



AN ISO 9001:2008 CERTIFIED INSTITUTE

भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद), (Indian Council of Agricultural Research)

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INSTRUCTIONS TO THE TENDERERS

1. The Tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

Note: For Online Bid Submission, as per the directives of Department of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app.

2. The Technical Bids will be opened on **21.12.2017 at 15:00 hrs.** The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-CRIJAF, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the Bidder.
6. **Tender Cost:** The bidder should submit a demand draft of ₹ 500/- (Rupees Five hundred only) towards non-refundable tender fee, drawn in favour of "ICAR-Unit, CRIJAF" payable at Barrackpore, Kolkata in a sealed envelope super-scribed as "Tender fee for (Name of the work) and NIT No. **08/2017-18 dated 29.11.2017**" on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.
7. **Earnest Money Deposit (EMD):** ₹ 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft drawn in favour of "ICAR Unit-CRIJAF" payable at **Barrackpore, Kolkata**. This EMD should be submitted in sealed envelope super-scribed as "EMD for (Name of the work) and NIT No. **08/2017-18 dated 29.11.2017**". Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: Both (tender fee & EMD) envelopes should be placed in another sealed envelope and addressed to: "The Director, ICAR-Central Research Institute for Jute &

Allied Fibres, Barrackpore, Kolkata-700120" This envelop having tender fee & EMD should reach on or before last date & time of submission of bid.

8. **Security Money:** An amount of ₹ 1,00,000/- (Rupees One Lac) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
9. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
10. The Director, ICAR-CRIJAF, Barrackpore reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
11. Decision of the Director, ICAR-CRIJAF, Barrackpore will be final for any aspect of the contract and binding to all parties. 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 shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CRIJAF. The Decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
12. The agencies are advised to submit their tender after physical inspection of the site, a very detailed assessment/requirement of manpower for providing the above services at ICAR-CRIJAF, Barrackpore. However, the tenderer should quote the rate for each work in respect of all the services covered under this contract and that the rates should not be proposed on the basis of manpower deployed under this contract. In case the rate of any of the item is left out in the schedule, the tender will be rejected.
13. **No request for alteration in the rates, once quoted will be entertained within the period of one year.** However, rate may be revised with proportionate increase of DA / wages notified by the Ministry from time to time.**The minimum rate quoted by the tenderer should be in accordance with the minimum wage of agricultural labour as fixed by Chief Labour Commissioner (Central), Min of Labour, Govt of India.**
14. Successful tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of ₹ 100/-

GENERAL INFORMATION & OTHER TERMS & CONDITIONS FOR THE JOB CONTRACT FOR AGRICULTURAL FARM RELATED WORK AND OTHER MISCELLANEOUS WORK AT CSRSJAF & KVK, Bud Bud, Burdwan.

A. **Scope of Work:** The scope of work covers the Agricultural operation especially in Jute & allied fibre crops grown for fibre and seed purpose. The crops are grown for research and seed production including the related laboratory works and other skilled field work as listed below. The land scaping, garden maintenance, lawn maintenance, general cleaning and other miscellaneous works will also covers under the work contract. The details are listed below.

1. At the office campus of CSRSJAF, Bud Bud, Bud, Burdwan.

Job code.	Particulars of Work	Unit
1.	<i>Jute & Mesta (Research)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	
ii	Basal fertilizer application & sowing	
iii	Top Dressing of fertilizer	
iv	Irrigation	
v	Pesticide application	
vi	Herbicide application	
vii	Thinning (manual uprooting)	
viii	Weeding (manual uprooting)	
ix	Weeding mechanical (Wheel hoe)	
x	Harvesting & Bundling	
xi	Carrying and retting (by tractor)	
xii	Extraction, Drying, bundling, Weighing	
2.	<i>Jute & Mesta (Seed Crop)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	
ii	Basal fertilizer application and sowing	
iii	Top Dressing of fertilizer	
iv	Irrigation	
v	Pesticide application	
vi	Herbicide application	
vii	Thinning	
viii	Weeding (manual uprooting)	
ix	Weeding mechanical (Wheel hoe)	
x	Detopping	
xi	Harvesting & Bundling	
xii	Threshing & cleaning	
xiii	Winnowing, drying, Weighing & packing	
3.	<i>Sunnhemp/ Dhaincha (Research)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	

