भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

MANJARI FARM POST, PUNE - 412 307

निविदा संख्या 8/2017-2018

निदेशक, भाकृअनुप-राअंअनुके, पुणे द्वारा पंजीकृत प्रतिष्ठानों से अधीलिखित खरीद / सेवा हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं।

अ. क्र.	वर्णन	ईएमडी का मुल्य
1.	एक वर्ष की अवधि के लिए	रूपये 1,75,000.00
	NRCG पर" निगरानी कवरेज"।	(रुपये एक लाख पचहत्तर हजार केवल)

विनिर्देशों के साथ निविदा प्रपत्र, वेब साइट https://eprocure.gov.in पर उपलब्ध हैं। लिंक हमारे कार्यालय की वेबसाइट http://nrcgrapes.nic.in पर मार्गदर्शन "How to submit bid for tender" के साथ उपलब्ध हैं। केवल ऑनलाइन से भरी हुई निविदा स्विकार की जाएगी। उपरोक्त कार्य हेतु सभी तरह से विधिवत भरी गयी पूर्ण निविदा (हाई कॉपी) के साथ बोली सुरक्षा (दस्तावेज) और निविदा शुल्क संलग्न होनी चाहिए जो "आईसीएआर यूनिट- एनआरसी फॉर ग्रेप्स",पुणे के पक्ष में जारी अकाउंट पेयी डिमांड इाफ्ट अथवा किसी वाणिज्यिक बैंक से जारी बैंकर्स चैंक या बैंक गारंटी के स्वरूप में हो, इस कार्यालय में 04/01/2018 (गुरुवार) को अपराहन 4:00 बजे से पहले पहुंच जानी चाहिए जो 06.01.2018 (शनिवार) को सुबह 11:00 बजे पर खोली जाएंगी। बिना बोली सुरक्षा जमा की गयी निविदाएं सीधे निरस्त कर दी जायेंगी। बोली सुरक्षा (ईएमडी) अलग से जमा करें तथा उसके ऊपर "ईएमडी" स्पष्ट रूप से तिखें। निविदा प्रपत्रों को प्राप्त करने के लिए किया गया भुगतान अप्रतिदेय है।

जो केंद्रीय क्रय संगठन, राष्ट्रीय लघु उद्योग निगम (एनएसआईसी) अथवा संबंधित मंत्रालय या विभाग के साथ पंजीकृत हैं उन्हें ईएमडी के लिए छूट है। पंजीकरण का प्रमाण निविदा के साथ जमा करना होगा अथवा निविदा को सीधे निरस्त कर दिया जाएगा।

जॉब वर्क दो बोली अर्थात तकनीकी और वित्तीय (क) तकनीकी बोली में सभी तकनीकी जानकारी वाणिजियक नियम व शर्तों के साथ दिए गए हैं तथा (ख) वित्तीय बोली मदवार कीमत का संकेत मदों के लिए उल्लेख हो प्रस्तुत किया जाना है। तकनीकी बोली और वित्तीय बोली अलग-अलग लिफाफों पर लिखकर विधिवत मुहरबंद किया जाना चाहिए और इन दोनों को एक बड़ें कवर में रखकर विधिवत मुहरबंद किया जाना है। तकनीकी रूप स्वीकार्य प्रस्तावों की वित्तीय बोली ही मूल्यांकन हेतु खोली जायेगा।

निर्देशक, राष्ट्रीय अंगूर अनुसंधान केन्द्र, पुणे, कोई कारण बताए बिना, किसी भी या सभी निविदाओं को स्वीकार या अस्वीकार करने का अधिकार आरक्षित रखता है ।

केअली

सहायक प्रशासनिक अधिकारी सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकुअनुप-राष्ट्रीय अंगूर अनुसंघान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307

भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

MANJARI FARM POST, PUNE - 412 307

TENDER No.8/2017 - 2018

Scaled tenders are invited from the registered firms for providing "Surveillance Coverage" at ICAR-NRC for Grapes, Pune for the period of One year.

