



ICAR – INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

Hesaraghatta Lake Post, Bengaluru – 560 089
(Establishment-V)

Notice inviting Tender through Government e-Marketplace (GeM)

ANNUAL JOB / WORK / SERVICE CONTRACT TO PROVIDE MANPOWER SERVICES ON OUTSOURCING BASIS TO PERFORM AGRICULTURAL / HORTICULTURAL - FIELD / FARM WORK THROUGH UNSKILLED FARM LABOUR AT ICAR-IIHR, HESARAGHATTA, BENGALURU, IIHR EXPERIMENTAL FARM & KVK-HIREHALLI (TUMKUR DISTRICT)

Contact Details:

Chief Administrative Officer (SG),
ICAR-IIHR, Hesaraghatta Lake PO,
Bengaluru – 560089

Fax: 080-28466370, Fax: 080-28466291

Tel: 080-23086100

Website: <http://www.iihr.res.in>

**ICAR- INDIAN INSTITUTE OF HORTICULTURE RESEARCH
HESARAGHATTA LAKE POST, BENGALURU
(Establishment -V)**

TENDER NOTICE

F. No. 4-47/Estt-I/2021-22/ Manpower Outsourcing/

Dated:08.03.2023

Director, ICAR- Indian Institute of Horticulture Research invites online tenders through GeM from reputed firms with proven track record in execution of Annual Job/ Work/ Service Contract to provide Manpower Services on Outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work through unskilled farm labour at ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist). Eligible agencies may submit their tenders / bids online through GeM Portal (<https://gem.gov.in>). Tenderers are required to upload all the documents on GeM portal and documents uploaded in GeM portal only shall be **considered for bid evaluation**. Details can be obtained from www.iihr.res.in.

**Sd/-
(G.G.HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER (SG)**

GENERAL TERMS & CONDITIONS

1. Based on the requirement of each job as in Annexure-IV (Scope of Work), the agency shall arrange for deployment of unskilled farm labourers / workers with whom the works defined in Scope of Work in Annexure- IV can be carried out and as per the requirement of unskilled workers. In case, the Institute in its discretion finding any person deployed is not suitable for whatever reasons at the sole discretion of Controlling Officers- ICAR-IIHR and upon being notified by ICAR-IIHR, the agency shall be liable to withdraw such persons forthwith and arrange by a person acceptable to the ICAR-IIHR immediately.
2. The personnel deployed by the agency shall be available for work **on all working days and Saturdays (except on Gazetted Holiday & Second Saturday)** from 8.30 a.m. to 5.30 p.m. or as per the timing fixed by the ICAR-IIHR authority. However, depending on the exigencies of work, the personnel may be required to work late beyond office hours or on closed holidays for which they will be compensated. The workers to be deployed should have experience in performing – Agricultural / Horticultural – Field / Farm Works/ Services. The agency shall deploy required number of manpower as per the need of the services for completion of the scheduled work as informed by IIHR from time to time. The number of workers required will be intimated by the AAO-Estt-V/ Farm In-charge/ Nodal Officer (FMC). The tentative number of workers required is 350 numbers per day and may vary depending on the season, stage of crop, funds availability, etc. **The workers need to be deployed within 03 working days from the day of e-mail communication from the Office / Farm Management.**
3. The personnel engaged by the agency for this contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the agency.
4. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel under the minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure on wages etc. to these personnel.
5. The Agency shall ensure the payment of wages to their personnel deployed at this Institute through **e-banking** to their accounts and should provide the wage slip to the labourer. The complete details of EPF/ESIC recovered/remitted for each month should be furnished duly certified on the letter head along with the monthly bills.
6. After awarding the contract, the contractor shall submit the information relating to number of manpower to be engaged & deployed along with the details of their names, addresses, proof of date of birth, their Bank Account number and Two Photographs within 15 days and then onwards every month along with bills through farm management / Controlling Officer. **UAN and ESIC number to be submitted to office within one month of initiation of contract.** No child labour shall be engaged by the agency under this contract.
7. At the end of the month **it is mandatory on the part of the contractor** to submit the details mentioning the exact number and names of the manpower engaged & deployed for the particular month along with bill duly certified by the respective Indenters. The contractor shall also submit the Electronic-Cum-Receipt (ECR) along with payment confirmation slip for having made the remittances of EPF and ESI contribution for the previous month and the list of manpower deployed after having credited the wages to their respective accounts in the Bank, along with the Bills for arranging the payment to the contractor.
8. He/ she should ensure that the Personnel deployed are paid every month the **minimum wages as prescribed under the labour law and as fixed by the IIHR which is in**

