

# CENTRAL POTATO RESEARCH INSTITUTE

SHIMLA – 171 001 (HP)

F.No.03-17/2017/Estt.II/

Dated the 30<sup>th</sup> January, 2017

## NOTICE INVITING TENDER

On behalf of the Secretary, ICAR, the Director, Central Potato Research Institute, Shimla invites e-tenders from the registered contractors/service providers on the prescribed tender form for execution of following services on contract basis at CPRI, Shimla and its Regional Stations.

Sr. No.	Name of work	Duration	EMD (Rs.)
1.	Providing (Watch & Ward) services at CPRI, Shimla (04 Pickets)	01.04.2017 to 31.03.2018	Rs.35, 000/-
2.	Providing (Watch & Ward) services at CPRIC, Modipuram (06 Pickets)	-do-	Rs. 60,000/-
3.	Providing (Watch & Ward) services at CPRS, Patna (02 Pickets)	-do-	Rs. 20,000/-
4.	Providing (Watch & Ward) services at CPRS, Muthorai, Ooty (02 Picket)	-do-	Rs. 15,000/-
5.	Execution of various field/farm operations at CPRS, Kufri/Fagu (HP)	-do-	Rs. 75,000/-
6.	Execution of various field/farm operations at CPRS, Shillong.	-do-	Rs. 35,000/-
7.	Execution of various field/farm operations at CPRS, Muthorai, Ooty.	-do-	Rs. 80,000/-
8.	Execution of various field/farm operations at CPRS, Jalandhar	-do-	Rs. 1,00,000/-
9.	General Cleanliness & Sweeping work at CPRS, Jalandhar, (Punjab).	-do-	Rs. 5,000/-
10.	General Cleanliness & Sweeping work at CPRS, Patna (Bihar).	-do-	Rs. 10,000/-

The tender documents alongwith detailed terms & conditions can be downloaded from our website <http://cpri.ernet.in> or GOI portal <http://eprocure.gov.in>. The tender cost of Rs. 500/- is required to be submit in the shape of Demand Draft in favour of ICAR Unit-CPRI, payable at Shimla. There will be a separate tender for each work, as such, the contractor/bidder is required to submit tender cost separately for each work. The tender can be submitted/ **uploaded by 21.02.2017 upto 1:00 PM**. The technical bids will be opened on **22.02.2017 at 2:00 PM** and the financial bids only of the tenders qualify technically will be **opened later on and the concerned bidders will be intimated through fax/email accordingly**.

The Director, CPRI, Shimla reserve the right to accept or reject any or all the tenders without assigning any reasons.

Sd/xxx

**Not to be returned with tender**

**Annexure: I**

**CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA**

**NOTICE INVITING TENDER**

**Tender form/ documents for various field/farm operational work on contract basis at CPRS, Muthorai for the year 2017-18.**

F.No. 03-13/2008/Estt.-II/Ooty

Dated: 30<sup>th</sup> January, 2017

**1. Tender Document**

- 1.1** Cost of Tender : Rs. 500/-  
**1.2** Total No. of pages : 21 (including tender notice)

**1.3 2. Submission and opening of Tender Form**

- 2.1 Tender to be addressed to : Director, CPRI, Shimla  
2.2 Last date of downloading of tender form : 20.02.2017 upto 4:30 PM  
2.3 Last date and time for submission : 21.02.2017 upto 1:00 PM  
2.4 Date & time of opening Technical bids : 22.02.2017 at 2:00 PM  
2.5 Date & time of opening Financial bids : To be intimated later om  
2.6 Validity of tender : 90 days from the date  
of opening of Financial Bid

**Note :**

1. The Director, CPRI, Shimla may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of acceptance/opening of tenders is declared to be a public holiday, the tenders shall be accepted/ opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. The tender form can be downloaded from our website <http://cpri.ernet.in> or GOI portal <http://eprocure.gov.in>. The tender cost of Rs. 500/- is required to be submitted in the shape of Demand Draft in favour of ICAR Unit-CPRI, payable at Shimla” in original alongwith the document of technical bid and upload a scanned copy of the same alongwith tender failing which the tender will not be accepted.
4. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisites/ requirements of the Service Contract, Schedule of Job Requirement, (Annexures-I to V). Submit tender (Technical bid Offer/Bid form, Questionnaire and Schedule of work experience(Annexures VI to VIII) and Financial bid alongwith Bid Price and Declaration (Annexure IX & X) alongwith the necessary documents as required to be attached with the tender.

