



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

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: +91-20-26956000 (EPABX), Fax: +91-20-26956099

E-Mail: dirnrcg@gmail.com Website: <http://nrcgrapes.nic.in>



निविदा संख्या 1/2015-2016

निदेशक, भाकृअनुप-राअंअनुके, पुणे द्वारा पंजीकृत प्रतिष्ठानों से अधोलिखित कार्य हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं।

Sr. No.	Item	Rate of EMD
1.	एक वर्ष की अवधि के लिए NRCG पर" निगरानी कवरेज"।	₹.1,00,000.00 (Rupees One Lakh Only)

विनिर्देशों के साथ निविदा प्रपत्र, हमारी वेब साइट <http://nrcgrapes.nic.in> पर उपलब्ध हैं। बोलीकर्ता वेब साइट से डाउनलोड दस्तावेजों का उपयोग कर सकते हैं। दस्तावेजों का मूल्य रु. 500.00 डीडी द्वारा बोली के साथ जमा करना होगा। निविदा प्रपत्र वैयक्तिक रूप से किसी भी कार्य दिवस पर, प्रति प्रपत्र रु. 500.00 के भुगतान के साथ, संस्थान के मांजरी फार्म, सोलापूर रोड, पुणे स्थित कार्यालय से 08/05/2015 तक सुबह 10:30 से अपराह्न 4:00 बजे के बीच प्राप्त किया जा सकता है। निविदा प्रपत्रों को प्राप्त करने के लिए किया गया भुगतान अप्रतिदेय है।

जो केंद्रीय क्रय संगठन, राष्ट्रीय लघु उद्योग निगम (एनएसआईसी) अथवा संबंधित मंत्रालय या विभाग के साथ पंजीकृत हैं उन्हें ईएमडी के लिए छूट है। पंजीकरण का प्रमाण निविदा के साथ जमा करना होगा अथवा निविदा को सीधे निरस्त कर दिया जाएगा। उपरोक्त कार्य हेतु सभी तरह से विधिवत भरी गयी पूर्ण निविदा के साथ बोली सुरक्षा (ईएमडी) संलग्न होनी चाहिए जो "आईसीएआर यूनिट, एनआरसी फॉर ग्रेप्स" के पक्ष में जारी अकाउंट पेयी डिमांड ड्राफ्ट अथवा किसी वाणिज्यिक बैंक से जारी बैंकर्स चैक या बैंक गारंटी के स्वरूप में हो, इस कार्यालय में 12/05/2015 (मंगलवार) को अपराह्न 4:00 बजे से पहले पहुंच जानी चाहिए जो 13/05/2015 (बुधवार) को सुबह 11:00 बजे पर खोली जाएंगी। बिना बोली सुरक्षा जमा की गयी निविदाएं सीधे निरस्त कर दी जायेंगी। बोली सुरक्षा (ईएमडी) अलग से जमा करें तथा उसके ऊपर "ईएमडी" स्पष्ट रूप से लिखें।

निदेशक, राष्ट्रीय अंगूर अनुसंधान केन्द्र, पुणे, कोई कारण बताए बिना, किसी भी या सभी निविदाओं को स्वीकार या अस्वीकार करने का अधिकार आरक्षित रखता है।

हस्ता/-

(एस.एन.सालवे)

प्रशासनिक अधिकारी



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

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: +91-20-26956000 (EPABX), Fax: +91-20-26956099

E-Mail: dirnrcg@gmail.com Website: <http://nrcgrapes.nic.in>



Tender No. 1/2015-2016

Sealed tenders are invited from the reputed and registered firms, by the Director, NRC Grapes, Pune for the “Surveillance Coverage”:

Sr. No.	Item	Rate of EMD
1.	Award of “Surveillance Coverage” at NRCG for a period of one year.	₹.1,00,000.00 (Rupees One Lakh Only)

The Tender forms, along with Specifications are available at our Web Site <http://nrcgrapes.nic.in>. The bidders may use the documents downloaded from the web site. Cost of documents for ₹. 500.00 by DD may be submitted along with the bid. Tender form can also be obtained on any working day against payment of ₹.500.00 for each form in person from the office of the Institute at Manjari Farm, Solapur Road, Pune up to **08.05.2015** between **10.30 A.M. and 4.00 P.M.** The payment made for obtaining tender forms is non – refundable.

EMD is exempted for those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. Proof of the registration should be submitted along with tender failing which the tender will out rightly be rejected.

