

REGISTERED WITH ACKNOWLEDGEMENT DUE

F.No.2(23)/Estt/2015/

Date: 27.10.2016

Not Transferable

**ICAR- DIRECTORATE OF GROUNDNUT RESEARCH (DGR)
P.O. Box No.5, IVNAGAR ROAD JUNAGADH-362 001, GUJARAT**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS & CONDITIONS GOVERNING THE WORK CONTRACT FOR CARRYING OUT VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS AT THE ICAR-DIRECTORATE OF GROUNDNDUT RESEARCH, JUNAGADH, GUJARAT

Schedule of 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	21.11.2016
C	Pre-bid conference	15.11.2016 (10.30 am)
D	Last date of receipt of Tenders	22.11.2016
E	Date, place and time of opening of technical bids	23.11.2016 at 10:30 hours Committee Room, ICAR-DGR, Junagadh
F	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

NOTE:

1. The Director, ICAR-Directorate of Groundnut Research (ICAR-DGR) may at his/her discretion, extend the dates by a fortnight and such extension shall be binding on all the bidders.
2. If the date up to which the Tenders are open for acceptance, is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

ICAR-Directorate of Groundnut Research (ICAR-DGR)
Ivnagar Road, P.B.No. 5, Junagadh - 362 001, Gujarat, India
Website: <http://www.dgr.org.in> FAX: 0285-2672550
Telephone: 0285 -2673041, 2672461

From:

The Administrative Officer
ICAR-Directorate of Groundnut Research (DGR),
P.B. No.5, Ivnagar Road, Junagadh 362001, Gujarat

To

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Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, ICAR-Directorate of Groundnut Research (ICAR-DGR), P.B. No.5, Ivnagar Road, Junagadh 362001, Gujarat for work contract at the ICAR-Directorate of Groundnut Research, Junagadh on crop-season basis for a period of one year.

Terms and conditions for filing the bid

1. A **Bid Security** deposit of **Rs.1.25 lakh (rupees one lakh twenty five thousand only)** must be deposited in the form of demand draft/pay order drawn in favour of the **“ICAR Unit – DGR, Junagadh”** and payable at Junagadh. The particulars of the security deposited must also be superscribed on the top of the envelope by indicating the Demand Draft/Pay Order number and date, failing which the tenders will not be opened. The BID SECURITY will be refunded to the unsuccessful tenderers as promptly as possible whereas in the case of successful tender, BID SECURITY will be refunded after deposition of Performance Security Deposit Rs.3,00,000/-(rupees three lakhs only) in form of Demand Draft/Bank Guarantee/FDR.
2. The bidder will not be permitted to modify the terms and conditions thereof after submission of the bid. If the tenderer fails to observe and comply with the foregoing stipulations and if the firm fails to accept the offer made to him the amount of bid security deposit and performance security deposit will be forfeited by the Directorate and the firm will not be allowed to participate in the future process.
3. The Schedules of the Tender Forms 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 purpose, additional pages may be added. Each additional page must be numbered consecutively and each page of the document including the additional pages, if any, should be duly stamped and signed in full by

- the bidder. Overwriting/erasing in rates quoted by the bidders will not be accepted and the tenders may be rejected.
4. Individual signing the tenders or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm, if it be partnership, in which case he/she must have authority to refer to arbitration dispute concerning the business of 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.
 5. If bidder does not accept the offer, after issue of letter of award by the Directorate within 15 days, the offer made shall be deemed to have been withdrawn without any notice and bid security will be forfeited by the Directorate.
 6. The bids must be submitted in sealed envelope superscribing "THE WORK CONTRACT FOR PROVIDING VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS". Tenders can be sent by post or by hand. Tenders submitted by hand should be put in the **tender box** which will be kept in the Office of the ICAR-Directorate of Groundnut Research not later than **15:00h**. Tender received after the specified date and time shall not be considered.
 7. The rates quoted by each firm for work contract are to be given in both words and figures failing which the tender may be rejected. The bidder 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 behalf of the bidder should be indicated in the tenders. Name and address of permanent representative of the bidder, if any, may also be indicated.
 8. The tenderer solely at his/her discretion may inspect the site of work at the Directorate. Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rate 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.
 9. The Agency shall employ sufficient number of labour force of good and reliable persons with sound health (18-60 years) and clean record. In case any of the personnel so provided is not found suitable, ICAR-Director DGR, Junagadh shall have the right to ask for their replacement without giving any reasons there for and the agency will on receipt of a written communication will have to replace such persons immediately. The agency will be fully responsible for providing leave benefits, weekly off, National and festival holidays etc. to the persons deployed as may be required.
 10. The Agency/Firm will comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost.
 11. The bids should be complete in all respects. However, this Directorate is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting or rejecting the tenders in whole or in part.
 12. The **Performance Security of Rs.3,00,000/- (rupees three lakhs only)** is to be deposited by the Selected Agency/Successful Bidders through account payee Demand Draft/Bank Guarantee/FDR only after receiving a communication from the ICAR-DGR, Junagadh. In the event of non-deposition of the same, the bid security will be forfeited. The performance security deposit will be refunded on

expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the performance security deposit.

