



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



NO: RC (G) 24/2018

Dated Umiam, the 17th May, 2018

**TENDER APPLICATION FOR THE CONTRACTUAL SERVICE (DRIVER)
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 18th **June, 2018** upto 1:00 PM.
- C.** Tenders shall be opened at 11.30 A.M. on the following day i.e. on **19th July, 2018.**

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 N.E.H. 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, Umiam Meghalaya – 793103.**

**TENDER FOR THE CONTRACTUAL LABOURER SERVICES (DRIVER) 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, Umiam, Meghalaya for contract of providing of Contractual Service (Driver) at ICAR Research Complex for NEH Region, Umiam. 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.**25,000. 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 warrant 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 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 18th June, 2018.**
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 **Rs.50,000.00** 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 the same, the earnest money will be forfeited.
12. No interest on Earnest Money Deposit/Security Deposit shall be paid by the Institute to the Tenderer.
13. Revision of Minimum wages and GST/Tax as time to time stipulated/declared by the Central Labour Commission/GOI/ICAR would be payable by this Institute as a compliance of statutory obligation.
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 of the 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 Email/Phone/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 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 should not be less than **Rs.50.00 lakh** during the last financial year.
 - c. Last 3 years continuous experience 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 please 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 of 3(three) years where the Tenderer is providing the services.
 - f. Employee EPF registration certificate issued by local Govt.etc.
 - g. Employee ESI registration certificate issued by local Govt.etc.(If available).
 - 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 EPF. Minimum 20 numbers of (labourers) required their contributions. Documentary proof of vouchers required should be attached.
- j. GST/Service tax etc. registration certificate issued by Govt. etc.
- k. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- for the job work under reference.
- l. Only those firms will be considered for financial bid who will qualify in the technical bid.
- m. **Other terms and conditions:**
 - a. The agency/ Firm shall have to pay the minimum wages to the contractual personnel (Drivers) 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 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 employers share as prescribed in rule.
 - e. In case of loss/ theft/ shortage caused by / attributable to the Drivers 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 & GST 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 (Drivers) 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 (Drivers) be intimated to 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 (Drivers).
 - 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 be compulsorily given.
- k. For any query/ clarification, the under mentioned may be contacted.

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
Umiam.**

**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

.....

should be quoted in all communications

Telephone No.:

Fax/ Mobile 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 have understood these terms and conditions of 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:

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
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information Banker's

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

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 persons (Drivers) 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. However, this Institute will pay revised rates of minimum wages/GST/EPF (if any) as declared by the CLC/GOI.
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		Months/Annual Amount of bill	Remark
		From	To		

(Authorised Signatory)

Financial BID:-

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

Last date for receipt of Tender: 18th June, 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.

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

	Particulars	
	olidated 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.	-- -- -- ----- -- -- --

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 _____

