



F. No. 6-10(37)/NIANP/CDN/MP/2019-20

Dated: 31-07-2019

E-Procurement Tender Notice

ICAR-National Institute of Animal Nutrition and Physiology (NIANP), Bengaluru is a public funded research organization under Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India.

For and on behalf of the Secretary, ICAR, the Director, National Institute of Animal Nutrition and Physiology, Bengaluru invites bids in online through e-tenders from reputed firms for providing Housekeeping and Manpower services on contract basis to this Institute as mentioned below:

Sl. No.	Name of the Item	EMD	Tender ID
1	Providing Housekeeping and Manpower services	₹ 50,000	2019_DARE_491042_1

A complete set of bidding documents in English may be downloaded from our Website: www.nianp.res.in or CPP Portal <https://eprocure.gov.in>.

Other detailed terms and conditions are available on our website.

Date of start of sale of bidding documents	:	31 July 2019
Pre bid conference	:	16 August 2019 @ 11.30 Hrs.
Last date of submission of bids	:	28 August 2019 @ 17.00 Hrs.
Date of opening of Technical Bids	:	30 August 2019 @ 11.30 Hrs.
Date of opening of Financial Bids	:	After evaluation of Technical bids

Administrative Officer

IMPORTANT NOTE:

1. The documents can be downloaded from ICAR-NIANP website www.nianp.res.in or from the Central Public Procurement Portal <http://eprocure.gov.in>. Bidders should also enroll/ register in the e-Procurement module of central Public Procurement Portal through the website <http://eprocure.gov.in>. for participating in the bidding process. Bidders must possess a valid Digital Signature (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids any other form sent through sealed cover/email/post/Fax etc, WILL BE REJECTED.
3. ICAR-NIANP reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. ICAR-NIANP will not be responsible for any delay in enrolment/ registration as bidder or submitting/uploading the offer on tender portal. Hence bidders are advised to register in e-tendering website <http://eprocure.gov.in>. and enroll their Digital Signature Certificate upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit the ICAR-NIANP website for updates.
6. Bidders are should also upload the scan copy of signed tender documents and acceptance letter.
7. The original Demand Draft drawn (Hard copy) for the EMD separately should reach this office on or before the opening of the technical bid failing which uploaded bid will be rejected.

NATIONAL INSTITUTE OF ANIMAL NUTRITION & PHYSIOLOGY, ADUGODI,
BANGALORE – 560 030.

F. No. 6-10(37)/NIANP/CDN/HK&MP/2018-19

Date :29-07-2019

TENDER No.2/NIANP/CDN/JULY/2019

Manpower on Outsourcing

Invitation to tender for engagement of agency for providing manpower on outsourcing basis for ICAR-NIANP, Adugodi, Bengaluru and instructions containing terms and conditions governing the work contract for providing housekeeping/manpower allied services

A.	Cost of Tender Form	:	Rs.1000/-
B.	Pre bid conference	:	16 th August, 2019 @ 11:30 hours
C.	Last date and time of receipt of Tenders	:	28 th August, 2019 @ 17:00 hours
D.	Date and time for opening technical bid	:	30 th August, 2019 @ 11.30 hours
E.	Date and time for opening financial bid	:	will be intimated after evaluation of the technical bid.
F.	Tender to remain open for acceptance upto 90 days from the date of opening		
G.	The Tender document is also available at our website: nianp.res.in		

On behalf of the Director, ICAR-NIANP, Adugodi, Bengaluru-30, tenders are invited **through on line mode only in two bid system** from the ISO certified/other reputed company/contractors for Annual Contract for engagement of agency for providing Manpower on Outsourcing basis for providing housekeeping/manpower allied services to ICAR- NIANP, Adugodi, Bengaluru-30, which is a research Institute under ICAR, New Delhi.

