

**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Byee Pass, Road, Abohar-152116**

Dated: 13-12-2018

NOTICE INVITING TENDER

For and on behalf of Secretary, ICAR, the Director, ICAR-CIPHET, Ludhiana/Abohar invites online open E-tenders for **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled) at ICAR-CIPHET, Abohar** purely on job contract basis initially for a period of one year but extendable for a further need based period subject to satisfactory performance.

Tender Enquiry No. : 6-16/2018/P&S/CIPHET/Abh/ dated 12 th December 2018	
Published Date	14.12.2018 at 11.00 AM
EMD and Bid Submission end date	04.01.2019 at 2.00 PM
Bid submission start date	14.12.2018 at 11.00 AM
Technical bid opening date	05.01.2019 at 2.30 PM
Bid Validity	90 days from the date of Technical Bid opening
Tender Fees	Rs. 500/-
EMD	Rs. 45,000.00

Note:

1. The Director, ICAR-CIPHET, Ludhiana may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-CIPHET reserves the right to accept/reject any or all the tenders in part /full without assigning any reason thereof.
4. The tender form can be downloaded from our website <http://www.ciphnet.in> or CPP portal <https://eprocure.gov.in/eprocure/app>. The tender cost of Rs. 500/- is required to be submitted in the shape of Demand Draft in favor of "ICAR Unit CIPHET", payable at Ludhiana" in original and upload a scanned copy of the same along with tender failing which the tender will not be accepted.
5. The intending firms/agencies are advised to attend pre-bid conference on the above scheduled date & time at ICAR-CIPHET Abohar to know about the details of work to be done & eligibility criterion for the contractors.
6. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisite/requirement of the Service Contract, Schedule of Job Requirement, (Annexure I to V) and submit tender (Technical bid Offer/Bid form, Questionnaire, and Schedule of work experience (Annexure VI to VIII) and Financial bid along-with Bid/Price and Declaration (Annexure IX & X) along-with the necessary documents as required to be attached with the tender. **Rates must be quoted in BoQ only.**

Bids received on e-tendering portal only will be considered. Bids in any other forms sent through sealed cover/email/post/fax etc. will be rejected.

(B.C. Katoch)

Asstt. Administrative Officer

Place: Ludhiana

Date: 13.12.2018

**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Bye Pass, Road, Abohar-152116**

INSTRUCTIONS TO BIDDERS

1. Earnest Money Deposit(EMD)

- 1.1 All the bidders have to deposit the EMD of Rs. 45,000/- in the shape of bank draft in favor of **ICAR Unit, CIPHET**, payable at **Ludhiana** which should reach in the office of Director, ICAR-CIPHET, Ludhiana before opening of Bids and scanned copy of the same must also be uploaded on the CPP portal failing which the tender will be rejected straightway.
- 1.2 The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit while EMD of unsuccessful bidders will be released within 30 days after the award of the contract.
- 1.3 No interest is bearable on the EMD.
- 1.4 No request for transfer of any previous deposited Earnest Money will be entertained.
- 1.5 It is understood that the tender document issued to the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. Should the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.
- 1.6 If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money forfeited.

2. Preparation of tender

- 2.1 There will be two bid system. The bid should contain Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during the last 2-3 years (Annexure VIII). The Financial bid should consist of Format of Bid Rate/Price Schedule (Annexure IX) and Declaration (Annexure X).

- 22 The scanned copies of bids should be uploaded by the bidder in same covers as per CPP Portal format. The scanned bids will be opened in the first instant for scrutiny.
- 23 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 24 Each page of the annexure (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped.
- 25 In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively, bear the Tender number and signed each page by authorized signatory. In such case, reference to the additional pages must be made in the tender form.
- 26 If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent/upload with the tender.
- 27 No addition and alteration shall be made in the tender form. In case of any overwriting in the tender form, these should be neatly initialed with date before signing and submitting tender.
- 28 The Price bid quoted in BoQ must include price of all items of goods/ liabilities on part of bidders for all jobs. Any hidden charges, if found later at any stage, in any form would lead to cancellation of bid/contract.**
- 29 Since bidder has to meet various committed liabilities to government such as taxes etc., so zero or unviable service charges should not be entered. Bids will be rejected if done so.
- 210 The rates should be quoted taking into consideration latest notifications issued by the GOI/State Govt. Whichever on the higher side for deployment of **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled)**.
- 211 The rates must be quoted only online in BoQ. Technical bid containing any rates will be rejected.**

