

NOT TRANSFERABLE

**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125 001 (HARYANA)**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE CUM LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

- A. Cost of tender form Rs. 1000/- (Rupees One thousand only)
- B. Last date of sale of tender form is 23.02.2017 upto 01.00 P.M.
- C. Last date of receipt of tenders in office is 25.02.2017 upto 01.00 P.M.
- D. Technical bid to be opened at 02.30 P.M. on 25.02.2017
- E. Tender to remain open for acceptance up to 90 days from the date of opening.
- F. The tender document is also available at Institute's website (www.nrce.nic.in).
- G. **Date of Pre-bid meeting 09.02.2017 at 02.30 P.M. (Venue: Conference Hall NRCE, Hisar)**

NOTE:

1. The Director, NRCE, Hisar may at his discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. 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.
3. If the date fixed for opening of tenders is subsequently declared a holiday, the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
4. The intending tenderer is required to provide contract job work services and is advised to visit and acquaint himself with the operational system of the areas given in tender. The cost of visiting, if any, shall be borne by the tenderers. It shall be deemed that the firm/agency has undertaken the visit in all areas covered in this tender and is aware of the operational conditions prior to the submission of the tender document.

ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125 001 (HARYANA)
Telephones 01662- 276151, 275787 Fax-01662-276217

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE CUM LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

| Date of Pre-bid meeting | Last date of issue of tender document | Date & time of submitting tender i.e. due at NRCE, Hisar | Date & time of opening of Technical bid of Tender at NRCE, Hisar | Date of opening of financial bids |
|--|---------------------------------------|--|--|-----------------------------------|
| 09.02.2017 at 02.30 P.M. in the Conference Hall, NRCE, Hisar | 23.02.2017 upto 01.00 P.M. | 25.02.2017 upto 01.00 P.M. | 25.02.2017 at 02.30 P.M. | 08.03.2017 at 11.00 A.M. |

From
Assistant Administrative Officer (Purchase)
ICAR-National Research Centre on Equines,
Hisar-125 001 (Haryana)

To

Dear Sir,

1. Sealed Tenders are hereby invited by the Director, ICAR-NRCE on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the authorized & registered firms/agencies for **'HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE-CUM-LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** .The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the Tender form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of Rs.120000/- (Rupees one lakh twenty thousand only) must be deposited in the form of demand draft/BG drawn in favour of **ICAR UNIT NRCE** payable at **HISAR** on any Nationalized Bank. *The particulars of the earnest money deposited must also be superscribed on the top of the envelope containing Technical bid by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.*
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the NRCE. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the unsuccessful Tenderer will be refunded to him in the manner prescribed by the Institute.
4. The Schedules of the Tenders forms should be returned intact and pages should not be

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

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
6. If Tenderer does not accept the offer, after issue of letter of award by NRCE within 15 days, the offer made shall be deemed to be withdrawn without any notice and Earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NRCE shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. **Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.**
8. The Technical bid superscribed as “**Technical bid**” and Financial bid superscribed as “**Financial bid**” should be put in two separate envelopes which should be sealed by the tenderer and both the envelopes containing technical and financial bid should be put in another envelope superscribed as “Hiring of services for **VARIOUS WORK FOR ADMINISTRATIVE-CUM LAB-WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** .All tenders should be sent by Registered Post or delivered personally. Tenders to be hand delivered should be put in the Tender box, which will be kept at the Office of Assistant Administrative Officer, ICAR-NRCE, Hisar not later than 1.00 PM on 25.02.2017.
9. **The rates quoted by each firm for 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 tenderer’s behalf should be indicated in the tenders. Please also state the name and address of permanent representative of the tenderer, if any.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Tenderers are however, at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. 10% value of the annual contract amount is to be deposited by the selected/ successful tenderer only as security money in the form DD/Bank Guarantee/FDR in favour of **ICAR Unit NRCE** payable at **Hisar** only after receiving a communication from the Centre. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest 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-NRCE will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. The Director, ICAR- NRCE 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. The Director, ICAR-NRCE reserved the right to obtain feed back from the previous/present clients of the tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on the spot first hand information regarding services provided by the tenderer. Decision of ICAR- NRCE regarding award of the contract will depend upon the feedback received by it from the previous/ present clients and also from its team(s) deputed for the purpose. The decision of the ICAR-NRCE in this regard will be final and binding on all tenderers.
16. Decision of the Director, ICAR-NRCE shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NRCE. The decision of the sole Arbitrator as appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
17. Acceptance by the Institute will be communicated by FAX/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/Express letter etc. should be acted upon immediately.
18. The office reserves the right to increase or decrease the quantum of work and the tenderer will be bound to accept the modified work and provide services accordingly. The payment to firm will be made on pro-rata basis.
19. The firm will have to provide wages to their worker deployed during the period as per minimum wages act (Central/State whichever is higher).
20. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:-
 - a) Registration Certificate of the firm with the appropriate State/local Government.
 - b) Minimum turnover of the firm not less than Rs.25 lakhs during the last three financial years in book of account for such work/services.
 - c) Last three year 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 Govt. of India/Corporations of Govt. of India/reputed public or private organizations. Provide the details in enclosed tabular form.
 - d) Certified Balance Sheet of the firm for last three years of the service contract by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
 - f) EPF registration certificate issued by local govt. etc.
 - g) ESI registration certificate issued by local govt. etc.
 - h) 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.
 - i) Nos. of staff/supervisors registered under ESI/EPF separately. Minimum 50 (staff/supervisors) required with their ESI/EPF contribution. Documentary proof/vouchers may be attached.
 - j) Service tax registration certificate issued by Govt. etc.

