Tender-A

Registered with Acknowledgement due

F.No. 16-WC/CY/16-17/Purchase- Dated: 25th May, 2016

NOT TRANSFERABLE

NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132001

INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS & CONDITIONS GOVERNING ANNUAL JOB/WORK CONTRACT FOR DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC AT NDRI, KARNAL-132001

A. Cost of Tender Document Rs.1000/- (Rupees one thousand only)
B. Sale of Tender Document: 25.05.2016 to 15.06.2016 upto 4.00PM
C. Last date for receipt of Tenders in Office is 16.06.2016 up to 10.30AM
D. Pre-bid meeting : 27.05.2016 at 11.00AM
E. Tenders (Technical bid) to be opened on 16.06.2016 at 11.00 AM
F. Tenders (Financial bid) to be opened on 23.06.2016 at 11.00 AM
G. Tender will remain open for acceptance up to 90 days from the date of opening.

NOTE:

1. The Director, National Dairy Research Institute, Karnal may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.
INVITATION OF TENDER
FOR THE ANNUAL JOB/SERVICE CONTRACT AT NDRI, KARNAL

From:
Sr. Admn. Officer(P),
NDRI, Karnal

TO

Dear Sir(s)

Sealed tenders in two bid system (Technical and Financial Bid) are hereby invited on behalf of the Director, National Dairy Research Institute for DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC(CATTLE YARD) AT NDRI, Karnal. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs.4,00,000/- (Rupees Four lakhs only) must be deposited in the form of demand draft/pay order favoring “ICAR Unit, NDRI” payable at Karnal. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.

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 resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or 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 or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council / Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC(CATTLE YARD) AT NDRI, Karnal** with address of this office and the tenderer shall place two sealed envelopes clearly marked on the cover containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post or should be put in the tender box kept in Purchase Section (Ground Floor), NDRI, Karnal not later than **16.06.2016 (10.30 AM)**. Each envelope should have proper address as per direction.

9. The rates quoted by each firm for job/service in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.

10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

11. An amount equal to 10% of the total value of job contract as Performance Security is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money shall be forfeited and dealing with the firm also banned. If the firm fail to comply with the terms & conditions of the contract, the Institute will be at its liberty to forfeit the performance security in addition any other action against the firm.

12. No interest on performance security and earnest money deposit shall be paid by the Institute to the tenderer.

13. Any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and NDRI 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 tenderer, as per rules/instructions made applicable from time to time by government.

14. **The Director, National Dairy Research Institute, Karnal reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.**

15. Decision of the Director, National Dairy Research Institute, Karnal shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, National Dairy Research Institute, Karnal. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. Only those firms will be considered for financial bid who will qualify in the technical bid.

18. The following documents/vouchers are required to be enclosed in sequence, as under, with the tenders form which are the terms and conditions of the tender's document:

   a) Registration certificate of the firm under State/Central Govt. under Shop & Estt. Act. or any other act.
   b) Minimum turnover of the firm not less than Rs. One Crore for at least (three) of the financial years (i.e. 2012-13, 13-14, 14-15 & 15-16) along with certified copy of audited document by bonafide CA supported by ITR of the concerned year.
   c) Last three years continuous experience of the firm in the field of providing such type of work/services in Central Govt. establishments/autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
   d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
   e) Employee EPF registration certificate issued by Govt.
   f) Employee ESI registration certificate issued by Govt.
   g) 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.
   h) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 200 Nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers and list (ECR from the website of concerned Deptt.) must be attached.
   i) Service tax registration certificate issued by Govt.
   j) Copy of Cancelled Cheque issued by the Bank of the firm.
   k) Copy of ISO Certification, if available.
   l) EMD of Rs. 4,00,000/- in the shape of pay order/Demand Draft in F/o “ICAR Unit-NDRI, Karnal”
   m) Cost of the Tender fee (if downloaded from website)

Note: The technical bids and financial bids may be submitted in separate envelops to be sealed and also put in a main cover.

Yours faithfully,

Sr. Admn. Officer(P)
National Dairy Research Institute,
Karnal-132001 (Haryana)
TENDERS FOR DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC(CATTLE YARD) AT NDRI, KARNAL-132001 (HARYANA)

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office

Telephone No.
Telegraphic Address/FAX/Cellular No.:
E-Mail address

From __________________
____________________

To

The Director,
NDRI, Karnal-132001

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC(CATTLE YARD) AT NDRI and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and from a part of this Tender ________. The Schedules-I & II to accompany this Tender are at pages ____________.

