



## **ICAR – DIRECTORATE FLORICULTURAL RESEARCH**

**COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA**

### **TENDER DOCUMENT**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING PROVIDING FARM OPERATION/WORKS/JOBS SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

Contact Details

ADMINISTRATIVE OFFICER  
ICAR – DIRECTORATE FLORICULTURAL RESEARCH  
COLLEGE OF AGRICULTURE CAMPUS,  
SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA  
Tel...020-25537024 , 25537692, Fax: 020-29710088

Website.... [www.dfr.icar.gov.in](http://www.dfr.icar.gov.in)

**ICAR – DIRECTORATE FLORICULTURAL RESEARCH**  
**COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA**

File No. 29-4/2019-20-DFR (Field)

Date : .07..2019

**E Tender Notice**

**NOT TRANSFERABLE**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR PROVIDING FARM OPERATION/WORKS/JOBS SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

The ICAR-DFR invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for providing the farm operation/works/jobs services at ICAR-DFR, Pune and its Research Farm located at Shivajinagar and Hadapsar.

The open tender enquiry document contains the following:-

**CRITICAL DATA SHEET (SECTION)**

TENDER NUMBER	29-4/2019-20-DFR(Field)
TENDER COST	Rs.500/- (Rupees Five Hundred Only) (Non-refundable) in the form of Demand Draft in favour of The Director, DFR, payable at Pune. To be sent to ICAR-DFR, Pune by post
DESCRIPTION OF WORK	PROVIDING FARM OPERATION/WORKS/JOBS SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	26.07.2019 05.00 PM onward
PRE BID MEETING	17.08.2019 upto 11.00 AM
BID SUBMISSION END DATE AND TIME	19.08.2019 at 12:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	05.08.2019 at 11:00 AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA
BID VALIDITY	120 days from the date of Technical Bid opening

EMD	Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of Demand Draft in favour of <b>Director, DFR</b> , payable at Pune.
EMD VALIDITY	90 days from the date of publication of the tender
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	<b>An amount of 10% of contract award value (annually) as security deposit FDR in favour of <u>Director, DFR, Pune</u></b>
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal ( <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> ) from 26.07.2019 to 17.08.2019 upto 11.00 AM. Hard Copy of the EMD, Tender Fees to be submitted to ICAR – DIRECTORATE FLORICULTURAL RESEARCH, COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA before the closing date and time of the tender i.e 17.08.2019 upto 11:00 am failing which the bids will be rejected.
Details of tender	Tender Documents and Notice is also available on ICAR-DFR website <a href="http://www.dfr.icar.gov.in">www.dfr.icar.gov.in</a>

ADMINISTRATIVE OFFICER (I/c)  
ICAR – DIRECTORATE FLORICULTURAL RESEARCH  
COLLEGE OF AGRICULTURE CAMPUS,  
SHIVAJI NAGAR, PUNE – 411 005  
MAHARASHTRA  
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**ICAR – DIRECTORATE FLORICULTURAL RESEARCH**  
**COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA**

To, \_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

1. Online bids are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research for contract of **Providing farm operation/works/jobs services at Shivajinagar and Hadapsar farm of ICAR – Directorate of Floricultural Research, 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. The entire tender document including all Annexures, except the Financial Bid in Annexure II, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). Hard copy of the original EMD & Tender cost must be submitted **Please submit your technical and financial bids online. Please send all the /Tender Fees /EMD by speed post/registered post to ICAR-DFR College of Agriculture Campus, Shivajinagar, Pune before tender closing date.**
2. An earnest money of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)** must be deposited in the form of demand draft payable to Director, DFR at Pune. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-DFR.
3. The contract will be initially for a period of one year extendable for a further period of two years (total three year) on year to year basis, subject to satisfactory performance and willingness to continue on mutually agreed terms.
4. The firm is being permitted to e-tender in consideration of the stipulations on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-DFR, Pune.
5. The schedules of the tenders form should be returned intact and the 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 tender. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of separate letter alongwith the tenders. **Financial bid has to be submitted online only and should not be submitted to ICAR-DFR in printed form.**
6. 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 the 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 be authority to refer the 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.
7. If tender 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.
8. 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 and no authority to do so, the Council/ ICAR – Directorate of Floricultural Research, Pune 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 tender.**

9. Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 26.07.19 to 17.08.2019 upto 11.00 AM. Hard Copy of the Tender Fees, EMD etc. in acceptable form to ICAR – DIRECTORATE FLORICULTURAL RESEARCH, COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA before the closing date and time.
10. 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 tender's behalf should be indicated in the tender. Name and address of permanent representative, of the tender if any, may also be indicated.
11. 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.
12. **An amount of 10% of contract award value as security deposit** for the contract is to be deposited by the selected agency/ successful tender only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
13. No interest on security deposit and earnest money deposit shall be paid by the institute to the tender.
14. GST 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-DFR 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 tender, as per rules/instructions made applicable from time to time by government.
15. Director, ICAR – Directorate of Floricultural Research, Pune 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 tender.
16. Decision of Director, ICAR – Directorate of Floricultural Research, Pune 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 – Directorate of Floricultural Research, Pune. 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.
17. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
18. Acceptance by the Institute will be communicated by FAX/ e mail/Speed Post 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/Telegram/Express letter etc. should be acted upon immediately.
19. Successful Tender will have to enter into a detailed contract agreement with ICAR-DFR on non judicial stamp paper of Rs. 100 (Rs. One hundred only) for each work.
20. Only those firms will be considered for financial bid who will qualify in the technical bid.
21. **Submission of Essential Documents (For Technical Bid Evaluation)**: The following documents/vouchers are required to be enclosed along with tender form which are essential to qualify in the technical bid:-

1. Registration certificate of the firm under the work contract of **Central Government/State govt.** The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labor license under this Act.
2. Certified Balance Sheet of the firm for **last 2 years** with minimum turnover not less than **Rs 1.00 Crore (Rs 1,00,00,000.00)** , by the Chartered Accountant.
3. Last three years continuous experience of the firm in the agriculture field of doing agriculture field job work in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations, provide the details in given tabular form(Annexure –III). **Experience of other field will not be considered except agril field job work.** Duly certified copies of the satisfactory services where the Tender is providing the services for the last three years have to be enclosed.
4. Employee EPF registration certificate issued by Govt. of India/State Govt(Copy must be enclosed).
5. Employee ESI registration certificate issued by Govt. of India/State Govt(Copy must be enclosed).
6. Copy of Challans for depositing EPF / ESIC contribution for the latest 3 months for at least 50 persons. Documentary proof of vouchers to be required and must be attached.
7. GST registration certificate issued by Govt. etc.
8. Copy of the PAN Number
9. EMD of Rs.1, 50,000/- (Rupees One lakh fifty thousand Only) in the form of Demand Draft in favour of **Director,DFR**, payable at Pune.
10. Tender Fees of Rs.500/- (Rupees Five hundred only) (Non-refundable) in the form of Demand Draft in favour of DFR, Pune, payable at Pune.
11. Contractor/Agency is requested to submit a valid Solvency Certificate of worth Rs. 25.00 lakh from Scheduled Bank.
12. Signed copy of entire tender document including of Schedule I & II etc.
13. Undertaking on firm / agency / company's letter head that the firm has not been blacklisted/ debarred from providing farm operation/works/job services by any Govt. Department/undertaking. Please enclose certificate as per format given below:

"It is certified that our firm M/S \_\_\_\_\_ has not been blacklisted/debarred from providing FARM OPERATION/WORKS/JOBS SERVICES by any of the Central/State Government Departments/ Universities/ Government Undertaking /PSU 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."

