E-TENDERS NOTICE INVITING
(NATIONAL COMPETITIVE BIDDING)
ON AGRICULTURE RATE BASIS

Online bids are invited on Single Stage two bid system for Agricultural field work on contract basis at ERS of NDRI, Kalyani, Nadia (W.B).

Tender documents may be downloaded from NDRI web site www.ndri.res.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:

<table>
<thead>
<tr>
<th>CRITICAL DATE SHEET</th>
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</thead>
<tbody>
<tr>
<td>Published Date</td>
</tr>
<tr>
<td>Online-Bid Document Download Start Date</td>
</tr>
<tr>
<td>Online-Bid Submission Start Date</td>
</tr>
<tr>
<td>Online-Bid Submission End Date</td>
</tr>
<tr>
<td>Online-Bid (Technical) Opening Date</td>
</tr>
<tr>
<td>Place of opening of Technical bid</td>
</tr>
<tr>
<td>Date of Opening of Financial Bid</td>
</tr>
<tr>
<td>Address for communication</td>
</tr>
</tbody>
</table>

1. Quotations/bids duly sealed/signed & completed in all respect should be submitted with scan documents online at CPPP latest by 11.00 A.M on 20.09.2018. The incomplete Quotations/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & outrightly rejected, and no correspondence in this regard will be entertained.

Contd..... P/2
2. The Tender form/bid-documents may be downloaded from the [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). **Online submission of Bids through Central Public Procurement Portal** ([https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.** However, for the purpose of realisation, the bidder has to send the Demand Draft/ banker’s cheque/ pay order for EMD/Cost of Tender Document in original to this institute through post or by hand so as to reach before the date & time of opening of tender.

3. Tenderers/bidders are requested to visit the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) 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 HEAD, ERS of NDRI, Kalyani reserves the right to accept or reject any or all the tenders.

5. The firms are required to **upload** copies of the following documents **in pdf:**

5.1 **Technical Bid**

- **Registration certificate of the firm under State/Central Govt. under Shop & Estt. Act. or any other act indicating date of inception.**
- **Turnover of the firm for the financial year 2017-18 along with certified copy of audited document by bonafide CA supported by ITR and Form-16 including Profit & Loss Statement.**
- **Number of Manpower on roll evidenced by statement of depositing ESI/EPF for any month of previous year.**
- **Copy of ISO Certification, if available.**
- **To prove experience in working in Govt. Institutes/Organisations/PSUs, as per certificates/work orders etc. issued by the Govt. Institutions/Organisation/PSUs on Annexure-I, if available.**
- **The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.**
- **Copy of PAN & GST registration certificate issued by Govt.**
- **Copy of Cancelled Cheque.**
- **EMD of Rs. 30,000/- in the shape of pay order/Demand Draft in F/o “ERS of NDRI, “payable at SBI, Kalyani (Code No. 1082).**
- An undertaking to the effect that the dealing firm never blacklisted or dealings stopped or temporary banned by any Govt. Organisation/Institutions/Department. In case, if it is found incorrect at any stage, the Job Contract is liable to be terminated immediately & further dealings will be stopped with the firm.
5.2 Clarification on Technical Bid Evaluation:

a. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.

b. If a bidder does not provide clarification of its bid by the date and time set in the Client’s request for clarification, its bid may be rejected.

c. Client also reserves right to seek confirmation/clarification from the user agency, on the supporting documents submitted by the bidder.

6. Financial Bid:-

Financial bid should be quoted as per BOQ.

7. Bid Evaluation (Segregated Type)

7.1 The Client shall follow two bid system where the technical bid and financial bid shall be evaluated separately.

7.2 The evaluation shall be done on weightage with 70% in Technical Evaluation and 30% in financial evaluation.

7.3 The technical evaluation shall be done based on the following criteria:-

At the technical bid evaluation stage, each bidder will be assigned different marks out of total 100 marks as per the criteria specified below for making the selection/merit:-

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Years in operation (evidenced by date of registration)</td>
<td>Max 20 marks</td>
</tr>
<tr>
<td>a) Less than 5 years</td>
<td>10 Marks</td>
</tr>
<tr>
<td>b) 5-10 years</td>
<td>15 Marks</td>
</tr>
<tr>
<td>c) More than 10 years</td>
<td>20 Marks</td>
</tr>
<tr>
<td>Turnover (Last Financial Year) (Evidenced by Profit &amp; loss Account &amp; Balance sheet duly authenticated by CA)</td>
<td>Max 20 Marks</td>
</tr>
<tr>
<td>a) Less than 25 Lacs</td>
<td>10 Marks</td>
</tr>
<tr>
<td>b) 25 Lacs to 50 Lacs</td>
<td>15 Marks</td>
</tr>
<tr>
<td>c) More than 50 Lacs</td>
<td>20 Marks</td>
</tr>
</tbody>
</table>
iii) No. of Manpower on roll (evidenced by ESI/EPF documents) Max 25 Marks

a) Less than 30 10 Marks
b) 30 to 70 15 Marks
c) More than 70 25 Marks

iv) Quality related Marks Max. 10 Marks

a) Not having ISO 0 Marks
b) ISO 10 Marks

v) Experience in working with Govt Institutions/PSUs in the related field Max.25 Marks

a) No Institute - 0 Marks
b) 1 Govt. Institutes/Govt. Registered Organisations - 10 Marks
c) 2-3 Govt. Institutes/Govt. Registered Organisations - 15 Marks
d) 4 Govt. Institutes/Govt. Registered Organisations and above - 25 Marks (evidenced by certificates issued by the Govt. Institutes/Organisations/PSUs)

