



भारतीय कृषि अनुसंधान परिषद  
भा. कृ. अनु. प. उत्तर पूर्वीय पर्वतीय क्षेत्र अनुसंधान परिसर  
मिज़ोरम केंद्र , कोलासिब - 796081, मिज़ोरम  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**ICAR RESEARCH COMPLEX FOR N.E.H. REGION MIZORAM**  
**CENTRE: KOLASIB: 796 081: MIZORAM**  
**Ph. No. 03837-220041, Fax: 03837-220560**



No. RC(MZ)/C/31/91/PT. I/

Dated Kolasib, the 3<sup>rd</sup> April, 2019.

**TENDER APPLICATION FOR THE CONTRACTUAL SERVICE AT**  
**ICAR RESEARCH COMPLEX FOR NEH REGION, MIZORAM CENTRE, KOLASIB.**

- A. Cost of the Tender Form: **Rs. 500/-** ( Mandatory Non-Refundable, can be deposited with the cashier and a photocopy of the receipt can be enclosed or can also be deposited in the form of Demand Draft/ Banker's Cheque, drawn in favour of the Joint Director, ICAR Research Complex for NEH Region, Mizoram Centre, payable at SBI Kolasib.
- B. Last date of receipt of Tenders is 25.04.2019 at 2.30 PM
- C. Tenders shall be opened at on the following day i.e. on 26.04.2019 at 3.00PM

**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 no change in the time for opening indicated above.

- D. The tender document is also available at our website  
[www.icarneh.ernet.in/icarnehadmin.org/www.kiran.nic.in](http://www.icarneh.ernet.in/icarnehadmin.org/www.kiran.nic.in)

**Note:-**

1. The Director, ICAR Research Complex, Umiam Meghalaya, may be at his discretion, extend this date by a fortnight and such extension 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 open for acceptance till the next working day.

**TENDER FOR THE CONTRACTUAL LABOURER AT**  
**ICAR RESEARCH COMPLEX FOR NEH REGION, MIZORAM CENTRE, KOLASIB-796081**

Dear Sir,

Please read the terms and conditions mentioned in the Tender Document carefully, **failure to comply with any of the conditions/directives mentioned in the Document, shall lead to non - consideration/cancellation 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 at ICAR-RC-NEH Region, Mizoram Centre, Kolasib-796081, Mizoram. 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. 30,000/- (Thirty thousand) only** must be deposited in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee, etc in favour of the Joint Director, ICAR-RC-NEH Region, Mizoram centre, Kolasib-796081, Mizoram, payable at SBI, Kolasib Branch. The particulars of the earnest money deposited must also be superscripted 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 submit 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 Tender. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed' otherwise the Tenders shall 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 partners 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 sign 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 CONTRACT FOR PROVIDING MANPOWER SERVICES (CONTRACTUAL WORKERS) AT ICAR RESEARCH COMPLEX FOR NEH REGION, MIZORAM CENTRE, KOLASIB - 796081**" with address of this office and of the Tenderer. All Tenders should be sent by Registered/Speed Post. Tenders to be hand delivered should be put in the Tender box, kept in the PA Room of the ICAR Research Complex for NEH Region, Mizoram Centre, Kolasib– 796081 not later than **2:30PM** on **25.04.2019**.
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. You are 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/Centre 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 Tender 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. **30,000/- (Thirty Thousand)** only 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/Centre to the Tenderer.
13. Revision of Minimum wages EPF/ESIC/ GST/Tax as time to time stipulated/ declared by the Central Labour Commissioner /GOI/EPFO/ICAR would be payable by this Institute as a compliance of statutory obligations. Hence, Minimum wages per day (Highly skilled labour/skilled labour/unskilled labour), EPF/ESIC/ GST are not to be quoted by the Tenderers/Firms. Only firm's/Contractor's/Commission/handling charges per labourer/per month are to be quoted clearly in words and figures.

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.
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 FAX/Email/ letter or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions in the FAX/Email/ 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 Tender document-
  - a. The Agency/Firm should have the proper up-to-date Registration License and renewal thereof, duly issued by the State Government for engagement of labourers failing which their application will not be considered. The Agency/Firm must have an independent EPF, ESIC and GST A/C no. issued by the Regional P. F. Commissioner/ESIC/GST office, and duly attested copies must be invariably provided along with the Tender.
  - b. Minimum turnover of the firm should not be less than **Rs.2.5 lakhs** per year for last 2 years.
  - c. Last 2 years of continuous experience certificate (preferably) in the field of providing such services in Central/ State Govt. or Autonomous bodies/ corporations of Govt. of India/ reputed public or private organization, be provided for providing at least 100 labours per month. Preference to such firms who have been rendering such services to Central Govt./ State Govt. or Autonomous bodies/State Departments.
  - d. Certified Balance Sheet of the firm for last three years of services, attested by the chartered accountant.
  - e. Duly certified copies of the satisfactory services of three years where the Tenderer is/was providing the services.
  - f. Employee EPF registration certificate issued by Govt/EPFO for at least 100 labourers.
  - g. Employee ESI registration certificate issued by Govt/ESIC for at least 100 labourers.
  - h. The contractor/agency must have a valid 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 and EPF separately. Minimum 70 numbers of (labourers) required. Documentary proof required and may be attached.
  - j. GST/Service tax etc. registration certificate issued by Govt.

