



**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
REGIONAL CENTRE, KOLKATA, DK-BLOCK, SECTOR-II, SALT LAKE,  
KOLKATA-700091**

**F.No.RCK/59**

**Dated :**

**NOTICE INVITING TENDER**

Sealed Tenders are invited under two bids system from the reputed firms holding valid license under Contract Labour (R&A) Act, 1970, registered with ESIC, EPF and GST, on behalf of Head, ICAR-NBSS & LUP, Regional Centre Kolkata for entering into the Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower for Laboratory, Soil, Water Testing etc., other related work, outstation duties of driver, garden maintenance, plumbing, pump operator, electrician and clerical work by using Computer and Watch & Ward (Security Services) at Office Campus & Bhumi Vihar Residential complex of ICAR-NBSS&LUP, Regional Centre Kolkata. The details are given below:

<b>Name of the Work</b>	Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower for Laboratory, Soil, Water Testing etc., other related work-outstation duties of driver, garden maintenance, plumbing, pump operator, electrician and clerical work by using Computer and Watch & Ward (Security Services) at Office Campus & Bhumi Vihar Residential complex of ICAR-NBSS&LUP, Regional Centre Kolkata.
<b>Tenders Fees</b>	Rs.500/- (Rupees five hundred only)
<b>EMD</b>	Rs. 25,000/- (Rupees twenty five thousand only)
<b>Performance Security Deposit</b>	Rs. 3,00,000/- (Rupees three lakh only)
<b>Period of contract</b>	One year
<b>Sale of Tender Documents</b>	01.11.2017 to 15.11.2017; 11.00 to 16.00 hrs.
<b>Last date of submission of Tenders</b>	16.11.2017; 13.00 hrs.
<b>Date &amp; Time of Opening of Tenders</b>	16.11.2017; 15.00 hrs.

## CRITICAL DATE SHEET

Tender No	NBSS & LUP-RCK/OPEND TENDER/.....
Name of the 'Organization'	ICAR-National Bureau of Soil Survey & Land Use Planning, Regional Centre, DK-Block, Sector-II, Salt Lake, Kolkata-700091
EMD	<b>Rs. 25000/- (Rupees Twenty Five thousand only)</b> EMD amount in form of DD in favour of <b>ICAR- NBSS &amp; LUP</b> payable at <b>Kolkata</b> failing which the bid will be cancelled.
Cost of Tender Form	Rs. 500/-(Rupees five hundred only) in form of Cash or Demand Draft in favour of <b>ICAR- NBSS &amp; LUP</b> payable at <b>Kolkata</b>
End date and Time of Document Download / Sale	15.11.2017; 16.00 hrs.
Date and Time of Bid Submission start	01.11.2017; 11.00 hrs.
Date and Time of Bid Submission End	16.11.2017; 13.00 hrs.
Date and time of opening of Technical Bid	16.11.2017; 15.00 hrs.
Address for Communication	Head, ICAR – National Bureau of Soil Survey & Land Use Planning, Regional Centre, DK-Block, Sector-II, Salt Lake, Kolkata-700091
Website	<a href="https://www.nbsslup.in">https://www.nbsslup.in</a>

**Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata**

1. The sealed bidding document should be delivered in the office of the Head, National Bureau of Soil Survey & Land Use Planning, Regional Centre, DK-Block, Sector-II, Salt Lake, Kolkata-700091 within the stipulated date and time. Tender document may be collected from the National Bureau of Soil Survey & Land Use Planning, Regional Centre, Kolkata on payment of Tender cost of non-refundable Rs.500/- (Rupees five hundred only) Non-refundable through cash / Bank Draft /pay order in favour of ICAR-NBSS&LUP, payable at Kolkata on any working day between 11.00 A.M.to 4.00 PM.
2. The tender documents may also be downloaded from this office website: <https://www.nbsslup.in> (Tender Notice). Those bidders who wish to download the tender document from the office website should furnish the tender cost of Non-refundable Rs.500/- (Rupees five hundred only) through Bank Draft/ pay order alongwith Bidding Documents & EMD.
3. Tenderers / bidders are requested to visit the website ( <https://www.nbsslup.in>) regularly. Any changes/modifications in tender enquiry will be intimated by Corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The ICAR-NBSS & LUP reserves the right to accept or reject any or all the tenders.
5. The interested Firms are required to deposit an Earnest Money Deposit (EMD) of **Rs.25,000/- (Rupees twenty five thousand only)** and Tender Cost of **Rs.500/- (Rupees five hundred Only)** (Non-refundable) in the form of Cash receipts issued by NBSS & LUP/Demand Drafts from any of the Commercial Bank in favour of ICAR- NBSS&LUP payable at Kolkata alongwith tender document in original and may be addressed to the Head, ICAR-National Bureau of Soil Survey and Land Use Planning, Regional Centre, DK-Block, Sector-II, Salt Lake, Kolkata-700091 **on or before bid submission closing date i.e. 16.11.2017 till 13.00 hrs.**
6. Financial Bid will be opened only to those firms which qualify the technical bid.
7. The Bid Security will be forfeited in the following conditions:-
  - (i) If any stage, any of the information/declaration given by the bidder if found false.
  - (ii) If a bidder withdraws his bid during the period of bid validity specified in terms and conditions of tender.
  - (iii) In case of any lapse/default in honoring of terms and conditions at any stage after submitting the tender.
  - (iv) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

**Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata**

**Sub: Invitation of Tender (TWO BIDS SYSTEM) for Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower for Laboratory, Soil, Water Testing etc., other related work, garden maintenance, plumbing, pump operator electrician and clerical work by using Computer and Watch & Ward (Security Services) at Office Campus & Bhumi Vihar Residential complex of ICAR-NBSS&LUP, Regional Centre Kolkata-700091- reg.**

Dear Sir,

The Head, ICAR-NBSS&LUP, Regional Centre, Kolkata is inviting sealed tender under two bid system from Registered / well-established /reputed firms for Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower for Laboratory, Soil, Water Testing etc., other related work, outstation duties of manpower, garden maintenance, plumbing, pump operator, electrician and clerical work by using Computer and Watch & Ward (Security Services) at Office Campus and Bhumi Vihar Residential complex of ICAR-NBSS&LUP, Regional Centre Kolkata on monthly contract basis for a period of ONE YEAR and extendable for a further period of one year on the basis of monthly / quarterly / half yearly/yearly subject to satisfactory performance of the vendor and its willingness to continue on same Terms and Conditions.

1. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR-NBSS&LUP, Regional Centre, Kolkata and the special terms and conditions detailed in the tender form, and its Annexure. Please submit your tender, if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

2. An earnest money of **Rs. 25,000/- (Rupees twenty five thousand only)** must be deposited in the form of Demand Draft payable at Kolkata in favour of ICAR-NBSS&LUP, Regional Centre, Kolkata along with the bid. The particulars of the earnest money deposited must be superscribed on the top of the envelope by indicating number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No over writing or cutting is permitted in tender documents. Such bids will be rejected outright. The EMD shall be refunded to the unsuccessful firm without paying any interest.

3. The tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-NBSS&LUP, Regional Centre, Kolkata. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer shall be forfeited/**refundable to him after he has applied for the same, in the manner prescribed by the ICAR-NBSS&LUP, Regional Centre, Kolkata.**

4. The Schedule of the Tenders form should be attached with the bids.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement of power of attorney or (iii) constituted attorney of the firm if it is a company.

6. Acceptance by the ICAR-NBSS&LUP, Regional Centre, Kolkata will be communicated by Speed Post/fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/fax/e-mail etc. should be acted upon immediately.

7. 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 ICAR-NBSS&LUP, Regional Centre, Kolkata will cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tender and the schedules to the tenders and annexure, if any, should be signed by the authorized signatory of the firm.**

8. Tenders are invited under two-bid system.

9. The rates quoted by each firm for the Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower to support for Laboratory, Soil, Water Testing etc., other related work, outstation duties of manpower, garden maintenance, plumbing, pump operator, electrician and clerical work by using Computer and Watch & Ward (Security Services) at Office Campus & Bhumi Vihar Residential complex of ICAR-NBSS&LUP, Regional Centre Kolkata. Tenders will be opened in the **Conference Room of the NBSS&LUP, Regional Centre Kolkata on 16.11.2017 at 15.00 hrs** by the authorized officers. Bidders have two options to participate in tendering process at the time of opening of Bids. However, tenderer is at liberty to be present or to authorize a representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any may also be indicated.

