



**INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU
(Establishment Section)**

E-TENDER DOCUMENT

**ANNUAL JOB / WORK / SERVICE CONTRACT FOR UNDERTAKING AGRICULTURAL
FIELD / FARM / LABORATORY WORKS / OPERATIONS AT IIHR, HESSARAGHATTA, CHES &
KVK, HIREHALLI (TUMKUR DISTRICT), CHES-CHETTALLI AND KVK- GONIKOPPAL (KODAGU
DISTRICT).**

Contact Details:

Chief Administrative Officer,
ICAR-IIHR, Hesaraghatta,
Bengaluru – 560089

Tel: 080-28466370, Fax: 080-28466291

Website.... <http://www.iihr.res.in>

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU- 560089**

E-TENDER NOTICE

F. No. 4-47/2017/18/Estt-I/Ag. Field / Lab-

Dated:23.02.2018

SUB: E-TENDER FOR ANNUAL JOB / WORK / SERVICE CONTRACT FOR UNDERTAKING AGRICULTURAL FIELD / FARM / LABORATORY WORKS / OPERATIONS AT IIHR, HESSARAGHATTA, CHES & KVK, HIREHALLI (TUMKUR DISTRICT), CHES-CHETTALLI AND KVK-GONIKOPPAL (KODAGU DISTRICT).

Director, ICAR-IIHR invites online tenders in Two Bids System through e-tendering from the reputed service providers with a proven track record in the field of performing Agriculture Field /Farm/ Laboratory works / Operations to undertake Agriculture Field / Farm / Laboratory works / Operations on Annual Job / Work/ Service contract basis at ICAR-IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

2. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	4-47/2017/18/Estt-I/Ag. Field / Lab-
TENDER COST/ FEE	Rs.2,500/- (Rupees Two Thousand and Five Hundred Only) (Non-refundable) in the form of Demand Draft/BC in favour of Director, ICAR-IIHR payable at Bengaluru.
DESCRIPTION OF WORK	Annual Job / Work/ Service contract to undertake Agricultural Field / Laboratory works / Operations at IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District)
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	23.02.2018 from 12.00 noon onwards
BID SUBMISSION END DATE AND TIME	20.03.2018 upto 3.00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	22.03.2018 at 11.00AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	23.03.2018 at 2.00 PM
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs. 8,00,000/- (Rupees: Eight Lakhs Only) in the form of Demand Draft in favour of Director, ICAR-IIHR payable at Bengaluru.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD) PERFORMANCE SECURITY (PS)	10% of the total contract value (Annually) in the form of Bank Guarantee/FDR in favour of Director, ICAR unit -IIHR.
VALIDITY OF SD/PS	At least 90 days after the expiry of the contract (Total -15 months from the initial date of contract period)
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 23.02.2018 to 20.03.2018 upto 3.00 PM before the closing date and time.
Details of tender	Tender Documents and Notice is also available on IIHR website: www.iihr.res.in

3. Schedules of Agricultural Field / Farm / Laboratory works / Operations to be carried out and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE-I
3.2	General Information & Other Terms And Conditions	ANNEXURE-II
3.3	Instructions to Bidders	ANNEXURE- III
3.4	Check List for Technical Bid Evaluation	ANNEXURE- IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE- V
3.6	Schedule of Area / crops / nature of works	ANNEXURE-VI
3.7	Financial Bid (BOQ)	ANNEXURE- VII
3.8	Draft Agreement	ANNEXURE-VIII

4. The entire tender document including all Annexures, except the Financial Bid in Annexure VII, will be part of the Technical Bid which must also contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). **Original DD/Banker Cheque relating to EMD & Tender cost must be submitted to Establishment- I Section along with duplicate copy of Technical bid, ICAR- Indian Institute of Horticulture Research, Bengaluru-560089 before the last date of submission of Tender on CPP Portal.** Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).