3. Signing of Tender

- 31 Front/each page of the tender shall be signed by the bidder/firm/agency or a person duly authorized to bind the firm/bidder to the contract with stamp of the firm/agency.
- 32 Individual signing the tender or other documents connected with the contract must specify whether he signs as:
- i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it be a partnership, in this case he must have authority to refer the arbitration dispute concerning the business of the partners admitting execution of the partnership agreement or a power of attorney.
 - iii) Constituted attorney of the firm if it is a company.
- 33 The tender is liable to be ignored if complete information is not given therein or if the particulars in the schedule to the tender not fully filled in. Specific attention must be paid to the General Conditions of the Contract as the contract entered into would be governed by them.

N.B:

1. In case of a copy of the partnership agreement or general power of attorney, in either case attested by Notary should be furnished unless or affidavit on stamp paper of all the partners admitting execution of the partnership agreement of the general power

of attorney should be furnished.

2. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender form and all the other related documents must be signed by every partner of the firm.
3. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to **warranty** that he has authority to bind with other and if, on enquiry it appears that the person so signing has no authority to do so, the ICAR-CIPHET may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

4. Delivery of tender:

Tenders should be submitted/uploaded by the bidder in same covers as per CPP portal format and also send hard copy only of EMD and tender cost by Regd./Speed post addressed to Director, ICAR-CIPHET, Ludhiana or should be put in the Tender Box kept in the office in person not later than the due date and time to authenticate the genuineness of documents uploaded. If the scheduled date is declared as holiday, the delivery of tender & opening will be on next working day at the same time. Hard copy of financial bid & BoQ should not be sent to the office in any case until & unless asked to do so. It is the sole responsibility of bidder to ensure that all its documents are uploaded correctly as per procedure of CPP portal hence; bidders are suggested to recheck all the documents that are uploaded carefully. In case of any technical problem related to uploading documents decision of Competent Authority in accordance with rules of CPPP shall be final.

5. Validity of tender

Intending agencies/firms should note that their offers should remain open for acceptance for 90 days from the date of opening of tender. If the contractors are unable to keep their offers open for the specified period, they should specifically state in the tender form the period up to which they want their tenders to remain open for acceptance. In the absence of such specifications in the tender, it will be presumed that their offers will remain open for acceptance for the period as specified in the schedule. **NB:** Tenders with vague and indefinite expressions such as "subject to immediate acceptance" will not be considered.

6. Opening of tenders:

The bid will be opened on 27.11.2018 at 02.30 PM on the CPP Portal.

7. Rates:

The bidder should quote his rate in lump sum for per month and then a total for contractual period in the Financial Bid-bid/price schedule (Annexure IX). **These rates will be inclusive of minimum wages as notified by the GOI, Min. Labour for the persons engaged in Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled) and/or concerned State Govt. whichever is on the higher side and revised from time to time with all other statutory obligations payable under labour laws like EPF, ESI, VDA, Weekly off/Leave Compensation. The quoted amount should be inclusive of GST and Service Charges of the Contractor. No request for alternation of the rates in the**

event of revision of VDA by GOI or Concerned State Govt. from time to time once quoted will be entertained within the period of contract in any case. The rates quoted for job contract in Tender to be given both in words and figures failing which the same is liable to be rejected.

8. Right of Acceptance:

This office does not pledge itself to accept the lowest tender and reserves the right of accepting/rejecting the whole or any part of the tender.

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GENERAL CONDITIONS OF CONTRACT

1. Definitions

In this contract, the following terms shall be interpreted as indicated:

“ICAR-CIPHET” means ICAR-Central Institute of Post Harvest Engineering & Technology, Ludhiana/Abohar (a Principal Employer for hiring manpower)

“Contractor/Tenderer/Service Provider” means the Contractor, a firm/agency, who intends to provide manpower on contract basis to ICAR-CIPHET.

“Contract” means a legal agreement entered into between the ICAR-CIPHET and the Service Provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

“Contract Price” means the price payable to the Service Provider under a contract for the full and proper performance of its contractual obligations.

“Manpower” means **Un-skilled/ Skilled/ Highly-skilled labour** to be provided on job contract.

“Service” means all the manpower which the Service Provider is required to provide to the ICAR-CIPHET in terms of a contract.

2. Application

These General Conditions of Contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract.

