

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

मि. सं. 7-65 / 2012 / स्था-II /

दिनांक: 16 फरवरी, 2017

**निविदा आमंत्रण सूचना**

सचिव, भा.कृ.अ.प.की ओर से निदेशक, केन्द्रीय आलू अनुसंधान संस्थान, शिमला संस्थान व इसके अधीन केन्द्रों पर आउटसोर्स के माध्यम से **अनस्किल्ड/सेमी स्किल्ड/स्किल्ड/कैलरिक्ल** सेवाओं को विशुद्ध अनुबंध आधार पर एक वित्त वर्ष **2017-18** के लिए प्रदान करने के लिए पंजीकृत ठेकेदारों/सेवा प्रदाताओं से निर्धारित प्रपत्र में आनलाईन निविदाएं (**e-tenders**) आमंत्रित करते हैं।

निविदा प्रपत्र तथा सेवाओं का पूर्ण विवरण, निबंधन एवं शर्तों की जानकारी संस्थान की बैबसाइट <http://cpri.ernet.in>. और भारत सरकार की वैबसाइट <http://eprocure.gov.in/epublish/app>. से डाउनलोड की जा सकती है। निविदा की कीमत रु 500/- बैंक ड्राफ्ट **ICAR UNIT CPRI, Shimla** के रूप में देय होगी। निविदाएं दिनांक **9.03.2017** को दोपहर **1:00** बजे तक प्राप्त की जाएगी जिन्हें **10.03.2017** दोपहर **2:00** बजे ठेकेदारों व उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा।

निदेशक, केन्द्रीय आलू अनुसंधान संस्थान, शिमला के पास यह अधिकार सुरक्षित रहेगा कि वह किसी या सभी निविदाओं को बिना कारण बताए अमान्य/रद्द कर सकते हैं।

हस्ता/-  
प्रशासनिक अधिकारी (स्था-II)

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE**  
**SHIMLA-171 001, HP**

File No.07-65/2012/Estt.II/Vol.-II/  
2017

Dated 16th February,

**NOTICE INVITING TENDER**

On behalf of the Secretary, ICAR, the Director, CPRI, Shimla invites **online** tenders from the registered Contractors/Service Providers on the prescribed tender form for outsourcing of Unskilled/semi-skilled/skilled/clerical jobs/services at CPRI, Shimla and its Regional Stations purely on job contract basis initially for a period of one year but extendable for a further need based period subject to satisfactory performance.

The details of requirement viz. No. of staff, details of each job and terms & conditions are available in the tender document which can be download 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 DD in favour of **ICAR Unit-CPRI**, payable at Shimla. The tender can be submitted/ **uploaded by 09.03.2017 upto 1:00 PM** and the same will be opened on **10.03.2017 at 2:00 PM**.

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

Sd/xxx  
Administrative Officer (Estt. II)

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

**NOTICE INVITING TENDER**

**Tender form/ document for outsourcing of Unskilled/Semi-skilled/Skilled/Clerical services at CPRI, Shimla and its Regional Stations for a period of one year**

F.No. 07-65/2012/Estt.-II/Vol-II/

Dated: 16<sup>th</sup> February, 2017

1.1 Total No. of pages	:	16 nos.
1.2 Cost of Tender	:	Rs. 500
<b>2. Submission and opening of Tender Form</b>		
2.1 Tender to be addressed to	:	Admin Officer (E-II),CPRI, Shimla
2.2 Last date of downloading of tender form	:	09.03.2017 upto 11:30 AM
2.3 Last date and time for submission/Uploading	:	09.03.2017 upto 1:00 PM
2.4 Date & time for opening of bids	:	10.03.2017 at 2:00 PM
2.5 Validity of tender	:	90 days from the date of opening of bids

**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 alongwith Offer/Bid form, Questionnaire and Schedule of work experience, Financial bid, and Declaration (Annexure VI to X) alongwith the necessary documents as required to be attached with the tender.

