



भा.कृ.अ.प - केंद्रीय आलू अनुसंधान संस्थान

शिमला-171001, हि.प्र. (भारत)

ICAR-Central Potato Research Institute
SHIMLA 171 001, HP



TENDER DOCUMENT

**Execution of Field/Farm operational work on contract basis at CPRS Kufri, Shimla
Duration: 01.04.2020 to 31.03.2021**

Scope of the proposed work/Jobs and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed, as per the following details:

1.	NIT	ANNEXURE-I
2.	Instruction to Bidders	ANNEXURE-II
3.	General Conditions of Contract	ANNEXURE- III
4.	Pre requisites/requirements of the service contract	ANNEXURE- IV
5.	Schedule of Job Requirement and Term & Conditions	ANNEXURE- V
6.	Offer/Bid Form (Technical Bid)	ANNEXURE- VI
7.	Questionnaire	ANNEXURE- VII
8.	Details of Experience/Service provided during the last Three Years	ANNEXURE- VIII
9.	Financial Bid	ANNEXURE-IX
10.	Declaration To be Submitted by Bidder	ANNEXURE-X

Note: Annexure-I to V not to be returned with tender and Annexure-VI to X to be compulsorily to be returned with the tender.

Contact Details:

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Web. <http://cpri.icar.gov.in>

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA-171 001, HP**

F.No. 03-04/2018/W&C/

Dated: 20th February, 2020

Notice Inviting Tender

On behalf of the Secretary, ICAR, the Director, CPRI, Shimla invites **online** tenders from the registered Contractors/Service Providers on the prescribed tender format for various field/farm operational work on contract basis at ICAR-CPRS Kufri purely on job contract basis initially for a period of one year but extendable for a further need based period subject to satisfactory performance.

CRITICAL DATA SHEET

Tender ID	2020_DARE_546287_1
EMD Cost & EMD Validity	Rs.1,00,000/-
Type of Tender	2 Bid (Technical & Financial)
Bid Submission Start Date	20.2.2020 (2.30 PM)
Bid Submission Closing Date	12.3.2020 (11.00AM)
Bid Opening Date	13.3.2020 (11.30AM)
Bid Validity	90 days
Date of Pre-Bid meeting	2.3.2020 (11.00AM)
Venue of Pre-Bid meeting	Administrative Block, CPRI, Shimla

Note:

The tender form can be downloaded from our website <http://cpri.icar.gov.in> or GOI CPP Portal <http://eprocure.gov.in/cppp/> than eprocurement for Central Govt. Organization <http://eprocure.gov.in/eprocure/app>. Tender may be searched on the GOI portal by using the Tender ID.

Sd/xxx
Administrative Officer

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INSTRUCTIONS TO BIDDERS

1. Earnest Money Deposit (EMD)

- 1.1 All the bidders have to deposit **EMD** in the shape of bank draft/FDR/Bank Guarantee in favour of **ICAR Unit-CPRI**, payable at Shimla which should reach in the office of AO, CPRI, Shimla before opening of the Technical 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. If 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.
- 1.7 If firm/contractor is MSME registered for such work from any of the following then there is no need of deposition of EMD. However in that case valid registration certificate from any of following is required to be uploaded.
 - i) District industries Centres;
 - ii) Khadi and Village Industries Commission;
 - iii) Khadi and Village Industries Board;
 - iv) Coir Board;
 - v) National small industries Corporation
 - vi) Directorate of Handicraft and Handloom; and
 - vii) Any other body specified by the Ministry of MSME
- 1.8 Similarly If the firm has valid Udhoyog Aadhaar from MSME ministry then also the firm is exempted from EMD provided the same is uploaded with tender document.