2.1 In case the tenderer wants to furnish in a separate covering letter any additional information/particulars or quote conditions (e.g. those relating to allowance, discount, rebate, etc.) which cannot be accommodated in the tender form an indication to that effect should be given in the tender form by means of a note. In the absence of such indication to that effect should be given in the tender form the contents of the covering letter will be ignored in consideration of tender.

2.2 Tenderers must give specific answers of the following question. Tenders containing equivocal or evasive will be ignored.

- i) Whether services offered conform to particulars quoted in the schedule (Annexure V), if not, details of deviations must be stated here.

3. Conditions of Contract:

As contained in General Conditions of Contract, schedules and annexures to the tender are attached herewith.

Terms & conditions of the tendering firms/agencies not appearing in the body of the tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to the Invitation to Tender and Instructions to Firms/Agency. In case any term & conditions of contract applicable to this Invitation to tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.

4. Security Deposit

4.1 The successful firm/agency will have to submit acceptance letter on receipt of job contract letter and deposit a security amount equivalent to **10% of the total contract value** in the office of the ICAR-CIPHET valid upto two months after the date of completion of all contractual obligations. In the event of non-deposition of the same, it will be presumed that the contractor is not interested to undertake the job contract, as such; the Earnest Money will be forfeited.

4.2 No interest will be paid for security deposit. The security deposit amount will be refunded only after completion of all contractual obligations satisfactorily.

5. Payment

The payment shall be made in the first week of every succeeding month by the contractor. The Contractor/firm shall send its claim (with relevant documents, as required) to the Director, ICAR-CIPHET, Abohar. Before claiming the payment, the Contractor/Firm shall ensure that all the contractual obligations like minimum wages, deposition of EPF & ESI etc. have been duly fulfilled.

The contractor will solely responsible for compliance of various statutory obligations (inclusive the financial liabilities like revision of minimum wages etc.) under the contract labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, ESI, EPF & MP Act, Industrial Dispute Act & all the laws and rules as applicable from time to time during the period of contract. The service provider will have to maintain EPF/ESI account of each person deployed at ICAR-CIPHET, Abohar and submit the ESI/EPF/GST documents of the proceedings month while producing the bill of current month. In no case, CIPHET will be responsible for any liabilities/ suits/litigation or otherwise/obligations/commitment/liability to any party(ies) or person (s) whatsoever.

The contractor shall have to deposit separate challans of EPF/ESI /GST in respect of ICAR-CIPHET, Ludhiana on monthly basis. Combined challans shall not be accepted. The challan must indicate the individual details of the ESI, EPF etc. deposit of the manpower deployed by the contractor.

6. Termination of Contract

The ICAR-CIPHET, without prejudice to any other remedy for breach of contract, may by written notice of default sent to the Service provider, terminate the contract in whole or in part, if the Service Provider fails to provide the services or fails to perform any other

contractual obligation(s) within the time period specified in the contract given by ICAR-CIPHET.

Director of this 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.

7. RiskClause:

ICAR-CIPHET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause 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 rising a separateclaim.

8. Liquidateddamages

In case of any occurrence of theft incident during the period of contract or the deployed person of the contractor during the course of their duty damages, destroy, defaces or spoils any of the properties of ICAR-CIPHET, the contractor will be held responsible for the same to the extent of financial liability and the same shall be recovered from the contractor's bill or Security deposit, subject to minimum of Rs.500/-.

9. Performance ofEvaluation

- 9.1 The Successful contractor will have to enter into a detailed contract agreement deed with ICAR-CIPHET on Non-Judicial Stamp Paper of appropriate value before commencement of work. The quality assurance of the contractor should be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports from the committee constituted by the CompetentAuthority.
- 9.2 The contractor and all his staff deployed for contract work will be under the supervision of the Competent Authority of this Institute.
- 9.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, GST etc. shall be maintained by the Contractor at his own cost and submit regularly to the office alongwith his claim forpayment.
- 9.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of ICAR-CIPHET, Abohar or do anything which may cause unnecessary disturbance or inconvenience to ICAR-CIPHET, staff on duty.

10. Resolution ofdisputes

- 10.1 If any dispute or difference of any kind shall arise between the ICAR-CIPHET and the Contractor/Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutualconsultations.
- 10.2 If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the ICAR-CIPHET or Contractor/Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 10.3 All question disputes or differences under in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of Tender is issued, issituated.

