

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR NEH REGION
UMROI ROAD, UMIAM – 793 103, MEGHALAYA**

NO: RC (G) 31/2013

Dated Umiam, the 30th June, 2017.

**TENDER APPLICATION FOR THE CONTRACTUAL SERVICE AT
ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM.**

- A. Cost of the Tender Form :** Rs.1000/- (Mandatory Non- Refundable, can be deposited to the cashier and a photocopy of the receipt can be produced as evidence or can also be deposited in the form of demand draft/ banker's cheque, drawn in favour of the Director, ICAR Research Complex , payable at Umiam).
- B.** Last date of receipt of Tenders in office is 31st July, **2017**.
- C.** Tenders shall be opened at 11.30 A.M. on the following day i.e. on 1st August, **2017**.

Note:-

If the date fixed for opening of Tender is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday, but there will be a change in the time for opening indicated above.

- D.** The Tender document is also available at our website www.icarneh.ernet.in www.icarnehadmin.org.

Note:

1. The Director, ICAR Research Complex, Umiam Meghalaya, May at his discretion, extend this date by a fortnight and such extend shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain opened for acceptance till the next working day.



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR NEH REGION
UMROI ROAD, UMIAM – 793 103, MEGHALAYA



Note:- **All communications must be addressed to the Administrative Officer (by designation) ICAR Research Complex for NEH Region, Umroi Road, Umiām Meghalaya – 793103.**

**TENDER FOR THE CONTRACTUAL LABOURER SERVICES AT ICAR RESEARCH COMPLEX
FOR NEH REGION, UMIAM, MEGHALAYA – 793103**

Dear Sir(s),

Please read the terms and condition mentioned in the Tender Document carefully, **failure to comply with any of the conditions/directives mentioned in the Document, shall lead to non – consideration/forfeiture for your bid and no further request in this regard shall be considered.**

1. Sealed tenders are hereby invited on behalf of the Director, ICAR, Research Complex, Umiām, Meghalaya for contract of providing of Contractual Service at ICAR Research Complex for NEH Region, Umiām. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of Rs. **3, 45,557. 00** must be deposited in the form of demand draft/ Banker's Cheque/ Bank Guarantee, etc in favour of the Director, ICAR Research Complex, payable at Barapani. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/cheque number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tender, he will not resile from his offer on modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the Institute. In event of the offer made by the Tenderer are not accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules 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 Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed' otherwise the tenders shall/may be rejected.
5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the tenders 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 the 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. If the Tenderer does not accept the offer, after issue of the letter of award by the Institute within 15 days, the offer made shall be withdrawn without any notice & the earnest money shall be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any should be signed by the Tenderer.
8. The original copy of the Tenderers is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed “ **THE JOB WORK CONTRACT FOR PROVIDING ALLIED SERVICES at ICAR Research Complex for NEH Region, Umiam – 793103**” with address of this office and of the Tenderer shall place two envelopes clearly marked containing technical bid financial bid in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tender box, kept in the CAO Room of the ICAR Research Complex for NEH Region, Umiam Meghalaya not later than **3.00 P.M. on 31st July, 2017.**
9. The rates quoted by each firm for job service contract in Tenders is to be given both in words and figures, failing which the same is liable to rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. Please also state the name and address of your permanent representative, if any.

10. The Institute is not bound to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the tenders. You are, however, at liberty to tender for the whole or any portion of it or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders shall not be accepted.
11. An amount of **3, 45,557.00** as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non- deposition of non- deposition of the same, the earnest money will be forfeited.
12. No interest on Earnest Money Deposit shall be paid by the Institute to the Tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per rules of the Govt. shall be deducted at source from monthly bills of the successful tendered, as per the rule/instructions made applicable from time to time Govt. of India or State Govt. shall be the liability of the agency to deposit in concerned department as per the rule.
14. Director, ICAR Research Complex, Umiam, Meghalaya reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
15. Decision of the Director, ICAR Research Complex, Umiam, Meghalaya, shall be final for any aspect of the contract and binding on 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, Institute. 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.
16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram, Express letter etc.should be acted upon immediately.
17. The following documents/ vouchers are required to be enclosed with the Tender form, which are the terms and conditions of the Tenders document:-
 - a. The Agency should have the proper up-to-date Registration License and verifications thereof, duly issued by the State Government for engaging of labourers failing which their application may not be considered. They also must have an independent EPFA/C [code] no. issued by the Regional P. F. Commissioner, and a duly attested copy for both must be invariably provided along with the Tender. Employees ESI registration certificate, if any, may also be submitted.