- force from time to time** and necessary contributions towards EPF, ESI, etc., should be paid in their individual accounts from the first month itself.
9. The contractor has to maintain all the relevant registers viz., daily attendance registers of laborers engaged, wages registers with signatures, monthly contribution of EPF & ESI registers. **For this purpose, the firm has to appoint a on-site full time field officer. The firm has to make provision for wages in respect of Field Officers within the quoted service charges and there wouldn't be any separate payment in this regard. He / she has to produce all such registers as and when required by the Office.**
 10. He/ she should ensure that the Personnel deployed maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such personnel should immediately be removed from the work permanently and substitute be deployed.
 11. All the persons deployed at the Institute **will carry identity cards issued by the agency.**
 12. The agency shall furnish certificate regarding experience of executing contract(s) for Providing Manpower services on outsourcing basis in reputed Govt./Semi Govt. and other organizations for Agriculture / Horticultural-Field / Farm Work.
 13. **The wages of every person employed by a contractor shall be paid before the expiry of the seventh day after last day of the wage period. The payment of bills submitted by the contractor will be made within 15 days of bill submission if found to be in order. However, the payment to the personnel engaged may be made at least for one month without waiting for the release of the payment from the Institute.**
 14. This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.
 15. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency shall enclose an Affidavit to this effect at the time of submission of bid.
 16. The IT shall be deducted at source and such other tax levies as are required by law to be deducted shall be made from the charges payable to the agency.
 17. **GST or any other tax introduced by either State / Union Government after awarding the contract shall be paid by ICAR-IIHR. However, any other TDS 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 governments (State / Union). As it is a Manpower Service Contract for Agricultural / Horticultural - Field / Farm Work through Unskilled Farm Workers / Labour, presently, GST is not applicable. Hence, it will not be paid. The successful firm should be able to convince the GST authority. In this regard, IIHR shall provide all the required documents.**
 18. Changing of Outsourced person / Manpower should be intimated to: NO, FMC / I/c / HoDs / CAO(SG) of ICAR-IIHR, Bengaluru.
 19. The outsourced persons provided shall maintain secrecy and discipline in the premises of the Institute.
 20. Rate of **Service Charge** will not be enhanced during the tenure of the contract in any case whatsoever.
 21. **Term of the contract:** Initially the term of the contract will be for six months and extendable upto two years (six months at a time) on mutually agreed terms and conditions provided the services are satisfactory.
 22. **Mode of payment:**
 - I. The agency shall submit monthly bill along with list of Unskilled workers actually deployed and proof of remitting of the wages of previous month to their accounts. For ex, while submitting list of unskilled workers January bill in

February, workers actually deployed in January along with remittance of wages, EPF & ESIC of January month need to be submitted. Then only January bill shall be processed and reimbursed.

- II. The Institute shall make such payments through e-banking to the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in letter and spirit.
23. **Termination:** The 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 by delivering to them either personally or dispatched at the address herein given under registered post.
24. **Loss & damages:** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority of the Institute in this regard shall be binding on the agency and shall be final.
25. **Security Deposit (Performance Security):** The successful bidder will be required to deposit an amount Rs. **17,55,000/-** (Rupees Seventeen Lakhs Fifty Five Thousand only) as Security Deposit in the form of DD/Bank Guarantee issued from approved financial institution with validity covering the contract period plus additional three months **within 05 days from the date of award of contract**, in favour of Director, ICAR unit-IIHR. The security deposit will be refunded to the agency only after satisfactory completion of the contract after adjusting all the liabilities / damages or loss of property caused by the personnel deputed by the agency or agency itself or dues to worker's wage/EPF/ESIC etc., if any. No interest is payable on the security deposit. However, in case any revision of percentage of Performance Security deposit by the authority concerned, it is the obligation of the contractor to abide such revision during the contract period. The performance security shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract, including the extended period. **If the contract period is extended, the validity of the Bank Guarantee has to be extended accordingly.**
26. **Agreement:** An agreement duly signed on non-judicial stamp paper of value of Rs.200/- is to be provided to the Institute within 05 days from the date of award of contract. All efforts should be made to execute the agreement first and then start executing the contract to provide Manpower Services on Outsourcing Basis for Agri. /Hort. Field/ Farm/ Work. The content of the agreement will include all the terms and conditions mentioned in this tender.
27. The Agency is advised to do a complete survey on its own of all the areas / activities of the institute & the required Manpower Services i.e., Agriculture / Horticultural-Field / FarmWorks/ Services before quoting Service Charge.
28. Any dispute arising out of this contract is subject to adjudication under the jurisdiction of Bangalore city court only.
29. Technical Bid: This shall contain the entire tender document, except **Annexure- V**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to **Rs. 11,70,000/- (Rupees Eleven Lakhs Seventy Thousand only)**. Demand Draft should be drawn in favour of Director, ICAR unit-IIHR payable at Bengaluru from any of the Scheduled Commercial Bank. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE II** shall be submitted online. No price shall be mentioned in this document anywhere. **If price is mentioned in the technical bid, the offer is liable to be rejected.**

