



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3544941
Dated/दिनांक : 08-06-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-06-2023 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-06-2023 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Central Arid Zone Research Institute, Jodhpur (rajasthan) 342 003
Item Category/मद केटगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Mazdoor/Labour , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mazdoor/Labour , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Mazdoor/Labour
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	17 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	100000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Assistant Administrative Officer

Central Arid Zonre Research Institute, Jodhpur (rajasthan) 342 003, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Karan Singh Gehlot N)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Geographic Presence: Office registration certificate:Geographic presence of seller or service provider should be in the state of Rajasthan or have registered office in the state of Rajasthan territory, otherwise bid will not be accepted.

Scope of work & Job description:[1686215176.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1686215768.pdf](https://www.icares.gov.in/Content/1686215768.pdf)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1686215778.pdf](https://www.icares.gov.in/Content/1686215778.pdf)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
26-06-2023 14:00:00	Admn-V, Administrative Building, ICAR-CAZRI, Jodhpur

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Mazdoor/Labour (7)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Agriculture labour
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Dr.Tulsi Ram Choudhary	342003,ICAR - CENTRAL ARID ZONE RESEARCH INSTITUTE, NEAR ITI JODHPUR	7	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 471 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.355 • EPF Admin Charge (INR per day) : 2.355 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 56.52 • ESI (INR per day) : 15.308 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour (23)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Agriculture labour
Title for Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Dr.Tulsi Ram Choudhary	342003,ICAR - CENTRAL ARID ZONE RESEARCH INSTITUTE, NEAR ITI JODHPUR	23	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 424 • EDLI (INR per day) : 2.12 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 2.12 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 50.88 • ESI (INR per day) : 13.78 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Mazdoor/Labour (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Designation	Agriculture labour
Title for Optional Allowances 3	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Dr.Tulsi Ram Choudhary	342003,ICAR - CENTRAL ARID ZONE RESEARCH INSTITUTE, NEAR ITI JODHPUR	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 434 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.17 • EPF Admin Charge (INR per day) : 2.17 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 52.08 • ESI (INR per day) : 14.105 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

ICAR UNIT CAZRI, Jodhpur

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

4. **Purchase Preference (Centre)**

Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local suppliers as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document 50%. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

5. **Purchase Preference (Centre)**

Preference to Make In India products (For bids less than 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Generic**

WORLD BANK TERMS AND CONDITIONS: Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.

8. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

9. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

10. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any

one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

11. **Buyer Added Bid Specific SLA**

Text Clause(s)

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laLFkku

ICAR - Central Arid Zone Research Institute

Tkks/kiqj ¼jktLFkku½ 342 003@Jodhpur (Rajasthan) 342 003

Website: www.cazri.res.in, Email: director.cazri@icar.gov.in

Phone No. 0291 - 2786584 / FAX: 0291 - 2788706

F. No. 7(4) Manpower Contract/2022-23/Adm.V
Dated: 08.06.2023

TECHNICAL BID

(PART-I)

General Terms and Conditions of the notice inviting tender of Annual Rate Contract for Engagement of Agency for providing manpower at ICAR-CAZRI- RRS Pali and Jaisalmer on outsourcing basis.

1. On behalf of the Director, Central Arid Zone Research Institute, Jodhpur online tenders are invited for Annual Rate Contract for engagement of agency for providing of man power on outsourcing basis for a period of one year depending upon the requirements of the ICAR-Central Arid Zone Research Institute, Jodhpur-342 003 from time to time as per the terms and conditions set forth in the following paragraphs. The Services of the manpower agency would be required initially for a period of one year. The contract can be extended further subject to satisfactory compliance of terms and conditions of the contract.
2. 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 Director, ICAR - CAZRI reserves the right to accept or reject any or all the tenders.
3. The interested Firms **{except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)}** are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 1.00 lakh (Rupees one lakh only) in the form of Demand Draft from any of the Commercial Bank in India, in favour of **"ICAR Unit - CAZRI,**

Jodhpur". The bidder must have current Income Tax/ GST/Service Tax and statutory registration(s).