## **1. Earnest Money Deposit (EMD)**

- 1.1 All the bidders have to deposit EMD of Rs. 80,000/- in the shape of bank draft in favour of **ICAR Unit-CPRI**, payable at Shimla which should reach in the office of AO (E-II), CPRI, Shimla before opening of the Technical Bids and scanned copy of the same must also be uploaded on the CPP portal failing which the tender will be rejected straightway.
- 1.2 The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit while EMD of unsuccessful bidders will be released within 30 days after the award of the contract.
- 1.3 No interest is bearable on the EMD.
- 1.4 No request for transfer of any previous deposited Earnest Money will be entertained.
- 1.5 It is understood that the tender document issued to the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. Should the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.
- 1.6 If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money forfeited.

## **2. Preparation of tender**

- 2.1 There will be two bids system. The technical bid should consist Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during last 2-3 years (Annexure VIII). It can also be sent as the hard copy which should reach on or before opening of tenders in the office of AO(E-II), CPRI, Shimla. The Financial bid should consist of Format of Bid Rate/Price Schedule (Annexure IX) and Declaration (Annexure X). The scanned copies of bids should be uploaded by the bidder in separate covers as per CPP Portal format. The scanned technical bids will be opened in the first instance for scrutiny and at the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking for awarding the contract.
- 2.2 The Technical bids will be opened on 22.02.2017 at 02:00 PM on the CPP Portal. The date for opening of the financial bids will be intimated through fax/email well in advance to the technically qualified firms/bidders later on.
- 2.3 The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal.
- 2.4 Each page of the annexures (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped
- 2.5 In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively, bear the Tender number and signed by authorized signatory. In such case, reference to the additional pages must be made in the tender form.
- 2.6 If any modification of the schedule is considered necessary, you should communicate the same by mean of a separate letter sent/upload with the tender.
- 2.7 No addition and alteration shall be made in the tender form. In case of any over writing in the tender form, these should be neatly initialled with date before signing and submitting tender.

- 2.8 The Price bid quoted in BOQ must include price of all items of goods/liabilities on part of bidders for all jobs. Any hidden charges, if found later at any stage, in any form would lead to cancellation of bid/contract.

### **3. Signing of Tender**

- 3.1 Front/each page of the tender shall be signed by the bidder/firm/agency or a person or persons duly authorized to bind the firm/bidder to the contract.
- 3.2 The tender is liable to be ignored if complete information is not given therein or if the particulars in the schedule to the tender not fully filled in. Specific attention must be paid to the General Conditions of the Contract as the contract entered into would be governed by them.
- 3.3 Individual signing the tender or other documents connected with the contract must specify whether he signs as:
- a) A sole proprietor of the firm or constituted attorney of such sole proprietor.
  - b) A partner of the firm if it be a partnership, in this case he must have authority to refer the arbitration dispute concerning the business of the partners admitting execution of the partnership agreement or a power of attorney.
  - c) Constituted attorney of the firm if it is a company.

#### **N.B:**

1. In case of (a), a copy of the partnership agreement or general power of attorney, in either case attested by Notary should be furnished unless or affidavit on stamp paper of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.
2. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender form and all the other related documents must be signed by every partner of the firm.
3. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to **warranty** that he has authority to bind with other and if, on enquiry it appears that the person so signing has no authority to do so, the CPRS may, without prejudice to other civil and criminal remedies, cancel the contract and held the signatory liable for all costs and damages.

### **4. Delivery of tender:**

Tenders should be submitted/uploaded by the bidder in separate covers as per CPP portal format and also sent hard copy of documents enclosed with Technical Bids by Regd. /Speed post addressed to Admin Officer (E-II), CPRI, Shimla - 171 001(HP) to authenticate the genuineness of documents uploaded . Unless otherwise specified in the schedule, the tender must reach this office not later than 1:00**pm** on the date of opening of the tender. Hard copy of Technical Bids should be put in the Tender Box kept in the office of **AO, Estt-II Section** not later than the due date and time . If the scheduled date is declared as holiday, the delivery of tender & opening will be on next working day at the same time

### **5. Validity of tender**

Intending agencies/firms should note that their offers should remain open for acceptance for 90 days from the date of opening of tender. If the firms are unable to keep their offers open

for the specified period, they should specifically state in the tender form the period up to which they want their tenders to remain open for acceptance. In the absence of such specifications in the tender, it will be presumed that their offers will remain open for acceptance for the period as specified in the schedule.

