



Email: purchase.cswri@icar.gov.in दूरभाष : 01437-220177

भा.कृ.अ.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला—टोंक (राजस्थान) – 304501
ICAR-Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



F.No.1(708)SP/2018/

Dated:02-08-2021

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under two bid system for **Job contract work for Sheep grazing** at ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, Southern Regional Research Centre, Mannavanur (P.O.), Kodaikanal-624 103, Dindigul District, Tamil Nadu. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cswri.res.in as per the schedule as give in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

| | |
|--|--|
| Tender No. | 1(708)SP/2018/ |
| Date and Time for issue/Publishing | 02.08.2021, 5.00PM |
| Document Download/Sale start date and time | 03.08.2021, 3.00PM |
| Bid Submission Start Date and Time | 03.08.2021, 3.00PM |
| Bid Submission End Date and Time | 23.08.2021, 3.00PM |
| Date and Time for Opening of Bids | 24.08.2021, 3.00PM |
| Tender fee and Earnest money Security money | Tender fee –Rs.1000/- EMD- Bid Securing Declaration Form (Annexure-III) Performance Security money-3% of value of the contract |
| Bank detail | ICAR UNIT -CSWRI , Avikanagar payable State Bank of India Branch – Malpura Tonk Rajasthan |
| Address for Communication | Asstt, Administrative Officer (Store & purchase), C.S.W.R.I., Avikanagar, Malpura, Distt. Tonk, Rajasthan Pin- 304501 |

Asstt. Administrative Officer

Chapter I- Instruction to bidders

- 1- The tender form/bidder documents may be downloaded from website: <https://eprocure.gov.in>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 2- Tenders/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3- In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders. The complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required bidder may contact to the helpdesk at 01437-220177.
- 4- **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.**
- 5- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 6- The interested Firms are required to deposit (in original) **Tender Fee of Rs.1000/-** (Non-refundable) in the shape of Demand Draft/NEFT/RTGS prepared in favour of **ICAR UNIT -CSWRI ,Avikanagar payable at SBI, MALPURA may be addressed to the Assistant Administrative Officer, C.S.W.R.I., Avikanagar, Malpura, Distt. Tonk, Rajasthan Pin- 304501** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 7- **EMD Payment:** The bidder shall be required to submit the Bid Securing Declaration (Annexure IV) instead of Earnest Money Deposit (EMD) for an amount of **2% of Contract Value** as per GOI OMNo.F.9/4/2020-PPD dated 12.11.2020. If bidders withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/request for proposals document, they will be suspended for the period of time specified in the request for bids/request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.
- 8- The Hard Copy of original document in respect of cost of tender document etc. must be delivered to the ICAR-CSWRI, Avikanagar on or before last date/time of Bid Submission as mentioned above. The bid without tender fee will be summarily rejected.
- 9- The firm should send the Original brochures of the product and may be addressed to the Assistant **Administrative Officer, CSWRI, Avikanagar, Malpura, Distt. Tonk, Rajasthan Pin- 304501 on or before bid opening date and time as mentioned in the Critical Date Sheet.**
- 10- Bidders need not be come at the time of Technical as well as financial bid opening at ICAR-CSWRI, Avikanagar. They can view live bid opening after login on CPP e-Procurement Portal at their remote and, If bidder wants to join bid opening event at ICAR-CSWRI, Avikanagar then they have to come with bid acknowledge slip that generates after successfully submission of online bid.
11. **Technical Bid:** The following scanned documents are to be furnished by the bidders along with Technical Bid as per the tender document:
 1. Scanned copy of Firm Registration certificate.
 2. Scanned copy of MINIMUM TWO YEARS' of experience in relevant field regarding management and upkeep of goat/sheep flocks in an organized Govt. farm
 3. Scanned copy of Pan card
 4. Scanned copy of GST Certificate. In case, if contractor is not eligible for GST ,a certificate is required showing his turnover less than Rs.20 lakhs of his claim is to be sustained by documentary evidence like ITR (Income Tax Return), balance sheet, profit & Loss Statement etc.
 5. Scanned copy of ESI and EPF Registration
 6. Scanned copy of D.D./NEFT/RTGS acknowledgement slip and transaction slip of Tender Fee and Bid Securing Declaration Form (as per Annexure-III)
 7. Scanned copy of Acceptance letter(as per Annexure-I)
 8. Scanned copy non blacklisting certificate (as per Annexure-II)

