



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):** ₹ 5,000/- (Rupees 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 ₹ 10,000/- (Rupees Ten Thousand) 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 for providing the above services at SRS, Bamra. 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/-.
15. The following documents must be uploaded along with the duly filled in tender form so as to consider it eligible for the contract:
 - i. Registration certificate of the firm under the work contract of the Govt. of India.
 - ii. Last two years continues experience of the firm in the field of providing such services in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations
 - iii. Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
 - iv. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
 - v. Employee EPF registration certificate issued by local govt. etc.
 - vi. Employee ESI registration certificate issued by local govt. etc.
 - vii. Number of manpower registered under ESI & EPF contribution with documentary proof of voucher to be required and may be attached.

- ix. The agency must have GST Registration.
- x. The agency must have certificate of Labour Commission issued by the Govt. of India
- xi. Tender acceptance letter

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF CONTRACT FOR THE JOB CONTRACT FOR DIFFERENT FARM ACTIVITIES INSIDE THE FARM OF SRS, BAMRA & AGRICULTURAL RELATED ACTIVITIES IN DIFFERENT VILLAGES UNDER TSP

Scope of Work: The scope of work covers the intercultural operation 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 details are listed below.

A. SCOPE OF WORK-I

Sl. No	Name/ Particulars/ Specification of job	Quantity of job per unit area or number	Quoted rate per unit of job	Remarks
DIFFERENT FARM ACTIVITIES INSIDE THE FARM AREA OF SRS, BAMRA				
1.	Uprooting & cleaning of existing bushes/shrubs in the identified lands	One ha (10,000 sq. m)		Wild bushes grown in patches covering about 30-40% area. Only the area where bushes are grown will be cleaned.
2.	Uprooting & cleaning of suckers from farm area	4400 nos.		Suckers are collected from the farm area & other plantation including farmers field in healthy condition and pruned to use as planting materials.
3.	<ul style="list-style-type: none"> a. Making of pit (hole on the soil (size 1 × 1 × 1 cft) b. Pit filling with manure and covering the pits by soil c. Planting of sisal suckers by making a hole in each pit made earlier 	4400 pits		<p>Soil condition will be as normally available in western Odisha situation</p> <p>Manure will be cow-dung manure and/or decomposed sisal waste as per availability. The material will be supplied by the office.</p> <p>Each suckers need to be appropriately placed in the hole (pit) and the base should be covered by soil and pressed firmly.</p>
4.	Application of fertilizer and mixing in the top layer of soil around each sisal plant after making of basin.	4400 plants		Fertilizer material should not come in direct contact with the plant. It needs to be applied in the top layer of the soil after proper cleaning of weeds around the plant. Basin size depends on the size of plant.
5.	Application of fertilizers by Dulloop Method.	4400 plants		In the Dulloop method, a hole is made by a pointed wood or iron when the soil is wet in which fertilizer is applied on either side of plant in 2 holes and covered with soil.
6.	Uploading and unloading charges of compost (FYM/ sisal compost/sand/soil etc.)	Per tractor trolley		FYM will be supplied & tractor will also be provided for loading & unloading of compost.
7.	Planting of bulbils in primary nursery with raising bed	1000 Sq. m		Bed size should be about 2.0m ×1.0 m
8.	Planting of suckers in secondary nursery	1000 Sq. m		Prepared land will provided for planting.