13. No interest on performance security deposit and Bid Security deposit will be paid by the Directorate to the bidder.
14. Additional service tax or any other tax if applicable after awarding the contract in respect of this contract will be payable by contractor. However the service taxes or any other tax which is as per the rules of the Government will be deducted at source from monthly bills of the successful bidders, as per rules/instructions made applicable from time to time.
15. The ICAR-Director, DGR, Junagadh reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Directorate, for any justifiable reasons, not mandatory to be communicated to the bidder.
16. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS at ICAR-DGR, Junagadh will be got done from other source at the expenses of the defaulting firm.
17. Decision of Director, ICAR-DGR, Junagadh will be final for any aspect of the contract and binding to the bidders. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement, dispute will be referred to the sole arbitrator to be appointed by the Director, ICAR-DGR, Junagadh. The decision of the sole arbitrator so appointed will be final and binding on the bidders. Arbitration proceedings would be governed by the Arbitration & Constitution Act, 1996 as amended from time to time.
18. Acceptance by the Directorate will be communicated by speed post/fax or any other form of communication. A formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the fax/speed post etc. should be acted upon immediately.
19. The ICAR-DGR 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 keeping in view valid reasons. Conditional tenders will not be accepted.
20. The ICAR-DGR, in its capacity as principal employer, reserves the rights to modify any of the terms and conditions of the contract as mentioned in the schedules of this document, at its discretion, in the interest of the job/work.
21. The following documents/vouchers are required to be enclosed with the tender form as per the terms and conditions mentioned in the tender documents.
 - a) Registration Certificate of the firm under the Job contract of State/ Central Government.
 - b) Document to prove the minimum annual turnover of the firm not less than Rs. 15 lakhs (Rupees Fifteen lakhs) during the last financial year
 - c) Work experience certificate of the firm for one year in the field of providing labour contract services in Central/State Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations. Provide the details in tabular form.

S No.	Name of the department/organization with name and phone number of the contact person	Period from & to	Value of contract (Rs./month)

- d) Certified balance sheet of the firm for the year ending 31.03.2016 duly certified by a Chartered Accountant.
- e) Duly certified copies of the satisfactory services for at least one year
- f) Employee EPF registration certificate issued by the local/Central government.
- g) Employee ESI/WCI registration certificate issued by the local/Central government.
- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- i) Service tax registration certificate issued by Government.
- j) Income Tax Permanent Account Number allotted by Income Tax dept.

Successful bidder will have to enter into a detailed contract agreement with Director, ICAR-DGR, Junagadh on non-judicial stamp paper of Rs.100/- (rupees one hundred only) for the work within a stipulated time.

1. On unsatisfactory performance the agreement may be terminated with one month notice.
2. The Firm/ Agency must enclose a certificate indicating that there is no criminal/legal suit pending or being contemplated against it.

Risk Clause; ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice, to be replied within a week and also has the 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 or pending bills or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. Minimum penalty of Rs.750 per day per experiment for delay in each activity upon complaint after the grace period (three days from the date specified by the indenter except exigencies) irrespective of activity and area of experiment.
2. Minimum penalty of Rs.500 per ha per day for delay in each activity upon complaint after the grace period (three days from the date specified by the indenter except exigencies) irrespective of operations in case of general cultivation and for each complaint irrespective of activity penalty will be subjected to a minimum area of 1.0 ha.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be accepted and such person(s) will have to be replaced immediately.