- b. Minimum turnover of the firm not less than one year. during the last financial year.
- c. Last 3 years continuous experience (preferable) of the firm in the field of providing such services in Central/ State Govt. or Autonomous bodies/ corporations of Govt. of India/ reputed public or private organization, provide the details in enclosed tabular form.
- d. Certified Balance Sheet of the firm for last year of services contract by the chartered accountant.
- e. Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f. Employee EPF registration certificate issued by local Govt.etc.
- g. Employee ESI registration certificate issued by local Govt.etc
- h. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i. Nos. of staff/Supervisor/labourers registered under ESI & EPF separately. Minimum 50 numbers of (labourers) require their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j. Service tax etc. registration certificate issued by Govt. etc.
- k. The percentage of EPF deducted from the individual labour
- l. The percentage of ESI deducted from the individual labour
- m. The percentage of Contractor commissions being deducted from the individual labour
- n. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non- judicial stamp paper of Rs. 100/- for each work.
- o. Only those firms will be considered for financial bid who will qualify in the technical bid.
- p. **Other terms and conditions:**
 - a. The agency/ Firm shall have to pay the minimum wages to the contractual personnel as per the provisions of the Minimum Wages Act and amendments from time to time thereof.
 - b. The rates quoted by the Agency/ Firm should be valid for a minimum period of one year from the date of award of the contract.
 - c. The Agency/ firm will deduct all the dues related to EPF, ESI, etc. wherever applicable and should ensure all the dues are paid within the prescribed time limit. Any penalty/ interest charges, etc. levied by any statutory authority with regard to the above shall be fully borne by the Agency/ firm itself, and the office shall in no way be responsible for such payments/ charges.
 - d. The employer (i.e. contractor should contribute employer share as prescribed by rule and reimburse the same from Principal employer.
 - e. In case of loss/ theft/ shortage caused by / attributable to the labourers deployed by the Agency at the Centre, Director reserves the right to claim damages.
 - f. The Agency/ firm shall have to maintain the Attendance Register, Wages Register etc. which shall be produced to the concerned authority as and when called for.

- g. The Agency/ Firm shall ensure to deposit EPF, ESI etc. of their employees in time. While submitting the bills to the office for a particular month, the Agency/ Firm shall ensure to submit the following documents also:-
- i. A copy of the Attendance Register showing the attendance of all the contractual workers for the month for which the bill is being claimed along with a copy of the Wages/ Payment Register showing the payment made to all the contractual labourers in the preceding month.
 - ii. A copy of the Challan of the dues paid to the EPF office, ESIC and other authorities, as applicable, in the preceding month.
 - iii. The allotment of EPF number to each worker to be intimated through Head of office with a copy of the EPF allotment card and Insurance card.
 - iv. Confirmation towards observance of the minimum wages Act of the State Govt./Central Govt. for each category of work being paid to the labours.
 - v. Other documents as and when asked for the Authorities.
- h. Only those firms will be considered for financial bid who will qualify in the technical bid.
- i. Other terms and conditions as laid down by the Competent Authority as and when applicable, depending upon the circumstances/ changes in the policies.
- j. Break up of details regarding the manpower required for accomplishment of work as under Schedule - II, as well as the breakup of the rates quoted under Financial Bid should also be compulsorily given.
- k. For any query/ clarification, the under mentioned may be communicated:

Note: The technical bids and financial bids must be submitted in separate envelopes to be sealed and put in a main cover. Non compliance of this shall lead to non- consideration of the bid and the bid document need to be signed in each and every pages of tender documents submitted.

Sd/-
(S.R.Baruah)
Administrative Officer,
For and on behalf of the Director
ICAR Research Complex for NEH Region

**TENDER FOR THE CONTRACTUAL LABOURER JOB WORK/SERVICES AT ICAR RESEARCH
COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA – 793103**

Full Name & Address of the Tenderer in

.....

Addition to Post Box No., if any, should

.....

be quoted in all communications to this

.....

Telephone No.:

.....

Fax/ Cellular No.:

.....

E-mail address.:

.....

From,

To,

The Administrative Officer,
ICAR Research Complex for NEH Region,
Umroi Road, Umiam, Meghalaya – 793103.