Sr. No.	Description	EMD
1.	Award of "Surveillance Coverage" at	Rs. 1,75,000.00
	ICAR-NRCG for a period of one year.	(Rupees One Lakh and Seventy Five
		Thousand Only)

The Tender forms, along with Specifications are available at Web Site https://eprocure.gov.in. Link is available on our website http://nrcgrapes.nic.in along with step by step guide on 'How to submit bid for tender. Tender is to be submitted online only. The Hard copy of Tender duly completed in all respects along with Damand Draft of Tender Fee and Bid Security (EMD) for above each item in the form of A/c. Payce Demand Draft drawn in favour of "ICAR UNIT - NRC FOR GRAPES", payable at PUNE or Banker's Cheque or Bank Guarantee from any of the Commercial Banks in the prescribed form should reach at this office on or before 4.00 P.M. on 04.01.2018 (Thursday) which will be opened on 06.01.2018 (Saturday) at 11.00 A.M. The tenders without bid security will be rejected outright. The bid security (EMD) should be submitted separately and superscripted "EMD". The payment made for tender forms is non — refundable.

EMD is exempted for those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. Proof of the registration should be submitted along with tender failing which the tender will out rightly be rejected.

Two bid viz. (a) Technical bid consisting of all technical details along with commercial terms & conditions and (b) Financial bid indicating item wise price for the item mentioned above are to be submitted. The technical bid and the financial bid should be scaled in separate covers duly super scribed and both these scaled covers are to be put in a bigger cover which should also be sealed and duly super scribed. The financial bids of only the technically qualified offers will be opened for further evaluation.

The Director, National Research Centre for Grapes, Pune, reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

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Assistant Administrative Officer सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer भाक् अनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307

भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

MANJARI FARM POST, PUNE - 412 307

F. No. NRCG/5 (111) /2017-S

Date: 02.12.2018

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE SURVEILLANCE COVERAGE FOR PROVIDING SERVICES AS PER ANNEXURE II & III (Surveillance Coverage) ATTACHED.

- A. Cost of Tender from Rs. 500.00
- B. Last date of receipt of Tender in Office on 04.01.2018 at 4.00 P.M.
- C. Tenders (technical bids) to be opened at 06.01.2018 at 11.00 A.M.
- D. Tenders to remain open for acceptance up to 90 days from the date of opening.
- E. The Tender document is also available at our web site: http://nrcgrapes.nic.in.

NOTE:

 The Director, ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307, May at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.

If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day

> सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकअनुप-राष्ट्रीय अंगुर अनुशंकाय केंद्र, पुण-४12207

> ICAR-National Research Cent. - for Grapes, Fune-4 (2007)

ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307

Note: All communication must be addressed to the Director, ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307

From In charge

Dear Sir(S),

- 1. Sealed tenders are hereby invited on behalf of the Director, National Research Center for Grapes. Pune, for contract of PROVIDING SURVEILLANCE COVERAGE FOR PROVIDING ALLIED DERVICES AT National Research Center for Grapes. Pune, The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements state in the attached schedules.
- 2. An earnest money of Rs. 1,75,000.00 (Rupees One Lakh and Seventy Five Thousand Only) must be deposited in the form the of Demand draft/pay order Payable Direct to Director of concerned institute. The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft/ pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if carnest money is not deposited with the tenders
- 3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulation the aforesaid amount of EMD will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the institute.
- 4. The Schedules of the tenders from should be returned intact and pages should not be detached. In the event of the space provided on the schedule from being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate latter along with the tenders. Overwriting / erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
- 5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm it it be partnership in which case he must have authority to refer to arbitration dispute concerning the

business of the partnership whether by virtue of the partnership agreement of power of attorney or (ii) constituted attorney of the firm if it is a company.

