

ICAR-Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004

File No. 5-29/2025-26/RS/Shimla/Job Work/

Dated: 02.06.2025

(Bid Number/बिड संख्या:-----Dated/दिनांक-----)

On behalf of Director, IARI, New Delhi-12, the Head, Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004 invites online custom bid through GeM Portal for annual JOB WORK RATE CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FIELD/FARM & LABORATORY OPERATION WORK (UNSKILLED NATURE) AT INDIAN AGRICULTURAL RESEARCH INSTITUTE, REGIONAL STATION, AMARTARA COTTAGE, CART ROAD, SHIMLA-171004 for a period of one year and extendable by further one or more years, if necessary, as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Firm/Agency and its willingness to continue on same terms and conditions, as per requirements.

1. Bid Details:

Type of Tender/Bid	Custom bid for services through GeM Portal
Estimated Value	53.00 lakh (Fifty Three Lakh Only)
EMD/Bid Security	Rs. 106000/- (Rs. One Lakh Six Thousand Only)
Performance Security	5% of Contract Value
Bid submission start date	5.06.2025 10:00 AM
Last date for submission of bid	26.06.2025 3:00 PM
Date for opening of technical bid	26.06.2025 3:30 PM

2. Contact Information for any query: -

- Dr. Dharam Pal, Head, IARI, RS, Amartara Cottage, Cart Road, Shimla-171004.
- Mr. Sunil Kumar Garg, Asstt. IARI, RS, Amartara Cottage, Cart Road, Shimla-171004

Online bids are invited under two-bid system through GeM system from registered/well established/reputed firms for providing the services for outsourcing of Various Services for Farm, Field & Laboratory Operation Work (Unskilled Nature) at IARI, Regional Station, Amartara Cottage, Cart Road, Shimla-171004(H.P.)

Bid form, terms & conditions and draft agreement etc. can be downloaded from the GeM Portal. Online bids complete in all respects should be submitted through GeM Portal. Please note that only online bids through GeM will be accepted.

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File No. 5-29/2025-26/RS/Shimla/Job Work/

Dated:02.06.2025

Instructions to bidders

1. **How to apply:** The registered and experienced services providers for operational activities of field farm and laboratory may apply against the bid floated for the same on GeM Portal. The firms must furnish full, precise and accurate details in respect of information asked for in the technical bid form of bid.
2. **Estimated Bid value:** The estimated tender value is Rs.53 .00 Lakh.
3. **Earnest Money Deposit (EMD)/ Bid Security** – Bid Security of Rs. 1,06,000/- (2% of estimated value) in favour of **Head, IARI, Regional Station, Amartara Cottage, Cart Road, Shimla-171004** must be deposited in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee or Insurance Surety Bonds from any of the Commercial Bank payable at **Shimla(H.P.)**.

The Bidder should scan a copy of the Bid Security and upload it online through GeM Portal. The original copy of the Bid Security should be sent to The Head, Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004 during working hours i.e. 9.00 AM to 5.30 PM on all working days (except Saturday, Sunday and Gazetted holidays) before the last date for submission of bids failing which bids will not be accepted. No interest will be paid on EMD/Bid Security.

Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof alongwith technical bid online through GeM Portal.

4. **The bid security may be forfeited:**
 - (i) If the bidder withdraws his/her bid during the period of bid validity specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) Fails to sign the contract in accordance with the terms of the bid document
 - (b) Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified.
 - (c) Fails or refuse to honor his/her own quoted prices for the services or part thereof.
 - (d) In such case, the bidder is also liable to be debarred for participating in the bidding/tendering process carried out by institute for a period of three years.
5. **Performance Security Deposit:** The contractor whose bid is accepted will be required to furnish Performance Security of **5% (Five Percent)** of the value of the contract for **14 months** in favour of **Head, IARI, RS, Shimla** payable at **Shimla**. This security deposit is to be furnished in the form of Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee or Insurance Surety Bond from a Commercial Bank.
6. **Validity of the Bids:** The tender submitted by the firm / agency shall remain valid for **180 days** from the date of opening for the purpose of acceptance and award of work.

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7. **Duration of contract:** The contract will be initially for a period of **1 year and extendable by further one or more years**, if necessary, as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the Firm/Agency and its willingness to continue on same rate, terms and conditions. In case of unsatisfactory performance, the contract will be terminated by giving one month notice.
8. **Rates:** The rates should be quoted in **unit wise** in respect of all the field/farm crop operations and other maintenance activities keeping in mind the quantum of work/activities to be done during the period. However, the rates thus quoted should be inclusive of Minimum wages as per prescribed by Central Govt. for agricultural workers with EPF, ESIC etc. payable under labour laws. The quoted amount should be inclusive of any other Govt. levies, if any, and services charges of firm. No request for alteration in the rates, once quoted will be entertained within the period of contract in any case. Any hidden charges, if found later at any stage, in any form will not be accepted and would liable to cancellation of bid/contract.
9. **Signing of Technical bid:**
- Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency.
 - The tenders are liable to be ignored/rejected, if complete information as required is not given therein or if the particular information asked for in the schedules/annexures of the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he/she sign 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/she 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. Specific attention must be paid to the Conditions of the contract as the firm entered into would be governed by them.
 - 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 tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the persons so signing had no authority to do so, the IARI 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 tender and the schedules/annexures of the tender, if any, should be signed by the firm/agency.
10. **Right to Acceptance:**
- The performance of firm should be satisfactory in executing the work related to agricultural activities. If the work executed by firm has not found satisfactory, their bid/contract will be rejected in that condition.
 - If there is any bans impose on business transactions of the firms by any Govt. agency, the firm will be bound for reveal the facts & details regarding ban along with bid. If any information concealed in this regard by the firm/agency, the contract will be rejected.
 - Director, IARI reserves the right to accept or reject whole or in part or all the tenders without assigning any reason thereof.
11. **Award of Contract:**
- The bidder quoting overall lowest rates will be selected as L1 subject to the payment of wages as per Minimum Rates prescribed by the Govt., or otherwise specified for certain categories. The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.
 - If tenderer does not accept the offer, after issuance of contract award letter within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited. The firm will be debarred (suspended) for participating in the bidding/tendering process carried out by institute for a period of three years.
12. **VISIT TO SITE:** The eligible firms are advised to visit and examine the site of required services and surrounding areas and obtain all information that may be necessary for preparation the bid of entering into a contract for the services before and after to see him-self the site conditions regarding the present status of field farm crops and other related activities.