g.	Weeding in primary & secondary nursery	1000 Sq. m		Plots should be properly cleaned without any weeds.
10.	Bush cleaning in general field of sisal and sisal field ready for harvesting	Per ha(10,000Sq m)		Harvesting area is sometime covered with natural bushes in patches.
11.	Fibre Extraction – Dry fibre	Per quintal		Feeding of leaf in machine, washing of fibre, biting, drying in wire & field, collecting, bailing etc. as follow:-
a.	Sisal leaf cutting			Smaller leaf & dried leaf should not be harvested.
b.	Leaf bundling (50 nos. per bundle)			Bundle should be tied tightly with 50 nos. leaves for counting and data taken.
c.	Uploading and unloading of leaf bundle			Care should be taken to avoid any damage of leaves
d.	Leaf extraction with pulp removal			Decorticator and Diesel engine with POL will be provided for extraction. Pulp should be removed properly from shed to composting pit.
e.	Green fibre washing			Two times washing of green fibre
f.	Fibre drying			Properly sun drying of fibre and carrying to temporary godown
g.	Fibre bailing and shifting to go-down			Should take care to avoid any damage of both fibre and house
12.	Application of Weedicide	Per ha (10,000Sq m)		It is necessary to reduce the overall cost of weeding.
13.	Field preparation, fertilizer application and sowing of mesta / jute /pulse/oilseed <i>etc.</i>	Per ha (10,000Sq m)		
14.	Weeding, thinning in mesta / jute/ pulse/oilseed <i>etc.</i>	Per ha (10,000Sq m)		
15.	Harvesting, retting of mesta / jute <i>etc.</i>	Per ha (10,000Sq m)		
16.	Harvesting, threshing, drying of oilseed/pulse/jute / mesta seed <i>etc.</i>	Per ha (10,000Sq m)		
17.	Cleaning, weeding of farm area (Garden, office premises, residential area, research plot <i>etc.</i>)	Per ha (10,000Sq m)		
18.	Sowing /weeding, thinning / harvesting of vegetable/medicinal & aromatic/pulse/oilseed/tuber crop as inter- crop in sisal plantation	1000 Sq. m		
19	Mulching with FYM/sisal compost/ straw/other plant parts <i>etc.</i>	1000 Sq. m		Material will be supplied by the Office
20.	Repairing/ providing barbed wire fencing	Per 200 m		Material will be supplied by the Office.
21.	Bio- fencing with sisal plant/ Gliricidia plant <i>etc.</i>	Per 500 m		Material will be supplied by the Office.
22.	Boundary wall painting	Per 500/Sq. ft.		Material will be supplied by the Office.

23	Assisting in maintenance and operation of farm tractor for land preparation and transportation	Per hour		Tractor with POL and other farm implements will be provided by the office.
B. SCOPE OF WORK-II				
FOR DIFFERENT AGRICULTURAL ACTIVITIES UNDER TRIBAL SUB PLAN (TSP)				
1.	Uprooting & cleaning of existing bushes/shrubs in the identified lands	10,000 m ²		Wild bushes grown in patches covering about 30-40% area. Only the area where bushes are grown will be cleaned.
2.	<ul style="list-style-type: none"> a. Making of pit size 1 ×1×1 cft. b. Uploading & unloading of sisal suckers from the Sisal Research Station to the respective field of villages under TSP c. Pit filling with manures and covering the pits by soil d. Planting of sisal suckers by making a hole in each pit made earlier 	4400 pits		<p>Soil condition will be as normally available in western Odisha situation.</p> <p>Tractor will be provided for loading & unloading of sisal suckers.</p> <p>Manure will be cow-dung manure and/or decomposed sisal waste as per availability. The material will be supplied by the office.</p> <p>Each suckers need to be appropriately placed in the hole (pit) and the base should be covered by soil and pressed firmly.</p>
3.	Application of fertilizer and mixing in the top layer of soil around each sisal plant after making of basin.	4400 plants		Fertilizer material should not come in direct contact with the plant. It needs to be applied in the top layer of the soil after proper cleaning of weeds around the plant. Basin size depends on the size of plant.
4	Application of fertilizers by Dulloop Method.	4400 plants		In the Dulloop method, a hole is made by a pointed wood or iron when the soil is wet in which fertilizer is applied on either side of plant in 2 holes and covered with soil.
5.	Uploading and unloading charges of compost (FYM/sisal compost/soil/sand etc.)	Per tractor trolley		FYM will be supplied & tractor will also provided for uploading of compost.
6.	Binding of Plant leaf with sisal fibre for protection from the grazing.	Per 4400 plants		When leaves in the plant are tied, its throne give protection from grazing by animals.
7.	Field preparation, fertilizer application and sowing of Moong/ urd /Til/ Toria/ Mustard etc. as an intercrop in sisal plantation	Per ha (10,000 m ²)		
8.	Thinning, weeding etc. in Moong/ Urd/Til/Toria/ Mustard etc.	Per ha (10,000 m ²)		
8.	Life saving irrigation mainly to new sisal plantation	Per ha (10,000 m ²)		Filling tanker/syntax tank with water, carrying to filed by the Tractor and pouring water by pipes in the root zone of plants. Tractor, water tank, pipes etc. will be supplied by the Office