ii	Basal fertilizer application & sowing	
iii	Top Dressing of fertilizer	
iv	Irrigation	
v	Pesticide application	
vi	Herbicide application	
vii	Thinning (manual uprooting)	
viii	Weeding (manual uprooting)	
ix	Weeding mechanical (Wheel hoe)	
x	Harvesting and Bundling	
xi	Carrying and retting (by Tractor)	
xii	Extraction, Drying, bundling, Weighing	
4.	<i>Sunn hemp/Dhaincha (Seed crop)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	
ii	Basal fertilizer application and sowing	
iii	Top dressing of fertilizer	
iv	Irrigation	
v	Thinning	
vi	Herbicide application	
vii	Pesticide application	
viii	Weeding (manual uprooting)	
ix	Weeding mechanical (Wheel hoe)	
x	Detopping	
xi	Sunn hemp harvesting and bundling	
xii	Dhaincha harvesting and bundling	
xiii	Threshing and Cleaning	
xiv	Winnowing & drying, weighing & packing	
5.	<i>Rice</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	
ii	Basal fertilizer application	
iii	Seedling uprooting and transplanting	
iv	Irrigation	
v	Weeding (manual)	
vi	Herbicide application	
vii	Insecticide application	
viii	Top dressing	
ix	Harvesting	
x	Paddy bundling	
xi	Threshing and winnowing	
xii	Drying, processing and packing	
6.	<i>Wheat/ Maize</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud)/ layout channel making	
ii	Basal fertilizer application	
iii	Sowing	
iv	Irrigation	
v	Weeding mechanical (wheel hoe)	
vi	Weeding manual	
vii	Herbicide application	

viii	Pesticide application	
ix	Top dressing	
x	Harvesting (manual)	
xi	Bundling	
xii	Threshing and winnowing (manual)	
xiii	Harvesting and threshing (combine harvester) combine harvester and driver will be provided by CSRSJAF.	
xiv	Drying, processing and packaging.	
7.	<i>Pulses (Mung)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud), including drain making.	
ii	Basal fertilizer application	
iii	Sowing	
iv	Irrigation	
v	Weeding mechanical (wheel hoe)	
vi	Weeding manual	
vii	Herbicide application	
viii	Pesticide application	
ix	Top dressing	
x	Harvesting	
xi	Threshing, winnowing & packing	
8.	<i>Oil Seed crop (Mustard, Sesame)</i>	<i>1ha</i>
i	Land preparation (tractor, implements and driver will be provided by CSRSJAF, Bud Bud).	
ii	Layout, bund and channel making without ridge.	
iii	Basal fertilizer application	
iv	Sowing	
v	Irrigation	
vi	Weeding mechanical (wheel hoe)	
vii	Weeding (manual)	
viii	Herbicide application	
ix	Pesticide application	
x	Top dressing	
xi	Harvesting and bundling	
xii	Carrying by tractor	
xiii	Threshing and winnowing	
xiv	Drying and packing	
9.	<i>Pot experiment/ Green house/ Glass house/ Poly house and others (Unskilled)</i>	
i	Pot-filling/sowing/watering/maintenance	(per day/ 8hrs.)
ii	Seed extraction-cross/ germplasms	(per day/ 8hrs.)
iii	Soil and plant sample collection	(per day/ 8hrs.)
iv	General miscellaneous work of laboratory	(per day/ 8hrs.)
v	Drainage preparation	(per day/ 8hrs.)
vi	Bund/ride channel cleaning	(per day/ 8hrs.)
vii	General cleaning	(per day/ 8hrs.)
viii	Tree pruning	(per day/ 8hrs.)
ix	Cleaning (sweeping and washing) and maintenance of Office, guest house and campus including lavatories	(per day/ 8hrs.)
10.	<i>Landscaping (Unskilled)</i>	

