

**National Phytotron Facility**  
**ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE,**  
**NEW DELHI-110012**

**No.NPF/2020-21/Biological Activity**

**Dated: 08/06/2020**

**E-Procurement Tender Notice**

Indian Agricultural Research Institute (IARI) invites e-tenders for providing person(s) on job contract basis for “**Supporting Biological Activities at National Phytotron Facility, IARI, N.D-12**” for a period of one year and extendable by further one or more years subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.

Tender schedule:

Tender ID.	2020_DARE_563535_1
Bid Submission date	6/7/2020 1.00P.M
Date & time for opening of technical bid	7/7/2020 3.00P.M.
Validity of rates	180 days
EMD Amount	Rs.20000/-

On-line bids are invited under two-bid system through e-procurement system from registered/well- established/reputed firms for hiring the person(s) on job contract basis at NPF,IARI, New Delhi for a period of one year and extendable by further one or more years subject to satisfactory performance.

Tender form, terms & conditions and draft agreement can be downloaded free of cost from the website <http://eprocure.gov.in> and [www.iari.res.int](http://www.iari.res.int). On-line bids complete in all respects should be submitted through CPP portal <https://eprocure.gov.in/eprocure/apponly>.

In case, a holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The IARI reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted.

Administrative Officer

**Tender**  
**F.No.NPF/2020-21/Biological Activity**  
**National Phytotron Facility, ICAR-INDIAN**  
**AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI-**  
**110012**

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS FOR JOB CONTRACT FOR SUPPORTING BIOLOGICAL ACTIVITIES FOR ONE YEAR  
AT NPF,IARI

From: Admn. Officer (NPF)  
Indian Agricultural Research  
Institute Pusa, New Delhi-110 012

To

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Dear Sir(s),

Online Tenders are hereby invited by Incharge, NPF, IARI on behalf of Director, ICAR-IARI New Delhi for JOB CONTRACT FOR SUPPORTING BIOLOGICAL ACTIVITIES AT NATIONAL PHYTOTRON FACILITY FOR THE PERIOD OF ONE YEAR.

INSTRUCITIONS TO BIDDER

1)The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by this division as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

2)**An earnest money of Rs.20000/- (Rupees Twenty Thousand only)** must be deposited in the form of demand draft/pay order payable to Director, ICAR-Indian Agricultural Research Institute at New Delhi in person to AO,NPF,, IARI, New Delhi-12 on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the uploaded scanned tender documents. Such bids will be rejected out rightly. However, firms registered with the Central Purchase Organization/NSIC/MSME under relevant field are only exempted from submitting bids without EMD. In such cases firm must attach scanned copy of Registration Certificate.

3)The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting the Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the IARI. In the event of the offer made by the

tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the IARI.

4) The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders.

5) The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in.

6) If a tenderer does not accept the offer, after issue of letter of award by IARI within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.

7) Online tenders are invited under two-bid system through e-procurement system. EMD must be deposited during working hours i.e. 9.30 A.M. to 4.30 P.M. on all working days (except Second Saturday, Sunday and Gazetted Holidays) before the last date/time for submission of bids failing which bids will not be accepted. EMD must be in the form of Demand draft/Pay order/FD payable to Director, Indian Agricultural Research Institute at New Delhi.(No cheques will be accepted)

8) The rates quoted by each firm for job contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened online by the authorized officers.

**9)An amount of 10% of the invoice as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non- deposition of the same, the earnest money will be forfeited.**

10)No interest on security deposit and earnest money deposit shall be paid by the IARI to the tenderer.

11)The Service Provider shall abide by all the laws of land including labour laws (PF, Income Tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve IARI in anyway whatsoever. Compliance of these provisions shall be ensured at the times of making monthlypayments.

12) GST tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

13) Successful Bidder/tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.

Director, IARI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.

14) Decision of Director, IARI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure in settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

## **2) REQUIREMENT OF DOCUMENTS**

**The scan copy of following documents are required to be uploaded with the Technical Bid. Bid will not be considered in absence of these documents:**

- 1) Scanned copy of Earnest Money Deposit Rs. 20000/- (EMD)**
- 2) Scanned copy of Registration Certificate of the firm under Company/Shops & Establishment Act of the respective state for this purpose.**
- 3) Scanned copy of valid Licence under the Contract Labour (Registration & Abolition) Act, 1970.**
- 4) Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.**
- 4)5) Scanned copy of at least 20 numbers of Staff registered under ESI & EPF separately. (latest ECR)**
- 6) Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.**
- 7) Scanned copies of proofs of three year's experience of the firm along with work order of the last three years i.e. Apr.2016-Mar.2017, Apr.2017-Mar.2018 & Apr.2018-Mar.2019 in the field of providing such services in Central Govt. establishments/ autonomous bodies/corporations / reputed public or private organizations similar research labs with activities like sample processing and plants handling etc. provide the details in enclosed tabular form and duly certified scanned copies of the satisfactory services where the tenderer is providing the services for the three years.**
- 8) Scanned copy of proof of minimum turnover of the firm not less than Rs.25.00 lakhs (Rupees Twenty Five Lakhs Only) during each of the last three financial years i.e.2016-17,2017-18 & 2018-19.**
- 9) Scanned copies of Income Tax (PAN), /GST Registration Certificates with bank account details.**
- 10) Scanned copy of Audited financial statements for the last three years (scanned copy of the Profit & Loss A/c) statements along with balance Sheet of the firm for last 3 (three) financial years i.e.2016-17,2017-18 & 2018-19 by the Chartered Accountant.**