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1. Bids must be from reputed registered and experienced firms/Services Providers having last three years' experience and expertise of similar field/farm work in Govt. /PSU organizations.
2. The firm/agency should have valid PAN, ESI, EPF, GST number and labour license under contract labour (Regulation & Abolition) Act, 1970 before the date of opening of bid.
3. Conditional bids will liable to be rejected.
4. The Institute will evaluate the technical bids which will be substantially responsive i.e. properly prepared; meet the required terms & conditions etc. The contract will be awarded to the firms whose bid will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under labour laws and other T&C specified in this document.
5. In case any bidder is seeking exemption from Experience /Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the Institute.
6. The firms must have to produce the proof of all documents as mentioned on **Annexure-I** required for technical evaluation failing to which the firm is liable to disqualify technically.
7. ***The Bidder should quote rates for each and every operation/ activities in terms in Indian Rupees. If rate is not quoted for all the category, the bid will not be valid and hence the same will be rejected. The consolidated price will be taken into consideration while awarding of contract to the successful bidder.***

The following documents are required to be uploaded with the Technical Bid in following manner:-

1. Details of EMD/Bid Security Declaration From(Annexure-A)
2. Name of the Firm/Agency, Name of Director of Firm/Agency, Full address of operating/Branch Office with Telephone/Mobile No. & E-mail ID,
3. Self-attested copy of Income Tax (PAN) and GST Registration Certificates with Bank details
4. Self-attested copy of Registration Certificate of the firm under Company/ Shops & Establishment Act of respective state for this purpose
5. Self-attested copy of Employee EPF registration certificate issued by Govt. etc.
6. Self-attested copy of Employee ESI registration certificate issued by Govt. etc.
7. Self-attested copy of **valid Licence** under the **Contract Labour (Regulation and Abolition) Act, 1970** issued by appropriate authority.
8. Nos. of staff/supervisors registered under ESI & EPF separately. Minimum **30 nos.** (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of **latest ECR** for the last 3 months (Dec-24, Jan-2025 & Feb-2025) may be attached.
9. **Details for evaluation of Technical Bid**
 - i) Self-attested copy of minimum turnover of the firm not less than **Rs.16 Lakhs (Rupees Sixteen Lakhs Only)** during each of the last three financial years i.e. 2021-22 to 2023-24 duly certified by CA (Balance sheet and Profit & loss Account).
 - ii) Self-attested copies of proofs of minimum last three year's i.e. 2021-22 to 2023-24 of continuous experience of the firm in the field of providing similar type of such services to Central/State Govt. establishments/PSUs/ Nationalised Banks / Autonomous Bodies / Reputed organizations. Contracts/orders to be uploaded along with bid with details in enclosed tabular form in chronological order & **Self-attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.**
 - iii) The Contractor/Agency must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening):
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Self-attested copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. 2021-22 to 2023-24 issued by the Chartered Accountant.
11. An Undertaking as per attached Format (**Annexure-II**) duly attested by Notary on a non-judicial stamp paper of value of **Rs.100/- (Rupees One Hundred Only)** regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings during the last three years.
12. Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose undertaking (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them (**Annexure-III**).
13. Declaration by the bidder for code of Integrity and conflict of interest must be submitted as per **Annexure-IV** on letter head of the bidder.
14. Evidence of Adequacy of working capital from concerned Bank(**Annexure-V**)

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PAYMENT

Payment to the deployed labourer by firm:

1. The firm has to pay the minimum wages as prescribed by Central Govt. for workers deployed in agricultural activities and increase wage, if any, duration of contract period.
2. The Contractor will make the payment of wages from his/her own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith the monthly bill to this office for payment. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the deployed personnel as prescribed by Centre Govt. from time to time and provide proof with monthly bill(s). He/she will maintain the record of wages paid, attendance, EPF, ESI and etc deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. Any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments.
3. The contractor is solely responsible to pay the payments for the labour engaged by him/her well in time and fulfill all the administrative formalities for clearing of his/her bills in a timely manner. In the event of any unrest in the campus due to delayed payments from the contractor if any accrued the institute will be at liberty to assess and recover the loss accrued to the institute on account of default on the part of the Contractor. Such deduction shall be commensuration with the loss accrued to the institute due to default of the contractor on this account which will be assessed by the institute. The contractor will have to submit the monthly ESI and EPF statement along with bill for payment. Income Tax and other taxes (if any) will be deducted from the payments due for the work done as per rule.

Payment of the firm:-

4. The Contractor will have to submit work completion report for its monthly work by 7th of each succeeding month along with his/her monthly bill. The progress report should be supported by the 'Work Satisfactory Report' to be collected by the contractors from authorized representative of Institute in token having worked done as per satisfaction of users.
5. Payment for service contract will be made monthly upon submission of pre-receipted bill in proportion of completed work with satisfactory report and shall be made 'monthly basis' after production of following proof:-
 - i. Documentary proof of disbursement of wages of the workers.
 - ii. The copy of ESIC/EPF and GST challan if applicable.
 - iii. Any other document required for the purpose.
6. Income Tax/TDS or any other tax if applicable will be deducted from the payments due for the work done as per rule.

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ANNEXURE-I

[TECHNICAL BID]

FOLLOWING DOCUMENTS TO BE UPLOADED ONLINE IN PDF FORMAT FOR
CONSIDERATION OF THE TENDER/BID

Sr. No.	Particulars	Upload scan copy & Indicate Page No.
1	Details of EMD	
2	Name of the Firm/Agency, Name of Director of Firm/Agency, Full address of operating/Branch Office with Telephone/Mobile No. & E-mail ID,	
3	Self-attested copy of Income Tax (PAN) and GST Registration Certificates	
4	Self-attested copy of Registration Certificate of the firm under Company/Shops & Establishment Act of respective state for this purpose	
5	Self-attested copy of Employee EPF registration certificate issued by Govt. etc.	
6	Self-attested copy of Employee ESI registration certificate issued by Govt. etc.	
7	Self-attested copy of valid License under the Contract Labour (Regulation and Abolition) Act, 1970 issued by appropriate authority.	
8	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 30 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of latest ECR for the last 3 months (Dec-24, Jan-25 & Feb-2025) may be attached.	
9	Details for evaluation of Technical Bid	
(i)	Self-attested copy of minimum turnover of the firm not less than Rs. 16 Lakhs (Rupees Sixteen Lakhs Only) during each of the last three financial years i.e. 2021-22 to 2023-24 duly certified by CA (Balance sheet and Profit & loss Account).	
(ii)	Self-attested copies of proofs of minimum last three year's i.e. 2021-22 to 2023-24 of continuous experience of the firm in the field of providing similar type of such services to Central/State Govt. establishments/PSUs/ Nationalized Banks/ Autonomous Bodies/Reputed organizations. Contracts/orders to be uploaded along with bid with details in enclosed tabular form in chronological order & Self-attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.	
(iii)	The Contractor/Agency must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening): <ol style="list-style-type: none"> Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost. 	
10	Self-attested copy of Audited Balance Sheet of the firm for last 3 (three) financial years i.e. 2021-22 to 2023-24 issued by the Chartered Accountant.	
11	An Undertaking as per attached Format (Annexure-II) duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings during the last three years.	
12	Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them (Annexure-III).	
13	Declaration by the bidder for code of Integrity and conflict of interest must be submitted as per Annexure-IV on letter head of the bidder.	
14	Evidence of Adequacy of working capital from concerned Bank(Annexure-V)	

Note:-

- I/We, the undersigned certify that I/we have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- The rates quoted by me/us are valid and binding upon me/us for the entire period of contract.

- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. _____ dated _____ drawn on _____ bank _____ Branch.
- d) I/We give the right to the Competent Authority of **IARI** to forfeit the earnest Money/Security money deposited by me/us if any delay occur on my part or failed to render the services within the stipulated period.
- e) I/We hereby undertake to render the services as per direction given in the tender document.
- f) I/We shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I/we put up the last bill of the contract period for payment.
- g) The L-1 bidder will be determined as per (Financial Bid/BOQ)

Date: -
Place: -

Signature of the Bidder: -
Full Name: -
Designation: -
(Office seal of the Bidder)

May
Anand
C
K. P.

May

BID SECURITY DECLARATION FORM
(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER OF RS.100/=)

To, _____

Ref: Your Tender / Bid Document No. _____ dated _____ providing the Job Work Contract For Various Services For Farm, Field& Laboratory Operation Work (Unskilled Nature) at ICAR-Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004

Subject:-**Bid Security Declaration**

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the MSE vendors registered with NSIC/KVIC or such Central procuring agencies/Ministries and STARTUPS registered with DPIIT are exempted from submission of Earnest Money Deposit. Accordingly, we M/s eligible for exemption from EMD and relevant documents/certificates are attached. Accordingly we hereby declare that :-

We unconditionally accept the conditions of this Bid Security Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for **3 years** from the date of opening of this Bid if we breach our obligation(s) under the tender conditions if we:

- a) When we withdraw or modify our bid after opening of bids;
- b) When we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- c) When we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- d) When we do not deposit the performance security within specified period after the supply/work order is place; and
- e) If we breach any provision of code of integrity prescribed for bidding specified in the Tender.

In addition to above, the **Institute shall debar us from participating in any procurement process undertaken with the Indian Agricultural Research Institute, New Delhi for the period not exceeding three (3) years** in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this **Bid Securing Declaration** shall expire if:-

- (i) We are not the successful Bidder,
- (ii) The execution of agreement for procurement and Performance Security is furnished by us in case we are successful bidder,
- (iii) Thirty days after the expiration of our bid.
- (iv) The cancellation of Procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdraw is permitted.

Signed.....
Name
In the Capacity of
Official-Seal
Duly authorized to sign the bid for and on behalf of

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UNDERTAKING

I/We have read and understood IARI's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI.

I/We do hereby also accept that IARI have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to IARI any changes in the condition or working of the firm. **It is certified that our firm has not been blacklisted by any organization of government including Central Vigilance Commission (CVC) during the last three years.** The undersigned is fully authorized to sign and submit this application form on behalf of the firm, he/she represent. We authorize IARI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

Note: The undertaking regarding the non blacklisting of firm is to be submitted on a nonjudicial stamp paper of Rs. 100/- (Rupees Hundred only) and attested by notary.

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UNDERTAKING IN REGARD TO NON-BLACKLISTING

(On the Letter head of the Firm)

I/we undertaking that the dealing of our firm ***never blacklisted or stop dealing or tempering ban or debarred*** by any government department/organizations/public sector undertaking/Department of Expenditure or Ministry/ Your Department. And ***there is no criminal/legal suit pending or contemplated against violation of EPF/ESI, minimum wages act or other law.*** In case found incorrect or guilty at any stage, our Rate contract will be terminated immediately further dealings will be stopped with our firm.

Signature of Authorized Signatory

with seal of the firm

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FORMAT OF CODE OF INTEGRITY

To
The Director,
ICAR-IARI. New Delhi-110012

We M/s _____ hereby undertaken that we shall not act in contravention of the codes which includes provision of the essential ingredients of the Integrity Pact include:-

- i) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- ii) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- iii) Collusion, bid rigging or anticompetitive behaviour that may impair the transparency.
- iv) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- v) Any financial at business transaction between the bidder and any official of the procuring entity related to tender or execution process of control which can affect the decision of the procuring entity directly or indirectly.
- vi) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- vii) Obstruction of any investigation or auditing of procurement process.
- viii) Making false deceleration or providing false information for participation in the tender process or to secure a contract.
- ix) Disclosure of conflict of interest.
- x) Disclosure by the bidder of any previous transgression made in respect of the provision of sub-clause.
- xi) With any entity in any country during that last three years or of being debarred by any other procuring entity.

(Bidders signature)
Stamp

Place:
Date:

Handwritten signatures and stamps:
 - A large blue circular stamp with a signature inside.
 - A blue signature "Hej" with a checkmark.
 - A blue signature "an aicun" with a checkmark.
 - A blue signature "di. N." with a checkmark.
 - A blue signature "G. N." with a checkmark.

[Bank Letterhead]
Evidence of Adequacy of working Capital
(Provided by the Bank)

No.

Dated:

To

The Director,
 ICAR-IARI,
 New Delhi

Subject: Evidence of Financial Adequacy of working capital for this contract.

Dear Sir/Madam,

This is to certify that _____ [Name of the Applicant/Bidder], having their registered office at _____ [Bidder's Address], is maintaining their banking relationship with us since _____ [Year].

As per their request, we confirm the following details regarding their financial standing and capacity:

Financial Information

Bank Account Details:	
Account Name:	[Name of the Account Holder]
Account Number:	[Account Number]
Type of Account:	[Savings/Current/Other]
Average Monthly Balance:	[Provide Details]
Current Credit Facilities:	
Sanctioned Limit:	[Amount]
Outstanding Amount:	[Amount]
Repayment History:	[Good/Excellent/Satisfactory]

This is to confirm that the applicant's financial position, based on our records, is [adequate/satisfactory] to meet the financial requirements of the tender _____ [Tender Name/Number] issued by Director, ICAR-IARI, New Delhi.

We hereby certify that _____ [Name of the Applicant/Bidder] is solvent and capable of fulfilling the financial commitments associated with the tender.

Authorized Signatory:

Name: [Enter Name]
 Designation: [Enter Designation]
 Signature: [Sign Here]
 Date: [Enter Date]
 Official Seal/Stamp of the Bank
 Contact Information:
 [Name of the Bank Branch]
 [Address of the Bank Branch]
 [Phone Number]
 [Email Address]

[Handwritten signatures and stamps]

(DRAFT SPECIMEN AGREEMENT)

This agreement is made at (place) _____ on _____ (month/year) _____ (day) between the first party or its authorized representatives, successor, assignees etc. (name & address of the firm) _____ and In-Charge, Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Shimla-171004 on behalf of the Director, Indian Agricultural Research Institute, New Delhi on the other party.

Whereas the (Institute) has decided to assign the annual job rate work contract for providing (nature of job) _____ at (Name of the Institute & location) _____ to the firm on the terms and conditions here in after contained.