All necessary documents in support of the details for S.No. 1 to 8 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

Assistant Administrative Officer

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES IN FIELD AT CSWRI, SRRC, Mannavanur

Scope of Work :

Sheep Grazing on contract will be on flock basis per month irrespective of number of sheep which will be ranging from any number to 150 numbers maximum per flock, **Maximum number of flocks will be Seven** as rams (2 flocks), ewes (2 flocks), lactating ewes with lambs, hogget's and weaner, weaners under feed lot experiment.

- Grazing of sheep from 8 am to 5pm
- Offering concentrated feed to the sheep in the morning and evening hours at the sector
- Assisting in Animal health management practices at the sector during the treatment of ailing animals, vaccination and deworming, monthly & periodical weighing of sheep etc.
- Assisting in breeding management including tugging and neonatal management at the sector
Assisting in data recording and other sector works as and when desired by the scientists

Chapter II- General Terms & Conditions

1. Tenderers are advised to go through all the points mentioned in the terms and conditions of tender carefully before submitting the tender document. Incomplete/unsigned/conditional tenders will be summarily rejected and no correspondence will be entertained in this regard.
2. Before submission of the tender, the tenderer/contractor may inspect/visit the farm area site and get acquainted himself with reference to conditions and to nature of work required to be performed/executed at this Institute to avoid any ambiguity or confusion.
3. The contract will be awarded to the **Lowest** quote based on the rates quoted by the firm. In case, the institute finds that the rates quoted by the tenderer is not sufficient to cover the cost of engaging minimum number of personnel at minimum wages along with other statutory requirement as specified by Govt. of India for Agricultural Sector the institute will reject such tenders. In case of two or more tenders quote same rates the tenderer having experience in relevant work will be given preference.
4. The Director ICAR-CSWRI, Avikanagar reserves the right to accept or reject any tender without assigning any reason.
5. If successful tenderer does not accept the offer within 15 days, after issuance letter of award the offer will stand withdrawn & earnest money will be forfeited, and no correspondence will be entertained in this regard.
6. The successful firm will have to sign an agreement (format will be provided by the institute with offer) on non-judicial stamp paper of appropriate value not less than **Rs. 500/-** along with the **Security Deposit @3% of contract value in** form of Account Payee Demand Draft/banker's Cheque or FDR/TDR in favour of **ICAR Unit CSWRI, Avikanagar** within 15 days after issue of letter of award. It is clarified that no interest on security deposit shall be payable and security deposit money will be refundable only after the expiry/ termination of the contract period and adjusting the dues and /or forfeiture if any.
7. The contract will be awarded initially for a period of Two year and thereafter will be extendable up to one more year, subject to the satisfactory performance, on the same terms & conditions.
8. The firm will be disqualified and black listed and security deposit forfeited, if it is found that they sublet the contract, wholly or partially, during the period of the contract. A register for complaint /surprise/routine checks shall be maintained by the contractor which may also be inspected by authority of institute.
9. All the deployed workers must be in sound health, between 18-60 years of age. The firm should submit police verification/ fitness certificate for each deployed worker and issue them an identity card as well as appropriate uniform at the cost of contractor.
10. It will be the responsibility of the firm to look after the health and welfare of the personnel deployed as per the statutory requirements and rules. Such records would be maintained in registers and should be produced as and when demanded by the Institute.
11. The contractor shall maintain a register of complaint/work and duties performed which shall be verified by the institute.
12. **PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE:** Any loss/damage occurred by the Firm/Contractor to the Institute property during the transaction/currency of the contract, the clause liquidated damages for **Rs.500/-** per day shall be imposed, if the Firm fails to replace/rectify the damage/loss within a week. In case of any of the above

contingencies, the First Party shall have the right to terminate this agreement forthwith without notice and recover aforesaid amount for security deposit and shall not be liable to any damages and/ or loss, which may be suffered by the agency on account of termination of this agreement. The same shall be without any financial implication on part of the First Party. The decision of the Director, ICAR-CSWRI, Avikanagar will be final and binding in this regard.

