



केन्द्रीय बागवानी परीक्षण केन्द्र
CENTRAL HORTICULTURAL EXPERIMENT STATION

(ICAR-Indian Institute of Horticultural Research, Bengaluru)

ISO 9001:2015 INSTITUTE

(भा.कृ.अनु.प.-भारतीय बागवानी अनुसंधान संस्थान, बेंगलुरु)

DARE, Ministry of Agriculture and Farmers Welfare, Govt. of India

Aiginia, Bhubaneswar - 751 019, Odisha

Phone: 0674 - 2471712 / 2471867

Email: chesb.iihr@icar.gov.in



Notice inviting Tender through Government e-Marketplace (GeM)

ANNUAL JOB / WORK / SERVICE CONTRACT TO PROVIDE MANPOWER SERVICES ON OUTSOURCING BASIS TO PERFORM AGRICULTURAL / HORTICULTURAL - FIELD / FARM WORK THROUGH UNSKILLED FARM LABOUR AT ICAR-IIHR-CHES, BHUBANESWAR.

Contact Details:

ICAR-IIHR,- CHES, Aiginia

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Dated:14.09.2023

TENDER NOTICE

HEAD, ICAR- IIHR-Central Horticultural Experiment Station, Bhubaneswar invites online tenders through GeM from reputed firms with proven track record in execution of Annual Job/ Work/ Service Contract to provide Manpower Services on Outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work through unskilled farm labour at ICAR-IIHR-CHES, Bhubaneswar. Eligible agencies may submit their tenders / bids online through GeM Portal (<https://gem.gov.in>). Tenderers are required to upload all the documents on GeM portal and documents uploaded in GeM portal only shall be **considered for bid evaluation**. Details can be obtained from www.iihr.res.in.

Sd/-
HEAD

GENERAL TERMS & CONDITIONS

1. Based on the requirement of each job as in Annexure-IV (Scope of Work), the agency shall arrange for deployment of unskilled farm labourers / workers with whom the works defined in Scope of Work in Annexure- IV can be carried out and as per the requirement of unskilled workers. In case, the Station in its discretion finding any person deployed is not suitable for whatever reasons at the sole discretion of Controlling Officers- ICAR-IIHR-CHES and upon being notified by ICAR-IIHR-CHES, the agency shall be liable to withdraw such persons forthwith and arrange by a person acceptable to the ICAR- IIHR-CHES immediately.
2. The personnel deployed by the agency shall be available for work **on all working days and Saturdays (except on Gazetted Holiday & Second Saturday)** from 8.30 a.m. to 5.30 p.m. or as per the timing fixed by the ICAR-IIHR-CHES authority. However, depending on the exigencies of work, the personnel may be required to work late beyond office hours or on closed holidays for which they will be compensated. The workers to be deployed should have experience in performing – Agricultural / Horticultural – Field / Farm Works/ Services. The agency shall deploy required number of manpower as per the need of the services for completion of the scheduled work as informed by CHES from time to time. The number of workers required will be intimated by the HEAD, ICAR-IIHR-CHES. The tentative number of workers required is 30-40 numbers per day and may vary depending on the season, stage of crop, funds availability, etc. **The workers need to be deployed within 03 working days from the day of order issued/ e-mail communication from the Office / Farm Management.**
3. The personnel engaged by the agency for this contract will not be an employee of the Station and there will be no employer-employee relationship between the Station and the personnel so engaged by the agency.
4. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel under the minimum wages act and the Station shall in no way be responsible for meeting any kind of expenditure on wages etc. to these personnel.
5. The Agency shall ensure the payment of wages to their personnel deployed at this Station through **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.
6. After awarding the contract, the contractor shall submit the information relating to number of manpower to be engaged & deployed along with the details of their names, addresses, proof of date of birth, their Bank Account number and Two Photographs within 15 days and then onwards every month along with bills through farm management / Controlling Officer. **UAN and ESIC number to be submitted to office within one month of initiation of contract.** No child labour shall be engaged by the agency under this contract.
7. 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 manpower engaged & deployed for the particular month along with bill duly certified by the respective Indenters. The contractor shall also submit the Electronic-Cum-Receipt (ECR) along with payment confirmation slip for having made the remittances of EPF and ESI contribution for the previous month and the list of manpower deployed after having credited the wages to their respective accounts in the Bank, along with the Bills for arranging the payment to the contractor.
8. He/ she should ensure that the Personnel deployed are paid every month the **minimum wages as prescribed under the labour law and as fixed by the CHES which is in**