Yours faithfully,  
Administrative Officer (I/c)  
(For and on behalf of the Director, ICAR-DFR  
College of Agriculture campus,  
Shivajinagar, Pune – 411 005)

**TENDERS FOR PROVIDING FARM OPERATION/WORKS/JOBS SERVICES AT SHIVAJINAGAR AND HADAPSAR FARM OF ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH, PUNE**

**(To Be attached in the Technical bid)**

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,

**ICAR – Directorate of Floricultural Research,**  
College of Agriculture campus,  
Shivajinagar, Pune – 411 005

1. I/we have read all the particulars regarding the General information and other terms and conditions of the contract for Providing farm operation/works/jobs services at Shivajinagar and Hadapsar farm of ICAR – Directorate of Floricultural Research, Pune 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 Annexure –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 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 & Schedules – II to accompany this Tender are at pages \_\_\_\_\_.
4. DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **the Director, DFR, Pune** and payable at **Pune** is enclosed as earnest money required.
5. Every page so attached with this Tender bears my signature and the office seal are submitted as online through the e-portal.
6. The Financial Bid is submitted in the format prescribed online. I have quoted rates for all the Title of work/ operation/ jobs mentioned in the financial bid as mentioned in Annexure -II of this tender document and have not left any value blank.
7. We have carefully read the terms and conditions of the tender and are agreed to abide by these in letter and spirit. 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 quotation form.

Yours faithfully

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

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

Signature of witness to  
contractor's signature  
Address:

Name & Signature of Witness:  
Address:

**SCHEDULE-I**  
**(To Be attached in the Technical bid)**

**SCHEDULE TO TENDER**  
**PART - I**

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 is 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. Any act, if not, who are the owner. Please give  
Given full name and addresses)
6. Here state specifically :
  - i) whether the price tendered by you is to the best of your knowledge and belief not more than the price usually charged by you for work of same nature / class or description to any private purchaser, if not state the reasons thereof, if any also indicate the margin of difference.
  - ii) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price, the reasons there of should be stated.
1. State whether business dealings with you have been banned by Deptt. Of supply / GOI / ICAR
2. Please confirm that you have read all the instructions carefully and have complied with accordingly.
9. Name and Full Address of your Banker :
10. Your Permanent Income Tax No./Circle/Ward
11. Any other relevant information

**PART - II**

12. Earnest Money Deposited:                      Yes/No

**PART - III**

13. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
14. Name of the Permanent Representative to be visiting DFR, Pune regarding the contract

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

AUTHORIZED SIGNATORY

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



## SCHEDULE-II

### **GENERAL INFORMATION AND TERMS & CONDITIONS OF THE PROVIDING FARM OPERATION/WORKS/JOB SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

#### **SCOPE OF WORK :**

DFR is a newly established ICAR Research Institute in Pune and it has research farm of 20 acre at College of Agriculture Campus, Shivaji Nagar and 50 acres of land at Hadapsar, Pune. Research farm land will be developed in a phase manner and accordingly research activities will also be carried out in phased manner. Accordingly DFR, invites quotation as given in for providing farm operation/works/jobs services in the form attached (Annexure – II).

The work is purely on job contract for specific work, in case work is not been completed in time by the contractor / firm / agency on working days, agency / firm / contractor is liable to complete the work after office hours, Sundays, holidays and as per requirement and no compensation will be paid for the same.

Quotations are hereby invited keeping in view the above work requirement. Representative of the firm/agency/contractor can visit DFR Office and to know the nature of the work and work load which will help them to submit their quotations on realistic basis. However, keeping in view the expertise of their manpower, firm / agency / contractor may submit their quotation accordingly for the above job work.

