



भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर  
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र  
प्लाण्डु, राँची - 834010 (झारखण्ड)  
**ICAR Research Complex for Eastern Region**  
Farming System Research Centre for Hill and Plateau Region  
Plandu, Ranchi - 834010 (Jharkhand)



**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING DOCUMENTS  
FOR THE JOB WORK CONTRACT FOR PROVIDING FARM AND FIELD  
SERVICES AT ICAR RESEARCH COMPLEX FOR EASTERN REGION,  
FARMING SYSTEM RESEARCH CENTRE FOR HILL AND PLATEAU  
REGION, RANCHI**

**Document to be submitted online for  
(Technical & Financial Bid as per Schedule of requirement)**

**NOTICE INVITING ONLINE TENDER**

File No. RC-Ranchi/19-20/Purchase-2/Job Work Contract/

Dated: 08.11.2019

The ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Ranchi is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Head, ICAR-RCER, FSRCHPR, Ranchi (Jharkhand), India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Ranchi.**

**CRITICAL DATE SHEET**

Tender ID (To be allotted by portal after uploading of tender)		
Tender Reference No.		<b>RC-Ranchi/19-20/Purchase-2/Job Work Contract</b>
Date of release of Tender through e-procurement Portal		<b>08.11.2019</b>
Bid Submission Start Date (Online)		<b>09.11.2019</b>
Last date for Receipt of <b>Tender fees and EMD</b> at ICAR-RCER, FSRCHPR, Ranchi		<b>28.11.2019</b>
Last Date & time for submission of online Bid		<b>28.11.2019 (12.30 PM)</b>
Date & time for opening of technical Bid		<b>29.11.2019 (2.30 PM)</b>
E.M.D to be paid in the shape of Demand Draft in favour of “ <b>Head, ICAR-RCER, RC, Ranchi</b> ” obtained from Nationalized Bank only.		<b>Rs.6,00,000.00 (Rupees six lakh only)</b>
Tender Document Fee to be paid in the shape of Demand Draft “ <b>Head, ICAR-RCER, RC, Ranchi</b> ” obtained from Nationalized Bank only.		<b>Rs.2,000.00 (Rupees two thousand only)</b>
Address for Communication	The Head, ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi ó 834010.	
		<b>Sd/- Assistant Administrative Officer</b>

## INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

### IMPORTANT NOTES:-

1. The Head, ICAR-RCER, FSRCHPR, Ranchi hereby invites online bids for JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES RELATED TO FARM AND FIELD SERVICES AT ICAR RESEARCH COMPLEX FOR EASTERN REGION, FARMING SYSTEM RESEARCH CENTRE FOR HILL AND PLATEAU REGION, RANCHI.
2. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Other conditional Tenders will not be accepted.
3. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
4. Goods and 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 Institute will not entertain any claim whatsoever in this respect. However the Goods and Service taxes or any other tax 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.
5. Director of the Institute 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.
6. Decision of the Head of the Centre shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
7. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
8. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
9. ICAR-RCER, FSRCHPR, Ranchi will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website

URL: <http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.

10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
11. ICAR-RCER, FSRCHPR, Ranchi reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

**Assistant Administrative Officer**



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कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र  
प्लाण्डु, राँची - 834010 (झारखण्ड)  
**ICAR Research Complex for Eastern Region**  
Farming System Research Centre for Hill and Plateau Region  
Plandu, Ranchi - 834010 (Jharkhand)



**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

**For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. The Technical Committee constituted by the Head, ICAR-RCER, FSRCHPR, Ranchi shall have the right to verify the particulars furnished by the bidder independently.
6. The services should be delivered at ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi and the supplier shall be responsible for any damage during the contract period.
7. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
8. All the communications with respect to the tender shall be addressed to: **The Head, ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi – 834010.**
9. The bidders are required to **upload scan copy of documentary evidence** in support of the following **qualification criteria as essential qualification**:-

- |                 |   |                                    |
|-----------------|---|------------------------------------|
| a. Annexure -I  | : | Checklist                          |
| b. Annexure-II  | : | Mandate Form for Banking details   |
| c. Annexure-III | : | Certificate about non blacklisting |
| d. Annexure-IV  | : | Tender Acceptance Letter           |
| e. Annexure V   | : | Certificate                        |

- f. **Annexure-VI** : A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm has never been blacklisted by any Government authority during the last 05 years. The agency must enclose this declaration at the time of submission of bid.
- g. **Annexure-VII** : **Financial Bid/Price Bid undertaking.**
- h. **Details of Tender Application Fee & Earnest Money Deposit.**

**TECHNICAL BID**

- a) Registration certificate of the firm (as a Sole Proprietor/Partnership Firm/Company) for carrying out such work contracts under the Central Govt. /State Govt.
- b) Minimum turnover of the firm should not be less than **Rs. 80.00 lakhs (Rupees eighty lakhs only)** during the last two financial years.
- c) The Firm, should have an **Experience in the field of providing such type of services (as per Job details: I, II & III) of last two years** in ICAR institute / State Agricultural Universities / Central Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations. Bidder should also provide the details in the following tabular form.

**Details of continuous 2 years experience/work done**

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Available at page no.	Remarks
		From	To			

- d) Certified Balance Sheet of the firm for last three years of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services of the firm should be enclosed for continuous three years.
- f) Employee EPF registration certificate in State of Jharkhand.
- g) Employee ESI registration certificate in State of Jharkhand.

- h) The contractor/agency must have a registration (for its past/ongoing contracts) under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- i) Nos. of staff/supervisors registered under ESI & EPF separately has to be provided. A firm must have a minimum 50 Nos. of Staff/Supervisors with their ESI & EPF contributions. Documentary proof of ECR and Successful Transaction Receipt of EPF and ESI for last 3 months has to be attached.
- j) Goods and Service tax registration certificate issued by Govt. etc.
- k) Whether the firm has any legal suit criminal case pending against it for violation to PF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
- l) Registration with Income Tax Department (Copy of PAN & IT returns for last three financial years.
- m) The Agency should enclose copies of the payment made to its existing labour/personnel (minimum 50 nos.) for the last three months in terms of salary through Bank and EPF/ESI payment to them, in support of the condition (individual statement to be enclosed.)

**All the above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case if any mandatory information [as required from 9 (a) to 9(m) as mentioned above] is not furnished alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Only those financial bids, whose Technical Bids are found responsive, will be opened on specified date/time, fixed by the office.**

#### **FINANCIAL BID**

- (a) Price Bid as BoQ.xls
- (b) **Undertaking of Price Bid.**

**Sd-  
Assistant Administrative Officer**

## GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT

### Job Work Contract for various Jobs (related to Farm & Field Services)

1. The Bidder(s) may note that **ONLINE BIDS** will **ONLY** be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
2. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-RCER, FSRCHPR, Ranchi.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR-RCER, FSRCHPR, Ranchi reserves the right to accept or reject any or all the tenders.
6. **Bid Validity: 180 days.**
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
8. **Bid Security (EMD):** The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules, 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
9. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount of Rs.6.00 lakh in the form of Demand Draft only**, in favour of **Head, ICAR-RCER, RC, Ranchi** payable at Ranchi.
10. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected.
11. The EMD will be returned to the unsuccessful bidders.

12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.

13. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.1,00,000.00 shall have to deposit performance security at the rate of 5% (five percent) of the contract value within 7 days of receipt of confirmed Work/Purchase/Supply Order.**

14. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.

15. **Evaluation of the quotation:-** The Institute will evaluate and compare the quotations determined to be substantively responsive i.e. which so ever quotations are properly signed and fulfil all the eligibility conditions, conform to the terms and conditions and meet the minimum wages criteria and other statutory requirement. The Institute will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

16. **TERMS OF THE CONTRACT:-** Initially, the terms of the contract will be for **two years**. On the expiry of the contract or on its termination, the Complex reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.

