



ICAR – INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

Hesaraghatta lake post, Bengaluru – 560 089

E-TENDER DOCUMENT (TWO BID SYSTEM)

E-TENDER FOR ANNUAL JOB / WORK CONTRACT TO PROVIDE MANPOWER SERVICES ON OUTSOURCING BASIS FOR ADMINISTRATIVE / SECRETARIAL WORK AT ICAR-IIHR, HESARAGHATTA CAMPUS, CHES/KVK, HIREHALLI AND CHES, CHETTALLI & KVK, GONIKOPPAL

**Contact Details: Chief Administrative Officer
Indian Institute of Horticultural Research
Hesaraghatta Lake Post, Bengaluru – 560 089**

Tel: 080-23086100, Fax: 080-28466291

**Website: <http://www.icar-iihr.res.in>
CPPP: <https://eprocure.gov.in>**

ICAR – INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

Hesaraghatta lake post, Bengaluru – 560 089

F. No. 4-1484/Estt-I/2018-19/MP-OS

Dated:17th April, 2018**Sub: E-TENDER FOR ANNUAL JOB / WORK CONTRACT TO PROVIDE MANPOWER SERVICES ON OUTSTOURCING BASIS FOR ADMINISTRATIVE / SECRETARIAL WORK AT ICAR-IIHR, HESARAGHATTA CAMPUS, CHES&KVK, HIREHALLI AND CHES, CHETTALLI & KVK, GONIKOPPAL**

The Director, ICAR-ICAR-IIHR invites online limited tenders in Two Bid System through e-procurement from reputed firms with proven track record to provide Manpower Services for Administrative / Secretarial work on Outsourcing basis on Annual Job / Work contract basis at ICAR-IIHR Main campus and CHES/KVK, Hirehalli and CHES, Chettalli & KVK, Gonikoppal. The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

1. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	4-1484/Estt-I/2018-19/MP-OS
TENDER COST	Rs.1000/- (Rupees One Thousand Only) (Non-refundable) in the form of Demand Draft/BC in favour of Director, ICAR-ICAR-IIHR payable at Bengaluru.
DESCRIPTION OF WORK	Annual Job / Work contract to provide Manpower on Outsourcing Services for Administrative / Secretarial Work at ICAR-IIHR Main campus & CHES/KVK, Hirehalli, CHES- Chettalli and KVK, Gonikoppla
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	17.04.2018 at 05.00 PM onwards
BID SUBMISSION END DATE AND TIME	11.05.2018 upto 03.00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	14.05. 2018 at 02.00 PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	16.05.2018 at 2.00 PM
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.3,00,000/- (Rupees Three Lakhs Only) in the form of Demand Draft in favour of Director, ICAR-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 -ICAR-IIHR.
VALIDITY OF SD/PB	90 days after the expiry of the contract

SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 17.04.2018 to 11.05.2018 upto 3.00 PM before the closing date and time.
Details of tender	Tender Documents and Notice is also available on ICAR-IIHR website: www.icar-iihr.res.in

3. Scope of the proposed work 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	Manpower classification with designation and remuneration	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	Financial Bid (BOQ)	ANNEXURE- VI
3.7	Draft Agreement	ANNEXURE- VII

4. The entire tender document including all Annexures, except the Financial Bid in Annexure VI, will be part of the Technical Bid which also must contain the scanned copy of DD Banker's cheque towards EMD, cost of the tender document or copy of the exemption certificate 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 EMD & Tender cost or EMD & Tender cost exemption certificate (NSIC Certificate) must be submitted without fail to Establishment- I Section**, ICAR- Indian Institute of Horticulture Research, Bengaluru-560089 before the last date of submission of Tender on CPP Portal. In absence of these documents i.e., EMD and Tender cost proof or Exemption certificate, tenders will be summarily rejected. Hence, those firms which are not having exemption from paying EMD & Tender fee are requested to apply tender well in advance. 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,

(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
(Establishment Section)**

TENDER NOTICE

F. No. 4-1484/Estt-I/2018-19/MP-OS

Dated: 17th April, 2018

The Director, ICAR- Indian Institute of Horticultural Research invites online tender in Two Bid System through e-tendering from reputed firms with proven track record to provide Manpower Services for Administrative / Secretarial Work through Outsourcing basis on Annual Job/ Work contract basis at ICAR-IIHR, Bengaluru & CHES / KVK, Hirehalli and CHES, Chettalli and KVK, Gonikoppal.” Eligible firms may submit tenders/bids online on CPP Portal (www.eprocure.gov.in/eprocure/app) from 17.04.2018 to 11.05.2018 upto 3.00 PM. Tenderers are required to submit all the documents online only. Details also can be obtained from www.icar-iihr.res.in.