A bidder should secure mandatorily a minimum of 50% marks (i.e. 50 marks out of total 100 marks as per above para) in Technical Evaluation in order to be a qualified bidder for opening of financial bids. The bidders who score less than 50 marks in Technical bid, their financial will not be considered for opening.

The total marks obtained by a Bidder in the technical bids shall be allocated 70% of technical weightage and the financial bids shall be allowed 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 (For Technical Weightage)

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation, his technical evaluation value shall be 56 i.e. (80 x 70%) 7.4

7.4 The bidder shall be required to upload with eBids the self-attested copies of the relevant documents in support of 7.3.

8. **Financial Bids Evaluation** :-

8.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.

8.2 The bidder with the lowest bid prices (L-1) shall be assigned full 30 marks (i.e. 30% x 100) and his total score of the bid shall be as per **Illustration 2** below:-

**Illustration 2**

If the bidder at Illustration 1 is L-1 bidder and quoted Rs.400/- for being L-1, then his total value shall be 86 i.e. (56 Technical value + 30 Financial value).
8.3 The financial score of other bidder (i.e. L-2, L3 ... and so on) shall be computed as under and as explained at Illustration 3 below:

\[ 30 \times \text{Lowest Value (L-1 price) / Quoted Value (L-2 or L-3....)} \]

**Illustration 3**
If the bidder at Illustration 1 is L-2 bidder and he quoted Rs.425, therefore 30% being the weighed value, the financial score for L-2 shall be computed as under:-

\[ 30 \times 400 \text{ (lowest service charge) / 425 (quoted charges – L2) = 28.235} \]

Therefore, L2 Bidder shall have total value of 83.335 (56 technical value + 24 Financial Value).

9. The Bidders’ ranking as L1, L2, L3......finally shall be arranged depending on the marks obtained in descending order by each of the bidder both in Technical Evaluation and Financial Evaluation. The bidder meeting the minimum eligibility criteria and with the highest marks/rank shall be deemed as successful bidder and shall be considered eligible L-1 bidder for further process. *In case of tie on evaluation of Technical Bids & Financial Bids, more the experience (as indicated in para 7.3(v)) in working with the Govt. Institutions more the weightage will be given which in turn would be the deciding factor for making final selection.*

10. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT including techno-commercial bid in cover-I, and price bid in Cover-II separately as instructed in the bid document. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action against them by the department. Evidence towards submission of **EMD amounting to Rs.30,000/- (Rs. Thirty thousand only)** in the shape of demand draft/pay order is to be submitted in the electronic format online (by scanning) while uploading the bid. This submission shall mean that EMD is received electronically. However, for the purpose of realisation, the bidder has to send the Demand Draft/pay order in original to this institute through post or by hand so as to reach before the time of tender opening. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

11. The firms registered with NSIC/MSME/Start Up as recognised by DIPP for supply of Manpower only are exempted from submission of EMD on submission of relevant valid documentary proof in pdf format in the technical bid but no exemption from performance security.
12. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

13. **Bid Opening**: Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

14. Notwithstanding the above, the Institute reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

**Different types of Agricultural Field works and other related works required on contract basis from 01.12.2018 to 30.11.2019.**

**A. Different types of regular agricultural field works:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Qnty/Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparation of earthen irrigation channel after primary tractor works with bund maker and/or cleaning of old earthen channel of bushes/jungles etc. for fresh irrigation.</td>
<td>7200 running metre.</td>
</tr>
<tr>
<td>2.</td>
<td>Providing irrigation in farm plots (pre-sowing or post sowing etc.)</td>
<td>290 hectare.</td>
</tr>
<tr>
<td>3.</td>
<td>Sowing of fodder crops.</td>
<td>60 hectare.</td>
</tr>
<tr>
<td>4.</td>
<td>Lifting of FYM from farm pits &amp; spreading of FYM in farm plots.</td>
<td>4000 qntl.</td>
</tr>
<tr>
<td>5.</td>
<td>Application of chemical fertilizers (basal &amp; top dressing)</td>
<td>60 hectare.</td>
</tr>
</tbody>
</table>

B. Maintenance of Azolla Production Unit (Specifications enclosed).
C. Maintenance of Fodder Herbarium (Specifications enclosed).
D. Maintenance of Vermicompost Unit (Specifications enclosed).
E. Maintenance of Fruit Plantations Unit and also fresh Tree Plantations inside the campus (Specifications enclosed).
F. Carrying out tractor driving on contract basis (Specifications enclosed)
G. Assisting in routine maintenance works of agricultural Machineries (Specifications enclosed)