17. **MODE OF PAYMENT:-** The agency shall submit monthly bills along with the proof of depositing Tax and EPF & ESI contribution for the personnel engaged at the site for the job performed during the preceding month on the first working day and the Institute shall make payment by means of online payment through RTGS/NEFT, in favour of the agency. However, taxes which are as per the rules of the Govt. of India as well as Govt. of Jharkhand shall be deducted at source from monthly bills of the successful tenderer. The agency shall make payment to their employees through cheques or transfer into the employee's bank account only.

18. **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, if delivered to them personally or dispatched at the address given herein under through registered post.

19. **LOSS AND / OR DAMAGES:-** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for sanitary duties at ICAR-RCER, FSRCHPR, Ranchi, full damages will be recovered from the Agency and decision of the Head, ICAR-RCER, FSRCHPR, Ranchi shall be binding on it.

20. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.

21. Changing of Staff/Supervisor should be pre-intimated to the Chairman, Job Works Committee or authorised person of this Institute.
22. The Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any or all quotations in whole or in part without assigning any reason therefor. The decision of Head, ICAR-RCER, FSRCHPR, Ranchi shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
23. The staff provided should also maintain secrecy and discipline in the premises of Institute.
24. The staff provided should be capable of reading and writing Hindi.
25. The contractor shall keep a complaint register with his Supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended to by the Agency.
26. Uniform with colour specifications and pattern (e.g. white/colour saree for lady farm workers, while/colour shirt and pant for others) approved by Institute should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
27. The agreement is terminable with one month notice on either side.
28. The contractor shall not sublet the work without prior written permission of the Institute. In case the contractor intends to sublet the work to some sub-contractor, the contractor must furnish prior information to this effect, in its bid itself; in that case, the sub-contractor, too, must fulfil all the requirements to be fulfilled by the Contractor as per the terms and conditions of this contract.
29. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
30. The selected agency shall provide the necessary personnel as per work-schedule determined by the Institute. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his/her replacement without giving any reason thereof and on receipt of a written communication form the Institute, the agency shall have to replace such persons immediately.
31. **The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.**

32. Payment for service contract will be made monthly upon submission of pre-receipted bill.
33. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the ICAR-RCER, FSRCHPR, Ranchi shall have to be furnished along with the Tender. However, the Tenders should indicate only the **lump-sum amount** in respect of **all the services** covered under this contract and that **rates** should **not be proposed** on the basis of **manpower to be deployed** under the contract. **No request for alteration** in the **rates once quoted** will be permitted.
34. The **rates to be quoted** should **include** cost of **each and every item** including **service charge, transportation cost, manpower cost (inclusive of all applicable dues** like EPF & ESI contributions, cost on Uniform/liveries, etc.) and taxes (including Goods and Service Tax, Income Tax or any other applicable Taxes) etc. The Institute shall **not bear any extra charge** (over & above the amount payable on the basis of the quoted rates) on **any account** whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
35. The contractor will discharge **all his legal obligations** in respect of the **workers/supervisors** to be employed/ deployed by him for the execution of the work in respect of their **wages** and **service conditions** and shall **also comply** with **all the rules and regulations** and **provisions of law** in force that may be applicable to them from time to time. The contractor shall **indemnify** and **keep indemnified** the **Institute** from **any claims, loss or damages** that may be caused to it on account of **any failure to comply** with the obligations under various laws. In case of any **dispute**, the **decision** of **Head, ICAR-RCER, FSRCHPR, Ranchi** shall be final and binding on the contractor.
36. Income Tax will be deducted from the payments due for the work done as per rule.
37. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
38. Changing of Staff/Supervisor should be intimated to the Caretaker.
39. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
40. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
41. The contractor shall make payment of wages by Cheque or Account transfer (to those employees having bank account) to his personnel engaged by him by **7th** of the following month in the premises of ICAR-RCER, FSRCHPR, Ranchi in the presence of an officer

designated for the purpose by competent authority of ICAR-RCER, FSRCHPR, Ranchi so that there is no disruption in the performance of duties of deployed personals.

Wages should be according to Minimum Wages Act and other relevant statutory Acts applicable for State/Central Govt. ICAR-RCER, FSRCHPR, Ranchi reserves the right to check periodically payment of wages made by Contractor to security personnelø deployed.

**BILLS MUST BE SUBMITTED IN TRIPLICATE ALONG WITH PERSON-WISE DETAILS OF EPF AND ESI CONTRIBUTIONS DEPOSITED IN THEIR INDIVIDUAL ACCOUNT.**

**FURTHER, THE AGENCY MUST, ALONG WITH THE BILLS AND EPF AND ESI DETAILS, PROVIDE THE PHOTOCOPY OF BANK CHALLAN USED TO MAKE THE DEPOSIT/PAYMENT FOR EPF AND ESI CONTRIBUTIONS BY THE CONTRACTOR ON MONTHLY BASIS.**

42. The contractor shall maintain register for making the attendance by Supervisor deployed by him, which can be seen/verified by the Caretaker or an authorized officer of ICAR periodically.
43. The contractor shall issue photo I-Card to the personnelø deployed in the complex/colony for performing duty, which will be duly signed by him and displayed by them on their persons while they are in duty.
44. The pre-receipted bill shall be submitted by the Agency in triplicate duly supported by proof of attendance, payment of statutory charges/subscription etc., Payment will be made by cheque/e-payment. Payment will be made against monthly bills supported by requisite documents. Income Tax will be deducted as per rates.
45. The Agency shall have to provide Telephone numbers for 24 hours contact.
46. The Agency should abide by rules laid down by any statutory authority relevant to the deployment of labours.
47. It is mandatory for the agency to maintain all statutory registers in connection with their work at the Institute campus and produce them as and when demanded by the authorities of the Institute and Labour Commissioner or its authority.
48. The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the Institute for any claims. Loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Head, ICAR-RECER, FSRCHPR, Ranchi shall be final and binding on the contractor.
49. The Agency is advised to do a complete survey on his own of all the area before offering rates.
50. The Contractor shall maintain attendance register for the persons deployed by him for the Job work, which can be seen/verified at any time by the person authorized by the Institute.

51. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a Show-cause Notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

### **RECOVERY OF LOSS/DUES**

52. For any loss or damage or theft etc., if any is noticed due to negligence on the part of the agency/individual, the agency shall meet the cost and also be required to compensate such loss for which the agency has to execute an Indemnity bond of appropriate value on non-judicial paper against any loss of ICAR-RCER, FSRCHPR, Ranchi property, assets and immovable/movable properties.

### **LEGAL OBLIGATIONS:-**

53. All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the contractor, He shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments:-

- a. The contract Labour (Regulation & Abolition) Act., 1970
- b. The contract Labour (Abolition & Regulation) Central Rules, 1971
- c. The Minimum wages Act., 1948
- d. The Employer's Liability Act., 1947
- e. The Payments of wages Act., 1936
- f. The Factories Act., 1948
- g. The Workmen's Compensation Act., 1923
- h. The Employees Provident Funds and Misc. Provisions Act., 1952
- i. The Payment of Bonus Act., 1976
- j. The Equal Remuneration Act., 1976
- k. The Industrial Disputes Act., 1947

54. **PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE** : An amount of Rs.2,000/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm and if no action is taken within one hour liquidated damages clauses will be invoked.

Any misconduct/ misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

If the required number of workers/supervisor are less than the minimum required as specified penalty of Rs.1,000/- per worker per day will be deducted from the bill.

