



**INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU
(Establishment-1 Section)**

E-TENDER DOCUMENT

**ANNUAL JOB / WORK / SERVICE CONTRACT FOR UNDERTAKING AGRICULTURAL FIELD /
FARM / LABORATORY WORKS / OPERATIONS AT IIHR-HESARAGHATTA, EXPERIMENTAL
FARM-HIREHALLI & KVK-HIREHALLI (TUMKUR DISTRICT), CHES-CHETTALLI AND KVK-
GONIKOPPAL (KODAGU DISTRICT).**

Contact Details:

Senior Administrative Officer,
ICAR-IIHR, Hesaraghatta Lake PO,
Bengaluru – 560089
Tel: 080-28466370, Fax: 080-28466291
Website: <http://www.iihr.res.in>

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU- 560089**

E-TENDER NOTICE

F. No. 4-47/2021-22/Estt-I/Ag. Field / Lab-

Dated:07.1.2022

SUB: E-TENDER FOR ANNUAL JOB / WORK / SERVICE CONTRACT FOR UNDERTAKING AGRICULTURAL FIELD / FARM / LABORATORY WORKS / OPERATIONS AT IIHR, HESSARAGHATTA, EXPERIMENTAL FARM & KVK, HIREHALLI (TUMKUR DISTRICT), CHES-CHETTALLI AND KVK-GONIKOPPAL (KODAGU DISTRICT).

Director, ICAR-ICAR-IIHR invites online limited tender in Two Bids System through e-tendering from reputed firms with proven track record in the field of Manpower Services for Agri./Horticulture Field/Farm/Lab. Operations to undertake Agriculture Field / Farm / Laboratory works / Operations on Annual Job / Work/ Service contract basis at ICAR-IIHR, Hesaraghatta, Experimental Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures I to VIII.

2. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	4-47/2021-22/Estt-I/Ag. Field / Lab-
TENDER COST/ FEE	Rs.1000/- (Rupees Five Thousand Only) (Non-refundable) in the form of Demand Draft/BC in favour of Director, ICAR-IIHR payable at Bengaluru.
DESCRIPTION OF WORK	Annual Job / Work/ Service contract to undertake Agricultural Field / Laboratory works / Operations at IIHR-Hesaraghatta, IIHR Experimental Farm-Hirehalli & KVK-Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District)
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	07.01.2022 from 4pm onwards
BID SUBMISSION END DATE AND TIME	28.01.2022 upto 04.00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	31.01.2022 at 10.00AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	will be communicated through CPPP/IIHR website
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.12 lakhs (Rupees Twelve lakhs Only) in the form of Demand Draft in favour of Director, ICAR-IIHR payable at Bengaluru.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD)/ PERFORMANCE SECURITY (PS) BY THE SUCCESSFUL BIDDER	Rs.18 lakhs (Eighteen lakhs only in the form of Bank Guarantee/FDR in favour of Director, ICAR unit -IIHR.
VALIDITY OF SD/PS	At least 90 days after the expiry of the contract (Total -15 months from the contract commencing date.

SUBMISSION OF BIDS	Online bids (both Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) only will be considered for technical evaluation. Requested to submit a hard copy to AAO (Est-1) on or before bid closing date, only to facilitate tender evaluation. However it is to be noted that documents available in online submission only will be considered for bid evaluation.
Details of tender	Tender Documents and Notice is also available on IIHR website: www.iihr.res.in

3. Schedules of Agricultural Field / Farm/ Laboratory works / Operations to be carried out and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE-I
3.2	Terms and conditions	ANNEXURE-II
3.3	Eligibility conditions	ANNEXURE-III
3.4	Instructions to Bidders	ANNEXURE- IV
3.5	Check List for Technical Bid Evaluation	ANNEXURE- V
3.6	Certificate to be given as part of Technical Bid	ANNEXURE-VI
3.7	Schedule of Area / crops / nature of works	ANNEXURE- VII
3.8	Financial Bid (BOQ)	ANNEXURE-VIII
	Agreement content shall also include all terms and condition mentioned in this tender document	

4. The entire tender document including all Annexures, except the Financial Bid in Annexure VIII, will be part of the Technical Bid which must also contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). ***Original DD/Banker Cheque relating to EMD & Tender cost along with duplicate copy (hard copy) of Technical bid must be submitted to Establishment- I Section, ICAR- Indian Institute of Horticulture Research, Bengaluru- 560089 before the last date of submission of Tender on CPP Portal.*** Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).