A.1. Preparation of earthen irrigation channel after primary tractor works with bund maker and/or cleaning of old earthen channel of bushes/jungles etc. for fresh irrigation:

A) Earthen irrigation channels are to be prepared in the cultivated field manually after primary tractor operation with bund maker.
B) The soil clods should be properly broken and soil layers around furrow(s) of channel(s) should be properly rammed to avoid leakage of irrigation water during flow.
C) The thickness of each side wall of the channel at the base would be about 45 cm which would gradually narrow to about 20 cm thickness at the top. The height of channel would be about 45 cm from the base.
D) The top side of the channel should be levelled flat for pedestrian movement of the field workers etc.
E) The channel thus prepared should be fit for at least one crop season of approx. 04 months duration.
F) As strategic reason it may be necessary to retain old earthen irrigation channels which need thorough cleaning and renovation at the beginning of a crop season/before sowing a new crop in the adjacent plot.
G) Thorough cleaning involves removal of weeds, jungle bushes, shrubs etc grown inside the channel by manual removal of the same after cutting from base and removing the root portion as far as practicable. Further, renovation of the channel by soil dressing of the side walls and base with the help of spade.
H) The cleared and renovated old channel should be fit for irrigation for at least one crop season.
I) The weeds, stubbles etc. removed from the channels should be kept at specified site for other purpose. Arrangement for tailor etc. may be made for proper removal of the materials accumulated in the site.

A.2. Providing irrigation in farm plots (pre-sowing or post sowing etc.):

A) Before irrigation the concerned channels should be cleared off weeds, soil clods, etc.
B) The small bunds/ridges of soil inside the plots at strategic points/areas should be properly elevated and maintained with minimum damage to the standing crop, if any.
C) The level of irrigation water should be properly maintained as per instruction time to time for which the contractor should be remain in contact with the In-charge, Forage Section.
D) No part of the crop field should remain un-irrigated (Unless otherwise specifically stated). Care should be taken for smooth and even distribution of irrigation water with minimum wastage as per specific requirement of the crop concerned.
A.3. **Sowing of fodder crops:**

Sowing by broadcasting method in most of the cases. In a few cases line sowing method may be applied.

A.4. **Lifting of FYM from farm pits & spreading of FYM in farm plots:**

The FYM from farm pits to be lifted into trailer(s) and after weighing of the same in the existing weighbridge of the institute the FYM has to be unloaded into the farm plots as per direction. If necessary the same FYM may have to be incorporated by ploughing into the soil manually, in case of unloading the same in perennial fodder crop field (in standing fodder crops) without damaging the standing fodder crops in the field. The rate of FYM incorporation in the farm plots is usually 200-250 qtl. per hectare.

A.5. **Application of chemical fertilizers (basal & top dressing):**

As strategic measure basal and topdressing of chemical fertilizers are to be applied in field as per recommended practices by broadcasting method in most of the cases. Care should be taken for uniform and regular distribution of chemical fertilizers in the field.

B. **Maintenance works at Azolla Production Unit.**

The Azolla Production Unit is spread over an area of 15 m x 11 m area and further area of 20 m x 15 m (approx.) besides the office of the Forage Section. There are about 25 Nos. temporary or permanent water body for multiplication of Azolla for research and demonstration purpose. The multiplication of the Azolla in the water body is to be maintained as per recommended package of practices followed by the Institute.

In general, for initial preparation of multiplication unit specific quantities of sieved fertile soil and cowdung are to be mixed with water to raise the final height/depth of water table to about 15-20 cm. After release of specified quantities of live Azolla culture into the water body the multiplied Azolla to be harvested at specified intervals of about 5-7 days. Further, single super phosphate and/or other growth regulators are to be given at specified intervals. Also, specific quantities of old slurry of soil and cowdung from the Azolla beds are to be replaced at about monthly intervals, as per direction.

Cleanliness of the unit is to be maintained. Any excess water within the water body is to be removed for proper growth and maintenance of Azolla. The beds are to be cleaned, Soil, water etc. to be replaced and new Azolla inoculation to be made as per requirement.

Necessary inputs of Azolla inoculum, soil, cowdung, SSP etc are to be provided by the institute. Soil to be collected from field of the institute.
C. **Maintenance of Fodder Herbarium.**

The Fodder Herbarium is maintained primarily for Training, Visit & Demonstration purpose. The area is approx. 0.4 hectare. There is provision of approx. 50 Nos. plots each of size 8 m x 5 m (approx) for growing of different fodder crops (both annual and perennial) along with provision of irrigation channels and pedestrian movement.

