Phone: **0674-2471712(O), Fax: 0674-2471867,** E-mail**: headches@rediffmail.com**

केन्द्रीय बागवानी परीक्षण केन्द्र

CENTRAL HORTICULTURAL EXPERIMENT STATION
(ICAR-IIHR)
AIGINIA, BHUBANESWAR-751019.

TENDER NO.01/2021

INVITATION OF TENDER
FOR
ANNUAL JOB CONTRACT FOR PROVIDING MAN POWER ON OUTSOURCING BASIS AT CHES,AIGINIA,BHUBANESWAR

Last Date of Issue of Blank forms	**: 24/04/2021 (2 P.M.)**
Last Date and Time of receipt of Sealed Bids	**: 26/04/2021 (2 P.M.)**
Date of opening of Tender	**: 26/04/2021(3.00 P.M.)**

PS:This Original bid document must be returned to this office along with ORIGINAL COPY OF BID, failing which the bid is liable to be ignored.

केन्द्रीय बागवानी परीक्षण केन्द्र

Central Horticultural Experiment Station

(ICAR-Indian Institute of Horticultural Research, Bengaluru-560089)

(भाकृअनुप - भारतीय बागवानी अनुसंधान संस्थान, बेंगलुरु- 560089)

Aiginia, Bhubaneswar - 751 019, Odisha

Phone: **0674-2471712(O),** Tele fax: **0674-2471867,** E-mail**: headches@rediffmail.com**

SHORT TENDER NOTICE NO.01 /2021

On behalf of the Director, ICAR-IIHR, BENGALURU the Head, C.H.E.S., Aiginia, Bhubaneswar-751019 invites sealed tenders for job contract works towards (i) **FIELD AGRICULTURAL WORKS, & (ii) ENGAGEMENT OF MANPOWER ON OUTSOURCING BASIS & (iii) SECURITY WATCH & WARD SERVICES** for CHES, Aiginia, Bhubaneswar from Registered agencies having Registration Certificate as per rule issued by the Competent Authority, ESI and EPF registration, GST Registration, etc..

The Bid document may be obtained from the above office on working days between 10 a.m and 2.00 p.m. on payment of Rs.500/-(non-refundable) for each tender document by cash/DD drawn in favour of CHES, BBSR payable at Bhubaneswar on or before Dt.24/04/2021. The document can also be downloaded from IIHR website (*www.iihr.res.in*). In case the document is downloaded from the website, the cost of bid document shall have to be deposited by the bidder in the form of DD while submitting their bids in sealed cover. The tenders will be received up to 2 p.m. on Dt.26/04/2021. Tenders will be opened on Dt.26/04/2021 at 3.00 p.m.

Sd/-
HEAD

केन्द्रीय बागवानी परीक्षण केन्द्र

Central Horticultural Experiment Station

(I.I.HR-I.C.A.R.)
AIGINIA, BHUBANESWAR-751019.

TENDER NO.01/2021

Engagement of agency for providing man power on outsourcing basis for C.H.E.S., Aiginia, Bhubaneswar)
NOTE: All the communications must be addressed to the Head, CHES by designation at Aiginia, Bhubaneswar-751019.

Issue of tender form up to	:	24/04/2021	till	2.00	pm
Receipt of completed form	:	26/04/2021	till	2.00	pm
Due date of opening (Opening of Technical Bid)	:	26/04/2021	till	3.00	pm

On behalf of the Director, IIHR, Bengaluru-560089 sealed tenders are invited in **Bi-Bid system** for providing man power on outsourcing basis to CHES, Aiginia, Bhubaneswar for a period of one year depending upon the requirement of the Station from time to time as per the Terms and conditions set forth in the following paragraphs. This tender document including **Schedule I & II and Annexure-I has 10 serially numbered pages.**

(a) The terms and conditions of the contract which will govern the contract made, are those contained in the general conditions of contract applicable to the contract placed by CHES and the special terms & conditions detailed in the tender form and its schedules. Please submit the tender after providing full address of the agency for communication if you are in a position to provide the requisite services in accordance with the requirements as stated in Annexure-I.

(b) An earnest money of **Rs.1,00,000.00 (Rupees One lakh only) (refundable)** must be deposited in the form of Account Payee DD/ Bankers Cheque only, drawn in favour of "**CHES, Bhubaneswar"**. The tender received without EMD will be rejected.

(c) The rates must be submitted in the prescribed format (Schedule II). The agency is required to indicate the break-up of monthly charges to be claimed and actual to be paid, in the Schedule-II (Financial Bid).