- If tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed withdrawn without any notice & earnest money forfeited.
- 7. In case of partnership firms, firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the renders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if. On enquiry if appears that the persons so singing had no authority to do so, the council/ Instt. 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 tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
- 8. The original copy to the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "THE SURVEILLANCE COVERAGE FOR PROVIDING SURVEILLANCE COVERAGE AT, National Research Center for Grapes. Punc, address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the, National Research Center for Grapes. Pune, office of the not later than
- 9. The rates quote by each firm from job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenders behalf should be indicated in the tenders. Name and address of permanent representative, of the tenders if any, may also be indicated.
- 10. The institute is not bound to accept the lowest or any other tenders and reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
- 11. An amount 5 to 10 % of estimated value of the contract as a security deposit for the contract is to be deposited by the selected agency/ successful tenderer only after receiving a communication from the institute. In the event of non-deposition of the same, the carnest money will be forfeited.
- No interest on security deposit and carnest money deposit shall be paid by the institute to the tenderer.
- 13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will be entertain any claim whatsoever in this respect. However, the service taxes or any other tax, which is as per the rules of the Govt., shall be deducted at source form monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
- 14. Director, institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

- 15. Decision of Director, Institute shall be final for any aspect of any aspect of the contract and bending to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
- 16. Acceptance by the institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal latter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
- 17. The following documents/vouchers are required to be enclosed along with technical bid which are the same terms and conditions of the tenders document:-
 - Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State govt.
 - b) Minimum turnover of the firm not less than (Rs.50,00,000.00) (Rupces Fifty Lakhs Only.) during the last financial year.
 - e) Last three years continuous experience of the firm in the field of providing such services in central Govt, establishments/Autonomous bodies of Govt, of India / Corporations of Govt, of India/reputed public or private organization provide the details in enclosed tabular form.
 - d) Certified Balance sheet of the firm for last year of the service contacts by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenders is providing the services for the last three years.
 - f) Employee EPF registration certificate issued by local govt. etc.
 - g) Employee ESI registration certificate issued by local govt, etc.
 - h) Goods Service tax registration certificate issued by Govt. etc.
 - Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NRCG on non-judicial stamp paper of Rs.100.00 (Rs. One Hundred Only) for Surveillance Coverage.
 - Only those firms will be considered for financial bid who will qualify in the technical bid.
 - k) The contractor/agency must have a registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
 - Nos. of staff/ supervisors registered under ESI & EPF separately. Minimum 50 Nos.(Staff/ Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.

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

Yours faithfully,

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For and on behalf of the Director (ICAR-National Research Center for Grapes, Manjari Farm, Punc Solapur Road- 412 307)

सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकुअनुप-राष्ट्रीय अंगूर अनुसंघान केंद्र, पुणे-412307 ICAR-National Research Centra for Grapes, Pune-412307

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To, ICAR-National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307 I / we have read all the particulars regarding the General information and of terms and conditions of the contract for THE SURVEILLANCE COVER. CONTRACT FOR————————————————————————————————————	quoted in all communications to this Office Telephone No. Telegraphic Address/FAX/ Cellular No:	
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SCHEDULE TO TENDERS

PART -1

- 1. Name of the Firm/ Agency
- Full address with Post Box. No And Telephone No. if any
- 3. Constitution of the Firm/
 Agency (Attached copy)
 Indian Companies Act, 1956
 Indian Partnership Act, 1932
 (Please give names of Partners)
 Any other Act, if not, the owners
- 4. For Partnership firms whether
 Registered under the Indian
 Partnership Act, 1932, please
 State further whether by the
 Partnership agreement to arbitration
 Has been conferred on the partner
 Who has signed the Tender?
 - i) If answer to the above is in negative
 Whether there is any general power
 Of attorney executed by all the
 Partner of the firm authorizing the
 Partner who has signed the tenders
 To refer dispute condemning business
 Of the partnership to arbitration.
 - ii) If the answer to above is in point one
 And two the affirmative please furnish
 A copy of either the partnership
 Agreement or the general power of
 Attorney as the case may be. The copy
 Should be attested by a Notary Public
 Or its execution would be admitted by
 Affidavit on a properly stamped paper
 By all partner
 - 5. Name and full Address of your