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. of Rs.4,00,000/- (Rupees Four lakhs only) drawn in favour of (ICAR Unit, NDRI) and payable at Karnal is enclosed as EMD required.

Yours faithfully

Dated: __________________
Signature & Seal of the Tenderer

Address __________________
Telephone No. Office:_______
Resi.:_____________
Mobile_____________

Signature of Witness to Contractor’s Signature
Name __________________
Address __________________
Occupation __________________
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.
GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE ANNUAL JOB/WORK CONTRACT FOR DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC(CATTLE YARD) AT NDRI, Karnal

Detail of work/job to be carried out by the contractor’s labour:

A Highly Skilled services:- i) Driver (02 Nos.) :- having a valid Heavy Licence  ii) Personal Assistant(01 No.) :- Knowledge of Short Hand(English) and typing on computer having good knowledge of office procedure also iii) Milk Recorder(02 Nos.) :- Knowledge of Data/milk recording and office work.

B Un-Skilled Services(71 Nos.):-
1. Fodder Chaffing, Feed grinding and distribution:- Chaffing of daily fodder supply (approx. 450-550 qtls.) supply can increase by 200 qtls. When chaff fodder is supplied and its loading and distribution to all livestock of LRC. Distributions of dry fodder and concentrate. Occasional grinding & mixing of feed ingredients mainly supplied by FM section and its distributions to livestock (200-400qtls/annum). Other misc. work related with feed and fodder distribution also.

2. Feed mangers:- Feeding all livestock (during day and night), cleaning mangers, water troughs etc.

3. Sheds, Paddocks & roads:- Cleaning of dung, sweeping and washing minimum two times(Morning & Evening) all animal paddocks including 3 new sheds (except DCN Division experimental sheds) and all inside roads of LRC.

4. Drainage system:- Cleaning and up keep of all the drains system of LRC.

5. Calf Section, Down cows:- Cleaning of calf section, pregnant animals section and calving pens. Feeding of calves above 6 month, pregnant and calved animals.

6. Occasional works: Animal handling other livestock show related work on special occasions(auctions), visit of dignitaries etc.


8. Supply of dry fodder like Bhusa etc. from Godowns situated in LRC/Farm area to C.Y. for daily use/requirement basis.

9. Maintenance of Bull Mother Farm each activities.

10. Misc. Work.: Cleaning of office and a ssistance in detection and A.I. etc. Any other work required/duty assigned by the I/c, LRC.

Note:- Approx. number of animals are 1600(about 1200 adult units). No. of animals can vary by 20-30%. If experimental animals of students/research workers are tied alongwith general herd its feeding, cleaning will be the responsibility of contractor or any other duty assigned by the I/c, LRC time to time.

TERMS & CONDITIONS:

1. The firm/contractor should provide the personnel as per the qualification/experience required work as determined by the Institute or its representative.

2. The staff deployed by the contractor/firm for the work required should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave/weekly rest under intimation to this office.

3. The staff provided should also maintain discipline in the premises of Institute and required to be present for the whole of 8 hours in the office/lab/field or requirement of the institute also. The personnel to be deployed will also be given paid weekly off as per provision of labour laws.

4. Any kind of loss of the Govt./Institute’s property due to the negligence of the contractor labours will be deducted from the contractor’s bill of that month.

5. During the contract period the institute will not be responsible for any mis-happening of contractual labour like Hunted by animal, Snake bite, Skin disease or any accident/injury (including death) of the labour and it will be fully responsibility of the contractor for compensation of any claim etc. during the contract period or later on awarded by any Court/Tribunal/Arbitrator etc.
6. The contractor will issue identity cards to his workers, which should be suitably displayed by the contractual worker.

7. The contractor shall keep a complaint register with his supervisor in the Institute and it shall be open to verification by the authorized officer of NDRI for the purpose. All complaints should be immediately attended to by the Agency.

8. Uniform with colour specifications and pattern approved by NDRI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc, are in proper uniform while on duty.

9. The agreement is terminable with one month notice.

10. The contractor shall not sublet the work without prior written permission of the NDRI, Karnal.

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

12. The selected agency shall provide the necessary personnels (qualified/experienced according to work required) as per requirement at NDRI, Karnal as per labour acts prevalent in State. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the NDRI, the NDRI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written/oral communication will have to replace such persons immediately.