(d) The tenderer is being permitted to tender in consideration of the stipulation on his/her part and after submitting his/her tender, tenderer will not refuse from the offer or modify the terms and conditions thereof. The tenderer fail to observe and comply with the foregoing stipulation, EMD amount paid will be forfeited to the Station. In the event of the offer made by the tenderer not being accepted, the

amount of EMD deposited by the tenderer will be refunded after the firm applies for the same, in the manner prescribed by the Station.

(e) The **Schedule I & II** of the tender form should be returned intact and pages should not be detached. In the event of the space provided in the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender. The pages added must be suitably numbered and number of pages must be stated.

(f) The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender not fulfilled. Individual singing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have the authority to arbitrate dispute concerning the business of the partnership whether by virtue of the partnership agreement for power of attorney or (iii) constituted attorney of the firm if it is a company. Full address of the agency
including telephone (landline and mobile Number) fax, email, etc., of the firm/agency should be provided along with tender.

(g) In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by each and every partner of the firm. A 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 the authority to sign as such and if, on enquiry it appears that the persons so signing without authority, the Station will cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender, if any, should be signed by the tenderer(s).

(h) The original copy of the tender duly completed is to be enclosed in double cover. The inner cover should contain two separate sealed covers one for **"Technical Bid"**(**Schedule I and other pages with enclosures**) and another, for "**Financial Bid**" (**Schedule-II**). The outer cover should be super scribed as "**Providing Manpower on Outsourcing basis to CHES, Aiginia, Bhubaneswar**" so as to reach Head, CHES, Bhubaneswar-751019 on or before 26**/04/2021** by **2.00 p.m after which no tender shall be accepted**. The tenders **(Technical Bid**) will be opened on **26.04.2021 at 3.00 p.m**. at CHES, Aiginia, Bhubaneswar. **Financial Bids** of those Agencies/Firms whose Technical bids are found responsive only will be opened on the same date as decided by the tender opening Committee with intimation to the representative attending the tender opening/ specified date and time with advance intimation provided to the responsive bidders through Station website or other modes(s) of communication to the addresses provided. Right is reserved to reject outstation tenders.

(i) The tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tender on the notified date. The name and address of the representative who would be attending the opening of the tender process on behalf of the tenderer should be clearly indicated in the tender document. Please also state the name and address along with telephone number of your permanent representative, if any. **In case of authorization of a representative, an appropriately duly signed letter by the tenderer on the letter head of the agency should be produced at the time of participation. Visiting cards will not be accepted as proof of authorization**.

(j) Acceptance of the tender by the Station will be communicated by letter/Fax/Email or any other form of communication. Formal letter of award of tender will be sent following acceptance by the tenderer as soon as possible, but the earlier instructions in the letter/Fax/Email etc. should be acted upon immediately.

(k) The validity of the contract is initially for a period of one year extendable up to 2 years with mutual consent to the terms & conditions.

(l) The tender shall be valid for a period of 90 days from the date of its opening.

(m) Financial Bids shall be opened only when the Technical Bid is found qualified and comprises of EMD and other relevant documents.

(n) In case of revision of VDA by the Competent Labour Authority, the revision of rates will be considered accordingly.

(o) The Head, CHES reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof.

Sd/-

HEAD

2. **General Terms of Services:**

a) Based on the requirement of each job as in Annexure-I, the agency shall deploy the persons having required qualification as mentioned in the schedule of requirement category wise. In case the Station in its discretion finding any person so deployed as not desirable or found not suitable for whatever reasons in the sole discretion of CHES and upon being notified by CHES, the agency shall be liable to withdraw such persons forthwith and substitute by a person acceptable to the CHES.

b) The personnel shall be available for work on all official working days from 9.00 a.m to 5.00 p.m. or as per timing fixed by the 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.

c) The personnel engaged by the agency for this contract will not be an employee of this Station and there will be no employer-employee relationship between the Station and the personnel so engaged by the agency.

d) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowance 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.

e) The Agency shall ensure the payment of wages to their personnel deployed at this Station by e-banking to their account and should provide the wage slip to the personnel. The complete details of EPF/ESI recovered/remitted for each month should be furnished duly certified on the letter head along with the monthly bills.

f) At the end of the month **it is mandatory on the part of the contractor to 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 personnel after having credited the wages to their respective accounts in the Bank, along with the Bills for arranging the payment to the contractor. The payment of EPF & ESI will be released only after the contractor makes the remittances of EPF & ESI in respect of the personnel deployed to the concerned authorities.

g) He/she should ensure that the Personnel deployed are paid every month the **minimum wages as prescribed under the labour law 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.