- force from time to time** and necessary contributions towards EPF, ESI, etc., should be paid in their individual accounts from the first month itself.
9. 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. **For this purpose, the firm has to appoint a on-site full time field officer. The firm has to make provision for wages in respect of Field Officers within the quoted service charges and there wouldn't be any separate payment in this regard. He / she has to produce all such registers as and when required by the Office.**
 10. He/ she should ensure that the Personnel deployed maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such personnel should immediately be removed from the work permanently and substitute be deployed.
 11. All the persons deployed at the Station **will carry identity cards issued by the agency.**
 12. The agency shall furnish certificate regarding experience of executing contract(s) for Providing Manpower services on outsourcing basis in reputed Govt./Semi Govt. and other organizations for Agriculture / Horticultural-Field / Farm Work.
 13. **The wages of every person employed by a contractor shall be paid before the expiry of the seventh day after last day of the wage period. The payment of bills submitted by the contractor will be made within 15 days of bill submission if found to be in order. However, the payment to the personnel engaged may be made at least for one month without waiting for the release of the payment from the Station.**
 14. This Station implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.
 15. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency shall enclose an Affidavit to this effect at the time of submission of bid.
 16. The IT shall be deducted at source and such other tax levies as are required by law to be deducted shall be made from the charges payable to the agency.
 17. **GST or any other tax introduced by either State / Union Government after awarding the contract shall be paid by ICAR-IIHR, CHES-BBSR. However, any other TDS which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by governments (State / Union). As it is a Manpower Service Contract for Agricultural / Horticultural - Field / Farm Work through Unskilled Farm Workers / Labour, presently, GST is not applicable. Hence, it will not be paid. The successful firm should be able to convince the GST authority. In this regard, CHES shall provide all the required documents.**
 18. Changing of Outsourced person / Manpower should be intimated to: HEAD, of ICAR-IIHR-CHES, Bhubaneswar.
 19. The outsourced persons provided shall maintain secrecy and discipline in the premises of the Station.
 20. Rate of **Service Charge** will not be enhanced during the tenure of the contract in any case whatsoever.
 21. **Term of the contract:** Initially the term of the contract will be for six months and extendable upto two years (six months at a time) on mutually agreed terms and conditions provided the services are satisfactory.
 22. **Mode of payment:**
 - I. The agency shall submit monthly bill along with list of Unskilled workers actually deployed and proof of remitting of the wages of previous month to their accounts. For ex, while submitting list of unskilled workers January bill in

February, workers actually deployed in January along with remittance of wages, EPF & ESIC of January month need to be submitted. Then only January bill shall be processed and reimbursed.

