

Notice inviting tenders

REGISTERED WITH ACKNOWLEDGEMENT DUE-----

F. No. -----

Date-----

NOT TRANSFERABLE

**Central Tuber Crops Research Institute
(Indian Council of Agricultural Research)
Sreekariyam P.O., Thiruvananthapuram 695 017, Kerala**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS
GOVERNING THE JOB WORK CONTRACT FOR 'AGRICULTURAL OPERATIONS WORK
AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM**

A	Cost of Tender Form Rs. (In figures) (In words)	Rs.250/-+ST
B	Last date of receipt of Tenders in Office is (time/date/month/year)	25.05.2012; 2.00 pm
C	Tenders (technical and financial bids) to be opened at time/date/month/year	25.05.2012; 2.30 pm
D	Tender to remain open for acceptance from the date of opening	Up to 90 days
E	The Tender document is also available at our web-site	www.ctcri.org

NOTE:

1. The Director, CTCRI 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.

**Central Tuber Crops Research Institute
(Indian Council of Agricultural Research)
Sreekariyam P.O., Thiruvananthapuram 695 017, Kerala
Telephone: 0471 2598551 to 2598554**

Note: - All communications must be addressed to The Director, CTCRI, Sreekariyam P.O., Thiruvananthapuram 695017, Kerala.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR 'AGRICULTURAL OPERATIONS WORK AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM

From

The Director
CTCRI
Sreekariyam P.O.
Thiruvananthapuram 695017, Kerala

To

.....
.....

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, CTCRI, Sreekariyam P.O., Thiruvananthapuram, Kerala for *PROVIDING JOB WORK CONTRACT FOR 'AGRICULTURAL OPERATIONS WORK AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM.*

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 forms and its schedules. Please submit your rates for all 13 items 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.80000.00; Rupees eighty thousand only) must be deposited in the form of demand draft/pay order payable to Director, CTCRI. The particulars of the earnest money deposited must also be superscribed 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 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 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 tender form 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 tenders form. 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 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 sale 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 Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & 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 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 persons so signing had no authority to do so, CTCRI 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 original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed, "JOB WORK CONTRACT FOR AGRICULTURAL OPERATIONS WORK AT CTCRI FARM, SREEKARIYAM, THIRUVANANTHAPURAM" with address of this office and the tenderer shall place two envelopes clearly marked containing technical and financial bid separately in the main envelope. 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 Office of Administrative Officer, CTCRI, Sreekariyam not later than **25th May 2012, 2.00 pm.**
 9. The rates quoted by each firm for job 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 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. Name and address of permanent representative of the tenderer if any may also be indicated.
 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. 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 of (Rs.200000.00; Rupees two lakhs) 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 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 CTCRI will not 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 from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
 14. Director, CTCRI 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, CTCRI 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, CTCRI. 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 CTCRI will be communicated by FAX/email, registered 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/registered letter etc. should be acted upon immediately.
 17. ***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 under the work contract of the Govt. of Kerala.

- b) Minimum turnover of the firm not less than Rs 50.00 lakhs (Rupees fifty lakhs only) during the last financial year.
- c) 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 organizations. Provide the details in enclosed tabular form.
- d) Certified Balance Sheet of the firm for last year 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) Employee EPF registration certificate issued by local govt.
- g) Employee ESI registration certificate issued by local govt.
- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i) 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.
- j) Service tax registration certificate issued by Govt.
- k) Successful Tenderer will have to enter into a detailed contract agreement with CTCRI on non-judicial stamp paper of Rs. 50/- (Rupees fifty) for each work.
- l) Only those firms will be considered for financial bid who will qualify in the technical bid.