The last date for submission of bids in the ICAR-NIANP is 28th August, 2019 till 17.00 Hrs. The intending contractors are requested to attend pre bid conference on 16th August, 2019 at 11.30 am to know about the details of work to be done and eligibility criterion for the contractor. Examine thoroughly the Tender documents containing instruction to bidders, general conditions of contract, pre-requisite / requirement of the Tender, schedule of job requirement, (as enclosed) and submit the tender in the prescribed offer/bid form, questionnaire, format of rate schedule and declaration (Annexure's enclosed) along with the necessary documents as required to be enclosed along with the tender.

The bids (Technical) shall be opened on **30th August, 2019 at 11.30 am** in the committee room of ICAR-NIANP, Adugodi in the presence of representatives of the firms who may also be present if they so wish at the time of opening of bids and the Financial Bids of those which are Technically responsive bids only will be opened on specified date and time with advance intimation to the Bidders.

1. The terms and conditions of the contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by NIANP and the special terms & conditions detailed in the tender form and its schedules. Please submit the tender through online mode only if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of Rs.50,000/- (Rupees: Fifty Thousand only) and tender fee Rs.1000/- (Rupees One Thousand only) must be handover in the form of Draft/Pay Order to ICAR Unit-NIANP A/c and submit the copy alongwith tender for through online. The particulars of the earnest money deposited must also be subscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the technical bid of the tenders.
3. The rates must be submitted in the prescribed format the break-up of monthly charges to be claimed along with EPF and ESI and statutory charges also to be enclosed.
4. The tenderer is being permitted to tender in consideration of the stipulation on his/her part and after submitting his/her tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the forgoing stipulation, EMD amount will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of EMD deposited by the tenderer will be refunded to after he/she has applied for the same, in the manner prescribed by the Institute.
5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it appears that the persons so signing without authority, the Institute will cancel the contract and hold the signatory liable for all costs and damages. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tender(s).
7. If tenderer does not accept the offer, after issue of letter of award by the Institute within 7 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.

8. The tenders (Technical bid) will be opened on **30th August, 2019** at 11.30 hours at ICAR-NIANP, Bengaluru and the Financial Bids of those which are technically responsive bids only will be opened on specified date and time with advance intimation to the Bidders through any mode of communication.
9. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender on the notified date. The name and address of the representative who would be attending the opening of the tender on behalf of the tenderer should be indicated in tender.
10. An amount of 10% contract value of fourteen months should be deposited as a security money/performance guarantee. The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the Agency. No interest will be paid on the security money deposited with the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. The Director, ICAR-NIANP, Bengaluru 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.
12. Decision of the Director, ICAR-NIANP 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 dispute shall be referred to the sole arbitrator to be appointed by the Director, NIANP. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
13. Acceptance by the Institute will be communicated by Fax, Express letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the Express letter etc. should be acted upon immediately.
14. The validity of the contract is only for a period of one year extendable with mutual consent only for another period of 6 months.
15. The tender shall be valid for a period of 90 days from the date of its opening.
16. Price-Bids shall be opened only when the Technical Bid is found qualified and comprises of EMD & other relevant documents.
17. Successful tenderer will have to execute an agreement on Non-Judicial Stamp Paper of appropriate value before the commencement of work as per the terms and conditions stipulated in the tender document.

18. The contractor shall not sub-contract the services of personnel sponsored by them.
19. The Contractor shall have to furnish all the information required by ICAR-NIANP to fulfill the requirements of the concerning Acts, and in the Form so prescribed.
20. The Contractor shall be responsible to compensate the loss of any kind to ICAR-NIANP caused due to theft, damage or negligence of his personnel.
21. All the persons deployed shall carry identity cards issued by the agency, perform their duty in proper uniforms and maintain a smart turn-out. The agency shall, at its own cost, provide uniform to the personnel.
22. In case of revision of VDA is enhanced by the Competent Labour Authority the revision of rates may be considered following the minimum wages on mutually consented terms. However, the decision of the Institute in this regard will be final.

The following documents are required to be enclosed with the Technical bid (Schedule 2) of tender.

