

भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ, 362 001 (गुजरात)
ICAR- DIRECTORATE OF GROUNDNUT RESERCH,
IVNAGAR ROAD, JUNAGADH

नोट : सभी प्रकार का पत्राचार 'निदेशक, भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ, 362 001 (गुजरात)' को सम्बोधित होना चाहिए।

Note – All communications must be addressed to Administrative Officer, ICAR-DIRECTORATE OF GROUNDNUT RESERCH P.B.5 IVNAGAR ROAD, JUNAGADH-362001

भाकृअनुप – मूंगफली अनुसंधान निदेशालय में सहायक सेवाएं एक वर्ष की अवधि के लिए प्रति माह प्रति दिन 05 बिंदुओं पर प्रदान करने के लिए जॉब कार्य अनुबंध को नियंत्रित करने वाले नियम व शर्तों को शामिल करके अनुदेशों के साथ निविदा का आमंत्रण

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS PROVIDING JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT 05 POINTS PER DAY PER MONTH FOR A PERIOD OF ONE YEAR AT ICAR –DGR JUNAGADH-362001.

Schedule of the Tender

A	Cost of Tender Documents	Rs.500/-(rupees five hundred only; non-refundable) IN PERSON OR DOWNLOADED FROM OUR WEBSITE and Rs.600 (rupees six hundred only; non-refundable) BY POST
B	Last date for sale of Tender Documents	18.01.2017
C	Last date of receipt of Tenders	19.01.2017
D	Date, place and time of opening of technical bids	20.01.2017 at 10:30 hours Committee Room, ICAR-DGR, Junagadh
E	Date, place and time of opening of financial bids	To be notified by mail to the selected bidders

Tenders will remain open for acceptance up to 90 days from the date of opening. The tender document is also available at web-site www.dgr.org.in and <https://eprocure.gov.in/>

FROM: ADMINISTRATIVE OFFICER
ICAR-DIRECTORATE OF GROUNDNUT RESERCH
P.B.5 IVNAGAR ROAD, JUNAGADH-362001

TO,

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, ICAR-DGR, Junagadh for contract of PROVIDING JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT 05 POINTS PER DAY PER MONTH FOR A PERIOD OF ONE YEAR AT ICAR –DGR JUNAGADH-362001.

- 1) The terms and conditions of the contract which will govern by contract made are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-DGR, Junagadh as detailed in the tender form and its schedules. Please submit your rates in tender form if you in a position to furnish the requisite service in accordance with the requirements stated in the attached schedules.
- 2) An earnest money (Bid security) of Rs. 24,000/- [Rs. Twenty-four thousand only] must be deposited in the form of demand draft/pay order payable to Director, ICAR-DGR Junagadh. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by including the draft/pay order number and date, failing which the tenders will not be opened. The will not be considered if earnest money is not deposited with the tenders. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out rightly.
- 3) The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resale form his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with foregoing stipulation the aforesaid amount of EMD will be forfeited by this Directorate. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Directorate.
- 4) The schedule of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting in rates to be quoted by tenderer will not be allowed otherwise the tenders may be rejected.
- 5) The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer the arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
- 6) If tenderer does not accept the offer, after issue of letter of award by this Directorate within 15 days, the offer shall deemed to be withdrawn without any notice & Earnest money be forfeited.

- 7) In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Directorate shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and schedules to the tenders and annexure, if any, should be signed by the tenderer.
- 8) The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT 05 POINTS PER DAY PER MONTH FOR A PERIOD OF ONE YEAR AT ICAR –DGR JUNAGADH-362001" with address of his office and the tenderer shall place two envelopes clearly marked consisting of technical bid and financial bid separately in the main envelope. All tenders should be sent by Regd. Post so as to reach the office of Administrative Officer, ICAR-DGR Junagadh-362001. **DDs of Tender Fees as well as EMD should be attached along with Technical Bid.**
- 9) The rates quoted by each firm for Job/service contract in tenders to be given both in words and figure failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
- 10) This Directorate does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part. You are however, at liberty to tender for the whole or any portion or in state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
- 11) An amount of rupees 60,000 (Rs. Sixty thousand only) as a security deposit for the contract is to be deposited by the selected Agency/successful Tenderer within 7 days after receiving the communication regarding the award of the contract from the Directorate. In the event of non-deposition of the same, the earnest money will be forfeited.
- 12) No interest on security deposit and earnest money deposit shall be paid by the Directorate to the Tenderer.
- 13) **The monthly pay of the contractual employees will be paid as per ministry of Labour & Employment OM No.14 (113) misc. RLD(Coord.)/2012 dated 23.01.213. The detail of remuneration being paid to the regular employees performing the similar work are annexed for reference. The contracting agency shall be responsible for the compliance of all statutory provisions in respect of personnel deployed by it to the office.**
- 14) Any tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and this Directorate will not entertain any claim whatsoever in this respect. However, the income tax or any other Tax which is as per the rules of the Govt. of India /Govt. of Gujarat shall be deducted at source form monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by the Union/State government.
- 15) Director, ICAR-DGR, reserves the right to reduce or terminate or to extend the period of contract in the interest of the Directorate, for any justifiable reasons, which is not mandatory to be communicated to the tenderer.
- 16) Decision of the Director, ICAR-DGR shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the

