency A Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency , Any other Act, if Not, the owner	
3.	a. For partnership firm whether registered under „The Indian Partnership Act, 1932”, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	Service Tax Registration No.	
9.	Income Tax PAN Number	
10.	Experience of 1 year ( <i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached</i> )	
11.	Whether you have been declared “Blacklisted” or banned from business by any Department of Central/State Govt./Public Body/Organization. Reply Yes or No, as the case may be. If yes, then give detail	

Name and address of the Agency’s representatives  
And whether the firm would be represented at the Time of opening of the tenders

Dated:-

Place:-

All the above information/documents, duly signed & sealed by the Bidder, must be accompanied with the Bid.

**Part-II**

1. Detail of the Earnest Money Deposited:-

- a. Demand Draft number with date and Bank Drawn on .  
Demand Draft / Pay order / Banker Cheque  
No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. 15,000.00

**Part-III**

1. Name and address of the firm’s representatives and whether the firm would be represented at the time of opening of the tenders.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signatory

**Please add supplementary pages and number them wherever needed.**

**Check list of documents to be submitted by the Tenderer in Technical Bid**

Name of Bidder: \_\_\_\_\_  
\_\_\_\_\_

S.No.	Documents required & submitted*	Yes/No	Page No.
1	Earnest Money: Demand Draft/Pay Order for Rs. 15,000.00		
2	Registration certificate of the firm (for commercial activities)		
3	Service Tax Registration certificate of the agency issued by appropriate authority.		
4	Income Tax/PAN Number Certificate of the firm		
5	Proof of having a proper current/active bank account in the name of the Bidder.		

**6. Detail of the Minimum 1 year experience /work done\***

Sl. No.	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

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

नोट:- उपरोक्त बिन्दु 01 से 06 के अन्तर्गत सभी वांछित सूचनायें एवं दस्तावेज टेक्नीकल निविदा में पूर्ण रूप से तथा यथा स्थान भरकर प्रस्तुत न करने पर बिना कोई सूचना/अवसर दिये निविदा अमान्य/Responsive घोषित कर दी जायेगी, जिसके लिये एजेन्सी/निविदा प्रस्तुतकर्ता स्वयं उत्तरदायी होगा। बिन्दु 12 के अन्तर्गत और/अधिक सूचना प्रस्तुत करने की अवस्था में अतिरिक्त संलग्नक उपरोक्त प्रोफार्मा में एवं निविदा प्रस्तुतकर्ता द्वारा हस्ताक्षर मय मोहर लगाया जावे।

**Authorized Signatory**

## FINANCIAL BID/ वित्तीय बिड

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

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

To

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

I/we wish to submit our rates/tender JOB WORK/SERVICE/CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORK AT GUEST HOUSE OF NRCC, Bikaner on the following rates:

Description	Total charges on account of minimum wages, as per the applicable Categories of labourer to be deployed under the contract	Total Service charges claimed by the firm (per month)	Total Service Tax of the cost (on 2+3) (per month)	Grand Total (2+3+4) (per month/30 days)
1	2	3	4	5
Monthly consolidated rate offered for THE JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE of NRCC in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour material, transportation, specially covered all acts & taxes etc. as applicable from time to time. (अनुमानित कार्य घण्टे :- सफाई कार्य – 16 घण्टे, कुक – 16 घण्टे, बागवान और हेल्पर – 8 घण्टे + प्रति दिन)				

1. I/We undertake that total monthly charges (as indicated in Col. 02 above) is strictly as per the minimum wages fixed by GOI for respective Category of laborer, including statutory liabilities, employers contribution towards ESI & EPF.
2. In case the grand total (Col. 05) is found less than the minimum monthly requirement of total minimum wages payable to each Category of laborer, Service charges and Service Tax, then my/our 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.
3. 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.

**Authorized Signatory**

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



**AGREEMENT TO BE ENTERED BY THE CONTRACTING AGENCY**

The agreement is made at Jorbeer, Bikaner-----on------(month/year) -----  
-----day of between NRC on Camel, Bikaner (hereinafter called Centre) through Director  
(Designation of the competent authority in the Centre) which terms shall include its successors, assignees  
etc. on the first part and M/s-----  
----- ( name & address of the “Firm”) (hereinafter called the Firm) which terms shall include its  
authorized representatives, successor, assignees etc. on the other part.