30. Conditional bid will not be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision is been taken about the Tender and to the successful bidder after furnishing the required security deposit for the contract.
31. The contract shall be awarded to a single firm whose quote of Service Charge is the least in Financial bid. In case, two or more firms quote the same Service Charge, then successful bidder will be finalized by **resorting to Auto Run System** available on GeM portal. **Firms quoting service charge less than the Minimum floor price, which is 3.85% at present as per the GoI-MoF OM Number F.6/1/2023-PPD dated 06.01.2023 will not be considered in Financial bid.**
32. *The financial bids shall be opened only in respect of those bidders who qualifies in technical bid evaluation.*
33. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside of the premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside the ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist) Campus, where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Chief Administrative Officer (SG), ICAR- IIHR, Bengaluru. The details of Officers to be contacted are:
1. *Shri. G.G.Harakangi, Chief Administrative Officer (SG), Office Landline:080-23086100 during the office hours from 09.00am to 05.30pm.*
 2. *Shri. K.B. Tittukumar, Administrative Officer, Office Landline: 080-23086100 during the office hours from 09.00 am to 05.30pm.*
 3. *Dr. G Karunakaran, Incharge IIHR Farm Hirehalli, Mobile: 9483233804 Office Landline: 0816-2243214 / 0816-2243792*
 4. *Dr. N. Loganandhan, KVK, Hirehalli, Office Landline : 08274-247274.*
34. The firm is being permitted to give tenders in consideration of the stipulations on it's part that after submitting the tenders, he will not withdraw from the offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the EMD will be forfeited by the ICAR-IIHR. 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 / it in the manner prescribed by ICAR-IIHR.
35. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
36. The tenderers 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 are not fully filled in. **Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so.** The 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 bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the ICAR-IIHR shall without any prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.

37. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-III**
38. The contract shall initially be awarded for a period of six months from the date of award or for any shorter period that may be decided by the ICAR-IIHR. In case, any shortcoming or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated by giving one month notice. The decision of Director, ICAR-IIHR in this regard shall be final and binding.
39. The contract can be extended for further period of two more years (six months at a time) basis subject to satisfactory performance of the firm and discharge of all statutory obligations within the stipulated time.
40. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the ICAR-IIHR shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
41. The Service Charge quoted by the Agency shall be fixed during the contract period and no request for any revision shall be entertained before expiry of the contract period.
42. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948 or the wages fixed by ICAR-IIHR. The ICAR-IIHR shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work at ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist). Neither the firm nor its workers shall have any claim on ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist) for compensation or financial assistance on this account.
43. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/orders of GoI. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. ICAR / IIHR in no case shall be a party to such a dispute.
44. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
45. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel to the ICAR-IIHR within 30 days of award of contract and will get them verified from the police authorities. The Contractor will provide Name, Address, Telephone No & Photographs of its employees deployed at ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist).

46. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-IIHR nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR-IIHR. The worker will remain the employees of the Agency/Contractors and will be solely the responsibility of the Agency. The agency shall make it clear before deploying the workers at ICAR-IIHR that there is no Employer-employee relationship between the employees of the service provider and the ICAR-IIHR and further that the said personnel of the service provider shall not claim any employment or absorption in the ICAR-IIHR by virtue of their engagement for this work.
47. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc.
48. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
49. The employees of the contractor shall be of good character and of sound mind. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
50. The service provider shall replace immediately any of its personnel, if they are unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist).
51. The damage caused, if any, to ICAR property through the acts of the firm and/or by its workers shall be made good by the agency and decision of Director, IIHR in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-IIHR may deem fit.
52. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI & EPF Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the ICAR-IIHR, as proof along with payment confirmation slip. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR/ IIHR shall not at all be liable in this regard.
53. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down

by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.