10. An amount of **Rs. 3,00,000/- (Rupees three lakh only)** is to be deposited by the **selected/successful firm as a performance security deposit through DD from a Nationalized Bank in favour of ICAR Unit, NBSS&LUP payable at Nagpur only** after receiving a office order from the ICAR-NBSS&LUP, Regional Centre Kolkata. In the event of non-deposition of the same, the earnest money will be forfeited.

11. No interest on Security deposit and earnest money deposit shall be paid to the firm by the ICAR-NBSS&LUP, Regional Centre Kolkata.

12. Service tax, GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor. ICAR-NBSS&LUP, Regional Centre Kolkata will not entertain any claim whatsoever in this respect. However, any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful firm, as per rules/instructions made applicable from time to time by ICAR/Govt. of India.

13. The Director, ICAR-NBSS&LUP, Nagpur reserves the right to reduce or terminate the period of contract to extend its duration in the interest of the Bureau for any justifiable reasons, not mandatory to be communicated to the firm.

14. Decision of the Director, ICAR-NBSS&LUP, Nagpur 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 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, ICAR-NBSS&LUP, Nagpur. 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.

15. The Contract will be initially for a period of ONE YEAR and extendable for further period of one year, on the basis of monthly/quarterly/ half yearly subject to satisfactorily performance of the vendor at his/her willingness to continue on same Terms & conditions.

16. The ICAR-NBSS&LUP, Kolkata is not bound to accept the lowest or any other tenders and also reserve the right of accepting the tenders in whole or in part. Conditional tender will not be accepted at any cost.

17. Only those firms will be considered for financial bid who will qualify in the technical bid.

18. The contract may be awarded in whole or in part as per minimum wages as applicable.

**Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata**

**TENDER FOR ANNUAL CONTRACT FOR PROVIDING OUTSOURCING/MANPOWER AND SECURITY SERVICES (WARD & WATCH) AT ICAR-NBSS&LUP, REGIONAL CENTRE KOLKATA**

From: -

Full Name and address of the firm in addition to Post BOX No., if should be quoted in all communication to this office.

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Telephone No.  
 FAX/Cellular No.  
 Email address

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To,  
 The Head  
 NBSS&LUP,  
 Sector-II, Block-DK, Salt Lake  
 Kolkata – 700091.

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for **the Annual Contract for Providing Skilled, Semi- skilled and Un-skilled manpower to support for Laboratory, Soil, Water Testing etc., Other related work, outstation duties of Driver, Electrician, Plumbing, pump operator etc and Clerical work by using Computer, garden maintenance and Ward & Watch (Security services) Office as well as Bhumi Vihar Residential Complex at ICAR-NBSS&LUP, Regional Centre, Kolkata** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached to this tender and I/We agree to hold this offer open till 90 days. This rates quoted will be valid to a period of one year in the event of award the contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this quotation bears my signature and the office seal.
4. Demand Draft No.....dated ..... drawn in favour ICAR-NBSS & LUP and payable at Kolkata is enclosed as earnest money required.

Yours faithfully,

Witness:

Signature Name & Address of witness

1

2.

Signature & Seal of the Firm  
 Telephone No. (Office)  
 Resi No.:  
 Mobile No.

**GENERAL INFORMATION AND IMPORTANT TERMS AND CONDITIONS OF THE CONTRACT****Manpower required for Security Services (Watch and Ward)****1. Security personnel as per details below are to be hired for twenty four hours:**

Sl. No.	Name of the Institute/ Regional Centre	No. of Security Points	No. of Security Guards	Remarks
1.	ICAR- NBSS&LUP, Regional Centre, Kolkata Office Premises and Bhumi Vihar Complex	03	08	

**Note: Number of security points and/or guards may be increased or decreased as per day to day functional need of the Institute and as per ICAR/GOI rules or instruction.**

**2. Manpower required for Skilled, Semi-Skilled and Unskilled**

Sl. No.	Name of the Institute/ Regional Centre	Skilled	Semi-Skilled	Unskilled
1.	ICAR- NBSS&LUP, Regional Centre, Kolkata Office Premises and Bhumi Vihar Complex	11	1	11

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**REQUEST FOR PROPOSAL (RFP)**