Yours faithfully,

Administrative Officer
For and on behalf of the Director
ICAR-DIRECTORATE OF GROUNDNUT RESEARCH (DGR)
P.B.No.5, IVNAGAR ROAD
JUNAGADH-362 001, GUJARAT

TENDER FOR THE WORK CONTRACT ON VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS AT THE ICAR-DIRECTORATE OF GROUNDNUT RESEARCH (ICAR-DGR), JUNAGADH

From: M/s _____

To,
The Administrative Officer
ICAR-DIRECTORATE OF GROUNDNUT RESEARCH
P.B.No.5, IVNAGAR ROAD, JUNAGADH 362 001, GUJARAT

1. I/We have read all the particulars regarding general information and other terms and conditions of the contract for **CARRYING OUT** VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS in experimental farm at ICAR-DGR, Junagadh 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 quoted in our financial bid and I/we agree to hold this offer open till 90 days from the date of opening of technical bids. The rates quoted will be valid for a period of one year in the event of award of the Work Contract. I/We shall be bound by a communication of 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 number of additional pages added to this Tender for are _____

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order/IDD No _____ of Rs. _____ drawn in favour of 'Director, ICAR-Directorate of Groundnut Research (ICAR-DGR), Junagadh' and payable at 'Junagadh' is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the bidder

Tel. Nos.(O) _____ (Resi.) _____
(Mo.) _____

Witness _____

Address _____

Occupation _____

Mobile no _____

Address _____

Name & Signature of witness: _____

Schedule I

1. Name of the firm/agency
2. Full address with Post Box No. (if any) and telephone no.
3. Name and full address of the banker of the firm
5. Permanent Income Tax No./Circle/Ward etc. of the firm
6. Any other relevant information
...
7. Earnest money deposited: Yes/No
8. Name of the Permanent Representative to be visiting at ICAR-Directorate of Groundnut Research (DGR), Junagadh regarding the contract

Date:

Place:

AUTHORISED SIGNATORY

SCHEDULE-II

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT FOR CARRYING OUT VARIOUS FARM AND LABORATORY OPERATIONS, AND ALLIED WORKS AT THE ICAR-DIRECTORATE OF GROUNDNUT RESEARCH (ICAR-DGR), JUNAGADH.

Scope of work

The nature of the farm/lab operations and allied works are:-

Preparation of field/plot/bunds/paths/irrigation channel, collection of pebbles from the field, sowing, irrigation, application of FYM and fertilizers, fertigation, spraying of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, drying, cleaning of pods/seeds, stripping of pods, packaging, storing of produce, digging of pits, maintenance of basin, plantation, maintenance of potted plants, collection of soil and plant samples, cleaning of glassware and plastic ware, packing of material, sterilization of material, filling of pots in glass house and pot/experimental sites, watering to pots kept in glass houses and net house, cleaning of glass/net house, assisting in recording of pre- and-post-harvest observations, emasculation and pollination, tractor driving, pump and thresher operation, interculture by bullock pair (bullock, ploughman and implements should be hired by the firm), road side cleaning, bushes/trees cutting etc. (for details see in attached annexures A to H)

TERMS & CONDITIONS FOR CARRYING OUT THE OPERATIONS

1. The farm operations normally begin at 0800 hrs. and continue till 1700 hrs. Operations can be assigned beyond normal working hours and/or Sunday/holiday depending on requirement from time to time.
2. The quantum and volume of farm operations of various sections/units shall be compiled on fortnightly basis by the Farm Section, ICAR-DGR which shall be intimated in advance on each fortnight to the Agency who will arrange manpower for carrying out the scheduled farm operations day to day basis.
3. The Nodal Officer appointed by the Director, ICAR-DGR will maintain liaison with the Agency and the indenting units/sections and day to day monitoring of the work.
4. The Agency will depute its own representatives on each working day for liaison and supervision. The supervisor of the contracting agency will have to get the next day's work assignment from the nodal officer every day evening
5. To carry out farm operations, the ICAR-DGR, Junagadh will provide hand tools such as spade with handle, kudali with handle, sickles, tagara, sprayer, buckets, grass cutting swords etc., and provide inputs (seeds, fertilizers, pesticides, irrigation-water/pipes etc.) and tractors (with diesel, with or without driver as the case may be) and tractor drawn implements, trolleys etc.
6. The service staff should follow strict attendance and alternative arrangements are to be made by the Agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
7. Changing of staff/supervisor should be intimated to the Office.