- II. The Station shall make such payments through e-banking to the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in letter and spirit.
23. **Termination:** The 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.
24. **Loss & damages:** In case of any loss or damage done to the property of the Station by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority of the Station in this regard shall be binding on the agency and shall be final.
25. **Security Deposit (Performance Security):** The successful bidder will be required to deposit an amount Rs.**3,00,000/-** (Rupees Three Lakhs only) as Security Deposit in the form of DD/Bank Guarantee issued from approved financial institution with validity covering the contract period plus additional three months **within 05 days from the date of award of contract**, in favour of CHES, BBSR. The security deposit will be refunded to the agency only after satisfactory completion of the contract after adjusting all the liabilities / damages or loss of property caused by the personnel deputed by the agency or agency itself or dues to worker's wage/EPF/ESIC etc., if any. No interest is payable on the security deposit. However, in case any revision of percentage of Performance Security deposit by the authority concerned, it is the obligation of the contractor to abide such revision during the contract period. The performance security 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 period of the contract, including the extended period. **If the contract period is extended, the validity of the Bank Guarantee has to be extended accordingly.**
26. **Agreement:** An agreement duly signed on non-judicial stamp paper of value of Rs.200/- is to be provided to the Station within 05 days from the date of award of contract. All efforts should be made to execute the agreement first and then start executing the contract to provide Manpower Services on Outsourcing Basis for Agri. /Hort. Field/ Farm/ Work. The content of the agreement will include all the terms and conditions mentioned in this tender.
27. The Agency is advised to do a complete survey on its own of all the areas / activities of the station & the required Manpower Services i.e., Agriculture / Horticultural-Field / Farm Works/ Services before quoting Service Charge.
28. Any dispute arising out of this contract is subject to adjudication under the jurisdiction of Bhubaneswar city court only.
29. Technical Bid: This shall contain the entire tender document, except **Annexure- V**, 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. 1,50,000/- (Rupees One Lakhs Fifty Thousand only)**. Demand Draft should be drawn in favour of CHES, BBSR payable at Bhubaneswar from any of the Scheduled Commercial Bank. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE II** 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.**

30. Conditional bid will not be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision is been taken about the Tender and to the successful bidder after furnishing the required security deposit for the contract.
31. The contract shall be awarded to a single firm whose quote of Service Charge is the least in Financial bid. In case, two or more firms quote the same Service Charge, then successful bidder will be finalized by **resorting to Auto Run System** available on GeM portal. **Firms quoting service charge less than the Minimum floor price, which is 3.85% at present as per the GoI-MoF OM Number F.6/1/2023-PPD dated 06.01.2023 will not be considered in Financial bid.**
- 32. The financial bids shall be opened only in respect of those bidders who qualifies in technical bid evaluation.***
33. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside of the premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside the CHES, Bhubaneswar, CHES Experimental Farm, 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 HEAD, CHES Bhubaneswar. The details of Officers to be contacted are:
34. The firm is being permitted to give tenders in consideration of the stipulations on it's part that after submitting the tenders, he will not withdraw from the offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the EMD will be forfeited by the CHES BBSR. 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 him / it in the manner prescribed by CHES, BBSR.
35. 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.
36. The tenderers 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 are 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 tender 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 CHES shall without any prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.

37. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-III**
38. The contract shall initially be awarded for a period of six months from the date of award or for any shorter period that may be decided by the ICAR-IIHR, CHES. In case, any shortcoming or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated by giving one month notice. The decision of HEAD, ICAR-IIHR, CHES in this regard shall be final and binding.
39. The contract can be extended for further period of two more years (six months at a time) basis subject to satisfactory performance of the firm and discharge of all statutory obligations within the stipulated time.
40. 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-CHES 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.
41. The Service Charge quoted by the Agency shall be fixed during the whole contract & extra period and no request for any revision shall be entertained before expiry of the contract period.
42. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948 (or the wages fixed by ICAR-IIHR-CHES). The ICAR-IIHR-CHES 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 at ICAR-IIHR-CHES, Bhubaneswar. Neither the firm nor its workers shall have any claim on ICAR-IIHR, CHES, Bhubaneswar, for compensation or financial assistance on this account.
43. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & 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. ICAR / IIHR/CHES in no case shall be a party to such a dispute.
44. 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.
45. 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 to the ICAR-IIHR-CHES within 30 days of award of contract and will get them verified from the police authorities. The Contractor will provide Name, Address, Telephone No & Photographs of its employees deployed at ICAR-IIHR-CHES, Bhubaneswar, Experimental Farm.