The Tender duly completed in all respect along with Bid Security (EMD) for above item in the form of A/c. Payee Demand Draft drawn in favour of **“ICAR UNIT, NRC FOR GRAPES”, PUNE** or Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in the prescribed form should reach at this office on or before **4.00 P.M. on 12.05.2015 (Tuesday)** which will be opened on **13.05.2015 (Wednesday)** at **11.00 A.M.** **The tenders without bid security will be rejected outright. The bid security (EMD) should be submitted separately and superscribed “EMD”.**

The Director, National Research Centre for Grapes, Pune, reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

Sd/-
(S. N. Salve)
Administrative Officer



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केन्द्र

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: +91-20-26956000 (EPABX), Fax: +91-20-26956099

E-Mail: dirnrcg@gmail.com Website: <http://nrcgrapes.nic.in>



F. No. NRCG/ 5 (111) /2015-S

Date: 23.04.2015

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE SURVEILLANCE COVERAGE FOR PROVIDING SERVICES AS PER ANNEXURE II & III (Surveillance Coverage) ATTACHED.

- A. Cost of Tender from **Rs. 500.00**
- B. Last date of receipt of Tender in Office on 12/05/2015 at 4.00 P.M.
- C. Tenders (technical bids) to be opened at 13/05/2015 at 11.00 A.M.
- D. Tenders to remain open for acceptance up to 90 days from the date of opening.
- E. The Tender document is also available at our web site: <http://nrcgrapes.nic.in>.

NOTE:

1. The Director, National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307, May at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day

National Research Center for Grapes,

P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307

Note:- All communication must be addressed to the Director, National Research Center for Grapes, P.B.NO.3, Manjari Farm Post, Solapur Road, Pune – 412 307

From In charge

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

Dear Sir(S),

1. Sealed tenders are hereby invited on behalf of the Director, National Research Center for Grapes. Pune, for contract of PROVIDING SURVEILLANCE COVERAGE FOR PROVIDING ALLIED DERVICES AT National Research Center for Grapes. Pune, The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements state in the attached schedules.
2. An earnest money of **Rs. 1,00,000.00 (Rupees One Lakh Only)** must be deposited in the form the of Demand draft/pay order Payable Direct to Director of concerned institute. The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft/ pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulation the aforesaid amount of EMD will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the institute.
4. The Schedules of the tenders from should be returned intact and pages should not be detached. In the event of the space provided on the schedule from being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate latter along with the tenders. Overwriting / erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. individual signing the tenders or other documents connected with the contract may specify whether he signs 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 of power of attorney or (ii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the renders 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 has authority to bind such other and if. On enquiry if appears that the persons so signing had no authority to do so, the council/ Instt. Shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy to the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "THE SURVEILLANCE COVERAGE FOR PROVIDING SURVEILLANCE COVERAGE AT, National Research Center for Grapes. Pune, address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the, National Research Center for Grapes. Pune, office of the not later than
9. The rates quote by each firm from job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenders behalf should be indicated in the tenders. Name and address of permanent representative, of the tenders if any, may also be indicated.
10. 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 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.
11. An amount 5 to 10 % of estimated value of the contract 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.
12. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.

13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will be entertain any claim whatsoever in this respect. However, the service taxes or any other tax, which is as per the rules of the Govt., shall be deducted at source form monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. Director, institute 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.
15. Decision of Director, Institute shall be final for any aspect of any aspect of the contract and bending 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, Institute. 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.
16. Acceptance by the institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed along with technical bid which are the same terms and conditions of the tenders document:-
 - a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State govt.
 - b) Minimum turnover of the firm not less than **(Rs.50,00,000.00) (Rupees Fifty Lakhs Only.)** during the last financial year.
 - c) Last three years 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 organization provide the details in enclosed tabular form.
 - d) Certified Balance sheet of the firm for last year of the service contacts by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenders is providing the services for the last three years.
 - f) Employee EPF registration certificate issued by local govt. etc.
 - g) Employee ESI registration certificate issued by local govt. etc.
 - h) Service tax registration certificate issued by Govt. etc.
 - i) Successful Tenderer will have to enter into a detailed contract agreement with NRCG on non-judicial stamp paper of **Rs.100.00 (Rs. One Hundred Only)** for Surveillance Coverage.
 - j) Only those firms will be considered for financial bid who will qualify in the technical bid.
 - k) 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.

- 1) Nos. of staff/ supervisors registered under ESI & EPF separately. Minimum 50 Nos.(Staff/ Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.

