



भाकृअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र  
डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत  
**ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES**  
P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA  
Tel: +91-20-2695-6000(EPABX), 2695-6002(Director's Office), Fax: +91-20-2695-6099  
E-Mail: dirnrcg@gmail.com Website: http://nrcgrapes.nic.in



F. No.NRCG/ 5(578)/Stores/2019-2020

Date- 04.11.2019

**2019-2020**

## TENDER DOCUMENT

**TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR  
GRAPES, PUNE FOR PERIOD OF ONE YEAR**

### Contact Details:

#### Purchase Section

ICAR- National Research Centre for Grapes,  
Pune-412307 (Maharashtra)  
Phone No.(020)-26956015, Fax: (020)- 26956099,  
Email: prasad.kalbhori@icar.gov.in



# भाकृअनुप - राष्ठीय अंगूर अनुसंधान केन्द्र

(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत

**ICAR- NATIONAL RESEARCH CENTRE FOR GRAPES**

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

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F. No.NRCG/ 5(578)/Stores/2019-2020 /

Date- 04.11.2019

## SECTION - 1

### CONTENTS OF TENDER DOCUMENT FOR

**TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE FOR PERIOD OF ONE YEAR**

Section No.	Description
1	Contents of Tender Document
2	Details of Bid information
3	Notice Inviting E-Procurement (Online) Bids
4	Invitation to Tender and Instruction containing General Terms and conditions
5	Instructions for online bid submission
6	General Terms and Conditions of Contract
7	Responsibilities and Duties for contractual manpower
8	Letter of Bid submission by the Bidder
9	Bidder's Profile
10	Draft of Specimen Agreement
11	Check List for Evaluation of Technical Bid

प्रशासनिक अधिकारी

Administrative Officer

राष्ठीय अंगूर अनुसंधान केन्द्र, पुणे

NRC for Grapes Pune



# भाकृअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे – 412307, भारत

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

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F. No.NRCG/ 5(578)/Stores/2019-2020 / Part -A

Date- 04.11.2019

## SECTION - 2

### DETAILS OF BID INFORMATION NON TRANSFERABLE TENDER DOCUMENT FOR

#### TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE FOR PERIOD OF ONE YEAR

1	Duration of the Contract	One year from the date of agreement
2	Period & time of sale of tender documents	The Tender forms, along with Specifications are available at Web Site <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> . Link is available on our website <a href="https://nrcgrapes.icar.gov.in/">https://nrcgrapes.icar.gov.in/</a> along with step by step guide on 'How to submit bid for tender'. Tender is to be submitted online only.
3	Cost of tender form (Non-refundable)	'NIL'
6	Earnest Money Deposit	EMD Rs. 2,40,000.00 (Rupees Two Lakh Forty Thousand only) <b>In case MSME / NSIC certificate Rs.50,000.00 (Rupees Fifty Thousand Only)</b>
7	Last date & time for receipt of bids	<b>26.11.2019 at 16.00 hrs.</b>
8	Date and time of opening of technical bid	<b>28.11.2019 at 11.00 hrs.</b>
9	Date & time of opening of Financial bid for technically qualified bidder	To be notified later
10	Place of submission of bids	Hard copy of tender to be submitted to this office after submitting online bid
11	The tender will remain open for acceptance up-to 90 days from the date of opening.	
12	Total no. of pages of tender(Bidder to fill the same)	_____ pages including covering page and additional pages/documents annexed thereto.

प्रशासनिक अधिकारी  
Administrative Officer

राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे  
NRC for Grapes Pune



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र  
डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत  
**ICAR- NATIONAL RESEARCH CENTRE FOR GRAPE**  
P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA



F. No.NRCG/ 5(578)/Stores/2019-2020/

Date: 04.11.2019

SECTION -3

**NOTICE INVITING ONLINE BIDS**

On behalf of the Secretary, ICAR, the Director, ICAR-National Research Centre Pune, Pune (Maharashtra) 412 307 invite Online Bids under Two Bid system (Technical & Financial bids) from interested authorized/ registered /eligible contractors/ agencies **FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE FOR PERIOD OF ONE YEAR** for a period of one year on job contract basis. Only online bid shall be accepted through <http://eprocure.gov.in/eprocure/app> details are as under: -

Sr. No	Tender Reference & Tender ID Number	Name of the Annual Job work contract	Tender fee (Rs.)	Estimated cost (Rs. in Lakh)	EMD (in Rs.)	Date of Publication of Tender Online	Last Date for Submission of Online Bid	Date of opening of Technical Bid	Date of Opening of Financial Bid
1	F. No. NRCG/ 5(578)/stores/2019-2020/	Tender for Farm Work Contract at ICAR-NRC for grapes, Pune for period of one year	'NIL'	120.00 Lakh (Rupees One Crore and Twenty Lakh Only)	Rs. 2,40,000.00 (Rupees Two Lakh Forty Thousand Only) Rs. 50,000.00 (Rupees Fifty Thousand Only)	05.11.2019 At 17.00 hours for MSME / NSIC Firms	26.11.2019 At 16.00 Hrs	28.11.2019 at 11.00 Hrs	Will be communicated separately

For any clarification/Amendment etc. with reference to above will be intimated by corrigendum through website at <http://eprocure.gov.in/eprocure/app> and also in our website <https://nrcgrapes.icar.gov.in/>. Therefore bidder is advised to visit website regularly for further information. Individual items should be applied separately.

The interested firms are required to deposit Earnest Money Deposit (EMD) and Tender fee in the form of Demand Draft from any of the Commercial Bank in favour of "**ICAR UNIT - NRC FOR GRAPES**", payable **at PUNE** (along with **Hard copy of bid** to the Director, ICAR-National Research Centre for Grapes, Pune - 412307 **on or before closing date along with online submission of bid.**)

  
Administrative Officer  
Administrative Officer  
राष्ट्रीय अंगूर अनुसंधान केन्द्र  
पुणे



भाकृअनुप-राष्ट्रीय अंगूर अनुसंधान केंद्र  
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F. No. NRCG/ 5(578)/Stores/2019-2020/

Date: 04.11.2019

SECTION – 4

INVITATION TO TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE  
FOR PERIOD OF ONE YEAR

From:

The Director,  
ICAR-National Research Centre for Grapes,  
P.B.No.3,Manjari Farm Post,  
Solapur Road, Pune – 412307(Maharashtra)

To:-

Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi online Tenders ( under two bid system) (Technical & Financial Bids, separately) are hereby invited for “Farm Work Contract at ICAR-NRC for Grapes, Pune for period of one year.”