54. The contractor shall be responsible for all injury and accident to persons employed by him while on duty.
55. In the event of any loss being caused to the ICAR-IIHR on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the ICAR either by replacement or on payment by adequate compensation.
56. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case, agreement will be declared as null and void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
57. Director, ICAR-IIHR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IIHR for any justifiable reasons, not mandatory to be communicated to the tenderer.
58. The Agency/Contractor shall (prevailing from time to time) abide by all laws of the land including Labour Laws, Company Act, Tax Deduction Liabilities, Welfare Measure of its Employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
59. The ICAR-IIHR reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/issuing any notice.
60. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist) staff or other staff of Agencies working in ICAR-IIHR, the Agency/ Contractor shall immediately withdraw such employees forthwith at their own risk, responsibility and liability. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR.
61. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-IIHR. His decision will be binding on the contractor.
62. The duration of the contract shall be initially for six months and extendable up to a maximum two years (six months at a time) on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving one month prior notice by either party in writing on account of any of the following reasons:
 - i) On account of unsatisfactory performance
 - ii) breach of contract clause(s)
 - iii) Persistently neglecting to carry out his obligations under the contract
63. The contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.

ELIGIBILITY CONDITIONS FOR TECHNICAL BID EVALUATION

- 1) Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India. The firm must have local office in Bengaluru.
- 2) The contractor must have a recent license issued in the last one year (before the date of issue this GeM notification) by the office of Central / State Labour Commissioner to provide Manpower Services on Outsourcing basis to perform Agricultural / Horticultural-Field / Farm Works or firm must have an ongoing contract of similar nature.
- 3) Certified Accounting statements (Balance sheet, profit & Loss account duly certified by the chartered accountant) of the firm for the last 3 Financial Years (2019-20 to 2021-22) by the Chartered Accountant.
- 4) The experience in services of a similar nature and size for each of the last 3 years, and details of services under way or contractually committed and names and address of client who may be contacted for further information on those contracts in a tabular form is to be provided: Copies of work orders / Proof / experience certificate to be provided.
- 5) The average annual turnover of the agency shall be Rs.4.68 Crores and above per annum during the last 3 financial years (2019-20 to 2021-22). Turnover can be in any field of service(s).
- 6) Experience of having successfully completed “similar works” **in the last 3 years (FY 2019-20 to 2021-22 and also during financial year 2022-23)** in reputed Govt./Semi Govt. undertaking/ reputed private establishments. It should have been in executing similar work(s) in any one of the following manners (i) three similar completed works costing not less than Rs. 2.34 Crores each per annum or (ii) two similar completed works costing not less than Rs.2.92 Crores per annum or (iii) one similar completed work costing not less than Rs.4.68 Crores per annum. **“Similar work” means taking the responsibility to provide manpower services on outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work.** Provide Work Orders proof along with satisfactory performance certificates from the client(s) where the agency has provided the manpower of different categories (unskilled, Semi Skilled, Skilled & Highly Skilled) for Agri./Horticultural-Field/ Farm Work/Services on outsourcing basis.
- 7) EPF registration certificate issued by Govt. of India / from any State Govt.
- 8) ESI registration certificate issued by Govt. of India / from any State Govt.
- 9) GST registration certificate issued by Govt. of India.
- 10) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm must enclose a notarized affidavit from Notary to this effect that there is no criminal/legal suit pending or contemplated - (in non-judicial stamp paper) **Annexure- VII.**
- 11) PAN Registration Certificate.
- 12) Bid security (EMD) of Rs. 11,70,000/- (Rupees: Eleven Lakhs Seventy Thousand only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/scheduled commercial bank in favour of “The Director, ICAR-IIHR”, payable at Bengaluru.
OR
Scanned copy of valid registration certificate issued by NSIC or MSME or Udyog Aadhar is a must, if claiming exemption towards EMD and tender fee.
- 13) Submit duly signed Tender acceptance letter in the firm’s letter head as per **Annexure-VIII.**

- 14) **The right to accept or reject any tender is reserved with the Director, IIHR, Bengaluru. The past / running contract performance of the agencies / service providers with IIHR will be an important criteria for considering or not considering their tender against this tender. The decision of Director, IIHR, is final in this regard and no correspondence / clarification if any sort will be entertained in this regard.**
- 15) Eligibility conditions listed in **Annexure II** will only be considered for technical evaluation of bids.
- 16) All necessary documents in support of the eligibility conditions only are to be up loaded in the GeM Portal.

