



भा.कृ.अनु.प. – केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर

ICAR - CENTRAL INSTITUTE FOR WOMEN IN AGRICULTURE

(ISO 9001:2015 Certified)

Bhagyashri Road, Near Kalinga Studio Chowk, Baramunda, Bhubaneswar - 751003, Odisha

Phone: 0674-2387220, E-mail: director.ciwa@icar.gov.in, Web: <https://icar-ciwa.org.in>



E-TENDER NOTICE

BID DOCUMENT (Two Bid System)

NAME OF THE TENDER	BID FOR HIRING OF MANPOWER OUTSOURCING SERVICES ON MINIMUM WAGES MODE FOR VARIOUS AGRICULTURAL/FARM OPERATION WORKS AT ICAR-CIWA, BHUBANESWAR
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Tender published at Website:

<https://gem.gov.in/>
<http://icar-ciwa.org.in>

GeM Portal Toll Free Numbers (Inbound):

Call 1800-419-3436 / 1800-102-3436

Help Desk Outbound Nos.: +91124487512

<https://gem.gov.in/contactUs>

Tender Published By

The Director,

ICAR-CIWA

Bhubaneswar – 751003

Odisha

<http://icar-ciwa.org.in>

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E-TENDER NOTICE

INVITATION OF E-TENDER FOR HIRING OF MANPOWER OUTSOURCING SERVICES ON MINIMUM WAGES MODE FOR VARIOUS AGRICULTURAL/FARM OPERATION WORKS AT ICAR-CIWA, BHUBANESWAR

The Director ICAR-Central Institute for Women in Agriculture (CIWA), Bhubaneswar invites online OPEN TENDER IN TWO BID SYSTEM through e-tendering method from reputed agency (s)/ firm(s) with adequate experience and financial capability for providing “**MANPOWER OUTSOURCING SERVICES ON MINIMUM WAGES MODE FOR VARIOUS AGRICULTURAL/FARM OPERATION WORKS AT ICAR-CIWA, BHUBANESWAR**”. Eligible firm(s) may submit tenders / bids online on GeM Portal <https://gem.gov.in/>. Tenderers are required to submit all documents online before tender closing date. Details can also be obtained for www.icar-ciwa.org.in.

Tender Enquiry No.	CIWA/Admin/Farm-Labour/Outsourcing/2025-26/01
Name of work	HIRING OF MANPOWER OUTSOURCING SERVICES ON MINIMUM WAGES MODE FOR VARIOUS AGRICULTURAL/FARM OPERATION WORKS AT ICAR-CIWA, BHUBANESWAR
Scope of Work	Details as per Annexure-I of the tender document
Estimated cost	Rs. 70,00,000 (Rupees Seventy Lakh Only)
EMD (In INR)	Rs. 1,00,000 (Rs. One Lakh Only) Note: EMD should be valid at least for 180 days from the date of opening of tender. If thereafter validity of the EMD requires extension, the participated firms will be bound to extend the validity suitably
Validity of offer	180 days from the date of opening of Technical bid
Type of Tender	Two Bid system

Note:

1. The tender form/bid documents can be downloaded from the <https://gem.gov.in/> and Institute website www.icar-ciwa.org.in. Online submission of Bids through GeM <https://gem.gov.in/> is mandatory. Manual/Offline bids shall not be accepted in any circumstances.
2. ICAR-CIWA will not be responsible for any delay in enrolment or submission of the offer/up-loading the offer on above mentioned GeM portal for any reason whatsoever. Hence vendors are advised to register in the GeM/<https://gem.gov.in/>.
3. Any Corrigendum/clarification in respect of the above tender shall be issued on our website www.icar-ciwa.org.in and/or <https://gem.gov.in/> website only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the Institute's website as well as GeM portal to keep themselves updated of any updates.