Details given in Annexure:-

The terms and conditions of the contract which govern the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the NRCG and the special terms and conditions detailed in the tender forms and its schedules. Please submit your **online** tender form if you are in position to provide the requisite services in accordance with the requirements stated in the attached schedules.

Cost of Tender documents	‘NIL’
Pre Bid Meeting for Technical discussion of Tender	13.11.2019 at 2.00 P.M.
Last date and time for submission of online bid through CPPP	26.11.2019 At 16.00 hrs
Date and time for opening of Technical Bid	28.11.2019 at 11.00 hrs
Date and time for opening of Financial bid	To be notified separately for technically qualified bidder
Tender to remain open for acceptance upto 90 days from the date of opening.	

1. Earnest Money of Rs.2,40,000.00 for firms not having NSIC or MSME Certificate / Rs.50,000.00 for firms having valid NSIC / MSME certificate and Tender Fee of ‘NIL’ as cost of Bid document must be deposited in the form of Demand Draft/Pay order payable to **ICAR UNIT – NRC FOR GRAPES, Payable at Pune** along with **Hard Copy of Bid** in person/by Post to Director, ICAR-National Research Centre for Grapes,Pune – 412307 on or before the last date/time of filing/submission of the bids on the portal. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered.
2. The tender must be submitted as per details given in the tender.



3. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Earnest Money will be forfeited by the ICAR-NRCG. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her after receiving of Security Deposit from the successful bidders.
4. The schedule of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online bid.
5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in individual signing the tender or other documents connected with the contract may specify whether he 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 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.
6. In case partnership firms, where no authority has been given to any partner to executive the contract agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NRCG shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and schedule to the tenders and annexure. If any, should be signed by the tenderer.
7. In case the tenderer does not accept the offer, after issue of letter or award by ICAR-NRCG within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
8. Online tenders are invited under two-bid system through E-procurement system. EMD must be deposited with Director, ICAR-NRCG, Pune during working hours i.e. 10.00 a.m. to 5.00 p.m. on all working days before the last date/time for submission of online bids failing which bids will not be accepted. EMD must be in the form of Demand Draft/Pay order payable to ICAR Unit, NRCG, Pune.
9. The rates quoted by firm for job contract in tender be given both in words and figures failing which the same is liable to be rejected.
10. The ICAR-NRCG 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.
11. An Amount of **Rs. 10,00,000.00 (Rupees Ten Lakh Only)** of total as a security deposit for the cost of equipment / Contract is to be deposited by the successful agency/tenderer only after receiving a communication from the ICAR-NRCG. In the event of non-deposition of the same the earnest money will be forfeited. Security Deposit will be released after 60 days of expiry of warranty period.
12. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NRCG-Pune. The cost of Tender form is non-refundable.
13. Director, ICAR-NRCG reserves the right to cancel the order at any time during the current period of the contract without giving any reason.
14. Decision of Director, ICAR- NRCG shall 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 level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR, New Delhi. The decision of the sole Arbitrator so awarded shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act 1996.
15. Acceptance by the ICAR-NRCG will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-mail etc. should be acted upon immediately.
16. The institute is not bound to accept the lowest or any other tenders and reserve to itself the right of accepting the tenders in whole or any portion or in part. You are however at liberty to tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.

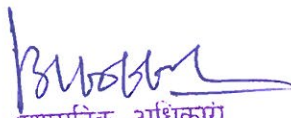


17. **Submission of Essential Documents ( For Technical Bid Evaluation):** the following documents/vouchers must be enclosed with the Tender form for technical evaluation of the bids:

- i) Registration Certificate of the firm under the work contract of the Central Government/ State Government. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.
- ii) Certified Balance Sheet of the firm for last year with minimum turnover not less than Rs. 100.00 lakhs, by the Chartered Accountant/ Authorized body.
- iii) Certificate from bank having minimum balance of Rs.20.00 Lakh in bank account during last three financial year.
- iv) Last three years (2016-17 to 2018-19) continuous 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. Provide the details in a tabular form.
- v) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last 3 years (2016-17 to 2018-19) Experience Certificate should contain undertaking from respective firm that your firm has made payments to all labours as per labour rules and within stipulated time. Also all the statutory deductions such as ESIC, EPF were deposited to concerned offices regularly as per rules. No ambiguity / uncertainty were found during contract period.
- vi) Employee EPF registration certificate issued by Govt. of India/State Government etc.
- vii) Employee ESI registration certificate issued by Govt. of India/State Government etc.
- viii) Documentary proof of minimum 50 nos. (Contractual Manpower ) registered under ESI & EPF.
- ix) Self-attested copy of ESI/EPF payment certificate for last 2 years.
- x) The firm must have certificate of GST registration issued by the Government.
- xi) 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.
- xii) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them.

18. **Successful tenderer will have to enter into a detailed contract agreement with NRCG on non-judicial stamp paper of appropriate value for the "Farm Work Contract at ICAR-NRC for Grapes, Pune for period of one year"**

19. Only those companies/firms will be considered for opening of their financial bid whose Technical bid has been found technically qualified.

  
प्रशासनिक अधिकारी  
Administrative Officer  
राष्ट्रीय अणू अनुसंधान केंद्र, पुणे  
NRC for Grapes Pune

## SECTION- 5

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Class III Certificates with signing key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **Basic Instructions**

1. The tender form/bidding documents may be downloaded from the website <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers /Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Directorate reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit (in original) an **Earnest Money Deposit and Tender in the form of Demand Draft** from any of the Commercial Bank in favour of **ICAR Unit. NRC for Grapes, Payable at Pune** may be addressed to the Director, ICAR-National Research Centre for Grapes, Pune – 412307 on or before bid submission closing date and time **16.00 hours on 06.05.2019**.
5. In the Tender document wherever it is written that the Tenders is to be submitted in sealed envelope the same be treated as omitted.
6. Full tender documents need not be uploaded. Only the documents listed below at (I) & (II) is to be uploaded.