Sir,

I/ We have read all the particulars regarding the General Information and other terms and conditions of the contract for providing the job service/contractual labourers For ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA – 793103, and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule- I to this Tender and

I/ We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

I/ We shall be bound by a communication acceptance dispatched within the prescribed time.

I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The following pages have been added to and form a part of this Tender _____.The Schedules –I & II to accompany this Tender are at pages _____

EVERY PAGE SO ATTACHED WITH THIS TENDER BEARS MY SIGNATUR AND THE OFFICE SEAL.

Demand Draft No.----- of Rs.----- drawn in favour of the Director, ICAR Research Complex and payable at Barapani is enclosed as Earnest Money Deposit.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness.....

Telephone No: Office

Address.....

Resl.

Occupation.....

Mobile

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

SCHEDULE –I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm! Agency (Attached copy)
Indian Companies Act, 1956,
Indian Partnership Act, 1932 (Please give names of partners)
Any other Act, if not, the owners
4. For Partnership firms whether
registered under the Indian Partnership Act, 1932,
please state further whether by the partnership agreement to arbitration
has been conferred on the partner who has signed the Tender.
i) If answer to the above is in negative
Whether there is any general power
of attorney executed by all the
Partners of the firm authorizing the
Partner who has signed the Tenders
to refer dispute condemning business
of the partnership to arbitration.
ii) If the answer to above is in point one
and two the affirmative please furnish
a copy of either the partnership
agreement or the general power
of attorney as the case may be. The copy
should be attested by a Notary Public
or its execution would be admitted by
affidavit on a properly stamped paper
by all partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information Banker's

PART-II

8. Earnest Money Deposited: Yes/No

PART -III

9. Name and Address of the firm's representative
And whether the firm would be representing at the opening of the Tender.
- 10 Name of the Permanent Representative to be visiting ICAR, Institute
Regarding the contract.

Date: _____

Place: _____

AUTHORISED SIGNATORY

Schedule-II

GENERAL INFORMATION & OTHER TERM & CONDITIONS OF THE CONTRACT FOR PROVIDING OF CONTRACTUAL SERVICE AT ICAR RESEACH COMPLEX FOR NEH REGION, UMAM.

1. The Director, ICAR Research Complex, reserves the right to reject any or all Tenders in whole part without assigning any reasons therefore. The decision of the Director, ICAR Research Complex, shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.
2. The staff provided should also maintain secrecy and discipline in the premises of Institute.
3. The contractor shall keep complaint register with his supervisor, and shall be open to verification by the authorised officer of ICAR for the purpose. All complaints should be immediately attended to by the Agency.
4. The agreement is terminable with one month notice on either side.
5. The contractor shall not sublet the work without prior written permission of the ICAR
6. The person so provided by the agency under this contract will not be the employee of the Council and there will be no employer- employee relationship between the council and the person engaged by the contractor in the aforesaid services.
7. Payment for service contract will be made monthly upon submission of pre receipted bill. Labour contract bills should be submitted in proper format, and numbered with identification serial. Details of the firm should be indicated on top for information with identity. Registration No. of firm, TIN No.etc should be indicated in the bills enclosing copies of it as supporting document.
8. No request for alteration in the rates once quoted will be permitted within one year.
9. The ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, OTA etc.
10. 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
11. Risk Clause: ICAR 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 expenditure incurred on account of this can be recovered from S.D or pending bill or by rising a separate claim.
12. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damages clause will be invoked.
13. Any other terms/conditions as decided by the Director, ICAR Research Complex, for time to time depending upon the requirements/change in policies, etc and that shall be binding on the Tenderer.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Details of the Minimum 3 years experience/ work done.

Sl No	Name of the Deptt./ Organisation & Name of Contact Person with Ph.no	Period		Remarks
		From	To	

(Authorised Signatory)

Financial BID:-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender: 31st July, 2017 at 3.00 P.M.

Date of opening of Financial Bid: Date of opening of tender (As per the intimation)

To

The Administrative Officer,
ICAR Research Complex for NEH Region,
Umroi Road, Umiam, Meghalaya – 793103.

Sir,

I/We wish to submit our Tenders for THE JOB WORK/SERVICECONTRACTFOR PROVIDING
_____ on the following rates.