i	Cleaning and maintenance of farm road and campus	(per day/ 8hrs.)
ii	Maintenance of Lawn a. Weeding b. Mowing with the help of mover c. Grass cutting with the help of sickles d. Rolling work e. Irrigation f. Grass cutting from surface level with the help of Khurpi	(per day/ 8hrs.)
iii	Maintenance of ornamental pot plants	(per day/ 8hrs.)
iv	Assistance in handling of different type of land scaping Unskilled work	(per day/ 8hrs.)
11.	<i>Farm Operation</i>	
	Skilled work such as :- a) Driver: Operational work with Tractor/power tiller (will be provided by CSRSJAF, Bud Bud) b) To assist the mechanic in operation of tube well/pump c) Work related to welding d) Work related to electricity e) Unskilled lab work/assistance in handling of seed materials, emasculation, pollination, seed processing, sorting, maintenance of fencing, removal of obnoxious weed like parthenium, general up keep and maintenance of experiments/ filed farm etc.	(per day/ 8hrs.)
12.	Watch & ward (crop watching - unskilled)	8 hrs / shift
13.	Field Assistant for Purulia & Bankura district for Misc. Farm work.	(per month)
14.	Driver for office vehicle	(per month)
15.	<i>Administrative</i>	
i	Skilled work a) General work as clerk/ supervision and maintenance of civil/mechanical work b) Lab. Work/ handling of seed materials.	(per day/ 8hrs.)
ii	Upkeep and maintenance of Guest House	(per day/ 8hrs.)

2. AT KVK, BUD BUD, BURDWAN FOR AGRICULTURAL & MISC. JOBS.

Job code.	Particulars of Work	Unit
1.	<i>Rice cultivation</i>	1ha
i)	Land preparation (the tractor, implements and driver will be provided by KVK, Bud Bud)	
ii)	Basal fertilizer application	
iii)	Seedling uprooting & transplanting	
iv)	Irrigation	
v)	Weeding mechanical	
vi)	Weeding manual	
vii)	Herbicide application	
viii)	Insecticide application	
ix)	Top dressing	
x)	Harvesting	
xi)	bundling	
xii)	Threshing and winnowing	
	Drying, processing and packing	
2.	WHEAT CULTIVATION	1ha
i)	Land preparation (the tractor, implements and driver will be provided by KVK, Bud Bud) layout, channel making.	
ii)	Basal fertilizer application	
iii)	Sowing	
iv)	Irrigation	
v)	Weeding mechanical	
vi)	Weeding manual	
vii)	Herbicide application	
viii)	Insecticide application	
ix)	Top dressing	
x)	Harvesting	
xi)	Threshing, winnowing & packing	
3.	PULSES CULTIVATION	1ha
i)	Land preparation (the tractor, implements and driver will be provided by KVK, Bud Bud) layout, channel making.	
ii)	Basal fertilizer application	
iii)	Sowing	
iv)	Irrigation	
v)	Weeding mechanical	
vi)	Weeding manual	
vii)	Herbicide application	
viii)	Insecticide application	
ix)	Top dressing	
x)	Harvesting	
xi)	Threshing, cleaning & packing	
4.	OIL SEED CULTIVATION	1 ha
i)	Land preparation (the tractor, implements and driver will be provided by KVK, Bud Bud) layout, channel making.	
ii)	Layout, bund and channel making without ridge	
iii)	Basal fertilizer application	
iv)	Sowing	