Director, ICAR-DGR. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution **Act, 1996.**

- 17) Acceptance by the Directorate will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the FAX, Express letter etc. should be acted upon immediately.
- 18) Financial bids of the firms which qualify in the technical bid only will be considered for further processing

निविदा प्रपत्र के साथ निविदा दस्तावेज/ वाउचर को साथ में संलग्न किया जाए जो कि निविदा दस्तावेज के नियम एवं शर्तों में शामिल है:

The following document/vouchers are required to be enclosed with the tender forms which are the terms conditions of the tender document:

- ❖ ठेका श्रम (पंजीकरण एवं उन्मूलन) अधिनियम, 1970 (यदि अनुबंध से सम्मानित किया गया है , इस अधिनियम के तहत श्रम लाइसेंस प्राप्त करेगा) के तहत पंजीकरण का प्रमाण पत्र।
The certificate of registration under Contract Labour (Registration and Abolition) Act, 1970 (The contractor shall obtain the labour license under this Act, if the contract is awarded).
- ❖ एक साल का अनुभव का प्रमाणपत्र जो की केंद्र सरकार/ भारत सरकार के स्वायत्त निकायों/ भारत सरकार के निगमों/ प्रतिष्ठित सार्वजनिक या निजी संगठनों से ऐसी सेवाएं प्रदान करने का संलग्न सारणी के रूप में विवरण के साथ दे।
One year's experience of the firm in the field of providing such services in Central Government Establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ reputed public or private organizations, with details in enclosed tabular form.
- ❖ चार्टर्ड एकाउंटेंट द्वारा जारी की गई कंपनी की नवीनतम ऑडिट बैलेंस शीट।
Latest Audited Balance Sheet of the firm by Chartered Accountant.
- ❖ पिछले एक साल का जहाभी ठेकेदार ने संतोषजनक सेवाएं प्रदान की उसकी प्रमाणित प्रतियां।
Duly Certified copies of the satisfactory services where the tenderer has been providing the services for a period of at least one year.
- ❖ कर्मचारी भविष्य निधि पंजीकरण प्रमाणपत्र।
EPF registration certificate issued by local govt. etc.
- ❖ स्थानीय सरकार द्वारा जारी कर्मचारी राज्य बीमा पंजीकरण प्रमाणपत्र।
Employee insurance (ESI/WCA) registration certificate issued by local govt. etc.
- ❖ श्रम कानून के तहत फर्म के खिलाफ कोई आपराधिक या अनुशासनात्मक कार्यवाही लंबित नहीं है , उसका घोषणा पत्र
An undertaking that no criminal proceeding or any disciplinary proceedings under the labour act is pending or being contemplated against the firm.
- ❖ पैन / टैन कार्ड की प्रति।
Copy of the PAN/TAN card.
- ❖ संबंधित विभाग द्वारा जारी सेवा कर पंजीकरण प्रमाणपत्र।
Service Tax registration certificate issued by the respective departments.
- ❖ सफल निविदाकर्ताओं द्वारा प्रत्येक कार्य के लिए 100 रूपये (एक सौ रूपये) के नॉन जुडिशियल पेपर पर भाकृअनुप – मूंगफली अनुसंधान निदेशालय, जूनागढ़के साथ एक विस्तृत अनुबंध समझौता तैयार करना होगा।
Successful tenderer will have to enter into a detailed contract agreement with ICAR-DGR Junagadh on non-judicial stamp paper of Rs.100/- (One hundred only) for each work.

Yours faithfully,

(Indra Raj Meena)
Administrative Officer
ICAR-DGR, Junagadh

तकनीकी तथा निविदा (और) बयाना राशि का डिमांड ड्राफ्ट के साथ (वित्तीय बोली को एक ही लिफाफे में मुहरबंद किया जाए और फिर एक मुख्य लिफाफे में रखा जाए।

Note: The technical bid (along with DDs of Tender fees and EMD) and financial bid may be submitted in separate envelopes to be sealed and put in a main cover.