8. The staff/supervisor provided should also maintain discipline in the premises of ICAR-DGR.
9. The staff provided should be in sound health and capable of doing physical and manual work.
10. The Agency shall not sublet the work without prior written permission of the Director, ICAR-DGR, Junagadh.
11. The staff and supervisor shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The Agency shall provide necessary manpower to ICAR-DGR, Junagadh as per labour rules. The agency shall strictly engage the physically & mentally fit manpower in the age group between 18 to 60 years. In case any of the staff/supervisor so provided is not found suitable, the ICAR-DGR shall have the right to ask for a replacement without giving any reason thereof and the Agency shall on receipt of an oral/written communication, will have to replace such person(s) immediately.
13. Under no circumstances, the staff provided by the Agency under this contract will be employee of the ICAR-DGR/ICAR and there will be no employer-employee relationship between the ICAR-DGR and the staff so engaged by the Agency in the aforesaid services.
14. The contractor shall maintain the records of staff engaged by it for farm operations which may be inspected by ICAR-DGR officials whenever required.
15. In case any staff/supervisor meets any un-happening, accidents, or suffers bites of poisonous insects/reptiles/animals etc., the Agency will be responsible for arranging their medical treatment, welfare and compensation, etc.
16. The quantum/volume of work projected for a fortnightly may increase/decrease depending on actual requirement. The contractor will be bound to get the assigned additional work, if any, completed within the prescribed time.
17. Additional quantity of work, not listed in the annexures, if assigned will have to be executed by the contractor at additional pro-rata payment based on the rate quoted in the bid.
18. The various sections/units will submit their satisfactorily work done certificate indicating quantum/volume/area of work on the first/second working day of the following month to ensure timely release of payment. The release of payment irrespective of crop season would be made in three equal installments. While last installment of a crop season would be released necessarily only after completion of all designated/assigned work of that particular crop season.
19. The contractor shall complete the job works as and when required for the particular item of job and work assigned to them within the period required by this Centre, failing which the payment of unattended work will be disallowed and penalty will be recovered as per the provisions mentioned in the tender document.
20. The Agency will discharge all his legal obligations in respect of the staff and supervisors to be engaged 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 provisions of law in force that may be applicable to them from time to time. The Agency shall indemnify and keep indemnified the ICAR-DGR against any claims, losses or damages that may be caused to it on account of any 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 Agency.

21. The Agency will pay the prevailing labour wages to the staff and supervisor engaged by him on monthly basis i.e. on or before 7th day of every month irrespective of receipt of payment from the Directorate. The agency will pay the wages and other perks to its staff and supervisor in the presence of officer(s) nominated by the DGR as per provision of Contract Labour Act. The copies of the challans/other documentary proof of payment of the EPF and ESI/WCI are to be submitted along with the bills for claiming the installment of the payment due to the contracting agency
22. The ICAR-DGR, Junagadh will deduct the Income Tax from the payments due for the services provided as per rule.
23. Any misconduct/misbehavior on the part of the staff/supervisor engaged by the Agency will not be accepted and such person(s) will have to be replaced immediately by the Agency and loss/damage caused, if any, shall be recovered from the Agency.
24. Minimum penalty of Rs.750 per day per experiment for delay in each activity upon complaint would be recovered after the grace period (three days from the date specified by the indenter except exigencies) irrespective of activity and area of the experiment. While minimum penalty of Rs.500 per ha per day for delay in each activity/operation upon complaint would be recovered after the grace period (three days from the date specified by the indenter except exigencies) subjected to a minimum area of 1.0 ha in case of general cultivation. Whenever and wherever it is found that the work is not up to the mark in any area and it will be brought to the notice of the supervisory staff of the firm and if no action is taken within three days, liquidated damage clause will be invoked.
25. Director, ICAR-DGR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also the right to award the contract to any other agency at the risk and cost of current agency and to recover the excess expenditure incurred on this account from Security Deposit or pending bills or by raising a separate claim.
26. The firm would be liable to attend unforeseen activity/operation if any, not specified in the tender document and deemed to be essential for any particular experiment/general cultivation as and when required.

Schedule-III

Nature of work to be carried out at ICAR-DGR farm and in the Laboratories

S No.	Season/Item	Work details
1	<i>Kharif</i> (15 th June to 30 th November; at an area of approximately 5.0 hectares)	Annexure-A. (For experimental plots)
2	<i>Rabi</i> (1 st November to 31 st March; at an area of approximately 0.5 hectare)	Annexure-B (For experimental plots)
3	Summer (15 th January to 14 th June; at an area of approximately 2.0 hectares)	Annexure-C (For experimental plots)
4	Laboratory and miscellaneous works	Annexure-D
5	Allied operations	Annexure-E
6	<i>Kharif</i> (1 st June to 30 th November; at an area of approximately 7.0 hectares)	Annexure-F (General cultivation)
7	<i>Rabi</i> (1 st November to 31 st March; at an area of approximately 1.0 ha)	Annexure-G (General cultivation)
8	Summer (15 th January to 14 th June; at an area of approximately 0.5 hectare)	Annexure-H (General cultivation)