46. 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-CHES 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, CHES. The worker will remain the employees of the Agency/Contractors and will be solely the responsibility of the Agency. The agency shall make it clear before deploying the workers at ICAR-IIHR, CHES that there is no Employer-employee relationship between the employees of the service provider and the ICAR-IIHR, CHES and further that the said personnel of the service provider shall not claim any employment or absorption in the ICAR-IIHR, CHES by virtue of their engagement for this work.
47. 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.
48. 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.
49. The employees of the contractor shall be of good character and of sound mind. 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.
50. The service provider shall replace immediately any of its personnel, if they are 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, CHES, Bhubaneswar,.
51. The damage caused, if any, to ICAR property through the acts of the firm and/or by its workers shall be made good by the agency and decision of HEAD, ICAR-IIHR-CHES 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 HEAD, ICAR-IIHR-CHES may deem fit.
52. The firm shall be responsible for making timely payment of due wages to the workers employed, deposition of EPF with EPF through ECR and ESI contribution. A copy of ESI & EPF Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the ICAR-IIHR-CHES, as proof along with payment confirmation slip. 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/CHES shall not at all be liable in this regard.
53. 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.

54. The contractor shall be responsible for all injury and accident to persons employed by him while on duty.
55. In the event of any loss being caused to the ICAR-IIHR, CHES 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 either by replacement or on payment by adequate compensation.
56. 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 null and 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.
57. 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, CHES for any justifiable reasons, not mandatory to be communicated to the tenderer.
58. The Agency/Contractor shall (prevailing from time to time) 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.
59. The ICAR-IIHR, CHES reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/issuing any notice.
60. 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-CHES, Bhubaneswar, Experimental Farm staff or other staff of Agencies working in ICAR-IIHR, CHES, the Agency/ Contractor shall immediately withdraw such employees forthwith at their own risk, responsibility and liability. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR-CHES, BBSR.
61. 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.
62. The duration of the contract shall be initially for six months and extendable up to a maximum two years (six months at a time) on same service charge, 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:
 - i) On account of unsatisfactory performance
 - ii) breach of contract clause(s)
 - iii) Persistently neglecting to carry out his obligations under the contract
63. The contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.

ELIGIBILITY CONDITIONS FOR TECHNICAL BID EVALUATION

- 1) Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India. An office of the Service provider must be located in Bhubaneswar. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
- 2) The contractor must have a recent license issued in the last one year (before the date of issue this GeM notification) by the office of Central / State Labour Commissioner to provide Manpower Services on Outsourcing basis to perform Agricultural / Horticultural-Field / Farm Works or firm must have an ongoing contract of similar nature.
- 3) Certified Accounting statements (Balance sheet, profit & Loss account duly certified by the chartered accountant) of the firm for the last 3 Financial Years (2019-20 to 2021-22)/(2020-21 to 2022-23) by the Chartered Accountant.
- 4) The experience in services of a similar nature and size for each of the last 3 years, and details of services under way or contractually committed and names and address of client who may be contacted for further information on those contracts in a tabular form is to be provided: Copies of work orders / Proof / experience certificate to be provided.
- 5) The average annual turnover of the agency shall be Rs.36.00 lakh and above per annum during the last 3 financial years (2019-20 to 2021-22)/ (2020-21 to 2022-23). Turnover can be in any field of service(s).
- 6) Experience of having successfully completed “similar works” **in the last 3 years (FY 2020-21 to 2022-23 and also during financial year 2023-24)** in reputed Govt./Semi Govt. undertaking/ reputed private establishments. It should have been in executing similar work(s) in any one of the following manners (i) three similar completed works costing not less than Rs. 36.00 lakh each per annum. **“Similar work” means taking the responsibility to provide manpower services on outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work. Provide Work Orders proof along with satisfactory performance certificates from the client(s) where the agency has provided the manpower of different categories (unskilled, Semi Skilled, Skilled & Highly Skilled) for Agri./Horticultural-Field/ Farm Work/Services on outsourcing basis.**
- 7) EPF registration certificate issued by Govt. of India / from any State Govt.
- 8) ESI registration certificate issued by Govt. of India / from any State Govt.
- 9) GST registration certificate issued by Govt. of India.
- 10) 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 a notarized affidavit from Notary to this effect that there is no criminal/legal suit pending or contemplated - (in non-judicial stamp paper).
- 11) PAN Registration Certificate.
- 12) Bid security (EMD) of Rs. 1,50,000/- (Rupees: One Lakhs fifty thousand only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of “The HEAD, ICAR-IIHR, CHES”, payable at Bhubaneswar.