The work involves (1) soil preparation with spade etc. for fresh sowing/transplanting of fodder crops, (2) incorporation of FYM/Vermicompost and other bio-fertilizers and/or chemical fertilizers as basal application and also application of chemical fertilizers etc. as top dressing as and when required. (3) Weeding and interculture operation (both chemical & manual weeding as per direction). (4) Harvesting of crop as per requirement for fodder and/or seed production purpose and storing/supply to the cattle yard. (5) Application of plant protection measures if necessary. (6) Manual preparation of earthen bunds, irrigation channels etc. after primary works with tractor drawn implements if possible/wherever applicable. (7) Providing irrigation to the crop as per requirement. Necessary inputs of seeds, fertilizers, pesticides would be provided by the institute.

D. **MAINTENANCE OF VERMICOMPOST UNIT.**

The institute has a small vermicompost unit meant for training and demonstration purpose simultaneous with small scale production of vermicompost and multiplication of earthworms for vermicomposting. The floor area of the vermicompost chamber is 6m x 2.5 m (approx.) with average height of 2.5 m. The vermibed size is about 4.5 m x 1 m x 0.5 m. The unit can utilize about 900 kg food substrate for earthworm per month and raw food substrate required for conversion is about 1300 kg. The work involves (1) preparation of roughages/fodder/crop residues etc. for primary decomposition and (2) loading of vermibeds with food stuffs after primary decomposition and (3) general maintenance of the vermibeds for regulation of moisture, temperature, air within the vermibeds as per direction (4) Harvesting of earthworms at the end of each cycle for separation of vermicast for use as vermicompost. (5) stacking of vermicast for use in the farm and further multiplication of earthworms thus separated and/or other use, as per instruction.

E. **Maintenance of Fruit Plantations and other fresh Tree Plantation Unit:**

There are fruit plantations of coconut, mango, guava etc and also fresh tree plantations in and around the Institute premises. Necessary management of interculture, irrigation, fertilizer/manuring etc. are to be carried out as per instruction. Necessary inputs of manure, fertilizers, etc will be provided by the Institute.
**F. CARRYING OUT TRACTOR DRIVING ON CONTRACT BASIS:**

a) Cultivation of land at ICAR- ERS-NDRI, Kalyani or at Kalyani farm of ERS-IVRI, Kolkata with existing tractor(s) and implements available at the institute for disc ploughing, harrowing, cultivator operation, use of tractor drawn land levelers, bund maker, etc. At 04-05 hectare land cultivation at the desired depth per working day per worker is required if sole cultivation work is done. If land leveling work is considered the working hours with the land levellers for sole operation should be 08 hours per working day.

b) Hauling of fodders in trailer(s) from field(s) to the weighbridge and after weighing and chaffing (if required) of the fodder by other contract system. The fodder in the trailer(s) finally have to be taken to the mangers at different cattle sheds in the cattle yard for distribution of the fodder for feeding of the farm animals. As a strategic reason it may required to keep the harvested fodder at others specified location for storing purpose for future use. If sole fodder hauling and distribution is required then the entire process can be repeated 04-06 time per working day.

c) Hauling of raw cow dung in trailer(s) from the cattle yard to the place of deposition or hauling of FYM/cow dung manure from farm pits to the field in trailer(s) after weighing and distribution/unloading of the same in the field as per direction. If sole work of manure/cow dung hauling is required the same operation can be repeated 05-06 times per working day under the present situation.

d) Hauling/transportation of the chemical fertilizers/seed bags etc. inside or outside the institute campus as per requirement. Also miscellaneous other work of similar nature as mentioned in item No. (a)-(d) may have to be carried out as per necessity covering work hours of maximum 08 hours per working day.

e) The actual works to be carried out in practice may involve several types of work as mentioned in item No. (a)-(d) in different phases as per necessity in any working day, as can be expected from experienced tractor driver for agricultural works.

**G. Assisting in Routine maintenance works of agricultural Machineries:**

There are Three Nos. Tractors, three Nos. power driven chaffcutter, 05Nos. disc harrow, 05Nos metallic trailers (four wheel/two wheel), 02Nos. land leveler, 02Nos. Cultivators besides other agricultural machineries which require regular routine maintenance. Necessary assistance to be provided to the mechanic for the related works and other agricultural field works will also have to be carried as and when required.
1. Lumpsum Consolidated one single rate to be quoted for entire operations form (A) to (G) in specified area as per quotation format. There are 12 regular points for which the work is of the nature of unskilled agricultural works and 02Nos. points for which the work is of the nature of skilled agricultural works (tractor driving etc.). These points are to be covered regularly for usual working hour period of 08Hrs per day including weekly rest day(s) as applicable. At the time quoting rate(s) the applicable service charge per point basis should be clearly mentioned which will remain fixed during the entire contract period.

2. The period of work is from Sept-2018 to Aug-2019. Period of work(s) may be extended by maximum two months with suitable adjustment of the work(s), in the event of non-completion of the scheduled work(s) on account of factors beyond control of the Institute or otherwise, proportionate deduction will be made for the incomplete part of work for reasons beyond control or the Institute/natural calamities at the time of final processing of bill for final payment. No additional payment is admissible for minor adjustment of work(s) and/or extension of period of work.

