



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 CONTRACT FOR PROVIDING MAN POWER SERVICE (UN SKILLED / SEMI SKILLED / SKILLED / HIGHLY SKILLED) ON OUTSOURCING BASIS TO UNDERTAKE AGRICULTURAL / HORTICULTURAL/ FARM RELATED/ SECRETARIAL WORKS AND LAB OPERATIONS AT ICAR-IIHR-CHES, BHUBANESWAR.

Contact Details:

ICAR-IIHR,- CHES, AIGINIA

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



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फा/सं.F.No.III-10-10/2021/Estt.-VOL-X(MPO)/

Dated: 18.08.2023

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 contract for providing Manpower Services (Un Skilled/ Semi-Skilled / Skilled / Highly Skilled) on outsourcing basis to undertake Agriculture / Horticultural-Farm related works, Lab Operations and Secretarial work at ICAR-IIHR-CHES, BBSR.

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)
CHES, BBSR

ANNEXURE-I

GENERAL TERMS & CONDITIONS

1. Based on the requirement of each job as in Annexure-VI, the agency shall arrange for skill test / interview of the candidates in presence of nominated Controlling / Indenting officers of this Station and the candidates selected through skill test / interview arranged by the agency only have to be deployed at ICAR-IIHR-CHES,BBSR. In case, the Station in its discretion finding any person deployed is not suitable for whatever reasons at the sole discretion of Controlling Officer- 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 (except on Gazetted Holiday & Second Saturday) from 9.00 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.
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 personnel. 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 work contract, the contractor shall submit the 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. 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. **In case, the firm to whom the contract is awarded does not make EPF & ESIC remittance within the stipulated time, then the payment of bills to the contractor will be made in two parts separately i.e. (1) Wages and service charges (2) contribution of EPF, ESI & GST. The payment of EPF, ESI & GST will be released only after the contractor makes the**

remittances of EPF, ESIC & GST in respect of the personnel deployed and submit ECR with payment confirmation slip.

8. He/ she should ensure that the Personnel deployed are paid every month the **minimum wages as prescribed under the labor law as fixed by the IIHR-CHES, BBSR 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. **Also contractor has to meet the need of workers in addressing with various issues related to EPF& ESIC like corrections, linking, advance etc. For this purpose, the firm has to appoint a full time representative at CHES, BBSR. He / she have 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 person 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 (Unskilled/ semi-skilled /skilled/highly skilled) on outsourcing basis in reputed Govt./Semi Govt. and other organizations for Agriculture / Horticultural-Field / Farm / Lab. Operations/ Secretarial 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 if found to be in order. However, the payment to the personnel engaged may be made at least for two months without waiting for the release of the payment from the Station. However, in extreme cases, the agency has to make payment in advance even for three months.**
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 Director's (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 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. 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).
18. Changing of Outsourced person / Manpower should be intimated to: I/c Section / Divisions / Head of Office 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 one year and extendable for two years 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 personnel actually deployed and their individual bank accounts with proof of depositing the wages to their accounts.
 - II. **From 1st month bill onwards while submitting the bill, the agency shall provide the details of GST remittance and individual account numbers of Outsourced persons and remittance of EPF&ESIC to their accounts pertaining to the same month only then the bill of the agency will be passed for payment.**
 - III. 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 at the Station in this regard shall be a binding on the agency.
25. **Security Deposit (Performance Security):** The successful bidder will be required to deposit an amount Rs.**2,00,000/-** (Rupees Two 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. 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.100/- 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. 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 / Lab Operations 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. 1,20,000/- (Rupees One Lakh Twenty thousand only)**. Demand Draft should be drawn in favour of CHES, Bhubaneswar 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 work shall be awarded to a single firm whose quote of Service Charge is the least meeting all scope of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisite infrastructure/facilities and experience of similar nature.
- 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 the premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site 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 during the office hours. The details of Officers to be contacted are:
- 1. Head, ICAR-IIHR-CHES Bhubaneswar.***
 - 2. AAO, CHES, BBSR***
34. The firm is being permitted to give tenders in consideration of the stipulations on its 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 ICAR-IIHR-CHES. 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 ICAR-IIHR-CHES.
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 ICAR-IIHR-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. However, agency need to check and submit the documents needed to meet all eligibility conditions and other requirements mentioned in the tender documents.**
38. The contract shall normally be awarded for a period of one year 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 Director, ICAR-IIHR in this regard shall be final and binding.
39. The contract can be extended for further period of two more years on year-to-year 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 contract 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 of this ICAR-IIHR-CHES. Neither the firm nor its workers shall have any claim on ICAR-IIHR-CHES 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.
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.
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 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, depositing of EPF deduction 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, Bhubaneswar, 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 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.
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 staff or other staff of Agencies working in ICAR-IIHR-CHES, Bhubaneswar, 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.
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 one year and extendable up to a maximum two years (one year at a time) 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:

- 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) Average annual financial turnover of the agency during last three years, ending 31st March 2022/2023 should be at least Rs.36.00 lakhs (2019-20 to 2021-22 or 2020-21 to 2022-23). Turnover has to be from manpower outsourcing service(s). Provide relevant document.
- 2) The bidder must have at least three years' experience (during any of the previous seven years i.e. from 1.4.2016 to 31.3.2023) of providing "similar services" to Central/State Government/PSUs/ Nationalized Banks/Reputed Organizations. Service rendered with list of such Central/State Government/PSUs/ Nationalized Banks/Reputed Organizations shall be furnished in the tabular form Indicating Name, address, phone number, e-mail of the client, period of operation, work value, number of workers supplied, nature of work etc; minimum three/two/one of value mentioned in below eligibility condition point no 3 is to be provided.
- 3) The bidder must have successfully completed "similar services" during last seven financial years i.e. 2016-17 to 2022-23. It should have been in executing similar service(s) in any one of the following manners (i) three similar completed works costing not less than Rs. 12.00 Lakhs each per annum or (ii) two similar completed works costing not less than Rs.18.00 lakhs per annum or (iii) one similar completed work costing not less than Rs. 36.00 lakhs per annum. Work Orders proof along with satisfactory performance certificates from the client(s) need to be provided. "Similar service" means: "Providing Unskilled/ Semi-skilled /Skilled/ Highly Skilled manpower on outsource basis /work contract basis to Perform Agriculture/Horticulture/Farm related works, Secretarial work and Lab Operations". Failing the above mentioned "similar service" condition, the experience in providing any manpower service on outsource basis/work contract basis will be considered.
- 4) Copies of original Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India.
- 5) **An office of the Service provider must be located in Bhubaneswar. DOCUMENTARY EVIDENCE TO BE SUBMITTED.**
- 6) GST registration certificate issued by Govt. of India.
- 7) PAN Registration Certificate/PAN card copy.
- 8) EPF registration certificate issued by Govt. of India / from any State Govt.
- 9) ESI registration certificate issued by Govt. of India / from any State Govt.
- 10) The agency must have a valid registration under the Contract Labor (Regulation and Abolition) Act. 1970.
- 11) Certified Accounting statements (Balance sheet, profit & Loss statement) of the firm for the last 3 Financial Years (2019-20 to 2021-22) or (2020-21 to 2022-23) certified by the Chartered Accountant.
- 12) 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) Annexure- VII.
- 13) Bid security (EMD) of Rs. 1,00,000/- (Rupees: One Lakhs 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

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

- 14) Submit duly signed Tender acceptance letter in the firm's letter head as per **Annexure-IV**.
- 15) Eligibility conditions listed in **Annexure II** will only be considered for technical evaluation of bids.

- 16) 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 ICAR-IIHR-CHES, Bhubaneswar will be an important criterion for considering or not considering their tender against this tender. The decision of Head, ICAR-IIHR-CHES, Bhubaneswar is final in this regard and no correspondence / clarification of any sort will be entertained in this regard.
- 17) 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 6.1.2023 will not be considered in financial bid
- 18) All necessary documents in support of the eligibility conditions only are to be up loaded 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.	Average annual financial turnover of the agency during last three years, ending 31 st March 2022/2023 should be at least Rs.36, Lakhs (2019-20 to 2021-22 or 2020-21 to 2022-23). Turnover has to be from manpower outsourcing service(s). Provide relevant document.	Yes/No	
2.	The bidder must have at least three years' experience (during any of the previous seven years i.e., from 1.4.2016 to 31.3.2023) of providing "similar services". Upload the information sought in eligibility condition No. 2 in tabular form.	Yes/No	
3.	The bidder must have successfully completed "similar services" during last seven financial years i.e., 2016-17 to 2022-23. Three/Two/One work orders proof along with satisfactory performance certificates from the client(s) need to be uploaded to satisfy the eligibility condition no. 3.	Yes/No	
4.	Copies of original Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India.	Yes/No	
5.	An office of the Service provider must be located in Bhubaneswar. DOCUMENTARY EVIDENCE TO BE SUBMITTED.	Yes/No	
6.	GST registration certificate issued by Govt. of India.	Yes/No	
7.	PAN Registration Certificate/PAN card copy.	Yes/No	
8.	EPF registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
9.	ESI registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
10.	The agency must have a valid registration under the Contract Labor (Regulation and Abolition) Act. 1970.	Yes/No	
11.	Certified Accounting statements (Balance sheet, profit & Loss statement) of the firm for the last 3 Financial Years (2019-20 to 2021-22) or (2020-21 to 2022-23) certified by the Chartered Accountant.	Yes/No	
12.	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) Annexure- VII.	Yes/No	
13.	Bid security (EMD) of Rs. 1,20,000/- (Rupees: One Lakh twenty 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 Scanned copy of valid registration certificate issued by NSIC or MSME or Udyog Aadhar is a must, if claiming exemption towards EMD.	Yes/No	
14.	Submit duly signed Tender acceptance letter in the firm's letter head as per Annexure-IV.	Yes/No	