NOW IT IS HEREBY AGREED by and between the parties here to as follows:-

1. This agreement shall come into force w.e.f. (date) _____ to _____ and will remain in force for a period for one year or till extended period but can be terminated by the Principal Employer by giving one calendar months' notice in writing of its intentions to terminate the Agreement. If the firm wants discontinue the contract, the firm shall give a request before three months in writing. The Agreement can be renewed, if necessary as per requirement, on mutually agreed terms.
2. The firm shall be responsible for annual job work rate contract for providing _____ (nature of job) _____ at _____ (Location).
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall be available all times and for all purpose be deemed to be employee of the firm and the _____ (name of the Institute.) shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at _____ (name of the Institute.) premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The _____ (name of the Institute) shall have the right to ask for the removal from the Institute premises of any personnel considered by the _____ (name of the Firm.) to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Institute).
7. The manpower deployed by the Agency should work as per the working days and timings of the _____ (name of the Institute), if necessary the manpower may be deployed on Saturday, Sunday or Holiday except National Holiday. No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. *Charges of work mentioned in work order for job/work contract for providing services at _____ (name of the Institute) (given as per terms and conditions specified and scope of work as per Schedule-I in the tender document and as per need basis) will be paid to the firm by the Institute. The firm will raise a bill after completion of work of particular month in next month. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. The documents such as deposit challans along with list of persons showing deposit of ESIC, EPF etc. with the concerned organisation and attendance of workers/Supervisors are also to be submitted along with the bill.*
9. The deduction of income tax and any other tax if applicable from the bills of the firm will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the _____ (name of the Institute). The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their workers engaged, which they shall wear while on duty (optional).

12. That the firm shall issue identity card to each of the workers engaged for entry into -----
-- (name of the Institute) premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ----- (name of the Institute) would be right to cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers 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, viz. obligations under Contract labour (Regulation & Abolition) Act 1970, Employees Compensation Act, 1923, E.S.I. Act, 1948, EPF & MP Act 1952 etc. Firm agrees to indemnify and keep indemnified ----- (name of the Institute) on account of any failure to comply with the obligations under various laws or damage to ----- (name of the Institute) due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the -----
-- (name of the Institute) and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ----- (name of the Institute) against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of ----- (name of the Institute).
17. The contract will be awarded absolutely on the basis of job assigned and payment will be made to the contractor on satisfactory work completion report to be obtained from end user. Agency should pay all statutory dues to its workers strictly in terms of various acts and labour laws including MINIMUM WAGES/ESI/EPF etc. The contractor shall also ensure compliance of all laws applicable and/or to be made applicable and the IARI shall not be liable for the same and the Contractor indemnifies IARI in all respects thereof.
18. The contract is subject to the conditions that the firm shall comply with all the laws/wages and by laws of Central Govt./State Govt. of H.P. as applicable relating to this contract from time to time.
19. In case of any loss or damage to the property of the Institute/Council at which is attributable to the firm, the full damages will be recovered from the firm.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by him/her shall be restored by the contractor within 24 hours of its bringing to his/her notice.
24. The firm shall provide a Co-coordinator for immediate interaction with the organization. The contractor shall work cooperatively and amicably with In-charge, residents and other contractors working in the Campus
25. The terms and conditions as stipulated in the tender documents shall be part of the agreement.

26. **LIQUIDATED DAMAGES CLAUSE/ PENALTY CLAUSE:-**

- i) Whenever and wherever it is found that the work is not up to the mark in specified point/area or if specified quality work is not maintained or in case of non-satisfactory work performance noticed by the Competent Authority of IARI, it will be brought to the notice of the supervisory staff of the firm by IARI and if no action is taken within one hour/specified time given liquidated damages clause will be invoked. A proportionate deduction @ 10% of immediate subsequent bill of the contractor will be levied as liquidated damages apart from penalty. No correspondence shall be entertained from the contractor. The Director, IARI shall have the full power to either take the work wholly or in the part thereof out of the hands of the contractor for any negligence of the contractor

- ii) If the work/operation will not completed within specified time frame, a penalty of Rs. 1000/- per day will be deducted from the bill upto 7 days and if work/operation will not be completed within 7 days of extended period with penalty the said work order shall stand cancelled & process of the termination of contract may be started. Not with-standing anything above, the Director, IARI reserves the right to reject any or all tender in whole or in part without assigning reasons therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.
- iii) Any misconduct/misbehaviour on the part of the manpower deployed by the firm will not be tolerated and such persons will have to be replaced immediately.
27. The decision of the competent authority in the institute shall be final and binding on the contractor/firm in respect of any clause covered under the contract and any matter incidental to the contract.
28. All the disputes pertaining this contract shall be under the jurisdiction of Delhi Courts only.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.
(Duly sealed and signed).

Sign. of Contractor/Authorized
Representative of Firm
Dated signatures with Seal
(Full Name, Mobile No. &
Address of the firm)

Sign. of Head/Incharge of Indenting Unit
(For & on behalf of Secretary, ICAR/Director, IARI)
Dated signatures with Seal
(Full Name & Address)

Witness (Contractor/Firm):-
(Full Name, Mobile No. & Address)

1.....
2.....

Witness (Indenting Unit):-
(Full Name & Address)

1.....
2.....

Handwritten signatures and stamps in blue ink, including a circular stamp with the text "on a 10/11/17" and several illegible signatures.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE "JOB WORK CONTRACT FOR "OUTSOURCING OF VARIOUS FIELD/FARM AND LAB SERVICES/WORK" AT ICAR-Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004

SCOPE OF WORK

Scope of Work & (Terms & Conditions):

Wheat and Barley cereal crops & different Horticultural crops like Apple, Pear, Almond, Peach, Kiwi, Plum, Wallnuts, Strawberry & Cherry etc. are being grown & maintained at research farm for R & D purpose as well as germplasm maintenance and production of elite material. The major cereal crops are Wheat & Barley while Apple, Pear, Peach, Nectarine, Kiwi, Almond, Walnut etc. are major Horticultural crops and nursery is also maintained to multiply the varieties of the station for providing to the farmers. Two bulls are also being maintained at Tutikandi Facility of this Station as live stock for the use of cultivation of the fields.

Note: The contractors are advised to visit the working site him/herself regarding the present status of the site/farm field and the quantum of work.

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the firm/agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the Incharge/ Supervising designated officer of Respective Farms of the IARI, RS, Shimla-171004.
3. The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director 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 of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his/her supervisor, and it shall be open to verification by the authorized officer of ICAR/IARI for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement shall be terminated with serving one month notice from the Institute side and three months before advance request from the firm side.
8. The contractor shall not sublet the work without prior written permission of the Farm Incharge/Designated office of IARI, RS, Shimla.
9. The contractor or his/her 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 at Indian Agricultural Research Institute, Regional Station, Shimla-171004 as per labour acts prevalent in Himachal Pradesh and respective Central/State Governments covered in this tender. The agency shall employ good and reliable persons. In case any of the personnel so provided is not found suitable by the Head/Farm Incharge/AAO IARI, RS, Shimla, they shall have the right to ask for his/her replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF & ESIC contribution etc. It would be the sole responsibility of the contractor to pay his/her manpower as the minimum wages act of the central govt.

