

**CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA – 171 001 (HP)**

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

Dated the 30th 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
Administrative Officer

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

NOTICE INVITING TENDER

**Tender form/ documents for (Watch & Ward) services on contract basis at
CPRS Patna during 2017-18 (02 Pickets).**

F.No. 03-10/2007/Estt.-II/Patna

Dated: 30th January, 2017

1. Tender Document

- 1.1 Cost of Tender : Rs. 500/-
1.2 Total No. of pages : 16 (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 On
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.

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

INSTRUCTIONS TO BIDDERS/CONTRACTORS

1. Earnest Money Deposit (EMD)

- 1.1 All the bidders have to deposit EMD of Rs. 20,000/- 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 with stamp of the firm/agency.
- 3.2 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.
- 3.3 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.

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 ICAR-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 upto 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:

The tender will be opened on the time and date as specific in the schedule 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 bidder should quote his rate in lump sum for per month in the Financial Bid / price schedule (Annexure VIII). **These rate will be inclusive of minimum wages as prescribed by the Bihar Govt./Govt. of India whichever is higher for the persons engaged in Security Services (Watch & ward) and revised from time to time with all other statutory obligations payable under labour laws like EPF, ESI, VDA, weekly off/ Leave Compensation. The quoted amount should be inclusive of Service Tax and service charge of the contractor, if any.** No request for alternation in the rates, once quoted will be entertained within the period of contract in any case. 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.

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

GENERAL CONDITIONS OF CONTRACT

1. Definitions

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

“ICAR-CPRS” means Central Potato Research Station, Patna (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 worker to be provided on contract.

“Service” means all the manpower which the Service Provider is required to provide to the ICAR-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 can not 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. Whether Services offered conform to particulars quoted in the schedule (Annexure V), if not, the details of deviations must be stated here.

3. Conditions of Contract

As contained in General Conditions of Contract schedules 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 Firms/Agencies. 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 deposit a security amount equivalent to **10% of the total contract value** in the office of the ICAR-CPRS, Patna on receipt of contract award, 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, Patna/In-Charge (Security), ICAR-CPRS, Patna. 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 ICAR-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.

7. Liquidated damages clause:

In case any deployed person of the contractor during the period of contract or the deployed person of the contractor during the course of their duty damages, destroy, defaces or spoils any of the properties of ICAR-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 deed with ICAR-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 as such the contract in the first

instance will be awarded for three months and only upon evaluation of satisfactory performance, the contract will be extended for subsequent period.

- 8.2 The contractor and all his staff deployed for contract work will be under the supervision of the In-charge (Security) of the Station..
- 8.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, Service Tax etc. shall be maintained by the Contractor at his own cost and submit regularly to the office along with his claim of payment 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 Central Potato Research Station, Patna 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, their 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.

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

PRE-REQUISITE/REQUIREMENT OF THE TENDER

1. Tender must be from reputed leading registered Firms/Agencies/Contractors/Service Providers having three years experience in Govt./Semi Govt. organization/Public Sector undertaking.
2. The Firm/Agency/Contractor should have valid ESI/EPF/Service Tax/PAN 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 annexure (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. Conditional and tenders without earnest money will be liable to be rejected
7. The Head, ICAR-CPRS, Patna 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.
8. In case the successful firm or arrange/agency fail to arrange to provide security services with in the stipulated time/period the EMD shall be forfeited and no correspondence in this regard will be entertained.
9. The firm/ 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.
 - (i) Security Agency must be in possession of a valid license from the respective State Controlling Authority and comply with PSARA Act, 2005.
 - (ii) EPF & ESI registration certificate issued by concerned department.
 - (iii) PAN/Service tax registration certificate issued by concerned departments.
 - (iv) A list of similar work orders, awarded in favour of the firm/contractor by the different Govt./semi Govt./PU during the last three years.
 - (v) Certified copies of the satisfactory services provided by the Agency.
10. The Station will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The contract will be determined to be responsive, offering the best /lowest evaluated price on the basis of minimum applicable statutory obligation payable under the labour laws.
11. If the allotted work is not done properly as per the satisfaction of the official by the contractor and there is no improvement in the work even after giving written order by station/institute then tender/contract will be cancelled after giving fifteen days notice to the contractor. The security deposit of the firm will also be forfeited. For the rest of the period the tender can be awarded to L-2 (next firm). The defaulter firm will be debarred from applying in any of tender of the Station institute for the next Three year.

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

SCHEDULE OF JOB REQUIREMENT

Details Description of Security services	
Security (Watch and Ward) services at 2 pickets round the clock Picket –I Main Gate, Main Tube well, HT Transformer, Generator Room, Meteorology, Net House, New Library-cum- Laboratory Building, Old Laboratory Building, North side Quarter Tube well and street lights. Picket-II Old Office Building , Engineering section, Garage, Workshop, Technical Section, Potato Store 1 to 10, Processing unit, Cold Chamber, Aeroponics House, Ploy house Net House no. 1 & 2 and street lights.	Period 01-04-17 to 31-03-2018