**ICAR - CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA-171 001 (HP)**

**INSTRUCTIONS TO BIDDERS**

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

- 1.1 All the bidders have to deposit EMD of Rs. 100000/- in the shape of Demand 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. The scanned copy of tender cost and EMD may 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 The tender will consist of Offer bid form (Annexure VI), Questionnaire (Annexure VII), Details of experience/service provided during last 2-3 years (Annexure VIII), Financial bid (Annexure IX) and Declaration (Annexure X) and BOQ in excel format. The scanned copies of bids should be uploaded by the bidder as per CPP Portal format. However, hard cop(ies) of documents to be attached with tender (**except Financial bid**) may be sent by post which should reach on or before opening of tenders in the office of AO (E-II), CPRI, Shimla..
- 2.2 The bids will be opened on 10.03.2017 at 02:00 PM on the CPP Portal.
- 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 services/Govt. levis 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 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:
- i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
  - ii) 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.
  - iii) 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 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 CPRI 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 CPP portal format and also sent hard copy of documents enclosed with tenders 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 closing of the tender. Hard copy of bid 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 contractors 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 bidders are at liberty to be present or authorize 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 shall quote his rate in lump sum on monthly basis for each item of jobs in the bid/price schedule (Annexure IX). **The rates thus quoted shall be inclusive of minimum wages as notified by the GOI, Min. of Employment & Labour for Unskilled/Semi-skilled/Skilled/Clerical workers)/concerned State Govt. whichever is on the higher side, for workers employed in different areas as per the classification of the cities and amended from time to time with all other statutory obligations payable under labour laws like EPF, ESI, VDA, etc. The quoted amount should be inclusive of Service tax and Service Charges of the Contractor.** 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. If there is a variation in figures and words, the amount written in words will prevail.

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

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

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**Annexure: III**

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

**GENERAL CONDITIONS OF CONTRACT**

**1. Conditions of Contract:**

As contained in General Conditions of Contract, schedules and Annexures to the tender are attached herewith.

Terms & conditions of the tendering firms/agencies not appearing in the body of the 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/Agency. 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.

**2. Security Deposit**

2.1 The successful firm/agency will have to submit acceptance letter on receipt of job contract letter and deposit a security amount equivalent **10% of the total contractual value** in the office of the CPRI valid upto one year after the date of completion of all contractual obligations. In the event of non-deposition of the same, it will be presumed that the contractor is not interested to undertake the job contract, as such, the Earnest Money will be forfeited.

2.2 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contractual period satisfactorily.

**3. Payment**

No advance payment against this contract will be made. However, the payment shall be made by the Contractor to the workers in the first week of every succeeding month. The firm/Agency shall send its bill in duplicate duly pre-receipted (with relevant documents, as required) to the Estt.II Section, CPRI. Before claiming any payment, the Agency/Firm shall ensure that all the contractual obligations for claiming the payment have been duly fulfilled.

**4. Termination of Contract**

The CPRI, 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 CPRI.

## **5. Liquidated damages**

In case, the services so provided by the contractor are not upto the satisfaction of the Institute or as per the terms & conditions of the contract, the contractor will be held responsible for the same to the extent of loss to the Institute, as such, the same shall be recovered from the contractor's bill or Security deposit @ Rs. 500/- per day maximum or one day's wages whichever is on the lower side.

## **6. Performance of Evaluation**

- 6.1 The successful contractor will have to enter into a detailed contract agreement deed with CPRI on Non-Judicial Stamp Paper of appropriate value before commencement of job contract. The quality assurance of the services so provided by the contractor will be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports from the committee constituted by the Competent Authority.
- 6.2 The workers deployed for contract work will be under the supervision of the concerned Divisional/Sectional Heads of the Institute/Head of the Stations.
- 6.3 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 alongwith his claim for payment.
- 6.4 The Contractual workers shall not at any stage cause or permit any nuisance at the premises of Institute's HQ or its Regional Stations or do anything which may cause unnecessary disturbance or inconvenience to staff on duty.