14. The contractor will discharge all his/her legal obligations in respect of the workers/supervisors to be employed/ deployed by him/her 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 the Council 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 the Director, IARI shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt./State Govt. of H.P. relating to this contract made applicable from time to time.
18. **While the contract is normally for one year, there is a possibility of its continuation for another one year or more year after the approval of the competent authority, IARI, New Delhi.**
19. Risk Clause: IARI reserves the right to discontinue the services 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/firm at the risk and cost of current agency/firm and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
20. That in case service provider fails to make any statutory or contractual payment, then the IARI shall have the right to realize this amount from the Security deposit of the Contractor.
21. 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.
22. 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.
23. 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.
24. Any loss, theft or damage to the life and/or property of the employees of IARI and/or property of the IARI shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
25. 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.
26. **LIQUIDATED DAMAGES CLAUSES:**
 - a) Whenever and wherever it is found that the work is not up to the mark in specified point/area or if specified quality work is not maintained or in case of non-satisfactory work performance noticed by the Competent Authority of IARI, it will be brought to the notice of the supervisory staff of the firm by IARI and if no action is taken within one hour/specified time given liquidated damages clause will be invoked. A proportionate deduction @ 10% of immediate subsequent bill of the contractor will be levied as liquidated damages apart from penalty. No correspondence shall be entertained from the contractor. The Director, IARI shall have the full power to either take the work wholly or in the part thereof out of the hands of the contractor for any negligence of the contractor.
 - b) The Firm will not charge placement charges and/or on any other account from the manpower deployed at the IARI. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
 - c) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
27. **PENALTY CLAUSE:** If the work/operation will not completed within specified time frame, a penalty of Rs. 1000/- per day will be deducted from the bill upto 7 days and if work/operation will not be completed within 7 days of extended period with penalty the said work order shall stand cancelled & process of the termination of contract may be started. Not with-standing anything above, the Director, IARI reserves the right to reject

any or all tender in whole or in part without assigning reasons therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

28. All the disputes pertaining this contract shall be under the jurisdiction of Shimla(H.P.) Courts only.

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SCHEDULE-II

ICAR-Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Cart Road, Shimla-171004

Subject: Job work field/farm & lab operations through outsourcing

Sl. No.	Crop	Job/Work/Activities	Unit	Tentative Area/Quantity/No
1	Wheat & Barley			
1		Ploughing with power tiller, Stubble and pebble picking from the field, disposal and its dumping in extreme corner of the fields	Per (m2)	28000
2		Ploughing with bullocks	Per (m2)	14000
3		Planking of all fields with bullocks	Per (m2)	14000
4		Application of FYM in all fields	Per (m2)	14000
5		Giving Pre-sown irrigation	Per (m2)	14000
6		Application of basal dose of fertilizers	Per (m2)	14000
7		Assisting in layout and digging lines of 3m length with khilna for sowing of seed of Station trials	Per Line	3000
8		Dibbling/seeding and covering of seed manually in 3m lines	Per Line	3000
9		Making layout and digging lines of 3.5m length with khilna for sowing of seed of Co-ordinated trials	Per Line	2500
10		Dibbling/seeding and covering of seed manually in 3.5m lines	Per Line	2500
11		Sowing of breeding material, advanced bulks, multiplications, crossing blocks, pre-breeding genotypes, nurseries, nucleus seed of different wheat and barley varieties.	Per Line	3000
12		Stacking of pegs and tying of labels in entire wheat and barley experimental material.	Per line	5500
13		Pre-emergence spray of weedicides	Per (m2)	14000
14		Hand weeding and hoeing in all the sown fields.	Per (m2)	42000
15		Roughing operation in all fields for removal of unwanted plants from station trials, advanced bulks, nurseries and all multiplications.	Per (m2)	14000
16		Irrigation of fields as and when required	Per (m2)	14000
17		Nitrogenous fertilizer application during growth period in selected trials and nurseries	Per (m2)	14000
18		Helping in emasculation and pollination	Per spike	9000
19		Assisting in Recording data (no. of tillers, plant height, spike length, peduncle length, spikelet no./spike, filled grains/spike.)	Per Line	17000
20		Bird scaring of mature yield trials	Per (m2)	6000
21		Harvesting and carrying of produce of station trials to threshing floor	Per Line	3000

22	Harvesting and carrying seeds of coordinated trials to threshing floor	Per Line	3000
23	Harvesting of breeding material (Approx. 500 lines), advanced bulks (Approx. 200 lines), multiplications, crossing blocks (Approx. 200 pre-breeding genotypes), nurseries (Approx. 400 lines), nucleus	Per Line	3400
24	Threshing, cleaning of breeding material, advanced bulks, multiplications, crossing blocks, nurseries, nucleus seed of different wheat and barley varieties and transportation to the farm stores.	Per Line	3400
25	Hand threshing of single ears of wheat and Barley.	Per spike	10000
26	Making bhusa from dry straw of wheat and barley produced in the farm (On Season).	Per Quintal	35
27	Cutting of shrubs and bushes from the fields, office & Residential Area	Per (m2)	2000
28	Ploughing of fields for green manuring (July to September). Minor repairs of fields generally damaged during rainy season.	Per (m2)	10000
29	Beautification and landscaping around Tutikandi Facility office including preparation of flower beds of seasonal flowers, pot filling and transplanting flowering plant etc.	Per (m2)	1000
	Lab and Glass House work		
30	Preparing soil and FYM mixture for pot filling for glass house studies, regular watering of pots as and when required.	Per Pot	1000
31	Transplanting of seedlings in poly house/ field. Spraying fungicide to control powdery mildew in glass house and polyhouse.	Per Seedling	1000
	Live Stock Care		
32	To look after a pair of Bullocks (The bullocks need to be cared throughout the day and also to be attended in the late evening for feeding), Green fodder cutting and feeding, cleaning of bullock shed,	Per Bull	2
33	Dry grass cutting from terrace field bunds, carriage and stocking of grass in bhusa shed (around 5000 sq.m. area).	Per (m2)	5000
2	Pome Fruit (Apple & Pear)		
1	Preparation of basins of size (1x1) m	Per (m2)	4261
2	Application and mixing of manures in basins of size (1x1) m	Per (m2)	4261
3	Polythene/organic mulching in basins of size (1x1) m	Per (m2)	4261
4	Pit digging & filling with soil and FYM mixture	Per (m3)	85
5	Cutting of weeds/grasses by sword/rapier/blade etc (Twice in a year)	Per (m2)	40000
6	Installation of anti-hail nets/shade nets with the support of bamboo poles and its removal after season	Per tree	60
7	Application of fertilizer and micronutrient mixture	Per (m2)	4261
8	Contouring of experimental field	Per (m2)	3000
9	Harvesting of fruit with loading/unloading work	Per tree	450
10	Manual weeding in intercrops/fruit plants row /basin (twice a year)	Per (m2)	8000
11	Pit digging for planting/replanting/gap filling	Per (m3)	85
12	Water irrigation in blocks through pipes/portable containers (As per need)	Per tree	947
13	Control of pests and aphids by application insecticides etc.	Per tree	947
14	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants upto 1 meter height	Per tree	947
15	Pruning of pome fruit trees	Per tree	947
16	Application of Bio-fertilizer/Bio-agent in fruit trees	Per tree	947
17	Staking/plastic caging/Tree guard of newly established fruit trees	Per tree	100
18	Spraying of Pesticides/chemical as per spray schedule	Per tree	947
19	Assistance during crossing in apple hybridization	Per Flower	150