15.	All necessary documents in support of the eligibility conditions only are to be up loaded in the GeM Portal.	Yes/No	
16.	Entire tender document part of technical bid has to be signed on each page with the rubber stamp of the Bidder.	Yes/No	
17.	Authorization letter of proprietor to sign the tender document, if the bid is not signed by the proprietor.	Yes/No	

(Signature of the Authorized representative of the firm)

Stamp/Seal of the firm

ANNEXURE - IV

(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 Contract for providing Manpower Services (Unskilled/ Semi-Skilled / Skilled / Highly Skilled) on Outsourcing basis to undertake Agriculture / Horticultural-Farm related works/ Secretarial works and Lab Operations 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 campuses at 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 Agriculture / Horticultural-Field / Farm / Lab. Operations / Secretarial works 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**

FINANCIAL BID

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To

The HEAD
CHES, Aiginia, Bhubaneswar-751019

Sl. No.	Particulars	Service Charge in percent* all inclusive
1	Annual Contract for providing Manpower Services (Unskilled, Semi-Skilled / Skilled / Highly Skilled) on Outsourcing basis to undertake Agriculture / Horticultural-Farm related works, Secretarial work and Lab Operations at ICAR-IIHR-CHES, Bhubaneswar	%

*As it is the responsibility of the firm to provide required Manpower Services (Unskilled/ Semi Skilled / Skilled / Highly Skilled) on outsourcing basis for Agriculture / Horticultural-Farm related works / Secretarial works and Lab Operations per requirement of ICAR-IIHR-CHES, BBSR. i.e. Heads / Scientist / other PI's / Nodal Officers / Controlling Officers with qualification & experience as in Annexure-VI and also to ensure central /state 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.

Firms quoting service charge less than the minimum floor price, which is 3.85% at present as per the GoI-MoF O.M. No. 6/1/2023-PPD dated 6.1.2023 will not be considered in financial bid.

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

Signature with date & seal of the agency

REQUIREMENT OF MAN POWER SERVICES ON OUTSOURCING BASIS UNDER VARIOUS CATEGORIES

Sl. No.	Category	Educational qualification & other eligibility criteria	Tentative man power
1	UNSKILLED: Messenger/Field work	a) Knowledge to read, write and speak local language. b) Minimum 6 th standard pass b) Ability to read basic official English and Hindi words c) Good health, familiarity with the city. Ability to ride bicycle. d) Experience of working in relevant field such as agriculture/horticulture field work, office work, laboratory work, etc.	1-5
2	SEMI SKILLED: JUNIOR Field Assistant/ Asst. Lab or Field Supervisor, Junior. Office Assistant	1) SSLC or 10 th standard pass 2) Experience of working in Agriculture/ Horticulture/ Mechanical 3) Good Health and communication skills	2-5
3	SKILLED: Field Assistant/ Office Assistant / Lab or Field Supervisor / Library Assistant)/Computer operator/ BUDDER/GRAFTER	1) SSLC pass with vocational course in Horticulture /Agriculture 2) PUC/12 th pass with Diploma in Horticulture/Agriculture 3) PUC/12 th Pass with Diploma in Computers/Typing/Drafting 4) JOC/PUC with experience in propagation field	4-6
4	HIGHLY SKILLED: Plumber, Carpenter, Mechanic, Electrician, SENIOR Laboratory or Field Technician/OFFICE ASSISTANT, Driver (LMV/HMV), Tractor Driver, Cook, Budder/Grafter	a) Plumber, Carpenter, Mechanic, Laboratory or Field Technician, Cook 1) Skill/Trade Certificate/Certificate Course, ITI, Diploma or degree in relevant field (B.Sc. (Ag.)/B.Sc. (Hort.) / B.Sc. (Ag. Biotech)/ B.Sc. Biotech/B.Sc. (Life Science) with one year experience in relevant field. b) Tractor Driver: 1) Minimum 8 th pass with valid driving license issued by appropriate authority 2) Should have good health and physically fit for driving 3) At least one year driving experience in driving govt. or private organization c) LMV Driver 1) Minimum 10 th pass with valid driving license issued by appropriate authority 2) Should have good health and physique fit for driving. 3) At least one year driving experience in driving Govt. or private Organization. e) HMV Driver: 1) Minimum 10 th pass with valid driving license issued by appropriate authority 2) Should have good health and physique fit for driving. 3) At least two- or three-years driving experience in driving in Govt. or private Organization. f) SENIOR LABORATORY OR FIELD TECHNICIAN: 1) Bachelor's Degree in any one of the above-mentioned subjects (see 4 a) 1) 2) Experience of working with Agriculture/Horticulture operations in any reputed organization or institutes. g) SENIOR OFFICE ASSISTANT: 1) Any degree certificate with at least three years' experience of working in office' 2) Computer knowledge with working skill in the Office. h) Cook: 1) Minimum VI th standard with hands on experience in cooking for five years (if required a practical test may be undertaken) or Diploma in Food Catering/Cooking k) Budder/Grafter: Degree in relevant field (Science/Ag. Engineering/Technology)	19-25

ANNEXURE-VII

AFFIDAVIT

I declare 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.**