(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER (SG)

Checklist for Technical Bid Evaluation

Sl. No.	Documents to be uploaded (As per details below)	Status of uploading	Page number
1.	Registration certificate of the firm under Shops & Establishments Act., of any State Government / Central Government / Union Territory of India. The firm must have local office in Bengaluru.	Yes/No	
2.	The contractor must have a recent license issued in the last one year (before the date of issue this GeM notification) by the office of Central / State Labour Commissioner to provide Manpower Services on Outsourcing basis to perform Agricultural / Horticultural-Field / Farm Works or firm must have an ongoing contract of similar nature.	Yes/No	
3.	Certified Accounting statements (Balance sheet, profit & Loss account duly certified by the chartered accountant) of the firm for the last 3 Financial Years (2019-20 to 2021-22) by the Chartered Accountant.	Yes/No	
4.	The experience in services of a similar nature and size for each of the last 3 years, and details of services under way or contractually committed and names and address of client who may be contacted for further information on those contracts in a tabular form is to be provided: Copies of work orders / Proof / experience certificate to be provided.	Yes/No	
5.	The average annual turnover of the agency shall be Rs.4.68 Crores and above per annum during the last 3 financial years (2019-20 to 2021-22). Turnover can be in any field of service(s).	Yes/No	
6.	Experience of having successfully completed “similar works” in the last 3 years (FY 2019-20 to 2021-22 and also during financial year 2022-23) in reputed Govt./Semi Govt. undertaking/ reputed private establishments. It should have been in executing similar work(s) in any one of the following manners (i) three similar completed works costing not less than Rs. 2.34 Crores each per annum or (ii) two similar completed works costing not less than Rs.2.92 Crores per annum or (iii) one similar completed work costing not less than Rs.4.68 Crores per annum. “Similar work” means taking the responsibility to provide manpower services on outsourcing basis to perform Agriculture / Horticultural-Field / Farm Work. Provide Work Orders proof along with satisfactory performance certificates from the client(s) where the agency has provided the manpower of different categories (Unskilled, Semi Skilled, Skilled & Highly Skilled) for Agri./Horticultural-Field/ Farm Work/Services on outsourcing basis.	Yes/No	
7.	EPF registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
8.	ESI registration certificate issued by Govt. of India / from any State Govt.	Yes/No	
9.	GST registration certificate issued by Govt. of India.	Yes/No	
10.	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI or Minimum wages Act or other laws (give details). The firm must enclose a notarized affidavit from Notary to this effect that there is no criminal/legal suit pending or contemplated - (in non-judicial stamp paper) Annexure- VII.	Yes/No	
11.	PAN Registration Certificate.	Yes/No	
12.	Bid security (EMD) of Rs. 11,70,000/- (Rupees: Eleven Lakhs Seventy Thousand only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of “The Director, ICAR-IIHR”, payable at Bengaluru. OR	Yes/No	

	Scanned copy of valid registration certificate issued by NSIC or MSME or Udyog Aadhar is a must, if claiming exemption towards EMD and tender fee.		
13.	Submit duly signed Tender acceptance letter in the firm's letter head as per Annexure-VIII.	Yes/No	
14.	The right to accept or reject any tender is reserved with the Director, IIHR, Bengaluru. The past / running contract performance of the agencies / service providers with IIHR will be an important criteria for considering or not considering their tender against this tender. The decision of Director, IIHR, is final in this regard and no correspondence / clarification if any sort will be entertained in this regard.		

Note: Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.