#### **I . The scanned copies of the following documents duly signed along with prescribed documents may be uploaded under Technical bids:-**

- i) Registration Certificate of the firm under the work contract of the Central Government/ State Government. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.
- ii) Certified Balance Sheet of the firm for last year with minimum turnover not less than Rs. 100.00 lakhs, by the Chartered Accountant/ Authorized body.
- iii) Certificate from bank having minimum balance of Rs.20.00 Lakh in bank account during last three financial year.
- iv) Last three years (2016-17 to 2018-19) continuous 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. Provide the details in a tabular form.





- v) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last 3 years (2016-17 to 2018-19) Experience Certificate should contain undertaking from respective firm that your firm has made payments to all labours as per labour rules and within stipulated time. Also all the statutory deductions such as ESIC, EPF were deposited to concerned offices regularly as per rules. No ambiguity / uncertainty were found during contract period.
- vi) Employee EPF registration certificate issued by Govt. of India/State Government etc.
- vii) Employee ESI registration certificate issued by Govt. of India/State Government etc.
- viii) Documentary proof of minimum 50 nos. (Contractual Manpower ) registered under ESI & EPF.
- ix) Self-attested copy of ESI/EPF payment certificate for last 2 years.
- x) The firm must have certificate of GST registration issued by the Government.
- xi) 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.
- xii) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them.
- xiii) D.D. towards payment of Tender Fee & Earnest Money Deposit (EMD)/its exemption, if any
- xiv) All documents section 4 clause 17
- xv) Section- 9 : Letter of Bid submission by the
- xvi) Section- 10: Bidder Profile.
- xvii) Section- 11: Financial Bid without indicating any Rates.

**II. The copies of the following documents may be uploaded under Financial Bids:-**

- a) Financial bid proposal duly filled in words and figure as per Section-10 in Excel format

  
प्रशासनिक अधिकारी  
**Administrative Officer**  
राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे  
NRC for Grapes, Pune

**SECTION- 6**

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT**

**TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE FOR PERIOD OF ONE YEAR**

**1. Scope of Work :-**

**I. Management Practices in established vineyards:**

Sr. No.	Work Details	Work Unit for Rate Quote/Payment Terms	Approx. Required Labour (Category)	Approx. Required Frequency
1.	April Pruning:	On completion of activity: % of Total quoted rate		
1 A.	(Table grapes) Plot details in acres: A1 (2.5),B1(1.6) ,D2 (2.55), D4(1.5), E1(2.65), F1(1.0) = 10.20 a) Pruning, pasting with bud break solution, tying of arm with sutli. The vine spacing will be 10' x 6' (726 vines/acre) or 9'x 5' (968 vines/acre) b) Shoot thinning and subcane pinching: After sprouting desired number of shoots are to be maintained on vine by removing extra shoots manually. Also the maintained shoots are to be pinched to induce sub cane growth. This may require three rounds. c) Removal of tender shoots: During rainy season and before October pruning it is necessary to remove the tender shoots (two rounds)	Per acre  'a'-40 %  'b'- 40%  'c'-20%	70 (Unskilled)/ Acre  20  30  20	1
1 B.	(Wine grapes) Plot details in acres: F3 (1.0), F4(2.0), F5 (2.0), F6(2.0) = 7.0 a) Pruning, pasting with bud break solution. The vine spacing will be 8' x 4' b) Shoot thinning: After sprouting desired number of shoots are to be maintained on vine by removing extra shoots manually. ( 2 rounds) c) Removal of tender shoots: During rainy season and before October pruning it is necessary to remove the tender shoots (two rounds)	Per acre  'a' - 40%  'b' – 40%  'c' -20%	40 (Unskilled) / acre  20  10  10	1
1. C.	(Old table grape blocks) Acre will be based on the number of vines actually available Plot details in acres: D5 (2.65), E6 (2.0), C (3.5) = 8.15 a) Pruning, pasting with bud break solution. The vine spacing will be 10' x 6' b) Shoot thinning and subcane pinching: After sprouting desired number of shoots are to be maintained on vine by removing extra shoots manually. Also the maintained shoots are to be pinched to induce sub cane growth. This may require three rounds	Per acre  'a' - 40%  'b'- 40%	70 (Unskilled)  20  30	1



	c) Removal of tender shoots: During rainy season and before October pruning it is necessary to remove the tender shoots (two rounds)	'c' - 20%	20	
1 D.	(New established table grape blocks of 1 to 2 years age): Acre will be based on the number of vines actually available Plot details in acres: A2 (2.5) , D3 (3.42), F3-Germ.(0.6) =6.52 a) Pruning, pasting with bud break solution. The vine spacing will be 10' x 6' b) Shoot thinning and Subcane pinching: After sprouting desired number of shoots are to be maintained on vine by removing extra shoots manually. Also the maintained shoots are to be pinched to induce sub cane growth. This may require three rounds c) Removal of tender shoots: During rainy season and before October pruning it is necessary to remove the tender shoots (two rounds)	Per acre	35 (Unskilled)	1
		'a' - 40%	10	
		'b' - 40%	15	
		'c' - 20%	10	

2.	October pruning work	On completion of activity: % of Total quoted rate	Approx. Required Labour (category)	Approx. Required frequency
2 A.	(Table grapes) Plot details in acres: A1 (2.5), D2 (2.55), D4(1.5), E1(2.65), F1(1.0) = 10.20. The vine spacing is 10' x 6' a) Pruning and pasting: Pruning and pasting the canes with bud breaking solution.  b) Shoot thinning & bunch thinning: After sprouting when the young bunch becomes visible the extra shoots are to be removed to maintain desired number of bunches and shoots on vines: one round including light bunch thinning in the form of rachis or berry thinning. c) Shoot training: this operation includes orientation of shoots on wires, tying shoots with sutali and supporting bunches properly with respect to the canopy (one round)	Per acre	55 (Unskilled)	1
		'a' - 40%	20	
		'b' - 40%	10	
		'c' - 20%	25	
2 B.	(New established blocks of 1-2 years) Plot details in acres: A2 (2.5), D3 (3.42), F3-Germ.(0.6) = 6.52 a) Pruning and pasting: Pruning and pasting the canes with bud breaking solution. The vine spacing will be 10' x 6' b) Shoot thinning & bunch thinning: After sprouting when the young bunch becomes visible the extra shoots are to be removed to maintain desired number of bunches and shoots on vines: one round including light bunch thinning in the form of rachis or berry thinning. c) Shoot training: this operation includes orientation of shoots on wires, tying shoots with sutali and supporting bunches properly with respect to the canopy (one round)	Per acre	28 (Unskilled)	1
		'a' - 40%	10	
		'b' - 40%	5	
		'c' - 20%	13	



