



File No. 391/NRC(P)/2015-16

Date : 11.07.2018

TENDER NOTICE

Online e-tenders are invited from the Authorized Service Agency for various Job contract work at ICAR-National Research Centre on Pig, Rani, Guwahati, Assam and KVK, Dudhnoi, Goalpara.

CRITICAL DATE SHEET

Tender No.	F.No. 391/NRCP/2015-16
Date of release of Tender through e-procurement	13.07.2018 at 11.00 AM
Bid Submission start date & time	13.07.2018 at 10:30 A.M.
Last date & time for submission of bid	03.08.2018 at 1.00 PM.
Date & time for opening of technical bid	04.08.2018 at 1.00 PM
Address for Communication	Director, ICAR-National Research Centre on Pig,Rani,Guwahati-781131.

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrcp.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
2. **Tenderers/Bidders after submission of their bids online through CPP Portal must submit Hard Copy of all the submitted documents except Financial Bid (BOQ) alongwith Tender Fees and EMD which should reach at ICAR-NRC on Pig, Rani, Guwahati on or before 1.00 P.M, 03.08.2018 failing which their tenders/bids will not be considered.**
3. **Tender fee of Rs.500.00(non refundable) and EMD of Rs. 50,000.00 (refundable) only in shape of Demand Draft drawn in favour of The Director, ICAR-NRC on Pig payable at SBI, Khanapara must be submitted. If the firm is exempted from the payment, NSIC registration certificate of exemption is required to be submitted.**
4. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
6. The interested bidders are required to deposit the Tender Fees and Earnest Money Deposit (EMD) of the amount mentioned against the items in any of the following ways:
 - a) Demand Draft/FDR-TDR/BG from any of the Nationalized bank in favour of **DIRECTOR – ICAR-NRC ON Pig,Rani,Guwahati payable at SBI, Khanapara Branch, (Code – 09945)**. The Demand Draft/FDR-TDR/BG may be sent by speed post/Regd. Post or submit in person to the Admin. Officer, ICAR-NRC on Pig,Rani,Guwahati-781131 on or before the bid opening date & time as mentioned in the Critical Date Sheet. Tender fee & EMD submitted through Courier Services will not be accepted.

7. The payment of the Tender Fee & EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
8. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRC on Pig,Rani,Guwahati. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCP then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Sd/-
I/C Administrative Officer

General Terms & Conditions:

The bidders should fulfill the following terms and conditions failing which their tenders will be rejected.

1. **The Bidders have to submit the online bids in two bid system i.e. Technical bid and financial bid (BOQ). The Technical bid should contain the documents mentioned in Sl. No. 10 (a to o at Page No. 4&5) and the financial bid as per the BOQ. Only those firms will be considered for financial bids which provide all the mentioned documents and qualify in the technical bids.**
2. Tender fee Rs.500/-(non refundable) and Earnest Money deposit of Rs.50,000.00 (refundable) to be drawn in favour of The Director, NRC on Pig, Rani, Guwahati and payable at State Bank of India , Khanapara (Branch Code No. 009945) must be attached with the bid. If the firm is exempted from the payment NSIC Registration certificate must be submitted failing which their tenders will be cancelled
3. **The bidder should quote the rates as per the BOQ format. It will be obligatory for the agency to pay wages and other statutory liabilities to their workers deployed at the Institute as per Minimum Wages Act of Ministry of Labour & Employment, Govt. of India (For Workers employed in Agriculture in "C Area")and other law & rules, as fixed/revised from time to time. The Agency shall quote their rates after taking into consideration the nature of work as mentioned in the Details of Work plan as attached/enclosed.**
4. The agency should make payment of remuneration/wages to its personnel before 7th of every month, if engaged /carried out the work by engaging manpower
5. In the event of selection for award of job contract, the selected Agency will have to furnish security Deposit in the form of Bank Guarantee/Demand Draft for Rs. 2,00,000.00 (Two Lakhs)only with the Institute. The agency will get no interest on such deposit.
6. The contract will be made for a period of one year but terminable at any time before the expiry of that period with 30(thirty) days notice, in case services are found to be unsatisfactory. However, the Competent Authority reserves the right to extend the period of engagement on the same terms and conditions keeping in view the performance of the agency and administrative requirements.
7. The ICAR-National Research Centre on Pig reserves the right to accept the lowest or any other bids.
8. The bids of the intending parties should be accompanied by photo-copies of the following documents.
 - a) **Tender Fees of Rs. 500.00**
 - b) **Earnest Money Deposit of Rs. 50,000.00**
 - c) **Registration Certificate of the firm under the work contract.**
 - d) **Copy of Licence under the Labour (Regulation and abolition) Act. 1970.**
 - e) **EPF registration certificate.**
 - f) **ESI registration certificate.**