4. The aforesaid DDs/Banker Cheques towards cost for Tender Document / Tender fee and EMD should be submitted off-line to the tender inviting authority i.e. ICAR - CAZRI, Jodhpur by or before **11.00 a.m. on 30.06.2023** and the scanned copy to be uploaded online by or before **11.00 a.m. on 30.06.2023**. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after of date of tender/bid.
5. In no case Earnest Money will be accepted after opening of tender.
6. Decision of the desire so of Director, ICAR - CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.
7. Bidders/tenderers shall undertake to the apply with allow statutory provisions are required for such man power to be provided including Minimum Wages Act, EPF, ESI, GST, Service Tax etc. as required under law and shall indemnify CAZRI from all libels/suits/litigations etc.
8. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at ICAR - CAZRI. ICAR - CAZRI will not be responsible for any libels/suits/litigation or otherwise/obligation/commitment/liability to any party(ies) or persons(s) whatsoever.
9. **SECURITY OF CONTRACT:** The Contractual Agency shall provide Security in the form of DD/Bank Guarantee/FDR in favour of **ICAR Unit, CAZRI**, payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for a 10% of the total value of annual contract and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract. The Security money deposit should be valid up-to 3 months beyond the date of expiry of the contract.
10. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR - CAZRI to the bidder.
11. GST/Service tax or any other tax applicable for made applicable after awarding the contract in respect of this contract shall be payable by Contractual Agency. ICAR - CAZRI will not entertained any claim whatsoever in this respect. However, the GST/Service Tax or any other Tax which is as per the rules of the Govt. of India/ Rajasthan Government shall be deducted at source from monthly bills as per rules/instruction made applicable from time to time by Government. If GST exemption given or applicable as per the rules of the Govt. of India/GST Council in any service contract, the same will be applicable from time to time.
12. Acceptance by the ICAR - CAZRI will be communicated by GeM/ FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the bidder will be forwarded as soon as possible but the earlier instructions in the FAX, express letter etc. should be acted upon immediately.
13. **ELIGIBILITY CONDITIONS** The following documents/vouchers are required to be accompanied with the Technical Bid from which are the terms and conditions of the bid document. If required documents are not attached the bid can be rejected:-

1.	Earnest Money for Rs. 1.00 Lakh in favour of ICAR Unit-CAZRI, Jodhpur, (if exempted, declaration or supporting documents may be attached)
2.	ESI Number certificate of the firm issued by appropriate authority.
3.	EPF Number certificate of the firm issued by appropriate authority.
4.	GST/Service Tax Registration of the firm issued by appropriate authority.
5.	PAN Number Certificate of the firm

6.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. The contractor shall obtain the labour licence under this act.
7.	Experience of the firm for last 3 financial years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations may be indicated in chronological order and supporting documents may be attached. (if exempted, declaration or supporting documents may be attached)
8.	ESI/EPF Challan for the current financial year 2022-23 for ascertaining the number of workers has to be attached.
9.	Copy of Income Tax Return for 3 Assessment year i.e. 2019-20 to 2021-22 audited from Chartered Accountant
10.	Minimum turnover of the firm not less than Rs. 17.00 Lakh in during last 03 financial year i.e. 2019-20 to 2021-22. Certified Balance Sheet of the firm/agency of the service contract by the chartered accountant. (if exempted, declaration or supporting documents may be attached)