OR

Scanned copy of valid registration certificate issued by NSIC or MSME or Udyog Aadhar is a must, if claiming exemption towards EMD and tender fee.

- 13) Submit duly signed Tender acceptance letter in the firm’s letter head.

- 14) **The right to accept or reject any tender is reserved with the HEAD, ICAR-IIHR-CHES ,Bhubaneswar. The past / running contract performance of the agencies / service providers with CHES will be an important criteria for considering or not considering their tender against this tender. The decision of HEAD, ICAR-IIHR-CHES, is final in this regard and no correspondence / clarification if any sort will be entertained in this regard.**
- 15) Eligibility conditions listed in **Annexure II** will only be considered for technical evaluation of bids.
- 16) All necessary documents in support of the eligibility conditions only are to be uploaded in the GeM Portal.

**Sd/-
HEAD
CHES, BBSR**

Checklist for Technical Bid Evaluation

Sl. No.	Documents to be uploaded (As per details below)	Status of uploading	Page number
1.	Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India.	Yes/No	
2.	The contractor must have a recent license issued in the last one year (before the date of issue this GeM notification) by the office of Central / State Labour Commissioner to provide Manpower Services on Outsourcing basis to perform Agricultural / Horticultural-Field / Farm Works or firm must have an ongoing contract of similar nature.	Yes/No	
3.	Certified Accounting statements (Balance sheet, profit & Loss account duly certified by the chartered accountant) of the firm for the last 3 Financial Years (2019-20 to 2021-22)/ (2020-21 to 2022-23) by the Chartered Accountant.	Yes/No	
4.	The experience in services of a similar nature and size for each of the last 3 years, and details of services under way or contractually committed and names and address of client who may be contacted for further information on those contracts in a tabular form is to be provided: Copies of work orders / Proof / experience certificate to be provided.	Yes/No	
5.	The average annual turnover of the agency shall be Rs.36 Lakhs and above per annum during the last 3 financial years (2019-20 to 2021-22)/ (2020-21 to 2022-23). Turnover can be in any field of service(s).	Yes/No	
6.	Experience of having successfully completed “similar works” in the last 3 years (FY 2020-21 to 2022-23 and also during financial year 2023-24) in reputed Govt./Semi Govt. undertaking/ reputed private establishments. It should have been in executing similar work(s) in any one of the following manners (i) three similar completed works costing not less than Rs. 12 Lakhs each per annum or (ii) two similar completed works costing not less than Rs.18 Lakhs per annum or (iii) one similar completed work costing not less than Rs.36 Lakhs per annum. “Similar work” means taking the responsibility to provide manpower services on outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work. Provide Work Orders proof along with satisfactory performance certificates from the client(s) where the agency has provided the manpower of different categories (Unskilled, Semi Skilled, Skilled & Highly Skilled) for Agri./Horticultural-Field/ Farm Work/Services on outsourcing basis.	Yes/No	
7.	EPF registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
8.	ESI registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
9.	GST registration certificate issued by Govt. of India.	Yes/No	
10.	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI or Minimum wages Act or other laws (give details). The firm must enclose a notarized affidavit from Notary to this effect that there is no criminal/legal suit pending or contemplated - (in non-judicial stamp paper).	Yes/No	
11.	PAN Registration Certificate.	Yes/No	
12.	Bid security (EMD) of Rs. 1,50,000/- (Rupees: One Lakhs fifty Thousand only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of “CHES, BBSR”, payable at Bhubaneswar. OR	Yes/No	