- 11) **The firm/agency must enclose a scan copy self given certificate indicating that there is no criminal legal suit pending or contemplated against it or blacklisted by Central Govt/ State Govt. Or autonomous body.**
- 12) **Scan copy of valid latest Bank Solvency Certificate. The bank solvency certificate should not be more than six months old and for value of Rs.4.5 lakhs.**
- 13) **Successful tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs.100/-.**

Only those firms will be considered for financial bid who will qualify in the technical bid

Admn. Officer

National Phytotron Facility

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT  
FOR “SUPPORTING THE BIOLOGICAL ACTIVITIES” AT THE NATIONAL  
PHYTOTRON FACILITY, IARI, NEW DELHI 12**

S c o p e o f w o r k

**Following biological activities are involved for the job work:**

**I. Biological experiment executing activities**

1. Rooting media preparation and filling of pots/trays for executing of experiments.
2. Loading and unloading of pots/trays in the autoclave for sterilization purpose.
3. Assisting biological officers in preparation of plant nutrients solutions.
4. Daily formulation of nutrient solutions using prepared stocks for the irrigation purpose.
5. Watering of plants in pots as per the schedule in each of the 9 Green houses each day.
6. Need based watering in pots/trays inside plant growth chambers (Nos. always be lesser than 22 depending upon the engagement).
7. Washing/cleaning of plastic pots, trays and labels along with trolleys used in the biological experiments.
8. Need based plant protection measures to be taken by spraying of insecticides/fungicides etc. to the plants as separated by biological officers of NPF.

**II. Operational activities**

- a. Need based shifting of plants/pots to different plant growth chambers/ greenhouses as and when required.
- b. Tying of plants for their support, if required during its growth.
- c. Regular frequent picking of dried leaves/twigs of the plants and discarding them from 10 greenhouses and 22 plant growth chambers and cleaning of equipped labs (5 in Nos.), Tissue Culture area and 5 utility rooms as suggested by the biological officers of the NPF.

**III. Bio safety activities**

- a. Discarding of planting material and rooting mixture of both non-transgenic and transgenic experiments in the transgenic dumping pits along with the hazardous wastes appropriately as suggested by the biological officers.
- b. Cleaning of the transgenic dumping pits as and when required.

**Terms & Conditions specific to work:**

1. Rates must be quoted lump sum for above listed all the activities.
2. The workers on duty must be highly skilled, of beyond doubtful integrity and experienced enough to perform the above duties. Out of them, one person should be qualified enough to understand the activities listed above so that he may take leadership to handle others and follow the directions clearly as and when instructed by the concerned officer.
3. Firm to whom the work will be awarded will sign an agreement on the ICAR format enclosed.

**GENERAL TERMS & CONDITIONS:**

- 1 *The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisors to go on leave under intimation to this office.*
- 2 *Changing of Staff/Supervisor should be intimated to **contract Supervisor, NPF.***
- 3 *The Director, IARI reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. 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 contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IARI for the purpose. All complaints should be immediately attended to by the Agency.*
- 6 *Uniform with color specifications and pattern approved by NPF should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty*
7. *The agreement is terminable with one month notice from our side and three months notice from contractor side. Also, NPF, IARI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred an account of this can be recovered from S.D. or pending bills or by rising a separate claim.*
- 8, *The contractor shall not sublet the work without prior written permission of the NPF.*
- 9 *The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded*
10. *The selected agency shall provide the necessary personnel for NPF as per labour acts prevalent in NCT of Delhi The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.*
- 11 *The persons so provided by the agency under this contract will not be the employee of the NPF and there will be no employer-employee relationship between the NPF 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 contracting agency will submit the proof of deposit of EPF & ESI with the concerned department in the form of ECR along with the bills to be submitted to the Division in respect of the person so deployed.*
- 14 *After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the NPF shall have to be furnished along with the Tender, However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year or till the extended period, if any.*

14. *The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The NPF shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.*
15. *Wages to be paid to the contractual manpower will be as per Minimum Wages prescribed by the Govt. of NCT of Delhi. Current wages and allowances will be applicable.*
16. *The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, IARI shall be final and binding on the contractor.*
17. *TDS will be deducted from the payments due for the work done as per rule.*
18. *The workers deployed by the contractor for the execution of the above job should not leave their points unless and until the reliever comes for assigned duties, supervisor will maintain all the registers, which are kept at concerned Section,*
19. *Changing of Supervisor/Staff should be intimated to the NPF.*
20. *The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt, relating to this contract made applicable from time to time.*

**LIQUIDATED DAMAGES CLAUSE:**

- 1.** An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by NPF and if no action is taken within one hour liquidated damages clause will be invoked.
- 2.** Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- 3.** If the required number of workers/supervisor are less than the minimum required as a penalty of Rs 500/- per worker per day will be deducted from the bill.