2 C.	(Wine grapes) Plot details in acres: F3 (1.0), F4 (2.0), F5 (2.0), F6 (2.0) = 7.0 . a) Pruning, Pasting: Pruning and Pasting with bud break solution. b) Shoot thinning & bunch thinning: After sprouting when the young bunch becomes visible the extra shoots are to be removed to maintain desired number of bunches and shoots on vines: one round including light bunch thinning in the form of rachis or berry thinning. c) Shoot training: this operation includes orientation of shoots on wires, tying shoots with sutali and supporting bunches properly with respect to the canopy (one round)	Per acre  'a' - 40%  'b' - 40%  'c' - 20%	40 (Unskilled)  20  10  10	1
2 D.	(Old plantations) Plot details in acres: D5 (2.65), E6 (2.0), C (3.5) = 8.15. The vine spacing will be 10' x 6' a) Pruning and pasting the canes with bud breaking solution. b) Shoot thinning & bunch thinning: After sprouting when the young bunch becomes visible the extra shoots are to be removed to maintain desired number of bunches and shoots on vines: one round including light bunch thinning in the form of rachis or berry thinning. c) Shoot training: this operation includes orientation of shoots on wires, tying shoots with sutali and supporting bunches properly with respect to the canopy (one round)	Per acre  'a' - 40%  'b' - 40%  'c' - 20%	50 (Unskilled)  20  10  20	1

## II. Vineyard management other activities:

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
3.	a) Rachis thinning: Rachis thinning in bunch after October pruning. (av. 40-60 bunches per vine). At least 700 vines should be completed in 2 days.	Per 100 vines/round	03 (Unskilled)	1
	b) Berry thinning: Berry thinning in bunch after October pruning. (av. 40-60 bunches per vine). At least 700 vines should be completed in 3 days.	Per 100 vines/round	06 (Unskilled)	1
	c) Shoot pinching /Removal of tender shoots: During rainy season as well as unseasonal rains during growth period, there may be a need for shoot pinching and/or removal of the tender shoots (Over and above mentioned during April/October pruning season).	Per round per acre	12 (Unskilled)	2
4.	Dipping: Bunches are to be dipped in growth regulator solution. Care to be taken to dip bunches properly without damage: One round. The vine spacing will be either 10' x 6' or 9'x5'	Per acre	25 (Unskilled)	1
5.	Loose bark removal and Pasting of vine stems and cordons: This work involves removing the loose bark on grapevine stems and cordons. The bark portion removed is to be collected and removed outside the vineyard. This is followed by pasting and swabbing of stems and cordons with the desired chemical solution.	Per acre	35 (Unskilled)	1



6	a) Strip weeding before flowering of weed: This work involves weeding with khurpi or roughing the weeds from different blocks. Strip weeding of 3 feet width along the rows have to be carried out. Weed should be removed and put in the centre of the row or outside the block.	Per acre	12 (Unskilled)	6
	b) Strip weeding after use of tractor operated weeder machine on the strip: After use of tractor operated weeder machine, the remaining strip of 8-9" should be weeded with khurpi. Weed should be removed and put in the centre of the row or outside the block.	Per acre	8 (Unskilled)	1
7.	FYM application (manual): This work involves opening trenches to the depth of 6 inches and width of 2 feet within a row followed by application of farmyard manure @1-2 ghamela or 10-20 kg per vine along with fertilizer. Closing the trench with soil. The vine spacing will be either 10' x 6' or 8' x 4' or 9' x 5'.	Per acre Per round	35(Unskilled)	1
8.	FYM application, trench opened by tractor: : This work involves opening trenches to the depth of 6 inches and width of 2 feet within a row by tractor/machine followed by application of farmyard manure @1-2 ghamela or 10-20 kg per vine along with fertilizer. The vine spacing will be either 10' x 6' or 8' x 4' or 9' x 5'.	Per acre	10 (Unskilled)	1
9.	Fertilizer application: This work involves shallow trenching in between two vines to the depth of 4 inches below the drip line followed by application of fertilizers (2 or 3 grades at a time) and closing the trench with soil. The vine spacing will be either 10' x 6' or 8' x 4' or 9' x 5'.	Per acre	10 (Unskilled)	2
10.	Manual Spraying with HTTP: The work includes spraying the vineyards with the help of single/ double gun attached to flexible spray pipe and run by HTTP on tractor. This also includes cleaning of pumps and tanks after every use. This is excluding the cost of tractor driver.	Per acre per round	2 (Skilled)	5
11.	Spraying with knapsack sprayers: This work involves carrying the sprayers and other material for the spraying operation and cleaning sprayers thereafter.	Per acre per round	4 (Skilled)	2
12	Bird scaring: this work involves scaring of birds during the crop season for protection of grapes from birds, animals and thieves (Time- 06.30 AM to 11.00 AM and 4.00 PM to 7.00 PM)	Per block of 5 acre/day	2 (Semi Skilled)	1
13	Bird net covering on vineyards: includes spreading strips of bird net with Sutli in each row and fixing over the vineyard canopy for protection from birds.	Per acre	20 (Unskilled)	1
14	Bird net removal from the vineyard: Removal of bird net by cutting the sutli and removal with due care and keeping at designated place.	Per acre	20 (Unskilled)	1
15	Harvesting of Grapes, Grading and packaging work for the purpose of sale at the sales counter	Per ton of fresh grapes	18 (Unskilled)	1

### III. Raisin making

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
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16	Raisin making from the fresh grapes in the drying shed: includes receiving of fresh grapes, cleaning by dipping the grapes in water and again dipping in the dipping solution and spreading on the drying shed racks, daily twice turning of drying bunches, removal of dried raisins after proper drying, cleaning, grading (color and size), packing and storage at defined place.	Per ton of fresh grapes	50 (Unskilled)	1
17	Raisin making from the fresh grapes in open area: includes receiving of fresh grapes, cleaning by dipping the grapes in water and again dipping in the dipping solution and spreading on the plastic sheet spread on the floor, daily twice turning of drying bunches/berries, removal of dried raisins after proper drying, cleaning, grading, packing and storage at defined place.	Per ton of fresh grapes	30 (Unskilled)	1