**(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 Horticulture Research, Bengaluru for Job/ work contract to provide Manpower Services on Outsourcing Basis (Administrative / Secretarial Work) at ICAR- ICAR-IIHR, Hesaraghatta, CHES/ KVK, Hirehalli, Tumkur and CHES, Chettalli & KVK, Gonikoppal. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to provide the requisite services 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.3,00,000/- (Rupees Three Lakhs only) must be deposited in the form of Demand Draft/Pay Order payable to the Director, ICAR unit-ICAR-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 firm 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. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**.

Yours faithfully,

(G G HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

ADMINISTRATIVE MANPOWER REQUIRED AND THEIR WAGES (AS ON TODAY) BASED ON MINIMUM QUALIFICATION AND THE EXPERIENCE OF THE CANDIDATE.

Sl. No.	Category	Qualification	Wage slab for fresher and with experience candidate	Wage Fixed by ICAR-IHR	EPF @13.15%	ESIC @4.75%	Grand Total
1	SEMI SKILLED	MESSENGER / ATTENDER / XEROX OPERATOR 1) SSLC or 10 th standard pass	Fresher / Candidate with one year relevant experience	10010.00	1316.00	475.00	11801.00
			Candidate with 2/3 years experience	11310.00	1487.00	537.00	13334.00
			Candidate with more than 4 years experience	11960.00	1573.00	568.00	14101.00
2	SKILLED/ CLERICAL	OFFICE ASSISTANT 1) PUC/ Diploma in commercial / Secretarial Practice / Computer Science 2) Computer knowledge / Literacy LIBRARY ASSISTANT 1) Diploma in library Science or SSLC with 2 years working experience in any Library(State / Central Govt. /Autonomous Body)	Fresher / Candidate with one year relevant experience	10868.00	1429.00	516.00	12813.00
			Candidate with 2/3 years experience	12168.00	1600.00	578.00	14346.00
			Candidate with more than 4 years experience	13468.00	1771.00	640.00	15879.00
4	HIGHLY SKILLED	A) NURSE / PHARMACIST FOR DISPENSARY 1.Degree in B.Sc. (Nursing)/ Diploma in Nursing with valid and Verifiable 2 years experience in Corporate / Government Hospitals 2. B. Pharma / Diploma in pharmacy B) SENIOR OFFICE ASSISTANT 1) Any Degree. 2) Typewriting (Junior / Senior) / One year Computer Certificate. 3) Candidate has to clear the practical test.	Fresher / Candidate with one year relevant experience	12038.00	1583.00	572.00	14193.00
			Candidate with 2/3 years experience	13988.00	1839.00	664.00	16491.00
			Candidate with more than 4 years experience	16588.00	2181.00	788.00	19557.00

GENERAL TERMS & CONDITIONS

- a) The personnel shall be available for work on all office days from 8.00 a.m. to 5.00 p.m. 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.
- b) The personnel engaged by the agency for this contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the agency.
- c) 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 Institute shall in no way be responsible for meeting any kind of expenditure on wages etc. to these personnel.
- d) The Agency shall ensure the payment of wages to their personnel 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.
- e) After awarding the work contract, the contractor must submit the number of personnel to be engaged 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 alongwith bills through farm management section. No child labour shall be engaged by the agency under this contract.
- f) 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 Indenters. 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 in two parts separately i.e. (1) Wages and service charges (2) applicable rates of EPF and ESI. **The payment of EPF & ESI will be released only after the contractor makes the remittances of EPF & ESI in respect of the personnel deployed, in presence of the concerned authorities of the office.**
- g) He/ she should ensure that the Personnel deployed are paid every month the **wages as fixed by the IIHR from time to time** and necessary contributions towards EPF, ESI, etc., should be paid to their individual accounts from the first month itself.
- h) 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 Office.**
- i) 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.
- j) All the persons deployed at the Institute **will carry identity cards issued by the agency.**
- k) The agency shall furnish experience of performing contract for Providing Manpower services on outsourcing in reputed Govt./semi Govt. buildings and other organizations.
- l) 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 Institute.
- m) This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.
- n) 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 must disclose declaration at the time of submission of bid.
- o) The IT deducted at source and such other taxes levies as are required by law to be deducted shall be deducted from the charges payable to the agency.