	Scanned copy of valid registration certificate issued by NSIC or MSME or Udyog Aadhar is a must, if claiming exemption towards EMD and tender fee.		
13.	Submit duly signed Tender acceptance letter in the firm's letter head.	Yes/No	
14.	The right to accept or reject any tender is reserved with the HEAD, CHES ,Bhubaneswar. The past / running contract performance of the agencies / service providers with CHES will be an important criteria for considering or not considering their tender against this tender. The decision of HEAD, ICAR-IIHR-CHES, BBSR, is final in this regard and no correspondence / clarification if any sort will be entertained in this regard.		
15	An office of the Service provider must be located in Bhubaneswar. DOCUMENTARY EVIDENCE TO BE SUBMITTED.	Yes/No	

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

Sd/-
(HEAD)

CHES, BBSR

AREA AND SCOPE OF WORK

ICAR-IIHR, CHES is a premier horticultural research station in the eastern region, of the country under the administrative control of Ministry of Agriculture and Farmers Welfare, DARE, Govt. of India. As per the mandate of the Station, ICAR-IIHR-CHES 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 Station deals with various Fruit Crops like mango, guava, sapota and various other minor fruits. The various crops covered under Vegetable Crops are tomato, French bean, okra, chilli, etc., and the Station also deals with Ornamental & Seasonal Crops. The total area under fruits, Vegetable and Ornamental crops, Spices and Plantation Crops is around 100 acres in respect of ICAR-IIHR-CHES, BBSR.

In pursuit of its mandate, the Station will be in requirement of availing the services of contractual 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 30-40 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 Nodal Officer, FMC and Scientists concerned to ensure seamless undertaking of various operations in every field/farm 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 various operations to be undertaken under various Divisions/Units are as mentioned below in the table. **Under this contract the Manpower (unskilled farm labour) to be deployed at ICAR-IIHR-CHES, Bhubaneswar, need to have hands on experience in performing Agri./ Hort.- Field / Farm Work relating to various Horticultural Crops (Fruits, Vegetables, etc.) CHES, BBSR deals with.**

Sl. No.	Description of work
1	2
A	FRUIT CROPS
	Application of manure and fertilizer and mixing (1.5-2.5 M radius), Weeding in fruit plant basin (1.5-2.5 M radius), Pit digging, refilling with soil, fertilizer, FYM and mixing a) 30 x 30 x 30 cm size b) 50 x 50 x 50 cm size c) 1 x 1 x 1 m size, Planting of saplings and its basin making, Preparation of solution of Pesticide etc. and application (spray) in perennial fruit crops (8-15 yrs) with power sprayer, Preparation of wooden stakes and staking 1.00 to 1.25 m height of plants, Mulching in pine apple, Planting of pine apple suckers, Bed preparation (15-20 cm height & 1m wide), Fertilizer application in pine apple, Weeding in pine apple, Mulching in plant basins (Perennial Fruit crops 1.5 -2.5 m radius), Spot irrigation of plants (with tanker) in orchard, Irrigation through drip and sprinkler system & mulching as and when needed. Separation of suckers from pine apple, Bordeaux pasting in trunk up to 50cm in perennial plants, Harvesting, weighing and transporting of fruits (Mango, Sapota, banana, Guava, Custard apple, Ber etc.) at sale site, Pruning of perennial trees (8-12 years) like; mango, guava, aonla, bael, moringa, etc., Pruning of perennial trees (15-20 years)
B	VEGETABLE CULTIVATION
	Pit digging (45 x 45 x 45 cm) and filling of pits with manures and fertilizers, Weeding in vegetable basin (1m wide, 4 x 6" ring size), Weeding, soil digging, basin making & fertilizer application in vegetable (1m wide, 4 x 6" ring size), Spraying of pesticide and fungicide in cucurbits & other vegetable