**NB:** Tenders with vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

## **6. Opening of tenders:**

You are at liberty to be present or authorized a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.

## **7. Rates:**

The rates should be quoted in lump-sum amount in respect of all the field/farm operations and other related activities mentioned in the schedule of job requirement (Annexure-V) keeping in mind the quantum of work/activities to be done during the period. The rates should not be proposed on the basis of manpower deployed under this contract. However, the rates thus quoted should be inclusive of **minimum wages as notified by the concerned State Govt./Central Govt. whichever is on the higher side**, EPF, ESI, payable under Minimum Wages Act. The quoted amount should be inclusive of any other Govt. levies, if any and Service Charges of the Contractor. No request for alternation in the rates, once quoted will be entertained within the period of contract. The rates quoted for job contract in Tender be given both in words and figures failing which the same is liable to be rejected.

## **8. Right of Acceptance:**

This office does not pledge itself to accept the lowest tender and reserves itself the right of accepting the whole or any part of the tender. Conditional Tenders will not be accepted.

-----

**Annexure: III**

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

**GENERAL CONDITIONS OF CONTRACT**

**1. Definitions**

In this contract, the following terms shall be interpreted as indicated:

ICAR-“CPRS” means ICAR- Central Potato Research Station, Muthorai, Ooty (a Principal Employer for hiring manpower)

“Contractor/Tenderer/Service Provider” means the individual, a firm/agency, who intends to provide manpower on contract basis to ICAR- CPRS.

“Contract” means a legal agreement entered into between the ICAR- CPRS and the Service Provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

“Contract Price” means the price payable to the Service Provider under a contract for the full and proper performance of its contractual obligations.

“Manpower” means unskilled labour to be provided on contract.

“Service” means all the manpower which the Service Provider is required to provide to the CPRS in terms of a contract.

**2. Application**

These General Conditions of Contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract.

2.1 In case the tenderer wants to furnish in a separate covering letter any additional information/particulars or quote conditions (e.g. those relating to allowance, discount, rebate, etc.) which cannot be accommodated in the tender form an indication to that effect should be given in the tender form by means of a note. In the absence of such indication to that effect should be given in the tender form the contents of the covering letter will be ignored in consideration of tender.

2.2 Tenders must give specific answers against each of the questions. Tenders containing equivocal or evasive will be ignored. Services offered should conform to particulars quoted in the schedule, if there is any deviations, the details must be stated.

### **3. Conditions of Contract**

As contained in General Conditions of Contract and Annexure to the tender attached herewith. Terms & conditions of the tendering firms/agencies not appearing in the body of tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to the Invitation to tender and Instructions to Bidder/Tenderer. In case any term & conditions of contract applicable to this Invitation to tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.

### **4. Security Deposit**

- 4.1 The successful firm/agency will have to submit acceptance letter on receipt of contract award and deposit a security amount equivalent to **10% of the total contract value** in the office of the ICAR- CPRS valid up to one year/contract period after the date of completion of all contractual obligations. In the event of non-deposition of the same, it will be presumed that the said contractor is not interested to undertake the job/contract and the earnest money will be forfeited.
- 4.2 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contract satisfactorily.

### **5. Payment**

The payment shall be made in the first week of every succeeding month. The Contractor/firm shall send its claim (with relevant documents, as required) to the Head, ICAR- CPRS, Muthorai, Ooty. Before claiming any payment, the Contractor/Firm shall ensure that all the contractual obligations like minimum wages deposition of EPF & ESI etc. have been duly fulfilled.

### **6. Termination of Contract**

The CPRS, without prejudice to any other remedy for breach of contract, may, by written notice of default sent to the Service provider, terminate the contract in whole or in part, if the Service Provider fails to provide the services or fails to perform any other contractual obligation(s) within the time period specified in the contract given by ICAR- CPRS.

### **7. Liquidated damages**

In case any deployed person of the contractor during the course of duty or to otherwise damages, destroy, defaces or spoils any of the properties of CPRS, the contractor will be held responsible for the same to the extent of financial liability and the same shall be recovered from the contractor's bill or Security deposit.