3. Pre-receipted Bill(s) may be submitted Quarterly for the completed parts of the work(s) at the discretion of the Institute, after completion of the codal formalities.

4. After execution of work the contractor will have to submit the bill(s) and along with challan(s) for the work completed and necessary attachment of (a) the wage slips issued by contractor to the workers engaged by him, (b) copies of challan(s) and amount deposit receipts towards deposition of EPF, ESI amount of the corresponding month(s), should be made. All the documents should be signed with date in original with seals etc. by the contractor.

5. In the event of non-completion of work even in part because of the sole reason of inability of the contractor to execute the work in time, the entire amount of security deposit would be forfeited.

6. The contractor will have to deposit earnest money of Rupees 30,000.00/- (Rupees thirty thousand only) at the time of deposition of tender document, duly filled, in the form of demand draft drawn in favour of ERS of NDRI, payable at SBI, Kalyani or any nationalized bank at Kalyani. The earnest money deposit is refundable after completion of codal formalities, to the unsuccessful quoter(s) within reasonable time period without any interest.

7. In the event of damage to institute property or unsatisfactory performance, the contract may be terminated before the completion of the term and in that event the security deposit will be forfeited. If the monetary value of damaged property is more than the security money, the balance amount will be deducted from the bills.

8. The contractor will have to arrange for tools like spades, sickles, shovels etc. and also protective items like torch, gumboots, hand gloves, rain coats etc, on his own for the workers engaged by him for carrying out the stipulated works.
9. Minimum wages as per the rates of Central Govt./State Govt. **whichever is higher** have to be given to the labourer(s) engaged by the contractor in the designated account through e-payment. In the event of increase in the minimum wages as applicable the Institute will bear the extra expenditure on payment of minimum wages, EPF, ESI account. The payment of service charge per point will remain fixed during the entire period of contract. **The GST will be paid extra**, if applicable, be submitted by the contractor. Necessary statutory deduction on Income Tax will be made as applicable. **Calculation of rate(s) etc should be made as per following format considering the higher minimum wage rate as applicable.** While quoting rate(s), besides quoting the statutory rate(s) for payment liability, the service charge per point should be quoted separately and added to the payment liability to arrive at the final rate(s). The deciding factor for award of the work contract will be the fixed service charge per point, as all other factors will remain same for all the probable quoters. While calculation of the service charge(s) necessary consideration should be made for expenditure on tools and protective items, liverys etc. to be given to the workers for carrying out the works, for which no separate payment can be claimed by the contractor.

10. **As per current estimate the average Service Charge per point less than Rs. 500/- will not be accepted as it will not be possible to carry out the work effectively by quoting service charge less than this amount.**

**Minimum wage rate (agricultural workers) as per notification of Govt. of West Bengal w.e.f 01-01-2018 to 30-06-2018 and payment of bonus etc for calculation by the contractor(s)** (**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Unskilled</th>
<th>skilled</th>
<th>Highly skilled</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum wage as on date (with out food)</td>
<td>Rs. 6092.00/month, or Rs. 234.00/day</td>
<td>Rs. 7374.00/month, or, Rs. 284.00/day</td>
<td>N.A.</td>
<td>w.e.f. 01-01-2018</td>
</tr>
<tr>
<td>2.</td>
<td>EPF @13.16% on minimum wages</td>
<td>Rs. 801.71/month</td>
<td>Rs. 970.42/month</td>
<td></td>
<td>To be credited to EPF Account including the employers’ share.</td>
</tr>
<tr>
<td>3.</td>
<td>ESI @ 4.75% on minimum wages</td>
<td>Rs. 290.00/month</td>
<td>Rs. 351.00</td>
<td></td>
<td>To be credited to ESIC account</td>
</tr>
<tr>
<td>4.</td>
<td>Sub-Total (amount for one point of work) =</td>
<td>Rs. 7183.71/month</td>
<td>Rs. 8695.42/month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Payment of bonus @8.33% on minimum wage, subject to ceiling of Rs. 7000/- per annum</td>
<td>Rs. 583.33</td>
<td>Rs. 583.33</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Gross liability(4+5)=</td>
<td>Rs. 7767.04</td>
<td>Rs. 9278.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Sub-total for 12Nos. point for unskilled nature of work and 02 points of skilled nature of work =Rs. 93204.48</td>
<td>Rs. 9278.75X02= Rs. 18557.50</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Service charge per point</td>
<td>Rs. N</td>
<td>Rs. M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Particulars</td>
<td>Unskilled</td>
<td>Skilled</td>
<td>Remarks</td>
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<td>1.</td>
<td>Minimum wages as on date</td>
<td>Rs. 352.00/day, or,</td>
<td>Rs. 418.00/day, or,</td>
<td>w.e.f. 01-04-2018</td>
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<td></td>
<td>Rs. 9152.00 /month</td>
<td>Rs. 10868.00/ month</td>
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<tr>
<td>2.</td>
<td>E.P.F. @13.16% on minimum wages</td>
<td>Rs. 1204.40/month</td>
<td>Rs. 1430.22/month</td>
<td>To be credited to EPF Account including the</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>employers’ share</td>
<td></td>
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<tr>
<td>3.</td>
<td>ESI @ 4.75% on minimum wages</td>
<td>Rs. 434.72</td>
<td>Rs. 516.23/month</td>
<td>To be credited to ESIC Account</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Sub-Total=</td>
<td>Rs. 10791.12</td>
<td>Rs. 12814.45</td>
<td></td>
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<tr>
<td>5.</td>
<td>Payment of Bonus @8.33% on min. wage, subject to maximum of Rs. 7000/- per annum</td>
<td>Rs. 583.33</td>
<td>Rs. 583.33</td>
<td></td>
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</tr>
<tr>
<td>6.</td>
<td>Gross liability(4+5)=</td>
<td>Rs. 11374.45</td>
<td>Rs. 13397.78</td>
<td></td>
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<tr>
<td>7.</td>
<td>Sub-Total for 12 points of unskilled nature of work and 02 points of highly skilled nature of work</td>
<td>Rs. 11374.45X12Nos. = Rs. 1,36,493.40</td>
<td>Rs. 26,795.56 OR SAY Rs.26,796.00</td>
<td></td>
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<tr>
<td>8.</td>
<td>Service Charge per point =</td>
<td>Rs. N</td>
<td>Rs. M</td>
<td></td>
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</tr>
</tbody>
</table>
In addition to this the contractor is liable to provide any other the benefit as per contract labour (Regulation & Abolition act, 1970) to the workers engaged.