2.Preparation of tender

- 2.1 The tender will consist of Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during last 3 years (Annexure VIII), Financial bid (Annexure IX) and Declaration (Annexure X) and BOQ in excel format apart from other required documents. The scanned copies of bids should be uploaded by the bidder as per CPP Portal format.
- 2.2 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 2.3 Each page of the annexures (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped
- 2.4 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 by authorized signatory. In such case, reference to the additional pages must be made in the tender form.
- 2.5 No addition and alteration shall be made in the tender form and BOQ. In case of any over writing in the tender form, these should be neatly initialled with date before signing and submitting tender.
 - 2.6 **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.**
 - 2.7 The rates should be quoted taking into consideration latest notifications issued by the GOI/State Govt. whichever on the higher side for deployment of Manpower Services.
 - 2.8 **The rates quoted in BOQ & Financial bid must be congruent with each other, if different rates are indicated in BOQ & Financial bid, the bid may be rejected.**

3. Signing of Tender

- 3.1 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.
- 3.2 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.
- 3.3 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 CPRI 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 uploaded by the bidder in same/different covers as per CPP portal format and **hard copy only of EMD must be sent by post addressed to Administrative Officer, CPRI, Shimla** to authenticate the genuineness of documents uploaded. If the scheduled date is declared as holiday, the delivery of tender and opening will be on next working day at the same time.

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. 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 bidders are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any. But since bids are to be opened online, hence decision regarding physical presence may be taken accordingly.

7. Rates:

The rates should be quoted in lump-sum amount in respect of all the field/farm operations and other related activities mentioned in Schedule (Annexure-V) keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of **Minimum wages as prescribed by Central Govt./State Govt. whichever is on higher side for workers employed in Agriculture and increase of VDA, if any, during the contractual period, EPF, ESI etc. payable by the bidder under labour laws.** The quoted amount should be inclusive of any other Govt. Levies, if any and service charge of the Contractor. No request for alternation in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.

8. Tender condition:

If the rates quoted by bidders comes to an equal in that situation preference will be given to those firms who's total financial turnover of last three years is on higher side.

9. Right of Acceptance:

This office does not pledge itself to accept the lowest tender and reserves the right of accepting 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:

“CPRI” means Central Potato Research Institute, Shimla (a Principal Employer for hiring manpower)

“CPRS” means Central Potato Research Station, Kufri (where the actual work of field farm operations is to be carried out)

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

“Contract” means a legal agreement entered into between the CPRS 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 unskilled labour to be provided on contract.

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

2. Application

2.1 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.

2.2 Tenderers must give specific answers of the following question. Tenders containing equivocal or evasive replies 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:

Tendering firms should quote on the basis of the conditions referred to in the Invitation to Tender and Instructions to Firms/Agency. If a bidder has quoted in response to this invitation to tender then it shall be understood that bidder agrees to all T&C of this tender document during & after the bidding stage.

4. Security Deposit

4.1 The successful firm/agency will have to submit acceptance letter on receipt of job contract

- 4.2 letter and deposit a security amount equivalent to **10% of the total contractual value** in the office of the CPRI valid beyond a period of 60 days after the date of completion of all contractual obligation
- 4.3 In the event of non-deposition of the same, it will be presumed that the contractor is not interested to undertake the jobcontract, as such, the Earnest Money will be forfeited.
- 4.4 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contractual period satisfactorily.

5. Payment

The payment shall be made in the first fortnight of every succeeding month. The firm/Agency shall send its claim (with relevant documents, as required) to the Head, CPRS, Kufri before claiming any payment, the Agency/Firm shall ensure that all the contractual obligations for claiming the payment have been duly fulfilled. Contractor shall have to submit, if asked, proofs of deposition of EPF, ESI and GST etc. every month.

6. Termination of Contract

The CPRI, 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 CPRI.

7. Liquidated damages

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 CPRI, 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. Due to any non execution/unsatisfactory execution of field farm work the resultant loss shall be recovered from bill of contractor. In such case, if the institute gets this work done by some other means, the cost thus incurred shall be deducted from the bill of the contractor. The work should be executed to the satisfaction of Head, CPRS, Kufri or any other authority appointed by him for this purpose.

