
 <b>ICAR</b>	<b>NATIONAL DAIRY RESEARCH INSTITUTE</b> <b>SOUTHERN CAMPUS</b> (Indian Council of Agricultural Research) <b>ADUGODI POST, HOSUR ROAD</b> <b>BANGALORE –560 030.</b>	
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F.No.2-7/CDN/Fodder Harvest/NDRI/2021-22

Date: 06.07.2021

**E-TENDERS NOTICE INVITING**  
**(NATIONAL COMPETITIVE BIDDING)**

**Online bids are invited on Single Stage two bids system FOR ANNUAL JOB/WORK CONTRACT FOR FODDER HARVESTING AND SUPPLY AT NDRI, BENGALURU-560 030.**

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

CRITICAL DATE SHEET

Published Date	06-07-2021 @ 3.00 pm
Bid Document Download / Sale Start Date	06-07-2021 @ 3.30 pm
Bid Submission Start Date	07-07-2021 @ 03.00 p.m
Bid Submission End Date	28-07-2021 at 3.00 p.m.
Bid Opening	29-07-2021 @ 03.10 pm
Place of opening of Technical bid and financial bid.	AAO, SRS of NDRI, Hosur Road, Adugodi, Bengaluru – 560 030
Address for Communication	AAO, SRS of NDRI, Hosur Road, Adugodi, Bengaluru – 560 030.

1. On behalf of Director, ICAR-NDRI, Karnal, E-Quotations / tenders / Bids are invited from the registered firms / contractors **on portal only** FOR ANNUAL JOB/WORK CONTRACT FOR FODDER HARVESTING AND SUPPLY AT NDRI, BENGALURU-560 030. The Quotations / bids duly sealed / signed & completed in all respect should be submitted with scan documents online at CPPP **latest by 28-07-2021 at 3.00 p.m.** The incomplete Quotations / bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & out rightly rejected, and no correspondence in this regard will be entertained.
2. The Tender form / bid-documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>. **Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual / Offline bids shall not be accepted under any circumstances.** However, for the purpose of realization, the bidder has to send the Demand Draft / Banker's cheque / pay order for EMD / Cost of Tender Document in original to this institute through post or by hand so as to reach before the date & time of opening of tender.
3. Tenders / bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes / modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NDRI, Karnal reserves the right to accept or reject any or all the tenders.
5. The firms are required to **upload** copies of the following documents **in pdf:-**

• **Technical Bid:-**

- a) Registration Certificate of the firm under State / Central Govt. under Shop & Estt. Act. or any other act.
- b) Minimum turnover of the firm should not less than Rs.10 lakh (Ten lakhs) for each of the last three financial years i.e. 2017-18, 2018-19 & 2019-20 along with certified copy of audited document by bonafide CA supported by ITR and Form-16 of the concerned year in the relevant field of supply of manpower.
- c) Last three years continuous experience of the firm in the field of providing such type of work / services in Central Govt. establishments / autonomous bodies of Govt. of India / Corporations of Govt. of India / reputed public or private organizations provide the details in enclosed tabular form (Schedule III).
- d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- e) The contractors / agency must have registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- f) Employee EPF registration certificate and ESI registration certificate issued by Govt. List of EPF / ESI Numbers of all employees worked in the contract during the last financial year 2019-20 subject to condition of Minimum 100 Nos. contractual workers should have worked in a month in the contract(s) for which contractor has to submit the Documentary proof of vouchers and list (ECR from the website of concerned Deptt.)
- g) GST registration certificate issued by Govt.
- h) Copy of Cancelled Cheque issued.

i) Bid security Declaration.

- **Financial Bid:-**

Financial bid should be quoted in Lumpsum Basis.

6. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed / accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT including techno-commercial bid in cover-I, and price bid in cover-II separately as instructed in the bid document. The bidder will have to give an undertaking online that if the information / declaration / scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action against them by the department. **No Bid Security is required at this stage . However, bidder has to submit Bid Security Declaration to the effect that they are bound to submit Bid security at later stage if asked by the NDRI.** In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.
7. The firms registered with NSIC / MSME / Start Up as recognized by DIPP for supply of Manpower only are exempted from submission of EMD on submission of relevant valid documentary proof in pdf format in the technical bid.
8. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptance bidder with due information through system generated emails & SMS alerts.
9. **Description of the tendered job contract and GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE ANNUAL JOB / WORK CONTRACT FOR ANNUAL JOB/WORK CONTRACT FOR FODDER HARVESTING AND SUPPLY AT NDRI, BENGALURU-560 030 as per Schedule I.**
10. If the tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
11. **Bid Opening:** Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in the bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.
12. Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation whatsoever, to the affected tenderer or tenderers.

**Asst. Administrative Officer**

**Enclosures:**

**Annexure – 1**

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS FOR ANNUAL JOB/WORK CONTRACT FOR FODDER HARVESTING AND SUPPLY AT NDRI, BENGALURU – 56 0030**

**Scope of Work:**

The services as detailed below are to be provided to the Section/Units/Senior Officers of NDRI, located at SRS NDRI, Bengaluru.

**The detail of the work to be carried out is as follows:**

1. Harvesting fodder and transporting (includes loading & unloading) to Cattle yard by bullock cart.
2. Fodder should be unloaded near chaff cutter machine after weighing & record of each cart.
3. Harvesting of fodder should start at 6.00 AM every day including all types of holidays and at least 50% of fodder should reach Cattle yard before 8.00 AM for their chaffing and daily feeding animals.
4. Quantity of fodder harvesting and supply varies from 2 to 6 tons per day depending on different season. For example up to 6 tons per day have to be harvested during rainy season otherwise in summer it may be available 2 – 6 ton per day for harvesting & supply.
5. Harvesting of Fodder means irrespective of any variety grown in the farm with respect to its mass, height and maturity whether it may be an herb, shrub or plant in nature.
6. Harvesting area will be allotted or demarcated time to time by the Farm incharge.
7. Bullocks & Bullock cart will be provided by the institute for fodder transportation. If any damage caused while handling, the damage cost should be borne by the contractor.
8. Sickles/any tools for cutting/harvesting fodder will not be provided by the Institute. Hence contractor should arrange required number of sickle himself for his job contract.
9. Rate should be quoted per ton basis. Quotation should be for harvesting and supply of 2-6 tons fodder per day. Bills can be submitted on completion of work on the last day of the each month.
10. All the working conditions, terms of references, working hours, mode of work and termination of contract will be as per instruction of Incharge, LRC after getting due approval by competent authority.
11. Fodder harvesting and supply to the cattle yard is a daily and continuous process found the year including all general holidays and Sunday without interruption.
12. Routine fodder harvesting and supply will be monitored and should be carried out as per the instruction of ACTO of Forage Section/in charge LRC.
13. TDS and other taxes if any will be deducted as per Rules from time to time.

14. Any other instructions issued by the I/C, LRC must be followed.
15. Any information/records if required at a later stage must be produced.

### **TERMS & CONDITIONS:**

1. The firm/contractors should provide the personnel as per requirement and qualification/experience for required work as determined by the Institute or its representative
2. The staff deployed by the contractor/ firm for the work required should follow strict attendance and alternative arrangements are to be made by agency whenever anyone of staff/ supervisor is to go on leave/weekly rest under intimation to this office.
4. Any kind of loss of the Govt./ Institute's property due to the negligence of the contractor labours will be deducted from the contractors bill of that month.
5. During the contract period the institute will not be responsible for any mis happening of contractual labour like Snake bite, Skin disease or any accident/ injury (including Death) of the labour and it will be fully responsibility of the contractor for compensation of any claim etc.
6. The agreement is terminable with one month notice.
7. The contractor shall not sublet the work without prior written permission of the NDRI, Karnal .
8. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
9. The selected agency shall provide the necessary personal (qualified/experienced according to work required) as per requirement at NDRI, Bangalore as per labor acts prevalent in State. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personal so provided is not found suitable by the NDRI, the NDRI shall have the right to ask for his replacement without giving any reason therefore and the agency shall on receipt of a written /oral communication will have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employee of the NDRI and there will be no employer-employee relationship between the NDRI and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bills and after making payments to the concerned departments i.e. EPI/ESIC etc. Th. RTGS only.
12. After physical inspection of the site, every detailed assessment/requirements of personnel for workers mentioned above shall have to furnish along with the Tender. **However the Tenders should indicate only the lump-sum amount (Per Month in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted during contract period.**
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account

whatsoever i.e. EPF & ESI contribution and liability under employee's compensation Act, Uniform, Liveries, OTA and other Govt. taxes etc.