- a. Certificate of Registration under the Work Contract Act of the Govt. of Karnataka
- b. Proof of turnover of the firm, not less than Rs. 50,00,000/- (Rupees Fifty Lakhs only) during the last financial year.
- c. Last three years continuous experience of the firm in the field of providing such services in Central/Govt.establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.(Annexure-I)
- d. Certified Balance Sheet of the firm (for last year of the service) certified by the Chartered Accountant.
- e. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
- f. Certificate of Registration under the Work Contract Act of the Govt. of Karnataka
- g. Employee EPF registration certificate issued by local govt. etc.
- h. Employee ESI registration certificate issued by local govt. etc.

- i. The contractor/agency must have a registration with the Central Labour Commission Bangalore as per Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- j. No. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos (staff/Supervisions) required with their ESI & EPF contributions. Documentary proof may be attached.
- k. GST/Service tax registration certificate issued by Govt. etc.
- l. Successful tenderer will have to enter into a detailed contract agreement with NIANP on non-judicial stamp paper of Rs 200/- (Rupees Two hundred) for the work.
- m. The financial bid of those firms who qualify in the technical bid will only be considered.

Note: The technical bids and financial bids may be submitted in separately.

- 23. The NIANP reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof.

Yours faithfully,

For and on behalf of the Director
N.I.A.N.P., Adugodi, Bangalore

TERMS AND CONDITIONS;

1. Based on the requirement of each job as in Annexure-I, the agency shall arrange for skill Test / interview of the candidates in presence of nominated officers from this station and the candidates selected through interview arranged by the agency should be deployed at NIANP, ADUGODI. In case the Institute in its discretion finding any person so deployed as not desirable or found not suitable for whatever reasons in the sole discretion of NIANP, ADUGODI and upon being notified by NIANP, ADUGODI, the agency shall be liable to withdraw such persons forthwith and substitute by a person acceptable to the NIANP.
2. The Agency should provide regular and prompt service with proper supervision. Alternative arrangements are to be made by the Agency whenever the deployed personnel absent / fail to attend to the work.
3. Changing of staff/supervisor should be intimated to the Officer, Incharge, (Maintenance) NIANP.
4. The Director, ICAR-NIANP, Bengaluru reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, ICAR-NIANP shall be final and binding on the contractor/agency in respect of clause covered under the contract.
5. The personnel shall be available for work on all office days from 8 a.m. to 5 p.m. or as per timing fixed by the ICAR-NIANP authority. However, depending on the exigencies of work, the personnel may be required to work late beyond office hours or on closed holidays for which they will be compensated. The personnel deployed should also maintain discipline and decorum in the premises of the Institute.
6. The workers provided should be capable of reading and writing Kannada and understand English.
7. The agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed work for the ICAR-NIANP. All the persons deployed by the agency will be the employees of the agency and in no case they will have any employee- employer relation with ICAR-NIANP.
8. The ICAR-NIANP, ADUGODI shall have no liability whatsoever towards any other personnel or equipment of the agency. All statutory requirements for the workmen are to be borne by the agency and shall be sole responsibility of the agency.
9. The agency shall not sub-contract the services of personnel sponsored by them.

10. The ICAR-NIANP, ADUGODI reserves the right to award the work in full or in part to any agency and also terminate the contract at any stage if the performance of the agency is not found to be satisfactory.
11. The tenderer should quote rates keeping in view of CENTRAL MINIMUM WAGES (Agriculture) with a statutory benefits, service charges and other charges if any both in Schedule- I compulsorily.
12. The contractor shall keep a Complaint Register with his Supervisor and it shall be open to verification by the authorized officer of NIANP for the purpose. All complaints should be immediately attended by the Agency.
13. Uniform / Protective items should be provided by the agency with colour specifications and pattern (approved by NIANP) to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
14. The ICAR-NIANP, ADUGODI is not bound to accept the lowest quotation and/or assign any reason for rejecting any or all the bids.
15. The agency will be required to deposit performance bank guarantee for an amount of **10% of the total value of the order should be deposited in the form of performance guarantee as Security Deposit** immediately from the date of award of contract towards security deposit.
16. Minimum turnover of the firm not less than **Rs.50.00 Lakhs** only during the last Two Financial year.
17. The agreement is terminable with one month notice on either side.
18. The contractor shall not sublet the work.
19. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
20. The selected agency shall provide the necessary personnel for NIANP as per Labour Acts in force. The agency shall employ good and reliable persons with robust health, in the age group of 21 to 45 years. In case any of the personnel provided is not found suitable by the Institute, the Institute shall have the right to ask for replacement without giving any reason thereof and the agency, on receipt of a written communication, will have to replace such persons immediately.