Banker's

- 6. Your Permanent Income Tax No./Circle/Ward
- 7. Any other relevant information

PART-II

PART-III

8. Earnest Money Deposited:

Yes/No

- Name and Address of the firm's representative And whether the firm would be representing at the Opening of the Tenders
- 10. Name of the Permanent Representative to be Visiting NASC and ICAR, Kirshi Bhawan regarding Date: -----

Place: -----

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

SHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING SURVEILLANCE COVERAGE SERVICES

(ICAR-National Research Center for Grapes, Manjari Farm Solapur Road, Manjari Farm Pune-412 307)

	Scope of work:	
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सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307

Award of Surveillance Coverage at NRCG for a period of one year.

- Approx. 18 No. guards are required at office and vineyard of ICAR-NRC for Grapes.
- Rate must be quoted for one guard per month.
- Goods Service charges should be quoted separately.
- All the guards should be ex-servicemen.

सम्रायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307

TERMS & CONDITIONS:

- The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff / supervisor is go to on leave under intimation to this office.
- 2. Changing of staff/ supervisor should be intimated to I/e Farm/ IC security respectively
- The Director, ICAR-NRCG, reserves the right to reject any or all quotations in whole or
 in part without assigning any reason therefore. The decision of Director, ICAR-NRCG,
 shall be final and binding on the contractor / Agency in respect of clause covered under
 the contract.
- The staff provided should also maintain secreey and discipline in the premises of institute.
- The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle standard.
- The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-NRCG for the purpose. All complaints should be immediately attended to by the Agency.
- Uniform with colour specifications and pattern approved by ICAR-NRCG should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. arc in proper uniform while on duty.
- 8. The agreement is terminable with one month notice on either side.
- The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 10. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provide is not found suitable by the council, the council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- 11. The persons so provided by the agency under this contract will not be the employee of the council and there will be no employer employee relationship between the council and the person so engaged by the contractor in the aforesaid services.
- 12. Payment for services contract will be made monthly upon submission of pre-receipted bill.
- 13. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the ICAR-National Research Center for Grapes, shall have to be furnished alongwith the Tender. However, the Tenders should indicate only the lump sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.
- 14. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR-NRCG shall not bear any extra charge on any account what soever i.e. EPF Contribution, Uniform, liveries, OTA, etc.
- 15. The contractor will discharge all his legal obligations in respect of workers / supervisors to be employed / deployed by him for the execution of the work in respect of their wages and service condition and shall also comply with all the rules, regulation, and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligation under various laws. In case of any dispute, the decision of Director, ICAR-NRCG shall be final and binding on the contractor.

16. Income Tax will be deducted from the payments due for the work done as per rule.

17. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.

18. Changing of Supervisor/ Staff should be intimated to be Caretaker.

 The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.

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

21. Risk Clause: ICAR-NRCG 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 his can be recovered from S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

 An amount equivalent to two days of contract amount, subject to a minimum of Rs.500.00 will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It no action is taken the notice of the supervisory staff of the firm by ICAR-NRCG and if no action is taken within one hour liquidated damages clause will be invoked.

2. Any misconduct/ misbchavior on the part of the manpower deployed by the agency will

not be tolerated and such person(s) will have to be replaced immediately.

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

सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307 Details of the Minimum 3 years experience/ work done.

	From	То	

(Authorized Signatory)

FIN/	INCI	AI.	BI	D:-

(This financial bid to be enclosed	in a separate envelop with seal)
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Last date for receipt of Tender : ----- (times)

Date of opening of Financial Bid : As per the intimation.

(Name and Address of the Institute)

Sir, I/We wish to submit our Tenders for THE SURVEILLANCE COVERAGE CONTRACT FOR PROVIDING

----- on the following rates.

सहायक प्रशासनिक अधिकारी Assistant Administrative Officer भाकअनुप-राष्ट्रीय अंगूर अनुसंघान केंद्र, पुणे-412307 ICAR-National Research Centre for Grapes, Pune-412307