



भाकृअनुप-राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
आडुगोडि, बेंगलूर - 560 030

ICAR - National Institute of Animal Nutrition and Physiology
Adugodi, Bangalore - 560 030



ISO 9001-2008 Certified

Phone:(O) +91-80-25711304, 25711164, Fax: +91-80-25711420 Website: www.nianp.res.in

❖ **Sardar Patel Outstanding ICAR Institution Award 2012** ❖

F.No.6-10(38)/NIANP/CDN/MP/2020-21

Dated: 19-09-2020

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 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, Department of Agriculture Research & Education (DARE).

Sl. No.	Name of the Item	EMD	Tender ID
1	Providing Housekeeping and Manpower services	₹ 1,00,000	2020_DARE_585064_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.

A.	Pre bid meeting (Mandatory)	:	28-09-2020 @ 11.00 AM
B.	Last date and time of receipt of Tenders	:	15-10-2020 @ 03.00 PM
C.	Date and time for opening technical bid	:	16-10-2020 @ 03.00 PM
D.	Date and time for opening financial bid	:	will be intimated after evaluation of the technical bid.
E.	Tender to remain open for acceptance upto 90 days from the date of opening		
F.	The Tender document is also available at our website: nianp.res.in		

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.



F. No. 6-10(38)/NIANP/CDN/MP/2020-21

Date:18-09-2020

TENDER No.1/NIANP/CDN/AUGUST/2020
Manpower on Outsourcing

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, Department of Agriculture Research & Education (DARE).

Important Dates:

A.	Pre bid meeting (Mandatory)	:	28-09-2020 @ 11.00 AM
B.	Last date and time of receipt of Tenders	:	15-10-2020 @ 03.00 PM
C.	Date and time for opening technical bid	:	16-10-2020 @ 03.00 PM
D.	Date and time for opening financial bid	:	will be intimated after evaluation of the technical bid.
E.	Tender to remain open for acceptance upto 90 days from the date of opening		
F.	The Tender document is also available at our website: nianp.res.in		

The Agency must have its verified Head/Regional Office at Bangalore for the easy monitoring/Liasioning with Institute.

The last date for the submission of bids in the ICAR-NIANP is 15-10-2020 @ 03.00 PM. The intending contractors must attend **pre bid conference on 28-09-2020 @ 11.00 AM** to know about the details of work to be done and eligibility criterion for the contractor. Attending pre-bid meeting is mandatory and the firm which does not attend the pre-bid meeting will not be considered. Agencies are instructed to examine thoroughly the Tender documents containing instructions to bidders for technical and financial comparison, general conditions of contract, pre-requisite / requirement of the Tender, schedule of job requirement, (as enclosed) before submitting the tender document strictly in the prescribed offer/bid form, questionnaire along with the required supporting documents.

The bids (Technical) will be opened on **16-10-2020 at 03.00 PM** in the committee room of ICAR-NIANP, Adugodi in the presence of agency representatives if present. Financial Bids will be opened for those agencies only which qualify the technical bid and meet all the technical specifications.

1. **The terms and conditions of the contract at ICAR-NIANP, Bengaluru** containing general conditions, special terms & conditions are given in the tender document, tender form and its schedules. **Submit the tender through online mode only.**
2. An earnest money of Rs.1,00,000/- (Rupees: One Lakh only) and tender fee Rs.1000/- (Rupees One Thousand only) as demand draft pay order in the name of ICAR Unit-NIANP should be submitted along with tender document 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 furnishing the break-up of monthly charges along with EPF and ESI and statutory charges.
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 seven days, the offer made shall be deemed to be withdrawn without any further notice and earnest money will be forfeited.

8. The tenders (Technical bid) will be opened on **16-10-2020 @ 03.00 PM** at ICAR-NIANP, Bengaluru. The technically responsive (qualified) bids will only be considered for the financial comparison. The technically qualified firms will be intimated in advance about the date and time for the comparison of financial and bids.
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 time of opening the tender on the notified date. The name and address of the representative attending the tender opening on behalf of the tenderer should be indicated.
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 well against any damages or loss of property etc. caused by the personnels 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.
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.
15. The tender shall be valid for a period of 90 days from the date of its opening.
16. Price-Bids will be opened for the Technically responsive Bids only qualified which comprises 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, uniforms provided by the agency and maintain a smart turn-out. The agency shall, at its own cost will provide the uniform, shoes etc. to the security personnels.

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

- a. Valid 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. (2017-18, 2018-19 and 2019-20).
- c. Last three years (2017-18, 2018-19 and 2019-20) 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 (2017-18, 2018-19 and 2019-20).
- e. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years (2017-18, 2018-19 and 2019-20).
- f. Employee EPF registration certificate issued by local govt. etc.
- g. Employee ESI registration certificate issued by local govt. etc.

- h. 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.
- i. 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.
- j. GST/Service tax registration certificate issued by Govt. etc.
- k. 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.
- l. The financial bid of technically qualified agency will only be considered.

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

- 22. 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
ICAR-N.I.A.N.P., Adugodi, Bengaluru.