4. There will be a Pre Bid meeting with bidders in Samiksha Committee Room, ICAR-CIWA, Bhubaneswar as per date mentioned in the GeM Bid. **Participation of the bidder in the pre-bid meeting is mandatory.** In case, the interested bidder is not able to participate in physical mode, s/he may request for participation through online mode.
5. If any information furnished by the bidders is found to be false at any stage, the bid shall be cancelled and bidders shall be liable to be debarred from tender. The Director, ICAR-CIWA, Bhubaneswar reserves the right to accept or reject any or all the quotations/bids either in full or in parts without assigning any reason thereof.
6. Bids complete in all respects only will be considered for evaluation.

Yours faithfully,

Sd/-
Administrative Officer
For on behalf of the Director

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. REGISTRATION ON E-PORTAL:

The Bidders are advised to register themselves with GeM Portal.

2. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF TENDER :

Bidder firms which fulfil the eligibility conditions may upload the technical bid and financial bid along with the scanned copy of requisite documents as detailed under, failing which bids will be rejected.

TECHNICAL BID:

Sl	Documents	Procedure to be followed
1	EMD	<ul style="list-style-type: none">Scanned Copy of the EMD should be uploaded on e-portal under Technical BIDOriginal Earnest Money Deposit in the form of Demand Draft/Pay order/NEFT/RTGS in favour of “ICAR Unit-DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank-State Bank of India, Priyadarshini Market Branch, Branch code- 9027” payable at Bhubaneswar as mentioned in this Tender Notice should be placed in a sealed envelope, with the name of the tender super scribed along with bidders’ name, address and contact details and should be submitted to Administrative Section, 1st Floor, Main Building, ICAR-CIWA, Plot 50-51, Mouza-Jokalandi, Kalinga Studio Chowk, Bhubaneswar - 751003 within the time limit notified in this Tender Notice
2	Documents to be submitted	All required/relevant documents as per Checklist (Annexure-II) and additional documents as per tender document should be uploaded in e-Portal with all pages serially numbered and attested/signed by the Authorised Signatory

FINANCIAL BID:

Bidders have to submit online Financial Bid on e-portal as per the prescribed format.

NOTE:

All the documents uploaded on e-portal should be self-attested & must be readable, legible, signed & stamped by authorized signatory.

3. LAST DATE AND TIME FOR SUBMISSION OF TENDER

Submission of online bids and payment of receipt of EMD should reach this office within the time notified as per the GeM. If any delay arises from any cause, such as strikes, lockouts, fire accidents, riots etc, which the ICAR-CIWA may admit as reasonable ground for further time, it may allow such additional time required by circumstances of the case only for extending the opening. ICAR-CIWA reserves the right for accepting the whole or any part or reject all bids, change or extend the date and time of opening of the tender without assigning any reason to the bidder.

4. SUBMISSION OF TENDER:

- I. The tenderer is being permitted to submit the tender(s) in consideration of the stipulation on the part of the tenderer. After submitting the tender(s), the tenderer will not withdraw/ will not resile from their offer or modify the terms and conditions thereof.