Yours faithfully,
Sd/-

(R.G.RAMESH)

SENIOR ADMINISTRATIVE OFFICER

Copy to:

- 1) The Chairman, (AKMU), ICAR-IIHR, Bengaluru for uploading on ICAR-IIHR Website.
- 2) The Nodal Officer, Farm Management Committee, ICAR-IIHR for Information
- 3) The Head, KVK, Hirehalli for information.
- 4) The Head, CHES, Chettalli for Information.
- 5) The Head, KVK, Gonikoppal for information.
- 6) The Head, IIHR-Experimental Farm, Hirehalli for information

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESARAGHATTA LAKE POST, BENGALURU**

TENDER NOTICE

F. No. 4-47/2021-22/Estt-I/ Ag. Field / Lab-

Dated:07.1.2022

Director, ICAR- Indian Institute of Horticultural Research invites online tenders in Two Bids System through e-tendering from the established and registered agencies with a proven track record in any field of performing Agricultural Field / Farm / Laboratory works / Operations/Manpower outsourcefor Annual Job/ Work / Servicecontract at IIHR, Hessaraghatta,IIHRExperimental Farm-Hirehalli& KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). Eligible agencies may submit their tenders / bids online on CPP Portal (www.eprocure.gov.in/eprocure/app) from 07.1.2022 to 28.1.22 upto4.00 PM. Tenderers are required to submit all the documents online and documents available in online submission only will be considered for bid evaluation. Details can be obtained from www.iihr.res.in also.

Sd/-
(R.G.RAMESH)
SENIORADMINISTRATIVE OFFICER

LETTER OF INVITATION

Dear Tenderer,

.....
Online bids are hereby invited on behalf of the Director, ICAR- Indian Institute of Horticultural Research, Bengaluru for Annual Job/ Work / Service contract to undertake Agricultural Field / Farm Laboratory works / Operations at IIHR, Hesaraghatta, IIHRExperimental Farm-Hirehalli & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District). The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to undertake the required Agricultural Field / Farm / Laboratory works / Operations in accordance with the requirements stated in the attached Annexures. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.**

1. An earnest money of Rs.12,00,000/- (Rupees: Twelve lakh only) must be deposited in the form of Demand Draft/Pay Order in favour of Director, ICAR unit-IIHR and payable at Bengaluru. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the Draft/Pay order number and date, failing which the **Tenders will not be opened. The agencies which are exempted from submission of EMD, should upload a valid exemption certificate to this effect.** The Tenders will not be considered if earnest money exemption certificate is not submitted with the Tenders. Also upload the copy of Draft/EMD exemption certificate in CPP portal. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-IIHR.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Indian Institute of Horticultural Research, 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. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/ fax/ 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 email/ fax / letter should be acted upon immediately.
5. Essential documents (Checklist) required for technical evaluation of bids are detailed in Annexure V.

Yours faithfully,

Sd/-

(R.G.RAMESH)