55. **While submitting the tender and preparing the BOQ, the bidder are requested to go through the following justification and submit the price bid/BOQ accordingly.**

**Job details – I**

**Estimated rate for completion of different Job Work at ICAR-RCER,  
FSRCHPR, Ranchi during stipulated contract period**

क्रम सं०	कार्य का विवरण	ईकाई	सांकेतिक दर (रुपयों में)	दर (रुपयों में)
(1)	(2)	(3)	(4)	(5)
<b>d</b>	सब्जी/अनाज/दलहन/तिलहन फसल में कार्य:-	---	---	---
1.	क्यारी बनाना एवं क्यारी को समतल करना (2.5 x 2.5 मी <sup>0</sup> )	प्रति हेक्टेयर	14200.00	
2.	खाद (गोबर/खल्ली/केंचुआ) एवं उर्वरकों का प्रयोग तथा क्यारी में मिलाना	प्रति हेक्टेयर	11300.00	
3.	रीज फारो (Ridge furrow) की तैयारी:-	---	---	---
(i)	60 सें०मी० की दूरी पर	प्रति हेक्टेयर	3500.00	
(ii)	50 सें०मी० की दूरी पर	प्रति हेक्टेयर	3500.00	
(iii)	45 सें०मी० की दूरी पर	प्रति हेक्टेयर	5300.00	
(iv)	30 सें०मी० की दूरी पर	प्रति हेक्टेयर	5300.00	
4.	पौधों की रोपाई (बैंगन/टमाटर/फूलगोभी/मिर्च) आदि	प्रति हेक्टेयर	7000.00	
5.	बीज की बुआई (मटर/बीन्स/भिण्डी/लोबिया) आदि	प्रति हेक्टेयर	7000.00	
6.	लत्तरदार सब्जी की बीज बोआई (खीरा/झिंगी/लौकी आदि)	प्रति हेक्टेयर	5300.00	
7.	निकाई (खुरपी के द्वारा) (मटर/बीन्स/भिण्डी/लोबिया/भिण्डी/बैंगन/टमाटर/ फूलगोभी आदि)	प्रति हेक्टेयर प्रति बार	14200.00	
8.	निकाई (खुरपी के द्वारा) लत्तरदार सब्जी फसलों	प्रति हेक्टेयर प्रति बार	7000.00	
9.	गुड़ाई कार्य (कुदाल के द्वारा) सब्जी फसलों का	प्रति हेक्टेयर प्रति बार	7000.00	
10.	सिंचाई कार्य सब्जी फसलों में	प्रति हेक्टेयर प्रति बार	3500.00	
11.	दवा छिड़काव सब्जी फसलों का	प्रति हेक्टेयर प्रति बार	2000.00	
12.	पौधों में सहाय लगाना (बॉस काटना, खुँटी बनाना एवं लगाना)	प्रति हजार	3500.00	
13.	फल की तुड़ाई (मटर/बीन्स) सब्जी हेतु - आवश्यकतानुसार	प्रति हेक्टेयर	7000.00	
14.	सब्जियों की तुड़ाई (भिण्डी/ बैंगन/टमाटर/परवल/खीरा) - आवश्यकतानुसार	प्रति हेक्टेयर	4300.00	
15.	परिपक्व फलियों की तुड़ाई/कटाई (फेंचबीन/मटर/लोबिया/भिण्डी)	प्रति हेक्टेयर	7000.00	
16.	परिपक्व फलों की तुड़ एवं ढुलाई (बैंगन/टमाटर/खीरा/तरबुज/लौकी/झिंगी/करैला आदि)	प्रति हेक्टेयर	7,000.00	
17.	प्याज के परिपक्व छत्रकों (अम्बेल) की कटाई, बीज निकालना, बीजों की सफाई एवं छटाई	प्रति हेक्टेयर	14,200.00	
18.	बीजों की सफाई एवं अनउपयोगी बीजों की छँटनी (फेंचबीन/मटर/लोबिया/भिण्डी/मूली/तरबुज/उड़द आदि)	प्रति किलो ग्राम दर	6.00	
19.	बीज निकालने एवं सुखाने का कार्य (बैंगन/टमाटर/खीरा/तरबुज/लौकी/झिंगी/करैला आदि)	प्रति क्विंटल/ परिपक्व फल	1,500.00	
20.	खाली प्लाटों की सफाई (तलवार/कुदाल के द्वारा)	प्रति हेक्टेयर प्रति बार	7000.00	
21.	कंदवाली सब्जी फसलों की खुदाई, सफाई	प्रति हेक्टेयर	7000.00	
22.	गद्दों की खुदाई (2०x 2०x 2०)	प्रति गद्दा	30.00	
23.	गद्दों की खुदाई (3०x 3०x 3०)	प्रति गद्दा	42.00	
24.	कुशल व्यक्ति द्वारा अच्छी किस्म के मषरूम बीज की तैयारी 200 ग्रा. प्रति सफल (अनकन्टामिनेटेड) बैग बनाने का कार्य	प्रति हजार	17,300.00	
25	पौधे (लतीदार सब्जी) में सहाय देना (सुतली बाँधना) - line to	प्रति हेक्टेयर प्रति बार	18,525.00	

	line 1.0 m, height - 2.0 meter,			
26	प्रो ट्रे बीज बुआई कार्य, मिक्चर बनाना, ट्रे भरना, बीज बुआई कार्य	प्रति हजार (ट्रे)	7,410.00	
27	प्रो ट्रे बिचडा का देखभाल (निकाई सिचाई, दवा का प्रयोग) 25 दिनों तक	प्रति हजार (ट्रे)	9,265.00	
28	बेड की तैयारी (drip irrigation) line to line 1.0 m बेड की लंबाई - 50.0 मी, बेड की चौड़ाई , 60-80 सें.मी. बेड की उंचाई - 25-30 सें. मी.(बेड की संख्या 200 नं0)/हे0	प्रति हेक्टेयर	29,600.00	
29	खाद (गोबर, खल्ली,केचुआ) एवं उर्वरको का प्रयोग तथा बेड में मिलाने का कार्य	प्रति हेक्टेयर	14700.00	
30	संकर बीज बनाने का कार्य (बैगन,टमाटर) (i) Emasculation (नर भाग हटाने का कार्य) (ii) परागण (iii) लेवल बॉधने का कार्य	प्रति हजार (फूल )	1,850.00	
31	पौलीथीन बैग (15 x 10 से.मी.) में मिट्टी, खाद भरने का कार्य एवं परवल का कटींग लगाने का कार्य	प्रति हजार	1,850.00	
32	पौलीथीन बैग में तैयार परवल के पौधे का देखभाल (सिचाई,निकाई)	प्रति हजार/माह	11,000.00	
33	पौलीहाउस में सब्जी फसलों की खेती (560 m <sup>2</sup> ) बेड की तैयारी, खाद एवं उर्वरक का प्रयोग/निकाई/गुड़ाई/सिचाई पौध का सहारा/कटाई छाई/फलों की तुड़ाई इत्यादि।	प्रति माह	11,000.00	
34	Plastic mulching का कार्य	प्रति 100 मी0	730.00	
35	क्यारी बनाना एवं क्यारी को समतल करना (3.0 x 3.0 मी0 <sup>2</sup> )	प्रति हेक्टेयर	14,700.00	
36	क्यारी बनाना एवं क्यारी को समतल करना (4.0 x 4.0 मी0 <sup>2</sup> )	प्रति हेक्टेयर	13,200.00	
37	क्यारी बनाना एवं क्यारी को समतल करना (3.0 x 1.5 मी0 <sup>2</sup> )	प्रति हेक्टेयर	17,500.00	
38	मवेशी के रख रखाव एवं उससे संबंधित कार्य	प्रति मवेशी/माह	4,300.00	
39	विभिन्न प्रकार के composing एवं केंचुआ खाद तैयार करने का कार्य	प्रति टन	1,470.00	
40	मशरूम उत्पादन का कार्य (बैग तैयार करना एवं देखभाल)	प्रति बैग	22.00	
41	अन्नाज वाली फसलों की खेत की तैयारी एवं बीज बुआई का कार्य (धान, दलहनी एवं तिलहनी फसल)	प्रति हेक्टर	12,350.00	
42	अन्नाज वाली फसलों की निकाई एवं गुड़ाई का कार्य (धान, दलहनी एवं तेलहनी फसल)	प्रति हेक्टर	9,880.00	
43	अन्नाज वाली फसलों की कटाई एवं ढुलाई (धान, दलहनी एवं तिलहनी फसल)	प्रति हेक्टर	8,650.00	
44	अन्नाज वाली फसलों की बीज निकालने एवं सफाई का कार्य (धान, दलहनी एवं तिलहनी फसल)	प्रति क्विंटल	2,960.00	
45	तालाब में मछली संबंधित कार्य (चारा डालना, जाल डालना, निकालना इत्यादि) - *Size of pond: 30 x 20 m = 600 m <sup>2</sup>	प्रति तालाब *	1,470.00	
46	प्रति सौ पौधा लाह के कीट का inoculation	प्रति सैकड़ा	740.00	
47	बीज भंडार में बीज का पैकेट बनाना, 10ग्राम, 20ग्राम, 50ग्राम	प्रति सैकड़ा	430.00	
48	बीज भंडार में बीज बोरा में डालकर भरना एवं सीने का कार्य 40 कि.ग्रा.	प्रति पैकेट	37.00	
49	बीज भंडार में बीज कपड़े के थैला में भरना एवं सिलाई कार्य 10किलो ग्रा.	प्रति पैकेट	7.50	
50	बीज भंडार में बीज कपड़े के थैला में भरना एवं सिलाई कार्य 5 कि. ग्रा.	प्रति पैकेट	6.00	