3	STONES FRUITS (APRICOT, ALMOND, PLUM, Prune, Cherry, Nectarine & Peach			
	1	Preparation of basins	Per m2	2989
	2	Application and mixing of manures in the basins	Per m2	2989
	3	Cutting of weeds and grasses by swords/rapier/blade(Twice a year	Per m2	26082
	4	Installation of anti-hail nets/shade nets with the support of bamboo poles and its removal after season	Per tree	20
	5	Harvesting of fruit crop/intercrops/tree	Per tree	135
	6	Pit digging for planting /replanting/gap filling	Per (m3)	105
	7	Pit filling with soil FYM mixture	Per (m3)	105
	8	Manual weeding in intercrop/fruit plants/row/basin(Twice a year)	Per m2	28989
	9	Irrigation in different blocks from water storage tank through pipeline or portable buckets etc. as per requirement	Per tree	322
	10	Polythene/organic mulching in basins of size (1x1) m	Per m2	322
	11	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants up to 1 meter height	Per tree	322
	12	Pruning of Apricot, plum, Peach, Cherry & Almond etc.	Per tree	322
	13	Application of Bio-fertilizer/Bio-agent in fruit trees	Per tree	322
	14	Spraying of chemicals/pesticides in Apricot, plum, peach, Cherry & almond as per spray schedule	Per tree	322
	15	Assistance during crossing	Per Flower	50
4	Pomegranate			
	1	Preparation of basins	Per m2	368
	2	Application and mixing of manures in basins	Per m2	368
	3	Organic mulching in basins with collection of mulching materials	Per tree	184
	4	Installation of anti-hail nets/shade nets with the support of bamboo poles and its removal after season	Per tree	25
	5	Pit filling with soil : FYM mixture	Per (m3)	12
	6	Application of fertilizer and micronutrient mixture in plants	Per tree	184
	7	Countering of experimental field among plants	Per tree	100
	8	Manual weeding in intercrops/fruit plant row/basin (twice a year)	Per tree	184
	9	Pit digging for planting/replacing/gap filling	Per (m3)	12
	10	Cleaning and removal of hedges/grasses/weeds on path etc.	Per m2	90
	11	Irrigation in block from natural source water through pipeline as per requirement	Per tree	184
	12	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants up to 1 meter height	Per tree	184
	13	Pruning/removal of dying twigs in fruit trees	Per tree	184
	14	Application of Bio-fertilizer/Bio agent in fruit trees	Per tree	184
	15	Spraying of chemicals/pesticides in Pomegranate as per spray schedule	Per tree	184
	16	Harvesting of fruit crop with loading/unloading work	Per tree	70
5	Kiwi Fruit Crop			
	1	Preparation of basin, application and mixing of manures in all plants	Per m2	972
	2	Organic mulching (collection of materials) in basins of kiwi plants	Per m2	972
	3	Installation of anti-hail nets/shade nets with the support of bamboo poles and its removal after season	Per tree	40
	4	Pit filling with soil :FYM mixture	Per (m3)	15
	5	Cutting of weeds/grasses by sword/rapier/blade etc. (Twice in a year)	Per m2	8748
	6	Application of fertilizer and micronutrient mixture	Per tree	108

	7	Contouring/Trellis system maintenance of field	Per tree	25
	8	Harvesting of fruit crop with loading/unloading work	Per tree	80
	9	Manual weeding in intercrop/fruit plants/row/basin(Twice a year)	Per tree	108
	10	Pit digging for planting/replacing/replanting/gap filling	Per (m3)	15
	11	Assistance for irrigation in kiwi block/new plants specially/requirement basis	Per tree	108
	12	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants up to 1 meter height	Per tree	108
	13	Removal of ruined, dead and fallen wood and disposal	Per tree	108
	14	Pruning in kiwi plants during dormancy and hardwood cuttings(8000) preparation	Per tree	108
	15	Removal of water sprouts/summer pruning and softwood cutting preparation	Per tree	108
	16	Application of Bio-fertilizer/Bio agent in fruit trees	Per tree	108
	17	Staking of newly established kiwi plants with bamboo sticks/iron rods	Per tree	15
	18	Spraying of pesticide/PGR in kiwi	Per tree	108
	19	Flower and fruit thinning	Per tree	85
	20	Sowing of kiwi seeds in polybags/poly trays/pots etc.	Per Bag/tray	30
	21	Shifting of seedling in to field/poly house and net house as per germination	Per Bag/tray	30
	22	Seed extraction of kiwi fruits	Per Kg	25
	23	Emasculation, pollination, begging and levelling in kiwi fruit	Per Flower	200
6	NURSERY			
	1	Mound Laising (Malus, Colt, Pyrus and Cornuta) maintenance (irrigation, weeding & mound preparation) and other work in nursery) of. Trenches 15 feet long	Per trench	65
	2	Seed sowing after bed preparation (10 beds of 3m2) for raising apple, Diospyrus, stone fruits and kiwi etc.	Per sapling	2000
	3	Help in Grafting of pome, stone, walnut and persimmon fruits plant/transportation/removal of grafting polythene/plastic capping etc.	Per Plants	3000
	4	Weeding from seedling beds/nursery beds (aprox.3 m2) thrice in a year	Per m2	1000
	5	Preparation of nursery beds 3m2. Removal of small stones, pebbles, levelling and mixing of manures/fertilizers	Per Beds,	400
	6	Chemical/Pesticides sprays in the nursery fields with knapsack sprayed	Per Sapling	5000
	7.	Planting of cuttings for plant propagation(Pencil thickness of 15 cm in length)	Per Cutting	8000
7	WALNUT			
	1	Preparation of basin, application and mixing of manures in all plants	Per m2	1287
	2	Application of organic mulch after collection of materials & application of organic and inorganic manures	Per m2	1287
	3	Pit filling with soil:FYM mixture	Per (m3)	60
	4	Cutting of weeds/grasses by sword/rapier/blade etc(Twice in a year)	Per m2	11583
	5	Manual weeding in basin thrice a year	Per m2	1287
	6	Pit digging for planting/replanting/gap filling	Per (m3)	60
	7	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants upto 1 meter height	Per tree	143