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 ICAR-NIANP, ADUGODI. In case the Institute in its discretion finding any person so deployed found not suitable for whatever reasons in the sole discretion of ICAR-NIANP, ADUGODI and upon being notified by ICAR-NIANP, ADUGODI, the agency shall be liable to withdraw such person forthwith and substitute by a person acceptable to the ICAR-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) ICAR-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/Hindi.
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 deputed 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 found un-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 ICAR-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 ICAR-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 in the form of DD or performance guarantee as Security Deposit** immediately from the date of award of contract towards security deposit.
16. Minimum turnover of the firm should not less than **Rs.50.00 Lakhs** during the last Three Financial year (2017-18, 2018-19 and 2019-20).
17. The agreement can be terminated with one month notice on either side.
18. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
19. The selected agency shall provide the necessary personnel for ICAR-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 found not 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.

20. Payment for service on contract will be made monthly upon the submission of pre-receipt bill with the enclosure EPF Challens/confirmation receipt, ESI Challens/Confirmation receipts, GST deposit receipt, Annexure – IV (provided by the Institute), Attendance sheet etc.
21. The rates quoted should include cost of each and every item including manpower cost and taxes etc. The ICAR-NIANP shall not bear any extra charge on any account whatsoever i.e. EPF contribution, uniform, liveries, OTA etc.
22. 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, ICAR-NIANP shall be final and binding on the contractor.
23. Income Tax will be deducted from the payments due for the work done, as per rule.
24. Changing of supervisor/staff should be intimated to the Officer Incharge, Maintenance.
25. 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.
26. **The material related to housekeeping will be provided from Institute.**
27. Risk Clause: ICAR-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 Security Deposit. or pending bills or by rising a separate claim.

28. Three years continuous (i.e. year 2017, 2018 and 2019) 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.
29. Certified Balance Sheet of the firm for the previous Two years (year 2018 and 2019) of the service contract by the Chartered Accountant.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.

36. 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.
37. 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.
38. Changing of Staff should be intimated to Head of Office / Director, ICAR-NIANP, ADUDOGI
39. The decision of Director ICAR-NIANP shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
40. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-NIANP, ADUDOGI for the purpose. All complaints should be immediately attended to by the Agency.
41. 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 AAO/AO 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.
42. 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 ICAR-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, ICAR-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.

Checklist for Reg. Documents

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 2017-18, 2018-19 and 2019-20).
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.

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

PART-I

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.		Jan, 2017	Dec, 2018		
2.		Jan, 2018	Dec, 2019		
3.		Jan, 2020	Till date		

Authorized signatory

WORK DETAILS/MANPOWER REQUIREMENT

AND (Animal Nutrition Division)

Designation	number of required	Work details	Qualification required
Semi-skilled	01	To assist scientist in proximate analysis of research samples as well as outside samples	Working experience in any reputed laboratory
Unskilled	02	To upkeep the AND laboratories	

Directors Personnel Section

Designation	number of required	Work details	Qualification required
Skilled	01	Graphic designing, setting of Institutes publications, manuscripts, newsletters, annual reports etc.,	Graduation
Semi-skilled	01	Looking after the duties file movements, dak distribution, inward outward movements of files, papers etc.	PUC + Typing (Jr)
Unskilled	02	Looking after the duties of cleaning, serving refreshments to the visitors and officers, inward outward movements of files papers etc.	8 th class

ARIS

Designation	number of required	Work details	Qualification required
Unskilled	01	Keep the ARIS cell and ASRB online examinations premises along with computers and associated peripherals clean	-

APD (Animal Physiology Division)

Designation	number of required	Work details	Qualification required
Unskilled	03	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 Scientists tables, files and other APD office work related attenders	8 th pass

Library

Designation	number of required	Work details	Qualification required
Semi-skilled	01	Date entry operation for day to day activities of Library. Assisting the incharge library in routine activities of the library	PUC + Typing (Jr)

PME

Designation	number of required	Work details	Qualification required
Semi-skilled	01	Preparation of office orders / letters. Management of project files. Assistance in typing for preparation of IRC/RAC/QRT reports Management of files/orders/replies in soft copies in computer. Others: Vigilance file CPGRAMS file management and record keeping	Graduate in any branch with computer knowledge

Hindi Cell

Designation	number of required	Work details	Qualification required
Skilled	01	Hindi translation, filing and maintenance.	Graduate, working knowledge in Hindi (Hindi on a subject in graduation or Hindi course certificate)

Administration

Designation	number of required	Work details	Qualification required
Semi-Skilled	09	Typing / Data entry operators	PUC + Typing (Jr)
Unskilled	02	Office attendants	8 th Pass

Guest House

Designation	number of required	Work details	Qualification required
Unskilled	04	<p>Day to day cleaning of the entire guest house including the furniture in the common lobby areas.</p> <p>Maintaining the guest movement and assistance to the guests for occupying the vacating the rooms.</p> <p>Room upkeep, change of linens, maintenance of the washrooms. Replacing the consumables in the rooms and the common areas.</p> <p>Serving the guests with meals and breakfast.</p> <p>Cleaning of the surroundings of the guest house.</p> <p>Checking and reporting of the maintenance requirements of the ACs, Geysers, lights, fans, computers, water puffier, and other appliances in the guest house.</p> <p>Any other works at the guest house when meeting are organized</p>	Graduate, working knowledge in Hindi (Hindi on a subject in graduation or Hindi course certificate)