1.	<b>Unskilled</b>	:	Labour (cleaning of laboratory, glassware, soil grinding and arrangement), Messenger (office), Housekeeper, pump operator, garden worker and any other categories by whatever name called which are of Unskilled nature	Qualification : Middle Standard/Experience in relevant field for at least one year
2.	<b>Semi-skilled</b>	:	Mali for garden maintenance, and any other categories by whatever Name called which are of Semi skilled nature	Qualification : Middle Standard with experience in relevant field for at least three years
3.	<b>Skilled</b>	:	Laboratory Asstt., Office Asstt., Electrician, Plumber, Driver, Watch and Ward (Security Services), Cook cum bearer, caretaker (Scientist Home) and any other categories by whatever name called which are of Skilled nature.	Qualification : Middle Standard with experience in relevant field for at least five years/10 <sup>th</sup> standard or equivalent

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**OTHER IMPORTANT TERMS & CONDITIONS FOR THE CONTRACT AND SCOPE OF WORK.  
THESE TERMS & CONDITIONS WILL BE INTEGRAL PART AND PARCEL OF THE  
AGREEMENT.**

1. The selected agency shall provide required services for performing manpower services as Skilled, Semi-skilled and Un-skilled for Laboratory, Soil, Water Testing etc., Other related work, electrical, Plumbing etc and Clerical work by using Computer, garden maintenance ,Outstation duties of driver and Security Services in Office as well as Bhumi Vihar, Residential Complex at ICAR-NBSS&LUP, Regional Centre Kolkata. The agency shall employ good and reliable persons with robust health and clean record antecedent duly verified by the police department preferably within the age group of 18 to 50 years to carry out the service contract. In case, any of the personnel so engaged by the agency is not found suitable, ICAR-NBSS & LUP shall have the right to ask for its replacement without giving any reason thereof and the agency shall receipt of a written communication in this regard, will have to replace such person(s) immediately.
2. Technical Evaluation: - Before financial evaluation the bids shall be screened for eligibility for technical on the following basis (1) correct amount of EMD, (2) signature on each page of tender documents (3) duly filled in checklist along with the page no. (4) supporting documents in support of checklist. If any of discrepancy found at this screening stage the bids shall summarily be rejected.
3. The manpower services are to be provided as detailed in Charter and Schedule of services .The firm has to provide full detail of the workmen along with their contact numbers for easy access.
4. The non compliance of schedule of work in respect of performance to the satisfaction of concerned In-charge/Competent Authority of ICAR-NBSS&LUP, Kolkata may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after scheduled time.
5. All the manpower deployed by the firm has to present on all the working days.
6. The personnel engaged by the agency for this job contract will not be an employee of the ICAR-NBSS & LUP and there will be no employer -employee relationship between the ICAR-NBSS & LUP and the personnel so engaged by the contractor.
7. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and Contract Regulation and Abolition Act, 1970 & 1971, the ICAR-NBSS&LUP, Kolkata shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
8. The Annual Contract for Providing Skilled, Semi-skilled and Un-skilled manpower to support for Laboratory, Soil, Water Testing etc., other related work, electrician, Plumbing, etc and Clerical work by using Computer, garden maintenance and Watch & Ward duty (Security service) Office as well as Bhumi Vihar, Residential Complex at ICAR-NBSS&LUP, Kolkata shall be commercial contract between ICAR-NBSS & LUP, Kolkata and the tenderers. There shall be no employer-employee relationship between ICAR-NBSS&LUP, Kolkata and the contractor alongwith his personnel.
9. The rates quoted shall include the cost of material, labour, T&P etc, as required for the completion of work.