8. Evaluation of Performance

- 8.1 The Successful contractor will have to enter into a detailed contract agreement deed with CPRI 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 Competent Authority.
- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the Scientist Incharge, Kufri/fagu of the Station. The labourer should be supplied ID Cards. A representative of the contractor/supervisor shall have to be maintained by the contractor to whom all directions shall be issued by the institute. This supervisor should have a valid phone number and E-mail ID during all stages of contract and same shall be intimated to Head, CPRS, Kufri.

- 8.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, etc. shall be maintained by the Contractor at his own cost and submit regularly to the office alongwith his claim for payment.
- 8.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of Central Potato Research Station, Kufri or do anything which may cause unnecessary disturbance or inconvenience to the staff on duty.

9. Resolution of disputes

- 9.1 If any dispute or difference of any kind shall arise between the CPRS 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 mutual consultations.
- 9.2 If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the CPRI 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.
- 9.3 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, is situated.

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PRE-REQUISITE/REQUIREMENT OF THE TENDER

1. Tender must be from reputed registered Contractors/Service Providers having atleast **three** years' experience and expertise of similar (field farm) 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 <http://eprocure.gov.in/eprocure/app>. Tender can download from GOI CPP portal or from our website: <http://cpri.icar.gov.in>. However, EMD, in a sealed envelope may be sent in the name of Admin Officer, CPRI, Shimla (HP) or put in the tender box kept in Works & Contract Section and ensure that the same is received in the office within stipulated time. Tender received after the due time and date will not be accepted and returned in original.
4. Tender alongwith its Annexures (required to be sent with tender) should be returned intact and pages should not be detached.
5. Tender shall be opened on the given date and time by the authorized digital signatory only in the presence of tenderers or their representatives, if any.
6. Conditional and tenders without earnest money will liable to be rejected.
7. The Director, CPRI, Shimla does not bind himself to accept the lowest tender and reserve the right to partially accept or to reject any or all the tenders received without assigning any reason.
8. The firm/contractor should upload documents as detailed in Annexure-VI so as to consider eligibility for the contract.
9. The rates should be quoted in lump-sum amount in respect of all the field/farm operations and other related activities mentioned in Schedule (Annexure-V) keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of **Minimum wages as prescribed by Central Govt./State Govt. whichever is on higher side for workers employed in Agriculture and increase of VDA, if any, during the contractual period, EPF, ESI etc. payable under labour laws.** The quoted amount should be inclusive of any other Govt. Levies, if any and service charge of the Contractor. No request for alternation in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.
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 and other T&C specified in this document.

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SCHEDULE OF JOB REQUIREMENT

Details of field farm operations to be undertaken during 1st April, 2020 to 31st March, 2021.

A. Main Crop Season (1st April 2020 to 20th November, 2020).

Month	Activities	Estimated labour units if work is to be carried out manually
April, 2020	<p>Field preparation (using mainly bullocks and partially tractor & power tillers) including bunds cutting and repairing of terraces in 2.70 ha area at Kufri&Fagu farms and 2.00 ha area at New Area and Lister house. Transportation and mixing of FYM in the field. Transportation of seed potatoes from store, planting of seed/ exp. potatoes in 4.70ha after making beds, adding fertilizers. Preparation of polyhouses, followed by potato planting and after care.</p> <p>Deep ploughing, removal of volunteers, planting of trap crop in 2.70 ha along with adding of pesticides at Kufri and Fagu Farm. Processing of potato and sale at Counter.</p> <p>Watch and ward of potato planted against monkeys and other stray cattles during day and night & areas under other operations as well as of stores during day and night and maintenance of farm animals.</p>	10,945
May, 2020	<p>Seed/ experimental potato planting in left over area as well as intensive disease/pest management practices in left over area. Planting of Trap crop in another 2.70ha area under intensive pest management, Ploughing & sowing of rotational crop (Beans) in 2.30 ha and green manure crop (oats) in 3.00ha at Kufri/ Fagu/ Gallu, preparation of drainage channels, bringing back the left over planting material from field to store, disposal of rejected seeds, storage of empty seed storage crates, crust breaking in the cropped area, spraying the crop with weedicide/ insecticide. Processing of potato and sale at Counter.</p> <p>Watch and ward of potato planted area against monkeys and other stray cattles during day and night, upkeep of crop raised in polyhouses and maintenance of farm animals.</p>	
June, 2020	<p>Planting of beans in remaining left over area, uprooting of Trap crop in 5.40ha area followed by its fumigation, first earthing-up in 4.70 ha potato area and top dressing of nitrogen, first roguing of abnormal/diseased plants, prophylactic spray of fungicide, removal of excess water from fields and Processing of potato and</p>	