BE&ES

Designation	number of required	Work details	Qualification required
Semi-Skilled	01	Assisting in laboratory work	PUC / BSc
Unskilled	01	Routine divisional attendant work	-

Vehicle

Designation	number of required	Work details	Qualification required
Skilled	01	Driving the Staff Car	LMV motor Driving License

Maintenance

Designation	number of required	Work details	Qualification required
Semi-Skilled	01	Repairs and maintenance of electrical items, lighting, fans etc.,	Electrician
Unskilled	06	Cleaning and sanitation of the office buildings, roads, residential quarters.	-

Estate/Garden

Designation	number of required	Work details	Qualification required
Semi-Skilled	03	Cutting of lawn grass and operating garden tools	-
Unskilled	08	To maintain the garden, grass cutting, watering in the lawn, uprooting of weeds etc.	-

KMBS

Designation	number of required	Work details	Qualification required
Unskilled	01	Upkeep of ATIC and KMBS section. Help in participation in Krishi mela.	-

AICRP (Nutrition-Reproduction)

Designation	number of required	Work details	Qualification required
Unskilled	02	Upkeep of laboratory, washing of glasswares/plastic wares. Feeding of experimental animals and help in animal experimentation.	-

Outreach Methane

Designation	number of required	Work details	Qualification required
Unskilled	02	To feed the animals, cleaning of mangers, removal of dung and waste.	-

ITMU

Designation	number of required	Work details	Qualification required
Unskilled	01	Maintenance of the ITMU Office. Movement of the letters and communications to other scientists and office. Receiving the samples for sample analysis services and movement and dispatch of the sample results (supervised by Incharge) Providing assistance to the divisional scientists as and when required in terms of unskilled work.	8 th pass

National Fellow Project

Designation	number of required	Work details	Qualification required
Unskilled	01	Bringing semen samples from semen banks and samples slaughterhouse. Day-to-day maintenance of equipment in the laboratory.	-

NASF

Designation	number of required	Work details	Qualification required
Unskilled	01	<p>Required for washing of glass and plastic ware, sample collection from livestock, processing, storing and disposal of samples from research projects.</p> <p>Cleaning and upkeep of labs.</p> <p>Other works such as cleaning and upkeep of Scientists tables, files and other associated work</p>	8 th pass

AICRP (Soil MSN)

Designation	number of required	Work details	Qualification required
Unskilled	01	Lab and field work related to AICRP (soil) experiments	-

FPU (Forage Production Unit)

Designation	number of required	Work details	Qualification required
Skilled	01	Tractor driver : Daily transport of fodder and farm waste, Operation of tractor-drawn implements and maintenance of tractors	-
Unskilled	05	Daily harvest of green fodder, cultivation of forage	-

		crops and farm operations in FPU	
--	--	----------------------------------	--

-25-

ELU

Designation	number of required	Work details	Qualification required
Unskilled	10	<ol style="list-style-type: none"> 1. Daily cleaning of animal shed which includes removal of dung, leftover feed, washing of shed and experimental animal by water, disinfection of shed (Cattle shed, Buffalo shed, Sheep shed (4 nos), Broiler shed, Layer shed, Rabbit Unit). 2. Feeding and watering of animals in all animal sheds as per requirement of research project. 3. Daily chaffing of 300-400 kg green fodder and straw as per requirement of project 4. Periodic removal of weeds, watering of plants to keep ELU campus clean and neat. 5. Assistance in restraining and handling of animals for experimental project work need basis. 6. Feed grinding and feed mixing, (1500 kg /month) as per need basis. 7. Routine cleaning of feed store, straw store, staff room etc. 8. Daily visit of agency person for ensuring manpower availability to experimental livestock unit 9. Daily Manpower requirement per day above work will be 11 keeping in view of eligible holidays and weekly offs. 	-
Unskilled	02	For ongoing experimental project work on layer birds Layer shed at ELU	-
Unskilled	02	For ongoing experimental project work at CCRAAS, ELU	



राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
आडुगोडि, बेंगलूर – 560 030

National Institute of Animal Nutrition and Physiology
Adugodi, Bangalore – 560 030
(Indian Council of Agricultural Research, New Delhi)



Phone:(O) +91-80-25711303, 25702539 Fax: +91-80-25711420 Website: www.nianp.res.in

F. No.6-10(38)/NIANP/CDN/MP/2020-21

Dated: 26/09/2020

CORRIGENDUM

In continuation of tender notice published vide dated 19th September, 2020 for intimating the tender for Housekeeping/Manpower, it is to inform that the pre-bid meeting has been re-scheduled on 30-09-2020 at 11.00 AM in Seminar Hall, due to farmer's agitation on 28-09-2020 (Monday).

Administrative Officer