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



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

Sl. No.	Name of the Dept. Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

**(Authorized Signatory)**

**F.No.NPF/2020-21/Biological Activity**

**FINANCIAL BID(TO BE FILLED AS PER BOQ)**

To,

Admn. Officer (NPF)  
Indian Agricultural Research Institute  
Pusa, New Delhi-110 012

Sir, I/We wish to submit our price bid for **THE JOB WORK/SERVICE CONTRACT FOR “SUPPORTING THE BIOLOGICAL ACTIVITIES” AT THE NATIONAL PHYTOTRON FACILITY, I.A.R.I, NEW DELHI 110 012** on the following rates.

No.	Particulars	Per Month
	Monthly rate consolidate rate offered for “Supporting Biological Activities at NPF” (Wages not less than rate fixed by Govt. of NCT of Delhi ) (To be quoted by the bidder)	
	Add: Taxes applicable	
	<b>Total</b>	<b>(in figures)</b>
		(Rs In words)

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

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

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

**DRAFT SPECIMEN AGREEMENT**

This agreement is made at ..... (place)..... on ..... (month/year) ..... \_day of between ..... (Institute)..... (hereinafter called Institute) through ..... (designation of the competent authority in the Instts.)..... which term shall include its successors, assignees etc. on the first part and .....(name & address of the firm) ....., (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part

Whereas the..... (Institute) ..... has decided to assign the annual job work contract for providing ..... (nature of job) ..... at ..... (Name of the Instts.)....., ..... (location) ..... to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows

- I. This agreement shall come into force w.e.f.....(date)..... and will remain in force for a period for one year but can be terminated by (name of the Instts.) by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work 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 all times and for all purpose be deemed to be employee of the firm and the ..... (name of the Instt.) ..... shall have no liability on this account in any manner..
5. That the Firm shall ensure that all persons deployed at .....(name of the Instt.) premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. T h e . . . (name of the Instt.) ..... shall have the right to ask for the removal from the ..... (name of the Instt.) ..... Premises any Personnel considered by the ..... (name of the Instt.) ..... to be incompetent,disorderlyoranyotherreasonandsuchpersonshallnotagain

Be deployed with out the consent of the.....(name of the Instt.).....

7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.) No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providing services at (name of the Instt.) is as per terms and conditions specified and scope of work as per Schedule-1 in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency 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 Instt.) 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 employees 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 Instt.).....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 Instt.)..... may 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 services 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, workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Finn agrees to indemnify and keep indemnified (n a m e o f t h e I n s t t.) on account of any failure to comply with the obligations under various laws or d a m a g e to (name of the I n s t t.) d u e t o 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 Instt.) 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 Instt.) ..... 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 or .....(name of the Instt.).....
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to anyone else.
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 shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a coordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE**

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by NPF and if no action is taken within one hour liquidated damages clause will be involved 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.
- 2 If the required number of workers/supervisor are less than the minimum required as a penalty of Rs.500/-per worker per day will be deducted from the bill.

The decision of.....(competent authority in the Inst.) ..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

**(For the Institute)**

Witness:-

1. \_\_\_\_\_
2. \_\_\_\_\_

## Check List

**Bid will not be considered in absence of these documents:**

Sl No.	Documents	Yes	No.
1	Scanned copy of Earnest Money Deposit Rs. 20000/-		
2	Scanned copy of Registration Certificate of the firm under Company/Shops & Establishment Act of the respective state for this purpose.		
3	Scanned copy of valid Licence under the Contract Labour (Registration & Abolition) Act, 1970		
4	Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.		
5	Scanned copy of atleast 20 numbers of Staff registered under ESI & EPF separately (Latest ECR)		
6	Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.		
7	Scanned copies of proofs of minimum three year's experience of the firm alongwith work orders of the last three years i.e.Apr.2016-Mar.2017, Apr.2017-Mar.2018 & Apr.2018-Mar.2019 in the field of providing such services in Central Govt. establishments/ autonomous bodies/corporations / reputed public or private organizations similar research labs with activities like sample processing and plants handling etc. provide the details in enclosed tabular form and duly certified Scanned copies of the satisfactory services where the tenderer is providing the services for those three years.		
8	Scanned copy of proof of minimum turnover of the firm not less than Rs.25.00 lakhs (Rupees Twenty Five Lakhs Only) during each of the last three financial years i.e.2016-17 to 2018-19.		
9	Scanned copies of Income Tax(PAN), /GST Registration Certificates, TIN number, with bank account details.		
10	Scanned copy of Audited financial statements for the last three years(copies of Profit & Loss A/c) statements along with Balance Sheet of the firm for last 3 (three) financial years i.e.2016-17 to2018-19 by the Chartered Accountant.		
11	The firm/agency must enclose a scan copy of self given certificate indicating that there is no criminal legal suit pending or contemplated against it or blacklisted by Central Govt/ State Govt. Or autonomous body.		
12	Scan copy of valid Bank Solvency Certificate. The bank solvency certificate should not be more than six months old and for value of Rs.4.5 lakhs.		