	sale at Counter. Watch & ward of area planted under different crops during day and night, upkeep of crop raised in polyhouses and maintenance of farm animals.	
July, 2020	Second earthing-up in 4.70 ha area under potato, repeated sprays of fungicides /insecticides, hybridization work at Lister house/ Kufri farm in 0.3 ha area, second roguing in seed area, ploughing and burying of green manure / rotational crops, removal of excess water from fields and watch and ward of area planted under different crops during day and night, upkeep of crop raised in polyhouses and maintenance of farm animals. Processing of potato and sale at Counter.	
Aug., 2020	Spray of insecticide/fungicides, haulms cutting in 4.70 ha area and transportation of vines from fields to the pits, removal of excess water from fields, watch and ward of area planted under different crops during day and night, ploughing and burying of green manure crop, covering of exposed tubers with soil, haulms cutting in polyhouses, spray of Gramoxone, repair/maintenance of bunds and paths in all farms area and maintenance of farm animals. Processing of potato and sale at Counter. Ploughing down of green manure/ rotational crops in 3.00ha area at Kufri, Fagu & Gallu farms.	
Sept., 2020	Haulms cutting in left over areas, bagging and harvesting of crossed barriers, harvesting of seed potatoes in 2.70 ha area followed by collection, sorting and transportation in bags upto stores, watch and ward of area planted & stores during day & night, harvesting in polyhouses and maintenance of farm animals. Processing of potato and sale at Counter. Deep ploughing in 5.40 ha area under intensive pest management.	
Oct., 2020	Harvesting in experimental area (2.0 ha) and in left over seed area followed by collection, sorting and transportation in bags upto stores, grading of potatoes in to different grades, followed by chemical treatment, surface drying, packing in gunny bags and taking upto the stores. Planting of Mustard in about 2.30 ha ; watch & ward of area planted and stores during day & night. Harvesting in polyhouses and maintenance of farm animals. Processing of potato and sale at Counter.	

pto 20 th Nov., 2020	Sorting, grading of potatoes followed by chemical treatment if any, packing in gunny bags and taking upto the stores, watch & ward of farms and seed stores during day & night, seed transportation from Fagu to Kufri, grass cutting and its staking, disposal of seed, upkeep of crop raised in polyhouses and maintenance of farm animals. Processing of potato and sale at Counter. Deep ploughing of entire area at Kufri & Fagu.	
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B. Off season (21st November, 2020 to 31st, March 2021)