## **7. Resolution of disputes**

- 7.1 If any dispute or difference of any kind shall arise between the CPRI and the Contractor/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.
  - 7.2 If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the CPRI or Contractor/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.
  - 7.3 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.
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**ICAR - CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA – 171 001 (HP)**

**PRE-REQUISITE/REQUIREMENT OF THE SERVICE CONTRACT**

1. Tender must be from reputed registered Contractors/Service Providers having experience and expertise of providing services in Govt./PSU/Private organizations of similar nature.
  2. The Agency/Contractor should have valid PAN/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, hard copies of documents to be attached with tender (except Financial bid), Cost of Tender and EMD, 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 bidders or their representatives, if any.
  6. Conditional and tenders without earnest money will liable to be rejected.
  7. The Director, CPRI, Shimla does not bind himself to accept the lowest tender and reserve the right to partially accept or to reject any or all the tenders received without assigning any reason.
  8. In case, the successful firm/agency fails to provide the manpower within the stipulated time/period, the EMD shall be forfeited and no correspondence in this regard will be entertained.
  9. The firm/agency is required to submit the photocopies duly signed & stamped of the following documents with the tender so as to consider the eligibility of the contractor failing which tender will liable to be rejected:
    - Valid registration of the firm from any registration agency or under the Contract Labour (Regulation & Abolition) act, 1970.
    - EPF & ESI registration certificate issued by concerned departments..
    - PAN/Service tax registration certificate issued by concerned department.
    - A list of work orders awarded in favour of the firm/contractor by the different Govt./PSU/Private organization during the last Two-Three years.
    - Certified copies of the satisfactory services provided by the Agency.
  10. The Institute will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms & conditions, etc. The bids will be evaluated consolidating for all services and not for each job. The contract will be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price on the basis of minimum applicable statutory obligations payable under the labour laws.
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**ICAR - CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA – 171 001 (HP)  
SCHEDULE OF JOB REQUIREMENT**

Sr. No	Item of job	Required Qualification	Details/Description of work to be done	Approx.* Requirement
1.	Skilled staff (Steno typist)	Sr. Secondary/+2 Speed in shorthand @ 80words per minute in English/Hindi	Taking dictation in Eng./Hindi and its transcription in the best manner. Maintenance of files and other related office work.	HQ Shimla : 03 CPRS, Patna: 01
2.	Skilled staff (Clerical)	Sr. Secondary/+2 with typing speed on Computer @ 50words per minute in English/Hindi.	Typing in English/Hindi, maintenance of files and other related office work, diary & despatch.	HQ Shimla: 05 CPRS, Patna: 02 CPRS, Gwalior: 01 CPRS, Ooty: 01 CPRIC, Modipuram: 02 CPRS, Shillong - 1
3.	Skilled staff (Cook)	Matriculation. Having experience in cooking	Cooking meal in the Departmental Canteen.	HQ Shimla: 01
4.	Skilled staff (plumber)	Matriculation. Having Diploma/ experience in plumbing work	For day-to-day plumbing work in the office and residential colonies.	HQ Shimla : 01 CPRS, Gwalior: 01
5.	Skilled staff (fitter)	Matriculation. Having Diploma /experience as fitter	To help the Scientists in Engg. Workshop.	CPRS, Jalandhar: 01
6.	Skilled staff (Driver)	Matriculation. Having valid driving licence of LMV/HTV.	For plying official vehicles.	CPRS, Kufri : 01 CPRS, Patna : 01
7.	Skilled staff (Electrician)	Matriculation having Diploma/ experience in electrical work	For electrical work in the office/labs.	CPRS, Patna : 01
8.	Semi-Skilled staff for lab work	Matriculation or equivalent	For assisting the Scientists in the lab and other misc. work.	HQ Shimla : 04 CPRS, Patna: 02 CPRS, Kufri: 02
9.	Semi -skilled (Gardner)	Matriculation Experience in Gardening	For maintenance of lawns, flower beds etc.	HQ Shimla: 01
10.	Semi-skilled (canteen/Guest House/Office )	Matriculation	For day to day work in the Canteen/Guest House/office	HQ Shimla: 02
11.	Unskilled (Sweeper/Labourer)	8 <sup>th</sup> Pass	For day to day sweeping work in the office premises	CPRS, Shillong: 01