Annexure-A: For experimental plots during *Kharif* season

(15 th June to 30 th November; Approximate area 5.0 ha) Operations/Activities to be carried out	
1	Lay out of experiments
2	Bund/ channel formation (during sowing and each irrigation)
3	Seed treatment
4	Mixing and application of manures and fertilizer (1-4times)
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field
6	Sowing and gap filling as and when required
7	Irrigation (Flood, sprinkler, drip) (2-4 times) (in case of drought, it may be up to 6 times)
8	Application of weedicide (1-4 times)
9	Weeding and disposal of weeds in one place (1-3 times)
10	Application of pesticide (1-4 times)
11	Hand hoeing as and when required
12	Manual Harvesting of crop
13	Manual Stripping of pod/ threshing of harvest
14	Tagging of plant materials/bags with suitable labels
15	Picking of left-over pods from soil after harvest
16	Collection of dry/green fodder at one place
17	Carrying out harvested materials i.e. pods/grains from field to store room

Annexure-B: For experimental plots during *Rabi* Season

(1st November to 31st March; Approximate area 0.5 ha) Operations/Activities to be carried out	
1	Lay out of experiments
2	Bund/channel formation(during sowing and each irrigation))
3	Seed treatment
4	Mixing and application of manures and fertilizer (1-4 times)
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field
6	Sowing and gap filling as and when required
7	Irrigation (Flood, sprinkler, drip) (2-10 times)
8	Application of weedicides (1-4times)
9	Weeding and disposal of weeds in one place (1-3 times)
10	Hand hoeing as and when required
11	Application of pesticide (1-4 times)
12	Manual Harvesting of crop
13	Manual stripping of pods/ Beating/ threshing of produce
14	Tagging of plant materials/bags with suitable labels
15	Picking of left-over pods from soil after harvest
16	Collection of dry/wet fodder at one place
17	Carrying out harvested materials i.e. pods/grains from field to store room

Annexure-C: For experimental plots during summer season

(15th January to 14th June; Approximate area 2.0 ha) Operations/Activities to be carried out	
1	Lay out of experiments
2	Bund/channel formation(during sowing and each irrigation)
3	Seed treatment
4	Mixing and application of manures and fertilizer (1-2 times)
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field
6	Sowing and gap filling as and when require required
7	Irrigation (Flood, sprinkler, drip) (2-12 times)
8	Application of weedicide (1-4 times)
9	Weeding and disposal of weeds in one place (1-3times)
10	Hand hoeing as and when required
11	Application of pesticide (1-4 times)
12	Manual Harvesting
13	Manual Stripping of pod/ threshing of produce
14	Tagging of plant materials/bags with suitable labels
15	Picking of left-over pods from soil after harvest
16	Collection of dry fodder at one place
17	Carrying out harvested materials i.e. pods/grains from field to store room

Annexure-D: Laboratory and miscellaneous works

Operations/Activities to be carried out (8 hours/day/person)	
1	Shelling and seed treatment
2	Seed and fertilizer weighing
3	Plant/soil sampling
4	Drying of harvested materials
5	Sowing/harvesting etc. in pots
6	Cleaning of harvested materials and cloth bags
7	Grinding of soil/ plant/seed samples
8	Pre and post-harvest observations
9	Cleaning of glassware/plasticware
10	Pot filling, sowing and irrigation
11	Sorting, arrangement and bagging of materials
12	Digestion of plant samples
13	Preparation and packing of materials for autoclaving
14	Disposal of hazardous materials by sterilization
15	Cleaning of Glass/Net houses
16	Maintenance of lawn, garden, agro forestry and surrounding area of guest house, spraying of weedicide, watering to the plants; fertilizer application, cutting of plants/hedges
17	General cleaning nearby the office building, nearby boundaries wall, bunds of pond, residential colony/ around pump house/ transformer house/Bunds
18	Collection and removal of pebbles from field
19	Loading and unloading of farm produce and farm inputs
20	Irrigation in road side plantation by water tanker (only helper)
21	Pruning and cutting of trees and bushes in campus
22	Helper during field operations with tractor
23	Weedicide spraying by tractor operated sprayer
24	Winnowing, cleaning, grading, bagging, storage, etc
25	Bird scaring
26	Irrigation for germination of left over soil pods
27	Other miscellaneous work as defined from time to time

Annexure E. Allied operations

Activities/Operation to be carried out	
1	Tractor driving on hourly basis (tractor, fuel and implements will be provided by DGR)
2	Pump and thresher operator on hourly basis
3	Inter-culturing using bullocks on area basis (bullocks with implements to be supplied by the contractor with a short notice)
4	Inter-culturing using Mini tractor on area basis (Tractor with implements has to be hired from outside by the contracting agency with a short notice)