Yours faithfully,
Sd/-

(G G HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

Copy to:

- 1) The Chairman, (AKMU), ICAR-IIHR, Bengaluru for uploading on ICAR-IIHR Website.
- 2) The Head, CHES, Hirehalli for information.
- 3) The Senior Scientist & Head, KVK, Hirehalli for information.
- 4) The Head, CHES, Chettalli for Information.
- 5) The Senior Scientist & Head, KVK, Gonikoppal for information.

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU**

TENDER NOTICE

F. No. 4-47/2017/18/Estt-I/ Ag. Field / Lab-

Dated: 23.02.2018

Director, ICAR- Indian Institute of Horticultural Research invites online tenders in Two Bids System through e-tendering from the established and registered agencies with a proven track record in the field of performing Agricultural Field / Farm / Laboratory works / Operations for Annual Job/ Work / Service contract to undertake Agricultural Field /Farm / Laboratory works / Operations at IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). Eligible agencies may submit their tenders / bids online on CPP Portal (www.eprocure.gov.in/eprocure/app) from 23.02.2018 to 20.03.2018 upto 3.00 PM. Tenderers are required to submit all the documents online only. Details can be obtained from www.iihr.res.in also.

Sd/-
(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

LETTER OF INVITATION

Dear Tenderer,

.....
Online bids are hereby invited on behalf of the Director, ICAR- Indian Institute of Horticultural Research, Bengaluru for Annual Job/ Work / Service contract to undertake Agricultural Field / Farm Laboratory works / Operations at IIHR, Hessaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to undertake the required Agricultural Field / Farm / Laboratory works / Operations in accordance with the requirements stated in the attached Annexures. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.**

1. An earnest money of Rs.8,00,000/- (Rupees Eight Lakhs only) must be deposited in the form of demand draft/pay order in favour of Director, ICAR unit-IIHR and payable at Bengaluru. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-IIHR.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Indian Institute of Horticultural Research 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. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/ fax/ 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 email/ fax / letter should be acted upon immediately.
5. The right to accept or reject any tender is reserved with the Director, IIHR, Bangalore. **The past performance of the agencies / service providers at IIHR is an important criteria for considering or not considering their tender against this tender. The decision of Director, IIHR, is final in this regard and no correspondence / clarification of any sort will be entertained in this regard.**
6. The validity of the contract is initially for a period of one year extendable up to 2 years with mutual consent subject to satisfactory performance.
7. In case of revision of VDA by the Competent Labour Authority, the revision of rates will be considered accordingly and the service charge quoted remains the same till expiry of the contract. In the sense, the prevailing minimum wages as applicable to Central Govt. establishments need to be ensured by the successful tenderers and the same will be reimbursement and the bill will be restricted to the total mandays deployed in a particular month along with eligible Festival / National Holidays.
8. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**