- k) The details of assessment/requirement of personnel for providing services terms of clause No. 13 of GI& T&C (Annexure-I) to be attached.
- l) **Undertaking on Non-judicial stamp paper (in original)** that the firm has not been blacklisted/debarred from providing job work contract services by any Govt. Department/undertaking/Universities etc. **Please enclose certificate as per format given below:**

“It is certified that our firm M/s
has not been blacklisted/debarred from providing job work contract Services by any of the Central/State Government Department/undertaking/PSU/Universities etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/We shall be liable/responsible for the same and action as deemed fit may be taken against me/our agency/firm.”

21. Only those firms will be considered for financial bid who will qualify in the technical bid.
22. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NRCE on non-judicial stamp paper of Rs.100/- (Rupees One hundred only) for each work.

Yours faithfully,

For and on behalf of the Director
ICAR-NRCE, Hisar (Haryana)

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

TENDERS FOR HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE-CUM-LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA) .

From _____

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

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address:

To

**The Assistant Administrative Officer,
ICAR-National Research Centre on Equines,
Hisar-125 001**

1. I / We have read all the particulars regarding the General information and terms and conditions of above said job contract at ICAR National Research Centre on Equines, Hisar and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the Acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender _____. The Schedule-I & Schedule II to accompany this Tender are at pages_____
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD No./BG No. _____ of Rs. _____ drawn in favour of **ICAR Unit NRCE** and payable at **Hisar** is enclosed as earnest money required.

Yours faithfully,

Witness _____
Address _____
Occupation _____
Signature of witness to contractor's signature
Name & Signature of Witness:
Address:

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

**SCHEDULE TO TENDERS
(TECHNICAL BID)**

| PART-1 | | |
|-------------------|--|--------|
| 1. | Name of the Firm/Agency | |
| 2. | Full address with Telephone/Mobile No. | |
| 3. | Constitution of the Firm/ Agency (Attached copy) | |
| | a) Indian Companies Act, 1956 | |
| | b) Indian Partnership Act, 1932 (Please give names of partners) | |
| | c) Any other Act, if not, the owners | |
| 4. | <p>(1) For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender.</p> <p>(2) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration</p> <p>(3) If the answer to above point (i) and (ii) is in 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 partners</p> | |
| 5. | Name and Full Address of your Banker | |
| 6. | Your Permanent Income Tax No./Circle/Ward | |
| 7. | Any other relevant information | |
| PART – II | | |
| 8. | Earnest Money Deposited | Yes/No |
| PART – III | | |
| 9. | Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders | |
| 10. | Name of the Permanent Representative to be visiting NRCE, Hisar regarding the contract | |

Date : _____

AUTHORISED SIGNATORY

Place: _____

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

Details of the experience/work done by the firm/contractor in different organizations

| Sl. No. | Name of the Deptt. / Organization & Name of contact Person with Ph. No | Period | | No. of Workers deployed | Remarks (including the amount of the contract) |
|---------|--|--------|----|-------------------------|--|
| | | From | To | | |
| | | | | | |

(Authorized Signatory)

(Please attach self attested copies of work orders pertaining to experience)

**CHECK LIST FOR HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE
CUM LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR
(HARYANA).**

Last date & Time for submission of tender : 25.02.2017 at 01.00 P.M.