### **8. Performance of Evaluation**

- 8.1 Successful contractor will have to enter into a detailed contract agreement with CPRS on Non-Judicial Stamp Paper of appropriate value before commencement of work. The quality assurance of the contractor shall be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports furnished by the Contractor.
- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the ICAR- CPRS, Muthorai, Ooty.
- 8.3 Appropriate records in reference to above shall be maintained by the Contractor at his own cost.

- 8.4 The Contractor shall not at any stage cause or permit any nuisance at the premises of ICAR- Central Potato Research Station, Muthorai, Ooty or do anything which may cause unnecessary disturbance or inconvenience to ICAR- CPRS staff on duty.

## **9. Resolution of disputes**

- 9.1 If any dispute or difference of any kind shall arise between the ICAR- CPRS and the Contract/Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 9.2 If after 30 days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the ICAR- CPRS or Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 9.3 All question disputes or differences under in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of Tender is issued, is situated.
-



**Annexure : IV**

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

**PRE-REQUISITE/REQUIREMENT OF THE TENDER**

1. Tender must be from reputed leading registered Firms/Agencies/Contractors/Service Providers having experience and expertise of work in Govt./Semi Govt. organization/Public Sector undertaking.
2. The Firm/Agency/Contractor should have valid ESI/EPF/Service Tax number etc. on the date of opening of tender.
3. Tender should be submitted only on CPP portal <http://eprocure.gov.in> after downloading through GOI CPP portal or from our website: <http://cpri.ernet.in> . However, documents of Technical Bids alongwith, cost of Tender and EMD duly filled in a sealed envelope may be sent in the name of Admin Officer (E-II) CPRI, Shimla (HP) or put in the tender box kept in Estt-II Section and ensure that the same is received in the office within stipulated time. Tender received after the due time and date will not be accepted and returned in original.
4. Tender alongwith its annexures (required to be sent with tender) should be returned intact and pages should not be detached.
5. Tender shall be opened on the given date and time by the authorized digital signatory only in the presence of tenderers or their representatives, if any
6. The Head, ICAR- CPRS, Muthorai, Ooty does not bind himself to accept the lowest tender and reserve the right to reject or partially accept any or all the tenders received without assigning any reason.
7. Tenderer should give full detail of the rates in figures as well as in words. The rate should be inclusive of ESI, EPF, etc. if any, if applicable and any kind of Govt. levies payable under the minimum wages act. In the prescribed Format of Bid/Rate Schedule.
8. Conditional tenders are liable to be rejected.
9. The firm/agency/contractor should submit details about its yearly turn over and also submit photo copies of the following documents so as to consider eligibility for the contract :
  - a. Registration certificate of the contractor/firm from any registration agency/under contract labour (Regulation & Abolition) Act, 1970.
  - b. EPF registration certificate issued by concerned department.
  - c. ESI registration certificate issued by concerned department.
  - d. A list of similar work orders, if any, awarded in favour of the firm/contractor by the different Govt./semi Govt./PU during the last THREE years.
11. In case, the successful firm/Agency fails to provide the labourers for execution of Work within the stipulated time/period, the EMD shall be forfeited and no correspondence in this regard will be entertained.
12. The CPRS will evaluate and compare the bids duly quoted the contractor which are substantially responsive i.e properly prepared, signed and meet the required terms and conditions etc. The contract will be awarded to the contractor whose tender will be determined to be responsive and offering the best/lowest evaluated price.

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)  
SCHEDULE OF JOB REQUIREMENT**