The contractor shall pay the wages to the labourer(s) engaged on monthly basis through online payment only in the name of individual labourer(s) on every 1st – 5th day of the succeeding month and photocopy of the same i.e. amount deposited in the labour Account have to be attached with the bill or as per the directives issued by the government.

11. The Institute will not be held responsible for payment of any kind of compensation for any casualty inflicted on the contractor and or labourer(s) engaged by him for the contractual work.

12. Agricultural field works may have to be carried out from early morning at 6 AM to late evening even at night also depending upon the situation and the contractor will have to adjust work hours for various works.

13. The contractor will have to discharge all legal liabilities, if any, in connection with payment of minimum wages as applicable and revised time to time during the contract period and other welfare facilities to agricultural labourer(s) for works as per rules/acts of Govt. of India and also has to follow the Contractual Labour (Regulations & Abolitions Act, 1970), Workmen Compensation Act etc. The institute is in no way liable to make any payment towards salary/allowance/compensation to the workers engaged by the contractor and no additional amount other than the quoted rate by the contractor and accepted by the Institute, will be payable by the institute as per the completed parts of the scheduled works. However, any revision in the corresponding minimum wages as per official notification(s) will be paid by the Institute and pre-receipted necessary bill(s) should be preferred by the contractor as per procedure. The contractor will have to be ready to accept minor alternation of work schedule as per urgent need of the situation within the stipulated rate contract.

14. In the event of non completion of scheduled works within the stipulated time on account of weather factor or any other factor beyond control of the Institute, the completion time may be extended or the contractor may be allowed to submit bill for arranging payment and proportionate deduction from the bill for the work not completed or carried out by the contractor, at the sole discretion of the Institute, will be made.

15. In continuation of item No.(7) of terms & conditions this is further to indicate that in the event of any damage to the crop or any implement/instrument by the labourer(s) engaged by the contractor at the time of work, proportionate deduction would be made from the bill amount of the contractor. Considering the monetary value of the damage inflicted, if necessary separate bill(s) may raised for recovery of damage of institute properties by the workers engaged by the contractor. The calculation will be made at the sole discretion of the Institute and will have to be accepted by the contractor as decisiv
16. The institute will provide tractor(s) and trailer(s) for hauling of manures/fertilizers/seeds etc. at specific timings. In the event of non-availability of tractor-trailer for breakdown of the same, one van rickshaw available with forage section may be utilized by the contractor and in that case necessary maintenance and repairing of the same will have to be carried out by the contractor for that period.

17. Necessary payment to the concerned labour to be made for specific month latest by 5th day of next month. The contractor will have maintain following registers at the place of work:
   i. Muster roll in Form V
   ii. Register of wages in Form X
   iii. Register of wages in Form IV
   iv. Register of fine in Form I
   v. Register of deduction for damage or loss in Form II

18. The contractor will have to issue wage slips as per rules 26(3) and also entries in wage register and wage slips should be authenticated as per rule 26(4).

19. The contractor will have to issue identity cards to his workers engaged for the work.

20. The contractor shall not sublet the work without prior written permission of the authorities.

21. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

22. The workers engaged by the contractor under this contract will not be the employee of the institute and there will be no employer-employee relationship between institute and the worker(s) so engaged by the contractor for the concerned job.