51	बीज भंडार में बीज कपड़े के थैला में भरना एवं सिलाई कार्य 1 कि.ग्रा	प्रति सैकड़ा	430.00	
52	बीज भंडार में मटर, फेंचबीन, बोदी, सोयाबीन, भिन्डी आदि बीज का ग्रेन्डिंग करना	प्रति विचंटल	850.00	
53	ट्रेक्टर/पावर टिलर चालन	प्रति माह	15,000.00	
54	जेनरेटर/पम्प चालन	प्रति माह	15,000.00	
55	बॉस काटने का कार्य (झाड़ी सफाई के साथ)	प्रति 10 बॉस	850.00	
56	बॉस का खूँटा (7 फीट) बनाने का कार्य	प्रति 10 खूँटा	75.00	
57	प्रक्षेत्र से घास बाहर निकाल कर फेकने का कार्य	प्रति हेक्टर/बार	4,400.00	
58	खूँटी बनाने, लगाने एवं लेबल बांधने का कार्य (खूँटी की लंबाई 60-100 से.मी.)	प्रति 100 खूँटी	430.00	
59	लतरदार सब्जियों का लतर Trellis पर चढ़ाने का कार्य (लाईन से लाईन की दूरी 2 मी.)	प्रति हेक्टर/बार	1,790.00	
60	सब्जियों के जनन द्रव्यों के फल की तुड़ाई, बीज निकालने एवं सुखाने का कार्य	प्रति 10 पौधा/बार	42.00	
61	लतरदार सब्जियों में मच्छरदानी से ढकने का कार्य (लाईन से लाईन की दूरी 2 मी. लाईन का लंबाई 50 मी.)	प्रति लाईन	850.00	
62	Trellis में तार बांधने का कार्य (लाईन से लाईन की दूरी 2 मी.)	प्रति हेक्टर	7,350.00	
63	सहजन की डाली को छंटना, गडड़ा खोदकर खाद एवं उर्वरक का प्रयोग कर डाली को लगाना (गडड़ा का साईज 20x 20x 20)	प्रति 100 डाली	4,400.00	
64	प्लास्टिक लो टनेल बनाने का कार्य	प्रति 100 मी.	850.00	
65	कंदवाली सब्जी फसलों की रोपाई	प्रति हेक्टेयर	9,880.00	
66	कंदवाली सब्जी फसलों में Pole गाड़ने का कार्य (बाँस/Angle)	प्रति हेक्टेयर	18,525.00	
67	कंदवाली सब्जी फसलों में Pole पर लतर चढ़ाने का कार्य	प्रति हेक्टेयर	3,090.00	
68	कंदवाली सब्जी फसलों में फल (Bulbil) तुड़ाई कार्य (Bulbilifera) फसल	प्रति हेक्टेयर	14,820.00	
69	कंदवाली सब्जी फसलों में लम्बाई, चौड़ाई, ऊँचाई एवं मोटाई नापने का कार्य	प्रति हेक्टेयर	1,500.00	
70	कंदवाली सब्जी फसलों में पत्ती गिनने का कार्य	प्रति हेक्टेयर	2,710.00	
71	सब्जी फसलों के पौधों को तुड़ाई उपरान्त निकालने एवं प्रक्षेत्र से बाहर करने का कार्य	प्रति हेक्टेयर	20,000.00	
ख	फल बगीचों में कार्य:-	---	---	---
1.	आम, लीची एवं अन्य फलों की तुड़ाई एवं ढुलाई कर कार्यालय तक पहुँचाना	प्रति विचंटल	435.00	
2.	फलों का 5 कि.ग्रा. का पैकेटिंग करना	प्रति सैकड़ा	72.00	
3.	ट्रेक्टर ट्रैली में खाद का लोडिंग/ अनलोडिंग का कार्य	प्रति बैग	5.00	
4.	पौधशाला में भरे हुए पौलिथीन बैग को उठाकर बेड में पहुँचाने एवं कतार में लगाने का कार्य	प्रति हजार	1,470.00	
5.	जाल द्वारा मच्छली पकड़ने का कार्य	प्रति विचंटल	435.00	
6.	चुना पोताई का कार्य जमीन से 1 मीटर उँचाई तक	प्रति सैकड़ा पौधा	850.00	
7.	गड्डे खोदने का कार्य (3.0 फीट X 3.0 फीट X 3.0फीट )	प्रति गड्डा	42.00	
8.	गड्डे खोदने का कार्य (2.0 फीट X 2.0 फीट X 2.0फीट )	प्रति गड्डा	27.00	
9.	मिट्टी खोदना, ट्रेक्टर ट्रैली में लोड करना, गिराने का कार्य	प्रति 100 सी.एफ.टी.	587.00	
10.	लेआउट करना गढ़ा भरने का कार्य, पौधा लगाने का कार्य	प्रति हेक्टर (100पौधा)	1,850.00	
11.	लेआउट करना, गढ़ा भरने का कार्य, पौधा लगाने का कार्य	प्रति हेक्टर (400पौधा)	2,470.00	
12.	पौधों की लंबाई, चौड़ाई, ऊँचाई एवं मोटाई नाप करने का कार्य	प्रति सैकड़ा	1,112.00	