14. Successful bidder will have to enter into a detailed contract agreement with ICAR - CAZRI on non-judicial stamp paper of 0.25% on contract value (i.e. total contract price) for this contract.
15. The services staff should follow strict attendance and alternative arrangements are to be made by the contractual agency whenever anyone of staff is to go on leave under intimation to this office.
16. Changing of staff should be intimated to office.
17. The Director, ICAR - CAZRI, Jodhpur reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR - CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
18. The staff provided should maintain secrecy and discipline in the premises of ICAR - CAZRI, RRS Pali/Jaisalmer.
19. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification with experience in nature of work.
20. The agreement is terminable with one month notice on either side.
21. The contractor shall not sublet the work without prior written permission of the ICAR - CAZRI, RRS Pali/Jaisalmer.
22. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
23. The contractor shall provide the necessary personnel at ICAR - CAZRI as per Labour Acts prevalent. The Contractor shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the ICAR - CAZRI, the ICAR - CAZRI shall have the right to ask for his replacement without giving any reason thereof and the contractor shall on receipt of a written communication with have to replace such persons immediately.
24. The persons so provided by the contractor under this contract will not be the employee of the ICAR - CAZRI and there will be no employer-employee relationship between the ICAR - CAZRI and the persons so engaged by the contractor in the aforesaid services.
25. **MODE OF PAYMENT:** The agency shall submit monthly pre-receipted bill in triplicate by the 10th working day for the job performed during the preceding month along with proof of payment and contribution made for ESI, EPF and GST/Service Tax paid for the Manpower provided to the Institute. The Institute shall made payment by means of crossed cheque drawn in favour of the agency/contractor. The agency must be submitted an authorized letter of Banker for E-Payment system to this office.
26. **WAGES TO WORKERS:** The Contractor/Agency shall make payment of remuneration/wages to its personnel **before/on 7th of every month** online system (copy of payment depositing document is to

- o be submitted). After making the payment, the Contractor shall raise the bill on the ICAR - CAZRI for payment of the settled amount. They will submit to the ICAR - CAZRI a copy of the payment vouchers duly signed by the workers for each month.
27. No request for alteration in the rates once quoted will be permitted within one year. Gem terms and conditions will be apply.
 28. Income Tax will be deducted from monthly bills as per rule.
 29. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt., Rajasthan Govt. relating to this contract made applicable from time to time.
 30. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR - CAZRI.
 31. The engaged person must report for duty at ICAR - CAZRI, Jodhpur or any other duty so assigned in proper uniform
 32. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.
 33. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instructions given on day to day basis by the Officer(s) authorized by the ICAR - CAZRI Hqrs. from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the ICAR - CAZRI.
 34. **TERMS OF THE CONTRACT:** Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only for 3 months and it will be extended for further period on service provided satisfactorily by the agency.
 35. **TERMINATION:** This 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. The ICAR - CAZRI will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
 36. **RISK CLAUSES:** ICAR - CAZRI reserves the right to discontinue the services at any time, if the services are found unsatisfactorily by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
 37. **LOSS AND/OR DAMAGES:** In case of any loss or damage done to the property of the ICAR - CAZRI by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of ICAR - CAZRI shall be a binding on agency.
 38. **LIQUIDATED DAMAGES CLAUSE:**

(i) An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- 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 agency/firm by ICAR - CAZRI, and if no action is taken within stipulated period liquidated clause will be invoked.

(ii) Any misconduct/ misbehaviour on the part of the manpower by the agency will not be tolerated and such person(s) will have to be replaced immediately.

(iii) Theft cases during the contract period in the Institute premises, the recovery of such loss(es) will be recovered from the Contracting Agency.

(iv) Contracting Agency will ensure that no theft or damages to the ICAR - CAZRI property by his personnel. In case any theft or damage to the ICAR - CAZRI property occurs due to the negligence of the personnel/workers of the Contracting Agency, the Contracting agency shall be held responsible for such losses and damages, if after an enquiry, the ICAR - CAZRI comes to the conclusion that the loss is attributable to the negligence on part of workers of the Contracting Agency.

39. DISPUTES:

(i) If any disputes arises the Decision of Director, ICAR - CAZRI, Jodhpur 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 Director, ICAR - CAZRI. 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.

(ii) In case any disputes arises the jurisdiction area will be only Jodhpur.