13. If the contractor does not discharge his duties up to the satisfaction of I/c Sector the contract will be terminated before expiry period and the security money will be forfeited.
14. In case any problem arises on account of non-compliance of any statutory Law, the sole responsibility will be on the concerned firm. The Institute will not be responsible for any liability in this regard.
15. If any loss is incurred to the institute due to negligence or malafied intentions of the firm or any of its employees, the firm will make good the losses incurred to institute. The decision of the Director, ICAR-CSWRI, Avikanagar will be final and binding in this regard.
16. The firm must abide by all the Labour Laws in vogue for which the responsibility will solely be lying on the concerned firm. The payment to labourers engaged by the firm must be as per minimum wages prescribed by the Govt. of India for Agricultural Sector through the bank transfer, on or before 10th day of following month. The details of the payment are to be submitted to the office for processing the bill.
17. The labourers engaged by the firm will have no claim for any regular employment in the Institute/ICAR at any point of time, as this arrangement is purely on the contractual basis between the Institute and the firm.
18. In case of any accident/loss of life of the worker during discharging duties, all the liabilities/ compensation shall be borne by the firm and ICAR-CSWRI, shall not have responsibility in this regard.
19. The firm must submit proof of depositing the EPF and ESIC contributions along with the name and account numbers of the deployed labour and Challan of the deposited GST for the billing period (if applicable).
20. The bill in triplicate for work carried out in billing period is to be submitted in the I/c SRRC Mannavanur Office for claiming the monthly payment through a Coordinator appointed by the Institute. No part payment request would be entertained.
21. The Director ICAR-CSWRI, Avikanagar reserve the right to review the performance whenever felt necessary also to terminate the contract at any point of time during the tenure of contract in case the performance and service rendered by firm are found to be unsatisfactory, without giving any prior notice. The decision of Director, ICAR-CSWRI, Avikanagar shall be final and binding on the contractor.
22. Contract can also be terminated at any point of time if the above mentioned work is no more required. Contract cannot be terminated by contractor firm before expiry of the contract period. **Violation would invite forfeiture of security deposit.**
23. In the case of any dispute between the institute and the firm, the Director, ICAR-CSWRI, Avikanagar will appoint an arbitrator within one month of the dispute, whose decision will be binding on both the parties; the legal jurisdiction will be Kodaikanal only.
24. The TDS will be deducted as per Income tax extant rules.
25. The contractor or its worker shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
26. The contractor/ his authorized representative shall report immediately whenever called by HOD/Incharge on receiving telephone message to attend any complaint.
27. The Contractor firm or its partners/Directors should not been declared insolvent any time. Further they are not declared defaulters / black listed by any Bank/ Financial Institute/ State oriented Govt. organization, Autonomous body etc.

Assistant Administrative Officer (S&P)

**TENDERS FOR THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES
IN THE FIELD AT CSWRI, SRRC, Mannavanur**

Full Name & Address of the Tenderer in
Addition to Post Box No. if any, should
Be quoted in all communications to this
Office :

Telephone No. :

Telegraphic Address/FAX/Cellular No.

E-Mail address :

From

.....

To,

The Director,

Central Sheep and Wool Research Institute,

Avikanagar 304501

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES IN THE FIELD AT ICAR-CSWRI, SRRC, Mannavanur** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have added to and form a part of this tender ----- The Schedules-II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD No..... of Rs..... drawn in favour of "**ICAR UNIT CSWRI**" and payable at, Malpura is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Telephone No. Office

Witness

Address

Resi.

Occupation

Mobile

Signature of witness to Contractor's signature

Address :

Name & Signature of Witness :

Address :

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/ debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will supply the item as per the specification given by ICAR-CSWRI, Avikanagar and also abide all the terms and conditions stipulated in Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and ICAR-CSWRI, Avikanagar may impose any action as per NIT rules.