TENDERS FOR THE CONTRACT FOR PROVIDING JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH P.B.5 IVNAGAR ROAD, JUNAGADH-362001

Full Name & Address of the tenderer in addition
To the 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 Administrative Officer
ICAR-Directorate of Groundnut Research
P.B.5 Ivnagar Road, Junagadh-362001

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for PROVIDING JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT 05 POINTS PER DAY PER MONTH FOR A PERIOD OF ONE YEAR AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH P.B.5 IVNAGAR ROAD, JUNAGADH-362001 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-III 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 dispatch within the prescribed time.

- A. मैंने/हमने अनुबंध के लिए इन नियमों व शर्तों को अच्छी तरह से समझ लिया है और हम इनकी जरूरतों के अनुसार सर्वश्रेष्ठ सेवाएं प्रदान करेंगे।
I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements
- B. निम्नलिखित पृष्ठों को निविदा में जोड़ा गया है और इस निविदा का हिस्सा बनाया गया है। इस निविदा की अनुसूची-1 और अनुसूची-2 पृष्ठ संख्या ----- पर हैं।
The following pages have been added to and form a part of this tender_____. The Schedules-I & II to accompany this Tender are at pages _____.
- C. इस निविदा के साथ संलग्न किए गए प्रत्येक पृष्ठ पर मेरे हस्ताक्षर और कार्यालय की मुहर है।
Every page so attached with this Tender bears my signature and the office seal.
- D. "आईसीएआर यूनिट – डीजीआर" के पक्ष में देय पे आर्डर/ डीडी संख्या ----- रूपये ----- वांछित धरोहर राशि के रूप में संलग्न Pay order/DD No. _____ of Rs. _____ drawn in favour of Director, DGR payable at Junagadh is enclosed as earnest money required.

Yours faithfully,

Signature & seal the Tenderer

Dated:

Address:-
Occupation:-
Telephone O. Office Resi Mobile:-

Witness

Signature of witness to contractor's signature

Address: Name & designation of witness:

Address: Name & designation of witness:

Schedule-I

SCHEDULE TO TENDERS

Part-I

1. Name of the Firm/Agency
फर्म/एजेन्सी का नाम
2. Full Address with Post Box No.
And Telephone No. if any
पोस्ट बाक्स संख्या के साथ पूरा पता
एवं टेलिफोन नम्बर, यदि कोई है
3. Constitution of the firm/Agency (Attached copy)
फर्म/एजेन्सी का गठन (प्रति संलग्न)
 - (a) Indian Companies Act, 1956
भारतीय कम्पनीज अधिनियम, 1956
 - (b) Indian partnership Act, 1932
(Please give names of partners)
भारतीय भागीदारी अधिनियम, 1932
(कृपया भागीदारों के नाम बताएं)
 - (c) Any other Act, if not, the owners
यदि स्वामी नहीं हैं तो अन्य कोई अधिनियम
4. i) For partnership firm whether
Registered under the Indian Partnership
Act, 1932, please state further whether
By the partnership agreement to
Arbitration has been conferred on the
Partner who has signed the Tender
भागीदारी फर्मों के लिए क्या वह भारतीय भागीदारी
अधिनियम, 1932 के तहत पंजीकृत है। कृपया बतायें कि
मध्यस्थता के भागीदारी समझौते की पुष्टि उस भागीदार द्वारा
की गई है जिसने निविदा दस्तावेजों पर हस्ताक्षर किए हैं।

ii) If answer to the above is in negative
Whether there is any general power of
Attorney executed by all the partners of
The firm authorizing the partner who has
Signed the Tenders to refer dispute condemning
Business of the partnership to arbitration
यदि उपरोक्त का उत्तर नकारात्मक है तब
मध्यस्थता को भागीदारी के व्यवसाय को नकारने
वाले विवाद के संबंध में निविदा दस्तावेजों पर हस्ताक्षर
करने वाले भागीदार को प्राधिकृत करने वाले फर्म के सभी
भागीदारों द्वारा कोई जनरल पावर ऑफ अटार्नी तैयार की गई है।

iii) If the answer to point (i) and (ii) above is
Affirmative, please furnish a copy of either the
Partnership agreement or the general power of
Attorney as the case may be. The copy should be
Attested by a Notary public or its execution
Would be admitted by affidavit on a properly
Stamped paper by all partners
यदि प्वाइंट 1 व 2 के संबंध में उत्तर सकारात्मक है तब