Annexure-F: General cultivation during *kharif* season

(1st June to 30th November; Approximate area 7.0 ha) Operations/Activities to be carried out	
1	Bund and irrigation channel formation (during sowing and each irrigation)
2	Seed treatment
3	Mixing and application of manures and fertilizer (1-4 times)
4	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required
6	Irrigation (Flood, sprinkler) (2-3 times) (in case of drought, it may be up to 6)
7	Application of weedicide (1-3 times)
8	Weeding and disposal of weeds in one place (1-3 times)
9	Application of pesticide (1-3 times)
10	Rogueing (2 times)
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)
13	Tagging of plant materials/bags with suitable labels
14	Picking of left-over pods from soil after harvest
15	Loading and unloading of farm produce and inputs

Annexure-G: General cultivation during *Rabi* season

(1st November to 31st March; Approximate area 1.0 ha) Operations/Activities to be carried out	
1	Bund and irrigation channel formation (during sowing and each irrigation)
2	Seed treatment
3	Mixing and application of manures and fertilizer (1-3 times)
4	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field of respective section
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required
6	Irrigation (Flood, sprinkler/drip) (2-8 times)
7	Application of weedicide (1-2 times)
8	Rogueing (2 times)
9	Weeding and disposal of weeds in one place (1-3 times)
10	Application of pesticide (1-3 times)
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)
13	Tagging of plant materials/bags with suitable labels

14	Picking of left-over pods from soil after harvest
15	Loading and unloading of farm produce and inputs

Annexure-H: General cultivation during summer season

(15th January to 14th June; Approximate area 0.5 ha) Operations/Activities to be carried out	
1	Bund and irrigation channel formation(during sowing and each irrigation)
2	Seed treatment
3	Mixing and Application of manures and fertilizer (1-2 times)
4	Carry out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field of respective section
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required
6	Irrigation (Flood, sprinkler/drip) (5-12 times)
7	Application of weedicide (1-2 times)
8	Rogueing (2 times)
9	Weeding and disposal of weeds in one place (1-3 times)
10	Application of pesticide (1-3 times)
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)
13	Tagging of plant materials/bags with suitable labels
14	Picking of left-over pods from soil after harvest
15	Loading and unloading of farm produce and inputs

Major activities must be completed within a stipulated time frame based on various crop seasons as per following schedule:

Sowing:

Kharif season: within 15th July except staggered/delayed sowings dates

Rabi season: within 15th December except staggered/delayed sowings dates

Summer season: within 15th February except staggered sowings dates

Weeding:

First weeding: within 25 days after sowing

Second weeding: within 50 days after sowing

Third weeding within 70 days after sowing

Other operations:

Will be demanded time to time by the nodal officer as per schedules worked out based on the indents

SCHEDULE-IV**CHECKLIST OF DOCUMENTS SUBMITTED**

S. No	Documents to be submitted	Submitted (Yes or No)	Remarks
1	Details of Cost of bid Rs.500.00/600.00		
2	Details of EMD deposited Rs.1,25,000/-		
4	Copy of Registration Certificate of EPF		
5	Copy of Service Tax Registration		
6	Copy of PAN/TIN Card		
7	Copy of the Agency/firm registration with the Contract Labour (R&A) Act 1970(The contractor shall obtain the labour license under this act after awarded the contract)		
8	Copy of the experience of the firm for one year period in the field of providing such services in Central /State Govt.		
9	Latest EPF Challan for ascertaining the number of workers has been attached/engaged		
10	Proof of Minimum turnover of the firm not less than Rs.15.00 Lakh during the last 3 years.		
11	Copy of Balance Sheet for last year duly audited from a Chartered Accountant/Firm		
12	Proof that the rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions		

SCHEDULE-V**PRICE BID**

OUR RATES FOR THE WORK CONTRACT **ON CARRYING OUT VARIOUS FARM AND LABORATORY, AND ALLIED OPERATIONS** AT THE ICAR-DIRECTORATE OF GROUNDNUT RESEARCH (DGR), JUNAGADH.

Season/Item	Work details
<i>Kharif</i> (15th June to 30th November; at an area of approximately 5.0 ha)	Annexure-A (For experimental plots)
<i>Rabi</i> (1st November to 31st March; at an area of approximately 0.5 ha)	Annexure-B (For experimental plots)
Summer (15th January to 14th June; at an area of approximately 2.0 ha)	Annexure-C (For experimental plots)
Laboratory and miscellaneous works	Annexure-D
Allied operations	Annexure-E
<i>Kharif</i> (1st June to 30th November; at an area of approximately 7.0 ha)	Annexure-F (General cultivation)
<i>Rabi</i> (1st November to 31st March; at an area of approximately 1.0 ha)	Annexure-G (General cultivation)
Summer (15th January to 14th June; at an area of approximately 0.5 ha)	Annexure-H (General cultivation)

I/We agree to forfeiture of the earnest money deposited by me/us if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We have carefully read the terms and conditions of the Tender and agree to abide by these in letter and spirit.