Date:
Place:

Name:
Business Address :
Signature of Bidder:
Seal of the Bidder:

Bid Securing Declaration Form
[To be submitted on letterhead]

NIT No.: _____

Date: _____

To
(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of 01 year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of _____ (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

FINANCIAL BID

To,

The Director,
Central Sheep & Wool Research Institute
Avikanagar.

Sir,

I/We wish to submit our Tenders for providing annual job contract work for sheep grazing at the SRRC, ICAR-CSWRI, Mannavanur on the following rates:-

| S.No. | Description of work | Rate quoted (in Rupees) / per flock per month (Inclusive All taxes and other charges) |
|--------------|--|--|
| 1 | Sheep Grazing on contract will be on flock basis per month irrespective of number of sheep which will be ranging from any number to 150 numbers maximum per flock, Maximum flock strength will be Seven as rams (2 flocks), ewes (2 flocks), lactating ewes with lambs, hoggets and weaner, weaners under feed lot experiment. | Rate shall be quoted in BOQ sheet |

The above quoted rate should include all the statutory requirements and charges, including all taxes.

The institute will not bear any additional expenditure on account of increase in VDA or any other account, leading to additional financial liability on the contractor. While quoting rates, the tenderer is advised to take care of these.

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

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

Signature with date.....

Name and Address of the firm/agency.....

Telephone No.....

Mobile No.....

DRAFT SPECIMEN AGREEMENT

This agreement is made at Kodaikanal on (month/year)-----day of between Central Sheep & Wool Research Institute (hereinafter called Institute) through Incharge which term shall include its successors, assignees etc. on the first part and ----- (Name of address of the firm)----- (hereinafter called the firm) which term shall include its authorized representatives, successor, assignees etc, on the other part.

Whereas the Central Sheep & Wool Research Institute has decided to assign the annual job work contract for proving -----(nature of job) at Central Sheep and Wool Research Institute, SRRRC, Mannavanur to the firm on the terms and conditions hereinafter contained.

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

1. This agreement shall come into force w.e.f. ----- (date) and will remain in force for a period for one year but can be terminated by Central Sheep and Wool Research Institute by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing -----(nature of job) at SRRRC, Mannavanur
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the Central Sheep and Wool Research Institute- shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at Central Sheep and Wool Research Institute premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Central Sheep and Wool Research Institute shall have the right to ask for the removal from the Central Sheep and Wool Research Institute to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the Central Sheep and Wool Research Institute.
7. The manpower deployed by the agency should work as per the working days and timings of the Central Sheep and Wool Research Institute No extra wages will be paid for attending office on weekend, holidays and late sitting.
8. Monthly consolidated charges for job/work contract for providing ----- services at Central Sheep and Wool Research Institute is as per terms and conditions specified and scope of work as per Schedule-1 in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job/ work/ services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrate appointed by the Central Sheep and Wool Research Institute The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the Firm shall issue identity card to each of the workers engaged for entry into Central Sheep and Wool Research Institute premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement of commits any breach of the contract, the Central Sheep and Wool Research Institute may cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and

provisions of law in force that may be applicable to them from time to time, viz. obligations under contract labour (Regulation & Abolition) Act. 1970 workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act. 1947 etc. Firm agrees to indemnify and keep indemnified Central Sheep and Wool Research Institute on account of any failure to comply with the obligations under various laws or damage to Central Sheep and Wool Research Institute due to acts/omissions of Firm.

16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the Central Sheep and Wool Research Institute and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the Central Sheep and Wool Research Institute against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of Central Sheep and Wool Research Institute.
17. The contract is subject to the conditions that the firm shall comply with all the laws and by-laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub-contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honesty.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an officer shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Coordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE; LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs.500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the make in any Section. It will be brought to the notice of the supervisory staff of the firm by Central Sheep and Wool Research Institute and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/ supervisor are less than the minimum required as a penalty of Rs.500/- per worker per day will be deducted from the bill.

The decision of Head shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

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

(Name & Address of the firm)

(for the Institute)

Witness:-

1. _____

2. _____