#### **TERMS & CONDITIONS**

1. The manpower engaged should follow Office/ field timings strictly and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office. The personnel engaged by the agency for above job contract will not be an employee of the DFR / Council and there will be no employer – employee relationship between the Council and the personnel so engaged by the Contractor. This contract is of the nature of service contract for a specific period and NOT Labour Contract.
  - a. The Agency shall be wholly responsible for making payment of monthly salaries to the personnel. Agency shall ensure to pay the monthly salaries not less than the minimum wages as prescribed under the Minimum Wages Act. The DFR shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel and bound to observe the effective provisions relevant law in reference to work. DFR shall not directly or indirectly engage any personnel of the agency during the period of contract.
  - b. The wages / salary shall be disbursed to labours through Cheque/NEFT at DFR by the Contractor / Agency by 7<sup>th</sup> of every month.
  - c. The agency shall be liable to pay all the taxes as per rules, laws in force or invoked during the currency of the agreement. Mandatory deductions like EPF/ESIC wherever applicable must be made.
  - d. Unauthorized deduction / deduction of employer's contribution for statutory obligation will not be made out of wages / salaries of the employees.
  - e. Agency will maintain a separate record of attendance of workers engaged by them which will be supervised by DFR.
  - f. Agency /firm / contractor has to indicate only the lump sum amount in respect of the annual job works under this contract and no request for alteration in the rates once quoted will be permitted. The rates quoted should include minimum wages, EPF, ESIC contribution and all other statutory obligations.
2. The Director DFR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, DFR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract. Work will be awarded for a period of 1 year. Director, DFR reserves the

right to reduce or terminate the period of contract or to extend its duration in the interest of the institute for a period upto 3 years on same terms and conditions, for any justifiable reasons, not mandatory to be communicated to the tenderer.

3. The staff provided should also maintain secrecy and discipline in the premises of Institute.
4. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of DFR for the purpose. All complaints should be immediately attended to by the Agency.
5. The agreement is terminable with one month notice on either side.
6. The contractor shall not sublet the work.
7. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
8. The selected agency shall provide the necessary personnel at DFR as per Labour Acts prevalent in the 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 personnel so provided is not found suitable by the DFR, the DFR 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.
9. No request for alteration in the rates once quoted will be permitted.
10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost EPOF, ESIC etc. The DFR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, uniform, Liveries etc.
11. 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 provision of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the DFR 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, DFR shall be final and binding on the contractor.
12. Income Tax will be deducted from the payments due for the work done as per rule.
13. In case any deployed labour of the Contractor / Agency suffer by any type of injury while performing any duty, the Contractor will be wholly and solely responsible. Contractor will meet the claims made by such labour for medical expenditure and or expenditure incurred for rehabilitation and DFR would have no liability towards damages claims by such labour.
14. The supporting /allied services staff should follow strict discipline and full 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.
15. Changing of staff/ supervisor should be intimated to In-charge Farm/ In-charge security, respectively.
16. The Director, ICAR – Directorate of Floricultural Research, Pune, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR – Directorate of Floricultural Research, Pune, shall be final and binding on the contractor / Agency in respect of clause covered under the contract.
17. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR – Directorate of Floricultural Research, Pune for the purpose. All complaints should be immediately attended to by the Agency.
18. The firm shall be responsible for payment of Central Minimum wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPF & ESI as per prevailing Acts/orders of GoI. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This Council in no case shall be a party to such a dispute. There shall be no employer & employee relationship between ICAR- DFR and deployed persons.
19. Payment for services contract will be made monthly upon submission of pre- receipted bill.

20. It shall be the responsibility of the firm to comply with all the provisions of acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
21. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR-DFR within fifteen days of award of contract and will get them verified from the police authorities.
22. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-DFR nor the contractor workers shall have any right whatsoever to claim the benefits and or emoluments that may be permissible or paid to the employees of the ICAR-DFR. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-DFR. There is no Master and Servant relationship between the employees of the service provider and the ICAR-DFR and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-DFR by virtue of their engagement for this work.
23. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-DFR.
24. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
25. The employees for the contract shall be of good character and of sound. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of Pan/Gutka, Smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years and above 58 years.
26. The service provider shall replace immediately any of its personnel, if not unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-DFR,.
27. The damage caused, if any, to ICAR-DFR and its property through the acts of the firm and/or by its workers shall be made good by the agency and decision in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-DFR may deem fit.
28. The firm shall be responsible for making timely payment of Central Minimum wages due to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the ICAR-DFR, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR-DFR will not at all be liable.
29. As the knowhow of majority of workers who work in Agricultural field in limited, the service provider has to take complete responsibility to satisfy them at the regular payment of ESI, EPF, issue of cards, (E-Pehachan) facilitating settlement of their EPF contribution ensuring medical benefits under ESIC etc. The service provider has to take complete responsibility for mobilizing the required manpower throughout the year and to address their all issues. Hence, to ensure all these facilities to the workers, to cover for the expenditure involved in this regarding, the service provider has to quote reasonable and adequate enough service charges accordingly. Service providers are advised not to quote low / freak service charge to get the contract and later fail in providing quality services.

30. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
31. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. The procuring entity shall not be liable for any compensation in any case. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same
32. After physical inspection of the site, , 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.
33. 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 Secretary, ICAR shall be final and binding on the contractor.
34. Income Tax will be deducted from the payments due for the work done as per rule.
35. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract. The contractor must ensure that the labour is paid as per minimum wages act and shall implement all the pay revisions as per the Govt. norms. ICAR-DFR shall not pay such hike in wages during the period of contract.
36. The contract is subject to the condition that the tender will comply with all the Laws and Acts of Central Govt./ State Govt. relating to this contract made applicable from time to time.
37. Risk Clause: DFR 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.
38. ICAR-DFR is a national institute that would be visited by digneteries from time to time. The workforce deployed must maintain utmost discipline and shall not indulge in any kind of unrest in the campus.
39. The firm shall also have to ensure that there is no theft of the moveable or anything attached to immovable property as mentioned above. In case any such theft occurs, the responsibility for the same shall rest with the firm and the firm shall have to make good the loss caused to the ICAR-DFR on account of such theft.
40. That in case service provider fails to make any statutory or contractual payment, then the DFR shall have the right to realize this amount from the Security deposit of the Contractor.
41. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and INSTITUTE shall in no way be responsible for settlement of such issues whatsoever.
42. The contractor/agency will furnish to the INSTITUTE the full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel.
43. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
44. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the INSTITUTE besides annulment of the contract.
45. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement which shall be executed between the DFR and successful bidder/ contracting agency.
46. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-DFR. His

decision will be binding on the contractor.

47. The contract can be terminated even earlier by giving one month prior notice by either party in writing on account of any of the following reasons:

- a) On account of unsatisfactory performance
- b) breach of contract clauses(s)
- c) Persistently neglecting to carry out his obligations under the contract

48. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.

49. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

50. While furnishing the financial bid the bidder should follow the following instruction.

- a) Scope of work is mention in Annexure VI
- b) BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender.
- c) Bidders are allowed to enter the Bidder Name and Values only
- d) Minimum Wages with VDA should be as per latest Labour Commissioner Orders.
- e) Lumpsum cost should be filled up inclusive of Minimum wages with VDA, EPF, ESIC, Bonus, etc.
- f) If applicable - GST will be paid as per rule

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

**Note:**

**TO BE ATTACHED WITH THE TECHNICAL BID AFTER SIGNATURE OF THE AUTHORIZED PERSON AND OFFICE SEAL**

**Sd/-**

**Administrative Officer (I/c)**

ANNEXURE-I

**ICAR - DIRECTORATE OF FLORICULTURAL RESEARCH**  
**College of Agriculture Campus, Shivaji Nagar, Pune – 411 005 (Maharashtra)**