Yours faithfully,
Sd/-

(G G HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

GENERAL INFORMATION & OTHER TERMS AND CONDITIONS

- a) Individual work orders will be issued as and when required for specific works / Operations.
- b) The agency shall deploy required number of manpower as per the need of the services for completion of the scheduled work. The number of workers required will be intimated by the Garden Superintendent / Chairman (FMC) from time to time for each work each day. **The tentative number of workers required per day i.e. 350Nos and may vary depending on the season, stage of crop etc., the variation may be $\pm 10\%$. While deploying the workers for performing the various operations / works of IIHR- Hesaraghatta CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District), the agency shall furnish the names & details to Garden Superintendent / Chairman (FMC) / The Head, Chettalli / KVK- Gonikoppal / CHES & KVK Hirehalli for record.** The successful bidder needs to possess valid license for engaging requisite number of manpower issued by competent authorities. A copy of the same need to be provided to the Institute.
- c) The workers engaged and deployed by the agency for this job / work contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the workers so engaged by the agency.
- d) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel as per the minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure over and above this wages to these personnel.
- e) The Agency shall ensure the payment of wages to their labourers deployed at this Institute by **e-banking** to their accounts and should provide the wage slip to the labourer. The complete details of EPF/ESIC recovered/remitted for each month should be furnished duly certified on the letter head along with the monthly bills.
- f) After receiving the work contract, the contractor must deploy the required number of laborers to carry out the work along with the details of their names, addresses, proof of date of birth, their Bank Account number and Two Photographs within 15 days. No child labour shall be engaged by the agency under this contract.
- g) At the end of the month **it is mandatory on the part of the contractor** to submit the details mentioning the exact number and names of the laborers engaged for the particular month along with bill duly certified by the respective Indentors. The contractor should also submit the Electronic-cum-challan (ECR) for having made the remittances of EPF and ESI at rates applicable for the previous month and the list of labourers after having credited the wages to their respective accounts in the Bank, alongwith the Bills for arranging the payment to the contractor. The payment of bills to the contractor will be made for the actual number of mandays utilized which for performing the Agriculture Field / Farm / Laboratory Operations during the whole month which includes wages, service charges, applicable rates of EPF and ESI. **The payment of subsequent month bill will be released only when the contractor makes the remittances of EPF & ESI in respect of the personnel deployed, in the previous month and produce the proof in this regard.**
- h) He/ she should ensure that the laborers are paid every month the **minimum wages as prescribed under the labor law as per Central minimum wages act., which is in force from time to time** and necessary contributions towards EPF, ESI, etc., should be paid to their individual accounts from the first month itself.
- i) The contractor has to maintain all the relevant registers viz., daily attendance registers of laborers engaged, wages registers with signatures, monthly contribution of EPF & ESI registers. **He / she has to produce all such registers as and when required by the FMC / Office / Labour authorities.**
- j) He/ she should ensure that the laboureres maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such labour should immediately be removed from the work permanently.
- k) All the persons deployed at the Institute **will carry identity cards issued by the agency. The Institute will provide protective items for carrying out specialized agricultural operations viz., Gum Boots, Mask, Hand Gloves etc., wherever required.**
- l) The agency must possess experience of performing job / work / service contract of agricultural field work in reputed Govt./Semi Govt. and other organizations.
- m) The payment of bills submitted by the contractor will be made within 15 days if found to be in order. However, the payment to the personnel engaged need to be made atleast for two months without waiting for the release of the payment from the Institute.

- n) This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.

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I. ELIGIBILITY CONDITIONS:

1. Registration certificate of the firm under the work contract of the Central Government / State Government/ reputed public or private organizations. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.
2. Certified Accounting statements of the firm for last 3 years (2013-14 to 2015-16 or 2014-15 to 2016-17) by the Chartered Accountant/ Authorized body.
3. Last five years (2012-13 to 2016-17) continuous experience certificates of the firm in the field of undertaking Agricultural work / operations in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES / other equivalent organizations of high repute. Provide the details in a tabular form to prove that the firm is in this business for the last 5 years.
4. EPF registration certificate issued by Govt. of India/State Government etc.
5. ESI registration certificate issued by Govt. of India/State Government etc.
6. Documentary proof of minimum 350 nos of workers (Agriculture Labourers) registered under ESI, EPF & working in a single unit /organization & produce deployment proof also along with the work order value issued by the concerned authority.
7. The firm must have certificate of Service tax/GST issued by the Government.
8. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose an affidavit from notary to this effect that there is no criminal/legal suit pending or contemplated against it.
9. Copy of valid ISO certificate
10. PAN Registration Certificate
11. Valid license issued in the recent past by the office of the Central Labour Commissioner for providing Agriculture Field / Lab Operations.
12. The turnover of the agency must be to the extent of Rs.7.00 crores and above per annum during the last three years. Also the firm should have executed at least one work order of Rs.3.00 Crores (per annum) relating to Agricultural Field / Farm / Laboratory Works / Operations in Central / State Govt. Department / Institutions / Reputed Govt. organizations in the last three years.
13. Bid security (EMD) of Rs. 8,00,000/-(Rupees: Eight Lakhs only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of “The Director, ICAR-IIHR”, payable at Bengaluru.
14. Tender cost of Rs. 2500/-(Rupees Two Thousand Five Hundred Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR payable at Bengaluru.
15. The right to accept or reject any tender is reserved with the Director, IIHR, Bangalore. **The past performance of the agencies / service providers at IIHR is an important criteria for considering or not considering their tender against this tender. The decision of Director, IIHR, is final in this regard and no correspondence / clarification if any sort will be entertained in this regard.**
16. **The above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case any of the mandatory information is not furnished alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bids of only those firms whose Technical Bids are found responsive will be opened on specified date/time.**