13. The persons so provided by the agency under this contract will not be the employee of the NDRI and there will be no employer-employee relationship between the NDRI and the person so engaged by the contractor in the aforesaid services.

14. Payment for service contract will be made monthly upon submission of pre-receipted bills and after making payments to the concerned departments i.e. EPF/ESIC etc. Th. RTGS only.

15. After physical inspection of the site, every detailed assessment/requirements of personnel for work as mentioned in the Schedule-II at the NDRI, Karnal shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount (Per Month) in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted during contract period.

16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contribution and liability under employees compensation Act, Uniform, Liveries, OTA and other Govt. taxes etc.

17. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages strictly as per minimum wages Central/State Govt., whichever is higher and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and NDRI will not be responsible for any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, National Dairy Research Institute, Karnal shall be final and binding on the contractor.

18. Income Tax shall be deducted from the payments due for the work done as per rule and any other tax payable shall be paid by the contractor also.

19. Changing of Supervisor/Staff should be intimated to the I.O.

20. The Contractor must employ adult labour only; employment of child labour may lead to the termination of the Contract.

21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

22. Payment of the wages to the persons deployed by the Agency/Contractor will be made through A/c payee cheques on or before 7th day of each month in the presence of Institute’s representative and copy of payment sheet (copy of mustroll-cum-wages register) duly signed by the staff appointed by the Agency/Contractor should be made available to the I.O every month before verifying the monthly bill. The payment of the firm shall be released Th. RTGS subject to completing all formalities by the firm/contractor.

23. The Agency/Contractor shall be displayed a copy of license promptly at the premises of the contract/work.

24. Successful Tenderer will have to enter into a detailed contract agreement with NDRI on non-judicial stamp paper of appropriate value.
25. The Director, NDRI, Karnal reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of Director, NDRI, Karnal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

26. In case of two or more firm quoted the equal rates, the following criteria shall be adopted for making the selection/merit:-
   a) In case (a) above is not enough to break the tie then ISO certified firm, if any, shall be given more credit, failing which :
   b) The firm having higher financial credential shall be given more weightage.
   c) In case (a) & (b) above are still not enough to break the tie then past experience and business dealings with Govt. Institutes will be kept as criteria to the extent that if the firm has experience in working for more than 5 Govt. Instt. in last three years, they will be given 10 marks. For 3 to 5, they will be given 8 marks, for 2 Govt. Deptts. They will be given 7 marks, for 1 Govt. Deptt., they will be given 6 marks and with no experience in Govt. Instt. they will be given 5 marks for finalization of responsive bid.

27. Risk Clause: NDRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Performance Security or pending bills or by rising a separate claim.

**LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.2000/- per day will be levied as liquidated damages. 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.

The Director, National Dairy Research Institute, Karnal reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, National Dairy Research Institute, Karnal shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**Details of the Minimum 3 years experience / work done:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Deptt. / Organization &amp; Name of contact Person with Phone Number</th>
<th>Period</th>
<th>No. of staff deployed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Authorised Signatory)
## Requirement of the Technical Bid

List of the essential documents being furnished for consideration of the Tender/Bid:-

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item</th>
<th>Page No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cost of the Tender fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Details of the EMD furnished</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Registration Certificate of the firm under State/Central Govt. (under Shop &amp; Estt. Act)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Document related to establishing minimum turnover for at least three complete financial years (ending 31.3.2016) duly certified by CA (Balance sheet and Profit &amp; loss Account)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Document relating to experience of the firm for the last three years in the similar field of providing man-power in Central Govt. Estt./Autonomous Body/ Corporation/PSUs/Reputed Pvt. Organizations duly authenticated by the concerned authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Certified copies of the documents indicating satisfactory services completed or being carried on for the last three years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Copies of the Employees EPF Registration Certificate issued by the Govt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Copies of the ESI Registration Certificate issued by the Govt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>The Contractor shall have to provide labour licence under Contract Labour (Regulation &amp; Abolition) Act, 1970- after contract being offered-Agreement of the Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>List of 200 labour Regd. with ESI &amp; EPF separately copy of ECR may be attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Service Tax registration certificate being issued by the Govt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Name of the Bank, Branch Code (copy of cancelled cheque may be submitted)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>ISO Certification, if any (Not mandatory) copies to be provided</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Sr.No.1 to 12 documents is essential & therefore should be submitted by the Contractor failing which his/her Tender will not be considered.