- g) **Income Tax and Service Tax Registration Certificate.**
 - h) **Audited Balance Sheet of the firm for the last financial year by Chartered Accountant.**
 - i) **An Undertaking (Annexure A, Page No. 9) as per attached format duly attested by Notary on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only).**
 - j) **Performance Statement as per Annexure-B (Page No. 10).**
 - k) **Particulars of the Agency as per Annexure-C (Page No. 11& 12).**
 - l) **Checklist of Credentials as per Annexure-D (Page No. 13)**
 - m) **PAN/TIN/TAN Number.**
 - n) **GST Registration Certificate.**
 - o) **Scanned copy of minimum turnover of the firm not less than Rs. 50,00,000.00 (Rupees Fifty Lakhs) during each of the last three financial years.**
9. In case, a tender is submitted in a business name and if it is a concern of an individual the tender must be signed by the individual himself as Proprietor or by his duly authorized attorney. In the latter case a copy of authority letter from the Proprietor needs to be attached with the bid document.
 10. In case of partnership firms(s) the bid should be signed either by all the partners or by the authorized partners. In the latter case, an authorization letter a/w arbitration agreement of all the partners needs to be attached with the bid document.
 11. In case of companies under companies Act 1956 the bid must be signed by the Authorized Director/Managing Agent. A copy of such authorization a/w a copy to memorandum of Association need to be attached with the bid documents.
 12. In case of registered cooperative societies, association of individuals and other societies registered under societies registration Act or any other allocable Act in India, the bid must be signed only by the authorized persons for this purpose. A copy of such authorization and a copy of memorandum of association need to be attached with the bid documents.
 13. The last date for submission of online tender will be 03.08.2018 at 1.00 PM and the tender will be opened online 04.08.2018 at 1.00 PM.
 14. The award of bid and its terms & conditions will be subject to any further guidelines issued by the Govt. of India/ ICAR/Director, NRCP.
 15. **The agency has to discharge all the legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time.viz statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum wages Act, Payment of Bonus Act etc. The Agency should keep ICAR-NRC on Pig indemnified from any claims, loss or damages that may be caused on account of the Agency's failure to comply with their obligations under the various laws towards their staff/employees employed by them or any loss/ damage caused to the ICAR-NRC on Pig due to acts/omissions of the Agency.**
 16. The Agency has to get all the engaged employees insured against any liability arising under the Workman's compensation act or under the common law. The Agency will

indemnify against any claim in respect of persons employed on job contract at ICAR-NRC on Pig.

17. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately by the agency.
18. If bidders do not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
19. The Agency shall not sublet the work without prior written permission of the NRC on Pig.
20. The Agency or his workers shall not misuse the premises allotted to this for any purpose other than for which the contract is awarded.
21. The Agency must employ adult Labour only. Employment of child labour will lead to the termination of the contract.
22. The Director, ICAR-NRC on Pig, reserves the absolute right to accept or reject any or all quotations either in part or in full without assigning any reason whatsoever.

Sd/-
I/C Administrative Officer

Tentative details of Work Plan

S.N	Particulars	Unskilled/Semiskilled/Skilled Manpower	No of Points	Remarks
1.	Sample / Data Collection, Scientific Computerization & Data Feeding etc. (Sample/ data collection , Scientific data collection Operating computer for typing, feeding scientific data, maintenance of library)	Semiskilled	1	1. Each Point shall include 8 hours duty throughout the Month. 2. Nos of Point may be increased or reduced based on the requirement of job.
2	a) Support to Administrative Staff. (Date Entry/ Dak & Dispatch. Hindi Typing & Support to Hindi Cell)	Semiskilled	2	
	b) Support to Administrative & finance staff (Operating computer for typing, scanning, printing of computers.)	Skilled	2	
	C) Support to Administrative & finance staff Peon/Messenger to assist Administrative /finance staff,/library/Director Cell)	Unskilled	3	
3	Miscellaneous work at Research Laboratory (cleaning of lab glassware, plasticware equipment, instrument and laboratory room)	Unskilled	5	
4	Works support to pig farm and pork processing unit (Feeding, cleaning, watering of pig sheds & night observation etc. related works of the pig farm and activities of pork processing unit.)	Unskilled	24	
5	Field work for agriculture crop like field preparation, plantation, weeding, watering etc. (Preparation of fodder plot, plantation of plants, harvesting etc.)	Unskilled	4	
6	Cleaning of campus including buildings. (Cleaning of toilets and office cum laboratory building, Guest house, campus etc.)	Unskilled	3	
7	Electrical maintenance works (Electrical maintenance of office, laboratory, farms, quarters, street etc. by electrical trade certificate holder)	Semiskilled	1	
8	Support to Scientist (To assist in scientific work for carrying out the laboratory activities/sample processing/molecular work)	Highly Skilled	1	
10	Plumbing/sanitary works (Plumbing /sanitary maintain of labs, office building, quarters, water treatment plant etc.)	Unskilled	1	
12	Support to Guest House & Farmers Hsotel – House Keeping (Cooking, Cleaning & maintenance of Guest house & farmers hostel etc.)	Unskilled	4	
13	Driver (Driving LMV and HVM)	Unskilled	1	
14.	Miscellaneous Office Works at KVK, Dudhnoi, Goalpara	Unskilled	4	
TOTAL POINTS			56	