Signature and seal of the bidder

Tel. Nos.(O)_____ (Resi.)_____

(Mo.) _____

Annexure-A: For experimental plots during *Kharif* season

(15th June to 30th November; Approximate area 5.0 ha)		Rate per hectare for the entire <u>Kharif</u> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
Operations/Activities to be carried out		
1	Lay out of experiments	
2	Bund/ channel formation (during sowing and each irrigation)	
3	Seed treatment	
4	Mixing and application of manures and fertilizer (1-4times)	
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field	
6	Sowing and gap filling as and when required	
7	Irrigation (Flood, sprinkler, drip) (2-4 times) (in case of drought, it may be up to 6 times)	
8	Application of weedicide (1-4 times)	
9	Weeding and disposal of weeds in one place (1-3 times)	
10	Application of pesticide (1-4 times)	
11	Hand hoeing as and when required	
12	Manual Harvesting of crop	
13	Manual Stripping of pod/ threshing of harvest	
14	Tagging of plant materials/bags with suitable labels	
15	Picking of left-over pods from soil after harvest	
16	Collection of dry/green fodder at one place	
17	Carrying out harvested materials i.e. pods/grains from field to store room	

Annexure-B: For experimental plots during *Rabi* Season

(1st November to 31st March; Approximate area 0.5 ha)		Rate per hectare for the entire <u>Rabi</u> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
Operations/Activities to be carried out		
1	Lay out of experiments	
2	Bund/channel formation(during sowing and each irrigation))	
3	Seed treatment	
4	Mixing and application of manures and fertilizer (1-4 times)	
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field	
6	Sowing and gap filling as and when required	
7	Irrigation (Flood, sprinkler, drip) (2-10 times)	
8	Application of weedicides (1-4times)	
9	Weeding and disposal of weeds in one place (1-3 times)	
10	Hand hoeing as and when required	
11	Application of pesticide (1-4 times)	
12	Manual Harvesting of crop	
13	Manual stripping of pods/ Beating/ threshing of produce	

14	Tagging of plant materials/bags with suitable labels	
15	Picking of left-over pods from soil after harvest	
16	Collection of dry/wet fodder at one place	
17	Carrying out harvested materials i.e. pods/grains from field to store room	

Annexure-C: For experimental plots during summer season

(15th January to 14th June; Approximate area 2.0 ha) Operations/Activities to be carried out		Rate per hectare for the entire <u>summer</u> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
1	Lay out of experiments	
2	Bund/channel formation(during sowing and each irrigation)	
3	Seed treatment	
4	Mixing and application of manures and fertilizer (1-2 times)	
5	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field	
6	Sowing and gap filling as and when require required	
7	Irrigation (Flood, sprinkler, drip) (2-12 times)	
8	Application of weedicide (1-4 times)	
9	Weeding and disposal of weeds in one place (1-3times)	
10	Hand hoeing as and when required	
11	Application of pesticide (1-4 times)	
12	Manual Harvesting	
13	Manual Stripping of pod/ threshing of produce	
14	Tagging of plant materials/bags with suitable labels	
15	Picking of left-over pods from soil after harvest	
16	Collection of dry fodder at one place	
17	Carrying out harvested materials i.e. pods/grains from field to store room	

Annexure-D: Laboratory and miscellaneous works

Operations/Activities to be carried out (8 hours/day/person)		Rate per hectare for the entire <u>Kharif/rabi/summer</u> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
1	Shelling and seed treatment	
2	Seed and fertilizer weighing	
3	Plant/soil sampling	
4	Drying of harvested materials	
5	Sowing/harvesting etc. in pots	
6	Cleaning of harvested materials and cloth bags	
7	Grinding of soil/ plant/seed samples	
8	Pre and post-harvest observations	
9	Cleaning of glassware/plasticware	
10	Pot filling, sowing and irrigation	
11	Sorting, arrangement and bagging of materials	
12	Digestion of plant samples	
13	Preparation and packing of materials for autoclaving	
14	Disposal of hazardous materials by sterilization	
15	Cleaning of Glass/Net houses	
16	Maintenance of lawn, garden, agro forestry and surrounding area of guest house, spraying of weedicide, watering to the plants; fertilizer application, cutting of plants/hedges	
17	General cleaning nearby the office building, nearby boundaries wall, bunds of pond, residential colony/ around pump house/ transformer house/Bunds	
18	Collection and removal of pebbles from field	
19	Loading and unloading of farm produce and farm inputs	
20	Irrigation in road side plantation by water tanker (only helper)	
21	Pruning and cutting of trees and bushes in campus	
22	Helper during field operations with tractor	
23	Weedicide spraying by tractor operated sprayer	
24	Winnowing, cleaning, grading, bagging, storage, etc	
25	Bird scaring	
26	Irrigation for germination of left over soil pods	
27	Other miscellaneous work as defined from time to time	