(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER (SG)

AREA AND SCOPE OF WORK

ICAR-IIHR is a premier horticultural research institute of the country under the administrative control of Ministry of Agriculture and Farmers Welfare, DARE, Govt. of India. As per the mandate of the Institute, ICAR-IIHR has been engaged in horticultural research, development, education, extension and training in the field of horticulture covering Fruit Crops, Vegetable Crops, Ornamental Crops, etc., relating to crop production, crop improvement, crop protection, extension and demonstration of technologies relating to production of high yielding varieties developed for the benefit of farmers of India. The Institute deals with various Fruit Crops like mango, grapes, guava, pomegranate, sapota and various other minor fruits. The various crops covered under Vegetable Crops are tomato, French bean, okra, chilli, etc., and the Institute also deals with Ornamental Crops like rose, chrysanthemum, gladiolus, gerbera, etc. The total area under fruits, Vegetable and Ornamental crops, Spices and Plantation Crops is around 425 acres in respect of IIHR-Bengaluru.

In pursuit of its mandate, the Institute will be in requirement of availing the services of contractual agencies or service provider for undertaking the responsibility of mobilizing and deploying the labourers having experience in performing horticultural/agricultural field/farm operations to carry out the horticultural/agricultural works in respect of experimental and production plots of various crops throughout the year. The daily requirement of labour on an average varies from 350-400 nos. depending on the season like onset of monsoon, harvesting and conducting various horticultural field/farm demonstration, Horticultural Fair etc. It is the responsibility of the service provider to mobilize the labourers and deploy them on daily basis as per the instructions of the Chairman, FMC and Scientists concerned to ensure seamless undertaking of various operations in every field/farm on an annual job/work/service contract basis. **While doing so, the Service Provider has to ensure all the statutory stipulations and has to comply with making payment as per the prevailing minimum wages as noticed by the Central Labour Commissioner, Govt. of India from time to time.** The various operations to be undertaken under various Divisions/Units are as mentioned below in the table. **Under this contract the Manpower (unskilled farm labour) to be deployed at ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist) need to have hands on experience in performing Agri./ Hort.- Field / Farm Work relating to various Horticultural Crops (Fruits, Vegetables and Floriculture, etc.) IIHR deals with.**

Sl. No	Crops / Divisions / Unit	Operations / Activities
1.	Fruits Crops and Farm Management (Mango, Sapota, Guava, Grapes, Jamun, Anona, Pomelo, Fig, Jackfruit, Karonda, Strawberry, Papaya and Passion Fruit).	Pit making, preparation of medium for pits, filling of pits, Drenching the pits with chemical pesticides and fungicides, bio agents, botanicals and organic pesticides, multiplication of grafts, raising of seedlings maintenance of nursery for 60 -90 days, filling of Polythane cover preparation of medium and filling of covers, raising the rootstocks, preparation of soil budding,

		<p>grafting, cutting hormone treatment after care of budded, grafted air layers through watering, spraying and fertilizers application.</p> <p>Planting of budded / grafted airtlayered / rooted cuttings staking of planted grafts laying of irrigation system maintenance of irrigation removal of rootstock sprout spraying, weeding, earthling basis cleaning, application of FYM, Soil, Cakes, drenching of Chemicals, botanicals bio agents. Pruning, trimming of plats flowers thinning up to 3-4 years, pollination bagging, pollen collection labeling, spraying of micronutrients spraying of botanical and chemical pesticides / fungicides, sampling, harvesting of fruits, grading, transportation to sales counter & Divisions for sale & observations. And also Cleaning of roads, canals, bunds.</p>
2.	<p>Vegetable Crops & Floriculture and medicinal crops (Onion, Tomato, Chilli, Capsicum, Cucurbits, Okra, pulses, peas etc.,)</p>	<p>Bed preparation, furrowing, application of manure and fertilizers, laying of irrigation pipes, laying mulch sheets making holes mulch sheet irrigation of the beds, nursery sowing of seeds in trays & on beds, after care of nursery seedling, transplanting, providing staking, support weeding, fertilizer application, spraying earthling up, bagging of flowers, emasculation, pollen collection, tagging, labeling, pollination collection of seeds, threshing, grading, packing, germination test, grow out tests, seed treatment, making seed kits, seeds bags. Pit / trench making, filling of the pits with manures & fertilizers and bio pesticides, irrigation, preparation of cuttings raising of root stocks, grafting and budding plants, after care of propagation material, sprayings, drenching, watering, on planting of prop gules in pits/beds, providing support / staking, basin making, basin cleaning, application of water, fertilizers, manures twice a year, flower harvesting, grading, taking bagging emasculation, pollen collection, pollination harvesting of pods / fruits, extraction of seeds, cleanings, treatment, grading, germination tests, treatments for dormancy, application of boardwax paste, pruning, root harvesting, drying of roots cutting of roots, powdering of plants.</p>