या तो भागीदारी समझौता अथवा जनरल पॉवर ऑफ अटॉर्नी,
जैसा भी मामला हो, की प्रति प्रस्तुत करें। प्रति को नोटरी
पब्लिक द्वारा सत्यापित किया जाय अथवा इसके निर्वहन का
सत्यापन सभी भागीदारों द्वारा उचित तरीके से स्टैम्प लगे
हुए पेपर पर शपथ पत्र देकर किया जाए।

5. Name and Full Address of your Bankers
निविदाकर्ता के बैंकर का नाम व पूरा पता
6. Your Permanent Income Tax No./Circle/Ward
(Copies of PAN/TAN and service tax registration to be enclosed)
स्थायी आयकर नम्बर/सर्कल/वार्ड नम्बर
7. Date of establishment of the agency/firm/company
एजेंसी / फर्म / कंपनी की स्थापना की तिथि
8. Whether registered with all concerned Government
Authorities (EPF/ESI/etc.) (Copies of all certificates
Of registration to be enclosed)
सभी संबंधित पक्षों के सरकार के साथ पंजीकृत है या नहीं
प्राधिकरण (ईपीएफ / ईएसआई / आदि) (सभी प्रमाण पत्र की प्रतियां
पंजीकरण के संलग्न किया जाना है)
9. Any other relevant information
अन्य कोई प्रासंगिक जानकारी

PART-II

- | | |
|------------------------------|----------|
| 10. Earnest Money deposited: | Yes/No |
| जमा धरोहर राशि : | हाँ/नहीं |

PART-III

11. Name and address of the firm's representative
And whether the firm would be representing at
The opening of the Tenders
फर्म के प्रतिनिधि का नाम व पता और क्या
निविदाओं को सार्वजनिक करते समय उसके
द्वारा फर्म का प्रतिनिधित्व किया जाएगा
12. Name of the permanent Representative to be
Visiting ICAR-DGR, Junagadh
Regarding the contract
अनुबंध के संबंध में डीएमएपीआर का दौरा करने वाले
स्थायी प्रतिनिधि का नाम

Date: _____

Place: _____

AUTHORISED SIGNATORY

Schedule-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF PROVIDING JOB/WORK CONTRACT FOR SUPPORTING SERVICES AT 05 POINTS PER DAY PER MONTH FOR A PERIOD OF ONE YEAR AT ICAR –DGR JUNAGADH-362001.

I. Scope of Work

The supporting services as detailed below are to be provided to the section at the administration unit of ICAR-DGR Junagadh-362001.

- a. Post/file distribution within the administrative wing of ICAR-DGR Junagadh.
आईसीएआर-डीजीआर जूनागढ़ के प्रशासनिक विंग के भीतर पोस्ट / फ़ाइल वितरण।
- b. Post/file and other unforeseen administrative support are to be done continuously throughout the day without delay.
पोस्ट / फाइल और अन्य अप्रत्याशित प्रशासनिक सहायता बिना किसी देरी के लगातार दिन भर के लिए
- c. Sometimes other government offices situated at Junagadh, and nearby cities may have to be visited for official purpose.
जूनागढ़ में स्थित कभी कभी अन्य सरकारी कार्यालयों, और पास के शहरों में सरकारी उद्देश्य के लिए दौरे के लिए भेजा जा सकता है।
- d. Up keeping/arranging of files in the sections
फाइलो की सुचारू रूपसे व्यवस्था करना
- e. Photocopies of papers/circulars etc. and making sets as required
आवश्यकता पड़ने पर कागजात/परिपत्र आदि और बनाने सेट की फोटो कोपी करना
- f. To provide supporting staff services during the meeting of the concerned subject matter divisions
चिन्हित विषय डिवीजनों की बैठक के दौरान कर्मचारियों सेवाओं का समर्थन प्रदान करने के लिए
- g. Supporting services to the officer in administrative wing of the Directorate including Establishment, Store, Finance, and Director Cell etc.
स्थापना, स्टोर, वित्त सहित निदेशालय के प्रशासनिक विंग, और निदेशक सेल आदि में अधिकारी के लिए सेवाओं का समर्थन
- h. The services are to be provided from Monday to Saturday from 09:30AM to 05.00PM Sometimes, in exigencies of work, services of supporting staff are to be rendered on Sunday holidays and also beyond the office hours.
सेवाएं सोमवार से सनिवार सुबह 09:30 से शाम 05:00 बजे तक देनी होगी जरूरत पड़ने पर छुटी के दिनों में और रविवार के दिनों में भी बुलाया जाएगा