Month	Activities	Estimated labour units if work is to be carried out manually
21 st Nov., - 30 th Nov., 2020	Grass cutting and its staking from left over area, deep ploughing in cropped area, disposal of seed, upkeep of crop raised in polyhouses, watch & ward of farms & seed stores during day & night as well as maintenance of farm animals. Processing of potato and sale at Counter.	108
Dec., 2020	Deep ploughing in the field, disposal of seed/ exp. produce, shifting of own seed to plastic crates and their storage, sorting, selection and rejection of experimental produce, watch & ward of farms & seed stores during day & night. Indexing, scooping of eyes and planting in pots, maintenance of farm animals. Processing of potato and sale at Counter.	1248
Jan., 2021	Selection and rejection of experimental produce, disposal of seed/ exp. produce, maintenance of germplasm material, bush cutting and general cleanliness of farms, watch & ward of farms & seed stores during day & night, maintenance of farm animals. Processing of potato and sale at Counter.	
Feb., 2021	Overall farm maintenance including repair of damaged bunds and retaining wall etc., watch & ward of farms & seed stores during day & night, maintenance of farm animals and other miscellaneous activities. Processing of potato and sale at Counter.	
March, 2021	Ploughing in the fields to be planted under potato & other crops, general cleanliness of farms, watch & ward of farms & seed stores during day & night, shifting of seed to chitting house for sprouting and maintenance of farm animals. Processing of potato and sale at Counter.	

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TERMS & CONDITIONS OF JOB CONTRACT:

1. The intending contractor may survey the field/farm and operations to be executed before responding to the tender. For this purpose, he may contact Dr. Ashwani Sharma, PS & Head, CPRS, Kufri
2. Labours to be deployed should be within the age group of 20 to 50 yrs. with robust health. In case any of the labour so provided is not found suitable, the Institute shall have the right to ask for its replacement without giving any reasons, and the agency shall on receipt of a written communication will have to replace such persons immediately.
3. Since the above field work is required to be completed within the stipulated period, as such, the labour units can be increased/decreased as per requirement of the one part/first party from time to time.
4. In case, any deployed labour 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 CPRS would have no liability towards damages claimed by such employee. Any statutory benefits of any sort to the deployed person of the contractor under any Act or law of the time being in force would be the sole liability of the Contractor and not that of the CPRS.
5. The labourer so provided by the agency/contractor under this contract will not be treated as employees of the CPRS and there will be no employer-employee relationship between the CPRS and the personnel so provided.
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 wilful absence of his staff, negligence, incompetence, failure or otherwise, the Director, CPRI 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 labourers are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
8. The work shall be executed strictly as per the schedule of work and instructions of the Dr. Ashwani Sharma, Head, CPRS, Kufri or his nominee.
9. The contractor will have to pay minimum wages and arrears of Variable Dearness Allowances increase from time to time as prescribed by Central Govt. for unskilled workers employed in agricultural services.
10. The contractor will ensure timely **Payment of wages strictly as per minimum wages Act to the deployed labourers in their bank account only** and maintain the record of their attendance, EPF/ESI etc. and submit such record to the authorized Officer of the Station regularly every month alongwith the bill. During the contract period, no accommodation will be provided by CPRS to the contractor and his deployed labourers.
11. Any other tax which is as per the rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department as per the rule. TDS/surcharge shall also be deducted at source from the bills of the successful contractor as per rule.
12. The Contractor shall abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining licence under Contract labour (R&A) Act, 1970 and other Labour laws applicable to him from time to time.
13. The successful contractor will have to obtain a licence for execution of field farm operations in the establishment of CPRS, Kufri/Fagu from Asstt. Labour Commissioner (Central), Chandigarh. This document will have to be submitted by the successful contractor to this office before the start of work/within one month.
14. The contractor will provide and maintain specified FIRST AID BOX at the premises and observe rules and laws as required by Contract Labour (R&A) Act, 1970 and Contract Labour (R&A), Rules, 1971 or any other Act not specified herein but mandated by state Govt. Or Central Govt.

15. 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. Failure to submit an agreement deed before the start of work, the contract is liable to be terminated.