21. The persons so provided by the agency under this contract will not be the employees of the ICAR/Institute and there will be no employer-employee relationship between the Institute/ICAR and the person so engaged by the contractor in the aforesaid services.
22. Payment for service on contract will be made monthly upon submission of pre-receipted bill with the enclosure.
23. The rates to be quoted should include cost of each and every item including manpower cost and taxes etc. The NIANP shall not bear any extra charge on any account whatsoever i.e. EPF contribution, uniform, liveries, OTA etc.
24. 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 the Director, NIANP shall be final and binding on the contractor.
25. Income Tax will be deducted from the payments due for the work done, as per rule.
26. Changing of supervisor/staff should be intimated to the Officer Incharge, Maintenance.
27. The contractor must employ adult labour only, Employment of child labour may lead to termination of contract.
28. 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.
29. **The material will be provided from Institute.**
30. Risk Clause: NIANP 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 S.D. or pending bills or by rising a separate claim.

31. Three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular Form.
32. Certified Balance Sheet of the firm for the previous Two years of the service contract by the Chartered Accountant.
33. Successful Tendered will have to enter into a detailed contract agreement with ICAR-NIANP, ADUGODI on Non-judicial stamp paper of Rs. 200/- (Rs. Two Hundred Only) as per terms and Conditions reflected in the tender document.
34. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency must disclose declaration at the time of submission of bid.
35. The Agency will make payment to the staff on a monthly basis as per the labour act 1970 and any changes there off by 5th without waiting for payment from Institute each month in the form of cheque/electronic transfer.
36. The IT deducted at source and such other taxes levies as are required by law to be deducted shall be deducted from the charges payable to the agency.
37. The agency shall furnish details of disbursement of Previous month made to the staff indicating the amount of remuneration received from ICAR-NIANP against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee' share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting the claim for the next month. The proof of payment of statutory obligations such as ESI, EPF etc., and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, only then subsequent bill of the agency will be passed for payment.
38. GST/Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-NIANP will" not entertain any claim whatsoever in this respect. However, any other which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

39. 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.
40. The personnel's so deployed 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.
41. Changing of Staff should be intimated to Head of Office / Director, ICAR-NIANP, ADUDOGI
42. The Principal Scientist & Head, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director IIHR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
43. The staff provided should also maintain secrecy and discipline in the premises of Institute.
44. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NIANP, ADUDOGI for the purpose. All complaints should be immediately attended to by the Agency.
45. The agreement is terminable with one month notice on either side.
46. The contractor shall not sublet the work.
47. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
48. The selected agency shall provide the necessary personnel's for at ICAR-NIANP as per labour acts. 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/ Council, the Institute / Council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
49. The persons so provided by the agency under this contract will not be the employee of the Council / Institute and there will be no employer-employee relationship between the Council / Institute and the person so engaged by the contractor in the aforesaid services.