23. The rate to be quoted by the contractor should include/consider payment of wages to the workers, taxes etc. The institute shall not bear any extra charge on any account whatsoever, Uniform, Liveries, OTA, etc.

24. The contractor will have to discharge 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 ICAR-NDRI-ERS, Kalyani, from any claims, loss or damages that may 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 institute will be final and binding on the contractor.

25. Risk Clause: ICAR-NDRI-ERS, Kalyani reserves the right to discontinue the service any time, if the services 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 the current agency and excess expenditure incurred on account of this can be recovered from Performance security or pending bills or by raising a separate claim.

26. Offering of the lowest rate(s) does not commit the award of the contract.
27. The contractor (service provider) shall take all the responsibilities and obligations for providing security/insurance of all the persons engaged by him for the work. Institute is not responsible for any libels/suits/litigation or otherwise obligation/commitment/liabilities to any party/persons whatsoever.

28. The contractor should fulfill the mandatory requirement under Labour act, 1970 (Regulation & abolition) and has to display on the notice board the rates of wages applicable for the workers engaged by him, hours of the work, wages per head, date of payment wages, name of the place where the labourers are working etc.

29. Provision of **First Aid box** should be made available by the contractor at the working place of the labourers.

30. At the time of quoting Rate(s) the bidder(s) should attach the following:

   a) Copy of **Registration Certification of the Firm** under State/ Central Govt. under Shop & Estt. Act or any other Act indicating the date of inception.
   b) Copy of valid **Registration Certificate for Contract Labour** (Regulation & Abolition Act-1970)
   c) Copy of **PAN, GST registration** certificate.
   d) Copy of **valid EPF, ESI registration** certificate
   e) **Annual Turnover report** for the FY, 2016-17, certified copy audited document, supported by ITR and Form 16, including Profit and Loss Statement.

30) **Special terms & conditions for field works/fodder/manure hauling with tractor, trailor etc.**

   a. The tractor driver to be engaged by the contractor should have valid tractor driving licence.
   b. The tractor driver should be conversant with the use of disc plough/disc harrow/leveler/trailor etc.
   c. Tractor driver should have working experience with the type and model of tractor at ER5, NDRI and should be conversant with general routine maintenance works of the tractor(s) for smooth functioning of the same.

   d. The **photocopy of valid tractor driving licence(s) of the driver(s)** should be handed over to the institute for verification etc.

31) The selected contractor will have to submit an agreement deed executed on non-judicial stamp paper of appropriate amount covering the specifications and terms & conditions of the work under consideration, the format of which will be supplied by the institute, before start of the work.
32) The Institute reserves the right to reject any or all the quotations received without assigning any reason thereof.

33) If the agricultural field worker(s) engaged by the contractor is/are found unsuitable for the work at the institute and/or misbehave with staff of the institute etc. the contractor will have to replace him immediately on verbal/written intimation from the institute in this regard. Depending upon gravity of the situation any other additional disciplinary measure may be taken by the institute at its sole discretion.

34) In the event of quoting the same rate/amount of service charge by two or more contractors, serial preference will be given for the contractor(s) having higher number of years in operation (evidence by the date of registration), higher turn over in the last financial year, No. of manpower on roll (evidence by EPF/ESI document, experience in working with Govt. Institutions, PSUs in related fields.

35) For further clarification regarding the work etc. the In-charge Forage Section may be contacted on any working day in office hours (between 10AM to 5PM)

Abbreviations:

(i) “Bid Document” means Bidding Document (i.e. Tender Enquiry Document).

(ii) “IFOB” means Invitation for Online-Bids.

(iii) “GITB” means General Instructions to Bidders.

(iv) “SITB” means Special Instructions to Bidders.

(v) “GCC” means General Conditions of Contract.

(vi) “SCC” means Special Conditions of Contract.

(vii) “DGS&D” means Directorate General of Supplies and Disposals.

(viii) “NSIC” means National Small Industries Corporation.

(ix) “PSU” means Public Sector Undertaking.

(x) “CPSU” means Central Public Sector Undertaking.

(xi) “LSI” means Large Scale Industry.

(xii) “SSI” means Small Scale Industry.

(xiii) “LC” means Letter of Credit.

(xiv) “DP” means Delivery Period.

(xv) “BG” means Bank Guarantee.

(xvi) “ED” means Excise Duty.
(xvii) “CD” means Custom Duty.

(xviii) “WDO” means Women’s Development Organization.

(xix) “ACASH” means Association of Corporations and APEX Societies of Handlooms.

(xx) “KVIC” means Khadi Village Industries Commission.

(xxi) “RR” means Railway Receipt.

(xxii) “BL” means Bill of Lading.

(xxiii) “FOB” means Free on Board.

(xxiv) “FAS” means Free Alongside Ship.

(xxv) “FOR” means Free On Rail.

(xxvi) “CIF” means Cost, Insurance and Freight.

(xxvii) “CIP” means Carriage and Insurance Paid.