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

Yours faithfully

For and on behalf of the Director
Central Tuber Crops Research Institute
Sreekariyam-17
Thiruvananthapuram
Kerala

TENDERS FOR THE CONTRACT FOR JOB WORK FOR 'AGRICULTURAL OPERATIONS WORK AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM

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 :

From

To

The Director
CTCRI
Sreekariyam P.O. 695017
Thiruvananthapuram, Kerala

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK FOR 'AGRICULTURAL OPERATIONS WORK AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM 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-I 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 award of the contract. I/We Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. I / We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these 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 Schedules I & II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No..... of Rs..... drawn in favour of (Director, CTCRI) and payable at *Thiruvananthapuram* is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer

Witness.....

Address.....

Occupation.....

Signature of witness to contractor's signature:

Address :

Name & Signature of Witness:

Address:

Telephone No. Office:

Residence:

Mobile:

SCHEDULE TO TENDERS**PART -1**

1. Name of the Firm/Agency :
2. 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 partners 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 Bankers :
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 CTCRI, Sreekariyam regarding
the contract

Date :

Place :

AUTHORISED SIGNATORY

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

SCHEDULE-II**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT FOR 'AGRICULTURAL OPERATIONS WORK AT CTCRI FARM' LOCATED AT SREEKARIYAM, THIRUVANANTHAPURAM****Scope of Work**

Sl. No.	Nature of work	Job Description	Area (Acre)
1	Plot preparation and planting upland	Remove the weeds by digging, prepare mounds / ridges / basins / pits and plant crops	70
2	Plot preparation and planting lowland	Remove the weeds by digging, prepare mounds / ridges / basins / pits and plant crops.	15
3	Plot preparation and planting <i>Amorphophallus</i>	Dig pits (45x45x45 cm), fill with top soil and FYM, plant <i>Amorphophallus</i> and mulch.	15
4	Weeding and interculturing upland	Removal of weeds, application of fertilizers and earthing up	210
5	Weeding and interculturing lowland	Removal of weeds, application of fertilizers and earthing up	45
6	Trailing <i>Dioscorea</i>	Erect poles and direct the vines to the poles with coir rope.	15
7	Harvesting cassava	Harvest cassava by pulling out the plants, transport the stem and tuber to storage shed and remove debris from field.	50
8	Harvesting <i>Dioscorea</i>	Harvest <i>Dioscorea</i> by using suitable implements, transport tuber to store, remove the poles and arrange them in store.	15
9	Harvesting other tuber crops	Harvest tuber crops other than cassava and <i>Dioscorea</i> by using suitable implements, transport tuber to store and remove debris from field.	35
10	Field irrigation	Hose/sprinkler/drip irrigation of fields	20
11	Transport of planting materials, inputs and farm produce	Transport of planting materials, manures and fertilizers and other inputs and harvested produce to and from field on a daily basis in tractor trailer provided by Institute.	100
12	General Weeding	Weeding of farm roads, premises of office and lab buildings and guest house	20
13	Channel cleaning	Clean surrounding channels by removing weeds, desilting and mud plastering side walls of channel.	5000 metre

TERMS & CONDITIONS:

1. The supporting/allied services 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 this office.
2. Changing of Staff/Supervisor should be intimated to Scientist-in-charge, Farm and Farm Superintendent.
3. The Director, CTCRI reserves the right to reject any or all quotations in whole or in part without assigning any reason. The decision of Director, CTCRI shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The agency should have the capacity to provide 25-50 personnel per day to the day to day farm operations which varies during peak and lean seasons. They should provide the required number of personnel, which will vary during peak and lean seasons of agricultural operations, based on the demand from Farm Superintendent.
5. All the workers should be physically very strong and in the age group of 20-45 years to do intense farm operations such as land preparation, planting, weeding, inter cultivation, trailing, harvesting, gardening and all farm related activities given by Farm Superintendent. The required implements will have to be supplied by the contractor.
6. The engagement will be made as and when required depending upon requirement of work on the basis of agreement made with the agency.
7. The staff provided should also maintain secrecy and discipline in the premises of Institute.
8. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CTCRI for the purpose. All complaints should be immediately attended to by the Agency.
9. Uniform with colour specifications and pattern approved by CTCRI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
10. The agreement is terminable with one month notice on either Side.
11. The contractor shall not sublet the work without prior written permission of the CTCRI.
12. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
13. The selected agency shall provide the necessary personnel at CTCRI as per labour acts prevalent in Kerala.
14. The persons so provided by the agency under this contract will not be the employee of CTCRI and there will be no employer-employee relationship between CTCRI and the person so engaged by the contractor in the aforesaid services.
15. Payment for the work will be made on monthly basis based on the quantum of work completed under different items (13 items).
16. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing the work at CTCRI shall have to be furnished along with the Tender. **However, the Tenders should indicate the lump-sum amount in respect of each of the 13 items of work 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.
17. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CTCRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, insurance etc.
18. 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 and service conditions and 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 CTCRI 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, CTCRI shall be final and binding on the contractor.
19. Income Tax will be deducted from the payments due for the work done as per rule.
20. Changing of Supervisor/Staff should be intimated to the Farm Superintendent.
21. The Contractor must employ adult labour only, Employment of child labour may lead to the termination of the Contract.

22. 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.
23. Risk Clause: Director, CTCRI 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 S.D. or pending bills or by rising a separate claim.
24. The Institute shall not be responsible for any mishap / injury, if any, to the personnel during the course of the work.
25. Any loss/damage of property etc. caused due to negligence or otherwise have to be compensated by the contractor.

LIQUIDATED DAMAGES CLASE:

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 is not up to the mark in any Section, it will be brought to the notice of the supervisory staff of the firm by CTCRI 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. The Director, CTCRI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, CTCRI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Details of the Minimum 3 years experience/Work done

SI No.	Name of the Dept./ Organisation & Name of contract person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signature)

Financial Bid

(This financial bid to be enclosed in a separate envelope with seal)

Last date for receipt of Tender : (time)

Date of opening of address of the Institute : As per the intimation

To

(Name and Address of the Institute)

.....

.....

.....

Sir,

I/We wish to submit our Tenders for THE JOB WORKS/SERVICE CONTRACT FOR PROVIDING
..... on the following rates.

Sl. No.	Nature of work	Job Description	Area (Acre)	Amount (Rs)
1	Plot preparation and planting upland	Remove the weeds by digging, prepare mounds / ridges / basins / pits and plant crops	70	
2	Plot preparation and planting lowland	Remove the weeds by digging, prepare mounds / ridges / basins / pits and plant crops.	15	
3	Plot preparation and planting <i>Amorphophallus</i>	Dig pits (45x45x45 cm), fill with top soil and FYM, plant <i>Amorphophallus</i> and mulch.	15	
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6	Trailing <i>Dioscorea</i>	Erect poles and direct the vines to the poles with coir rope.	15	
7	Harvesting cassava	Harvest cassava by pulling out the plants, transport the stem and tuber to storage shed and remove debris from field.	50	
8	Harvesting <i>Dioscorea</i>	Harvest <i>Dioscorea</i> by using suitable implements, transport tuber to store, remove the poles and arrange them in store.	15	
9	Harvesting other tuber crops	Harvest tuber crops other than cassava and <i>Dioscorea</i> by using suitable implements, transport tuber to store and remove debris from field.	35	
10	Field irrigation	Hose/sprinkler/drip irrigation of fields	20	
11	Transport of planting materials, inputs and farm produce	Transport of planting materials, manures and fertilizers and	100	

		other inputs and harvested produce to and from field on a daily basis in tractor trailer provided by Institute.		
12	General Weeding	Weeding of farm roads, premises of office and lab buildings and guest house	20	
13	Channel cleaning	Clean surrounding channels by removing weeds, desilting and mud plastering side walls of channel.	5000 metre	
TOTAL				

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

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

Signature

Name & Address of the Firm

Telephone No

Mobile No