II. TERMS AND CONDITIONS

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff is to go leave under intimation this office
2. Charging of Staff should be intimated to the Administrative Officer, ICAR-DGR Junagadh
3. The staff provided should maintain secrecy and discipline in the premises of the Directorate.
4. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of 10+2 or equivalent essentially and desirably Graduation in any stream.
5. The agreement is terminable with one-month notice on either side. In case of termination of this contract on its expiry or otherwise, the personal deployed by the service provider shall not be entitled to and have no claim for any alteration in regular/otherwise capacity in the Council.
6. The contractor shall not sublet the work without prior written permission of the ICAR-DGR.

7. The monthly pay of the contractual employee will be paid as per ministry of labour & Employment **OM No.14(113) misc.RLD(Coord.)/2012 dated 23.01.213** The details of remuneration being paid to the regular employees performing the similar work are annexed for reference.
8. The contractor or his workers shall not misuse the premises allotted to term for any purpose other than for which the contract is awarded.
9. The selected agency shall provide the necessary personnel at ICAR-DGR Junagadh as per Labour Acts prevalent in Gujarat/Union Government. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Directorate, the Council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication, have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employee of the Directorate and there will be no employer- employee relationship between the Directorate and the persons so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipt bill.
12. After physical inspection of the size a very detailed assessment/requirements of personnel for providing supporting services at the ICAR-DGR Junagadh shall have to be furnished along with the Tender. However, the Tenderers should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR-DGR shall not bear any extra charge on any account whatsoever i.e. EPF and ESI contribution, OTA etc.
14. The contractor will discharge all his legal obligation in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provision of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Directorate from failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-DGR shall be final and binding on the contractor.
15. Income Tax will be deducted from the payment due for the work done as per rule.
16. They should not leave their points without permission by the officer concerned under whom they have been deployed.
17. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
18. The contract is subject to the condition that the agency will comply with all the laws and acts of Central/State Govt. relating to this contract made applicable from time to time.
19. The Contractor/Agency will furnish to the Directorate the full particulars of the Personnel sponsored, including details like name, Father's name Age, Photograph, Permanent Address, Telephone number etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic qualification.
20. The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR-DGR from time to time. They will be bound by office timings, duty, placement, locations, as decided by the Directorate.

21. The Contractor/Agency shall make payment of remuneration/ wages to its personnel before 7th of every month. After making the payment, the Contractor shall raise the bill on the ICAR-HQs for payment of the settled amount. They will submit to the ICAR a copy of the payment vouchers duly signed by the workers for each month.
22. **Risk Clause:** ICAR-DGR reserves the right to discontinue the service at any point of time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit of pending bills or by rising a separate claim.
23. Any loss, theft or damage to the life and/or property of the employees of the ICAR-DGR and/or property of the ICAR shall be compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Contractor/Agency.

III. LIQUIDATED DAMAGES CLAUSES

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to mark in any Section it will be brought to the notice of the supervisory staff of the firm by ICAR-DGR and if no action is taken within one hour liquidated damages clause will be invoked.
किसी प्रकार की नकदी नुकसान होने की स्थिति में अनुबंध राशि के दो दिन के समतुल्य राशि जो कि न्यूनतम रूपये 500/- होगी, की वसूली प्रतिदिन के हिसाब से की जाएगी। जब भी यह पाया जाता है कि अनुबंध कार्य किसी भी खंड में संतोषजनक नहीं है, तब इसे डीएमएपीआर द्वारा फर्म के सुपरवाइजरी स्टाफ की जानकारी में लाया जाएगा और यदि एक घंटे के भीतर कोई कार्रवाई नहीं की जाती तब नकदी नुकसान धारा को लागू किया जाएगा।
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.
एजेन्सी द्वारा रखे गए कामगारों अथवा व्यक्तियों द्वारा किसी भी प्रकार के कदाचार अथवा दुर्व्यवहार को बर्दाश्त नहीं किया जाएगा और ऐसे व्यक्तियों को तुरंत ही बदलना होगा।

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

Financial Bid

Amount per point (including Service Tax) for Providing Job Work/Service Contract For Supporting services to Administration at 05 points at ICAR-DGR

Sr. No.	Description	Rate
1.	Amount per point	
2.	EPF contribution of employer @13.36	
3	ESI/WCI contribution of employer @4.75	
4.	Service Tax (15%)	
5	Grand total (The amount to be paid to the firm for each manpower per month)	