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PRE-REQUISITE/REQUIREMENT OF THE SERVICE CONTRACT

1. Tender must be from reputed registered Contractors/Service Providers having **two-three** years' experience and expertise of work in Govt./PSU/Private organizations.
2. The Agency/Contractor should have valid PAN/ESI/EPF/GST number etc. on the date of opening of tender.
3. Tender should be submitted only on CPP portal <https://eprocure.gov.in/eprocure/app> after downloading through GOI CPP Portal or from our website <http://www.ciphet.in>. However, documents of cost of Tender and EMD duly filled in a sealed envelope may be sent in the name of Director, ICAR-CIPHET, Ludhiana or put in the tender box kept in the Purchase Office and ensure that the same is received in the office within stipulated time. Required documents received after the due date and time will not be accepted and returned in original. EMD and tender fee received after the due time and date will not be accepted and returned in original. This office will not be responsible for any postal delay.
4. Tender shall be opened on the given date and time by the authorized digital signatory.
5. Conditional and tenders without earnest money will be liable to be rejected.
6. The Director, ICAR-CIPHET, Ludhiana does not bind himself to accept the lowest tender and reserve the right to accept or to reject any of all the tenders received without assigning any reason.
7. In case, the successful firm/agency fails to arrange to provide required services within the stipulated time/period, the EMD shall be forfeited and no correspondence in this regard will be entertained.
8. The firm/agency is required to submit the photocopies duly signed & stamped of the following documents with the tender (Technical bids) so as to consider the eligibility of the contractor failing which tender will be liable to be rejected:
 - **Valid registration of the firm from any registration agency of State/ Central Govt. under Contract Labour (Regulation & Abolition) Act, 1970.**
 - EPF & ESI registration certificate issued by concerned departments.
 - PAN & GST registration certificate issued by concerned department.
 - ITR for last 2 Years.
 - A list of work orders awarded in favor of the firm/contractor by the different Govt./PSU/Private organization during the last three years.
 - Certified copies of the satisfactory services provided by the Agency.
 - Declaration/ certificate, that the firm is not banned/ blacklisted by any Govt./ Private Organisation.
9. *The firm/Contractor must enclosed the performance /experience certificate from the Department /office concerned for rendering of work of office automation & supporting services for the last three years.*
10. The Institute will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The contract will be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under the labour laws.

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SCHEDULE OF JOB REQUIREMENT

Requirement of office automation/supporting services round the year-w.e.f. 01.01.2019

Sr. No.	Description of work/job	Manpower with category
1	Office automation and supporting services DDO Section:- to assist in typing work, computer work, maintenance/movement of register and files pertaining to the section, bank work, Data digitization work etc.	01 Highly skilled
2	Office automation and supporting services Purchase & Stores Section:- to assist in typing work, computer work, maintenance/movement of register and files pertaining to the section, diary and dispatch work etc.	01 skilled
3	Office automation and supporting services Library:- to assist in typing work, computer work, maintenance of library books/journals/newspapers etc.	01 skilled
4	Office automation and supporting services AKMU:- to assist in typing work, computer/internet system, maintenance of project/divisional reports etc.	01 skilled
5	Research activity/laboratory work:- 1. preparation of media and other lab works 2. Cleaning of Glassware, Labs Instrument	03 skilled
6	Water supply: Maintenance of water supply work for operating and maintenance of water supply to office and residential building.	01 skilled
7	Trainee Hostel/Guest house work:- Head cook and Assistant cook for cooking food and attending visitors/trainees	01 skilled 01 unskilled
8	Estate work: Electrician -B class for assisting in electrical repair and maintenance of residential, non-residential building, street light, pump house, Generator set power supply etc. Plumber: for maintenance of plumbing work of the campus. To assist in day to day plumbing work, electrical repairs of the campus. To assist in day to day maintenance of petty civil works in the campus	01 skilled 01 skilled 01 Un-skilled
9	Workshop: 1 Welder: for welding & fabrication work. 2 Machinist: to assist in operation of workshop machines and fabrication work of various prototypes/machines 3 To assist in cleaning of machines & to assist in fabrication work	01 Highly skilled 01 skilled 01 Unskilled
10	Agro Processing Centre:- To assist in day to day running as well as maintenance of Agro Processing machines. To assist in manufacturing of value added products and other activities of Agro Processing Centre	01 unskilled