	8	Control of termite/borer/other insects in walnut by application of pesticide	Per tree	143
	9	Removal of pruned, dead and fallen wood, leaves and dry grasses from the research block to collection point	Per tree	143
	10	Harvesting of fruits/nuts and removal of hull and nut drying	Per tree	53
	11	Pruning and cutting of scion etc, in dormancy period	Per tree	143
	12	Spraying of pesticides/chemical on plants as per spray schedule	Per tree	143
	13	Assistance during crossing in apple hybridization	Per Flower	100
8	STRAWBERRY			
	1	APPLICATION AND MIXING OF MANURES IN STRAWBERRY BEDS. 42 BEDS(1M2), 131 BEDS(3M2)	Per m2	435
	2	Polythene/organic mulching in basins and putting straw below the fruits	Per m2	435
	3	Irrigation (routinely) and application of other chemicals of beds of size(3x2)m	Per Bed	173
	4	Weeding & Cutting of hedge/grasses by sword/rapier/blade etc. thrice a year of beds of size (3x2)m	Per Bed	173
	5.	Harvesting of strawberry fruits and collection to store	Per bed	60
	6	Bed preparation of size (2x1)m	Per bed	25
9	WILD GERMLASM(Malus, prunus, Diospyrus, lotus, Docynia, Crataegus, Sorbus, Myrica nagi etc.)			
	1	Preparation of basins in Malus and Prunus lane/block and wild block	Per m2	2403
	2	Application and mixing of manures in basins	Per m2	2403
	3	Cutting of hedges/weeds/grasses etc.	Per m2	2403
	4	Installation of anti-hail nets/shade nets with the support of bamboo poles and its removal after season	Per tree	15
	5	Harvesting of fruits etc.	Per tree	20
	6	Pit digging for planting/replacing/gap filling	Per (m3)	35
	7	Pit filling with soil:FYM mixture	Per (m3)	35
	8	Manual weeding in intercrops/fruit plant row/basin (twice a year)	Per tree	267
	9	Irrigation of plants from water storage tank through pipeline or portable buckets etc, as per requirement	Per tree	100
	10	Organic mulching in basins with collection of mulching materials	Per tree	150
	11	Application of Bordeaux paste or any other chemicals on three trunk of fruit plants upto 1 meter height	Per tree	267
	12	Removal of pruned, dead and fallen wood, leaves and dry grasses from the research block to collection point	Per tree	267
	13	pruning of wild germplasm plants in dormancy period	Per tree	267
	14	Application of Bio-fertilizer/Bioagent in fruit trees	Per tree	267
	15	Spraying of chemicals/pesticides in plants with portable sprayer as per spray schedule	Per tree	267 ✓
	16	Extraction of wild seed for nursery propagation	Per tree	10 ✓
	17	PROTECTED AREA(maintenance, irrigation, weeding mulching and all other works as per requirement)	Per m2	434 ✓
10	POLYHOUSE (Main, Dhanda Farm) (17.5x5.0x4.5)m			
	1	Mass multiplication(Grafting, budding and through cuttings) of kiwi, walnut, pomegranate and stone fruits etc. including its maintenance	Per plant/Cutting	1081
	2	Multiplication of grafted stone fruits and walnut in pots and poly bag capping etc,	Per pot	170
	3	Pot/tray filling with soil:FYM:sand mixture and other media in 15 trays of size (1.3x1.2x0.6)m	Per tray	15
	4	Digging and collection of virgin/forest soil and loading/unloading work in in 15 trays of size (1.3x1.2x0.6)m	Per (m3)	15
11	POLYTUNNEL OF SIZE(6.2X2.5X2.8)M AT Dhanda Farm			

	1	Seasonal multiplication of ornamental plants with daily maintenance work(sowing , watering, weeding, cutting, trimming etc. 100 pots 1.5 ft size	Per Pot	100
12	POLYHOUSE OF SIZE (10.8x3.8x3.8)m at Dhanda Farm			
	1	Mass multiplication of kiwi through cuttings and maintenance work of trays of average size (1.3x1.25x0.6) m 75-80 cutting per tray	Per Tray	17
	2	Digging and collection of virgin/forest solid and loading/unloading work in in 17 trays of size (1.3x1.2x0.6)m	Per (m3)	60
	3.	Filling of tray with soil:sand:FYM and other media	Per Tray	17
13	POLYTUNNELS (2) OF SIZE (10.2X5.2X4.6)M AT Dhanda Farm			
	1	Mass multiplication of pomegranate through cuttings and sowing of walnut seeds after preparation of beds etc.	Per m2	54
	2	Maintenance and irrigation and other works(seasonally)	Per tree	40
14	POLYHOUSE (Plant pathology) of size 10x5)m			
	1	Apple seedling transplantation from nursery beds with pathological trials	Per Pot	200
15	FRUIT PROTECTION			
	1	Fruit Protection from monkey menace, birds damage and wild deer and stray animals etc.	Per tree	2010
	2	Dhanda farm lab work and cleaning of glass ware etc. on each working day throughout the year	Per Hour	2080
16	Amartara Office cum Laboratory (Laboratory, Landscaping and removal of weeds and bushes works and other research work			
	1	Preparing of soil and FYM mixture for pot filling for poly house at Amartara office	Per Pot	1000
	2	Transplanting of seedlings in poly house, Spraying fungicide/pesticides in polyhouse and other structures, weeding etc. on each working day.	Per Seedling	1000
	3	Cleaning of glassware, pestle and mortars, sanitation of different laboratories and poly house for molecular plant pathology lab & assisting in office & dak etc.	Per Hour	2080
	4	Fruit storage experiments, washing of fruits, drying, application of spray	Per 100 Fruits	20
	5	Removal of bushes, weeds near new officer cum laboratory building and residential premises	Per m2	1000
	6	Beautification and landscaping New office including preparation of flower beds for seasonal flowers, pot filling and transplanting flowering plants etc,	Per m2	500
17	Dr. B.P.Pai research cum study centre, Shankli, Shimla			
	1	To make the rooms ready for guests daily, help in kitchen, to open and close water keys at the time of water supply, lifting of water as per requirements etc throughout the year	Per Hour	2504
	2	Beautification and landscaping work (throughout the year) including irrigation, making of beds for flowers, plants manuring and other maintenance work and changing of pots as per requirement	Per Hour	2504

NOTE : The description of works shown above are undertaken throughout the year. The quantum of work will be assigned intermittently as per the requirement. The firm must visit the Station at his/her own cost and acquaint himself/herself with the operational system of the Station before quoting the rates in order to see the quantum of work cited above.

Handwritten signatures and initials:
 1. A signature that appears to be "H. P. Pai".
 2. A signature that appears to be "Dr. B. P. Pai".
 3. A signature that appears to be "Ankur".
 4. A signature that appears to be "C".