50. Payment for service contract will be made monthly upon submission of pre-receipted bill.
51. The Contractor is required to visit and inspect the work regularly at least once in a week with prior intimation to ICAR-NIANP. He shall also meet the concerned officer in ICAR-NIANP once in a fortnight to enquire the level of performance and note down remarks in the daily dairy to be maintained by the contractor thereon. He shall immediately ensure to rectify shortcomings which may be brought to his notice.
52. Payment of **Service Charge** will not be enhanced during the tenure of the contract in any case whatsoever.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not upto the mark in any section, it will be brought to the notice of the supervisory staff of the firm by NIANP and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. The Director, ICAR-NIANP reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefore. The decision of Director, NIANP shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Evaluation of BIDS

The bids must contain the information as required in the format prescribed Schedule –I. The bids which do not contain the information as desired or are not supported by necessary documents will be treated as non-responsive and will not be evaluated. Only those bids will be evaluated which are determined to be substantially responsive and meet the requirements set forth

Validity of Bids:

The rates are to be quoted in the prescribed format Schedule- I with reference to Annexure-I-A

- i) Overwriting or erasing in the bid documents shall render the same invalid.
- ii) The bids shall be valid for a period not less than 90 days after the deadline for submission of bids
- iii) The rates quoted will not be subject to any revision during the currency of the contract.

ELIGIBILITY CONDITIONS:

1. Annual turnover of Rs.50.00 Lakhs minimum.
 2. Registration with GST/Service Tax Department.
 3. Registration with Central Labour Commissioner.
 4. Registration with EPF department.
 5. Registration with ESI department.
 6. Registration of the establishment under shops and establishment act., and also under work contract act.
 7. Valid license issued by the office of the Central Labour Commissioner for providing Manpower on Outsourcing basis.
 8. Experience of undertaking Manpower on Outsourcing basis in the previous year for contracts of Rs.50.00 lakhs or more.
 9. Client list.
 10. Registration with Income Tax department (copy of PAN & IT returns for last three years).
 11. The Agency should enclose copies of the payment made to its existing Manpower on Outsourcing basis Personnel for the last two months in terms of salary through Bank, and EPF/ESI payment to them, in support of the condition (individual statements to be enclosed).
 12. The service charges quoted by the tenderer must be reasonable and satisfactory.
 13. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency must disclose declaration at the time of submission of bid.
- 14. The above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case any of the mandatory information is not furnished along with the valid supporting documents, the Technical Bid is liable to be rejected. Only those Technical Bids which are found to be responsive, the Financial Bid will be opened on specified date/time, fixed by the office with advance intimation to the responsive bidders through the website or any other mode of communication.**

Mode of payment:

- i) The agency shall submit monthly bills along with list of workers engaged and their individual bank accounts with proof of depositing the wages amount to their accounts.
- ii) While submitting the 2nd month bill onwards the agency must provide the details of the individual account numbers of EPF/ ESI and the contribution made in their accounts pertaining to the previous month, only then the subsequent bill of the agency will be passed for payment.
- iii) The Institute shall make payment by e-banking in the bank account of the agency after deducting income tax at source only if all the above clause are complied.

ADMN. OFFICER
FOR DIRECTOR

TENDERS FOR THE CONTRACT FOR JOB WORK/HOUSEKEEPING CONTRACT
Full Name & Address of the Tenderer in addition to Post Box No. if any should be quoted in all communications to this office.

Telephone No.
Fax/Cellular No.
E.mail address:

From _____

To:

The Director,
ICAR-National Institute of Animal Nutrition & Physiology,
Adugodi, Bangalore-560 030

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for the JOB WORK/SERVICE CONTRACT FOR _____ and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I (Financial bid) to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this tender _____. The Schedules-I and II to accompany this tender are at pages _____.
4. Every page so attached with this tender bears my signature and the office seal.
5. Pay Order/DD No. _____ of Rs _____ drawn in favour of ICAR Unit-NIANP A/c, payable at Bangalore is enclosed as earnest money required.