10. The quoted rates shall be inclusive of all taxes, duties, GST etc. as applicable and no extra charges shall be payable on this account.
11. TDS as per rules shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.
12. Payment will be released on monthly arrear basis after receiving the bills in triplicate and certification by In-charge/concern authorized person.
13. Since there may be delay in releasing payment by ICAR- NBSS&LUP, the Agency due to contingencies payment of wages to the man power by the agency should not be linked with receiving of payment from ICAR-NBSS&LUP and the contractor / agency shall pay the **minimum wage as per central Government** rate to his staff deployed / engaged at ICAR-NBSS&LUP by 7th of every month by **cheque only**. The minimum wage of any similar scheduled employed notified by the State are higher in comparison to Central sphere such minimum wages will be applicable for Central sphere.
14. The quotation submitted by the agency should remain valid for period of 90 days from the date of opening of tenders.
15. Tenderer shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the appropriate authority.
16. The tenderer must visit the site and shall satisfy himself as per conditions under which the work is to be performed. He shall also check and ascertain the locations of any existing system or equipment or any other situation, which may affect the work. No extra claim for ignorance of on the ground of insufficient description will be allowed at a later date.
17. In case of non satisfactory service, ICAR-NBSS&LUP authority may impose penalty (financial or other) as deemed fit and ICAR-NBSS & LUP decision to this effect shall be final and binding on the contractor.
18. The contractor will work in close cooperation and coordination with other agencies working at site.
19. ICAR-NBSS&LUP will not provide any mode of transport in respect of men or material required for the contract.
20. The contractor shall ensure that either he or his representative is available for proper administration and supervision at the work place.
21. In case of any damage or loss to the ICAR-NBSS&LUP property or material directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the ICAR-NBSS&LUP shall be entitled to deduct appropriate amount with penalty from contract fees payable to the contractor. The amount of loss or damage as determined by the NBSS&LUP authority shall be final and binding on the contractor.
22. The contractor will be solely and exclusively responsible to adhere all the statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by and statutory authority with regard to safe, labour laws or other prevalent laws.
23. The contractor shall indemnify at all times and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor (S) and/or the owner and the contractor shall at his own cost

and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

24. The Experience certificate/work completion certificate is to be submitted with the tender documents.
25. No payment shall be made in advance.
26. The Technical Bid should contain Earnest Money Deposit (EMD) of appropriate value as mentioned above in the form of bank Demand Draft in favour of ICAR-NBSS&LUP payable at Kolkata without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 60 days of opening of tenders.
27. The EMD is liable to be forfeited if the tenderer withdraws the tender within the period of validity of the tender.
28. The successful tenderer shall be required to deposit the Performance Security money of Rs. **3,00,000/- (Rupees three lakh only)** at the time of acceptance of Work Order/Award Letter through Demand Draft **in favour of ICAR Unit, NBSS&LUP, payable at Nagpur**. No Interest shall be paid on such security deposit, which shall remain with the ICAR-NBSS&LUP during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc., if any.
29. No interest shall be paid on Security Deposit which shall remain with the ICAR-NBSS&LUP during the period of guarantee and it shall be released after two months on the expiry of the guarantee after deducting dues, recovery, etc. if any and as applicable.
30. In case of quoted L -1 firm is more than one, then the past performance of the Tenderer will be the sole criteria of selection and it would be at the discretion of ICAR-NBSS&LUP, Kolkata and the decision of Director, ICAR-NBSS & LUP, Nagpur to this effect will be final in all respect and will be binding to all the tenderers.
31. Even after qualifying the technical bid, the financial bid may not be accepted if found not in order at the sole discretion of ICAR- NBSS&LUP, Kolkata.
32. The Contract is initially valid for ONE YEAR. It can be withheld/ curtailed due to any reasons by either side by giving one month prior notice.
33. ICAR-NBSS&LUP, Kolkata reserves the right to accept or reject any or all the tender in part or whole or may cancel without assigning any reason thereof. No correspondence in this regard will be entertained.
34. The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the contractor for the referred job as and when required and no extra amount shall be paid by the ICAR-NBSS & LUP to the Contractor for this work.
35. Each of the manpower deployed will carry Identity Card issued by the agencies, perform their duty in proper uniforms and will maintain a smart turn-out. The agency shall, at its own cost, provide suitable uniforms to the personnel.
36. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the NBSS&LUP from time to time.