**A) DESCRIPTION OF FIELD AND FARM OPERATION WORK FOR SEED CROP**

Sr. No	Details of various field/farm operations	Area (Approx.)	Period of operation
<b>A. SEED CROP</b>			
1.	<b>Potato planting</b> Transportation of seed material, fertilizer, pesticide and farm yard manure to the tractor and unloading nearer to the planting point. Making furrows as per spacing, application of fertilizer, nematicide in furrows and mixing the same in to the soil, placement of seed tuber as per spacing, application of farm yard manure in the furrows and covering the seed material with soil and formation of ridges.	6 .88 ha Summer 0.80 ha Autumn 0.20 ha Spring, 18	Apr - May 17 Aug- Sep 17 Jan - Feb 18
2.	<b>Intercultural operations:</b> a)Pre-emergence weedicid spraying	6 .88 ha Summer 0.80 ha Autumn 0.20 ha Spring, 18	May - Jun 17 Sep - Oct 17 Feb- Mar 18
	b)First weeding/hoeing at 20-25 days after planting (need based)	6 .88 ha Summer 0.80 ha Autumn 0.20 ha Spring, 18	May - Jun 17 Sep – Oct17 Feb- Mar 18
	c)Applying fertilizer and hoeing at 35-40 days after planting (Loading of fertilizer to the tractor and unloading nearer to the application point and its application)	6 .88 ha Summer 0.80 ha Autumn 0.20 ha Spring, 18	May - Jun 17 Sep – Oct17 Feb- Mar 18
	d) Earthing up at 45-50 days after planting	0.20 ha Spring, 18 6.88 ha Summer 0.80 ha Autumn	Apr 17 June – July17 Oct- Nov 18
	e) Spraying of fungicide and insecticide per spray (approx. 6-8 times) (Transportation of chemicals and water nearer to the application point and its application power sprayer).	0.20 ha Spring, 18 6.88 ha Summer 0.80 ha Autumn	As and when required throughout the cropping period
	f) Haulm killing by chemical and hand weeding before harvest	0.20 ha Spring, 18 6.88 ha Summer 0.80 ha Autumn	May-Jun 17 Aug –Oct 17 Nov –Dec 17

3.	<b>Potato Harvesting</b> Harvesting and loading of potatoes to the tractor and unloading to the store.	0.60 ha Spring ,17 6.88 ha Summer 0.80 ha Autumn	May-Jun 17 Oct- Nov 17 Nov -Dec 17
----	---	--	--

## B) EXPERIMENTAL CROP

Sr. No	Details of various field/farm operation	Area (Approx.)	Period of operation
1.	<b>Potato planting:</b> Transportation of seed material, fertilizer, chemicals, pesticide and farm yard manure to the tractor and unloading nearer to the planting point. Layout of the experimental trial plot as per trial plot size and path between plots. Treating the seed tubers as per the requirement, taking furrows as per specification of plot size. Application of fertilizer in furrows, placement of seed tuber as per spacing, application of nematicide in furrows, application of farm yard manure in the furrows and covering the seed material in the furrows, planting of intercrop <i>viz.</i> , Cabbage, Carrot, Beans and Radish as per specification.	1.60 ha Summer 0.60 ha Autumn 0.60 ha Spring, 18	Apr - May 17 Aug- Sep 17 Jan - Feb 18
2.	<b>Intercultural operations:</b> First weeding at 20-25 days, applying fertilizer and hoeing at 35-40days, earthing up at 45-50 days, Hand weeding and spraying of fungicide and insecticide (6-8 times). Pre emergence weedicide spray, field emergence observation in all the experiments, first weeding in all the experiments, intercultural operations for inter crop like Cabbage, Carrot, Beans and Radish etc. Making pegs and labeling in the different experiments, uprooting potato plants at different interval in experiment for study, cutting potato tuber for dry matter analysis, measuring plant growth characters like plant height (cm), No. of compound leaves. No. of stem/shoot etc. at different intervals in the experiments, Taking grid sample and weighing separated into root, stem, leaves etc. Rogueing at 35-55 days after planting in the all experiments, Hybridization work and bagging berries, collection and extraction of true potato seed, seedling raising and intercultural operations, Different dose of fertilizer and furadon application at different intervals in the experiment. Observation on crop canopy, fresh weight and dry matter etc. application of fertilizer and hoeing after 35-40 days of germination. Earthing up after 45-50 days of planting, hand weeding at 60-75 days, spraying of	1.60 ha Summer 0.60 ha Autumn 0.60 ha Spring, 18	Apr-Jun 17 May-Oct 17 Sep-Dec 17 Feb-Mar 18