Yours faithfully,

Signature and Seal of the Tenderer

Telephone No. Office: _____ Res: _____ Mobile: ____

Witness _____

Address _____

Occupation _____

(1) Signature of witness to contractor's signature

Address:

(2) Name & Signature of witness:

Address:

SCHEDULE-I
(Technical Bid)

Schedule to Tenders

1.	Name of the Firm/Agency:	
2.	Full Address with P.B.No., Telephone No. if any:	
3.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.	
i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer to dispute condemning business of the partnership to arbitration	
ii)	If the answer to above is in point one and two is the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners	
5.	Name and Full Address of your Bankers	
6.	Your PAN No./Circle/Ward	
7.	Any other relevant information	

PART-II

8. Earnest Money deposited: Yes/No
(if yes, give details)

9. Whether all the documents mentioned Yes/No
at Sl.No.----- of the tender form
enclosed.

PART-III

10. Name and Address of the firm's representative
and whether the firm would be representing at
the opening of the tenders:

11. Name of the Permanent Representative
to be visiting NIANP regarding the contact:

Date: _____

Place: _____

Authorized Signatory

(Please add supplementary pages to be numbered wherever needed by the tenderer)

(ANNEXURE I)

Details of Minimum 3 years experience/work done

Sl. No.	Name of the Deptt./ Organization and Name of contact person with phone no.	Period		No. of staff deployed	Remarks
		From	To		
1.					
2.					
3.					

Authorized signatory

**GENERAL INFORMATION & OTHER TERMS AND CONDITIONS OF
THE CONTRACT FOR PROVIDING ALLIED SERVICES**

Scope of work:

“Annexure-A”

I. House keeping

1. House Keeping /sanitary Service
2. Cleaning of animal sheds and maintaining the animals.
3. Harvesting cultivation and maintenance of fodder crop.
4. Maintenance and cleaning jobs of the Institute
5. Cleaning and Maintenance of Guest House

II. Manpower

1. Typing Assistance, Lab Assistance, Electrician, Office Attendants and Lab Attendants.

ANNEXURE-II

DRAFT SPECIMEN AGREEMENT

This agreement made at Bengaluru on _____ between ICAR-National Institute of Animal Nutrition & Physiology, Adugodi, Bengaluru (hereinafter called Institute) through the Director, which term shall include its successors, assignees etc. on the first part and _____ (name and address of the firm) (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the ICAR-NIANP, Bengaluru has decided to assign the annual job contract for providing _____ (nature of job) at NIANP, Bangalore to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. _____ and will remain in force for a period of one year but can be terminated by ICAR-NIANP, Bengaluru by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing _____ (nature of job) at ICAR-NIANP, Bengaluru
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the police authorities.
4. All personnel posted at premises shall at all times and for all purpose be deemed to be employee of the firm and the ICAR-NIANP, Bengaluru shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at ICAR-NIANP, Bengaluru premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The ICAR-NIANP, Bengaluru shall have the right to ask for the removal from the ICAR-NIANP premises any personnel considered by the NIANP to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ICAR-NIANP.

7. The manpower deployed by the agency should work as per the working days and timings of the ICAR-NIANP. No extra wages will be paid for attending office on weekends, holidays and late sitting.
8. Monthly consolidated charges for job/work contract for providing _____ services at ICAR-NIANP is as per terms and conditions specified and scope of work as per Schedule-II in the tender document including all the taxes viz. GST/Service Tax and other taxes as applicable will be paid to the firm by the NIANP. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the NIANP in the form of crossed cheque payment/NEFT to the firm subject to satisfactory performance/delivery of contracted job/work/services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the ICAR-NIANP, Bengaluru. The decision of the sole arbitrator shall be final and binding in respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.
12. That the firm shall issue identity card to each of the workers engaged for entry into ICAR-NIANP premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the NIANP may cancel the contract.
15. That the Firm agrees to discharge all their legal obligations in respect of their workers 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 viz. obligations under Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act, 1943, EPF, ESI and M.P. Act, 1947, etc. The Firm agrees to indemnify and keep indemnified ICAR-NIANP, Bengaluru on account of any failure to comply with the obligations under various laws or damage to ICAR-NIANP due to acts/omissions of the Firm.

16. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of ICAR-NIANP and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ICAR-NIANP against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of ICAR-NIANP.
17. The contract is subject to the conditions that the Firm shall comply with all the laws and bylaws of Central Govt./State Govt. as applicable relating to this contract.
18. In case of any loss or damage to the property of the ICAR-NIANP which is attributable to the firm, the full damages will be recovered from the firm.
19. The firm shall not transfer its right or sub-contract to anyone else.
20. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties the compensation to be given to the workers, the same shall be borne by the firm.
23. There will be surprise checking by an officer. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a coordinator for immediate interaction with the organization.
25. **The terms and conditions as stipulated in the tender documents and enclosed herewith shall be part of the agreement.**

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs 500/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not upto the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR-NIANP and if no action is taken within one hour, liquidated damages clauses will be invoked.
2. 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.

3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs 500/- per worker per day will be deducted from the bill.

The decision of the Director, ICAR-NIANP shall be final and binding on the contractor/agency in respect of any clause covered under contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name and Address of the Firm)

Director, ICAR-NIANP, Bengaluru-560 030

Witness:

1. _____

2. _____

(Annexure-A)

(A) Estate (Garden)

Sl. No.	Job Details	Unskilled	Semi-Skilled
1	To carry out various activities of the Estate section such as grass cutting, collection of uprooted weeds, disposing of waste grass and weeds watering of plats, ring preparation etc.	8	-
2	Growing Plants in poly house, hedge trimming , branch trimming, grass cutting, maintenance of lawns	-	3

(B) Estate (Maintenance)

Sl. No.	Job Details	Unskilled	Semi-Skilled
1	Cleaning of the office buildings, toilets, roads, staff quarters, garbage, collection and disposal etc.	6	-
2	Maintenance and repairing of electrical items including lights, street lights, fans etc.	-	1

(C) FPU

Sl. No.	Job Details	Unskilled	Highly Skilled
1	Harvesting of grass, making new fodder plots, cultural operation in existing fodder plots, cleaning of farm roads, fence, Maintenance of fodder trees, azolla ponds	5	-
2	Field preparation, Transport of fodder and waste from animal sheds, rotary slashing, operation of tractor-drawn implements and water tank trailer	-	1

(D) Guest House

Sl. No.	Job Details	Unskilled
1	Cleaning and Maintenance of guest house rooms, common areas, managing kitchen, cooking food and refreshments, serving and maintenance of the guest house facilities and premises.	4

(E) ELU

Sl. No.	Job Details	Unskilled
1	1) Daily cleaning of animal shed/ experimental animals which includes collection of dung, washing, loading, dung material to tractor. (10 animal sheds including cattle, buffalo, sheep, goat, layer, broiler, rat, rabbit) 2) Daily chaffing of green fodder/ straw as per need basis (Approx 1000 Kg/day) 3) Feed grinding and mixing (Approx 3500 Kg/month) weeds removal by weeds cutter 4) Maintenance of approach roads of ELU, regular pruning and maintenance of plants 5) Apart from the above, any other work as and when assigned as per need basis.	10

(F) Administration

Sl. No.	Job Details	Qualification	Unskilled	Semi-Skilled	Highly Skilled
1	Data entry work and other office works assigned by senior officers/section	PUC, Computer Typing (English/Hindi) 30 WPM, MS Office, Excel, Power Point	-	6	-
2	Dak/files distribution within the Institute and outside. Up keeping/arranging files in the sections.	8 th Pass	2	-	-
3	Assisting the works related to Establishment Section	Degree	-	-	1

(G) PME Cell

Sl. No.	Job Details	Qualification	Semi-Skilled
1	Routine day to day office works, maintenance of project files, preparation of office circulars, notes etc., assisting in conducting RAC, IRC, PMC Meeting, typing of proceedings of meeting, Maintenance of office files etc.	10+2 or graduate in any branch with experience of file management, data handling regular, regular office works etc.	1