**TECHNICAL BID**

**PROVIDING FARM OPERATION/WORKS/JOB SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

1. Name of the Firm : \_\_\_\_\_

Name of person whom to be contacted: \_\_\_\_\_

2. Full Address : Permanent \_\_\_\_\_

Present : \_\_\_\_\_

3. E-mail : \_\_\_\_\_

4. Mobile No. \_\_\_\_\_ Land Line No. Code \_\_\_\_\_ No. \_\_\_\_\_

S No.	Particulars	Yes / No	Enclosed at page no.
1.	Registration certificate of the firm under the work contract of <b>Central Government/State govt.</b>		
2.	Minimum turnover of the firm should not be less than Rs 1,00,00,000/- (rupees One crore only) each year during Certified Balance Sheet of the firm for last 2 financial years of the job work attested by the chartered accountant.		
3.	Copy of Employee EPF registration certificate issued by local govt. etc.		
4.	Copy of Employee ESIC registration certificate issued by local govt. etc.		
5.	GST tax registration certificate, if any issued by Govt. etc.		
6.	Copy of the PAN Number		
7.	The firm / agency should produce a valid solvency certificate from a schedule bank for an amount not less than Rs. 25 lakhs.		
8.	Copies of Challans for payment of ESIC / EPF contribution of the employees for the last 3 months for minimum 50 employees.		
9.	Contractor / Agency should have valid labor contract license for its current contract. The contractor/agency must have a registration with the Contract Labor (Regulation and Abolition) Act. 1970. The contractor shall obtain the labor license under this Act. Copy may be attached.		

10.	Tender Fees of Rs 500/- and EMD of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)in the form of demand draft in favour of “ <b>Director, DFR, Pune</b> ” payable at Pune.		
11.	Last three years continuous experience of the firm in the agriculture field of doing agriculture field job work in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations, provide the details in given tabular form. <b><u>Experience of other field will be not be considered except agril. field job work.</u></b> Duly certified copies of the satisfactory services where the Tender is providing the services for the last three years. Information may please be given in the enclosed Performa in the Tender.		
12.	Certificate with regards to that the Firm has not been blacklisted/debarred from doing job work by any of the Central/State Government Departments / Universities/ Government Undertaking / PSU e t c . Certificate as per point 22.13 of the Tender Document on company’s letter head		
13.	Signed copy of entire tender document including of Schedule I & II etc.		

**Note:** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Place:  
Date:

Name & Signature of the contractor  
with seal and address

**ICAR - DIRECTORATE OF FLORICULTURAL RESEARCH**  
**College of Agriculture Campus, Shivaji Nagar, Pune – 411 005 (Maharashtra)**

**FINANCIAL BID**  
**(BOQ to be submitted online on CPP portal)**

To  
The Director  
ICAR - Directorate of Floricultural Research  
College of Agriculture Campus, Shivaji Nagar  
**Pune – 411 005 (Maharashtra)**

Sir,

I/We wish to submit our quotation for annual job work contract for **PROVIDING FARM OPERATION/WORKS/JOB SERVICES AT ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH (DFR) RESEARCH FARM LOCATED AT COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR AND HADAPSAR FARM, PUNE**

Sl. No.	Title of work/ operation/ jobs		Description with qualification of work/ job/ operation	Rate quoted
<b>A.</b>	<b>Field Operations</b>			
<b>1</b>	Nursery preparation	1.01	Preparing raised beds upto 1ft height after proper pulverization with mixing of FYM, fertilizers and other chemical treatment followed by planting of seeds or cuttings (per m <sup>2</sup> )	
		1.02	Preparing flat beds after proper pulverization with mixing of FYM, fertilizers and other chemical treatment followed by planting of seeds or cuttings (per m <sup>2</sup> )	
<b>2.</b>	Field preparation	2.01	Making of experimental layout and marking (per acre)	
		2.02	Preparation of raised/flat beds (per acre)	
		2.03	Making of Ridges and furrows (per acre)	
		2.04	Earthing-up, making, irrigation channels, paths, bunds, etc. (per acre)	
<b>3.</b>	Planting and transplanting	3.01	Planting of bulbs- gladiolus, tuberose and other bulbous crops (100 nos)	
		3.02	Planting of cuttings- chrysanthemum, rose, climbers, hedges, edges, herbs, shrubs , other ornamentals etc (planting of rose/shrubs/hardwood cuttings/ suckers of specialty flowers like Heliconia, Bird of Paradise etc after digging of pits upto 20cm. (100 nos)	
		3.03	Planting of seeds- marigold, aster and other annuals (per m <sup>2</sup> )	
		3.04	Transplanting of nursery raised seedlings- marigold, aster, chrysanthemum, etc. (Per acre)	
<b>4.</b>	Planting of lawn	4.01	This work involves planting of lawn by following Dibbling, Turfing, Sodding and Springing/ Suckers/Stolonsmethod of planting (per m <sup>2</sup> )	
<b>5.</b>	Staking nets	5.01	Fixing of staking nets on plants (per meter)	