	fungicide/insecticide (6-8 sprays), haulm killing by manually/ chemical spray and taking soil samples for cyst count etc.		
3.	<b>Potato harvesting:</b> Potato harvesting in the experimental area. Observation to be taken on no. of tuber and weight per plant, no. of tuber and weight per plot. Harvesting of intercrop observation to be taken on no. per lot, total weight of produce/plot, Taking of soil sample after inter crop harvesting. Grading of seed tuber based on seed size (Large, medium and small) and counting tuber and weighing, filling in gunny bags/polythene bags and transporting harvested material to potato stores. Sorting the tubers in the store, storage of counted tubers in plastic boxes/racks, collection of potato samples, cutting tuber in to pieces for fresh and dry matter analysis and taking soil samples for cyst count etc.	1.60 ha Summer 0.60 ha Autumn 0.60 ha Spring, 17	May-Jun 17 Aug-Oct 17 Nov-Dec 17
<b>C. Farm Management works: Entire farm area during the whole contractual period</b> <ol style="list-style-type: none"> <li>1. Making drainage channels along with farm road side, seed production and experimental area (two times during season).</li> <li>2. Bush cutting on the terraces and farm boundaries and weedicide spray (3-5 times).</li> <li>3. Reclamation work in the farm area</li> <li>4. Making fire line around the farm area (one time)</li> <li>5. General cleaning around the entire farm area including office premises.</li> <li>6. General cleaning works around the quarters premises.</li> <li>7. Repairing of fences as and when required.</li> <li>8. Garden maintenance throughout the year.</li> <li>9. Collection of left over tubers after harvesting (per ha).</li> <li>10. Sowing of green manure crop (per ha).</li> <li>11. Looking of different works in the poly/glass house.</li> <li>12. To carry out minor repair works in the pipelines.</li> <li>13. Laying out of drip irrigation system during spring season.</li> <li>14. Irrigating the autumn/spring crop as and when required.</li> <li>15. Side drimming in bund area</li> <li>16. Cleaning waste grasses and weeds in planting area.</li> </ol>		Entire farm area	Apr 17-Mar 18

<p><b>D. Miscellaneous works:</b></p> <p><b>Driving Tractor :</b></p> <ol style="list-style-type: none"> <li>1. Disc ploughing</li> <li>2. Disc harrow</li> <li>3. Tilling/ploughing <ol style="list-style-type: none"> <li>a. At the time of planting</li> <li>b. After harvest collecting L.O.P</li> <li>c. Sowing of green manure Rotavator with mini tractor</li> </ol> </li> <li>4. Transporting of FYM to field.</li> <li>5. Transporting potato seed material to field and harvested material to store.</li> <li>6. Leveling of terraces as and when required.</li> <li>7. Collection of L.P.O after harvesting.</li> <li>8. Disk ploughing in buckwheat incorporated</li> <li>9. Other miscellaneous work</li> </ol>	<p>Entire farm area</p>	<p>Apr 17-Mar 18</p>
--	-------------------------	----------------------

## TERMS & CONDITIONS OF JOB CONTRACT

1. The intending contractor may survey campus/work to be done before submitting the tender. For this purpose, he may contact Scientist In charge, Farm Management of Head, ICAR - CPRS, Muthorai, Ooty
2. Labourers to be deployed should be within the age group of 20 to 50 yrs. with robust health. In case any of the workers so provided is not found suitable, the Head of Station shall have the right to ask for its replacement without giving any reasons, and the agency shall on receipt of a written communication will have to replace such persons immediately.
3. All the consumables (brooms, disinfectant etc.) required for cleaning work shall be provided by the office but minor implements like spade, hoe, sickle, saw, wood cutting tools etc. for the maintenance of Estate shall be used by the contractor from his own resources.
4. Since the above field work is required to be completed within the stipulated period, as such, the labour units can be increased/decreased as per requirement of the one part/first party from time to time.
5. In case, any deployed worker of the contractor suffer by any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such employee for medical expenditure and or expenditure incurred for rehabilitation and ICAR - CPRS would have no liability towards damages claimed by such employee. Any statutory benefits of any sort to the deployed person of the contractor under any Act or law of the time being in force would be the sole liability of the Contractor and not that of the ICAR- CPRS.
6. The workers so provided by the agency/contractor under this contract will not be treated as employees of the ICAR- CPRS and there will be no employer-employee relationship between the ICAR- CPRS and the workers so provided.
7. The contractor is bound to maintain the services of the deployed personnel in the contract. In case he fails to operate or maintain the services either through wilful absence of his staff, negligence, incompetence, failure or otherwise, the Head ICAR- CPRS, Muthorai, Ooty reserve the right to terminate the contract and recover the such amount of expenditure incurred to rectify the lapse or deduct the necessary amount for the lapse as deems fit from the bill of the contractor.
8. The contractor will ensure that all the deployed workers are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties.
9. The work shall be executed strictly as per the schedule of work and instructions of the Head/Scientist In-charge, Farm Management, ICAR- CPRS, Muthorai, Ooty.
10. The contractor will have to ensure **timely payment of wages strictly as per Minimum Wages Act to the deployed labourers in their bank account by 7<sup>th</sup> of each month** and maintain the relevant record of their attendance, ESI, EPF etc. (if applicable), and submit such record to the authorized Officer of the Station regularly every month along with the bill or for scrutiny of the authorized officers as and when required.