**\*The above requirement is tentatively at present which can be increased or decreased on need basis in the future.**

## **TERMS & CONDITIONS FOR DEPLOYMENT OF ABOVE MANPOWER**

1. The Contractor/Bidder will supply a list of 2-3 times no. of eligible candidates for each item of job with their resumes to the Institute after award of job contract. The Institute shall select the candidates on the basis of their test/skills at its own and submit a final list of selected candidates to the Contractor for deployment for execution of job work. However, the staff already deployed will be given preference over the newly ones.
2. The deployed workers for these job work should be within the age group of 20 to 40 yrs. with good health & clean record. The preference will be given to the candidates having experience in the relevant field.
3. The deployed manpower to complete the job should be well mannered & behaved and in case the conduct or performance of the person provided by the Contractor is not upto the satisfaction of Institute in that case the Contractor will have to provide the substitute in his place.
4. The deployed personnel(s) for this job work should be professionally trained and qualified to undertake the work as required. In case, the contractor failed to provide requisite services as per the contract or if there is lapse/negligence in executing the work by any worker, the Director will be at liberty to initiate such action, as deemed fit, to overcome the aforementioned lapses or negligence, and the same would be done at the cost of the Contractor without any notice and remuneration for the period.
5. In case, any deployed persons for job work 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 CPRI would have no liability towards damages claimed by such employee.
6. 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.
7. The contractor will ensure that all the deployed 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 for such staff.
8. The Service tax or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service Provider to deposit in the concerned departments. The CPRI will deduct applicable TDS/Surcharge under Section 94-(C) of the Income Tax Act, 1961 from the Contractor as per rules.

9. The Service Provider shall abide by the provision of the Minimum Wages Act and comply with all legal requirements of Contract Labour & Abolition Act, 1970.
10. In case of concealment of any information/fact while submitting tender for job contract for providing manpower and any breach of above terms & conditions, the contract will be liable to be terminated. In that case the Contractor will be debarred for **Three Years** and will not be permitted to participate in any contractual work of the Institute.
11. 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 contract before the start of job contract.

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

**OFFER/BID FORM**

From:

Dated: \_\_\_\_\_ March, 2017

Shri/M/s \_\_\_\_\_

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

Ph.No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Mob. No. \_\_\_\_\_

To

The Director,  
Central Potato Research Institute,  
Shimla – 171 001 (HP)

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

Dear Sir,

Having been examined the above mentioned tender document, including addenda \_\_\_\_\_ Nos., the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide services in conformity with the said tender documents and agree to hold this offer upto \_\_\_\_\_ 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, I/We shall provide services 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. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Yours faithfully

Signature of tenderer  
with seal

**ICAR - CENTRAL POTATO RESEARCH INSTITUTE  
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**QUESTIONNAIRE**

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

1.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
2.	Registration No. of the Firm/Agency (Attach proof)	
3.	PAN No.(Attach attested copy)	
4.	Service Tax No.(Attach attested copy)	
5.	EPF code No.(attach attested copy)	
6.	ESI code No. (attach attested copy)	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ D.D. No. _____ Dt. _____
8.	List of documents submitted with the tender	1. 2. 3. 4.
9.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness  
Name & address of the witness