13.	प्रयोगशाला में सहायता (फल का छिलका, गुद्दा, बीज निकालने एवं ग्लासवेयर सफाई करने का कार्य)	50 नमूना	580.00	
14.	सुखे एवं मरे हुए पौधों का खोदकर निकालने का कार्य	प्रति पौधा	37.00	
15.	मेढ़ बनाने का कार्य 50 x 50 मी0 (1/4 हेक्टर)	प्रति हेक्टर	4,662.00	
16.	उच्च घनत्व फल बगीचों में:- 1. निकाई/गुड़ाई 2. कटाई/छंटाई 3. फलों की तुड़ाई	प्रति हेक्टर/बार प्रति हेक्टर/बार प्रति हेक्टर	7,348.00 5,138.00 7,348.00	
17.	बड़े फलों के पौधों का जीर्णोद्धार के लिए कटाई/छंटाई	प्रति पौधा	1,470.00	
18.	जीर्णोद्धार कार्य के बाद बड़े पौधों के कलमों की छंटाई	प्रति पौधा	435.00	
19.	अनानस में घास की सफाई का कार्य (खूरपी के द्वारा)	प्रति हेक्टर	9,127.00	
20.	प्लॉट से कटे हुए फल पौधों को हटाने का कार्य	प्रति हेक्टर	2000.00	
21.	टेपरोसिया/अन्य पौधा को काँटकर पौधों के नीचे मल्टिचिंग करने का कार्य	प्रति हेक्टर	3000.00	
22.	आम, लीची का सूखा हुआ बड़ा पौधा को उखाड़ने का कार्य	प्रति पौधा	600.00	
23.	बड़े पौधों में सेंटर ऑपनिंग करने का कार्य	प्रति पौधा	300.00	
24.	फलों में बैगिंग करने का कार्य	100 बैग	300.00	
25.	अमरुद के डाल से पत्ती हटाकर, डाल को मोड़ने/बाँधने का कार्य	प्रति पौधा	600.00	
ग	फल फसल - आम, लीची, कटहल, बेल आदि (100 पौधा/हे0):-	---	---	---
1.	थालों की निकाई गुड़ाई	प्रति हेक्टेयर प्रति बार	3,500.00	
2.	खाद एवं उर्वरकों का प्रयोग/गुड़ाई कर मिलाना	प्रति हेक्टेयर प्रति बार	5,310.00	
3.	सिंचाई कार्य (पाईप से)	प्रति हेक्टेयर प्रति बार	1,850.00	
4.	बीमारी एवं कीड़ों की रोकथाम हेतु दवा का छिड़काव	प्रति हेक्टेयर प्रति बार	1,500.00	
5.	पौधों की कटाई/छंटाई का कार्य	प्रति हेक्टेयर प्रति बार	7,000.00	
6.	भार द्वारा सिंचाई करना	प्रति हेक्टेयर प्रति बार	1,850.00	
7.	घास व झाड़ी की कटाई/सफाई कार्य	प्रति हेक्टेयर प्रति बार	7,000.00	
8.	लीची के पौधा में छिलका (girdling) का कार्य	प्रति पौधा	52.00	
9.	लीची के बड़े पौधे में शेड-नेट लगाने का कार्य (बास काटना, गद्दा खोदना, बांधना एवं शेड-नेट लगाने इत्यादि)	प्रति पौधा	1,175.00	
घ	अमरुद, नीबू, शरीफा, नाशपाती, चीकू आदि (400 पौधा/हे0):-	---	---	---
1.	थालों की निकाई/गुड़ाई	प्रति हेक्टेयर प्रति बार	7,000.00	
2.	खाद एवं उर्वरकों का प्रयोग/गुड़ाई कर मिलाना	प्रति हेक्टेयर प्रति बार	8,830.00	
3.	सिंचाई कार्य (पाईप से)	प्रति हेक्टेयर प्रति बार	3,500.00	
4.	बीमारी एवं कीड़ों की रोकथाम हेतु दवा का छिड़काव	प्रति हेक्टेयर प्रति बार	1,850.00	
5.	पौधों की कटाई/छंटाई का कार्य	प्रति हेक्टेयर प्रति बार	7,000.00	
6.	भार द्वारा सिंचाई करना	प्रति हेक्टेयर प्रति बार	3,500.00	
7.	घास व झाड़ी की कटाई सफाई कार्य	प्रति हेक्टेयर प्रति बार	5,310.00	
8.	सघन घनत्व फल बगीचा में कल्लों की छटाई	प्रति हेक्टेयर प्रति बार	9,263.00	
ड.	कृषि वानिकी और औषधीय पौधों से संबंधित कार्य:-	---	---	---
1.	सगवान, शिशम, कालाषिषम, बकैन, महोगनी, बाँस आदि के लिए गड्ढे खोदने का कार्य (क) 3.0 फीट x 3.0 फीट x 3.0 फीट	प्रति गड्ढा	42.00	

	(ख) 1.0 फीट x 1.0 फीट x 1.0 फीट	प्रति गद्दा	19.00	
2.	मिट्टी खोदना, ट्रैक्टर ट्राली में लोड करना, मिलाने का कार्य	प्रति 100 सी0एफ0टी0	587.00	
3.	गद्दा भरने का कार्य, पौधा लगाने का कार्य	प्रति हेक्टर (400पौधा)	2,470.00	
4.	(क) बाँस कलमों की तैयारी (ख) बाँस कंद को निकालने का काम (ग) बाँस काटने का काम और इसके संबंधित कार्य	प्रति सैकड़ा पौधा प्रति कंद प्रति बाँस	1,235.00 50.00 62.00	
5.	पौधों की लंबाई, चौड़ाई, ऊँचाई एवं मोटाई नाप करने का कार्य	प्रति सैकड़ा पौधा	1,112.00	
6.	प्रयोगशाला में सहायता एवं सफाई करने का कार्य	50 नमूना	580.00	
7.	सुखे एवं मरे हुए पौधों का खोदकर निकालने का कार्य	प्रति पौधा	37.00	
8.	मेढ़ बनाने का कार्य 50x50 मी0 (1/4हेक्टर)	प्रति हेक्टर	4,662.00	
9.	मिट्टी में खाद मिलाने का कार्य	प्रति गद्दा	10.00	
10.	नये पौधों में खाद/पानी/दवाईयाँ डालने का कार्य (1 से 3 वर्ष का पौधा)	प्रति पौधा	6.00	
11.	बड़े पौधों में कटाई/छटाई का कार्य	प्रति पौधा	12.00	
12.	छोटे पौधों की कटाई/छटाई का कार्य	प्रति पौधा	5.00	
च.	पौधशाला में कार्य:-	---	---	---
1.	5 मीटर लम्बी तथा 1 मीटर चौड़ी (5 x 1 मी0 <sup>2</sup> ) बेड बनाने का कार्य	प्रति बेड	86.00	
2.	पौधों का जमीन में रोपाई कार्य	प्रति हजार पौधा	2,050.00	
3.	पौधों का पालीथिन थैली (20 x 10 x 8 सें0मी0) में रोपाई कार्य	प्रति हजार पौधा	706.00	
4.	पालीथिन बैग (15 x 10 सें0मी0) में मिट्टी +खाद भरने का कार्य	प्रति हजार	1,470.00	
5.	पालीथिन बैग (20 x 10 x 8 सें0मी0) में मिट्टी + खाद भरने का कार्य	प्रति हजार	2,050.00	
6.	लीची में गूटी बांधने का कार्य	प्रति हजार	3,224.00	
7.	अमरुद में गूटी बांधने का कार्य	प्रति हजार	3,224.00	
8.	अमरुद व लीची गूटी को पालीथिन बैग (20 x 10 x 8 सें0मी0) में लगाने का कार्य	प्रति हजार	3,224.00	
9.	पौधशाला में पौधों की निकाई गुड़ाई कार्य	प्रति हजार पौधा/बार	1,470.00	
10.	खाद एवं उर्वरक का प्रयोग/गुड़ाई कर मिलाने का कार्य	प्रति हेक्टर	17,636.00	
11.	सिंचाई का कार्य	प्रति हेक्टर प्रति बार	2,655.00	
12.	दवा का छिड़काव	प्रति हे0 प्रति बार	2,655.00	
13.	आम पौधों में ग्राफ्टिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7,410.00	
14.	आंवला पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7,410.00	
15.	गुलाब पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7,410.00	
16.	अमरुद पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7,410.00	
17.	कार्यालय परिसर में लगे अलंकृत पौधों के थालों की सफाई /निकाई/गुड़ाई आदि	प्रति हजार पौधा	14,700.00	
18.	लान की घास कटाई कार्य (Lawn mover द्वारा)	प्रति 100 वर्ग मीटर प्रति बार	36.00	
19.	मिट्टी के गमलों 12 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	494.00	
20.	मिट्टी के गमलों 10 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	463.00	