TERMS & CONDITIONS FOR DEPLOYMENT OF ABOVE MANPOWER

1. The Contractor/Bidder will supply a list of 2-3 times no. of eligible candidates for each item of job with their resumes to the Institute after award of job contract. The Institute shall select the candidates on the basis of their test/skills at its own and submit a final list of selected candidates to the Contractor for deployment for execution of job work. However, the staff already deployed will be given preference over the new ones.
2. The deployed workers for these job works should be within the age group of 20 to 40 yrs. with good health & clean record. The preference will be given to the candidates having experience in the relevant field.
3. The deployed manpower to complete the job should be well mannered & behaved and in case the conduct or performance of the person provided by the Contractor is not up to the satisfaction of Institute in that case the Contractor will have to provide the substitute in his place.
4. The deployed personnel(s) for this job work should be professionally trained and qualified to undertake the work as required. In case, the contractor failed to provide requisite services as per the contract or if there is lapse/negligence in executing the work by any worker, the Director will be at liberty to initiate such action, as deemed fit, to overcome the aforementioned lapses or negligence, and the same would be done at the cost of the Contractor without any notice and remuneration for the period.
5. In case, any deployed persons for job work of the contractor suffer by any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such employee for medical expenditure and or expenditure incurred for rehabilitation and ICAR-CIPHET would have no liability towards damages claimed by such employee.
6. The contractor is bound to maintain the services of the deployed personnel in the contract. In case he fails to operate or maintain the services either through willful absence of his staff, negligence, incompetence, failure or otherwise, the Director, ICAR-CIPHET reserve the right to terminate the contract and recover the such amount of expenditure incurred to rectify the lapse or deduct the necessary amount for the lapse as deems fit from the bill of the contractor.
7. The contractor will ensure that all the deployed personnel are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties. The Director, ICAR-CIPHET reserves the right to reject any person provided by the Contractor without assigning any reason and the contractor will make arrangement for immediate replacement for such staff.
8. The GST or any other tax which is as per rule of the Central/State Govt. shall be the deposited in the concerned departments. The ICAR-CIPHET will deduct applicable TDS/Surcharge under Section 94-(C) of the Income Tax Act, 1961 from the Contractor as per rules.

9. The Service Provider shall abide by the provision of the Minimum Wages Act and comply with all legal requirements of Contract Labour & Abolition Act, 1970.
10. In case of concealment of any information/fact while submitting tender for job contract for providing manpower and any breach of above terms & conditions, the contract will be liable to be terminated. In that case the Contractor will be debarred for **Three Years** and will not be permitted to participate in any contractual work of the Institute.
11. The successful Contractor/Agency will have to enter into an Agreement Deed on Stamp Paper for execution of job contract on the above terms & conditions of the contract before the start of job contract.
12. The contractor will make the **payment of wages from his own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, and other documents i.e. copies of challans of EPF, ESI etc along with monthly bill to this office for payment. The office will release the payment within 15 days.** He will maintain the record of ~~wages paid, attendance,~~ EPF, ESI, deposition and submit such record to the authorized Officer of the Institute regularly every month along with the bill. The GST or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments. The ICAR-CIPHET will deduct applicable TDS/Surcharge under Section 94-(C) of the Income Tax Act, 1961 from the contractor as per rules.
13. The ICAR-CIPHET will deduct applicable TDS/Surcharge under Section 94 -(C) of the Income Tax Act, 1961 from the Contractor as per rules.
14. The Contractor shall abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining license under Contract Labour (R&A) Act, 1970 and other Labour laws applicable to him from time to time.
15. The contractor will have to pay minimum wages as prescribed by concerned GOI, Min. of Labour/State Govt. whichever is on the higher side, to the persons deployed for **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled)** service and arrears of increase in VDA/wages, if any, from time to time.
16. In case of concealment of any information/fact while submitting tender for **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled)** work and any breach of above terms & conditions, the contract will be liable to be terminated. In that case the Contractor will be debarred for **Three Years** and will not be permitted to participate in any contractual work of the Institute.
17. The successful Contractor/Agency will have to enter into an Agreement Deed on Stamp Paper for execution of job contract on the above terms & conditions of the contract before the start of job contract.

TECHNICAL BID

**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Byee Pass, Road, Abohar-152116**

OFFER/BID FORM

From:

Dated _____

Shri/M/s _____

Address: _____

_____ Ph.No. _____ FAX No.

_____ Mob.No. _____

To

The Director,
ICAR-Central Institute of Post Harvest Engineering & Technology,
PO: PAU, Ludhiana – 141 004 (PB).