TECHNICAL BIDICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA – 171 001 (HP)

OFFER/BID FORM

From :

Dated _____

Shri/M/s _____

Address: _____

Ph.No. _____ FAX No. _____ Mob. No. _____

To

The Director,
Central Potato Research Institute,
Shimla – 171 001 (HP)

Ref : Your tender document No. _____ dated _____

Dear Sir,

Having examined the above mentioned tender document, the receipt of which is hereby duly acknowledged, I/We, the undersigned having accept all the T&C of this document, offer to execute **Various field/farm operational work at CPRS, Kufri** on contract in conformity with the said tender documents and agree to hold this offer upto validity period as specified in tender document on the rate/sum as shown in the uploaded Rate Schedules, (BOQ and Annexure-IV). 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 do field/farm operational work on contract 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- Registration certificate of the firm from any registration agency of State/Central Govt. Under contract Labour (Regulation & Abolition) Act 1970.
- 2- EPF certificate
- 3- ESI certificate
- 4- GST registration
- 5- Proof of PAN
- 6- Income tax return of last three years
- 7- Balance Sheet of last three years
- 8- User list including satisfactorily report of the client Department/Experience certificate.
- 9- Annexure-VII
- 10- Annexure-VIII
- 11- Annexure-X

Every page so attached with this Tender bears my signature.

EMD in the shape of FDR/BG/DD No. _____ dated _____ for Rs. 1,00,000/- drawn in favour of "ICAR Unit – CPRI" payable at Shimla is enclosed herewith.

Yours faithfully

TECHNICAL BID

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA – 171 001 (HP)**

QUESTIONNAIRE

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

1.	Name & address of Firm/contractor With contact/fax No.	
2.	Registration No. of the Contractor (Attach proof)	
3.	What is your PAN No.(Attach attested copy)	
4.	What is your GST No.(Attach attested copy)	
5.	What is your EPF registration No.? (attach attested copy)	
6.	What is your ESI registration No. ? (attach a attested copy)	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ No. _____ Dt. _____
8.	Income tax return of last 3 years (attached or not)	
9.	Balance sheet of last 3 years (attached or not)	
10.	User list including satisfactorily report of the client Department/experience certificate	
11.	All required Annexures (attached or not)	
12.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Authorized person of Contractor
For and on behalf of Contractor/firm

TECHNICAL BID**ICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA – 171 001 (HP)****DETAILS OF EXPERIENCE/SERVICE FOR SIMILAR WORK PROVIDED DURING
THE LAST THREE YEARS**

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

Signature of the contractor with seal

FINANCIAL BID**FORMAT OF BID RATE/PRICE SCHEDULE****A. Main Crop Activities**

Sr. No.	Activity Period	Rates inclusive of all liabilities for the execution of activities as mentioned in Annexure-V
1.	April, 2020	
2.	May, 2020	
3.	June, 2020	
4.	July, 2020	
5.	August, 2020	
6.	September, 2020	
7.	October, 2020	
8.	November, 2020	

B. Off seasonal Activities

Sr. No.	Activity Period	Rates inclusive of all liabilities for the execution of activities as mentioned in Annexure-V
1.	November, 2020	
2.	December, 2020	
3.	January, 2021	
4.	February, 2021	
5.	March, 2021	

Total amount for A+ B+ C (item No.A 1 to 8 & B 1-5) = Rs. _____

(In words rupees _____ only)

Note: The above quoted rates are inclusive of Min. wages (wages as notified by State/ Central Govt., whichever is higher) EPF, ESI and VDA etc. payable under the Contract Labour (Regulations & Abolition) Act, 1970 & 1971.

Signature of the contractor with SEAL

FINANCIAL BID

**ICAR - CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA (HP)**

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 may be forfeited.
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, CPRI, Shimla 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 the contract to anyone else or sub-contract any portion of the contract.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by Director, CPRI, Shimla upto the submission of acceptance letter of contract award to the office and till deposition of **10% security** as required under the contract.
5. If upon written intimation to me/us by the Director, CPRI, Shimla, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree 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 their legal obligations of their employees 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, EPF &ESI Act. Industrial dispute act etc. as applicable.
8. I/We have fully understood that the written agreement to be entered between us and CPRI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of Central Potato Research Institute.

Signature of Contractor

Name &Address:_____

Seal of Contractor_____