During the contract period, **no accommodation will be provided by ICAR- CPRS to the contractor and his deployed workers.**

11. **The Service Tax is not applicable** on this contract. However, any other tax which is as per the rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department. TDS/surcharge shall also be deducted at source from the bills of the successful contractor as per rule.

12. The Contractor shall be responsible to pay minimum wages and other statutory obligation to the labourers deployed by him, abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining license under Contract labour (R&A) Act, 1970 and any labour laws from time to time.

13. The contractor or his workers will abide by rules & regulations of ICAR- CPRS, Muthorai, Ooty and maintain good discipline and decorum.

14. The successful contractor will have to obtain a license for execution Field/farm operational work of ICAR-CPRS, Muthorai, Ooty from Asstt. Labour Commissioner (Central), \_\_\_\_\_ for a maximum of \_\_\_\_\_ workers a day. This document will have to be submitted by the successful contractor to this office before the start of work/within one month.

15. The contractor will provide and maintain specified FIRST AID BOX at the premises and observe rules and laws as required by Contract Labour (R&A) Act, 1970 and Contract Labour (R&A), Rules, 1971 and as amended from time to time.

16. The successful Contractor/Agency will have to enter into an Agreement Deed

17. The certificate issued by the National small industries corporation limited for exemption of EMD will not be accepted.

---

**TECHNICAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)  
OFFER/BID FORM**

From :

Dated \_\_\_\_\_

Shri/M/s \_\_\_\_\_  
Address: \_\_\_\_\_  
Ph.No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Mob. No. \_\_\_\_\_

To

The Director,  
Central Potato Research Institute,  
Shimla

Ref : Your tender document No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

Having been examined the above mentioned tender document, including addenda 21 Nos., the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to execute the **Various Field/Farm Operational work** at the Station on contract in conformity with the said tender documents and agree to hold this offer up to \_\_\_\_\_ on the rate/sum as shown in the Rate Schedules, attached herewith and made part of tender this document. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if my/our offer is accepted, to execute the above said work on contract in accordance with the Service Schedule specified in the Schedule of Job Requirement after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this tender:

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

Every page so attached with this Tender bears my signature.

EMD in the shape of Pay order/DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn in favour of "Head, ICAR- CPRI" payable at Shimla is enclosed herewith.

Yours faithfully  
Signature of tenderer



**TECHNICAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)  
QUESTIONNAIRE**

BIDDERS/CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER/CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE". BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEARED AND/OR EVASIVE, THE OFFER WILL BE LIBLE TO BE IGNORED.

1.	Name & address of Firm/contractor With contact/fax No.	
2.	Registration No. of the Contractor (Attach proof)	
3.	What is your PAN No.(Attach attested copy)	
4.	What is your EPF code No.? (attach attested copy)	
5.	What is your ESI code No.? (attach attested copy)	
6.	Details & Amount of EMD enclosed	Amount Rs. _____ D.D. No. _____ Dt. _____
7.	A list of service provided to Govt./Semi-Govt./PSU during the last 03 years, (attach a photocopy of work award)	
8.	List of documents submitted with the tender	1. 2. 3. 4. 5.
9.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness

Signature of Authorized person of Contractor

(Name & complete address)

For and on behalf of Contractor/firm

**TECHNICAL BID**  
**ICAR-CENTRAL POTATO RESEARCH STATION**  
**MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

**DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST TWO-THREE YEARS**

S.N o.	Name of the Deptt./Organization with phone Nos.	Period	No. of manpower deployed	Enclose performance certificate issued, if any by the Deptt.
1				
2				
3				
4				
5				