9.	Fibre Extraction – Dry fibre	Per quintal		Feeding of leaf in machine, washing of fibre, biting, drying in wire & field, collecting, bailing <i>etc.</i> (Leaf will be collected/harvested from farmers field and fibre extraction will be done at SRS, Bamra /Farmers field). Decorticator and Diesel engine with POL will be provided for extraction. Pulp should be removed properly from shed to composting pit.
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Terms & Conditions:

1. Changing of supervisor should be intimated to the concerned officer of the Institute.
2. The Director, ICAR–CRIJAF reserves the right to reject any or all quotation in whole or in part without assigning any reason therefore. The decision of Director, ICAR–CRIJAF, shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
3. 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 pre agreed rates (Amount as pre rate of job contract item + overall service charge) after making payment of the wages to their workers duly certified by the concerned office of ICAR–CRIJAF.
 - II. Preceding proof of payment of wages, ESI, EPF of the labourers engaged etc.
 - III. Certificate of completion of work duly signed by the Competent Authority or an authorised representative of this office.

Payment will be released as early as possible after submission of the **proper bill in all respect through e–payment.**

4. The tenderers 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 (01) year. However, rate may be revised with proportionate increase of DA / wages notified by the Ministry from time to time.
5. The Institute shall not bear any extra charge on any account whatsoever i.e EPF contribution, ESI, etc. Proper deposit of EPF, ESI etc is sole responsibility of the contractor.
6. 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.
7. The manpower provided should also maintain secrecy and discipline in the premises of Institute.
8. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorised officer of the Institute for the propose. All complaints should be immediately attended to by the Agency.
9. The agreement is terminable with one month notice on either side.
10. The contractor shall not sublet the work without prior written permission of ICAR–CRIJAF.
11. The persons so provided 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.
12. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI, Uniform, Liveries, OTA etc.
13. 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 may be 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, ICAR-CRIJAF shall be final and binding on the contractor.

14. Income Tax will be deducted from the payments due for the work done as per rule.
15. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
16. 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.
17. **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.
18. Payment of employees should be made the contractor latest by 7th of the following month and the bill for the same may be submitted to the office for arranging payment.

LIQUIDATED DAMAGES CLAUSE:

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 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.

Note:

1. For mechanized work- Tractors and its related implements will be provided by ICAR-CRIJAF, BARRACKPORE.

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 letter stage, the rates quoted for the crops similar in nature will be applicable.

2. **Mode of Payment:** The contractor shall submit the monthly bill in triplicate for consolidated monthly payment as per agreed rates after making payment the wages to their workers, proceeding proof of payment. Payment to the works be made by cheque/draft. Payment will be released within one week of submission through e-payment. Successful Farm needs to provide A/C details to the office.

3. **Subletting:** The contractor shall not sublet any of the work without the written permission of 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 ICAR-CRIJAF, Barrackpore to provide highest standards of maintenance of Horticulture features and 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 prescribed by Government.

7.

a) The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.

b) The Institute shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances.

c) The contract is subject to the condition that the tenderer will comply with all the laws and bylaws of ICAR/Govt. of India relating to this contract.

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.