h) The contractor has to maintain all the relevant registers viz., daily attendance registers of personnel engaged, wages registers with signatures, monthly contribution of EPF & ESI registers, etc.. **He/she has to produce all such registers as and when required by the Office/ other enforcement officials.**

i) He/she should ensure that the personnel deployed maintain high level of discipline and punctuality. If any personnel is found involved in any mischievous activity such personnel should immediately be removed from the work permanently.

j) All persons deployed at the Station will carry identity cards issued by the agency.

k) The agency shall furnish experience of performing contract for providing Man power on outsourcing in reputed Govt./Semi Govt. organisations 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 has to be made at the first working day of the month at least for two months without waiting for the release of the payment from the Station.
m) This Station 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 enclose 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 CHES will not entertain any claim whatsoever in this respect. However, any other charges 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/Head, CHES, Bhubaneswar.
r) The staff provided should also maintain secrecy and discipline in the premises of the Station.
s) Payment of Service Charge will not be enhanced during the tenure of the contract in any case whatsoever.

3. **ELIGIBILITY CONDITIONS**:

a. The agency should have at least three years of experience of performing contract for providing Manpower on outsourcing basis in reputed Govt./Semi Govt. Undertaking & other establishments etc.
b. The agency must have undertaken and completed the contract for providing Manpower on outsourcing basis to the extent of Rs.24.00 lakh (Rupees Twenty four lakh only) and above per annum and should have executed one work order for Rs.2.00 lakh during the last three years in Central/Stage Govt. Department/ Institutions/reputed organization during the last three years and copies of documents in support of the above should be enclosed.
c. GST Registration certificate.
d. Registration Certificate as per rule issued by the Competent Authority.
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 on outsourcing basis (if contract has been carried out in previous years in any of the Central Government Organizations).
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 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 statement to be enclosed).
l. The above documents are mandatorily required based on which the evaluation of Technical Bid (Schedule I) will be made. In case any of the mandatory information is not furnished along with the valid supporting documents, the Technical Bid (schedule I) is liable to be rejected. **Only those Technical Bids which are found responsive, the Financial Bid (Schedule II) will be opened either on the same date as decided by the tender opening Committee or on specified date/time, fixed by the office with advance intimation to the responsible bidders through the website or any other mode of communication.**

4. **EVALUATION OF THE QUOTATION/TENDER**:

a)The Station will evaluate and compare the quotations determined to be responsive i.e. which are properly signed, fulfil all the eligibility conditions, confirm to the terms and conditions and meet the minimum wages criteria and other statutory requirements. The Station will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. **In case two or more firms have quoted same service charge which considered to be lowest then;**

b**) Based on average annual turnover of the last 3 years, the firm with higher turnover will be given preference and award the contract.**

c)If the turnover is also the same for two or more firms, then the firm with long existence in the specific field will be given preference and award the contract.

5. **TERMS OF THE CONTRACT**: Initially the terms of the contract will be for one year and extendable for two years on mutually agreed terms and conditions.
6. **MODE OF PAYMENT**:
   I. The agency shall submit monthly bills along with list of personnel actually engaged with proof of depositing the wages amount to their accounts.
   II. **While submitting the 2nd month bill onwards the agency must provide the details of the individual account number of EPF/ESI and the contribution made to their accounts of labourers is actually engaged pertaining to the previous month, only then the subsequent bill of the agency will be passed for payment.**
   III. The Station shall make such payments by e-banking in the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.
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 despatched at the address here in given under registered post.

8. **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 binding on the agency.

9. The Agency shall ensure the payment of wages to their labourers deployed at this station by e-banking/RTGS to their accounts on or before 07th of every month without waiting for payment from station and should provide the wage slip to the labourer. The complete details and copies of wages paid and EPF/ESI recovered/remitted should be submitted along with the monthly bills. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel on time under the minimum wages act and the station shall in no way responsible for meeting any kind of expenditure on salaries etc. to these personnel.
10. The agency shall be wholly responsible for depositing the EPF/ESI and other statutory benefits in respect of the workers engaged as per the prevailing Government laws and submit self certified copies of such transaction for verification along with bill every month. However, the station shall in no way be responsible for any default for lacer payment/short payment by the agency in this regard

11. **SECURITY DEPOSIT & AGREEMENT**: The successful bidder will be required to immediately deposit an amount of Rs.1,50,000.00 (Rupees One lakh fifty thousand only) 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.100.00 containing four pages to the Station within 1 week 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 after receipt of written request from the agency. No interest is payable on the security deposit.