- II. The rates quoted by each Contractor/Agency/Firm for providing job/service contract in tenders be given clearly and legible and uploaded in the prescribed format. Name and address of the permanent representative, of the tenderer, if any, may also be indicated with due attestation by the concerned tenderer, while submitting the tender document(s).
- III. The bidders fulfilling all the criteria of Technical bid(s) will be qualified technically and only the Financial/Price Bid of the technically qualified bidder(s) will be opened for further action.
- IV. The Institute (ICAR-CIWA) is not bound to accept the lowest price quoted by the bidders or any other tender(s) and also reserve to itself the right to accept the tender(s) in whole or in part. Conditional tender(s) will not be accepted.
- V. Applications submitted with partially completed formats, lacking the required information in any column, point, row or field in any of the annexures/documents, shall be deemed INCOMPLETE. Such applications shall be summarily rejected without any notice, reference, or correspondence to the bidder, and the rejection shall be at the sole risk and responsibility of the bidder.
- VI. Bidders are further advised to exercise utmost caution while completing the annexures/documents required under this bid. Proper and accurate indication of reference page numbers for the attached supporting documents must be provided in the checklist at **Annexure-II**. Failure to comply with this requirement shall render the application liable for disqualification. No representation or correspondence in this regard shall be entertained by this office under any circumstances.
- VII. The bidders fulfilling all the criteria of Technical bid(s) will be qualified technically and only the Financial/Price Bid of the technically qualified bidder(s) will be opened for further action.
- VIII. Contractors/agencies whose services have been terminated or discontinued, either voluntarily or by this Institute, any other government agency, or ICAR institutions, due to lapses or deficiencies in performance, are not eligible to apply. Furthermore, entities that have been blacklisted by any Government department are also ineligible to submit bids.
- IX. All bidders are required to furnish comprehensive details of any ongoing litigation, arbitration, or legal proceedings related to their services in the relevant field. This information must be complete and accurate as of the date of submission of the tender (**ANNEXURE X**)
- X. All entries in the Tender Form should be written legibly and filled clearly. If the space providing for furnishing of information is found insufficient, a separate sheet with the signature of the authorized signatory shall be attached. Only the technically found suitable Contractor/Agency/Firm(s) would be called / considered for opening the Financial Bids.

5. SIGNING OF TENDER

- I. The tender will be liable to be rejected in case complete information is not given therein and the individual/authorised person who signing tender or other documents connected with the contract must specify as to whether he/she is signing as:
 - a. 'Sole Proprietor' of the firm or his Attorney.
 - b. 'Registered Active Partner' of the firm or his Attorney.
 - c. For the firm 'Par Procuration'

- II. In case of company registered under the Companies Act (new as well as old) and firms registered under the Indian Partnership Act, the person signing must clearly indicate his capacity in which he is signing (e.g. Secretary, Manager, Director, Partner etc.). In case it is being signed by an attorney or representative the signatory shall produce a copy of the documents empowering him to sign, if called upon to do so.

6. LIABILITY OF PERSON SIGNING THE DOCUMENTS:

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if, on enquiry, it emerges that the person so signing has no authority to do so, the ICAR-CIWA may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

7. PERIOD OF VALIDITY OF BIDS

- I. Bids shall remain valid for **180 days** after the date of opening of online Financial Bid by the ICAR-CIWA; a bid valid for a shorter period would be liable to be rejected by the ICAR-CIWA as non-responsive.
- II. In exceptional circumstances, the ICAR-CIWA (Customer) may solicit the bidder consent to an extension of the period of validity. The request to the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
- III. A bidder may refuse the request without forfeiting his EMD. A bidder accepting the request for granting extension will not be permitted to modify his bid.

8. VALIDITY OF CONTRACT:

- I. The rate quoted shall be valid for a **minimum period of One (01) year** with effect from the date of award of the Contract. The contract may be extended further maximum for a period of one (01) year or part thereof upon satisfactory performance of the Contractor/Agency/Firm(s) and on the same terms and conditions on mutual consent at the discretion of ICAR-CIWA.
- II. ICAR-CIWA will have the exclusive right to terminate the contract by giving **one month's notice** to the Contractor.
- III. The Contractor has to give **three months' notice** to ICAR-CIWA before cancellation of the contract. Contravention of the same would lead to forfeiture of performance security money along with all outstanding dues.

9. RESPONSIBILITY FOR EXECUTING CONTRACT:

- I. The Contractor shall be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- II. The Contractor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the Director, ICAR-CIWA, Bhubaneswar.
- III. The Director, ICAR-CIWA, Bhubaneswar may substitute any further terms and conditions as it may deem necessary and shall be bound to comply with such further condition as may be imposed.