Ref: Your tender document No. _____ Dated _____

Dear Sir,

Having been examined the above mentioned tender document, including addenda 16 Nos., the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled)** in conformity with the said tender documents and agree to hold this offer upto _____ on the rate/sum as shown in the Rate Schedules, attached herewith and made part of tender this document. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if our offer is accepted, I/We shall provide **Office Automation and Supporting services (Un-skilled/ Skilled/ Highly-skilled)** in accordance with the Service Schedule specified in the Schedule of Job Requirement after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this

tender: 1. _____

2. _____

3. _____

Yours faithfully

Signature of tenderer with seal

TECHNICAL BID**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Bye Pass, Road, Abohar-152116****QUESTIONNAIRE**

CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE". CONTRACTORS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE OFFER WILL BE LIABLE TO BE IGNORED.

1.	Tender Serial No./F.No. & Date	6-16/2018/P&S/CIPHET/Abh/ Dated 02.11.2018
2.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
3.	Registration No. of the Firm/Agency (Attach proof)	
4.	What is your PAN No.(Attach attested copy)	
5.	What is your GST (Attach attested copy)	
6.	What is your EPF code No.? (attach attested copy)	
7.	What is your ESI code No.? (attach attested copy)	
8.	Details & Amount of EMD enclosed	AmountRs. _____ D.D.No. _____ Dt. _____
9.	List of documents submitted with the tender	1. 2. 3. 4.
10.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness
of the witness

Signature of Authorized person Address
for and on behalf of bidder/firm

Annexure:VIII

To be returned with tender

TECHNICAL BID

**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
MaloutHanumangarhByee Pass, Road, Abohar-152116**

DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST TWO- THREE YEARS

S. No.	Name of the Deptt./Organization with phone Nos.	Period	No. of Persons deployed	Enclose performance certificate issued, if any by the Deptt.
1				
2				
3				
4				
5				

Signature of the contractor with seal

FINANCIAL BID**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Bye Pass, Road, Aboahar-152116**

FORMAT OF BID/PRICE SCHEDULE

Sr. No.	Item of job	Approx.* Requirement	Consolidated monthly charges per job in (Rs.) inclusive of wages, time to time increase in VDA, all statutory obligations like EPF, ESI and including GST and Services Charges for volume of work at one point.	Total (Rs.)
1.	Office automation and supporting services DDO Section	01 Highly skilled	<i>Rates must be quoted separately in BOQ only.</i>	
2.	Purchase & Stores Section	01 skilled		
3.	Library	01 skilled		
4.	AKMU	01 skilled		
5.	Research activity/laboratory work	03 skilled		
6.	Water supply:.	01 skilled		
7.	Trainee Hostel/Guest house work	01 skilled 01 unskilled		
8.	Estate work: <u>Electrician</u> <u>Plumber</u> <u>Helper</u>	01 skilled 01 skilled 01 Un-skilled		
9.	Workshop	01 Highly skilled 01 skilled 01 Unskilled		
10.	Agro Processing Centre	01 unskilled		

Grand Total for total jobs (Sr. 1 to 10) for one month

In Figure: _____

In Words: _____

Grand Total for total jobs (Sr. 1 to 10) for one year:

In Figure: _____

In Words: _____

Signature of the Contractor

Full Address:.....

.....

Contact No.

SEAL of the Contractor

Note: The above quoted amount/rates are inclusive of minimum wages, VDA, GST, Service Charges and all statutory obligatory liabilities viz. EPF, ESI etc. payable under the laws. The Contractor should

ensure rates foreseeing all the liabilities as increase whatsoever. Since, no increase will be accepted by this department during the contract period.

FINANCIAL BID**ICAR – CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
Malout Hanumangarh Bye Pass, Road, Abohar-152116****DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER**

1. I/We agree to keep the offer of this tender valid upto 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD will be forfeited to Director, ICAR-CIPHET, Ludhiana/Abohar.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to Director, CIPHET, Ludhiana based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, ICAR- CIPHET, Ludhiana upto the submission of acceptance of contract award letter and **10% Security deposit.**
5. If upon written intimation to us by the Director, ICAR-CIPHET, Ludhiana, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agrees to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/we, agrees to discharge all the legal obligations of the employees engaged by me/us in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act. Industrial dispute act etc. as applicable.
8. I/We have fully understood that the written agreement to be entered between us and ICAR-CIPHET shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ICAR-CIPHET.

Dated: _____

Signature of Contractor & Seal
Address:_____
Contact No. _____