- II. **Evaluation of the quotation/tender:** The Institute will evaluate and compare the quotations determined to be responsive i.e which are properly signed, fulfill all the eligibility conditions,

confirm the terms and conditions and meet the central minimum wages criteria and other statutory requirements. The Institute will award the contract to the responsive bidder whose service charge and other charges if any put together is the lowest.

III. **Terms of the contract:** Initially the terms of the contract will be for one year and extendable for two years on mutually agreed terms and conditions.

IV. **Mode of payment:**

I. The agency shall submit monthly bills along with list of workers and their mandays actually engaged and their individual bank accounts with proof of depositing the wages to their accounts.

II. **While submitting the 2nd and subsequent month bill the agency must provide the details of the individual account numbers of EPF/ ESI and the contribution made to the accounts of labourers actually engaged pertaining to the previous month, only then the subsequent bill of the agency will be passed for payment.**

III. The Institute shall make such payments by e-banking in the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.

V. **Termination:** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties by delivering to them either personally or dispatched at the address herein given under registered post.

VI. **Loss & damages:** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority at the Institute in this regard shall be a binding on the agency.

VII. **Security deposit & Agreement:** The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of **DD/bank guarantee issued from approved financial institution with validity covering the contract period and an agreement** to this effect duly signed on non judicial stamp paper of value of Rs. 200/- to the Institute within 2 weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities / damages or loss of property etc., caused by the personnel deputed by the agency or agency itself. No interest is payable on the security deposit.

VIII. The Agency is advised to do a complete survey on its own of all the area / activities of the institute before offering rates.

IX. Any dispute arising out of this contract is subject to adjudication under the jurisdiction of Bangalore city court only.

CHIEF ADMINISTRATIVE OFFICER

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD/Tender cost and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. The two separate bids shall contain information as under:-
 - a. Technical Bid: This shall contain the entire tender document, except **Annexure- VII**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 8,00,000/- (Rupees Eight Lakhs only) & tender cost amounting to Rs.2500/- (Rupees: Two Thousand and Five Hundred only). Demand Draft should be drawn in favour of Director, ICAR unit IIHR payable at Hesaraghatta from any of the Scheduled Commercial Bank. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.
 - b. Financial Bid: This shall contain the schedule of rates duly filled in the BOQ format and submit online only.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed performa of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is the lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. The financial bids of only those firms whose technical bids are found responsive in technical bid evaluation only will be opened. **The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tender for further processing and ultimately awarding the contract.** The ICAR-IIHR reserves the right to reject all or any of the quotations/tenders and decision of the Director, ICAR-IIHR in the matter shall be final and binding.
7. The successful bidder shall have to deposit 10% of the total bid amount (calculated annually) as performance security and within the time frame indicated by the Director, ICAR-IIHR.
8. The tendering firm has to carefully assess the scope of work with specific reference to the various Agricultural Field / Farm / Laboratory works / operations to be undertaken and understand the complete details of the service to be performed requisitioned. The tenderer

may, in their own interest, inspect the site i.e. inside and outside of ICAR- IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact following officers for further information/spot inspection about the proposed farms / Labs to be entrusted to perform the required Agricultural / Horticultural services. The details of Officers to be contacted are:

1. The Chairman, FMC - 9379079274 Landline: 080-23086100 Ext:453
 2. Shri.Prashanth, Incharge Garden Superintendent, Landline: 080-23086100 Ext:432/433
 3. Shri. G.G. Harakangi- 080-28466370 / 080-23086100 Ext:202
 4. Dr. G Karunakaran, Head, CHES- Hirehalli, His mobile: 9483233804 office Landline: 0816-2243214 / 0816-2243792
 5. Dr.N.Loganandhan, Senior Scientist & Head, KVK-Hirehalli, His mobile: 8277252009 office landline: 0816-2243175/0816-2243177 during the office hours from 9.00am to 4.00pm. Based the feedback from the Heads of these stations / KVK's.
 6. Dr. I. N. Doreyappa Gowda, Head, CHES-Chettalli His mobile:9845461143/9841802432 Office Landline: 08276-2666355 / 2666300,
 7. Dr. Saju George, Senior Scientist & Head, KVK- Gonikoppal His mobile:9945035707 Office Landline:08274-247274
9. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website www.eprocure.gov.in.
10. No interest on Security Deposit and earnest money deposit shall be paid by the ICAR-IIHR to the tenderer.
11. The firm is being permitted to give tender in consideration of the stipulations on it's part that after submitting it's tender, it will not resign from it's offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR-IIHR. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to it, in the manner prescribed by ICAR-IIHR.
12. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract. **It shall be for 15 months from the date the firm starts providing Agricultural Field / Farm/ Laboratory Services.** If the contract period is extended, the Bank Guarantee validity has to be extended accordingly.
13. The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other 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 Council 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.
14. Acceptance by the ICAR-IIHR will be communicated by FAX, email, 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, email/Express letter etc. should be acted upon immediately.

15. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-IV**.
16. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the ICAR-IIHR. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard defined in the said Annexure. In case, any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving by one month notice. The decision of Director, ICAR-IIHR in this regard shall be final and binding.
17. The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
18. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the ICAR-IIHR shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
19. The rates quoted by the Agency shall be fixed during the period of the contract till the VDA is revised by the Govt. of India and no request for any change/ modification shall be entertained unless the VDA is revised. In the sense, the successful tenderer has to ensure wages as notified by Govt. of India from time to time and the bill prepared accordingly will be reimbursed / restricting it to the total number of mandays consumed to perform all the required services in a particular month along with eligible National & Festival Holidays. While quoting the rates, the firm must make provision Central minimum wages as per the prevailing Govt. of India notification. **Further, in case the workers to be deployed at the Institute comes under Bonus Act., payment of Bonus will be considered on reimbursement basis.**
20. It is the obligation of the agency to comply with the Central Minimum wages notified by appropriate Government. The ICAR-IIHR shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this Council. Neither the firm nor its workers shall have any claim on ICAR-IIHR for compensation or financial assistance on this account.
21. The firm shall be responsible for payment of Central Minimum wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPF & ESI as per prevailing Acts/orders of GoI. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This Council in no case shall be a party to such a dispute. There shall be no employer & employee relationship between ICAR- IIHR regional stations and deployed persons.
22. It shall be the responsibility of the firm to comply with all the provisions of acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
23. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and

antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR-IIHR regional stations within fifteen days of award of contract and will get them verified from the police authorities.

24. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-IIHR regional stations nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR-IIHR regional stations. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-IIHR regional stations. There is no Master and Servant relationship between the employees of the service provider and the ICAR-IIHR regional stations and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-IIHR regional stations by virtue of their engagement for this work.
25. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-IIHR regional stations.**
26. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
27. The employees for the contract shall be of good character and of sound. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of Pan/Gutka, Smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
28. The service provider shall replace immediately any of its personnel, if not unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-IIHR, Regional Stations.
29. The damage caused, if any, to ICAR-IIHR and its regional stations property through the acts of the firm and/or by its workers shall be made good by the agency and decision in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-IIHR may deem fit.
30. The firm shall be responsible for making timely payment of Central Minimum wages due to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the ICAR-IIHR regional stations, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR-IIHR regional stations will not at all be liable.
31. As the knowhow of majority of workers who work in Agricultural field in limited, the service provider has to take complete responsibility to satisfy them at the regular payment of ESI, EPF, issue of cards, (E-Pehachan) facilitating settlement of their EPF contribution

ensuring medical benefits under ESIC etc. The service provider has to take complete responsibility for mobilizing the required manpower throughout the year and to address their all issues. **Hence, to ensure all these facilities to the workers, to cover for the expenditure involved in this regarding, the service provider has to quote reasonable and adequate enough service charges accordingly. Service providers are advised not to quote low / freak service charge to get the contract and later fail in providing quality services.**

32. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
33. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
34. In the event of any loss being caused to the ICAR-IIHR regional stations on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the ICAR-IIHR either by replacement or on payment by adequate compensation.
35. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
36. **The agency is to execute the contract on job/work/ service contract basis by deploying the required number of worker depending on seasonal operations. The payment will be restricted to the actual number of mandays utilized. The contractor / Service Provider is eligible only for the service charge they quote.**
37. Director, ICAR-IIHR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IIHR regional stations for any justifiable reasons, not mandatory to be communicate to the tenderer.
38. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
39. The ICAR-IIHR or its regional stations reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.
40. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR-IIHR Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District), the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) staff.
41. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-IIHR. His decision will be binding on the contractor.

42. The duration of the contract shall be initially for one year and extendable up to maximum two years on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving one month prior notice by either party in writing on account of any of the following reasons:
- a) On account of unsatisfactory performance
 - b) breach of contract clauses(s)
 - c) Persistently neglecting to carry out his obligations under the contract
43. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
44. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

Sd/-

(G G HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

CHECKLIST FOR TECHNICAL BID EVALUATION

Sl. No.	Documents(Strictly as per details below)	To be filled by Bidder	Page number
1.	Registration certificate of the firm under the work contract of the Central Government / State Government/ reputed public or private organizations. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services		
2.	Certified Accounting statements of the firm for last 3 years (2013-14 to 2015-16 or 2014-15 to 2016-17) by the Chartered Accountant/ Authorized body		
3.	Last five years (2012-13 to 2016-17) continuous experience of the firm to undertake perform Agricultural Field / Farm / Laboratory Operations in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES/ other equivalent govt. organizations of high repute. Provide the details in a tabular form to prove that the firm is in this business for the last 5 years		
4.	EPF registration certificate issued by Govt. of India/State Government etc		
5.	ESI registration certificate issued by Govt. of India/State Government etc		
6.	Documentary proof of minimum 350 nos. (Agriculture Labourers) registered under ESI, EPF & working in a single unit /organization & produce deployment proof also along with the work order value issued by concerned authority.		
7.	The firm must have certificate of Service tax/GST issued by the Government		
8.	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose an affidavit form that notary to this effect that there is no criminal/legal suit pending or contemplated against it.		
9.	Copy of valid ISO certificates		
10.	PAN Registration Certificate		
11.	Valid license issued in the recent past by the office of the Central Labour Commissioner for providing Agriculture Field / Lab Operations		
12.	The turnover of the agency must be to the extent of Rs.7.00 crores and above per annum during the last three years. Also the firm should have executed at least one work order of Rs.3.00 Crores per annum relating to undertaking Agricultural Field / Farm / Laboratory works / Operations in central / state Govt. Department / Institutions / reputed organizations in the last three years.		
13.	Bid security (EMD) of Rs. 8,00,000/-(Rupees Eight Lakhs only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of “The Director, ICAR-IIHR”, payable at Bengaluru.		
14.	Tender cost of Rs. 2500/-(Rupees Two Thousand and Five Hundred Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR payable at Bengaluru		
15.	Tender acceptance letter Annexure-V has to be mandatorily uploaded		

Note: Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.

Sd/-
(G G HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

ANNEXURE - V

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To,

The Director
ICAR-Indian Institute of Horticultural Research
Hesaraghatta Lake Post
Bengaluru – 560 089.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Job / works/ services contract for undertaking Agricultural Field / Farm / Laboratory works / Operations at ICAR-IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District).