| Sr. No. | Description | Details to be given by Tenderer Yes/no | Page No. at which document is placed |
|---------|---|---|--------------------------------------|
| 1. | Earnest money deposit | DD/BG No. Dated For Rs. drawn in favour of ICAR Unit NRCE payable at Hisar | |
| 2. | Registration/license number of the firm | | |
| 3. | Whether copy of Registration of the firm is attached or not | | |
| 4. | PAN/TAN Number of firm (Yes/No) | | |
| 5. | Last three year experience of the firm (Attach Proof with copies of work orders and certified copies of satisfactory services) | | |
| 6. | Last year Balance sheet duly certified by CA | | |
| 7. | Please mention EPF number allotted to the firm with document proof. | | |
| 8. | Please mention ESI number allotted to the firm with document proof. | | |
| 9. | Whether registration with Labour Department under Contract Labour (Regulation and Abolition) Act. 1970. If yes, attach photocopy | | |
| 10. | No. of Staff/Supervisor registered under EPF (Please provide proof) | | |
| 11. | No. of Staff/Supervisor registered under ESI (Please provide proof) | | |
| 12. | Registration number of Service Tax | | |
| 13. | Whether Black listed/declared by any department. (Attach Affidavit (In original)- Yes/No | | |
| 14. | Assessment Report in terms of Clause 13 of GI & T&C as per Schedule-II (to be submitted in Annexure I) | | |

Authorized Signatory

Declaration by the Contractor

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions therein and undertake myself/ourselves to abide by the said terms and condition. I/we further undertake that all Government Acts/rules/Instructions in regard to contract job work should be scrupulously complied with during the contract period.

Signature of the Contractor
Or his authorized signatory
With Seal of the Agency/Firm

Note: It is mandatory to fill all the above columns and attach all above listed documents failing which the tender will be liable to be rejected.

General Information & other Terms and Conditions of the Contract for providing VARIOUS JOB WORK FOR ADMINISTRATIVE-CUM-LAB WORK & AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

Scope of work: Please See **Annexure-I**

1. The supporting/allied service staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any one of staff/supervisor is to go on leave under intimation to the designated/authorized officer.
2. Changing of Staff/Supervisor should be intimated to the designated/authorized officer.
3. The Director, ICAR-NRCE reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of Director, ICAR-NRCE shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The Staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable educationally for doing activities.
6. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer for the purpose. All complaint should be immediately attended by the Agency.
7. The agreement is terminable with one month notice in writing of its intension with detailed justification to terminate the agreement on either side.
8. The contractor shall not sublet the work.
9. 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 selected agency shall provide the necessary personnel's for ICAR-NRCE as per Labour act prevalent in State.** The agency shall employ good and reliable persons with robust health as per ICAR guidelines. In case any of the personnel so provided is not found suitable by the ICAR-NRCE, the ICAR-NRCE 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 person immediately.
11. The persons so provided by the agency under this contract will not be the employee of NRCE/ICAR and there will be no employer-employee relationship between the NRCE/ICAR and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract **will be made monthly** to the firm upon submission of pre-receipted bill.
13. After physical inspection of the site, a detailed assessment/requirements of personnel for providing allied services at the ICAR-NRCE shall have to be furnished along with the Tender. **However, the tender 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 alteration 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, cost of uniform & accessories etc. and obligatory taxes etc.** The ICAR-NRCE shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contributions, Uniform, Liveries, OTA etc.
15. The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for execution of the work in respect of their wages under Minimum Wages Act. Statutory deductions like EPF, ESI and service tax etc. and service conditions shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. **The contractor shall indemnify and keep indemnified the NRCE/ICAR from any claims, loss or damages that may be**