- p) Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-IIHR will not entertain any claim whatsoever in this respect. However, any other 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 government.
- q) Changing of Staff should be intimated to: I/c Section / Divisions / CAO. of ICAR-IIHR, Bengaluru, Head, CHES- Chettalli, CHES- Hirehalli, The Programme Coordinator KVK-Hirehalli & Gonikoppal.
- r) The staff provided should also maintain secrecy and discipline in the premises of Institute.
- s) Payment of **Service Charge** will not be enhanced during the tenure of the contract extended period in any case whatsoever.

3. **ELIGIBILITY CONDITIONS:**

- a. The agency should have at least five years of experience in execution of contract for Providing Manpower services on outsourcing basis in reputed Govt./Semi Govt. undertaking & other establishments etc..
 - b. Turnover for the last Three years should be at least 4.5 Cr. minimum per annum. Balance Sheet certified by the Chartered Accountant indicating the Turnover per annum should be enclosed.
 - c. The agency must have undertaken and completed Manpower Services for Administrative / Secretarial Work to the extent of Rs. 1.5 Cr. and above in central / state Govt. Department / Institutions / reputed organization during the last three years and copies of documents in support of the above should be enclosed.
 - d. Registration of GST.
 - e. Registration with EPF department.
 - f. Registration with ESI department.
 - g. Registration of the establishment under shops and establishment act.
 - h. Valid license issued in the recent past by the office of the Central Labour Commissioner for providing Manpower services on outsourcing basis.
 - i. Client list.
 - j. Registration with Income Tax department (copies of PAN & IT returns for the last three years).
 - k. The Agency should enclose copies of the payment made to its existing Manpower personnel minimum 75 workers for the last two months in terms of wages through Bank, and copies of ECR in respect of EPF/ESI remittances made pertaining to the local area operations in support of the condition (individual statements to be enclosed).
 - l. **The above documents are mandatorily required based on which the evaluation of Technical Bid (Annexure-IV) will be made. In case any of the mandatory information is not furnished alongwith the valid supporting documents, the Technical Bid (Annexure-IV) is liable to be rejected. Financial bids of only those firms, whose technical bids are found responsive, will be opened on specified date/time, fixed by the office with advance intimation to the responsive bidders through the website or any other mode of communication.**
4. **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 ensure the wages fixed by IIHR 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.
5. **Terms 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.
6. **Mode of payment:**
- I. The agency shall submit monthly bills along with list of personnel actually engaged and their individual bank accounts with proof of depositing the wage amount to their accounts.

- II. **While submitting the 2nd month bill the agency must provide the details of the individual account numbers of EPF/ ESI and the contribution made to the accounts of workers 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 to 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.
7. **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.
8. **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.
9. **Security deposit & Agreement:** The successful bidder will be required to deposit @10% of annual billing amount immediately 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.
10. The Agency is advised to do a complete survey on its own of all the area / activities of the institute before offering rates.
11. 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- VI**, 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. 3,00,000/- (Rupees Three Lakhs only) & tender cost amounting to Rs.1000/- (Rs. One Thousand only). Demand Draft should be drawn in favour of Director, ICAR unit-IIHR payable at Bengaluru 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 and signed in the prescribed formats i.e. **Annexure VI**.
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 proforma 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 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 bid will be opened only for those bidders who qualify in the technical bid evaluation. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. The IIHR reserves the right to reject all or any of the quotations, 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 ICAR-IIHR.
8. The tendering firm has to carefully assess the scope of work with specific reference to the Manpower Services to be provided infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR- IIHR Campus at Hesaraghatta and regional stations of Central Horticulture Experimental Station / Krishi Vigyan Kendra at Hirehalli, 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 Chief Administrative Officer, ICAR- IIHR, Bengaluru, The Head, CHES-Hirehalli & Chettalli, The Programme Coordinator KVK- Gonikoppal & Hirehalli. The details of Officers to be contacted are:

- a) Shri. G.G. Harakangi- 080-28466370 / 080-23086100 Ext:202.
 - b) Dr. G Karunakaran, Head, CHES- Hirehalli, His mobile: 9483233804 office Landline: 0816-2243214 / 0816-2243792.
 - a) 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.
 - b) Dr. L K Bharathi, Head, CHES-Chettalli His mobile:9845461143/9841802432 Office Landline: 08276-2666355 / 2666300.
 - c) 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 tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not resign from his 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 him, 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.
 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
 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 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 Service Charge quoted by the Agency shall be a fixed during the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract/ during the extended period. The wages shall be as decided by the ICAR-IIHR.
20. It is the obligation of the agency to follow the wages issued by the IIHR. 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 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/NCT of Delhi. 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.
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 within fifteen 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/KVK, Hirehalli, CHES, Chettalli and KVK, Gonikoppal.
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 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. The worker will remain the employees of the Agency/Contractors and will be the solely responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-IIHR. There is no Master and Servant relationship between the employees of the service provider and the ICAR-IIHR and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-IIHR 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.**
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 contractor 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.
29. 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 Director, ICAR-IIHR may deem fit.
30. The firm shall be responsible for making timely payment of due wages 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, 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 will not at all be liable.
31. 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.
32. 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.
33. In the event of any loss being occasioned to the ICAR-IIHR 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.
34. 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.

35. **The agency is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazetted / national holidays etc. and the same is to be included in the monthly service charge claim in the tender by the Contractor.**
36. 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 for any justifiable reasons, not mandatory to be communicate to the tenderer.
37. 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.
38. The ICAR-IIHR reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.
39. 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/KVK, Hirehalli, CHES, Chettalli and KVK, Gonikoppal 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.
40. Any dispute arising out of and in relation to this agreement shall be referred the Director, ICAR-IIHR. His decision will be binding on the contractor.
41. 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 two months 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 clauses(s)
 - iii) Persistently neglecting to carry out his obligations under the contract
42. 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.
43. 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.

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 Balance Sheet of the firm for last 5 years (2012-13 to 2016-17) with minimum turnover not less than Rs. 450lakhs per annum, by the Chartered Accountant/ Authorized body.		
3.	Last five years (2012-13 to 2016-17) continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. Of India/Corporations of Govt. of India/reputed public or private organizations. Provide the details in a tabular form.		
4.	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last 5 years (2012-13 to 2016-17).		
5.	The Service Provider should have undertaken at least ONE similar work for Administrative / Secretarial Services having a minimum single work order of Rs. 1.50 corer annual value during the last three financial years taken together (2014-2017) in Govt. /Public Sector/ Autonomous Body/Reputed Govt. organizations.		
6.	Employee EPF registration certificate issued by Govt. of India/State Government/ etc.		
7.	Employee ESI registration certificate issued by Govt. of India/State Government/ etc.		
8.	Self-attested copy of ESI/EPF payment certificate for last 3 years (2014-2017)		
9.	Documentary proof of minimum 75 nos. of Outsourcing workers registered under ESI & EPF		
10.	The firm must have certificate of service tax issued by the Government.		
11.	Certificate by the agency as per the format prescribed in Annexure V		
12.	Bid security (EMD) of Rs. 3,00,000/-(Rupees: Three Lakhs Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Secretary, ICAR, payable at New Delhi.		
13.	Tender cost of Rs. 1000/-(Rupees One Thousand 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		

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

(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 / work service contract for Manpower for Administrative / Secretarial Services through Outsourcing basis at ICAR-IIHR, Bengaluru, CHES & KVK, Hirehalli, CHES, Chettalli and KVK, Gonikoppal.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses (both at ICAR-IIHR, Bengaluru, CHES & KVK, Hirehalli, CHES, Chettalli and KVK, Gonikoppal).
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 VII**.
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 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.
6. I/ We are not blacklisted by any Government organization in the field of providing service contract for the Housekeeping & Sanitation 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

FINANCIAL BID
(To Be Submitted Only Electronically)
For providing manpower Service for Administrative / Secretarial Services on Outsourcing
Basis
(Schedule of price bid in the form of BOQ_XXXX .xls)

Last date for receipt of tender :11.05.2018 upto 3.00 PM

Date of opening of tender (Technical Bid) :14.05.2018 at 02.00PM
(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 Administrative / Secretarial Services 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. Taxes, if any will be as applicable from time to time.

Sl. No.	Category	Service Charge @.....%
	Administrative / Secretarial Services	
1	SEMI SKILLED (Messenger / Attender / Xerox Operator)	
	SKILLED / CLERICAL (Office Assistant / Library Assistant)	
	HIGHLY SKILLED (Nurse / Pharmacist / Senior Office Assistant)	

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