Sl No	Particulars	Per Month
	I Monthly consolidated rate offered for THE JOB WORK CONTRACT FOR PROVIDING----- 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.	----- ----- ----- Rs. in figure----- ----- (inword----- ----- -----

I/we agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm -----

Telephone No. _ _____

Mobile No _____

Rates Offered For Job Contract Works For Various Agricultural Operations/Lab. Works/Office Works Etc.

Sl.NO:		Rate Per	Approved Rate (Rs)
1	Land Preparation	1000 m ²	
2	Digging through spade followed by puddling	1000 m ²	
3	Filling of soil mixture with manure/fert. In poly bags/pots	200 nos.	
4	Pit digging (3' X 3' X 3') for planting	4 pit	
5	Pit digging (2'X 2'X 2') for planting	7 pit	
6	Pit digging (1' X 1'X 1') for planting	25 pit	
7	Filling of pits (3' X 3' X 3') (with fertilizer + Lime+neem cake + FYM including Carrying charges) and making of half moon terrace.	6 pit	
8	Filling of pits (2'X 2'X 2') (with fertilizer + Lime+neem cake + FYM including Carrying charges) and making of half moon terrace.	15 pit	
9	Sowing of seeds (field)	1000m ²	
10	Sowing/Transplanting in poly bags/pots	200 nos	
11	Sowing of green manure etc on contour line	25 Rmt	
12	Transplanting of seedlings (field)	1000 m ²	
13	Transplanting of seedlings/cutting etc. [poly bags/pots]	250 nos	
14	Planting of fruit/avenue & other trees/ plant	50 nos.	
15	Pot culture	50 pots	
16	Weeding/ Interculture operations [field]	1000m ²	
17	Weeding/ Interculture operations [poly bags/pots]	50 nos.	
18	Earthing up/Gap filling	1000 m ²	
19	Manure/Fert./Lime/Pesticide application	1000m ²	
20	Spraying of herbicide/fungicide/other chemicals	1000m ²	
21	Harvesting of seasonal crops/vegetables	1000m ²	
22	Harvesting of fruits	10 trees	
23	Threshing	1000m ²	
24	Maize shelling	15 kg	
25	Budding/Grafting/Layering	100 plants	
26	Training /Prunning/Hedge cutting	50 plants	
27	Cleaning and plugging of trunk borer hole	50 plants	
28	Pasting of Bordeaux paste on tree trunk	50 plants	
29	Mulching	500m ²	
30	Cleaning & removing of bushes	500m ²	
31	Levelling/Layout making	1000m ²	
32	Irrigation of seedlings/crops/vegetables	1000m ²	
33	Hand emasculation and pollination	50 nos.	
34	Staking/support making for bean etc.	15 nos.	
35	Vermi composting (6'X3'X3')	100Kg	
36	Liquid composting (3'X3'X3')	3 Nos.	
37	Watch & word/Bird scaring 1+1	Monthly	
38	Making of Bamboo pegs	100 pegs	
39	Shade making with bamboo/polythene/grass	500m ²	

40	Pine apple desuckering	500m ²	
41	Processing of Turmeric & Ginger	50Kg	
42	Preparation of Trellis for training of fruit vine/vegetables	25Rmt	
43	Bamboo Plantation/Plantation maintenance	50 nos.	
44	Making of bund/ Contour making	30 Rmt	
45	Half moon terrace making in orchard	25 pit	
46	Basin hoeing, weeding, manure and fertilizer appln. In orchard plants Including carrying of manure and fertilizer	30 plants	
47	Weeding, hoeing and sowing of green manure in orchard basin	50plants	
48	Spraying insecticide/fungicide in orchard	250 plants	
49	Manual land preparation	500m ²	
50	Ring making around mature fruit plants & manure & fert. Appl. in ring	10 Rings	
51	Repairing and height raising of old bund	25 Rmt	
52	Making of bench terrace	100m ²	
53	Dressing/repairing of riser	25 Rmt	
54	Lay out of irrigation system	1000m ²	
55	Operation of irrigation system	8Hour	
56	Preparation of irrigation/drainage channel in marshy land	100 Rmt.	
57	Application of fish feed in fish pond	1000m ²	
58	Cutting of Bamboo/Loading and unloading of bamboo	50 nos	
59	Cleaning, feeding, milking and collection of fodder	3 animals	
60	Cleaning and feeding of rabbits/ poultry	100nos	
61	Cleaning, feeding, treatment etc.	20 pigs	
62	Experimental insecticidal treatment	Experiment	
63	Rodent survey, Rodent experiment	Experiment	
64	Rodent feeding, cleaning etc.	500 rats	
65	Apiculture	20 boxes	
66	Collection & processing faeces sample for diagnosis	100 sample	
67	Watch & word of animals during night	Per day	
68	Soil sample collection [Surface]	10 sample	
69	Soil sample collection [Profile]	Profile	
70	Processing of Soil sample (Weighing, drying, grinding & sieving)	25 Sample	
71	Typing work including photocopying etc	20 pages	
72	Plant sample collection/Processing of plant samples	25 Sample	
73	Chopping of paddy straw/Green fodder harvesting/carrying/collection)	Quintal	
74	Processing and preparation of animal feed/feed block	Quintal	
75	Animal care Sampling etc. during the nutrition experiment	Per month	
76	Distribution of milk	Per day	
77	Mushroom spawn preparation	50 pkts	
78	Chopping of paddy straw, Boiling & cube making	50 cubes	
79	Compost making for Button Mushroom	Qt of compost	
80	Mushroom crop maintenance	50 pkts.	
81	Casing Soil preparation sterilization	Quintal	
82	Compost filling /spawing	25 bags	
83	Cattle rearing	10 nos.	
84	General cleaning	1000m ²	
85	Maintenance & harvesting of Azolla periodically	1000m ²	
86	Preparation of raised bed: lowland area	1000m ²	