Whereas the NRC on Camel, Bikaner, has decided to assign the annual job work contract for  
maintenance, upkeep and other day to day Services/works at in the Guest House at NRC on Camel,  
Bikaner, to the firm on the terms and conditions hereinafter contained.

**NOW IT IS HEREBY AGREED by and between the parties hereto as follows:**

1. The agreement shall come into force w.e.f.------(date)-----and will remain  
in force for a period for one year but can be terminated by NRC on Camel, Bikaner by giving one  
calendar month’s notice in writing of its intentions to terminate the Agreement. The Agreement can be  
renewed, on mutually agreed terms. 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 is found satisfactory.
2. The firm shall be responsible for annual **JOB WORK CONTRACT FOR MAINTENANCE,  
UPKEEP AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE** for providing  
and satisfactory execution of jobs as per Schedule -1 (enclosed) at NRC on Camel, Jorbeer, Bikaner.
3. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the  
firm and the NRC on Camel, Bikaner, shall have no liability on this account in any manner.
4. That the Firm shall ensure that all persons deployed at NRC on Camel, Bikaner, premises are of good  
character, well behaved and otherwise competent and qualified to perform the work for which they are  
deployed.
5. The NRC on Camel, Bikaner, shall have the right to ask for the removal from the NRC on Camel,  
Bikaner, premises any personnel considered by the NRC on Camel, Bikaner, to be incompetent,  
disorderly or any other reason and such person shall not again be deployed without the consent of the  
NRC on Camel, Bikaner.
6. The Manpower deployed by the Agency should work as per the working days and timings of the NRC  
on Camel, Bikaner. No extra wages will be paid for attending office on weekends, holidays and late-  
sitting.
7. Monthly consolidated charges for **JOB WORK CONTRACT FOR MAINTENANCE, UPKEEP  
AND OTHER DAY TO DAY SERVICES/WORKS AT GUEST HOUSE** for execution and  
providing of Skilled and Unskilled nature at NRC on Camel, Bikaner, services at NRC on Camel,  
Jorbeer, Bikaner, is as per terms and conditions specified and scope of work as Schedule-I in the tender  
document including all the taxes viz. Service tax and other taxes as applicable. The firm will raise bill  
of Jobs given in attached Shedule-1 for the specified amount on 1<sup>st</sup> working day of every month and  
the payment released the Centre through e-banking system to the firm subject to satisfactory  
performance/delivery of contracted job/work/services. The details of items/facilities available in the  
Guest House and to be provided by the Centre free of Cost under the Contract are given in Shedule-I  
(Page 12). Therefore, these charges includes cost of each and every other required item including  
material cost if any, including (कुल्हाड़ी, गैची, कस्सी, खुरपी, कड़ाई, फावड़ा, तगारी, बेलचा, दंताली, चौसंगी एवं सफाई  
कार्य हेतु आवश्यक झाड़ू, बांस झाड़ू, मसौता एवं एल.पी.जी. इत्यादि) transportation cost, manpower cost and taxes etc.  
The NRCC shall not bear any extra charge on any account whatsoever including Service tax & income  
tax, uniform, Liveries, OTA, etc., if any. The agency shall be wholly responsible for making payment  
of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by  
the Government of India from time to time shall be payable to the personnel deployed by the Agency  
for services to this Office. No request for alternation/increase in the total monthly liability once quoted  
by agency shall be permitted by NRCC during the course of Annual Contract, and in case of increase  
of wages etc. by Govt. Of India, the agency shall be wholly responsible to make payment to deployed  
personnel from their own resources.