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

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

14. **Financial bid of the tenderer should be workable and price bids quoting 'NIL' consideration or 'ZERO or its derivatives up to 0.999 and thereof' as service charge will be rejected summarily (As per Order No.2991)/2014-PPD dated 28 Jan 2014 of Ministry of Finance and Order N0.31/14/1000/2014-GA dated 17.09.2014 of Ministry of Commerce & Industry.**

15. The financial bids of only those firms whose technical bids are found responsive in technical bid evaluation only will be opened. The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tender for further processing and ultimately awarding the

contract. The CHES, ICAR-IIHR reserves the right to reject all or any of the quotations/tender and decision of the Director, ICAR-IIHR in the matter shall be final and binding.

Sd/-
HEAD

TENDER DOCUMENTS FOR ANNUAL CONTRACT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS TO CHES, AIGINIA, BHUBANESWAR

Full Name and address of the Tenderer in addition of Post/Box No. if any, should quoted in all communications to this Office	:	
Telephone No.	:	
Telegraphic Address/FAX/Cellular No.	:	
E-mail Address	:	

TENDER NO……

From

……

……

…….

To

The HEAD
Central Horticultural Experiment Station, AIGINIA, BHUBANESWAR-751019

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing man power on outsourcing basis to CHES, BHUBANESWAR and agree to provide the services as detailed out in schedule herein or to such portion thereof as you may specify in the acceptance of the tender as per the information (Schedule-I) and at the rates given in schedule-II attached to this tender. I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication of acceptance to be dispatched within the specified time.

2. I/We have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements outlined.

3. The following pages have been added to and from part of this tender_____. The Schedules-I & II attached with this tender bear page Nos._____.

4. Every page so attached with this tender bears my signature and the official seal.

5. Account payee Demand Draft/Bankers cheque drawn in favour of CHES, Bhubaneswar bearing No._____dated_____ for Rs...../- towards EMD is enclosed herewith.

6. I/we agree and accept all the terms & conditions mentioned in the tender paper & I/we hereby undertake that I/we will not raise any legal issues against CHES, BBSR regarding the process of tender, if not technically selected or awarded tender which will be the sole discretionary power of the HEAD,CHES, Bhubaneswar as mentioned in the tender.

Yours faithfully,

Dated signature & seal of the tenderer
Full address with Pin code for correspondence:
Phone :
Fax :
Email:

SCHEDULE-I

TECHNICAL BID

Sl. No.	Details	Compliance	Ref Page No.
1	Name of the firm/agency		
2	Constitution of the firm/Agency a) Indian Companies Act, 1856 b) Indian Partnership Act, 1953 (please give names of partners) c) Any other act, if not, the owner		
3	For partnership firms whether registered under the Indian Partnership Act,1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.		
	i) If the answer to the above is negative, whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.		
	ii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.		
4	Name and full address of the Bankers		
5	Registration with Central/State Labour Commissioner		
6	GST Registration Certificate		
7	Registration number of the agency under shops & establishment act.		
8	ESI Registration number of the agency		
9	EPF Registration number of the agency		
10	License issued under Contract Act (Central Labour Commissioner) if contract has been carried out in previous years in any of the Central Government Organizations.		
11	PAN Number		
12	Details of Experience (Name of organisation & duration etc., with value of contract per annum)with client list.		
13	Turnover for the last Three years should be at least Rs.24.00 lakhs minimum per annum. The firm should have executed at least one work order for Rs.2.00 lakhs during last three years. Balance sheet certified by the Chartered Accountant indicating the Turnover per annum should be enclosed.		
14	Details of EMD (DD No. with date and bank drawn on)	DD No…….. / Dt…… Name of the issuing bank……..	
15	The Agency should enclose copies of the payment made to its existing Manpower/personnel 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 statement to be enclosed).		
16	An affidavit/police verification to the effect declaring no case if contemplated or pending against the firm/agency or any member(s) of the Board of Director of the company or against the proprietor of the firm/agency need to be enclosed along with Schedule I(Technical Bid).		
17	Also an affidavit declaring that the agency /firm is not a defaulter of EPF/ESI bodies and no case is being contemplated or pending against the firm / agency or any member(s) of the Board of Director of the company or against the proprietor of the firm/agency needs to be enclosed in Schedule I(Technical Bid).		

N. B.: All the attachments should be serially numbered and the Reference of the attachments should be mentioned against each of the requirements.

Name and address of the representative and whether the agency would be represented by him/her at the time of opening of tenders should be indicated. Representative if and needs to carry an appropriate authorization letter duly signed by the tenderer on the letter head of the agency / firm. Visiting card of the agency /person will not be considered as proof of authorization.