		Preparation of plant samples for extraction, cleaning of glasswares. (The above operations are carried out during 2-3 crops raised in a calendar year)
3.	Other Works in Divisions	<ul style="list-style-type: none"> • Sorting and grading of Fruits / Vegetables / processing and fresh storage study. • Washing, weighing and drying of fruits and Vegetables. • Preparing fruits and vegetables for pretreatments and packaging of materials. • Weighing, cutting and scooping of pulp and seed removing wherever necessary for fruits and vegetables processing work. • Syrup preparation for bulk production, filling of juice, crown corking and sterilization of RTS juice bottles for commercial purpose. • Washing of bottles for juice and wine • Crushing of grapes for juice and wine preparation. • Packaging and transportation of finished products to sale outlets. • Cleaning of machinery of PDL processing hall and floor • Disposal of waste both fresh as well as processed from the PDL • Loading and unloading of farm wastes within 2 km • Cotton plugs preparation and placing • Sample preparation in Soil Science Division • Washing, Cleaning of glass wares • Sterilization of bottles for RTWS Juice • Sterilization of Media etc., • Drilling of holes • Welding work • Cutting work • Fitting of bolts and nuts • Turing work etc.,

Signature of the Contractor / Agency

FINANCIAL BID
(TO BE SUBMITTED ONLY ON GEM PORTAL)

To,

The Director,
 Indian Institute of Horticultural Research,
 Hesaraghatta Lake Post,
 Bengaluru – 560 089.

Sl. No.	Particulars	Service Charge in percent* all inclusive
1	Annual Job/ work / Service contract to provide Manpower Services on Outsourcing Basis to perform Agricultural / Horticultural-Field / Farm Works as per the terms and conditions specified in the Tender form and as per the tentative requirement as in Annexure VI.	%

*As it is the responsibility of the firm to provide the required Manpower Services on outsourcing basis for Agricultural / Horticultural-Field / Farm Works / Services through unskilled farm labour as per requirement of ICAR-IIHR i.e. Heads / Scientist / other PI's / Nodal Officers / Controlling Officers with qualification & experience as in Annexure-VI and also to ensure central wages and all Statutory benefits to the workers, the firm must make provision for all its overhead expenditure in the service charges itself because no other payment will be made to the firm other than service charges.

I/We have carefully read the terms and conditions of the quotation and any are agreed to abide by these in letter and spirit.

(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER(SG)

REQUIREMENT OF MANPOWER SERVICES ON OUTSOURCING BASIS

Sl. No.	Category	Qualification	Tentative manpower
1.	<u>UNSKILLED</u> <ul style="list-style-type: none">• Farm Labour / Workers	<ul style="list-style-type: none">• Literate	350

Note: The wages shall be as decided by the Institute keeping in view the central minimum wage act., required education qualification and experience of the Manpower to be deployed. The service provider has to ensure the same and submit the bill accordingly for reimbursement.

(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER(SG)

AFFIDAVIT

I declare that, this is to certify that our company
Ms..... (full address of the company) has no legal suit /
criminal case pending/contemplated against our company till date.

I hereby declare that our company has no legal suit / criminal case pending/contemplated
against our company for violation of EPF / ESIC / GST, minimum wages act or other law
further declare that there is no criminal / Legal suit pending or contemplated against our
company.

Deponent

Verification

**Verified at(Place), this the.....day of(month) 2023.
That the contents in the above affidavit are true and correct to the best of our knowledge
and belief. No part of this affidavit is wrong and nothing material has been concealed
there from.**

**Deponent
Attested by Notary Public.**

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To,

The Director
ICAR-Indian Institute of Horticultural Research
Hesaraghatta Lake Post
Bengaluru – 560 089.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Job / work service contract for Manpower Services (Through unskilled categories workers) on Outsourcing for Agriculture / Horticultural-Field / Farm / Work/ Services at ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist).

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campus (ICAR-IIHR, Bengaluru, IIHR Experimental Farm & KVK – Hirehalli (Tumkur Dist)). I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agreed to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there is not any legal suit/criminal case pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Government organization in the field of providing service contract for the for Agriculture / Horticultural-Field / Farm / Work/ Services personnel.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-ICAR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm) Stamp/Seal of the firm