(xxviii) “INCOTERMS” means International Commercial Terms.
LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.2000/- Per Point Per day will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the supervisory staff of the firm by NDRI and if no action is taken within one hour liquidated damages clause will be invoked.

2. Any misconduct/misbehavior 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. Frequent change of workers will not be allowed. If the practice is observed the point of work will be treated as unattended and an amount of Rs.500/- per point / per day will be deducted from the bill of contractor.

4. The labour of the contractor are required to be present for the whole period of the office hours or as per requirement.

5. Any other miscellaneous work will be carried out by the contractor workers as per requirement from time to time.

NOTE:- All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

Asstt. Admn. Officer

H E A D

Enclosures:

Annexure-I : Experience Details
Annexure-II : Mandatory Form
Schedule-I : Format for Detailed Information of Firm
Schedule-II : Existing Minimum Wages (mentioned earlier as per clause No. (10) of Terms & conditions).
Schedule-III : Price bid (as per format in clause No.10 of terms & conditions).
## Details of the experience with Govt. Institute/Organisation or PSU:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Institute/Govt. Organization &amp; Name of contact Person with Phone Number</th>
<th>Period</th>
<th>No. of staff deployed</th>
<th>Remarks (with authenticated documents)</th>
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<td>From</td>
<td>To</td>
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**Signature with seal of Head of Institute/Govt. Organization**
### MANDATORY FORM

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Type</th>
<th>Address with Mobile No.</th>
<th>PAN No. (Mandatory in case TDS is Deducted)</th>
<th>GST REGN. NO.</th>
<th>Name of the Bank &amp; Branch Name AND ADDRESS OF BANK BRANCH</th>
<th>Bank Account No.</th>
<th>BIC (IFSC Code No.)</th>
<th>e-mail address</th>
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We agree to supply the above goods & allied services. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant document. (*in case tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated*).

We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of ................

(Name and address of the tendering firm) .................................

(Seal of the tendering firm) Website Address: ..........................; E-Mail Address: ..........................................................

Date: Place: 
SCHEDULE TO TENDERS (Part-I)

1. Name of the Firm/Agency
2. Full address with Post Box No.
   And 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 dispute condemning
      business of the partnership to arbitration.
   ii) If the answer to above is in point one and two 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 partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART -II

8. Earnest Money Deposited: Yes / No

PART -III

9. Name and Address of the firm's representative
   and whether the firm would be representing at the
   opening of the Tenders
10. Name of the Permanent Representative to be visiting
    NDRI, Karnal regarding the contract

Date: ____________
Place: ____________

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

DATE: ____________

Sign. of the contractor or authorized person
Schedule-II

While quoting the price in BOQ, the Contractors shall take into account the Minimum wages & statutory liability mandated by State Govt. / Central Govt. Whichever is higher.

Note I: In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour (Regulation & Abolition) Act, 1970.

Note II: It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.

Date:
Sign. of the contractor or authorized person
NOTICE INVITING TENDER THROUGH E-PROCUREMENT

(For outsourcing of conducting Agricultural field work at NDRI, Kalyani, W.B.)

Online Bids, under two bid systems, on behalf of the HEAD, ERS of NDRI, Kalyani, Nadia (W.B.) are invited from interested registered/well-established/reputed manpower service providers through E-tender for awarding of contract for conducting Agricultural Field work. Tender Documents along with a Demand Draft of Rs.30,000/- (Rupees Thirty thousand only) to be deposited as earnest money (EMD) in favour of ERS of NDRI, Payable at S.B.I., Kalyani (1082) and may be sent to the HEAD, ERS of NDRI, Kalyani, Nadia (W.B). The details of tender is enumeration in the following annexures. Please read the annexures attached with it before bidding.

Annexure – 1: Details of Experience with Govt. Institute/Organisation or PSU:

Annexure -2: Mandatory Form.

Schedule -1: Details of the contractor or authorized person.

Schedule -2: Minimum Wages rate of State Govt. & Central Govt.

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<table>
<thead>
<tr>
<th>No.</th>
<th>F.10-22/Misc./Field Work/Forage/2018-19/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td>HEAD, ERS of NDRI, Kalyani, Nadia (W.B.)</td>
</tr>
<tr>
<td>Date and time for issue/Publishing</td>
<td>28.08.2018 at 11.00 A.M.</td>
</tr>
<tr>
<td>Online Bid Document Download start date</td>
<td>29.08.2018 (11.00 A.M.)</td>
</tr>
<tr>
<td>Online Bid Document Submission Start date</td>
<td>30.08.2018 (11.00 A.M.)</td>
</tr>
<tr>
<td>Online Bid Document Submission End date</td>
<td>20.09.2018 (11.00 A.M.)</td>
</tr>
<tr>
<td>Online Bid (Technical) Opening date</td>
<td>22.09.2018 (11.00 A.M.)</td>
</tr>
<tr>
<td>Address for Communication</td>
<td>The HEAD, ERS of NDRI, Kalyani, Nadia (W.B.)</td>
</tr>
</tbody>
</table>