



केन्द्रीय रोपण फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद )

कासरगोड - 671124, केरल, भारत

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

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F.No.2(1)-2008-Bid/NAIP

Dated 25.06.2008

**TENDER DOCUMENT**

Cost of bid form : Rs. 250/-

**Sub: Inviting Bids for engaging a Service Provider Firm for providing Manpower through service contract.**

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Sealed competitive Bids are invited by the Director, CPCRI, Kasaragod from the reputed/ registered Service Provider Firms for providing Manpower through service contract provisionally for a period of 01(one) year for the job works and the qualification/experience needed for this work is given below: -

S.No.	Job Descriptions	Minimum qualifications and experience
1.	Skilled Worker	(a) SSLC Pass (b) Experience in Workshop/Farms/Labs is desirable.

An outline of tasks to be carried is detailed as under:

**" WORK "**

S.No.	Job Descriptions	Responsibilities
1.	Skilled Worker	(a) Assist the workshop Technicians in Fabrication and Testing works (b) Assist the Food Technologist in preparation of value added products. (c) Assist in preparation of coconut chips, snowball tender nut etc. for demonstration/ testing

**2. Minimum qualifications/experience of the Firm**

The contracting agency should have valid registration and licenses required as per Law, for undertaking such jobs from all the Govt. Agencies such as Income Tax Dept. PAN etc. They shall comply with all the obligations arising in the course of execution of the services as per contract.

**3. Quoted Price:**

(a) The Bidder shall quote remuneration for the job on monthly basis, (including profit and administrative charges/All taxes) in the format of bids attached (**Annexure-A**) The payment on account of ESI/EPF will not be paid to the contracting agency as the no. of contractual labour will remain less than 20 throughout the year.

(b) Hourly rate of OTA should not exceed remuneration per man-day

8

(c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment .

- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit 2% of quoted amount in the form of DD/ Pay Order drawn in favour of ICAR Unit, CPCRI, Kasaragod, payable at SBI, CPCRI Branch, Kasaragod as earnest money alongwith the Bid for the job. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (f) The selected firm has to furnish performance security in the form of DD for an amount equal to 10% of the Contract value. The Performance security shall be submitted within 10 days from the date of Notification of Award/Work order. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

#### 4. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

#### 5. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque at CPCRI premises in the presence of AAO (Estate), CPCRI, Kasaragod.
- (b) The contracting agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to CPCRI as per the monthly emuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to CPCRI supported with the following documents: -
  - (i) Details of disbursement indicating amount received from CPCRI against each individual, towards statutory payments and net amount paid to each individual alongwith cheque details in each category should be furnished before the next payment is claimed.
  - (ii) Proof of payment of statutory obligations such as Service Tax and any other applicable tax.
  - (iii) Unauthorized deduction for statutory obligations will not be made out of salaries of the employees.
  - (iv) Payment to the Contracting agency will be released within 5 days from the date of the receipt of the invoice.
- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the CPCRI valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations.
- (f) The normal office hours of CPCRI is from 9.30 am to 5.00 pm, 6 days from Monday to saturday. However, The Director, CPCRI reserves the right to request the services on Holiday/beyond office hours. The Contracting agency will be compensated by the CPCRI as per the rate quoted for OTA for working beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration – A1**

Where A1 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/ Manpower provided by the Contracting Agency shall be accepted only after scrutiny by CPCRI. Therefore, minimum three-four bio-data shall be made available. The candidate may be invited for personal discussion /Skilled test also. No Conveyance or any other charges will be paid by CPCRI. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e.within 24 hours. The replacement of a Candidate on account of absence/unsuitability for CPCRI shall be made within 24 hours.
- (i) The contracting agency will be required to sign a contract with the CPCRI as per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft / sabotage caused by/ attributable to the personnel deployed, the CPCRI reserves the right to claim damages from Contracting Agency.
- (k) The Director, CPCRI, Kasaragod reserves the right to relax any conditions.
- (l) The controlling Agency or his employees will not be considered as regular employees of CPCRI and they will not have any right for absorption under CPCRI.

## **6. Evaluation of Bid:**

The CPCRI will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms and conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached: -
  - (a) List of clientele during last 3 years along with cost of assignment.
  - (b) PAN No. and Current IT clearance certificate.
  - (c) Attested copy of proof of Service Tax Registration.
  - (d) The Bidder shall deposit 2% of quoted amount as EMD in the form of DD/ Pay per order drawn in favour of ICAR Unit, CPCRI payable at Kasragod as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical job, shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for each items and Office will award the contract to the lowest evaluated responsive bidder.
- (iv) Income tax@2% and Vat@2% of the contract amount shall be deducted from the monthly bill of the contractor who has taken Registration under Kerala General Sales Tax Act 1963 and for the unregistered contractors the rate will be 5.6.% of the contract amount

## **7. Award of Contract:**

- (a) The CPCRI will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 3.
- (b) The Director, CPCRI reserves the right to increase or decrease the requirement of manpower and duration of the contract.
- (c) The Director prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Director reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (e) The Director reserves the right to terminate the contract at any time without assigning any reason and his decision will be final

**8. Last date and time of receipt of Bids**

You are requested to submit the sealed Bids superscribed on the envelope as "Bids for providing Manpower on service charge basis due on 14.07.2008 latest by 14.07.2008 at 3.00 P.M.

We look forward to receive your Bid in the format of Bid attached only.

Asst. Administrative Officer (Estate)

**ANNEXURE – 'A'**

**FORMAT OF BID**

**(All figures in Rupees)**

S.No.	Category of Manpower	Remuneration per month including	Service charges including overhead & profit on Column No.3	Total remuneration (Col. 3+4)	Unit OTA rate per hour
1	2	3	4	5	6
1.	Skilled Worker				

NOTE: In case of discrepancy between unit price and total price, the unit price shall prevail.

I agree to provide the above service/manpower and to abide by the terms and conditions contained in the Tender document and also agree to enter into the agreement in the format enclosed.

**Total Bid Price ( Col.5) in words Rupees.....**

**Total Bid Price (Col.5) in Figures Rupees.....**

**( Bidder)**

Signature : \_\_\_\_\_

Name & Address : \_\_\_\_\_

Date & time : \_\_\_\_\_