**Other terms and conditions:**

- I. 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 thereof.
- II. 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.

- III. The Agency/ Firm will deposit 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.
- IV. In case of loss/ theft/ shortage caused by / attributable to the labourers deployed by the Agency at the Institute, Director/Joint Director reserves the right to claim damages from the contractor.
- V. 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.
- VI. Contractors shall be required to ensure prescribed hours of service to be provided/rendered in respect of each manpower/category of job contract as fixed by the ICAR/Institute from time to time.
- VII. The Agency/ Firm shall ensure to deposit EPF/ ESI/GST etc. of their labour 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/GST and other authorities, as applicable, in the preceding month.
- VIII. Confirmation/undertaking towards observance of the minimum wages Act of the Central Govt. for each category of work being paid to the labours.
- IX. Other documents as and when asked for the Authorities:
  - i) Only those firms will be considered for financial bid who will qualify in the technical bid.
  - ii) Other terms and conditions as laid down by the Competent Authority as and when applicable depending upon the circumstances/ changes in the policies.
  - iii) 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.
  - iv) For any query/ clarification, the undersigned may be contact.

**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.**

**Joint Director  
ICAR-RC-NEH Region, Mizoram Centre,  
Kolasib-796081, Mizoram. Ph.03837-220041**

**TENDER FOR THE CONTRACTUAL LABOURER AT**  
**ICAR RESEARCH COMPLEX FOR NEH REGION, MIZORAM CENTRE, KOLASIB 796081.**

Full Name & Address of the Tenderer : .....

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 Joint Director, `  
ICAR Research Complex for NEH Region,  
Mizoram centre, Kolasib-796081, Mizoram.

Sir,

I/ We have read all the particulars regarding the General Information and other terms and conditions of the contract for providing contractual labourers at ICAR Research Complex for NEH Region, Mizoram Centre, Kolasib-796081, Mizoram, 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 \_\_\_\_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 SIGNATURE AND THE OFFICE SEAL.**

Demand Draft No. \_\_\_\_\_ of Rs \_\_\_\_\_ drawn in favour of the Joint Director,  
ICAR Research Complex and payable at SBI, Kolasib is enclosed as Earnest Money Deposit.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Name of witness :  
Address :  
Occupation :

Telephone No. (Office) :  
Telephone No. (Residence) :  
Mobile :

Signature of witness :  
Mobile :

**SCHEDULE - I**

1.	Name of the Firm/Agency	
2.	Full address and Telephone/Cellular No.	
3.	Constitution of Firm/Agency I. Indian companies Act; 1956 II. Indian Partnership Act" 1932 (Please give the name of partners) III. Any other Act, if not, the owners	
4.	I. For partnership firms, whether registered or not 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. II. 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 tender to refer disputes condemning business of the partnership to arbitration. III. In the answer to (i) and (ii) above is in 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 patner.	
5.	Name and full address of the Banker	
6.	Your Permanent Income Tax No./Circle/Ward/GST No.	
7.	Any other relevant information at the Bank	
8.	Earnest Money Deposited	Yes/No
9.	Name and Address of the firm's representative and whether the firm would be representing on the opening of the Tender	
10.	Name of the Permanent Representative visiting ICAR, Institute regarding the contract	

**Date :**

**Place :**

**AUTHORISED SIGNATORY**

**Name:**



## **SCHEDULE -II**

### **GENERAL INFORMATIONS & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF CONTRACTUAL/MANPOWER SERVICE AT ICAR RESEARCH COMPLEX FOR NEH REGION, MIZORAM CENTRE, KOLASIB.**

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 authorized 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 Institute 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 with 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 raising a separate claim.
12. An amount equivalent to two days of contract amount, subject to a minimum of Rs.5000/- 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, from time to time depending upon the requirements/change in policies, etc and that shall be binding on the Tenderer.

The Director of the 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 Last 2 years experience/work done.**

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

(Authorized Signatory)

**Financial Bid:-**

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

**Last date of receipt of Tender : 25.04.2019 at 2:30PM**

**Date of opening of Financial Bid : 26.04.2019 at 3:00PM**

## FINANCIAL BID

To

The Joint Director,  
ICAR Research Complex for NEH Region,  
Mizoram Centre, Kolasib -796081.

Sir/Madam,

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

Sl. No.	Particulars	Per Month
	Monthly commission/handling charges for THE JOB WORK CONTRACT FOR PROVIDING (highlyskilled/skilled/semi-skilled and unskilled labourers) for various farm operations/laboratory work/driving/office/dispensary works etc. in accordance with the requirement/ Services and, as per the terms and conditions specified in the Tender including all labour /supervision/responsibility etc. (Per month /per labour)	Rs. in figures <hr/> <hr/>

I/We agree to forfeit of our 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/document.

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. : \_\_\_\_\_

Email ID : \_\_\_\_\_