Administrative Officer (V)

Signature with Seal of authorized signatory of firm

TECHNICAL BID

(PART-II)

Schedule to tender

1.	Name of Agency/Firm a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	

3.	<p>a. For partnership firm whether 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.</p> <p>b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.</p> <p>c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.</p>	
4.	Name and Full Address of the Bankers :	
5.	<p>EMD: Rs.1.00 Lakh in favour of ICAR Unit-CAZRI, Jodhpur</p> <p>Draft No. Date.....Issuing Bank :</p> <p>(if exempted, declaration or supporting documents may be attached)</p>	
6.	ESI Number certificate of the firm issued by appropriate authority.	
7.	EPF Number certificate of the firm issued by appropriate authority.	
8.	GST/Service Tax Registration certificate of the firm issued by appropriate authority.	
9.	PAN Number Certificate of the firm	
10.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970.The contractor shall obtain the labour licence under this act.	
11.	Experience of the firm for last 3 financial years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations may be indicate in cronological order and supporting document may be attached. (if exempted, declaration or supporting documents may be attached)	
12.	ESI/EPF Challan for the current financial year 2022-23 for ascertaining the number of workers has to be attached.	
13.	Copy of Income Tax Return for 3 Assessment year i.e. 2019-20 to 2021-22 audited from Chartered Accountant	
14.	Minimum turnover of the firm not less than Rs. 17.00 Lakh in during last 03 financial year i.e. 2019-20 to 2021-22. Certified Balance Sheet of the firm/agency of the service contract by the chartered accountant. (if exempted, declaration or supporting documents may be attached)	
15.	Whether agency profile is attached?	

16.	List of other clients	
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Note: The information required at Sl.No.1 to 16 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected.

Name and address of the firm's representatives

And whether the firm would be represented at the Time of opening of the tenders

Dated:- _____

Place:-

Signature with seal of authorized signatory of firm

**TECHNICAL BID
(PART-III)**

Full Name and address of the tenderer in
Addition to address and other relevant
information needed for the complete Address:-

Telephone No.
Telegraphic Address

To,

The Director,
Central Arid Zone Research Institute,
Jodhpur-342 003

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Contract of CAZRI, Jodhpur and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the 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 to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of Rs. 1.00 Lakh in favour of ICAR Unit and payable at Jodhpur is enclosed as earnest money.

Address _____

Name & Signature of witness _____

Address _____

TECHNICAL BID

(PART-IV)

Undertaking

1. I, _____ son/daughter/wife of Shri _____ Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

**Signature & Name of the authorized
Signatory with Seal of the Firm**

TECHNICAL BID

(PART-V)

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:

Sl.No.	Documents required along with technical bids	Please tick; (✓) if submitted and (x) if not submitted	Remarks
1.	Details of EMD deposited for Rs. 1.00 Lakh (if exempted, declaration or supporting documents may be attached)		
2.	Copy of Registration Certificate of ESI		
3.	Copy of Registration Certificate of EPF		
4.	Copy of GST/Service Tax Registration		
5.	Copy of PAN/TIN Card		
6.	The Agency/firm must have a registration with the Contract Labour (R&A) Act. 1970. The contractor shall obtain the labour licence under this act after award the contract.		
7.	Experience of the firm for last 3 financial years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations may be indicate in chronological order and supporting document may be attached. (if exempted, declaration or supporting documents may be attached)		
8.	ESI/EPF Challan for the current financial year 2022-23 for ascertaining the number of workers has to be attached.		
9.	Copy of Income Tax Return for 3 Assessment year i.e. 2019-20 to 2021-22 audited from Chartered Accountant		
10.	Minimum turnover of the firm not less than Rs. 17.00 Lakh in during last 03 financial year i.e. 2019-20 to 2021-22. Certified Balance Sheet of the firm/agency of the service contract by the chartered accountant. (if exempted, declaration or supporting documents may be attached)		

Detail of the Minimum 3 years experience /work done with name of clients

S. No.	Name of Client Deptt./ Organisation & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		

Full Name of Bidder with Address

M/s.....

.....

.....

Dated:- _____

Place:- _____
 gnatory of firm

Signature with seal of authorized si

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.

13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---