<b>6.</b>	<b>Intercultural operations</b>			
a.	Weeding (hand weeding)	6.01	Weeding in the field and disposing of biomass in compost area (per acre)	
b.	Fertilizers/chemicals application	6.02	Fertilizer application including bringing of bags from the store to field (per acre)	
c.	FYM spreading	6.03	Spreading of FYM including bringing it from the pits/store (per acre)	
d.	Spraying	6.04	Spraying of insecticides, fungicides, micronutrients, water soluble fertilizers and other chemicals including bringing of chemicals/water from store and preparation of formulation as suggested by respective scientist/farm in-charge (per acre)	
		6.05	Foliar spraying of insecticides, fungicides, micronutrients, water soluble fertilizers and other chemicals including bringing of chemicals/water from store and preparation of formulation in pots (100 no's)	
e.	Drenching	6.06	Drenching of chemicals in soil (per acre)	
f.	Irrigation	6.07	Irrigating the crop in one acre by flooding	
g.	Hoeing	6.08	Hand hoeing in one acre and disposing of debris to compost pit (per acer)	
h.	Cleaning of bunds/borders	6.09	Cleaning removal of weeds on field bunds, borders, road sides in office and DFR research fields (per 100 m) and disposing of debris in compost pit (per 100 m)	
i.	Mulching	6.10	Layingof mulching (organic and plastic) of beds including bringing of material from store (per running meter)	
		6.11	Removalof mulching (organic and plastic) from beds including disposal (per running meter)	
j.	Micro irrigation	6.12	Spreading of drip and sprinkler lines, rolling back and declogging of drippers (per meter)	
k.	Staking of plants	6.13	Staking of plants in field and pots with plastic/bamboo stakes. (per plant)	
l.	Preparation of pots for research and exhibition purpose	6.14	It involves the preparation of pots for exhibition and arranging pots. Staking of ornamental plants in pots as per experiment or instructions of respective scientist/farm in-charge (per 100 pots)	
m.	Pruning and canopy management in roses and other ornamentals	6.15	Pruning, deshooking, desuckering, bending and disbudding of roses and other ornamentals (per 100 meter sq)	
n.	Pinching and disbudding	6.16	Pinching and disbudding in marigold, chrysanthemum and other ornamentals (per 100 meter sq)	
<b>7.</b>	<b>Hybridization</b>			
a.	Hybridization	7.01	Selfing of plants Bagging of flowers, plants, putting selfing net on plant, Emasculation and Pollination (by hand) (per plant)	
b.	Seeds collection	7.02	Collection of seeds, cleaning, extraction and packaging (per plant)	
<b>8.</b>	<b>Post harvest</b>			
a.	Lifting of bulbs	8.01	Liftingof bulbs of tuberose,gladiolus and other bulbous crops (per acre)	
b.	Cleaning of bulbs	8.02	Cleaning, separation, sorting, grading, bag filling, etc. (per bag)	
c.	Cuttings preparation	8.03	Preparation of cuttings from field and planting for rooting of marigold, chrysanthemum bougainvillea ,roses and other foliage and flowering ornamentals including treatment (100 nos.)	
d.	Scrapping of lawn/turf	8.04	Removal of turf grass, cutting sods/springs/stolons (per meter sq)	