87	Preparation of raised bed: upland area	1000m ²	
88	Grass cutting from channel/Link road	100 Rmt	
89	Operation mist house/ polyhouse	100 Rmt	
90	Maintenance of mist/poly house	8Hourly	
91	Poly house repairing	100m ²	
92	Making of low cost poly house/net house	100m ²	
93	Desilting of pond	100m ²	
94	Digging up of pond and spreading the cut soil evenly around the pond (Digging depth 0- 1m)	Cubic mtr.	
95	Digging up of pond and spreading the cut soil evenly around the pond (Digging depth 2- 3m)	Cubic mtr.	
96	Watch & ward [Night]	Month	
97	Operation of Tractor/Power Tiller	Month	
98	Making of Phuljharu	15 nos	
99	Making of drainage channel	25 Rmt.	
100	Cleaning of drainage channel	25 Rmt	
101	Cleaning of glassware	100 glassware	
102	Botanical herbicide isolation lab.	Month	
103	Lab. Animals maintenance [Animal Health]	6 goats/sheep	
104	Juice extraction	5 Kg fruit	
105	Fruit/vegetable seed extraction, washing & cleaning	4 Kg	
106	Analysis of rainfall/ SLR chart	Event	
107	Helper to Surveyer	Per/ha	
108	Extraction of soil samples shaking/centrifuging/filtration & volume make up	10 samples	
109	Digestion of soil /plant samples	10 samples	
110	Distillation of soil/plant samples	10 samples	
111	Titration of soil /plant samples	10 samples	
112	Estimation of pH in soil samples	10 samples	
113	Dilution of extracts	10 samples	
114	Color metric estimation of nutrients in soil/plant samples	5 samples	
115	Proximate analysis of feed/fodder samples in the laboratory per parameter/activity	20 samples	
116	Biochemical analysis of feed/fodder samples in the laboratory per parameter/activity	20 samples	
117	Vety.treatment, health management, feed formulation & its record maintenance for 15 dairy animals	Month	
118	Laboratory work like analysis etc. by PG level workers	Month	
119	Computer operation/maintenance etc. by graduate level worker	Month	
120	Tractor Driver cum Mechanic	Month	
121	Netting of fish	500m ²	
122	Cleaning, feeding, milking & collection of fodder	25 goat/sheep	
123	Maintenance of/work related to Bio Tech Laboratory	Per day	
124	Verifying the received raw materials, unloading/ /lifting/ Weighting/ Shifting to store arranging in proper order.	1 kg	
125	Taking out the raw materials require from store & Straightening the materials	1 Kg	
126	Marking to Size/cutting/straightening	1 Piece	
127	Grinding the edges to shape & size sharpening cutting Edges/rough surface grinding/grooving grinding	1 Piece	