TERMS & CONDITIONS OF JOB CONTRACT

1. The Security guard should be at least Matric pass and should be able to communicate in Hindi and also understand English language.
2. The Watch & Ward shall be round of clock and 7 days of the week and can be changed as per requirement of the one part/first party from time to time.
3. Security guard to be deployed should be within the age group of 20 to 50 yrs. with robust health & clean record. The preference may be given to Ex. Servicemen.
4. The Contractor shall submit a list of security/supervisor to be deployed by him along with full address and passport size photograph, verification report from the nearest police station with in one month from the date of awards of the contract.
5. In case there is any change in the deployment of the security guard such change shall be intimated to the security officer in writing well in advance.
6. The Head, ICAR-CPRS, will not provide Uniform, Whistle, Torch, Lathe, Umbrella, Raincoat etc. to the guards. All those peripherals have to be provided by the contractor.
7. The guard should wear neat & clean uniform with nameplates and possess I-card while on duty (to be issued by the contractor)
8. The station will not provide any residential accommodation to the security staff.
9. No Security supervisor/security guard will perform double duty except in genuine emergency. In case they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from the contractor bill.
10. The deployed personnel will be professionally trained and qualified to undertake the security work as required. In case the contractor fails to provide adequate guards as per the contract or if there is lapse/negligence in executing security work and operation or in event of negligence

of any worker the Director will be at liberty to initiate such action deemed fit, to overcome the aforementioned lapses or negligence, and same would be done at the cost of the contractor without any notice or remuneration or the period.

11. In case, any deployed Security personnel 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.
12. The Security guard personnel 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 personnel so provided
13. In case any of the Guard so provided is not found suitable, the 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.
14. 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 Director, CPRI 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.
15. The contractor will ensure that all the deployed Security personnel are physically fit and free from disease, injury contagious illness and otherwise capable to discharge the duties. The Director, CPRI reserves the right to reject any person provided by the contractor without assigning any reason and the contractor will make arrangement for immediate replacement of such staff.
16. The contractor will make the payment of the wages from his own by 7th day of each month positively to the deployed personnel through their bank account and submit the monthly bill alongwith other documents to the office for payment. The office will release the payment within the 15 days. He will maintain the record of their payments. Attendance, EPF, ESI and submit such records to the authorized officer of the station regularly every month alongwith the bill.
17. The Service Tax or 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 departments The ICAR-CPRS will deduct applicable TDS/surcharge under section 94-C of the Income Tax act, 1961 from the contractor as per rules.
18. The Contractor shall be abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining licence under Contract labour (R&A Act, 1970)and other Labour all legal applicable to him from time to time.
19. In case of concealment of any information/ fact while submitting tender for security works and any breach of the above terms& conditions the contract will be liable to be terminated. In that case contractor will be debarred for three years and will not be permitted to participate in any contractual work of the Station.
20. The successful Contractor/Agency will have to enter into an Agreement Deed on Stamp Paper for execution of job contract on the above terms & conditions of the contracts before the start of contract job.

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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 (15 pages)., the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to deployment of security personnel for watch & ward, on contract in conformity with the said tender documents and agree to hold this offer up to 90 days 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 our offer is accepted, to execute the security 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 "ICAR-Unit-CPRI" payable at Shimla is enclosed herewith.

Yours faithfully

Signature of tendered

Annexure: VII

**ICAR-CENTRAL POTATO RESEARCH STATION
PATNA**

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 LIABLE 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 Service Tax No.(Attach attested copy)	
5.	What is your EPF code No.? (attach attested copy)	
6.	What is your ESI code No.? (attach attested copy)	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ (Rupees _____ D.D. No. _____ dt. _____ For Rs. _____
8.	A list of service provided to Govt./Semi-Govt./PSU during the last 03 years, (attach a photocopy of work award)	
9.	List of documents submitted with the tender	1. 2. 3. 4. 5.
10.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness

Signature of Authorized person Contractor

(Name & complete address)

For and on behalf of Contractor/firm

**CENTRAL POTATO RESEARCH STATION
PATNA**

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

S NO.	Name of the Deptt./ Organization Phone No.	Period	No. of Guards deployed	Enclose performance certificate issued, if any, by the deptt.

Signature of Contractor with seal
Full address

CENTRAL POTATO RESEARCH STATION

PATNA

FORMAT OF BID PRICE SCHEDULE

Sr. No.	Component	Rates in lump sum (wages as notified by State /Central Govt., whichever is higher.	Remarks, if any
		Guard	
1.	Minimum wages per month inclusive of weekly off, EPF, ESI etc.		
2.	Service charges, if any		
3.	Service Tax as applicable*		
4.	Grand Total (for one month)		
5.	Grand total (for 12 months)		
	Total Rs.		

Total amount for period 01.04.2017 to 31.03.2018 Rs.....
(In words.....Only)

Note: The above quoted rates are inclusive of minimum wages, weekly off and all statutory obligations liabilities viz. FPF, ESI, VAD etc. payable under the Contract Labour (Regulations & Abolition) Act, 1970 & 1971.

Signature of the Contractor
Full Address:

Contact no.....
Seal of the Contractor

Annexure: X

DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER

1. I/We agree to keep the offer of this tender valid upto 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, Patna 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 to anyone else or sub-contract any portion of the contract.
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, Patna 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, Patna, 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 their legal obligations of their 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, Industrial dispute act etc. as applicable.
8. I/We hereby agree to identify and keep indemnify the first party that no security supervisor/ guard will perform double duty. In case, they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from my/our security bill.
9. 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 Central Potato Research Institute.

Signature of Contractor

Address: _____

Contact No. _____