SERVICE LEVEL AGREEMENT FOR JOB WORK CONTRACT

1. The firms are advised to survey the field/farm and operations to be executed before responding to the job contract. For this purpose, firm may contact Head/respective Farm In-charges of IARI, RS, Shimla.
2. The work may have to be attended at different intervals of times during the contract period as well as during day time which may varies from 9.00 am to 6:30 pm but not exceeding to the permissible hours for each man days.
3. The contractor/agency shall provide good and reliable persons with robust health and clean record as per labour acts prevalent in the concerned state government and comply with all the laws/acts of central/state govt. relating with this contract made applicable from time to time. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons thereof and the agency shall on replace such persons immediately. The contractor/Agency shall provide the list of workers working in the beginning of contract. Changing of workers/Supervisor should be intimated to the respective farm in-charges of Indian Agricultural Research Institute, RS, Shimla-171004. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract immediately.
4. All the personnel deployed will perform their duty in proper uniform and shoes/gum boots. The contractor/firm shall, at its own cost, provide suitable uniform/protected clothing (both summer and winter) to the personnel with identity cards. The contractor shall alone be fully responsible for safety/security and insurance or life insurance of their personnel and Institute shall not be liable for any compensation in case of any fatal injury/death of any manpower while performing/discharging their duties.
5. The personnel provided should be capable of reading, writing and speaking Hindi or English. The personnel with a minimum qualification of Middle Standard may be preferred. 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.
6. The personnel so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the personnel so engaged by the contractor in the aforesaid services.
7. The Contractor will make the payment of Wages from his/her own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith the monthly bill to this office for payment. The office will release the payment while presenting the bill in office in proper format & correct in all respect on reimbursement basis. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. Contractor will ensure minimum wages/EPF/ESI to be paid to the deployed personnel as prescribed by Centre Govt. from time to time and provide proof with monthly bill(s). He/she will maintain the record of wages paid, attendance, EPF, ESI etc deposit and submit such records to the authorized Officer of the Institute regularly every month along with the bill. The any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments. The IARI will deduct applicable TDS/Surcharge etc. if any from the Contractor's bill as per prevailing rules. The competent authority may verify the required equipments and manpower at any time failing which bill may be deducted accordingly on the basis of loss of work or contract can be cancelled. It will be the sole responsibility of the Contractor to ensure compliance with the labour laws and regulation in force. Institute will not have any liability on its part over such issues. In case service provider fails to make any statutory or contractual payment, then the IARI shall have the right to realize this amount from the Security deposit of the Contractor.
8. The workers should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of workers/supervisor is to go on leave etc. under intimation to this office.
9. The contractor or his/her workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The contractor will discharge all his/her legal obligations in respect of the workers/supervisors to be deployed by him/her 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 the Council/IARI 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 the Director, IARI shall be final and binding on the contractor. 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.

11. The contractor shall be responsible for any loss, theft or damage to the life and/or property of the employees of the IARI and/or property of the IARI shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of fault, negligence and/or lapse of the workers deployed by the contractor/agency. The contractor shall be liable to pay the losses and damages as decided by the competent authority, IARI. The amount of losses/damages will be recovered from either bills/security deposit of the contractor.
12. The terms and conditions as stipulated in the bid documents shall be part of the agreement which shall be executed between the IARI and successful bidder/contracting agency.
13. Successful bidder/Firm will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for awarded jobwork in a format attached (~~Annexure-VI~~) herewith this bid document.
14. The firm will have to provide all necessary equipment for carrying out crop activities as per scope of work.
15. The terms and conditions reflected in the format of draft contract agreement (~~Annexure-VI~~) attached are only tentative in nature and necessary changes, as deemed fit, shall be incorporated as per advice of Legal Cell, ICAR-IARI, at the time of awarding the Job/Work contract.

Handwritten signatures and initials:
- A signature that appears to be "Hary" with a checkmark.
- A signature that appears to be "G. S." with a checkmark.
- A signature that appears to be "Anand" with a checkmark.
- A signature that appears to be "C. S." with a checkmark.
- A signature that appears to be "di. A." with a checkmark.



Indian Agricultural Research Institute, Regional Station, Amartara Cottage, Shimla-171004
भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केंद्र, अमरतारा कॉटेज, कार्ट रोड, शिमला-171004(हि.प्र.)

मि.सं.5-29/2025-26/210

दिनांक:-4.06.2025

बिड दस्तावेज जॉब वर्क रेट कंट्रैक्ट विभिन्न फिल्ड/फार्म व प्रयोगशाला संचालन सेवाओं की आउटसोर्सिंग हेतु

BID DOCUMENT FOR JOB WORK RATE CONTRACT FOR OUTSOURCING OF VARIOUS SERVICES FOR FIELD/FARM & LABORATORY OPERATION WORK

आईटम कैटेगरी का नाम	कस्टम बिड (जॉब वर्क रेट कंट्रैक्ट विभिन्न फिल्ड/फार्म व प्रयोगशाला संचालन सेवाओं की आउटसोर्सिंग)
बिड सं./BID No.	GEM/2025/B/6308731 दिनांक 4.06.2025
बिड प्रस्तुत करने की समाप्ति की तारीख/समय Bid End Date/Time	26.06.2025, 15:00:00
बिड खोलने की तारीख/समय Bid Opening Date/Time	26.06.2025, 15:30:00
बिड ऑफर वैधता (स्नाप्ति तारीख के बाद Bid Offer Validity(From End Date)	180 दिन
अनुमानित राशि Estimated Cost	5300000/- (लगभग)
पत्राचार के लिये पता Address for communication	अध्यक्ष, भा.कृ.अनु.प.-भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय केंद्र, अमरतारा कॉटेज, शिमला-171004 Head ICAR-IARI, Regional Station, Amartara Cottage, Cart Road, Shimla-171004

अध्यक्ष, क्षेत्रीय केंद्र, शिमला

अध्यक्ष/Head

भा.कृ.अनु.प. क्षेत्रीय स्टेशन

अमरतारा कॉटेज, शिमला-171004 (हि.प्र.)

I.A.R.I., Regional Station

Amartara Cottage, Shimla-171004

बिड दस्तावेज / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	26-06-2025 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	26-06-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम / Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम / Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम / Office Name	Indian Agricultural Research Institute, New Delhi
क्रेता ईमेल / Buyer Email	dharam.walia@icar.gov.in
वस्तु श्रेणी / Item Category	Custom Bid for Services - Job Work rate contract for outsourcing of various services for field/farm & Laboratory operation work
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> Manpower Outsourcing Services - Minimum wage
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	16 Lakh (s)
उन्होंने/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज/ Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	No
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य / Estimated Bid Value	5300000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	106000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

(b) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Pr Scientist

Indian Agricultural Research Institute, New Delhi, Department of Agricultural Research and Education (DARE),
Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare
(Dharam Pal)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service

provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

BOQ/Financial document - [1749028282.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1749026995.pdf](#)

Payment Terms:[1749027016.pdf](#)

GEM Availability Report (GAR):[1749027108.pdf](#)

Instruction To Bidder:[1749027112.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1749027693.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1749027926.pdf](#)

Custom Bid For Services - Job Work Rate Contract For Outsourcing Of Various Services For Field/farm & Laboratory Operation Work (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Job Work rate contract for outsourcing of various services for field/farm & Laboratory operation work
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिचित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिचित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Sunil Kumar Garg	171004,IARI Regional Station Amartara Cottage Shimla	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Purchase Preference (Centre)

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

6. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in Bid document, ATC and Corrigendum if any.

7. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Head, IARI, Shimla
payable at
State Bank Of India at Shimla

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Head, IARI, Shimla

The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

10. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Head, IARI, Shimla
payable at
State Bank Of India At Shimla

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

11. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Head, IARI, RS, Shimla
payable at
SBI Shimla

After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

12. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Head, IARI, Shimla
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of

PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

13. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/in terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---