21.	मिट्टी के गमलों 8 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	435.00	
22.	मिट्टी के गमलों 6 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	370.00	
23.	ग्राफटेड/बडेड पौधों में बड (disbudding) हटाने का कार्य	प्रति 1000 पौधा	370.00	
24.	अमरुद,कटहल,बेल,षरीफा में ग्राफटिंग कराने का कार्य (दो महीना का सफल पौधा)	प्रति हजार	7,410.00	
25.	पौलिथिन बैग भराई 15 X 10 से0मी0	प्रति हजार	1,605.00	
26.	पौधों का पॉलीथिन थैली (30X20X10 से0 मी0) में रोपाई कार्य	प्रति हजार पौधा	2,470.00	
27.	पॉलीथिन बैग(30X20X10 से0 मी0) में मिट्टी एवं खाद भरने का कार्य	प्रति हजार पौधा	3,088.00	
28.	कृषिवानिकी और औशधीय पौधों की बीज बेड में लगाने का कार्य	प्रति बेड	12.00	
29.	सगवान में root-shoot-cuttings का तैयारी	प्रति पौधा	3.70	
30.	बेड से पॉलीथिन में shift कराने का कार्य	प्रति पौधा	3.70	
31.	छोटा पॉलीथिन से बड़ा पॉलीथिन में shift करने का कार्य	प्रति पौधा	6.00	
छ	पादप संरक्षण ईकाई:-			
1.	कुशल व्यक्ति द्वारा अच्छी किस्म के अनकन्टामिनेटेड ट्राईकोडर्मा के अनाज आधारित फामूलेषन के 200 ग्राम के बैग तैयार करना।	प्रति 100 बैग	3,705.00	
ज	जल प्रबन्धन:-	---	---	---
1.	मिट्टी को काटना, भराव एवं समतल करना	प्रति धन मी0	74.00	
2.	प्रक्षेत्र पर ड्रिप सिंचाई प्रणाली का संचालन एवं इसका रख-रखाव कार्य	प्रति हेक्टर/प्रति माह	4,446.00	
3.	प्रक्षेत्र के सिंचाई नाला (चैनेल) एवं जमीन के नीचे का पाइप लाइन का सुचारु रूप से रख-रखाव कार्य	प्रति हेक्टर/प्रति माह	4,446.00	
4.	ड्रीप के द्वारा जमीन में खाद का परिचालन	प्रति हेक्टर/प्रति बार	3,582.00	
झ	<b>Orchid Plants (Area 200m<sup>2</sup>):-</b>			
1.	Transplanting/ Weeding/ Irrigation/ Spraying/etc	प्रति माह	7,410.00	
ञ	मृदा विज्ञान ईकाई:-	---	---	---
1.	कुशल व्यक्ति द्वारा मिट्टी एवं पौधों के नमूनों का संग्रहण, सुखाना, डाइजेसन करना, ग्लासवेयर के साफ सफाई के साथ	प्रति 100 नमूना	3,705.00	
ट	सब्जी एवं फल परिरक्षण ईकाई:-			
1.	कुशल व्यक्ति द्वारा सब्जी एवं फलों के नमूनों का आवश्यकतानुसार छिलना, काटना, उबालना, सुखाना, पीसना एवं भण्डारण (प्रति बैच 15 से 20 घंटे का कार्य)	प्रति बैच	710.00	
<b>Total unit price Rs.</b>			<b>756,785.90</b>	
<b>Note:</b> The above mentioned estimated rates were prepared on the basis of <b>minimum wages as per Govt. norms including all legal liabilities.</b>				
<b>Add:</b> Kindly submit the <b>percentage (%) of Service Charges</b> for awarding the Job Work Contract.			<u>        </u> %	
<b>Grant Total Rs.</b>				

**Job details – II**

**Estimated monthly rate for completion of different Job for Office Management at ICAR-RCER, FSRCHPR, Ranchi during financial year 2019-20 and 2020-21**

Sl. No.	Description of Job	Number of Sections	Estimated Rate per unit	Remarks
1.	Office management, Record maintenance, Computer Work and other misc. work pertaining to the section:- 1. Purchase Section 2. Audit & Accounts Section 3. Establishment Section 4. Cash & Bill Section	4 sections	16,000.00 per unit	
2.	Mopping, cleaning and sweeping of office premises (1 <sup>st</sup> and 2 <sup>nd</sup> Floor):- 1. Office building. 2. All laboratories. 3. Administrative Wing.	3 sections	13,000.00 per unit	
<b>Total unit price Rs.</b>			<b>29,000.00</b>	
<b>Note:</b> The above mentioned estimated rates were prepared on the basis of <b>minimum wages as per Govt. norms including all legal liabilities.</b>				
<b>Add:</b> Kindly submit the <b>percentage (%) of Service Charges</b> for awarding the Job Work Contract.			_____ %	
<b>Grant Total Rs.</b>				

**Job details – III**

**Estimated rate for completion of different Job Work at Farm-II (Churu) at ICAR-RCER, FSRCHPR, Ranchi during financial year 2019-20 & 2020-21**

क्रम सं०	कार्य का विवरण	ईकाई	सांकेतिक दर (रुपयों में)	दर (रुपयों में)
(1)	(2)	(3)	(4)	(5)
क	फल बगीचों में कार्य:-	---	---	---
1.	आम,लीची एवं अन्य फलों की तुड़ाई एवं ढुलाई कर कार्यालय तक पहुँचाना	प्रति किंचटल	435.00	
2.	फलों का 5 कि.ग्रा. का पैकेटिंग करना	प्रति सैकड़	72.00	
3.	ट्रेक्टर ट्रैली में खाद का लोडिंग/ अनलोडिंग का कार्य	प्रति बैग	5.00	
4.	पौधाला में भरे हुए पौलिथीन बैग को उठाकर बेड में पहुँचाने एवं कतार में लगाने का कार्य	प्रति हजार	1,470.00	
5.	जाल द्वारा मच्छली पकड़ने का कार्य	प्रति किंचटल	435.00	
6.	चुना पोताई का कार्य जमीन से 1 मीटर उँचाई तक	प्रति सैकड़ पौधा	850.00	
7.	गड्डे खोदने का कार्य (3.0 फीट X 3.0 फीट X 3.0फीट)	प्रति गड्डा	42.00	
8.	गड्डे खोदने का कार्य (2.0 फीट X 2.0 फीट X 2.0फीट )	प्रति गड्डा	27.00	
9.	मिट्टी खोदना, ट्रेक्टर ट्रैली में लोड करना, गिराने का कार्य	प्रति 100 सी.एफ.टी.	587.00	
10.	लेआउट करना गढ़ा भरने का कार्य,पौधा लगाने का कार्य	प्रति हेक्टर(100पौधा)	1850.00	
11.	लेआउट करना, गढ़ा भरने का कार्य,पौधा लगाने का कार्य	प्रति हेक्टर(400पौधा)	2470.00	
12.	पौधों की लंबाई, चौड़ाई, उँचाई एवं मोटाई नाप करने का कार्य	प्रति सैकड़ पौधा	11,115.00	
13.	प्रयोगशाला में सहायता (फल का छिलका, गुद्दा, बीज निकालने एवं ग्लासवेयर सफाई करने का कार्य)	50 नमूना	580.00	
14.	सुखे एवं मरे हुए पौधों का खोदकर निकालने का कार्य	प्रति पौधा	37.00	
15.	मेढ़ बनाने का कार्य 50 X 50 मी० (¼ हेक्टर)	प्रति हेक्टर	4662.00	
16.	उच्च घनत्व फल बागिचों में 1. निकाई/गुड़ाई 2. कटाई/छंटाई 3. फलों की तुड़ाई	प्रति हेक्टर/बार प्रति हेक्टर/बार प्रति हेक्टर	7348.00 5138.00 7348.00	
17.	बड़े फलों के पौधों का जीर्णोद्धार के लिए कटाई/छंटाई	प्रति पौधा	1470.00	
18.	जीर्णोद्धार कार्य के बाद बड़े पौधों के कलमों की छंटाई	प्रति पौधा	435.00	
19.	अनानस में घास की सफाई का कार्य (खूरपी के द्वारा)	प्रति हेक्टर	9127.00	
20.	प्लॉट से कटे हुए फल पौधों को हटाने का कार्य	प्रति हेक्टर	2000.00	
21.	टेपरोसिया/अन्य पौधा को काँटकर पौधों के नीचे मल्लिचंग करने का कार्य	प्रति हेक्टर	3000.00	
22.	आम, लीची का सूखा हुआ बड़ा पौधा को उखाड़ने का कार्य	प्रति पौधा	600.00	
23.	बड़े पौधों में सेंटर ऑपनिंग करने का कार्य	प्रति पौधा	300.00	
24.	फलों में बैगिंग करने का कार्य	100 बैग	300.00	
25.	अमरुद के डाल से पत्ती हटाकर, डाल को मोड़ने/बाँधने का कार्य	प्रति पौधा	600.00	
ख	फल फसल - आम, लीची, कटहल, बेल आदि (100 पौधा/हे०):-	---	---	---
1.	थालों की निकाई गुड़ाई	प्रति हेक्टेयर प्रति बार	3500.00	