Annexure-E: Allied operations

Activities/Operation to be carried out		
1	Tractor driving on hourly basis (tractor, fuel and implements will be provided by DGR)	Rate per hour for the entire <i>Kharif/rabi/summer</i> season (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
2	Pump and thresher operator on hourly basis	Rate per hour for the entire <i>Kharif/rabi/summer</i> season (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
3	Inter-culturing using bullocks on area basis (bullocks with implements to be supplied by the contractor with a short notice)	Rate per hectare for the entire <i>Kharif/rabi/summer</i> season (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
4	Inter-culturing using Mini tractor on area basis (Tractor with implements has to be hired from outside by the contracting agency with a short notice)	Rate per hectare for the entire <i>Kharif/rabi/summer</i> season (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).

Annexure-F: General cultivation during *kharif* season

(1 st June to 30 th November; Approximate area 7.0 ha) Operations/Activities to be carried out		Rate per hectare for the entire <i>Kharif</i> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
1	Bund and irrigation channel formation (during sowing and each irrigation)	
2	Seed treatment	
3	Mixing and application of manures and fertilizer (1-4 times)	
4	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field	
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required	
6	Irrigation (Flood, sprinkler) (2-3 times) (in case of drought, it may be up to 6)	
7	Application of weedicide (1-3 times)	
8	Weeding and disposal of weeds in one place (1-3 times)	

9	Application of pesticide (1-3 times)	
10	Rogueing (2 times)	
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)	
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)	
13	Tagging of plant materials/bags with suitable labels	
14	Picking of left-over pods from soil after harvest	
15	Loading and unloading of farm produce and inputs	

Annexure-G: General cultivation during *Rabi* season

(1st November to 31st March; Approximate area 1.0 ha) Operations/Activities to be carried out		Rate per hectare for the entire <i>Rabi</i> season for all the listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
1	Bund and irrigation channel formation (during sowing and each irrigation)	
2	Seed treatment	
3	Mixing and application of manures and fertilizer (1-3 times)	
4	Carrying out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field of respective section	
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required	
6	Irrigation (Flood, sprinkler/drip) (2-8 times)	
7	Application of weedicide (1-2 times)	
8	Rogueing (2 times)	
9	Weeding and disposal of weeds in one place (1-3 times)	
10	Application of pesticide (1-3 times)	
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)	
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)	
13	Tagging of plant materials/bags with suitable labels	
14	Picking of left-over pods from soil after harvest	
15	Loading and unloading of farm produce and inputs	

Annexure-H: General cultivation during summer season

(15th January to 14th June; Approximate area 0.5 ha): Operations/Activities to be carried out		Rate per hectare for the entire <i>Summer</i> season for all the
1	Bund and irrigation channel formation(during sowing and each irrigation)	

2	Seed treatment	listed operations as and when required (amount in figures and words). Rate inclusive of all taxes (EPF, Insurance, service charges, VAT, ESI, Turnover Tax and all other taxes applicable from time to time as per govt. norms).
3	Mixing and Application of manures and fertilizer (1-2 times)	
4	Carry out fertilizers, seeds, irrigation pipes and other farm inputs from store room to field of respective section	
5	Sowing with seed drill/manual(manual sowing if area is less than 0.15 ha for each variety)and gap filling as and when required	
6	Irrigation (Flood, sprinkler/drip) (5-12 times)	
7	Application of weedicide (1-2 times)	
8	Rogueing (2 times)	
9	Weeding and disposal of weeds in one place (1-3 times)	
10	Application of pesticide (1-3 times)	
11	Harvesting (manual/tractor aided; Manual harvesting if area is less than 0.15 ha for each variety)	
12	Stripping/threshing (manual/thresher aided; Manual stripping if area is less than 0.15 ha for each variety)	
13	Tagging of plant materials/bags with suitable labels	
14	Picking of left-over pods from soil after harvest	
15	Loading and unloading of farm produce and inputs	