8. The deduction of Income Tax and service tax from the bills of the agency will be made at source as per rates and rules of Govt. of India, applicable from time to time.
9. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the NRC on Camel, Bikaner. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
10. That the firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.
11. That the firm shall issue identity card to each of the worker engaged for entry into NRC on Camel, Jorbeer, Bikaner, premises.
12. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
13. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the NRC on Camel, Bikaner may cancel the contract.
14. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services 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 obligations under Contract Labour (Regulation & Abolition) Act.1970, Workmen's Compension Act, 1943, EPF, E.S.I. & M.P. Act. 1947 etc. Firm agrees to indemnify and keep indemnified NRC on Camel, Jorbeer, Bikaner on account of any failure to comply with the obligations under various laws or damage to NRC on Camel, Bikaner due to acts/omissions of Firm.
15. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded of considered or deemed to be the employees of the NRC on Camel, Bikaner and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the NRC on Camel, Bikaner against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the Office of NRC on Camel, Bikaner.
16. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. and State Govt, as applicable relating to this Contract.
17. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
18. The Firm shall not transfer its right or sub-contract to any one else.
19. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
20. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
21. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
22. There will be surprise checking by an Officer, Shortcomings, if any pointed out by him shall be restored by the Firm/ contractor within 24 hours of its bringing to his notice.
23. The firm shall provide a Co-ordinator for immediate interaction with the organization.
24. All the terms and conditions as stipulated in the tender documents No. NRCC/ADM/P/I(01)P/Guest House/2016/ dated. 13.04.2016 of NRCC, Bikaner, shall be part of this agreement.

**25. PENALTY CLAUSE: 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. 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 shall be invoked and shall be 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 number required to be deployed by the Agency 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 Shedule-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.

IN WITNESS whereof the parties have executed those present on the day Month and year as mentioned above.

(Name & Address of the firm)

(For the Centre)

Witness:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**Schedule-III A**

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

S. No.	Description	Actual Amount to be paid to Labourer deployed by the Contracting Agency for performing <u>Unskilled nature of Job</u> [for 26 mandays in a month]	
1.	2.	3.	
A(a)	Monthly Rate (as per minimum wages)	∞	
A(b)	ESI Contribution (employer contribution as per prescribed)	∞	
A(c)	EPF Contribution (employer contribution as per prescribed)	∞	
A.	Total Cost per head [A(a) + A(b) + A(c)]	∞	
B.	Service charges including other charges, If any for the purpose of bonus, gratuity etc.	∞	
C.	Service Tax	∞	
D.	Grand Total (A+B+C)	∞	
E.	Contribution by the employee for ESI/EPF to be deducted	For EPF	∞
		For ESI	∞
	Other deduction, If any		∞
F.	*Actual wages to be paid by the Bidder to the deployed Labourer	∞	

**\*Should not be less than the minimum wages payable to the labourer otherwise the bid shall be rejected.**

**NOTE:** All the above columns are to be filled by giving appropriate information as per relevant rules, by the bidder. In case any column is found unfilled or if bidder indicate that the bidder shall pay wages or any other contribution from his/her own resources and shall not claim from NRCC than the bid shall be treated unresponsive being NIL charge/considerations, in light of the provisions of office memorandum no. 29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India.

**Authorized Signatory**

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

भा.कृ.अनु.प.—राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर  
ICAR- NATIONAL RESEARCH CENTRE ON CAMEL, BIKANER  
Post Bag-07, Jorbeer, Bikaner-334001 (Rajasthan)

**By-hand**

F.No. NRCC/ADM/P/I(01)P/Guest House/2016/

Date : 20.01.2016

**प्रेषित:-**

विज्ञापन प्रबंधक राजस्थान पत्रिका बीकानेर (बीकानेर अंक )	विज्ञापन प्रबंधक दैनिक भास्कर बीकानेर (बीकानेर अंक)
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**विषय :- केन्द्र की निविदा सूचना का प्रकाशन बाबत।**

महोदय,

कृपया इस केन्द्र की संलग्न निविदा सूचना का प्रकाशन आपके समाचार पत्र में भारत सरकार, डीएवीपी द्वारा स्वीकृत वैध दरों के अनुसार तुरन्त लेकिन दिनांक 21.01.2016 तक अवश्य ही करने की कृपा करें।

निविदा प्रकाशन में किसी भी प्रकार की देरी या असमर्थता के बारे में उपरोक्त दिनांक से पूर्व इस केन्द्र को सूचित करें। निविदा सूचना का प्रकाशन छोटे आकार के अक्षरों (फोन्ट) में कम से कम स्थान का प्रयोग करते हुए प्रकाशित करें।