Terms & Conditions :

- a) The rates to be quoted in Price Bid/BOQ shall be quoted after taking into consideration of all the statutory Acts/Rules like Minimum wages under wages act (**Ministry of Labour & Employment, Govt of India for Workers employed in Agriculture in "C Area"**), **Payment of Bonus Act etc of Govt. of India, Contract labour & other acts as applicable to contractual workers etc.**

- b) The rates to be quoted in Price Bid/BOQ shall be quoted after taking into consideration of all expenses including incidental administration expenditure, weekly offs, all the statutory obligations and reliefs, service charges , Bonus as per Payment of Bonus Act, service tax and other statutory liabilities etc.
- c) Numbers of mentioned points may varies during the contract period as per the requirement of this office.
- d) Rate quoted must be valid upto the expiry of the contract period.
- e) The contractual personals are to be engaged at NRC on Pig, Rani, Campus, Guwahati and KVK, Dudhnoi, Goalpara, Office.

Sd/-
I/C Administrative Officer

Undertaking

1. I/We have read and understood all the terms & conditions of the Tender and hereby declare that all the details provided by us in the tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR/ICAR-NRC on Pig, Guwahati.
2. It is certified that we have not been blacklisted by any organization of Govt. of India including Central Vigilance Commission (CVC) in the last three years.
3. It is to certify that the rates mentioned in our tender are inclusive of service charges, taxes and other statutory expenditure like ESI, EPF, Bonus, Licence Fee, Administrative charges etc. The charges also include the expenditure towards uniform etc.
4. I/We further undertake that we will follow all the statutory rules like Minimum Wages Act Govt. of India, Contract Labour Act and other Acts of Govt. of India as applicable to contract labour and take complete responsibility for the settlement of dispute for labour problems arising due to any reason.
5. **I/We do hereby undertake that none of our workers engaged for day to day Job Work of ICAR-NRC on Pig will be involve in any union nor form any union which will hamper the work of ICAR-NRC on Pig. If found so, we take sole responsibility for the act for which our firm may be blacklisted and our contract may be cancelled.**
6. I/We undertake to furnish a security deposit of Rs.2,00,000.00 (Rupees Two Lakh) only which shall be refunded only after satisfactory expiry of the contract period.
7. I/We are ready to execute the job contract for the period of one year on mutual agreement executed on non-judicial stamp paper of appropriate value.
8. **I/We will engage one full time Supervisor for supervising the activities of the engaged Manpower. The charges of the supervisor has been included in the Service Charges quoted by us in our Tender.**

Signature and seal of the Bidder

Business Address.....

Performance statement

(Shall be submitted by the Bidder on his/their letter head)

Name & Address of the Govt./Semi-Govt. Organization	Order No. & date	Value of Order	Date of effect and completion of contract	Remarks, if any

Signature and seal of the Bidder
Business address

PARTICULARS OF THE QUOTING AGENCY

1. Name of the Agency :

2. Full address with Phone & Fax No. :

3. Name of the Proprietor :

4. Earnest Money Deposit : Yes/No
DD No. _____ Date

5. Tender Fees : Yes/No
DD No. _____ Date

6. Service Tax Registration No.
(Enclose copy)

7. EPF Registration No.
(Enclose copy)

8. ESI Registration No.
(Enclose copy)

9. Labour licence from the office
Govt. Labour Department
(Enclose copy)

10. 03(Three)years of work experience in Central/State Govt. :
Establishments /Autonomous bodies/Corporation.
(Enclose copy)

11. GST Registration No.
(Enclose Copy)

12. PAN/TIN/TAN No.

(Enclose Copy)

13. Details for evaluation of Technical Bid:

SL.No	Items	Details with Supporting Documents
1	No. of People on the roll of the firm	
2	No. of years of past experience of supplying manpower to Central Govt. Departments	
3	Average turnover of the Firm during last 3 years (With financial year wise details)	

Signature of the Proprietor/
Authorized Representative

Checklist of Credentials

For the last three years continuous experience of the firm in the field of providing services (Labour contract for supply of manpower) in Central Govt. establishments/Autonomous bosies of Govt. of India/ Corporations of Govt. of India/ reputed public or private organizations.

S.N	Name of the Organizations	Nature of Works	Period		Number of Workers	Turnover details	Remarks
			From	To			

Signature of the Proprietor/
Authorized Representative