**IV. Development of New Vineyard:**

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
18	Development of New Vineyard: includes land cleaning, land preparation, demarcation for trench opening, getting trench opened with the help of JCB attachment (excluding the charges of JCB Machine) application of FYM and other fertilizers, Layout and planting of rootstocks/grafted plants in the field as per the requirement, arrangement of irrigation lateral pipes and any other miscellaneous activity related to above listed activities.	Per acre	25 (Semi Skilled)	1
19	Fixing of Bamboo sticks having 6 ft. length for the support of new plantation vineyards.	Per acre	4 (Unskilled)	1
20	Dipping/pasting of the bamboo sticks with coaltar up to the bottom height of 1 ft and stacking of material for proper drying	Per 1000 sticks	2 (Unskilled)	1
21	De-suckering : Removal of the rootstock suckers in the established vineyards (Till recut period)	Per acre	2 (Unskilled)	5
22	Training of New established Vineyards: Vineyards after grafting includes suckers removal, tying of new shoots to the bamboo sticks, spraying agrochemicals with knapsack sprayer, removal of grafting tape, weeding in row strips (from Grafting to recut period)	Per month per acre	30 (Unskilled)	6
23	Training of New established Vineyards after recut operation : includes recut and pasting with hydrogen cyanamide, training of new shoots, cordon and cane development, shoot pinching, spraying agrochemicals with knapsack sprayer etc. (recut to September end)	Per month per acre	40 (Unskilled)	7

**V. Removal and uprooting of old vineyard:**

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
24	Removal and uprooting of old vineyard: includes removal of old GI/SEMI SKILLED wire of the training system manually and uprooting of the plants, old trellises with the help of JCB (to be provided by institute). Removing all types of debris including cement block debris, old trellises and wires out of the block and shifting the same to identified site -in the campus (transportation to be provided by institute).	Per acre	20 (Semi Skilled)	1



**VI. Nursery Activities:**

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
25	Nursery bag filling Activity: includes bed preparation, potting mixture preparation, filling of bags, arranging bags in beds (bag size- 6"x4" or 5"x7")	Per 1000 bags	4 (Unskilled)	2
26	Nursery bag filling Activity: includes bed preparation, potting mixture preparation, filling of bags, arranging bags in beds ( bag size-10" x 12" or 12" x 14")	Per 1000 bags	10 (Unskilled)	2
27	Nursery general up keeping Activity: includes daily irrigation to the nursery area/ nursery beds and general routine cleaning & weeding work, agrochemical spraying with knapsack.	Per month (2.5 acres)	25 (High Skilled) + 75 (Unskilled)	12
28	Preparation of rootstocks and own root cutting: Removal of cutting from the vineyards for nursery & experimental purpose, bundling of cuttings, dipping in chemical solution and planting in nursery bags/ beds.	Per 1000 cuttings	2 (Unskilled)	2

**VII. General Activities:**

Sr. No.	Work details	Work unit for rate quote	Approx. Required Labour (category)	Approx. Required frequency
29	Weeding work in open area crop like Soybean, Wheat, Groundnut etc.	Per acre	25 (Unskilled)	1
30	a) Garden maintenance: This work involves maintenance of existing gardens at the campus starting from main gate, road dividers, garden around the main office building areas, spread over garden starting from road side plantations, boundary side plantations, in and around the farm office building, guest house, Staff Quarters and other structures in the campus. Daily irrigation, weed removal, trimming plants, lawn mowing and other maintenance works to be carried out on day –to – day basis. Preparation of potting mixture, filling of pots, sowing of seasonal flower seeds and plantation of flower plants and ornamental plants. Maintenance of other horticulture crops other than Grapes planted in the campus and also regular cleaning of the campus border areas to keep free from bushes, creepers etc.	Per month	50 (High Skilled) + 50 (Unskilled)	12
31	Keeping campus parthenium grass free and plastic free: open area in the campus general cleaning and maintenance work includes the major activity of keeping the campus free from parthenium grass and plastic wastage free, this will be regular activity under the Swacha Bharat mission - Open area and common places (excluding the vineyard and nursery area)	Spread over an area of 100 acres campus	25 (Unskilled) Per month	12
32	Strip harvesting and spreading of Sun hemp/green manuring crop on the bund.	Per acre	6 (Unskilled)	1
33	Open area harvesting of Sun hemp/green manuring crop & shifting (loading/unloading) of the harvested sun hemp/green manure crop within the campus with the help of farm tractors.	Per acre	28 (Unskilled)	1
34	Mulching on the bund in the grape vineyards	Per acre	9 (Unskilled)	1
35	Open area agrochemicals spray with knapsack spray: Includes spray in crops like Groundnut, Soyabean, Wheat and weed on the open area where mechanized weeding is not possible.	Per acre	2 (Unskilled)	1
36	Open area agrochemicals spray with tractor operated HTTP sprayer: includes spray in crop like Groundnut, Soyabean, Wheat and weed in open area.	Per acre	1 (Semi Skilled)	1



37	Development and maintenance of 2 ha. area in GTC : Includes daily irrigation for the available crop , general cleaning of block, rootstocks/own roots plants daily maintenance etc.	For 2 Ha. area per month	1 (Semi Skilled) + 1 (Unskilled)	12
38	Material Shifting work: Shifting of debris from different block to the composting area. Supplying drinking water to the workers. Bringing drinking water for office and quarters and bringing diesel from petrol pumps.	Per month	2 (Semi Skilled)	12
39	Farm waste management: This work includes the maintenance of the composting unit by arranging biomass in compost pits, regular sprinkling of decomposing culture/water over, giving some treatments as required, regular overturning of the material and collecting the decomposed material and sieving. The sieved material to be stacked in bags. Rearing of earthworm culture etc.	Per month	1 (High Skilled) + 1 (Unskilled)	12

1. The number of frequencies mentioned above may vary depending upon the actual requirement.
2. All the interested firms are advised to attend the pre-bid meeting for the details of work description and other relevant technical and financial clarifications. Objections/doubts regarding the tender will not be entertained after pre-bid meeting. Firms who do not attend the pre-bid meeting are liable to be rejected at the technical evaluation stage.
3. The firm must ensure that the labours employed by the firm are paid as per Minimum Wages Act, issued by Ministry of Labour and Employment, Govt. of India.
4. The rates quoted should be inclusive of all charges including VDA, bonus, supervisory charges etc. It should also include any possible hike anticipated in the labour wages during the contract period.
5. The contract should include the provision of at least two supervisors within the quoted amount.
6. All the works under Sr. No. 1 & 2 needs to be completed in time bound manner (each operation over an area of 2.5-3 acre block in two days period), failing which. penalty will be applicable as per rule
7. The payment of Sr. No. 1 & 2 will be made in three stages depending on the percentage of work completion.
8. It is mandatory for the firm to install Bio-metric system for attendance of staff working under this contract.
9. The firm should provide summer apron, caps and raincoats to the contractual workers within the quoted amount. Safety kit (Apron, Gumboots, Goggles, gloves, masks etc.) should be provided to the persons involved in spraying activity.
10. The firm should not employ any child labour under the contract.