37. The rates to be quoted shall include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR-NBSS&LUP shall not bear any extra charge on any account whatsoever i.e EPF & ESI contribution, OTA etc. Wages to be paid to the contractual manpower will be as per minimum wages act. Contractor will be reimbursed for the work as per the rates detailed in Schedule- II. Bids quoting "NIL" Service charges/consideration shall be treated as irresponsible and will not be considered.
38. Successful firm will have to enter into a detailed contract agreement with NBSS&LUP on non-judicial stamp paper of **Rs.100/- (Rupees One hundred only)** or applicable as per the rule.
39. That the number of unskilled, semi-skilled, skilled manpower will be purely need based. Therefore, the number of Contractor's worker may be increased or decreased as per requirement. The Director, ICAR-NBSS&LUP, Nagpur will be under no obligation to engage any specific number of Contractor's worker during the period of contract.
40. The ICAR-NBSS & LUP shall reimburse the amount of GST deposited by the contractor with the appropriate authorities. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
41. That for any increase in the minimum wage specified by the appropriate government, corresponding percentage increase in the agreed wage or any other payment depending upon such wage will be applicable from the date of such order for increase in minimum wage by government.
42. That the contractor shall make payment of wages, etc., to the persons so deployed in the presence of representative of the ICAR-NBSS&LUP, Kolkata and shall on demand furnish copies of wage register etc. to ICAR-NBSS&LUP for having paid all the dues to the persons deployed by him for the work under the contract. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws having regards to the duties of ICAR-NBSS&LUP in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publications of scale of wages, and terms of employment, inspection and submission periodical returns.
43. The Contractors taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration Certificate shall be submitted along with the Tender without which the tender/offer will not be considered. It shall be the responsibility of the contractor to deposit the amount of ESI & EPF contributions towards the persons deployed at ICAR-NBSS&LUP under the contract to the concerned authorities on regular/monthly basis in the local bank authorized for this purpose within the stipulated time as prescribed under the rule.
44. Deduction of Income Tax/Tax Deduction at Source and any other Govt. Taxes, as applicable from time to time, shall be deducted from monthly bills of the Contractor.
45. The contractor shall issue Photo ID cards to every worker deployed under the contract and the workers would be required to display them on their persons while they are in the premises of NBSS&LUP.
46. Police verification of all contractual workers is also mandatory.
47. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to ICAR-NBS&LUP and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act,

1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or statutes that may be applicable to them.

48. Any compensation for disengagement on account of death, disability of any worker deployed at NBSS&LUP, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability.

49. The contractor shall not sublet the contract or any part thereof to any other party.

50. The contractor or workers engaged by him will not be on the pay roll of ICAR-NBSS&LUP/Council and will not be entitled to any benefit as applicable to the employees of ICAR-NBSS&LUP/Council.

51. The contractor should have minimum 03 years (three years) experience of performing job contract in reputed Govt./Semi Govt. Undertaking/University/ICAR Institution establishment preferably as per details given in technical bid schedule-I.

52. The Director, ICAR-NBSS&LUP, Nagpur reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one months notice to the contractor. The contractor on his part will have to give two months notice.

53. The Security Money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

54. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of NBSS&LUP and ensure that no such person shall create any disruption/hindrance/problem of any nature in Institute either explicitly or implicitly.

55. The agency selected for award of work shall have to deposit within 15 days a sum of Rs. 3,00,000/- (Rupees three lakh only) towards performance security deposit in the shape of **Pay Order/Demand Draft drawn in favour of ICAR-Unit, NBSS&LUP, payable at Nagpur and sign agreement on non-judicial stamp paper for the work.** The Security Deposit shall be in addition to Earnest Money deposited along with the tender.

56. As other factors like, ESIC, EPF, GST, Minimum Wages are constant as per Govt. rates, the contract will be finalized on the basis of least Service Charges quoted by the Contractors.

57. The tender should clearly mention the service charges and **NIL charges or 0% service charges** will not be accepted and tender will be liable to be rejected.

58. LIQUIDATED DAMAGES CLAUSE:

(i) An amount of 500/- (Rupees Five hundred only) will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark at any point. It will be brought to the notice of the supervisory staff of the firm by ICAR-NBSS&LUP and if no action is taken within one hour liquidated damages clause will be invoked.

(ii) 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

59. Risk Clause:

1. ICAR-NBSS&LUP reserves the right to discontinue the job contract at any time, if the work are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from pending bills or by rising a separate claim".

#### 60. TERMS OF THE CONTRACT

Initially the terms of the contract will be for ONE YEAR and the contract may be renewed or extended for further period of one year on mutually agreed Terms and Conditions subject to satisfactory services provided by the agency. On the expiry of the contract or on its termination, the NBSS&LUP reserves the right to renew the contract on quarterly/half-yearly/yearly basis on the same terms and conditions that may be mutually agreed upon.

