



**ICAR-NATIONAL RESEARCH CENTRE ON PIG
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
RANI, GUWAHATI-781131(ASSAM)**



F.No:670/NRC (P)/2016-17

Dated: 17.03.2017

Tender Notice

Sealed quotations are invited for the Annual Rate Contract for Maintenance of Garden on Monthly Basis. Closing date of tender is 11.00 AM, on 10.04.2017. Tender will be opened at 11.30 AM on 10.04.2017 at ICAR-NRC on Pig, Rani, Guwahati. Tender documents are available in our Institute Website www.nrcp.in

-sd/-
Director



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Tender Notice for Maintenance of Garden

Sealed tenders are invited by the Director, ICAR-NRC on Pig, Rani,Guwahati from reputed/Registered contractor(s) for undertaking the maintenance of garden on job contract basis.

Tender shall be prepared after taking consideration the requirement as given in the Annexure-I, II,&III and should be submitted accordingly.

Tender paper is available in our Institute website: www.nrcp.in and may be downloaded from there. Closing date of submission of tender is 11.00 AM 10-04-2017. The tender will be opened on 10.04.2017 at 11.30 AM in the committee room in the presence of tenders or their authorized representatives.

Administrative Officer.

Annexure-I

Documents required to be produced by the Tenderer

1. The following documents are required to be enclosed with the tender from by the tenderer:
 - a) Registration certificate of the firm including PAN/TAN, S.Tax No. etc.
 - b) Tender fee of Rs. 500.00 and EMD of Rs. 5000.00 in shape of Demand Draft drawn in favour of Director, ICAR-NRC on Pig payable at SBI, Khanapara only.
 - c) Proof of Minimum turnover of the firm not less than Rs. 20.00 lakhs (twenty lakhs only) during the last 3 financial years.
 - d) Duly certified copies of the satisfactory services from the employer where the tenderer is providing the service in the last three years.
 - e) Employees EPF & ESI registration certificate issued by local govt.etc
 - f) Client lists.
 - g) Sales Tax/Service Tax Registration certificate.

Annexure-II

Terms & Conditions:

1. **Mode of Payment:**
ICAR-NRCP shall make payment by means of crossed cheque / RGTS in favour of the agency. However, taxes which are as per the rules of Govt. of India shall be deducted at source from monthly bills of the successful tender.
2. **Termination:** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The ICAR-NRCP will not have any responsibility towards this for any damage/ loss caused and it cannot be challenged in any court of law.
3. **The contractor is advised to do a complete survey to access the quantum of work of the tender prior submitting their rates/ submission of tender.**
4. In case of any dispute arising decision of Director, ICAR-NRC on Pig will be final and binding.
5. An amount of equivalent to 5% of the estimated value of contract is to be deposited by the selected/ successful tenderer as a security deposit only after receiving communication from the ICAR-NRCP. In the event of non –deposition of the same, the earnest money will be forfeited.
6. Service tax or any other tax applicable or made after awarding the contract in respect of this contract shall be payable by contractor and ICAR-NRCP will not entertain any claim what's over in this respect. However, the service taxes or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer , as per rules / instruction made applicable from time by government.
7. Director, ICAR-NRC on Pig reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the council for any justifiable reasons, not mandatory to be communicated to the tenderer.
8. Incomplete tender or not complying with the above condition is liable to be rejected. Overwriting or figures written in such style that it can be read in more than one way lead to cancellation of tender.
9. The tender received after due date and time will not be entertained. The enclosed envelope should contain the name and address of the tenderer in complete manner.
10. Tender will remain open for acceptance up to 90 days from the date opening. The Director, ICAR-NRC o Pig, Guwahati at his discretion may extend this date by a fortnight and such extension shall be binding by the tenderer.
11. If the date upto which the tenders is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

12. No interest will be paid against EMD and security deposit.
13. The 2nd party is to follow the provision of all labour laws applicable to this establishment including statutory payments and other liabilities / eventuality labourers from time to time and will be solely responsible. The 1st party will not have any responsibility in this regard in any case/ eventuality.
14. If a tenderer does not accept the offer, after issuing of letter of award by ICAR-NRCP within 15 days, the offer made shall be deemed to be withdrawn without any notice & EMD will be forfeited.
15. The contractor / Agency shall make payment of remuneration / wages to its personnel before 7th of every month and if required ICAR-NRCP, Rani, Guwahati may asked the firm to produce a copy of payment vouchers of the workers employed by the agency.
16. The personal engaged by the agency for this job contract will not be an employee of the council and there will be no employer- employee relationship between the council and the personnel so engaged by the contractor.
17. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under minimum wages act and the council shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
18. The ICAR-NRC on Pig, shall not directly or indirectly engaged any personnel of the agency during the period of contract.
19. **Evaluation of the quotation:** The ICAR-NRCP, will evaluate and compare the quotation determined to be substantively responsive i.e which are properly signed and fulfilled all the eligibility conditions. Only those firms will be considered for financial bid opening who will qualify in the technical bid. Date of opening of financial bid will be communicated to the qualified bidder later on. The ICAR-NRCP will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. The Technical Bid will be opened on 10.04.2017 at 11.30 AM. The tendered or their authorized representatives may make it convenient to be present at the schedule time and if they so wish.
20. Terms of the contract :
 - 1) Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the ICAR-NRCP reserves the right to renew the contract on quarterly /half yearly / yearly basis on the terms and conditions that may then be mutually agreed upon.
 - 2) The income tax etc. as applicable will be deducted from the claim of the contractor at source.
 - 3) All the statutory rules with regard to labour management and other liabilities have to be adhered to by the contractor.
 - 4) The contractors are also to abide with the rules of ICAR/ Govt of India.

- 5) All the labour liabilities in respect of the labourers engaged by the contractor as per labour law rest with the labour contractor. The rate may be quoted after taking into account all the statutory payment as per labour laws i.e EPF, ESI, Leave and Service Charges etc.
- 6) The Director, ICAR-NRCP, Guwahati reserves the absolute right and power of revoking or cancellation of the job contract Basis with one month notice without assigning any reason whatsoever.
- 7) The contractor shall pay the minimum wages as per Central Govt.rate to the persons to be engaged by him as per labour laws.
- 8) Contractor shall be responsible to comply with various provisions of contract labour Act.1970 and such other Act as may applicable for such works. In the event of unsatisfactory performance during the contract period the contract can be rescinded by giving one-month notice by the authority. The persons those will be engaged by the successful agency/ contractor for the above maintenance work on job contract Basis will have no right for employment in future at ICAR-NRCP, Guwahati and labour liabilities rest with the contractor.

-sd/-
Administrative Officer

Annexure III

Schedule of work of maintenance of garden at ICAR-NRCP

Sl.No	Name of the work	Rate per month	Remarks if any
1.	Maintenance of lawns & gardens including Uprooting of shrubs, cleaning of jungle, weeding, pruning, using weedicides, pesticides and fertilizers for plant & trees, watering all plants and lawn, colouring & watering of flower pots, Planting seasonal flowers like Rajanigandha, Jhinia, Aster, Phlox, Pansy, African Violet etc. and other ornamental plants from time to time ,maintaining of existing Debdaruplants etc.in/around a) Garden of office Guest house, b) Children park in front of main building c) Garden in front of Children park alongwith canal side, d) Garden of inside admin, Cum lab building, e) Fountains		

The agency should deploy at least 4-5 manpower every day including holidays/ Sundays.

Signature of Contractor /Agency