प्रकाशन उपरान्त बिल कृपया तीन प्रतियों में निदेशक, राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर के नाम से पूर्व प्राप्ति राजस्व टिकट सहित प्रकाशन की प्रति के साथ भुगतान हेतु प्रस्तुत करें। भारत सरकार, डीएवीपी, नई दिल्ली द्वारा निर्धारित वर्तमान वैध दर जो कि सभी केन्द्रीय कार्यालयों पर लागू हो, की एक प्रति बिल के साथ अवश्य प्रस्तुत करें। चूंकि केन्द्र द्वारा बिलों का भुगतान Electronic माध्यम से किया जाता है अतः निम्न विवरण के साथ अवश्य उपलब्ध करायें :-

1.	फर्म का नाम, टेलिफोन नम्बर एवं पूरा पता
2.	बैंक का नाम जिसमें आपका खाता है
3.	आपकी बैंक की शाखा का टेलीफोन नम्बर एवं पूरा पता
4.	आपका पूर्ण कम्प्यूटरीकृत बैंक खाता संख्या
5.	बैंक का कोड संख्या
6.	ई-पेमेन्ट हेतु बैंक / ब्रांच का IFSC/MICR/RTGS/NEFT कोड नम्बर
7.	PAN Number (Income Tax)

संलग्न : निविदा सूचना

प्रशासनिक अधिकारी

**प्रतिलिपि:-**

1. सहायक वित्ति एवं लेखा अधिकारी
2. सहायक प्रशासनिक अधिकारी / स्टोर
3. सहायक प्रशासनिक अधिकारी / डी.डी.ओ.
4. श्री दिने 1 मुजाल- कृपया संलग्न विज्ञापन सूचना एवं संलग्न तीन अलग-अलग निविदा प्रपत्र को केन्द्र की वेबसाइट एवं सी.पी.पी./एन.आई.सी. पर तुरन्त अपलोड करें।
5. सतर्कता अधिकारी - सूचनार्थ
6. पत्रावली क्रमांक - NRCC/ADM/P/I(51)/P/R.O. Sys./2015
7. पत्रावली क्रमांक - NRCC/ADM/P/I(02)/P/Water Cooler/2016

8. वैयक्तिक सहायक निदेशक – सूचनाार्थ

भा.कृ.अनु.प.–राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर  
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**By-hand**

F.No. NRCC/ADM/P/I(01)P/Guest House/2016/

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प्रेषिति,

विज्ञापन प्रबंधक  
राजस्थान पत्रिका  
बीकानेर

विषय :- केन्द्र की निविदा सूचना का प्रकाशन बाबत।

महोदय,

कृपया इस केन्द्र की संलग्न निविदा सूचना का प्रकाशन आपके समाचार पत्र में भारत सरकार, डीएवीपी द्वारा स्वीकृत वैध दरों के अनुसार तुरन्त लेकिन दिनांक 21.01.2016 तक अवश्य ही करने की कृपा करें।

निविदा प्रकाशन में किसी भी प्रकार की देरी या असमर्थता के बारे में उपरोक्त दिनांक से पूर्व इस केन्द्र को सूचित करें। निविदा सूचना का प्रकाशन छोटे आकार के अक्षरों (फोन्ट) में कम से कम स्थान का प्रयोग करते हुए प्रकाशित करें।

प्रकाशन उपरान्त बिल कृपया तीन प्रतियों में निदेशक, राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर के नाम से पूर्व प्राप्ति राजस्व टिकट सहित प्रकाशन की प्रति के साथ भुगतान हेतु प्रस्तुत करें। भारत सरकार, डीएवीपी, नई दिल्ली द्वारा निर्धारित वर्तमान वैध दर जो कि सभी केन्द्रीय कार्यालयों पर लागू हो, की एक प्रति बिल के साथ अवश्य प्रस्तुत करें। चूंकि केन्द्र द्वारा बिलों का भुगतान Electronic माध्यम से किया जाता है अतः निम्न विवरण के साथ अवश्य उपलब्ध करायें :-

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संलग्न : निविदा सूचना

प्रशासनिक अधिकारी

भा.कृ.अनु.प.—राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर  
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Date : 20.01.2016

प्रेषिति,

विज्ञापन प्रबंधक  
दैनिक भास्कर  
बीकानेर

**विषय :- केन्द्र की निविदा सूचना का प्रकाशन बाबत।**

महोदय,

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संलग्न : निविदा सूचना

प्रशासनिक अधिकारी