	<p>crops with power sprayer, Vegetable nursery raising : Land cleaning, preparation , FYM application and seed sowing, Collection of grass (after ploughing with tractor), minor levelling, spreading of FYM, Ridge (10 cm height and 20cm width) making for vegetable transplanting, Transplanting of vegetable crops in ridges, Irrigation with rose can after transplanting of chilli and brinjal, etc., Weeding of vegetable crop with spade, Weeding with spade and earthing up of vegetable crop, Sowing of vegetable seed on readymade ridges/Lines, Spraying of pesticides in vegetable crop with power sprayer, Application of fertilizers in standing crop in ridges (Top dressing) and earthing up in chilli, brinjal & other vegetable crops., Harvesting ,weighing and transporting of vegetables at sale site-1 Brinjal and Tomato, 2.Chilli, Potal, Kankad, kundru, etc., Spraying of pesticide in manual sprayer (Tank of 15-20 ltr water), Preparation flat raise beds and mulching of polythene in Vegetable crops (Height 15 cm, wide-80 cm, length-50 m), Coloring of Iron poles of 7 ft long, wide 20 cm (cleaning of rust with sand paper, application of Red oxide 1 coat and 1 coat of colour), Fertilizer application in drum stick, Amaranthus seed harvesting(collection, drying, collection of seed), Preparation of coco pit and FYM mixture, filling of 50/100 cavity portrays and sowing of brinjal , tomato, chilli seeds. Filling of plastic pots 1.5' height with soil, manure mixture and transplanting of chilli, tomato, brinjal plots, Harvesting of chillies and extraction of seed and preparation of 5g packets, Harvesting of Brinjal fruits and extraction of seeds and preparation of 5g packets, Harvesting of amaranthus seeds, extraction of seeds and preparation of 5g packet, Harvesting of beans pods and extraction of seeds and preparation of 250g seed packets, Harvesting of bean & seed extraction, making 2-3 feet height stacker and putting plant highly thread,</p>
C	NURSERY ACTIVITIES:
	<p>Preparation of seed bed and sowing of seeds of Mango, Preparation of soil, pesticide and manure mixture and filling of poly bags and potting of seedling-10x12 inch size, 6X8 inch size, 4 x 6 inch cm size, Air layering in guava and lime (Skilled), Grafting /budding in fruit/ornamental crops (Skilled), Shifting of mango root stock and nursery plant within 50 meter distance, Weeding of polythene bags plants in nursery, Weeding of nursery beds, Collection of guava and other gootees, from plant, dressing in nursery and potting in polythene bags of 6 x 8 inch size, shifting to polyhouse, Collection of pointed gourd, ivy gourd, teasle gourd vines, cutting in Nursery, preparation of cutting and potting in 15 x 20 cm poly bags, Collection of teasle gourd tubers, cutting in pieces in nursery, potting in 6 x 8 inch poly bags, Watering of mango root stocks beds above PVC pipes size 1mtrx7mtr, Preparation of 1mtx 5 mtr soil beds, sowing of aonla seeds, guava seeds, custard apple seeds and watering by water cane for 1 month, Shifting of aonla seedling, guava seedlings, custard apple seedlings from the bed to 6"x8" size poly bags, Nursery Weeding and cleaning of nursery plants inside and outside of poly house, and net house irrigation of root stock, shifting of plants for hardening and sale, shifting of plants in and out of poly house and net house, helping in propagation works, irrigation etc., Defoliation of fruit plant shoots from mother plants for grafting, Cutting / collecting of shoots (scions) from mother plant for grafting, Watering of net house / poly house plants, Weeding of fruit mother blocks, Weeding of vegetable plants blocks, cutting and removal of grafts polythene from grafted plants, Removal of new shoot from grafted plants, minor repairing of net house, drip irrigation etc., cleaning of nursery premises area.</p>
D	OTHER PRACTICES
	<p>Weedicide spray, Bund repairing (50 cm earthing up) ,Bund making (50 X 50 cm), Weed cutter operation, Pruning of hedge with chopper/hedge shear, Rubbing, cleaning and white washing/painting of lables & angels, Dressing of Kachha road 1-4 m wide, Chopping of leaves for vermi compost, Collection of leafs and grass etc. inside the campus and loading by tractor trolley and unloading at vermi compost unit, Separation of earth warm from vermin compost and drying, cleaning, packing of compost(10x2x1 M- 1 structures), Maintenance of other plant materials, lawn and seasonal flower beds, Laying or rolling of lateral pipes of drip irrigation (each 50 m length), Filling and un-filling of Vermi compost (10x2x1 M- 2 structures), Nadep (6x 2.5x 1.10 M- 2 structures), Vermi wash structure(each 200 ltr capacity-3 Nos) etc. as & when needed, Cutting, clearing of wild grasses and shrubs alongside boundary wall, Beautification work in front of main building (Lawn, Potted plants) 2500 Sqm, Cleaning of work space, washing of utensils, dusting/washing of glass wares/instruments, collection of field samples and its preparation, assistance in laboratory as and when needed.</p>