SENIOR ADMINISTRATIVE OFFICER

TERMS AND CONDITIONS

1. Supporting documents to prove the eligibility is mandatorily required based on which the evaluation of Technical Bid will be made. In case, any of the mandatory information is not furnished alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Hard copy submitted for this purpose will not be considered. Financial Bids of only those firms whose Technical Bids are found responsive will be opened on specified date/time.
2. **Evaluation of the tender:** The Institute shall evaluate the tenders and compare the quotations determined to be responsive i.e., which are properly signed, fulfill all the eligibility conditions, confirm the terms and conditions. **The Institute has fixed the minimum service charge as 4.56 percent.** The Institute shall award the contract to the responsive bidder whose service charge is the lowest in the fixed service charge cutoff. **Bids from the agency quoting less than 4.56% service charge will be rejected.** In case more than one agency quotes the same service charge, the agency having highest annual average (of three years) turnover will be selected. If still there is tie, the agency's year of incorporation will be considered (oldest one will be awarded the contract)
3. If Agency does not accept the offer, after issue of letter of award by IIHR within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money is forfeited.
4. The agency should be able to deploy about 350 nos of un-skilled workers per day at IIHR-Heasaraghatta (Bangalore urban district), 30nos at IIHR-KVK & Farm-Hirehalli (Tumkur district), 10 at IIHR-CHES-Chettalli (Kodagu district) and 05 at IIHR-KVK-Gonikoppal (Kodagu district), the workers deployed should have experience in agricultural field work/assisting lab/workshop works.
5. Individual work orders will be issued as and when required for specific works / Operations. The agency shall deploy required number of manpower as per the need of the services for completion of the scheduled work. The number of workers required will be intimated by the Farm Incharge / Nodal Officer (FMC)/Heads of stations/KVK for each work. The tentative number of workers required per day is 395 numbers and may vary depending on the season, stage of crop, fund availability etc.,
6. While deploying the workers for performing the various operations / works of IIHR-Heasaraghatta, IIHR Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District), the agency shall furnish the names & details to Farm Incharge/ Nodal officer (FMC)/ The Head, Chettalli / KVK- Gonikoppal / IIHR Experimental Farm & KVK Hirehalli for record.
7. After receiving the work contract, the agency must deploy the required number of experienced workers to carry out the work within a week's time.
8. Agency should collect the details of their name, addresses, proof of date of birth, their Bank Account number, bank passbook copy, Aadhaar card copy, Pan Card copy, TC if available and passport size photographs immediately, but not later than the commencement of contract.
9. Agency should enroll all the workers to EPF, ESIC etc. within 30 days of commencing the contract.
10. Agency should provide the details of their names, address and its proof, proof of date of birth, their Bank Account number and Aadhaar card copy within 15 days of commencing of contract. EPF UAN number, EPF number, IP number of ESIC is to be provided to office within one month of commencing of contract.
11. The agency shall maintain a daily attendance register and all other registers necessary as per labour department. Biometric attendance also will be made compulsory.
12. Agency should provide Laminated ID card within 15 days of commencing of contract/after joining of workers. All the persons deployed at the Institute will carry the identity cards while on duty.
13. **Security deposit (Performance security):** The successful bidder will be required to deposit an amount Rs.18,00,000 as Security Deposit in the form of DD/bank guarantee issued from approved financial institution with validity covering the contract period plus three months within 15 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 or adjusted against any liabilities / damages or loss of property caused by the personnel deputed by the agency or agency itself or dues to workers wage/EPF/ESIC etc. No interest is payable on the security deposit. 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 Bank Guarantee validity has to be extended accordingly.

14. **Agreement:** An agreement duly signed on non judicial stamp paper of value of Rs. 200/- is to be provided to the Institute within 15 days from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The content of the agreement will include all the terms and conditions mentioned in this tender.
15. Agency should provide the their bank account details for the account transfer of bill amount within 15 days of award of contract. All payment to the workers to be done from this declared bank account of the agency through account transfer.
16. The Agency shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his EMD & Security Deposit shall be forfeited and contract shall be terminated. No further correspondence in this connection will be considered. Field level supervisors appointed by the agency should have been on the pay roles of the agency at least for a period of one year. Proof to this need to be submitted within 15 days of award of contract.
17. The agency needs to obtain valid license for engaging requisite number of labours issued by competent authorities of central labour department after issue of Form-III from IIHR.
18. It shall be the responsibility of the firm to comply with all the provisions of various acts of Union and state governments, statutory requirements and Government instructions. The Agency shall 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. The agency 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 agency, during the execution of work. 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.
19. Agency should be able to deploy the manpower within 3 days of request letter through official email/post from the Establishment section/Nodal Officer (FMC)/Farm In-charge/Heads of stations and issue a deployment letter immediately.
20. The personnel deployed by the Agency should not have any police records for bad conduct /criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying.
21. Agency should ensure that the labourers maintain high level of discipline, work efficiency, good character and punctuality. 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 Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR, Hesaraghatta, IIHR Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) staff. If any labour is found involved in any mischievous activity such labour should immediately be removed from the work permanently.
22. The service provider shall replace immediately any of its personnel, if they are not acceptable 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, Regional Stations. The ICAR-IIHR or its regional stations reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.