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses at ICAR-IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District).
2. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
3. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in **Annexure VIII**.
4. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
5. I/ We undertake that there are no any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us. Affidavit from notary is enclosed along with tender documents.
6. I/ We are not blacklisted by any Government organization in the field of providing service contract for the Security Services.
7. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-ICAR within 90 days from the date of opening of the technical bid.

**(Signature of authorized representative of
the firm) Stamp/Seal of the firm**

AREA AND SCOPE OF WORK

ICAR-IIHR is a premier horticultural research institute of the country under the administrative control of Ministry of Agriculture and Farmers Welfare, DARE, Govt. of India. As per the mandate of the Institute, ICAR-IIHR has been engaged in horticultural research, development, education, extension and training in the field of horticulture covering Fruit Crops, Vegetable Crops, Ornamental Crops, etc., relating to crop production, crop improvement, crop protection, extension and demonstration of technologies relating to production of high yielding varieties developed for the benefit of farmers of India. The Institute deals with various Fruit Crops like mango, grapes, guava, pomegranate, sapota and various other minor fruits. The various crops covered under Vegetable Crops are tomato, French bean, okra, chilli, etc., and the Institute also deals with Ornamental Crops like rose, chrysanthemum, gladiolus, gerbera, etc. The total area under fruits, Vegetable and Ornamental crops, Spices and Plantation Crops is around 500 acres in respect of IIHR-Bengaluru and its regional stations / KVK's.

In pursuit of its mandate, the Institute will be in requirement of availing the services of contract agencies or service provider for undertaking the responsibility of mobilizing and deploying the labourers having experience in performing horticultural/agricultural field/farm operations to carry out the horticultural/agricultural works in respect of experimental and production plots of various crops throughout the year. The daily requirement of labour on an average varies from 350-400 nos. depending on the season like onset of monsoon, harvesting and conducting various horticultural field/farm demonstration, Horticultural Fair etc. It is the responsibility of the service provider to mobilize the labourers and deploy them on daily basis as per the instructions of the Chairman, FMC and /Scientists concerned to ensure seamless undertaking of various operations in every field/laboratory on an annual job/work/service contract basis. **While doing so, the Service Provider has to ensure all the statutory stipulations and has to comply with making payment as per the prevailing minimum wages as noticed by the Central Labour Commissioner, Govt. of India from time to time. The tender will be awarded to the agency which quotes the least service charge from among those agencies who meet our tender terms and conditions and qualifies in Technical bid evaluation.** The various operations to be undertaken under various Divisions/Units are as mentioned below in the table.

Sl. No	Crops / Laboratory / Unit	Operations / Activities
1.	Fruits Crops and Farm Management (Mango, Sapota, Guava, Grapes, Jamun, Anona, Pomelo, Fig, Jackfruit, Karonda, Strawberry, Papaya and Passion Fruit).	Pit making, preparation of medium for pits, filling of pits, Drenching the pits with chemical pesticides and fungicides, bio agents, botanicals and organic pesticides, multiplication of grafts, raising of seedlings maintenance of nursery for 60 - 90 days, filling of polythane cover preparation of medium and filling of covers, raising the rootstocks, preparation of soil budding, grafting, cutting hormone treatment after care of budded, grafted air layers through watering, spraying and fertilizers application. Planting of budded / grafted air layered / rooted cuttings staking of planted grafts laying of irrigation system maintenance of irrigation removal of rootstock sprout spraying, weeding, earthing basis cleaning, application of FYM, Soil, Cakes, drenching of Chemicals, botanicals bio agents. Pruning, trimming of plats flowers