2.	खाद एवं उर्वरकों का प्रयोग/गुड़ाई कर मिलाना	प्रति हेक्टेयर प्रति बार	5310.00	
3.	सिंचाई कार्य (पाईप से)	प्रति हेक्टेयर प्रति बार	1850.00	
4.	बीमारी एवं कीड़े की रोकथाम हेतु दवा का छिड़काव	प्रति हेक्टेयर प्रति बार	1500.00	
5.	पौधों की कटाई/छंटाई का कार्य	प्रति हेक्टेयर प्रति बार	7000.00	
6.	भार द्वारा सिंचाई करना	प्रति हेक्टेयर प्रति बार	1850.00	
7.	घास व झाड़ी की कटाई/सफाई कार्य	प्रति हेक्टेयर प्रति बार	7000.00	
8.	लीची के पौधा में छिलका (girdling) का कार्य	प्रति पौधा	52.00	
9.	लीची के बड़े पौधे में शेड-नेट लगाने का कार्य (बास काटना, गद्दा खोदना, बांधना एवं शेड-नेट लगाने इत्यादि)	प्रति पौधा	1175.00	
ग	अमरुद, नीबू, शरीफा, नाशपाती, चीकू आदि (400 पौधा/हे0):-	---	---	---
1.	थालों की निकाई/गुड़ाई	प्रति हेक्टेयर प्रति बार	7000.00	
2.	खाद एवं उर्वरकों का प्रयोग/गुड़ाई कर मिलाना	प्रति हेक्टेयर प्रति बार	8830.00	
3.	सिंचाई कार्य (पाईप से)	प्रति हेक्टेयर प्रति बार	3500.00	
4.	बीमारी एवं कीड़ों की रोकथाम हेतु दवा का छिड़काव	प्रति हेक्टेयर प्रति बार	1850.00	
5.	पौधों की कटाई/छंटाई का कार्य	प्रति हेक्टेयर प्रति बार	7000.00	
6.	भार द्वारा सिंचाई करना	प्रति हेक्टेयर प्रति बार	3500.00	
7.	घास व झाड़ी की कटाई सफाई कार्य	प्रति हेक्टेयर प्रति बार	5310.00	
8.	सघन घनत्व फल बगीचा में कल्लों की छटाई	प्रति हेक्टेयर प्रति बार	9263.00	
घ	कृषि वानिकी और आषधीय पौधों से संबंधित कार्य:-	---	---	---
1.	सगवान, शिशम, कालाशिशम, बकैन, महोगनी, बाँस,आदि के लिए गड्ढे खोदने का कार्य (क) 3.0 फीट X 3.0 फीट X 3.0 फीट (ख) 1.0 फीट X 1.0 फीट X 1.0 फीट	प्रति गद्दा प्रति गद्दा	42.00 19.00	
2.	मिट्टी खोदना, ट्रैक्टर ट्राली में लोड करना, मिराने का कार्य	प्रति 100 सी0एफ0टी0	587.00	
3.	गद्दा भरने का कार्य, पौधा लगाने का कार्य	प्रति हेक्टर (400पौधा)	2470.00	
4.	(क) बाँस कलमों की तैयारी (ख) बाँस कंद को निकालने का काम (ग) बाँस कटने का काम और इसके संबंधित कार्य	प्रति सैंकड़ा पौधा प्रति कंद प्रति बाँस	1235.00 50.00 62.00	
5.	पौधों की लंबाई, चौड़ाई, ऊँचाई एवं मोटाई नाप करने का कार्य	प्रति सैंकड़ा पौधा	1112.00	
6.	प्रयोगशाला में सहायता एवं सफाई करने का कार्य	50 नमूना	580.00	
7.	सुखे एवं मरे हुए पौधों का खोदकर निकालने का कार्य	प्रति पौधा	37.00	
8.	मेढ़ बनाने का कार्य 50X50 मी0 (1/4हेक्टर)	प्रति हेक्टर	4662.00	
9.	मिट्टी में खाद मिलाने का कार्य	प्रति गद्दा	10.00	
10.	नये पौधों में खाद/पानी/दवाईयाँ ढालने का कार्य (1 से 3 वर्ष का पौधा)	प्रति पौधा	6.00	
11.	बड़े पौधों में कटाई/छंटाई का कार्य	प्रति पौधा	12.00	
12.	छोटे पौधों की कटाई/छंटाई का कार्य	प्रति पौधा	5.00	
ड.	पौधशाला में कार्य:-	---	---	---
1	5 मीटर लम्बी तथा 1 मीटर चौड़ी (5 x 1 मी0 <sup>2</sup> ) बेड बनाने का कार्य	प्रति बेड	86.00	
2.	पौधों का जमीन में रोपाई कार्य	प्रति हजार पौधा	2050.00	
3.	पौधों का पालीथिन थैली (20 x 10 x 8 सें0मी0) में रोपाई कार्य	प्रति हजार पौधा	706.00	
4.	पालीथिन बैग (15 x 10 सें0मी0) में मिट्टी +खाद भरने का कार्य	प्रति हजार	1470.00	

5.	पालीथीन बैग (20 x 10 x 8 सें0मी0) में मिट्टी + खाद भरने का कार्य	प्रति हजार	2050.00	
6.	लीची में गूटी बांधने का कार्य	प्रति हजार	3224.00	
7.	अमरूद में गूटी बांधने का कार्य	प्रति हजार	3224.00	
8.	अमरूद व लीची गूटी को पालीथीन बैग (20 x 10 x 8 सें0मी0) में लगाने का कार्य	प्रति हजार	3224.00	
9.	पौधषाला में पौधों की निकाई गुड़ाई कार्य	प्रति हजार पौधा/बार	1470.00	
10.	खाद एवं उर्वरक का प्रयोग/गुड़ाई कर मिलाने का कार्य	प्रति हेक्टर	17636.00	
11.	सिंचाई का कार्य	प्रति हेक्टर प्रति बार	2655.00	
12.	दवा का छिड़काव	प्रति हे0 प्रति बार	2655.00	
13.	आम पौधों में ग्राफिटिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7410.00	
14.	आंवला पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7410.00	
15.	गुलाब पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7410.00	
16.	अमरूद पौधों में बडिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7410.00	
17.	कार्यालय परिसर मे लगे अलंकृत पौधों के थालों की सफाई /निकाई/गुड़ाई आदि	प्रति हजार पौधा	14700.00	
18.	लान की धास कटाई कार्य (Lawn mower द्वारा)	प्रति 100 वर्ग मीटर प्रति बार	36.00	
19.	मिट्टी के गमलों 12 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	494.00	
20.	मिट्टी के गमलों 10 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	463.00	
21.	मिट्टी के गमलों 8 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	435.00	
22.	मिट्टी के गमलों 6 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	370.00	
23.	ग्राफटेड/बडेड पौधों में बड (disbudding) हटाने का कार्य	प्रति 100 पौधा	370.00	
24.	अमरूद,कटहल,बेल,षरीफा में ग्राफिटिंग कराने का कार्य (दो महीना का सफल पौधा)	प्रति हजार	7410.00	
25.	पौलिथिन बैग भराई 15 X 10 सें0मी0	प्रति हजार	1605.00	
26.	पौधों का पॉलीथीन थैली (30x20x10 से0 मी0) में रोपाई कार्य	प्रति हजार पौधा	2470.00	
27.	पॉलीथीन बैग (30x20x10 से0 मी0) में मिट्टी एवं खाद भरने का कार्य	प्रति हजार पौधा	3088.00	
28.	कृषिवानिकी और औषधीय पौधों की बीज बेड में लगाने का कार्य	प्रति बेड	12.00	
29.	सागवान में root-shoot-cuttings का तैयारी	प्रति पौधा	3.70	
30.	बेड से पॉलीथीन में shift कराने का कार्य	प्रति पौधा	3.70	
31.	छोटा पॉलीथीन से बड़ा पॉलीथीन में shift करने का कार्य	प्रति पौधा	6.00	
<b>Total unit price Rs.</b>			<b>250,238.40</b>	
<b>Note:</b> The above mentioned estimated rates were prepared on the basis of <b>minimum wages as per Govt. norms including all legal liabilities.</b>				
<b>Add:</b> Kindly submit the <b>percentage (%) of Service Charges</b> for awarding the Job Work Contract.			_____ %	
<b>Grant Total Rs.</b>				