## 2. ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

- a) The firm must have Service Tax Registration, ESI/EPF Registration certificate, Registration declaration of ownership under Indian Registration Act 1908 and Labour License.
- b) PAN/TAN/CST Nos. (As applicable) should be attached with the tender document. If Labour License is not available with the firm, the contractor shall obtain the labour license under the Labour Act within 30days after assigning the job contract.
- c) A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason.
- d) Number. of employees on the pay roll of the firm/ company during the last two years (documentary proof should be submitted.
- e) The firm should have a sufficient experience (at least three years) of performing the same kind of work in a Govt. /Semi Govt/Agricultural college/University or other institution. Firms which are already providing services to any of above during last one or more year, will have to provide a certificate of satisfactory performance from that institution.

## 3. TERMS OF THE CONTRACT:-

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, The Director NRCG reserves the right to renew the contract on monthly/yearly basis on the terms and conditions





that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office before offering rates.

**4. MODE OF PAYMENT:-**

The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF, wages disbursement and Goods Service tax paid for Manpower provided to NRCG. This office shall make payment directly to the firm's Bank account by the mode of RTGS/NEFT. However taxes which are as per the rules of the Govt./Govt.Department, shall be deducted at source from the monthly bills of the successful tenderer.

While submitting the 2<sup>nd</sup> and subsequent month bill the agency must provide the details of individual account no. of EPF/ESIC and contribution made to the accounts of labours actually engaged pertaining to the previous month, only then subsequent bill of the agency will be passed for payments.

**Due any technical / financial difficulties, if the Institute will not able to pay contractor his payment in time, contractor should be able to pay the labours at least two month wages from his own.**

**5. SECURITY DEPOSIT:-**

An amount **Rs.10,00,000.00 (Rupees Ten Lakh Only)** shall be deposited as Performance Guarantee / Security money in the form of Demand Draft within one month from the award of the contract. The Performance Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with this Office.

**6. WORKSMENS COMPENSATION:-**

If during the currency of the contract agreement any person out of those engaged by the agency/contractor got injured for become disable while performing their duty and the injury or disablement causes the liability of such payment to such workers under workmen compensation Act 1923 ( as amended time to time)shall rest with the agency/contractor. The agency/contractor will have to abide by the terms and conditions laid down for such contracts as per the contract labour (regulation and abolition) Act 1972 of Govt. of India. This Directorate will not bear any liability on this account.


**7. TERMINATION:-**

The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. NRCG will have no responsibility for any loss/damage caused to them. If at any point of time , the services of the firm are not found satisfactory the Director, NRCG reserves the right to terminate the contract and the security money will be forfeited.

**8. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-**

1. An amount of Rs. 1000/- 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 NRCG, and if no action is taken within one hour liquidated damages clauses will be involved.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.
4. In case of any loss or damage done to the property of this Office by the personnel provided by the agency for the said work at NRCG, Pune, full damage will be recovered from the agency and decision of the Director, NRCG, Pune, shall be a binding on the agency.

**IMP Note : It is mandatory for the firm to install Bio-Metric system for monitoring the attendance of labours working under contract.**

  
प्रशासनिक अधिकारी  
Administrative Officer  
राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे  
NRC for Grapes Pune

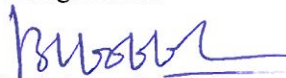
## SECTION- 7

### RESPONSIBILITIES AND DUTIES FOR CONTRACTUAL MANPOWER

1. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. as applicable relating to this contract.
2. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the "contract with trust diligently and honestly".
3. The supporting / allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff / supervisor to go on leave with intimation to this office.
4. Changing of staff / supervisor should be intimated to I/C Farm and I/C security respectively.
5. The staff provided should maintain secrecy and discipline in the premises of the institute.
6. The contractor shall keep a complaint register with his supervisor , and it shall be open to verification by the authorized officer of ICAR for the purpose. All complaints should be immediately attended by agency.
7. Uniform with colour specifications and pattern approved by ICAR should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc are in proper uniform while on duty.
8. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
9. The selected agency shall provide the necessary personnel's for at NRCG. as per labour acts. The agency shall employ good and reliable persons with robust health of age group of 21 to 55 years. In case any of the personnel so provide is not found suitable by the council, the council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employee of the council and there will be no employer – employee relationship between the council and the person so engaged by the contractor in the aforesaid services.
11. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The NRCG shall not bear any extra charge on any account what so ever i.e. EPF Contribution, Uniform, liveries, OTA, etc.
12. Changing of Supervisor/ Staff should be intimated to be Caretaker.
13. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
14. Service charges will be paid on lump sum monthly basis only, not on percentage basis for all the works carried out in month period.
15. No separate payment will be made for supervisor persons deployed by the contractor ( The contractor has to bear the payments of the supervisor persons.)
16. Contractor will be responsible if the labours found in any type of misbehavior with officials/ staff of the office and deliberate attempt of damage to the experimental trails / public property in the campus.
17. The Contractor will have to provide all prospects clothing and other items to the labours deployed by him for safety from insecticides fungicides and snake bites etc. In case there is any such incidence with any labour the contractor will be fully responsible to pay compensation to the labours and this office will not be responsible in any way.
18. The firm/contractor is liable to deposit all applicable taxes i.e sales tax/ service tax/ Proficiency tax into the Govt. account as per the order issued by Govt. of India/Maharashtra and shall follow all rules and regulation at specified in CL-(RA) Act 1972 (MS).
19. As the knowhow of majority of workers who work in Agricultural field is limited, the service provider has to take complete responsibility to satisfy them at the regular payment of ESIC, EPF, issue of E-Pehachan Card, facilitating settlement of their EPF contribution, ensuring medical benefits under ESIC etc. the service provider has to take complete responsibility for mobilizing the required manpower throughout the year and to address their issues. Hence to ensure all the facilities to the workers, to cover for the expenditure involved in this regarding, the service provider has to quote reasonable and adequate enough service charges accordingly. Service providers are advised not to quote abnormally very high /low service charges to get contract and later fail to provide service.
20. The agency shall be responsible for the payment of minimum wages (including VDA, PF, ESIC/WC Policy) to the labours deployed by him as fixed from time to time by the chief labour commissioner , Ministry of labour and employment ,Government of India.