THE FIRM/CONTRACTOR HAS TO PROVIDE THE FOLLOWING INFORMATION WHICH ARE MANDATORY:

01. Name of the Farm/contractor bank account holder for making transaction under the contract	:	
02.Name of the Bank & Branch Name	:	
03.IFSC Code of Bank	:	
04.Name of Account & Account No	:	
05.Branch Code		
06.E-mail address of the party		
07.TIN Number		

Dated:.....

Place :.....

AUTHORISED SIGNATORY

Note:- The above documents are mandatorily required based on which the evaluation of Technical Bid will be undertaken. In case, any of the mandatory information found not furnished along with the valid supporting documents, the Technical Bid liable to be rejected. Only those Financial Bids which are found responsive will be opened either on the same date as decided by the tender opening Committee with intimation to the representative attending the tender opening process or on specified date/time, fixed by the office with advance intimation provided to the responsive bidders.

SCHEDULE-II

FINANCIAL BID

(Please see Annexure-I before quoting the rates)

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 rate applicable for schemes / projects of this Station.

To

The Head
CHES, Aiginia, Bhubaneswar-751019.

Type of charges to be claimed by the agency:**

EPF/ESI/ other statutory requirement in terms of % (percentage) as per existing provisions	EPF	ESI
EMPLOYEES SHARE		
EMPLOYER SHARE		
Service charges*- In % of the total emoluments payable per month in respect of manpower supplied.	_____%	
GST- In % as applicable		
Any other charges (details to be given)		

**If no details are specified the amount will be treated as NIL

*** Zero percent (0%) Service charge will not be entertained, details as per GTS clause No.14**.

IMPORTANT NOTE:

1. The rates fixed by the Station in the Annexure-I enclosed along with the Tender Document will be the minimum wages to be paid to the outsourced personnel engaged by the successful agency on getting the award. The rates fixed are excluding EPF and ESI of Employer share.
2. Comparison of rates will be made based on the Financial Bid and not as per Annexure-I as the rates fixed by the Station in the Annexure-I is common to all the bidders.

I/We agree to the forfeiture of the EMD deposited by me/us in connection with this tender if I/We fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

SIGNATURE WITH DATE AND SEAL OF THE AGENCY

Annexure-I

MANPOWER REQUIREMENT UNDER VARIOUS SCHEMES/PROJECTS OF THE STATION, PERSONS WITH SPECIFIC MINIMUM QUALIFICATION PRESCRIBED EXPERIENCE WITH MINIMUM REMUNERATION EXCLUDING EPF & ESI OF EMPLOYER SHARE & OTHERS AS TENTATIVELY FIXED BY THE STATION.

Sl. No.	**Category**	**Educational qualification & other eligibility criteria**	**Minimum wages fixed as per existing provision (Rs.)***
1	(UNSKILLED) Messenger	a) Knowledge to read, write and speak local language.	9646.00
		b) Minimum 6th 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.	
2	SEMI SKILLED/ UNSKILLED SUPERVISORY: (JUNIOR Field Assistant/ Asst. Lab or Field Supervisor, Junior. Office Assistant)	1)SSLC or 10th standard pass	10634.00
		2) Experience of working in Agriculture/ Horticulture/ Mechanical	
		3) Good Health and communication skills	
3	SKILLED /CLERICAL (Field Assistant/ Office Assistant / Lab or Field Supervisor / Library Assistant)/Computer operator	1)SSLC pass with vocational course in Horticulture /Agriculture	11570.00
		2)PUC/12th pass with Diploma in Horticulture/Agriculture	
		3)PUC/12th Pass with Diploma in Computers/Typing/Drafting	
5	HIGHLY SKILLED (Plumber, Carpenter, Mechanic, SENIOR Laboratory or Field Technician/OFFICE ASSISTANT, Driver (LMV/HMV)	**a)Plumber, Carpenter, Mechanic, Laboratory or Field Technician**	12922.00
		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 8th 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 organisation	
		3)At least one year driving experience in driving in Govt. or private Organization.	
		c)LMV Driver	
		1)Minimum 10th 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 10th 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)Degree in any one of the above mentioned subjects (see 4 a)	
		2) Experience of working with Agriculture/Horticulture operations in nay 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) VIth to/SSLC with hands on experience in cooking (if required a practical test may be undertaken) or Diploma in Food Catering/Cooking	
6	Employment of sweeping and cleaning	Sweeping & cleansing work of this Station	13884.00

HEAD