23. That no right, much less a legal right shall vest with the contractor's workers to claim/have employment or otherwise seek absorption in the ICAR-IIHR / regional stations 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 regional stations. The worker will remain the employees of the Agency and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-IIHR regional stations. The workers engaged and deployed by the agency for this job / work contract/outsource will not be an employee of the Institute and there is no Master and Servant relationship between the employees of the service provider and the ICAR-IIHR regional stations and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-IIHR regional stations by virtue of their engagement for this work.
24. 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. Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-IIHR regional stations.
25. 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.
26. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
27. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. Also it's the duty of contractor to facilitate to get immediate medical attention and all possible compensation / relief to the worker from EPFO/ESIC/government departments in the event of injury/death. It is desirable that all employees are covered under an insurance cover and EPF cover as per various acts and laws governing the same.
28. 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 of this Council. Neither the firm nor its workers shall have any claim on ICAR-IIHR for compensation or financial assistance on this account.
29. Loss & damages: The damage caused, if any, to ICAR-IIHR and its regional stations property through the acts of the agency and/or by its workers shall be made good by the agency and decision by the Competent authority 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.
30. The duration of the contract shall be initially for one year and extendable up to maximum one more year on same service charges, terms & conditions if the performance of agency is found satisfactory.
31. Termination: This contract can be terminated by giving one month's notice on either side and that notice of termination required to be served shall be sufficiently served on the parties by delivering to them either personally or dispatched to the address given while submitting tender document under registered post.
32. 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:
 - a) On account of unsatisfactory performance
 - b) Breach of contract clauses(s)
 - c) Persistently neglecting to carry out his obligations under the contract
 - d) Delayed/non-payment of wages, EPF, ESI to workers
 - e) Not attending to the workers need in matter related to EPF, ESIC.

33. Contract may be extended on mutual consent of Institute and agency as per extant rule. But if the tender process to finalize the new agency could not be done within the expiry of contract, it's the obligation of the existing agency to extend the service till the tender process is finalized or six months from the date of expiry of tender, whichever is later.
34. The Contract will be monitored as per Scope of work given in Annexure VII. In case, any shortcomings or deficiencies are noticed during the contract period or any other contractual dispute, the contract can be terminated by giving one month's notice. The decision of Director, ICAR-IIHR in this regard shall be final and binding.
35. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the 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.
36. It is the obligation of the agency to comply with the Central Minimum wages notified by appropriate Government.
37. IIHR shall consider the request of the Agency to increase the wages as and when the VDA is revised by GOI.
38. IIHR is currently providing additional wage of Rs.25/worker/day over and above the central minimum wages, which is likely to continue in the period of this tender also.
39. The rates of **Service Charges quoted** by the Agency is fixed during the period of the contract and no request for any change/ modification shall be entertained. In the sense, the successful tenderer has to ensure wages as notified by Govt. of India from time to time and the bill prepared accordingly will be reimbursed / restricted to the total number of mandays utilized to provide all the required services in a particular month along with eligible National & Festival Holidays. **While quoting the service charge, the firm must make provision for all the overhead expenditure involved in providing the service.**
40. The firm shall be responsible for payment EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPF & 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. This Council in no case shall be a party to such a dispute. There shall be no employer & employee relationship between ICAR- IIHR regional stations and deployed persons.
41. As the knowledge in office matters of majority of workers who work in the field is limited, the service provider has to take complete responsibility to satisfy them about the regular payment of ESI, EPF, issue of cards (E-Pehachan) facilitating settlement of their EPF contribution, death or disability claim under EDLI and ensuring medical benefits under ESIC, correction in the records of ESIC, EPF with respect to employee and their family members, Aadhaar linking, nominee creation etc. The service provider has to take complete responsibility by appointing appropriate number of Field officers, HR managers and Accountants for mobilizing the required manpower throughout the year and to address their all above stated issues and beyond. **Hence, to ensure all these facilities to the workers, to cover for the expenditure involved in this regarding, the service provider has to quote reasonable and adequate enough service charges accordingly.**
42. It is the responsibility of the agency to execute the contract on job/work/ service contract basis by deploying the required number of worker depending on seasonal requirements. The payment will be restricted to the actual number of mandays utilized.
43. **The payment from IIHR will be made to the agency on reimbursement basis. In a sense if contract is wef 1st February, 2022, February 2022 wage month will be the first month and March 2022 wage month will be second month and so on. Wages of first month is to be made from Agency's side on or before 7th of 2nd month. Bill of 1st wage month shall be produced by the agency for reimbursement during 1st week of 2nd month along with the pay slip copy and proof of account transfer of wages to workers pertaining to 1st wage month. Bill of 2nd wage month shall be produced by the agency for reimbursement during 1st week of 3rd month along**