21. The contractor shall indemnify and keep indemnified the NRCG from any claims, loss or damages/ accident of workers 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, NRCG shall be final and binding on the contractor.
22. The agency shall obtain license from the office from assistant labour commissioner (Central), Pune, if the Manpower/Contractual are 20 or above. The workers employed by the agency under this contract will not be employee of NRCG (ICAR) and there will be no employer- employee relationship between NRCG (ICAR) and persons so engaged by the contractor in the aforesaid service delivery.
23. The agency shall render the services on job contract basis, which includes PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the agency.
24. Under no condition, ICAR-NRCG shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.
25. The agency will discharge all legal obligations of their employees in respect of their wages and other 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 viz, statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum wages Act, Workmen's compensation Act, EPF&MP indemnified this office from any claim, loss or damages that may be caused to this office on account of the agency's failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions of other part.
26. The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
27. In case of any accident/ Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
28. It is further clarified that under no circumstances, the staff member and /or the workmen/employees or the Agency shall be treated, regarded or considered or deemed be the employees of the ICAR-NRCG.
29. In case of any of the above contingencies, the office will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and /or loss, which may be suffered by the Agency on account of termination of this agreement.
30. If any question or dispute arises between the parties her to or their representatives with respect to the meaning or effect of any caused of this agreement or about the rights of liabilities to the parties here to, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the office. His award shall be governed by the provisions of Arbitration & Conciliation Act 1996 for the time being in force in Indian union and shall be binding on both the parties hereto.
31. Additional jobs or modifications in the job will be carried out with approval of the authorities of NRCG, Pune.
32. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of the Job Contract shall be got done from other source at the expenses of the defaulting firm. The contractor will comply with all the laws and bye laws of Central Govt. / State Govt. relating of this contract.
33. Director, NRCG reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the NRCG (Council), for any justifiable reasons, not mandatory to be communicated to the contractor.
34. It is expressly agreed/ understood that this office at its discretion will terminate the agreement in case of following contingencies.
  - a) If the agency fail to execute the work entrusted to the satisfaction for which this office shall be the sole judge.
  - b) If the agency fails to discharge their legal obligations towards the personnel employed at NRCG premises.
  - c) If the agency is not able to perform their part under this agreement for continuous period of ten days or more.
  - d) If the agency commits breach of any of the clauses of the agreement.
  - e) If the NRCG is required to pay any damages and /or compensation and/or any payment to their customer/visitors on account of any negligent action and/or misbehavior on part of the agency.
  - f) If the agency is unable to give proper account of tools, equipment's etc entrusted to them for their custody and fails to return when demanded for the execution of work under this agreement.

  
**Administrative Officer**  
प्रशासनिक अधिकारी

Administrative Officer  
राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे  
NRC for Grapes, Pune

**SECTION – 8**

**LETTER OF BID SUBMISSION BY THE BIDDER  
(To be printed on Bidder's letterhead)**

**SUBJECT: TENDER FOR FARM WORK CONTRACT AT ICAR-NRC FOR GRAPES, PUNE FOR PERIOD OF ONE YEAR**

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

Telephone No.

Telegraphic Address/FAX/ Cellular No:

E-Mail address

From -----  
-----

To,

ICAR-National Research Center for Grapes,  
P.B.NO.3, Manjari Farm Post,  
Solapur Road,  
Pune – 412 307

I / we have read all the particulars regarding the General information and other terms and conditions of the contract for “**Farm Work Contract at ICAR-NRC for Grapes, Pune for period of one year**” and agree to provide the series as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in schedule –I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract.

I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

1. The following pages have been added to and from a part of this tender-----
2. -. The Schedules-I & II to accompany this Tender are at pages ----- . Every page so attached with this Tender bears my signature and the office seal.
3. Pay order / DD No. ----- of Rs. ----- drawn in favour of “ICAR UNIT – NRC for Grapes, Pune and payable at Pune is enclosed as earnest money required

Yours faithfully

Witness-----

Address-----

Occupation-----

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Signature & Seal of the Tenderer

Telephone No. Office

Resi.

Mobile



**SECTION – 9  
BIDDER'S PROFILE**

**SCHEDULE- I:-TECHNICAL BID**

<b><u>PART-I</u></b>		
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Contact No.	
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	
4.	For partnership firm, whether registered or not registered under the Indian partnership act, 1932 please state further whether by the partnership agreement, authority to refer disputes, concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. I. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration. II. If the answer to above is in point one and two the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and full address of the Banker	
6.	PAN Number	
7.	Registration No. of the Firm, Please attach a copy of Licence granted under Sub-section (5) of Section 7 of the Private Security Agencies (regulation) Act, 2005.	
8.	Registration with central labour commission	
9.	ESIC No. of firm	
12	EPF No. of firm	
.		
13	Service Tax/GST Registration No.	
.		



14	Profession Tax Registration Certificate.	
15	Experience certificate of <b>three years</b> (Name and address of client department may be indicated in the separate sheet)	
16	Turnover of last <b>three years</b> (Certified copy be attached)	
<b><u>PART-II</u></b>		
	Earnest Money Deposited	YES/ NO
	Details of the EMD	Draft No.
		Date
		Drawn on Bank
<b><u>PART-III</u></b>		
	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders	

**UNDERTAKING**

1. I/We certify that all the information furnished above is true to my knowledge.
2. I/We have no objection to NRCG, Pune verifying any or all the information furnished in this document with the concerned authorities, if necessary.
3. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
4. The rates quoted by our organization are valid and binding upon our organization for the entire period of contract.
5. I/We give the rights to the Competent Authority of the NRCG, Pune to forfeit the Earnest Money/Security Money Deposit by me/us in case of breach of conditions of Contract.
6. I hereby undertake to provide the labour service for the Institute as per the directions given in the tender document/contract agreement.