- caused to it on account of any failure to comply with the obligations under various laws.** In case of any dispute, the decision of Director, ICAR NRCE 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 duty. Supervisors will maintain all the register which are kept at concerned Section.
 18. The contractor must employ adult labour only. Employment of of child labour may lead to the termination of the Contract.
 19. The contract is subject to the condition that the tenderer will comply all the laws and acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
 20. The firm/agency shall disburse the wages to the staff deployed under the contract every month through ECS or by cheque in the presence of representative(s) of the, NRCE. **It will be the responsibility of the firm to pay wages to the worker through ECS or by cheque on or before 7th of every month, irrespective of the fact whether they received the payment of bill from NRCE or not.**
 21. The Contractor shall be responsible for all injury/accident to persons employed by him while on duty. It is desirable that all employees are covered under Insurance cover.
 22. The duration of the Job contract for **HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE-CUM-LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** shall be one year, extendable for further period of one year subject to satisfactory services and on the same rates and terms and conditions on mutual agreement.
 23.
 - a. EPF account number will have to be provided by the firm to its workers within one month/proof thereof under intimation to this office. The firm will have to provide EPF passbook to their worker at the earliest.
 - b. ESI Card or proof thereof will have to be issued to the workers by the firm within 1st month of initiation of contract and a copy of the each cards will be deposited with the office.
 24. The payment for the first month will be released straightway on the basis of certificate of satisfactory services given by concerned Incharges. However, the payment for the second month onwards will only be released by NRCE upon completion of all mandatory formalities.
 25. The office will process the bills for payment only after depositing the following documents and obtaining certificate of satisfactory execution of job by the concerned incharges:
 - i. **Proof of EPF/ESI deposit challans in respect of the workers deployed at ICAR-NRCE, Hisar, along with the details of respective workers, and**
 - ii. **Proof of payment of wages (salary sheet) made to the workers deployed by the contractor at ICAR-NRCE, Hisar.**
 26. **Risk Clause:** ICAR-NRCE reserves the right to discontinue the service at any time, if the services are found unsatisfactory, by giving 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 security deposit or pending bills or by raising a separate claim.
 27. The office may forfeit the security deposit in case of termination of contract and the sole decision of the Director, ICAR-NRCE shall be acceptable and final. Any pending liabilities of the firm towards payment of wages to its employees, EPF, ESI service tax deposits etc. may be met out of the security deposit, if required.
 28. **Note: In case the rates quoted by two or more firms are same, the following points will be taken into consideration to finalize the lowest bidder.**
 - I. Assessment report for the engagement of manpower.
 - II. Financial turn-over of concerned firm for the last 3 years(Balance sheet duly approved by Chartered Accountant).
 - III. Minimum 3 year experience of the concerned firm in the relevant field in magnitude.

- IV. Certificate of satisfactory services.
- V. Any other relevant point based on merits.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever, it is found that the work not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by NRCE and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. If the required number of workers/Supervisor are less than the minimum assessed, as given in the Assessment Report, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The Director, ICAR-NRCE reserves the right to reject any or all tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-NRCE shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Signature of the Contractor
Or his authorized signatory
With Seal of the firm/Agency

FINANCIAL BID

(This Financial Bid to be enclosed in a separate envelop with seat)

Last date for receipt of Tender: 25.02.2017 up to 01.00 PM
 Date of opening of Technical Bid: 25.02.2017 AT 02.30 PM
 In Conference Room of NRCE, Hisar – 125 001

The Director,
 ICAR-National Research Centre on Equines,
 SIRSA ROAD, HISAR, HARYANA
 Sir,

I/We wish to submit our tender for **HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE-CUM-LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** on the following rate:

| No. | Particulars | PER MONTH |
|--------|--|------------------|
| 1. (i) | Monthly consolidated rate offered for HIRING OF SERVICES FOR VARIOUS WORK FOR ADMINISTRATIVE-CUM-LAB WORK AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR in accordance with the highest standards of services and as per the terms and conditions specified in the tender including all labour, material, transportation specially covered all acts etc. as applicable from time to time | (Rs. In figures) |
| | | _____ |
| (ii) | Service Tax will be paid separately on submission of receipt as per rules | (Rs. in words) |
| | | _____ |

Note: The Monthly consolidated Rate as asked for should be quoted. The rates quoted in other manner or conditional rates will not be considered at all & reject out rightly without any communication to such bidder(s)

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender.

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

\

Signature.....
 Name & Address.....
 of the Firm.....

 Telephone/Mobile No.....