(H) Hindi Cell

Sl. No.	Job Details	Qualification	Highly Skilled
1	Hindi Translation, typing and day to day official language related work	Graduation/ Diploma with Hindi	1

(I) Vehicle Section

Sl. No.	Job Details	Qualification	Highly Skilled
1	Drive for staff car	LMV Driving Licence	1

(J) KMBS

Sl. No.	Job Details	Qualification	Un Skilled
1	Upkeep of office rooms, ATIC etc.	8 th Pass	1

(K) Library

Sl. No.	Job Details	Qualification	Semi-Skilled
1	Data entry operation for day to day activities of Library. Assisting the In-charge library in routine activities of the library	PUC, Computer Typing (English/Hindi) 30 WPM, MS Office, Excel, Power Point	1

(L) Audit & Accounts Section

Sl. No.	Job Details	Qualification	Semi-Skilled
1	Section related works	PUC, Computer Typing (English/Hindi) 30 WPM, MS Office, Excel, Power Point	1

(M) BE&ES Division

Sl. No.	Job Details	Qualification	Unskilled	Semi-Skilled
1	For help in carrying out all the analytical work of division scientists not having externally funded projects. Preparation of solutions, sub culturing of samples, feed preparation, spectro	B.Sc with experience in Laboratory analysis	-	1

	photometric analysis, biochemical estimations, data tabulation and other research associated work			
2	Assisting in all division related work viz. Dispatch related work, cleaning/dusting of laboratories and equipment, laboratory glassware washing , dusting of Scientists rooms, help in ongoing experimentation, grinding of samples and sample procurement etc.,	8 th Pass	1	-

(N)DPS Section

Sl. No	Job Details	Qualification	Unskilled	Semi-Skilled	Highly Skilled
1	For all section related works, Data entry operation	PUC, Computer Typing (English/Hindi) 30 WPM, MS Office, Excel, Power Point	-	1	-
2	Dak/files distribution within the Institute and outside. Up keeping/arranging files in the sections.	8 th Pass	2	-	-
3	DTP designing as per the requirement	Degree/Diploma in related field	-	-	1

(O) APD

Sl. No.	Job Details	Qualification	Un Skilled
1	Required for washing of glass and plastic ware, sample collection from livestock, processing, storing and disposal of samples from research projects. Cleaning and upkeep of labs. Pretty works such as cleaning and upkeep of scientist's tables, files and other APD office works related to circulars.	8 th Pass	2

(P) AND

Sl. No	Job Details	Qualification	Un Skilled	Semi-Skilled
1	Required for washing of glass and plastic ware, bringing samples from ELU and grinding of samples, cleaning and upkeep of labs.	8 th Pass	2	
2	Assisting in Laboratory analysis	Degree/Diploma in Laboratory Technician and 10 years experience in feed analysis/ related areas	-	1

(Q) AICRP (Soil MN) Project

Sl. No.	Job Details	Qualification	Un Skilled
1	Washing of glass ware, assistance for pot/animal experimental as well as recording of observations	8 th Pass	1

(R) ITMU

Sl. No.	Job Details	Qualification	Un Skilled
1	Cleaning and maintenance of ITMU Cell, day to day works of circular movements, helping other scientists in the wing for dak movement etc.	8 th Pass	1

(S)AICRP (N-R) Project

Sl. No.	Job Details	Qualification	Un Skilled
1	Upkeep of lab, feeding and live stock management	8 th Pass	2

(T)EMF Project

Sl. No.	Job Details	Qualification	Un Skilled
1	Assisting in sampling at ELU during animal experimentation and necessary help at laboratory during all other times.	8 th Pass	1

(U) Outreach Methane Project

Sl. No.	Job Details	Qualification	Un Skilled
1	To carry out various activities of the project such as watering and cleaning of animals offering feeds and collection of waste.	8 th Pass and working experience in the related area is desirable.	2

(V) NASF Project

Sl. No.	Job Details	Qualification	Un Skilled
1	Sample collection, cleaning and washing and autoclaving etc.	8 th Pass.	1