- with the pay slip copy and proof of account transfer of wages to workers pertaining to 2nd wage month and EPF and ESIC payment proof of 1st month. This cycle will have to continue.**
44. The Institute shall make such payments by e-banking in the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.
 45. **Payment of Wage to workers is to be done on or before 7th of every month.**
 46. **The** agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel as per the minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure over and above this wages to these personnel.
 47. The Agency shall ensure the payment of wages to their labourers deployed at this Institute by internet banking to their SB accounts maintained at nearby Nationalized Bank branches. The Agency should provide proof of online bulk transfer from agency's Bank account to the bank accounts of all workers along with the monthly bill.
 48. The agency should provide the wage slip to the labourers with a soft copy to the office along with the monthly bill.
 49. The complete details and proof of EPF & ESIC payments like Payment confirmation Receipt, electronic challan cum return (ECR), TRRN linked ECR and combined challan, along with the monthly wage bill.
 50. 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 laborers engaged for the particular month along with bill duly certified by the respective Indentors. The contractor should also submit the Electronic-cum-challan (ECR) for having made the remittances of EPF and ESI at rates applicable for the previous month and the list of labourers after having credited the wages to their respective accounts in the Bank, alongwith the Bills for arranging the payment to the contractor.
 51. The payment of bills to the contractor will be made for the actual number of mandays utilized which for performing the Agriculture Field / Farm / Laboratory Operations during the whole month which includes wages, service charges, applicable rates of EPF and ESI.
 52. The payment of bills submitted by the contractor will be made within 15 days if found to be in order as far as possible. **However, the payment to the personnel engaged need to be made atleast for two months without waiting for the release of the payment from the Institute (in exceptional case).**
 53. The firm shall be responsible for making timely payment of Central Minimum wages due to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution and paid up EPF challan will be submitted by the firm to the ICAR-IIHR and its regional stations, as proof along with the wage bill. 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 and its regional stations do not have any liability in this regard.
 54. HR/Accountant of the agency need to visit the campus once in 15 days/ or on call to resolve the employee's problems like ESI, EPF correction, claim, compensation etc.
 55. Agency need to arrange for the ESI running letters/endorsement from the agency to take treatment/benefit from ESI hospital, which need to be provided on the place of working.
 56. Prevailing minimum wages as applicable to Central Govt. establishments need to be ensured by the successful tenderers and the same will be reimbursed and the bill will be restricted to the total mandays deployed in a particular month along with eligible Festival / National Holidays.
 57. If agency is having more than one running service contract in the Institute, the payments of salary, wage slip, EPF, ESI contributions are not to be combined. Separate ECRs E-receipts, pay slips, PF payment receipts etc to be submitted for verification and passing the bill.
 58. For Employees who cease to be EPS (pension) members, the agency has to deposit employer's 8.33% contribution in employee's PF.
 59. 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. **He / she has to produce all such registers as and when required by the FMC / Office / Labour authorities.**
 60. No child labour shall be engaged by the agency under this contract.