Note: - The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

For and on behalf of the Director
(National Research Center for Grapes,
Manjari Farm, Pune Solapur Road- 412 307)

TENDERS FOR THE CONTRACTOR FOR WORK CONTRACTS SERVICES CONTRACT FOR-

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,

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 THE SURVEILLANCE COVERAGE CONTRACT FOR-----
-----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.

2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender-----
-. The Schedules-I & II to accompany this Tender are at pages -----
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. ----- Of Rs. ----- drawn in favour of (Director of the institute) and payable at-----is enclosed as earnest money required

Yours faithfully
Signature & Seal of the Tenderer

Witness-----

Telephone No. Office

Address-----

Resi.

Occupation-----

Mobile

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

SCHEDULE – I

SCHEDULE TO TENDERS

PART –I

- 1.Name of the Firm/ Agency
- 2.Full address with Post Box. No
And Telephone No. if any
- 3.Constitution of the Firm/
Agency (Attached copy)
Indian Companies Act, 1956
Indian Partnership Act, 1932
(Please give names of Partners)
Any other Act, if not, the owners
4. For Partnership firms whether
Registered under the Indian
Partnership Act, 1932, please
State further whether by the
Partnership agreement to arbitration
Has been conferred on the partner
Who has signed the Tender?
 - i) If answer to the above is in negative
Whether there is any general power
Of attorney executed by all the
Partner of the firm authorizing the
Partner who has signed the tenders
To refer dispute condemning business
Of the partnership to 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 partner

5. Name and full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative
And whether the firm would be representing at the
Opening of the Tenders

10. Name of the Permanent Representative to be
Visiting NASC and ICAR, Kirshi Bhawan regarding

Date: -----

Place: -----

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

SCHEDULE –II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR
PROVIDING SURVEILLANCE COVERAGE SERVICES

(National Research Center for Grapes, Manjari Farm Solapur Road, Manjari Farm Pune- 412 307)

Scope of work:

TERMS & CONDITIONS:

1. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff / supervisor is go to on leave under intimation to this office.
2. Changing of staff/ supervisor should be intimated to I/c Farm/ IC security respectively
3. The Director, NRCG, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NRCG, shall be final and binding on the contractor / Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NRCG for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by NRCG 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 agreement is terminable with one month notice on either side.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so 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.
11. 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.
12. Payment for services contract will be made monthly upon submission of pre- receipted bill.
13. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the National Research Center for Grapes, shall have to be furnished alongwith the Tender. However, the Tenders should indicate only the lump sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alternation in the rates once quoted will be permitted within one year.
14. 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 soever i.e. EPF Contribution, Uniform, liveries, OTA, etc.
15. The contractor will discharge all his legal obligations in respect of workers / supervisors to be employed / deployed by him for the execution of the work in respect of their wages and service condition and shall also comply with all the rules, regulation, and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligation under various laws. In case of any dispute, the decision of Director, NRCG shall be final and binding on the contractor.
16. Income Tax will be deducted from the payments due for the work done as per rule.
17. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.
18. Changing of Supervisor/ Staff should be intimated to be Caretaker.

19. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
20. The contract is subject to the condition that the tenderer will comply with all the laws and acts of central Govt. relating to this contract made applicable from time to time.
21. Risk Clause: NRCG 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 his can be recovered from S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500.00 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 no action is taken the notice of the supervisory staff of the firm by NRCG and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, institute shall be final and binding on the contractor/ agency in respect of any clause covered under the contract.

Details of the Minimum 3 years experience/ work done.

Sr. No	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID:-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : ----- (times)

Date of opening of Financial Bid : As per the intimation.

(Name and Address of the Institute)

Sir, I/We wish to submit our Tenders for THE SURVEILLANCE COVERAGE CONTRACT FOR PROVIDING

----- on the following rates.

No.	Particulars	Per Month
	Monthly consolidated rate offered for THE SURVEILLANCE COVERAGE CONTRACT FOR PROVIDING ----- ----- -----in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour. Material, transportation, specially covered all acts & taxes etc. as applicable from time to time.	_____ _____ (Rs. In figure) _____ _____ _____ (Rs. In word) _____

I /We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in litter and spirit.

Signature-----

Name & Address of the Firm-----

Telephone No.-----

Mobile No.-----

Award of Surveillance Coverage at NRCG for a period of one year.

- Approx. 18 No. guards are required at office and vineyard of NRC for Grapes.
- Rate must be quoted for one guard per month.
- Service charges should be quoted separately.
- All the guards should be ex-servicemen.