Date: ________________  
Sign.of the Bidder or his Authorized Person  
Name: ____________________
Minimum wages & statutory liability which is to be paid to the Contractual Laborers by the Contractor as per the prevailing minimum wages of State wages as the same is more than the Central Wages. However, this is subject to revision as per the revision made by State Govt. or Central Govt. time to time.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Unskilled</th>
<th>Semi-Skilled</th>
<th>Skilled</th>
<th>Highly Skilled</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum Wages as on date</td>
<td>Rs.7976.20</td>
<td>Rs.8793.76</td>
<td>Rs.9233.44</td>
<td>Rs.10179.87</td>
<td>w.e.f. 01.04.2016</td>
</tr>
<tr>
<td>2.</td>
<td>EPF @ 13.36% on minimum wages</td>
<td>Rs.1065.62</td>
<td>Rs.1174.85</td>
<td>Rs.1233.59</td>
<td>Rs.1360.03</td>
<td>To be credited to EPF account including employee’s share</td>
</tr>
<tr>
<td>3.</td>
<td>ESIC @ 4.75% on min. wages</td>
<td>Rs.378.87</td>
<td>Rs.417.70</td>
<td>Rs.438.59</td>
<td>Rs.483.54</td>
<td>To be credited to ESIC account</td>
</tr>
<tr>
<td>4.</td>
<td>Service Tax</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.</td>
<td>Sub-total</td>
<td>Rs.9420.69</td>
<td>Rs.10386.31</td>
<td>Rs.10905.62</td>
<td>Rs.12023.44</td>
<td>-</td>
</tr>
</tbody>
</table>

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
FINANCIAL BID

(Financial bid should to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 16.06.2016 up to 10.30AM
Date of opening of Financial Bid : 23.06.2016 at 11.00AM

To
The Director,
N.D.R.I, Karnal-132001 (Haryana)

Sir,
I/we wish to submit our tender for the annual job/work contract for DUNG REMOVAL,
CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC
at

NDRI, Karnal as per the following rates being quoted & as per the terms and conditions of
the contract document.

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars of services required</th>
<th>Rate PM (lump sum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consolidated rates (Per Month) offered in terms of wages and allowances (which shall not be lesser than the minimum wages fixed by State/Central, whichever is higher under Minimum Wages Act, 1948 from time to time) for the annual job/work contract for DUNG REMOVAL, CLEANING, DISTRIBUTION OF FEED/FODDER AND OTHER MULTIFARIOUS WORK IN LRC, KARNAL in accordance with the highest standards, as per the terms and conditions specified in the Tenders Document including all labour, material, transportation, specially covered all acts &amp; taxes etc. as applicable from time to time as per calculation overleaf (please see overleaf)</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(Rupees in figure)

| 2 | Service Charges of the Firm/Contractor |

Grant Total

Note: I The bids of the bidder quoting ‘nil’ service charges shall be treated as non-responsive as per GOI MOF O.M.29(1)2014-PPD dated 28.1.2014.

II The contractor will have to provide documentary proof towards payment to the labourers by crossed cheque, deposit of amount in EPF/ESI department as statutory liability to process his bill for reimbursement/payment.

III The contractor has to quote the rate of service charges either in percentage or lump-sum as per his convenience, but the same should be rationale & countable failing which his/her offer may not be considered.

IV Furthermore, the rates quoted by the firm as lump sum Per Month will be the deciding factor for finalize the Tender.

I/We agree to forfeit of the EMD/Performance Security if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Document. We have carefully read the terms and conditions of the Tender Document and are agreed to abide by these in letter and spirit.

Signature ____________________
Name & Address of the Firm____________________
Telephone No. ____________________
Mobile No. ____________________

Bank Detail for e-payment:
1. Name of Bank, Branch Code & Full Address:____________________
2. A/c No. & Type of Account : ___________________________
3. IFSC (Indian Financial System Code) No.____________________
Brake-up of the amount quoted for **Per Month** in the Financial Bid is given below:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Particulars</th>
<th>Highly Skilled</th>
<th>Un-Skilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wages PM/Per Point</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EPF @ 13.36 %</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>ESIC @ 4.75 %</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Any other charges</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Service Tax @ % (in any)(Not applicable as on date)</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Service charges</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total amount PM/Per Point</strong></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>G.Total for a Month (HS/US)</strong></td>
<td>Rs.</td>
<td></td>
</tr>
</tbody>
</table>

Signature ____________________

Name & Address of the Firm ____________________

Telephone No. ____________________

Mobile No. ____________________