61. This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.
62. 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.
63. Any dispute arising out of this contract is subject to adjudication under the jurisdiction of Bangalore city court only.
64. All pages of this tender document to be printed, signed, sealed and uploaded as an agreement to the terms and condition of the tender.
65. The eligible cutoff date for all documents is the last day of bid submission

Sd/-
(R.G. RAMESH)
SENIOR ADMINISTRATIVE OFFICER

ELIGIBILITY CONDITIONS:

- a. Tender fee to be paid as prescribed above.
- b. EMD to be paid as detailed above.
- c. The agency should have at least any three years experience (from 1.1.2015 onwards) of performing contract for Providing Manpower on outsourcing basis in reputed Govt./Semi Govt. undertaking & other reputed establishments. Provide the purchase order proof for the same.
- d. Turnover for the last Three Years should be at least 6.00 Crore Minimum per annum and balance Sheet certified by the chartered Accountant indicating the Turnover per annum should be enclosed.
- e. The agency must have undertaken and completed two similar work for Providing Manpower Services for Agri./Horticulture Field/Farm/Lab. Operations. Similar work mean : supply of man power to Agriculture Field /Farm/ Laboratory works / Operations on outsource basis.
- f. Registration of GST.
- g. Registration with EPF department.
- h. Registration with ESI department.
- i. Registration of the establishment under shops and establishment act for providing man power service.
- j. Client list for providing manpower outsourcing with contact details (minimum Five contracts with PO proof).
- k. Satisfactory performance certificate from three clients.
- l. Filing of Income Tax returns for the previous three years. Pan card copy also to be enclosed.
- m. The Agency should have currently minimum 200 workers/day on its rolls as outsource workers. As proof to this, enclose copies EPF & ESI Payment made to its existing Manpower personnel. Agency should upload copies of ECR with individual names in respect of EPF & ESI remittances, EPF "payment confirmation receipt" having TRRN number and total members mentioned for two months.
- n. All pages of the tender document to be printed, signed, stamped and uploaded as an acceptance to tender terms and conditions.
- o. Photocopies of all the documents produced in support of the eligibility condition is to be self attested and uploaded.
- p. Submit duly signed Tender acceptance letter Annexure-VI.
- q. The right to accept or reject any tender is reserved with the Director, IIHR, Bangalore. For those Agency who have given service to IIHR, The past contract performance of the bidders with IIHR will be an important criteria in considering or not considering their Tender for further processing and ultimately awarding the contract. The decision of Director, IIHR, is final in this regard and no correspondence / clarification of any sort will be entertained in this regard.
- r. **If quoted service charge is less than 4.56 percent, such tenders will not be considered**

Sd/-

(R.G.RAMESH)

SENIOR ADMINISTRATIVE OFFICER

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD/Tender cost and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. The two separate bids shall contain information as under:-
 - a. Technical Bid: This shall contain the entire tender document, except **Annexure- VIII**, 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) & tender cost. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE V** 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.
 - b. Financial Bid: This shall contain the schedule of rates duly filled in the BOQ format and submit online only.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed performa of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is the lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, Instructions to the bidder, essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. The financial bids of only those firms whose technical bids are found responsive in technical bid evaluation only will be opened.
7. The tendering firm has to carefully assess the scope of work with specific reference to the various Agricultural Field / Farm / Laboratory works / operations to be undertaken and understand the complete details of the service to be performed requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR- IIHR, Hesaraghatta, IIHR Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) 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 following officers for further information/spot inspection about the proposed farms / Labs to be entrusted to perform the required Agricultural/ Horticultural services. The details of Officers to be contacted are:
 - a) Dr. S. Shankara Hebbar, Nodal Officer, FMC-9449105802 Landline: 080-23086100 Ext:283/432/433 or Shri K.N. Avinash, Senior Technical Assistant, Incharge Garden Superintendent - 7892350583, Landline: 080-23086100 Ext:432/433.
 - b) Dr. G.Karunakaran, Principal Scientist, IIHR Farm, Hirehalli, Mobile: 9483233804, office Landline: 0816-2243214 / 0816-2243792.
 - c) Dr.N.Loganandhan, Head, KVK-Hirehalli, Mobile: 8277252009, office landline: 0816-2243175/0816-2243177 during the office hours from 9.00am to 4.00pm. Based the feedback from the Heads of these stations / KVK's.
 - d) Dr. Saju George, Head, CHES, Chettalli & KVK, Gonikoppal, Mobile:9945035707 Office Landline:08274-247274.

8. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website www.eprocure.gov.in.
9. The firm is being permitted to give tender in consideration of the stipulations on it's part that after submitting it's tender, it will not withdrawn from it's offer or modify the terms and conditions thereof. If the tenderer fail 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 it, in the manner prescribed by ICAR-IIHR.
10. The tenderer 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. 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 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 person so signing had no authority to do so, the Council 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 and stamped by the tenderer.**
11. Acceptance by the ICAR-IIHR will be communicated by FAX, email, 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, email/Express letter etc. should be acted upon immediately.
12. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-V**.
13. Submit a full set of hardcopy in the same sequence of pages as uploaded document. However, hard copy of document submitted is only for helping in tender evaluation. Only copy uploaded in e-procurement portal will be considered for technical evaluation. It means if a particular document is missing in e-procurement portal, but present in hard copy, then also it will not be considered.

Sd/-
(R.G.RAMESH)
SENIOR ADMINISTRATIVE OFFICER

CHECKLIST FOR TECHNICAL BID EVALUATION

Sl. No.	Documents to be uploaded(Strictly as per details below)	Status of uploading	Page number
1.	Tender fee to be paid as prescribed above.	Yes/No*	
2.	EMD to be paid or exemption certificate as detailed above.	Yes/No	
3.	The agency should have at least any three years experience (from 1.1.2015 onwards) of performing contract for Providing Manpower on outsourcing basis in reputed Govt./Semi Govt. undertaking & other reputed establishments. Provide the purchase order proof for the same.	Yes/No	
4.	Turnover for the last Three Years should be at least 6.00Crore Minimum per annum and balance Sheet certified by the chartered Accountant indicating the Turnover per annum should be enclosed	Yes/No	
5.	The agency must have undertaken and completed two similar work for Providing Manpower Services for Agri./Horticulture Field/Farm/Lab. Operations. Similar work mean : supply of man power to Agriculture Field /Farm/ Laboratory works / Operations on outsource basis. Provide PO proof.	Yes/No	
6.	Registration of GST.	Yes/No	
7.	Registration with EPF department.	Yes/No	
8.	Registration with ESI department.	Yes/No	
9.	Registration of the establishment under shops and establishment act for providing man power service.	Yes/No	
10.	Client list for providing manpower outsourcing with contact details (minimum Five contracts with PO proof).	Yes/No	
11.	Satisfactory performance certificate from three clients.	Yes/No	
12.	Filing of Income Tax returns for the previous three years. Pan card copy also to be enclosed.	Yes/No	
13.	The Agency should have currently minimum 200 workers/day on its rolls as outsource workers. As proof to this, enclose copies EPF & ESI Payment made to its existing Manpower personnel. Agency should upload copies of ECR with individual names in respect of EPF & ESI remittances, EPF “payment confirmation receipt” having TRRN number and total members mentioned for two wage months.	Yes/No	
14.	Submit duly signed Tender acceptance letter Annexure-VI.	Yes/No	
15.	All pages of the tender document to be printed, signed, stamped and uploaded as an acceptance to tender terms and conditions.	Yes/No	
16.	Photocopies of all the documents produced in support of the eligibility condition is to be self attested and uploaded	Yes/No	
17.	Documents is arranged as per serial number 1 to 15 of checklist	Yes/No	
18.	If quoted service charge is less than 4.56 percent, such tenders will not be considered.	Noted	

***strikeout whichever is non applicable**

ANNEXURE - VI

(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/works/ services contract for/manpower out source for undertaking AgriculturalField / Farm / Laboratory works / Operations at ICAR-IIHR, Hesaraghatta, IIHR Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District).