v)	Irrigation	
vi)	Weeding mechanical	
vii)	Weeding manual	
viii)	Herbicide application	
ix)	Insecticide application	
x)	Top dressing	
xi)	Harvesting	
xii)	Threshing, cleaning & packing	
5.	POND MANAGEMENT	1000m ²
i)	Cleaning	
ii)	Weeding	
iii)	Fertilizer/Manures application	
iv)	Chemical application	
v)	Netting	
vi)	Harvesting	
6.	CAPSICUM / TOMATO/ IN POLY HOUSE	1000m ²
i)	Seed sowing and seedling maintenance	
ii)	Transplanting of seedlings	
iii)	Irrigation and fertigation	
iv)	Weeding	
v)	Disbudding	
vi)	Training and pruning of plants	
vii)	Pesticides applications	
viii)	Harvesting	
ix)	Post harvest operation and packaging	
7.	CAULIFLOWER CULTIVATION IN POLY HOUSE	1000m ²
i)	Seed sowing and seedling maintenance	
ii)	Transplanting of seedlings	
iii)	Irrigation and fertigation	
iv)	Weeding	
v)	Pesticides applications	
vi)	Harvesting	
vii)	Post harvest operation and packaging	
8.	COWPEA IN POLY HOUSE	1000m ²
i)	Seed sowing and seedling maintenance	
ii)	Irrigation and fertigation	
iii)	Weeding	
iv)	Pesticides applications	
v)	Harvesting	
vi)	Post harvest operation and packaging	
9.	FRUIT ORCHARD	1ha
i)	Irrigation	
ii)	Fertilizer applications	
iii)	Weeding	
iv)	Pesticides applications	
v)	Intercultural operation	
vi)	Drainage	
vii)	Training and pruning	
10.	CULTIVATION OF TISSUE CULTURE BANANA	1000m ²

i)	Planting	
ii)	Irrigation	
iii)	Fertilizer applications	
iv)	Weeding	
v)	Pesticides applications	
vi)	Interculture operation	
vii)	Drainage	
11.	DEMONSTRATION UNITS	
i)	Work related to vermicompost unit (20 beds of 3m x 0.9m x 0.75m)	(per day/ 8hrs.)
ii)	Work related to integrated farming system (0.3 ha water body + 0.2 ha bund)	(per day/ 8hrs.)
iii)	Work related to carp hatchery (10 lakh fry capacity)	(per day/ 8hrs.)
iv)	Work related to kid production unit (unit of 10 animal)	(per day/ 8hrs.)
12.	FODDER PRODUCTION	1 ha
i)	Land preparation	
ii)	Sowing/planting	
iii)	Insecticide application	
iv)	Irrigation	
v)	Interculture operation	
vi)	Harvesting	
13.	LAND SCAPING	
i)	Cleaning and maintenance of farm road and campus	(per day/ 8hrs.)
ii)	Cleaning and maintenance of farm	(per day/ 8hrs.)
14.	Watch and Ward work (crop watching- unskilled)	8 hrs / shift
15.	ADMINISTRATION	
i)	Skilled work a) General work as clerk/supervision and maintenance of civil/mechanical work b) Lab. Work/handling of seed materials. c) Electrical works including repairing d) Driver for driving tractor/four wheeler	(per day/ 8hrs.)
ii)	Upkeep and maintenance of guest house	(per day/ 8hrs.)
iii)	To assist the mechanic in operation of Generator set	(per day/ 8hrs.)

B. Note:

1. For mechanized work- Tractors and its related implements will be provided by concerned Offices, Bud Bud, Burdwan.
2. Care has been taken to include all the expected crops and works. However, in case any particular crops related work is not found and included at a later stage, the rates quoted for the crops similar in nature will be applicable.

SCHEDULE-II

Terms & Conditions of contract:

1. The Director, ICAR-CRIJAF reserves the right to reject any or all quotation in whole or in part without assigning any reason thereof. The decision of Director,