Signature of Authorized person of Contractor  
For and on behalf of bidder/firm

**To be returned with Tender**

**Annexure: VIII**

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

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

S. No.	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**

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

**FORMAT OF BID/PRICE SCHEDULE**

Sr. No.	Item of job requirement	Consolidated monthly charges per job in (Rs.) inclusive of wages, time to time increase in VDA, all statutory obligations like EPF,ESI and including Service Tax and Services Charges for volume of work at one point.	Total (Rs.)
1.	Steno-typist (skilled)	<b>For Shimla ( Three )</b> In figure Rs. _____ / each <b>For CPRS, Patna (One)</b> In figure Rs. _____ / each	<b>Rs.</b> _____  <b>Rs.</b> _____
2	Plumber (skilled)	<b>For Shimla (One)</b> In figure Rs. _____/each <b>For CPRS, Gwalior (one)</b> In figure Rs. _____/each	<b>Rs.</b> _____  <b>Rs.</b> _____
3.	Fitter (skilled)	<b>For CPRS, Jalandhar (one)</b> In figure Rs. _____/each	<b>Rs.</b> _____
4.	Electrician (skilled)	<b>For CPRS, Patna (one)</b> In figure Rs. _____/each	<b>Rs.</b> _____
5.	Driver (skilled)	<b>For CPRS, Patna (one)</b> In figure Rs. _____/each <b>For CPRS, Kufri (one)</b> In figure Rs. _____/each	<b>Rs.</b> _____  <b>Rs.</b> _____
6.	Cook (Skilled)	<b>For Shimla (One)</b> In figure Rs. _____/each	<b>Rs.</b> _____
7.	Clerical (Skilled )	<b>For Shimla (Five)</b> In figure Rs. _____/each <b>For CPRS, Patna (Two)</b> In figure Rs. _____/each <b>For CPRIC Modipuram (Two)</b> In figure Rs. _____/each <b>For CPRS, Gwalior (One)</b> In figure Rs. _____/each <b>For CPRS, Ootacamund (One)</b> In figure Rs. _____/each <b>For CPRS, Shillong (One)</b> In figure Rs. _____/each	<b>Rs.</b> _____  <b>Rs.</b> _____  <b>Rs.</b> _____  <b>Rs.</b> _____  <b>Rs.</b> _____  <b>Rs.</b> _____



8.	Semi-Skilled helper for Lab/office work	<b>For Shimla (Four)</b> In figure Rs. _____/each <b>For CPRS, Patna (Two)</b> In figure Rs. _____/each <b>For CPRS, Kufri (Two)</b> In figure Rs. _____/each	<b>Rs.</b> _____ <b>Rs.</b> _____ <b>Rs.</b> _____
9	Gardner (Semi-skilled)	<b>For Shimla (One)</b> In figure Rs. _____/each	<b>Rs.</b> _____
10.	Canteen/G.House (Semi-skilled)	<b>For Shimla (Two)</b> In figure Rs. _____/each	<b>Rs.</b> _____
11.	Sweeper (Unskilled)	<b>For CPRS, Shillong (One)</b> In figure Rs. _____/each	<b>Rs.</b> _____

**Note : The above quoted amount/rates are inclusive of wages, Service Tax, Service Charges and all statutory obligatory liabilities viz. EPF, ESI, etc. payable under the laws and**

Grand Total for total jobs (Sr. 1 to 10) for one month

In Figure: \_\_\_\_\_

In Words: \_\_\_\_\_

Grand Total for total jobs (Sr. 1 to 10) for one year:

In Figure: \_\_\_\_\_

In Words: \_\_\_\_\_

Signature of the Contractor  
Full Address: .....  
.....  
Contact No. ....  
SEAL of the Contractor

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

**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 will be forfeited to Director, CPRI, Shimla.
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 Director, CPRI, Shimla 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 or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, CPRI, Shimla upto the submission of acceptance of contract award letter and **10% Security deposit.**
5. If upon written intimation to us by the Director, CPRI, Shimla, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agrees 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, agrees to discharge all the legal obligations of the employees engaged by me/us 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. Industrial dispute act etc. as applicable.
8. I/We hereby agrees to identify and keep indemnified the first party that in case, the deployed manpower are found unsuitable or remain absent from duty, a penalty of one day wages or max. Rs. 500/- per day whichever is on lower side may be recovered from my/our bill.
9. I/We have fully understood that the written agreement to be entered between us and CPRI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of CPRI.

**Signature of Contractor & Seal**

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

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

Dated:        March, 2017