**Description of Work for
Administrative-Cum-Lab Work at ICAR-NRCE, Hisar**

| Description of Work | Places of work | Nature of job |
|---|--|---------------|
| <p>Lab Attendant Job</p> <ol style="list-style-type: none"> 1. Dusting and cleaning of labs. 2. Cleaning, moping and dusting of equipments and furniture in the labs on daily basis. 3. Washing, drying, packaging and sterilization of glassware (approx. 7 bucketful/week) 4. Help in preparation of various media and solutions. 5. Autoclaving of discarded material and its proper disposal. 6. Delivering samples/biological material and papers to various labs and offices in NRCE premises. 7. To assist in field sample, collections as and when needed. 8. Other miscellaneous jobs in the lab as and when required. | <p>VTCC (Bacteriology lab, Virology lab, Biotechnology lab and Repository lab) NRCE ATIC, Bacteriology lab, Biochem lab, EIA Lab, Immunology Lab, Parasitology lab (NF Scheme), Medicine (Nanotechnology), BSL-III Lab</p> | Semi-Skilled |
| <p>Peon/Messenger job</p> <ol style="list-style-type: none"> 1. To deliver files and dak in different sections in the administrative cum lab building daily and to deliver dak to other outside institute by hand. 2. Assist the routine clerical and other work. 3. To clean tables, chairs, almirah etc. in office/sections 4. To help the dispatcher in dispatch and diary work of the centre. 5. To work on the reception counter of Main Building and handling of EPABX system 6. Other miscellaneous jobs in the office as and when required. | <p>VTCC DPS Admin (including reception)</p> | Semi-Skilled |
| <p>Typing/Assistant/Clerical/Data entry job</p> <ol style="list-style-type: none"> 1. Handling of files and official papers, results and noting. 2. Upkeep and maintenance of all records. 3. Recording of files/papers/documents received/dispatched from the section. 4. Maintenance of office inventory. 5. Computer typing and printing of documents and letters etc. 6. Other related dispatch and correspondence work. 7. Other miscellaneous jobs in the office as and when required. 8. All types of typing work i.e. (English and Hindi). 9. Maintenance of file movement registers and record of all the three sections. 10. Data entry in various softwares (FMS, Tally, etc.), writing of cash book, typing work. 11. Other miscellaneous job as assigned by the incharge from time to time for smooth functioning of the Centre. | <p>VTCC, Contractual Testing Services, Audit & Accounts (Tally and FMS), PME Cell,</p> | Skilled |
| <p>Library Work at NRCE, Hisar</p> <ol style="list-style-type: none"> 1. Receipt of daily letters, papers, journals, books, periodicals, reports, newsletters their proper entry in relevant register(s). 2. Proper and timely display of journals, letters, reports on the relevant racks table etc. 3. Maintenance of book issue register and other register(s) and | Library, NRCE, Hisar | Skilled |

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| <p>issue of books/return of books etc to/from members of library.</p> <ol style="list-style-type: none"> 4. Computer typing of letters of library, titles of books, the data of books like ISSN. ISBN No., Publishers, authors, subjects, classification of books and maintenance of such lists for proper retrieval/search system development. 5. Routine library management work, record keeping, inventory, cataloging work etc. 6. Any other work assigned by incharge for the management and efficient working of library. | | |
| <p>Cleaning and Sweeping work Sweeping of lab-cum office building, VTCC labs and premises, ATIC, BSL-3 & GH and cleaning of all floors (twice daily and as & when required), all labs & rooms, ramp and stirrer of building.</p> <ul style="list-style-type: none"> - Cleaning of all bathrooms two times in a day - Cleaning of all gallery floors after every one hours - Cleaning of nearby area of building doors and window daily. - Cleaning of webs of the roof and corner of walls twice a week. Mosquito & pest control as and when required. - Cleaning of drains channels, sewerage line as and when required. - Cleaning of water cooler, water storage tanks, roof of lab-cum office building, main gate and generator & V quarter. - Cleaning of ceiling fans electric sheds and lab cum office window glass. - Cleaning of main gate, generator room. - Shifting of heavy instrument from one place in the other places. - Sweeping and cleaning of lawns and road of office campus area, residential colony and premises of Type V quarter and farm area. - Regular cleaning (In and around Guest House) and mopping of floors of Guest House, cleaning of bath rooms and toilets. - Cleaning of webs of the roof and corner of walls twice a week mosquito and pest control once a week, cleaning of water coolers, twice a week. | <p>NRCE main building, VTCC, ATIC, BSL-III, Guest House and the campus</p> | <p>Unskilled</p> |
| <p>Gardening work</p> <ol style="list-style-type: none"> 1. Maintenance of lawn & Plantation work etc. at Guest House & office premises. 2. Maintenance of lawns & grasslands by timely cutting/moving of grass, weeding cleaning, watering and manuring. 3. Maintenance of trees, plants, flowerbeds, seasonal & annual plants, plant pots by their regular cutting, weeding, cleaning, watering & manuring etc. 4. Planting of flowering and other plants as & when required. 5. Cleaning of land near of the office building, road side, lawns residential colony & Guest house premises is to be maintained for its timely cutting of grass, weeds & shrubs. 6. Operating of horticulture implements/tools for maintenance of lawns trees and plants. 7. Any other work assigned by Incharge as and when required. | <p>NRCE & VTCC, Office Premises & Guest House premises</p> | <p>Unskilled</p> |

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| <p>Engineering Section work</p> <p>(a) Painting work: Scraping, cleaning and painting of iron and metal structures including wooden frame and door etc. work in NRCE, Campus.</p> | <p>NRCE & VTCC, Office Premises & Guest House premises</p> | <p>Skilled</p> |
| <p>(b) Helper to Mason: Labour requiring assistant to mason for making cement mortar, curing, digging earth, carrying/shifting material from yard to site. Assisting mason in daily civil works.</p> | | <p>Semi-Skilled</p> |