		<p>thinning up to 3-4 years, pollination bagging, pollen collection labeling, Spraying of micronutrients spraying of botanical and chemical pesticides / fungicides, sampling, harvesting of fruits, grading, transportation to sales counter & Laboratories for sale & observations. And also Cleaning of roads, canals, bunds.</p>
2.	<p>Vegetable Crops & Floriculture and medicinal crops (Onion, Tomato, Chilli, Capsicum, Cucurbits, Okra, pulses, peas etc.,)</p>	<p>Bed preparation, furrowing, application of manure and fertilizers, laying of irrigation pipes, laying mulch sheets making holes mulch sheet irrigation of the beds, nursery sowing of seeds in trays & on beds, after care of nursery seedling, transplanting, providing staking, support weeding, fertilizer application, spraying earthing up, bagging of flowers, emasculation, pollen collection, tagging, labeling, pollination collection of seeds, threshing, grading, packing, germination test, grow out tests, seed treatment, making seed kits, seeds bags. Pit / trench making, filling of the pits with manures & fertilizers and bio pesticides, irrigation, preparation of cuttings raising of root stocks, grafting and budding plants, after care of propagation material, sprayings, drenching, watering, on planting of prop gules in pits/beds, providing support / staking, basin making, basin cleaning, application of water, fertilizers, manures twice a year, flower harvesting, grading, taking bagging emasculation, pollen collection, pollination harvesting of pods / fruits, extraction of seeds, cleanings, treatment, grading, germination tests, treatments for dormancy, application of boardwax paste, pruning, root harvesting, drying of roots cutting of roots, powdering of plants. Preparation of plant samples for extraction, cleaning of glasswares (The above operations are carried out during 2-3 crops raised in a calendar year)</p>
3.	<p>All Laboratory and Agricultural Engineering works</p>	<ul style="list-style-type: none"> • Sorting and grading of Fruits / Vegetables / processing and fresh storage study. • Washing, weighing and drying of fruits and Vegetables. • Preparing fruits and vegetables for pre treatments and packaging of materials. • Weighing, cutting and scooping of pulp and seed removing wherever necessary for fruits and vegetables processing work. • Syrup preparation for bulk production, filling of juice, crown corking and

		<p>sterilization of RTS juice bottles for commercial purpose.</p> <ul style="list-style-type: none"> • Washing of bottles for juice and wine • Crushing of grapes for juice and wine preparation. • Packaging and transportation of finished products to sale outlets. • Cleaning of machinery of PDL processing hall and floor • Disposal of waste both fresh as well as processed from the PDL • Loading and unloading of farm wastes within 2 km • Cotton plugs preparation and placing • Sample preparation in Soil Science laboratory • Washing, Cleaning of glass wares • Sterilization of bottles for RTWS Juice • Sterilization of Media etc., • Drilling of holes • Welding work • Cutting work • Fitting of bolts and nuts • Turing work etc.,
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Signature of the Contractor / Agency

FINANCIAL BID**(TO BE SUBMITTED ONLY ELECTRONICALLY)**

Last date for receipt of tender :20.03.2018 upto 3.00 PM

Date of opening of tender (Technical Bid) :22.03.2018 at 11.00PM
(At Establishment Section-I, ICAR-IIHR, Hesaraghatta, Bengaluru-560089)To,
The Director,
ICAR- Indian Institute of Horticultural Research,
Hesaraghatta,
Bengaluru-560089.

Sir,

I / We wish to submit our tender for undertaking / performing Agricultural / Farm / Laboratory works / Operations at ICAR-IIHR, Hesaraghatta, CHES & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) by engaging and the deploying manpower as per the present rates quoted below.

Sl. No	Category	ICAR-IIHR, Hesaraghatta					CHES / KVK, Hirehalli and CHES-Chettalli & KVK- Gonikoppal				
		wages per day per person	EPF @13.15%	ESIC @4.75%	Service charges all inclusive	Total amount	wages per day per person	EPF @13.15%	ESIC @4.75%	Service charges all inclusive	Total amount
I	Agricultural Field / Farm / Laboratory Works / Operations										
1.	Unskilled (Field / Lab. Helper)										
Total											

I / We have carefully read the terms and conditions of the quotation and any are agreed to abide by letter and spirit.

Signature

Name & Address of the Firm.....

Telephone No.....

Mobile No..... Email.....