e.	Harvesting of general seeds	8.05	Collection of seeds (per 100 plants)	
f.	Seed cleaning	8.06	Cleaning of seeds (per kg)	
g.	Removal of dead flowers, branches and other plant parts	8.07	Removal of dead flower parts from rose, tuberose, chrysanthemum, gladiolus, heliconia and other ornamental crops (per acre)	
h.	Post harvest treatment	8.08	Curing of bulbs and pre-treatment with fungicides/other chemicals (per bag)	
i.	Harvesting of freshflowers	8.09	Harvesting of cut flowers (100 spikes)	
		8.10	Plucking of loose flowers (Per Kg)	
<b>9.</b>	<b>Packaging</b>			
a.	Seed packeting	9.01	Packeting of seeds packets (per 100 packets)	
b.	Bag filling and packaging	9.02	Filling of gladiolus and tuberose bulbs in bags and packing(50 kg bags) (per bag)	
c.	Load/ Unload of bags	9.03	Load/ Unload (upto 50 kg weights) (per bag)	
<b>10.</b>	<b>Other maintenance</b>			
a.	Secondary jungle clearance	10.01	Secondary jungle clearance (Per acre)	
b.	Trench or pit digging:	10.02	This work involves manually digging of trenches or pits of required dimensions in black cotton soil. It may require removal of local vegetation if any while digging for planting. (nos. of pits)	
		10.03	Laying service lines/pipes (running meter trenches)	
c.	Farm waste management	10.04	This work includes the maintenance of the composting unit by arranging biomass in compost pits, regular sprinkling of water over, giving some treatments as required, regular overturning of the materials and collecting the decomposed material and sieving (per pit)	
d.	Field work (Skilled)	10.05	To undertake collection of soil and other samples, planting, disbudding, deshooting, training, pruning, uprooting of plants, removal of soil/media, washing and drying, any other related work, etc. (Per day)	
e.	General cleaning	10.06	Collection and disposal of small stone, plastic rubbles, garbage, waste material, etc from research farm (Per acre)	
f.	Repair work	10.07	Digging for repair of irrigation pipeline, irrigation channels, etc (Per day)	
<b>11.</b>	<b>Gardening</b>			
a.	Garden/glass house/net house/poly house maintenance	11.01	This work involves maintenance of existing gardens at the campus, gardens around the office building and other structures. Preparation of beds, daily irrigation to pots and beds, weed removal, potting, repotting, filling of polybags and transplanting in beds/pots, cleaning of pots, trimming plants, lawn mowing, spraying, fertilizer application, preparation of potting mixture, sowing of flower seeds and plantation of flower plants, ornamental plants and other maintenance works to be carried out on day-to-day basis, etc. (Per Week)	
		11.02	Preparation of bouquet and stage decoration for institutional programme, etc. (Per Week)	
b.	Pot filling and planting	11.03	Pot filling with soil/ media including media preparation and sterilization (100 nos. of pots)	
c.	Vertical garden	11.04	Vertical garden pot filling with soil/ media including media	

	maintenance		preparation and sterilization,Planting of foliage and flowering ornamentals in pots, Planting of foliage and flowering ornamentals in vertical garden pots ,etc. (100 no's of pots)	
d.	Plug trays filling and planting	11.05	Filling of plug trays with different media (100 nos. of trays)	
e.	Lawn mowing by electric mower/manual	11.06	Sq. meter	
f.	Pruning of hedges/trees/edges/shrubs	11.07	Run. meter	
<b>B.</b>	<b>Administrative Operations</b>			
a.	Office assistance	12.01/ B 1.01	Computer typing, data entry, file management and other activities under the direction of Administrative Officer /AF&AO (Per day)	
b.	Driver	12.02/ B 1.02	For the tractor and other office vehicles (per day)	
<b>C.</b>	<b>Lab Operations</b>			
a.	Laboratory work (highly skilled work)	13.01/ C 1.01	Samples collection from field, media preparation, germination tests, culturing, inoculation, layout of laboratory experiments,rearing of insect, preparation of herbarium, Assisting in Soil, Water and Plant samples analysis, Preparation of floral preserves and its analysis, tinting and drying experiments in various ornamental crops, any other related work, etc. (per day)	
b.	Laboratory work (Semi skilled)	13.02/ C 1.02	Glassware and plastic-ware cleaning Grinding and sample preparation of plants, leaf, seeds, soil, etc. Assisting in lab and field trials daily works under the direction of lab in-charge/Scientist (Per day)	
c.	Shifting of material	13.03/ C 1.03	Shifting of equipment/machines/machinery, office furniture, lab material, etc ( per piece)	

**Signature of Firm/Contractor/Agency**

**Annexure - III**

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

Sl. No.	Name of the Deptt./ Organization & Name of the contact Person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)