Signature of Authorized Signatory : \_\_\_\_\_ Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Agency seal with name & address  
(Please add supplementary pages to be numbered and duly signed by the authorized signatory wherever needed by the Tenderer)



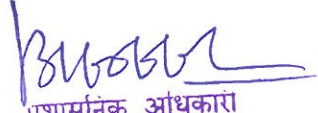
**SECTION - 10**

**DRAFT OF AGREEMENT TO BE ENTERED BY THE AGENCY/CONTRACTOR:-**

1. The contract shall be effective from the date \_\_\_\_\_ or when the work actually commenced, subject to the agreement signed and security deposition by the contractor. This contract is for a period of 1 year initially and may be extended for one more year subject to satisfactory services.
2. The agency shall submit monthly bill for the job performed during the preceding month and the payment shall be made by means of RTGS/NEFT.
3. The bill should be furnished along with stamped receipt in favour of The Director, National Research Centre for Grapes, Pune- 412 307, Dist. -Pune. No extra charges other than the charges mentioned in the contractor's submission.
4. Income Tax shall be deducted at source (TDS) from bills of the successful tenderer as per the rule.
5. The firm/contractor is liable to deposit all applicable taxes i.e sales tax/ service tax/ Proficiency tax into the Govt. account as per the order issued by Govt. of India/Maharashtra.
6. The agency shall be responsible for the payment of wages of to the labours deployed by him as find fixed from time to time by the assistant labours commissioner (Central) Pune and shall be responsible to extend all benefit to the labours such as ESIC/EPF & Bonus etc. The documentary evidence of ESIC/EPF registration should also be furnished to this office.
7. The contract is subject to the conditions that the tenderer will comply with all the laws and bye laws of Central Govt. / State Govt. relating of this contract.
8. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of The Job Contract shall be got done from other source at the expenses of the defaulting firm.
9. Director, NRCG reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the NRCG (Council), for any justifiable reasons, not mandatory to be communicated to the tenderer.
10. The contractor will make available all necessary material required for agricultural work. However, the tools used for agricultural / horticultural operation work will be provided by the Centre.
11. The Contractor will have to provide all prospects clothing and other items to the labours deployed by him for safety from insecticides fungicides and snake bites etc. In case there is any such incidence with any labour the contractor will be fully responsible to pay compensation to the labours and this office will not be responsible in any way.
12. An amount equivalent to 10% of the total contract value shall be deposited as performance guarantee/security money in the form of Demand Draft within one month from the award of the contract. The security shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with this Office.
13. The agency shall be responsible for deployment of labours as per the demand of the centre of for which the agency will consult the Incharge-farm of this centre every day for next day's programs. The agency shall be responsible to carrying out all the housekeeping operations strictly as per the instructions of Incharge -farm or the authority nominated by the Director of this centre.
14. The contractor shall indemnify and keep indemnified the NRCG from any claims, loss or damages/ accident of workers 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, NRCG shall be final and binding on the contractor.
15. Payment of the monthly bills of the contractor will be released by NRCG only on completion of all mandatory formalities. If the contractor is unable to complete such formalities, the payment will be withheld till the completion of all these things and contractor will himself be responsible for such delay in payments.



16. The agency shall obtain license from the office from assistant labour commissioner (Central), Pune, if the labour are 20 or above. The selected agency shall provide the necessary workers for the respective jobs at NRCG as per Labour Act prevalent in Maharashtra State.
17. The works so provided by the agency under this contract will not be employee of NRCG (ICAR) and there will be no employer- employee relationship between NRCG (ICAR) and persons so engaged by the contractor in the aforesaid service delivery.
18. The agency shall make good losses, if any due to the mishandling of any item relating to various field operations otherwise it shall be recovered from the monthly bill of the agency. In case, any damage is caused by the workers deployed by the contractor at NRCG, the same shall be made good by the contractor.
19. The agency shall follow all rules and regulation as specified in CL-(RA) Act 1972 (applicable for Maharashtra).
20. All the disputes are subject to Pune Jurisdiction.

  
प्रशासनिक अधिकारी  
Administrative Officer  
राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे  
NRC for Grapes Pune



**SECTION – 11**

**CHECK LIST FOR EVALUATION OF TECHNICAL BID**

Note: Bidders are instructed to organize the Technical Bid along with all requisite annexures/enclosures/supporting documents in the sequence of eligibility criteria given below, and put page number for every document enclosed. Also ensure that all the documents or their photocopies must be clearly legible.

Sl. No.	Particulars of Documents	Details	Page No.
1.	Tender Document: All pages of the Tender document including Annexures should be signed and stamped.		
2.	Details of Earnest Money Deposit (EMD): Rs. 2,40,000/- Or Rs.50,000.00 with MSME / NSIC Certificate (Provide details of DD No. and date, name of the Bank, etc.) (It should reach the institute before last date for submission of tender form)		
3.	Registration certificate of the firm		
4.	Minimum Rs. 1.00 Crore Turnover of the Firm/Agency: (Please enclose Turnover of the Company/Agency in the last 3 years duly certified by a Chartered Accountant).		
5.	Income Tax Return and balance sheet: (please enclose last 3 Years (2016-17-2018-19)' IT returns and balance sheets).		
6.	Experience Certificate: (Please enclose 3 Year's (2016-17-2018-19) experience certificate from Central Govt. ICAR organization / Quasi / State Govt. / PSU / University etc.)		
7.	PAN Card: (Please enclose a copy of PAN card)		
8.	EPF Registration No.: (Please enclose a copy of EPF registration)		
9.	WCP/ESI Registration No.: (Please enclose a copy of WCP/ESI registration)		
10.	Goods Service Tax (GST) Registration: (Pl. enclose copy of the GST registration)		
11.	Bank Solvency Certificate: (Please attach solvency certificate for at least 20 lakhs from reputed banks)		
12.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.		
13.	Legal or Criminal cases against the firm: (please provide details of legal or criminal cases pending against the firm if any Otherwise submit your declaration or affidavit that no case is against the firm)		
14.	Certificate of Non Black listing		

**Signature and Seal of the Firm**