**All the blank cell need to be filled up for consideration and service charge must not be quoted as zero percent.**

I/We fully understand that this quantity will be taken into account, only for the purpose of evaluation/comparison of bids, and, that during actual implementation of contract, the actual quantity may vary as per actual demand.

I/We also fully understand that the estimated rates mentioned by ICAR-RCER, FSRCHPR, Ranchi are the most reasonable rates on the basis of minimum wages as per Govt. norms including all legal liabilities, so as to afford the due payment of statutory Minimum Wages to the respective Workmen, and that if I quote more than 3-5 percent (%) lower than these estimated rates, my/our bid price(s) is bound to be considered completely unreasonable, whereby my/our bid would become substantially unresponsive.

I/We also fully understand that as and when the Union Ministry of Labour enhances the statutory Minimum Wages, the total wages quoted in my/our bid would also increase in equal proportion, in accordance with the Minimum Wages Act, 1948.

Note: If all the bidder quoted same bid price including service charges, than the following criteria with marking system, will be adopted by the Institute to finalize the bid price.

SI No	Particulars	Weight -age
1.	Experience during last two years [services <b>(as per Job details: I, II &amp; III)</b> exclusively rendered in the <b>field of Agricultural Research</b> in any of <b>ICAR institute / State Agricultural Universities</b> ].	20%
2.	Experience during last two years [services <b>(as per Job details: I, II &amp; III)</b> exclusively rendered in the <b>field of Agricultural Research</b> in any <b>Govt. Organization</b> other than ICAR/SAU].	5%
3.	Experience during last two years [services <b>(as per Job details: I, II &amp; III)</b> exclusively rendered in the <b>field of Agricultural Research</b> in <b>reputed private organization</b> ].	5%
4.	Certified copies of the satisfactory services rendered to <b>Job Works of Laboratory, EMU, Workshop, Office &amp; farm field</b> in ICAR/ SAUs (for the last 2 years).	15%
5.	Certified copies of the satisfactory services rendered to <b>Job Works of Laboratory, EMU, Workshop, Office, farm field</b> in other <b>Govt. Organization and reputed private organization</b> (for the last 2 year).	10%
6.	Turn-over: Rs.80.00 lakhs during last two financial year.	10%
7.	Number of labours registered minimum 50 Nos. under THE CONTRACT LABOUR REGULATION AND ABOLITION) ACT, 1970 (during last two financial year)	5%
8.	Number of labours registered minimum 50 Nos. under EPF (during last two financial year)	5%
9.	Number of labours registered minimum 50 Nos. under ESI (during last two financial year)	5%
10.	The Contractor must have a valid <b>ISO certificate</b> for Manpower Supply.	10%
11.	The Contractor must have a valid <b>OHSAS certificate</b> for Manpower Supply.	10%
<b>Total</b>		<b>100%</b>

Note: For evaluation and calculation, only two decimal numbers will be considered.

The Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Head, ICAR-RCER, FSRCHPR, Ranchi shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**Assistant Administrative Officer**

(On the letter head of the Firm)

Name of the Firm	:			
Tender Reference No.	:			
Name of the Tender/work	:			
Check List				
Sl. No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	Remarks
1	Registration certificate of the firm (as a Sole Proprietor/Partnership Firm/Company) for carrying out such work contracts under the Central Govt. /State Govt.			
2	Minimum turnover of the firm should not be less than <b>Rs. 80.00 lakhs (Rupees eighty lakhs only)</b> during the <b>last two financial years.</b>			
3	The Firm, should have an <b><u>Experience in the field of providing such type of services (as per Job details: I, II &amp; III) of last two years</u></b> in ICAR institute / State Agricultural Universities / Central Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations. Bidder should also provide the details in the <b>tabular form (as per page No.5).</b>			
4	<b>Certified Balance Sheet</b> of the firm for <b>last two years</b> of the service contract by the chartered accountant.			
5	<b>Duly certified copies of the satisfactory services</b> of the firm should be enclosed for continuous <b>last two years.</b>			
6	Employee <b>EPF registration certificate</b> in state of <b>Jharkhand.</b>			
7	Employee <b>ESI registration certificate</b> in state of <b>Jharkhand.</b>			
8	The contractor/agency must have a registration (for its <b>past/ongoing contracts</b> ) under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.			
9	<b>Nos. of staff/supervisors registered under ESI &amp; EPF separately</b> has to be provided. A firm must have a <b>minimum 50 Nos.</b> of Staff/Supervisors registered with their ESI & EPF			

	contributions. <b>Documentary proof of ECR and Successful Transaction Receipt of EPF and ESI for last 03 months</b> has to be attached.			
10	Goods and Service Tax (GST) registration certificate issued by Govt. etc.			
11	Whether the firm has any <b>legal suit criminal case pending</b> against it <b>for violation to EPF/ESI, Minimum wages Act or other laws</b> (give details). The firm/agency <b>must enclose a certificate</b> indicating that there is no criminal/legal suit pending or contemplated against them.			
12	Registration with Income Tax Department ( <b>Copy of PAN &amp; IT returns</b> for last two financial years).			
13	The Agency should enclose <b>copies of the payment</b> made to its existing labour/personnel ( <b>minimum 50 nos.</b> ) for the <b>last three months in terms of salary through Bank and EPF/ESI payment to them</b> , in support of the condition (individual statement to be enclosed).			
14	<b>ISO</b> certificate for related to your business or Manpower Supply.			
15	<b>OHSAS</b> certificate for related to your business or Manpower Supply			

**Signature of Bidder with Official Seal**

(On the letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.	
2	Goods & Service Tax (GST) Registration No.	
3	Bank details:-	
	a Bank Name	
	b Branch Address	
	c Account No.	
	d Type of Account (Current/Savings)	
	e MICR No.	
	f RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

**CERTIFICATE ABOUT NON-BLACKLISTING**

We.....on this date ----- do hereby certify that our company / firm has not been blacklisted by any Government Department / Government Educational Institutions / Research Institute(s) on any grounds.

Authorized signatory of Bidder with Seal

Name -----

Designation -----

Place -----

Date -----

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,

The Head,  
ICAR Research Complex for Eastern Region,  
Farming System Research Centre for Hill and Plateau Region,  
Plandu, Ranchi - 834010 (Jharkhand) INDIA

**Sub: Acceptance of Terms & Conditions of Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Ranchi.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**



**(To be given on Company Letter Head)**

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

**(Name and Signature of the Bidder, with Official Seal)**

**(To be given on Company Letter Head)**

Financial Bid/Price Bid Undertaking

UNDERTAKING

1. I submit the Financial Bid for **Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi** as envisaged in the Tender document of tender id.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

SIGNATURE OF BIDDER & STAMP



## **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as "Offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderers are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY**

**CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**Assist. Admin. Officer**