14. The firm have to quote the lumpsum amount per month in rupees along with minimum wages & other liabilities to be levied by them for providing the services., the agency has to discharge the responsibilities and liabilities towards payment of minimum wages/EPF/ESI & other liabilities ethically. TDS as applicable will also be deducted from the bill of the contractor at the source.
15. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages strictly **as per minimum wages Central/State, whichever is higher** and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and NDRI will not be responsible for any claims, loss of or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In cases of any dispute, the decision of Director, National Dairy Research Institute, Karnal shall be final and binding on the contractor.
16. Income Tax shall be deducted from the payments due for the work done as per rule and any other tax payable shall be paid by the contractor also.
17. Changing of Contractual Staff should be intimated to the I. O./Office.
18. The Contractor must employ adult labour only; employment of child labour will lead to the termination of the contract including other punitive action as deem fit.
19. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time .
20. Payments of wages to the persons deployed by the Agency/ Contractor will be made through RTGS only on or before 7<sup>th</sup> day of each month to the account of contractual worker and copy of payment sheet duly signed by authorized signatory of the Agency/ Contractor should be made available to the Indenting Officer every month before verifying the monthly bill, failing which punitive action against the contractor will be taken at the discretion of the Director, NDRI, Karnal.
21. The Agency/Contractor shall display a copy of license promptly at the work premises.
22. a) Successful tenderer will have to enter into a detailed contract agreement with NDRI on non-judicial stamp paper of appropriate value  
b) The successful bidder awarded the contract will have to submit a Performance Security equivalent @ 03% of the total annual turnover (initial value of the contract in the form of Bank Draft/TDR/FDR (pledged to ICAR-UNIT: NDRI, Bangalore) which should be valued for a period of (12+3)=15 months from the date of contract and which will be refunded to the contractor after successful completion of the contract and after discharging all the liabilities arises during the concurrency of the contract. In case the contractor fails to discharge the liabilities of the contract or if the contractor fails to complete the contract successfully, the performance security as a whole or by a proportionate part will be realized from the performance security at the discretion of the Director, NDRI, Karnal.
23. The Director, NDRI, Karnal reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of Director, NDRI, Karnal shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.

24. In case of two or more firm quoted the equal rates, the following criteria shall be adopted for making the selection/merit:-
- a) In order to break the tie then ISO certified firm, if any, shall be given more credit failing which:
  - b) The firm having higher financial credential i.e. turnover shall be given more weightage .
  - c) In case (a) & (b) above are still not enough to break the tie then past experience and business dealings with Govt. Institutes will be kept as criteria.

*Alternatively*

**The Director, NDRI, Karnal has the liberty to award the contract in proportional/equal distribution among the L1 bidders, if felt necessary at the discretion of the Director.**

25. The tenure of the Contract will be initially for a period of 12 months (initially for 06 months and further 06 months on satisfactory completion of 1<sup>st</sup> phase) which may increase or decrease depending upon the performance of the contractor at the discretion of the Director which is binding on the part of the Contractor.
26. Risk Clause: NDRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Performance Security or pending bills or by raising a separate claim.

**LIQUIDATED DAMAGES CLAUSE:**

- a) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- b) Frequent change of workers will not be allowed. If the practice is observed the point of work will be treated as unattended and an amount of Rs. 500/- per point/per day will be deducted from the bill of contractor.
- c) The labour of the contractor are required to the present for the whole period of the working hours are as per requirement.
- d) Any other miscellaneous work will be carried out by the contract workers as per requirement from time to time.

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

Asstt. Admin. Officer

**Schedule – III**

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

Sl No.	Name of the Deptt. / Organization & Name of contact person with Phone Number	Period		Amount (In Rs.)	Remarks (With Authenticated documents)
		From	To		

**Authorized Signatory**