#### 61. MODE OF PAYMENT

The agency shall submit monthly bills along with copies of GST, ECR, E-Challan for deposition of EPF & ESI contribution for the personal engaged at the site for the job performed during the preceding month on the first working day. The NBSS&LUP shall make payment by means of RTGS/NEFT (online payment) drawn in favour of the agency, after deducting TDS and Penalty amount if any. Therefore, the firm has to submit full detail of bank along with Bank Account number, TAN number, PAN number, IFSC code of bank branch. However, taxes which are as per the rules of the Govt. of West Bengal/GOI shall be deducted at source from monthly bills of the successful firm. The agency shall make payment to their employee through cheque only in the presence of officer nominated by NBSS&LUP, Kolkata. The amount of EPF & ESI deposited by the firm with the concerned statutory authorities w.r.t. manpower engaged for the contracted work shall be reimbursable on monthly basis after production of payment challans by the firm along with certified list of EPF & ESI account nos. of employees deployed for contracted work for whom EPF & ESI deposited under challans submitted for re-imburement by the firm.

#### 62. TERMINATION OF CONTRACT

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The NBSS&LUP will not have any responsibility towards this for any damage/loss caused and it cannot be challenged in any court of law.

#### 63. LOSS/DAMAGES CLAUSE

In case of any loss or damage done to the property of the ICAR-NBSS&LUP, Regional Centre, Kolkata by the personnel provided by the agency at the location full damages will be recovered from the Agency and decision of the Competent Authority of ICAR-NBSS&LUP shall be a binding on the agency. Besides, recovering of cost, suitable penalty may also be imposed. In case it is found that the firm repetitively fail to act according to the provisions made herein the contract will be liable to be terminated with imposition of suitable penalty including forfeiture of performance security without any prejudice to other administrative and legal remedies available to the institute in matter.

#### 64. SECURITY DEPOSIT

The successful bidder will be required to deposit an amount of **Rs. 3,00,000/- (Rupees three lakh only)** value as Performance Security Deposit in the form of Demand Draft/Pay Order in favour of **ICAR Unit, ICAR-NBSS&LUP payable at Nagpur** at the time of acceptance of Work Order/Award Letter. 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 NBSS&LUP.

65. AMENDMENT TO TENDER DOCUMENTS: At any time prior to the deadline for the submission of tenders, the Employer may, correspond for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment. The said amendment in the form of an addendum will be sent to all prospective tenderers who have received the tender documents, to reach them 2 days prior to the deadline for the submission of tenders. This communication will be in writing or by telephone/fax and the same shall be binding upon them and the provisions in such addenda shall take priority over the Invitation to Tender and Tender Documents issued previously. Prospective tenderers should promptly acknowledge receipt thereof by telephone/fax to the Employer. In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, the ICAR-NBSS&LUP or the Employer may, at his discretion, extend the deadline for the submission of tenders.

66. The contractor is advised to do a complete survey on his own of location and buildings and its surrounding area before offering rates.

In case of any dispute arising, decision of Director, ICAR-NBSS&LUP, Nagpur will be final and binding.

SIGNATURE OF THE CONTRACTOR  
(with seal & date)



**Eligibility conditions:-**

1. The firm should have a minimum experience of 3 years of performing job contract of security service in reputed Govt./Semi Govt. Undertaking/University/ICAR Institutes at the location for which it is quoting the rates. It should have at least one current annual outsourcing contract of Rs. 10 lakh or above at the quoted location.
2. Firms quoting zero percent service/agency charge will be rejected outrightly. The firm should quote agency charges as a whole number. Charges quoted in fraction/decimal point will be taken as nearest & higher whole number for evaluation purpose.
3. The firms/bidders must submit a documentary proof stating place of its Headquarter and regional offices.

**Selection Process:-**

1. Comparative Statement based on financial bids will be made for ICAR-NBSS&LUP, Regional Centre, Kolkata
2. Lowest quoting eligible firm shall be selected for the services subject to fulfillment of all other essential terms & conditions of the Tender/Bid.
3. In case of tie in financial bids, the following conditions will be applied:
4. The firm with its HQ in the same city/location of NBSS&LUP, Regional Centre, Kolkata for which it is bidding to supply manpower shall be given preference.
  - Preference in experience will be accorded as: Central Government R&D Organization > Central Government Establishment>Autonomous body>PSU>State Government.
  - In case of more than two or more firms having identical experience, technical scoring will be done by giving one mark for each year of experience per establishment/Client.