Signature of the Contractor / Agency

FINANCIAL BID
(TO BE SUBMITTED ONLY ON GEM PORTAL)

To,

The HEAD,
 ICAR-IIHR- CHES,
 Aiginia, Bhubaneswar– 751019

Sl. No.	Particulars	Service Charge in percent* all inclusive
1	Annual Job/ work / Service contract to provide Manpower Services on Outsourcing Basis to perform Agricultural / Horticultural-Field / Farm Works as per the terms and conditions specified in the Tender form and as per the tentative requirement as in Annexure VI.	_____ %

*As it is the responsibility of the firm to provide the required Manpower Services on outsourcing basis for Agricultural / Horticultural-Field / Farm Works / Services through unskilled farm labour as per requirement of ICAR-IIHR-CHES i.e. Heads / Scientist / other PI's / Nodal Officers / Controlling Officers with qualification & experience as in Annexure-VI and also to ensure central wages and all Statutory benefits to the workers, the firm must make provision for all its overhead expenditure in the service charges itself because no other payment will be made to the firm other than service charges.

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

Sd/-
(HEAD)
CHES, BBSR

REQUIREMENT OF MANPOWER SERVICES ON OUTSOURCING BASIS

Sl. No.	Category	Qualification	Tentative manpower
1.	<u>UNSKILLED</u> <ul style="list-style-type: none">• Farm Labour / Workers	<ul style="list-style-type: none">• Literate	30-40

Note: The wages shall be as decided by the Station keeping in view the central minimum wage act., required education qualification and experience of the Manpower to be deployed. The service provider has to ensure the same and submit the bill accordingly for reimbursement.

Sd/-
(HEAD)
CHES, BBSR

AFFIDAVIT

Ideclare that, this is to certify that our company
Ms..... (full address of the company) has no legal suit /
criminal case pending/contemplated against our company till date.

I hereby declare that our company has no legal suit / criminal case pending/contemplated
against our company for violation of EPF / ESIC / GST, minimum wages act or other law
further declare that there is no criminal / Legal suit pending or contemplated against our
company.

Deponent

Verification

**Verified at(Place), this the.....day of.....(month) 2023.
That the contents in the above affidavit are true and correct to the best of our knowledge
and belief. No part of this affidavit is wrong and nothing material has been concealed
there from.**

**Deponent
Attested by Notary Public.**

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

To,

The HEAD
ICAR- IIHR-Central Horticultural Experiment Station,
Aiginia, Bhubaneswar– 751019

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Job / work service contract for Manpower Services (Through unskilled categories workers) on Outsourcing for Agriculture / Horticultural-Field / Farm / Work/ Services at ICAR-IIHR-CHES, Bhubaneswar.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campus (ICAR-IIHR-CHES, Bhubaneswar).
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.
2. I/We have hereby agreed 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.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there is not any legal suit/criminal case 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.
5. I/ We are not blacklisted by any Government organization in the field of providing service contract for the for Agriculture / Horticultural-Field / Farm / Work/ Services personnel.
6. 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-IIHR-CHES within 90 days from the date of opening of the technical bid.

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