Signature of the contractor with seal

**Annexure: IX**

**FINANCIAL BID**

**ICAR-CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

S. No	Details of work	Rate per ha (Rs.)	Total cost (Rs.)
	<b>Seed crop 2017-18 (Total area 7.88 ha)</b>		
<b>1</b>	Planting		
<b>2</b>	Weeding		
<b>3</b>	Hoeing		
<b>4</b>	Earthingup		
<b>5</b>	Spraying (@ per spray per ha)		
<b>6</b>	Hand weeding		
<b>7</b>	Potato harvesting		
<b>8</b>	Potato grading /ha		
	<b>Experiment 2017-18 (Total area : 2.8 ha)</b>		
<b>1</b>	Potato planting		
<b>2</b>	Inter-culture operation		
<b>3</b>	Weeding		
<b>4</b>	Hoeing		
<b>5</b>	Earthingup		
<b>6</b>	Spraying (@ per spray per ha)		
<b>7</b>	Hand weeding		
<b>8</b>	Potato harvesting		
<b>9</b>	Potato grading/ha		
	<b>Farm Management 17-18</b>	<b>Per month</b>	<b>Per year</b>
<b>1</b>	Making drainage channel		
<b>2</b>	Bushes cutting		
<b>3</b>	Reclamation work in the farm area		
<b>4</b>	Making fire line around the farm area		
<b>5</b>	General cleaning around the farm area including office premises		
<b>6</b>	General cleaning work around the quarters area		
<b>7</b>	Repairing of fences as and when required		
<b>8</b>	Garden work		
<b>9</b>	Looking of different work in poly house/glass		

	house		
<b>10</b>	Irrigation autumn /spring crop as when required		
	<b>MISCELLANEOUSE WORK: 10.68 ha</b>	<b>Per ha</b>	<b>10.68 ha</b>
	Driving tractor:		
<b>1</b>	Disc ploughing before planting		
<b>2</b>	Disc harrow/rotavator		
<b>3</b>	Tillering /Ploughing : a. at the time of planting (per ha)		
	b. after harvest collecting LOP		
	c. sowing of Green manure crop		
<b>4</b>	Transporting of FYM to field		
<b>5</b>	Transporting potato seed material to field and harvested materials to store		
<b>6</b>	Leveling of terraces as and when required		
<b>7</b>	Collection of L.O.P after harvesting		
<b>8</b>	Sowing of green manure crop		

**FINANCIAL BID**

**ICAR- CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

**FORMAT OF BID/ RATE SCHEDULE**

S. No.	Description /Details of work to be done	Amount (Rs)/ha	Total amount (Rs.) per year
<b>A. Seed crop (Total area 7.88 ha)</b>			
1.	Potato planting		
2.	Intercultural operations		
3.	Potato Harvesting		
4.	Potato grading ( <i>rates may be quoted per ton approximate productivity 25tons per ha</i> )		
<b>B. Experimental crop (Total area 2.8 ha)</b>			
1.	Potato planting		
2.	Intercultural operations		
3.	Potato Harvesting		
<b>C. Farm management works (per month )</b> General maintenance of entire field/ farm and general cleanliness works of the office campus and residential premises (as per the Job Schedule)			
<b>D. Miscellaneous work: Tractor driving</b> Works related to driving of tractor in the field/ farm operation and transportation of material ( <i>as per the Job Schedule in Annexure V</i> )			

**Total amount (for A to D above ) in figures Rs.** \_\_\_\_\_

**Total amount (for A to D) above in words Rupees :** \_\_\_\_\_

**Note:** The above quoted rates are inclusive of minimum wages as notified by the State Govt./ GOI- Ministry of Labour and Employment for workers employed in agriculture inclusive of all statutory obligatory liabilities viz., EPF, ESI (if applicable) etc. payable under the Contract Labour (Regulation and Abolition)

Signature of the Contractor

**WITH SEAL**

**FINANCIAL BID**

**ICAR- CENTRAL POTATO RESEARCH STATION  
MUTHORAI, UDHAGAMANDALAM-643 004, The Nilgiris (TN)**

**DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER**

1. I/We agree to keep the offer of this tender valid up to 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to Head, ICAR- CPRS, Muthorai, Ooty based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign the contract or any portion of the contract to anyone.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by Head, ICAR- CPRS, Muthorai, Ooty up to the submission of acceptance letter of contract award to the office and till deposition of **10% security** as required under the contract.
5. If upon written intimation to me/us by the Head ICAR- CPRS, Muthorai, Ooty I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/we, agree to discharge all the legal obligations of the employees in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, Workmen’s Compensation Act, EPF & MP Act., ESI Act.
8. I/We have fully understood that the written agreement to be entered between us and ICAR- CPRS shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ICAR- Central Potato Research Institute.

**Signature of Contractor**

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_