**Schedule -I**  
**Technical Bids**

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENTS FAILING WHICH THE BID WILL BE REJECTED:

Sl. No.	Particulars	Whether submitted or not	If submitted than mentioned page no.
1.	Details of Cost of bid Rs. 500/- (Rupees five hundred only)		
2.	Details of EMD deposit of Rs. 25,000/-(Rupees twenty five thousand only)		
3.	Constitution of the Firm/Agency/Sole Proprietor under Indian Companies Act, 1956/ Indian Partnership Act, 1932 (Please give name of partners)/ Registration under shop & establishment Act, 1948 For Partnership firms whether registered under the Indian Partnership Act, 1932. a. Please state further whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. 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 Tender to refer dispute concerning business of the partnership to arbitration. c. If the answer to (a) or (b) above, is in 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		
4.	Copy of registration certificate of ESI		
5.	Copy of registration certificate of EPF		
6.	Copy of GST registration		
7.	Copy of PAN card		
8.	Copy of labour license under contract labour (R&A) Act, 1970, <b>if any available</b> <b>Note:</b> This license will have to be obtained by the firm within 15 days in respect of this institute after accepting the work order		
9.	Banks Solvency/Hashiat certificate for Rs.5,00,000/- for Regional Centre Kolkata in original from the bank where the bidder is having bank account.		
10.	Experience Certificate (to be enclosed) (a) Three similar completed works costing not less than Rs.3 Lacs		
11.	Copy of Income Tax return for last three Financial years		
12.	EPF Annual Return for ascertaining the number of workers has to be attached as per Sl. No.14		
13.	(a) Minimum turnover of the firm not less than Rs.10 Lacs in each of the last three years. (certified copy of bank statement to be enclosed)		
14.	Number of Staff/ Supervisors registered under ESI & EPF separately ( <b>Minimum 25 numbers</b> ) Staff / Supervisors required with their ESI / EPF contributions. Documentary proof of return is required to be attached.		
15.	Whether the rate quoted complies with the minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions (MENTION YES OR NO)		

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AUTHORITY SIGNATORY

**NOTE: The Information required at Sl. No. 1 to15 must be accompanied with the self certified copies of the document and attached as per the serial number failing which the tender will be rejected.**

**FINANCIAL BID****(The financial bid to be enclosed in a separate envelope with Seal)**

To,  
Head  
ICAR-NBSS&LUP,  
Sector-II, Block-DK  
Saltlake City  
Kolkata – 700091.

Sir,

I/We wish to submit our tenders for the Annual Contract for Providing Skilled, Semi- skilled and Un-skilled manpower for Laboratory, Soil, Water Testing etc., Other related work, Telephone Operation, Plumbing etc and Clerical work by using Computer, Computer Programming etc and Mali for garden maintenance, Security (Watch & Ward) Services (office as well as Bhumi Vihar, Residential Complex) at ICAR-NBSS&LUP, Kolkata on the following rates.

A)

Description	Skilled Manpower (per day)	Security Services (watch & ward)	Semi- skilled Manpower (per day)	Unskilled Manpower (per day)	Remarks
Wages per day					
ESIC @ %					
EPF, Administrative charges @ %					
Service charges in% (on minimum wages)					
Total					
GST (at prevailing Govt. rates)					
Total: (Per person)					

**B) In case of Outstation duties for Skilled Worker (Driver) per night halting charges including tax Rs. \_\_\_\_\_**

**Per Months Rates (1 Month is equal to 26 days of wages except Security Services where 1 month equal to 30 days of wages)**

Skilled manpower Rs. \_\_\_\_\_

Security Services Rs. \_\_\_\_\_

Semi-Skilled manpower Rs. \_\_\_\_\_

Unskilled manpower Rs. \_\_\_\_\_

**GST would be payable as per Govt. rates over and above the quoted rates.**

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

We have carefully read the terms and conditions of the tender and are agreed to abide by these in letter and spirit and **I/we hereby undertake that I/we will abide by the payment of minimum wages of Workers engaged by us, failing which contract cease to exist and security deposit will be forfeited.**

Signature:

Name &Address of the firm:

Telephone No.

**Details of the Last Three Years experience/work done**

Sl. No.	Name of the Department / Organization & Name of contract person with Phone  No.	Period		No. of staff deployed	Remarks
		From	To		
1.					
2.					
3.					
4.					
5.					

**(Authorized Signatory)**