- ICAR-CRIJAF, shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
2. The manpower engaged by the contractor must maintain secrecy and discipline in the premises of Institute.
 3. The agreement is terminable with one month's prior notice on either side.
 4. The manpower so engaged by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services/ job contract.
 5. Payment for job contract will be made monthly upon submission of pre-receipted proper bill in all respect. The contractor shall have to submit the following documents alongwith monthly bills:-
 - i. Monthly bill in triplicate for consolidated monthly payment as per agreed rates (Amount as per rate of job contract item + overall service charge) after making payment of the wages to their workers duly certified by the concerned officer of ICAR-CRIJAF.
 - ii. Preceding proof of payment of wages, along with ESI, EPF (as applicable)
 - iii. NOC from the labourers etc.
 - iv. Certificate of completion of work duly signed by the Competent Authority or an authorized representative of this officePayment will be released as early as possible after submission of the **proper bill in all respect** through e-payment.
 6. **The Tenders should indicate only the lump-sum amount inclusive of all the charges i.e. wages, ESI, EPF etc. to the engaged labour in respect of all the services covered under this contract. Overall rate of service charge should be quoted separately. No request for alteration in the rates once quoted will be permitted within one year.**
 7. **The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI, etc. Proper deposit of EPF, ESI (as applicable) etc. is the sole responsibility of the contractor.**
 8. **The contractor will discharge all his legal obligations 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 provisions of laws in force that are applicable to them from time to time.** The Contractor shall indemnify and keep indemnified the Institute from any claims, loss 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, CRIJAF shall be final and binding on the contractor.
 9. **The Agency must ensure that Minimum Labour Wage Act of Govt. of India is not violated while making payment to the persons engaged by him.**
 10. Income Tax may be deducted from the payments due for the work done as per rule.
 11. The Contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. Relating to this contract made applicable from time to time.
 12. **Risk Clause:** ICAR-CRIJAF, Barrackpore reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause 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 rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of ₹ 5000/- (**Five thousand**) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-CRIJAF and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/ misbehaviour on the part of the man power deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
The Director, ICAR-CRIJAF reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The Decision of Director, ICAR-CRIJAF shall be final and binding on the Contractor/ agency in respect of any clause covered under the contract.
3. **Subletting:** The contractor shall not sublet any of work without the written permission of the Director, ICAR-CRIJAF, Barrackpore.
4. **Manpower:** The contractor shall himself maintain his labour force and supervisory staff as required and as directed from time to time by **CSRSJAF & KVK, Bud Bud, Burdwan** to provide Agricultural job in the research and seed production activities of the Institute.
5. **Certificate of completion of work:** The work shall not be considered as completed satisfactorily and maintained until the Competent Authority or an authorized representative of this Institute has certified in writing that they have been completed satisfactorily and maintained properly.
6. **Labour:** The contractor will engage sufficient number of labour force for satisfactory performance of the work within a stipulated time without adversely affecting the research materials (plants, seeds etc.) and must comply with all labour rules including payment of minimum wages alongwith other liabilities prescribed by Government.
8. **Loss And / or Damages:** In case of any loss or damage done to the property of the Institute attributable to the personnel of the Contractor, the full damages will be recovered from the Agency/Contractor.
9. If the services rendered by the contractor is not found to be satisfactory as per our terms and conditions of the contract a penalty as deemed fit, shall be imposed and deducted from the monthly bills.

Annexure-IV

Guidelines for daily charges for different services

SI No	Particular	Unskilled	Semi-Skilled	Skilled
1	Monthly charges as per prevailing rate of Ministry of Labour & Employment, Govt of India for Agriculture job which is subject to revision from time to time (Taking into view 26 days engagement / wages = 1 month)	8008.00	8190.00	8892.00
2.	EPF @ 13.15% towards employer share	1053.05	1076.98	1169.29
3.	ESI @ 4.75% towards employer share	380.38	389.02	422.37
4.	Total	9441.43	9656.00	10483.66
5.	GST as per prevailing rate fixed by the Min. of Finance (if applicable)	--	--	--
6.	Service charge * (to be filled by the bidder in BOQ through online)	--	--	--
7.	Grand total	--	--	--

* Service charges to be quoted by the bidder will include charges for any/all other obligatory & prescribed norms under different guidelines / acts of the Govt. as in force. The service provider will keep the Principal employer indemnified from all matters.