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses at ICAR-IIHR, Hesaraghatta, IIHR Farm & KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District).
2. 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.
3. I/We have hereby agree to all Terms and Conditions of the Contract as detailed in the tender documents given in annexure I to VIII and if given an opportunity to provide services, then agree to execute an agreement as per the tender terms and conditions.
4. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
5. I/ We undertake that there are no any legal suit/criminal cases 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. Affidavit from notary is enclosed along with tender documents.
6. I/ We are not blacklisted by any Government organization in the field of providing service contract for supply of Agricultural Labourers.
7. 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-IIHR within 90 days from the date of opening of the technical bid.

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

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 500 acres in respect of IIHR-Bengaluru and its regional stations / KVK's.

In pursuit of its mandate, the Institute will be in requirement of availing the services of contract 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/laboratory 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.

Sl. No	Crops / Laboratory / 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, grafting, cutting hormone treatment after care of budded, grafted air layers through watering, spraying and fertilizers application. Planting of budded / grafted airlayered / rooted cuttings staking of planted grafts laying of irrigation system maintenance of irrigation removal of rootstock sprout spraying, weeding, earthing 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 & Laboratories for sale & observations. And also Cleaning of roads, canals, bunds.
2.	Vegetable Crops & Floriculture and medicinal crops (Onion, Tomato, Chilli, Capsicum, Cucurbits, Okra, pulses, peas etc.,)	<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 earthing 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. Preparation of plant samples for extraction, cleaning of glasswares (The above operations are carried out during 2-3 crops raised in a calendar year)</p>
3.	All Laboratory and Agricultural Engineering works	<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 pre treatments and packaging of materials. • Weighing, cutting and scooping of pulp and seed removing wherever necessary for fruits and vegetables processing work.

		<ul style="list-style-type: none"> • 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 laboratory • 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.,
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Signature of the Contractor / Agency

FINANCIAL BID**(TO BE SUBMITTED ONLY ELECTRONICALLY)**Last date for receipt of tender **28.1.2022 upto 4.00 PM**Date of opening of tender (Technical Bid) **29.12022 at 10.00AM**

(At Establishment Section-I, ICAR-IIHR, Hesaraghatta, Bengaluru-560089)

To,
The Director,
ICAR- Indian Institute of Horticultural Research,
Hesaraghatta, Bengaluru-560089.

Sir,

I / We wish to submit our tender for undertaking / performing Agricultural / Farm / Laboratory works / Operations at ICAR-IIHR, Hesaraghatta, IIHR Experimental Farm& KVK, Hirehalli, (Tumkur District), CHES-Chettalli and KVK-Gonikoppal (Kodagu District) as per the prevailing central wages from time to time as notified by the Central Labour Commissioner, Govt. of India our Service Charges for the same as quoted below.

Sl. No	Category	Service charges in Percentage (%) only*(percentage of basic+VDA+Employer's share of EPF & ESIC)
1.	<u>Unskilled</u> (Field / Lab. Helper)	%

*As it is the responsibility of the firm to mobilize the appropriate labours /persons required for various agriculture/ field/farm/lab/horticultural operations and execute them as per instructions of Nodal Officer, FMC or concern Scientist of the Project or authorized technical officers/officials and also 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. **Firm offering Service charge less than 4.56% will be rejected. If there is a tie, the tender will be awarded as mentioned in condition SN 2 of annexure II.**

I / We have carefully read the terms and conditions of the tender and agree to abide the same in letter and spirit.

Signature

Name & Address of the Firm.....

Seal:

Telephone No.....

Mobile No..... Email.....