128	Arc welding joint single vee bett	1 meter Length	
129	Arc welding joint double Vee bett	meter Length	
130	Gas welding joint single butt	1 meter Length	
131	Gas welding cutting/brazing	Meter length	
132	Spot welding joint Soldering joint	1 meter Length Solder 50 Cm length	
133	Marking to size/punch mark/drilling holes size 1mm to 15 mm in mild steel	1 hole	
134	Marking to size/punch mark/drilling holes size 16mm to 40 mm in mild steel	1 hole	
135	“ Hot stage forging” forming/cutting/Bending & twisting/drawing down/upsetting/swaging/welding forge/flattening etc.	01 piece Small size 01 piece Md. size	
136	“ Sheet metal work” marking/cutting breaking out/bending/turning up/hollowing/raising/planishing/edge stiffening/wire curling/hemming/flanging/tap joint/single seam joint/double seam joint/grooved joint dovetail joint etc.	Per unit Length of 01 meter	
137	“ Bench work” hacksaw cutting/chipping/filing & layout	Per Unit Size 5 cm Cubic Cm	
138	“ Surface painting” surface cleaning primer painting/synthetic enamel painting/over the finish product of farm tools/equipment/machinery etc.	Per unit Length 01meter	
139	“ Surface painting” surface cleaning primer painting/synthetic enamel painting/over the finish product of farm tools/equipment/machinery etc	Per unit 01meter. Surface area	
140	Machining operation on a lathe M/c job mounting/ setting/ Centering/ alignment/measuring to size/straight & step Turning, facing, drilling, reaming, boring knurling, taper Turning & boring internal & external threading straight and Taper thread etc on cast iron/M/s steel, carbon and Non-ferrous metal.	Per unit Length 10 Cm	
141	Machining operation on a lathe M/c job mounting/ setting/ Alignment /measuring/key way, slotting, spine Milling/plain surface angular, side milling spur gear/Helical gear/rack cutting dove tail milling etc on M/s steel, Cast Iron, carbon steel –ferrous metal.	Per unit Length 10 Cm	
142	Punching/shearing/bending/piercing/slitting/Trimming/shaving.lancing etc. Cutting operation on M/c.	01 piece	
143	General cleaning of workshop M/c/equipment/flooring/working table/collecting waste scraps/shifting of Machine etc.	Complete cleaning workshop M/c Equip. Etc. total Item 60 to 80 Nos.	
144	General maintenance of processing equipments and lab	Per month	
145	Collection of sediment sample, filtering,drying & weighting	10 sample	
146	Pen changing and clock setting etc. of stage level recorder for week time date	Per chart	
Estate Cell			
147	Kitchen operation and maintenance including cooking, room attending etc. in the Scientist Home (1+1)	Monthly	
148	Kitchen operation and maintenance including cooking in the Farmer Hostel (1+1)	Monthly	
149	Room attendant in the Farmer Hostel (1+1)	Monthly	

150	Mopping, cleaning & other related works in the Scientist Home (1+1)	8 hourly	
151	Mopping, cleaning & other related works in the Farmer Hostel (1+1+1+1)	8 hourly	
152	Gardening, flower tub maintenance etc.	8 hourly	
153	General cleaning rooms and other related works	8 hourly	
154	Handyman/Helper to drivers of vehicle cell	8 hourly	
155	Messengerial & other related works	8 hourly	
156	Jungle cutting and removing of bushes	500m ²	
157	Daily waste disposal of the colony area (1+1)	8 hourly	
158	Toilet cleaning & sweeping	8 hourly	
159	Typing works including photo copying etc.	20 pages per 8 hourly	
160	Pump operation and water distribution (1+1)	8 hourly	
161	1) Repair & maintenance of electrical works/complaints ((1+1)skilled 2) Repair & maintenance of electrical works/ complaints (1) unskilled	8 hourly 8hourly	
162	Clerical and others related works etc.	8 hourly	
163	Moppy, cleaning & other related works (General)	8 hourly	
164	Dining Hall cleaning, Utensil washing & other related works	8 hourly	
165	Carpentry works related to repaired maintenance of civil works A) skilled (B) Semi skilled	8 hourly	
166	Masonry works related repair and maintenance of civil issues a) Skilled (b) Semi skilled	8 hourly	
167	Painting works related to repair & maintenance of civil works a) Skilled (b) Semi Skilled	8 hourly	
168	Heping works related to general repair and maintenance of civil work	8 hourly	

Place:
Date:
with Seal

Signature
Name & Address

**APPLICATION OF REQUEST FOR REFUND OF THE E.M.D. WITH
REGARD TO THE TENDER FOR THE CONTRACTUAL SERVICES AT
ICAR FOR NEH REGION, UMIAM.**