10. EARNEST MONEY DEPOSIT:

Earnest Money Deposit by way of Demand Draft/Pay Order favouring **ICAR Unit-DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027**, payable at Bhubaneswar for participation in tender is to be enclosed with the Technical Bid. The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work.

Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit. **No interest** would be paid on the Earnest Money Deposit.

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per Terms and Conditions 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.

11. FORFEITURE OF EMD:

- I.** The earnest money deposited (EMD) will be forfeited if the bidder withdraws or modify their bids in any respect within the period of validity of tender.
- II.** In case the successful bidder declines/fails to sign the contract, for whatsoever reason(s)
- III.** Fails to furnish the Performance Security Deposit as mentioned in this Tender Notice.
- IV.** Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit levied as the case may be

12. REFUND OF EMD:

- I.** EMD will be refunded to the **unsuccessful** bidder within **thirty days** after raising a claim/demand from the unsuccessful bidder and no interest would be paid thereon
- II.** EMD will be refunded to the **successful** bidder on receipt of Performance Security or shall be adjusted towards Performance Security Deposit and no interest would be paid thereon.

13. PERFORMANCE SECURITY DEPOSIT:

- I.** **3% of the Annual Contract Value** is to be deposited by way of Demand draft of any Nationalized bank in favour of “ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027” payable at Bhubaneswar by the successful contractor within 07 (seven) days of the award of contract for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ICAR-CIWA on the security deposit**
- II.** If the contractor is called upon by ICAR-CIWA to deposit Security and the contractor fails to provide the security deposit within the period specified/ granted such failure will constitute a breach of the contract and the office shall be entitled to make other arrangements at the risk and expense of the contractor whereby the contract shall be awarded to the next eligible bidder in order and forfeiture of the EMD shall be affected.

14. FORFEITURE OF PERFORMANCE SECURITY DEPOSIT:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor/Service Provider will be liable to be forfeited besides annulment of the contract.

15. REFUND OF PERFORMANCE SECURITY DEPOSIT :

On due performance and completion of the contract in all respects, the Performance Security Deposit will be refunded without any interest after deducting downtime and other charges, having remained unrealized, if the same cannot be realized from the contractor's pending bills.

16. RECOVERY OF SUM DUE:

- I. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, ICAR-CIWA shall be entitled to recover such sum by appropriating, in part or whole from the security money deposited by the contractor and/or by deduction from the pending bills of the contractor.
- II. When there remains a balance of the total sum to be recovered, it shall be deducted from any sum due to them or which at any time thereafter may become due under this or any other contract with the ICAR-CIWA. If sum is not sufficient to cover the full amount recoverable, the contractor shall pay to ICAR-CIWA on demand the remaining balance due **along with interest at the rate of 24% PA from the date when the first demand is made till the date of actual payment for each day of delay.**

17. INSOLVENCY AND BREACH OF CONTRACT:

ICAR-CIWA may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

- I. If the contractor being an individual or firm, such individual or any partner in the contractor's firm as the case may be, is at any time adjudged insolvent or has a receiving order or orders for administration of his estate being made or any proceedings for liquidation or composition under any law of insolvency being or not for the time being in force or has made conveyance or assignment of his effects or enter in to any arrangements or compromise with his creditors for suspend payment or if the firm be dissolved under any law which governs it or which is otherwise for the time being in force; or
- II. If the contractor being a company registered under any law for the time being in force, passes are solution for winding up or the court passes any order for the liquidation of the affairs of the company or that any Liquidator, Receiver or Manager is appointed for the management of the affairs of the company; or
- III. If the contractor commits any breach of this contract or any other direction of the customer issued from time to time not otherwise specifically provided in this contract, the customer can terminate the contract without compensation to the contractor which shall be without prejudice of its right to claim the damages which it may have suffered due to such breach of contract or of the direction issued by the customer.

The details of service requirements and duties to be performed may be assessed by the service providing agencies in consultation with the Authorized personnel at the following location:

ICAR-Central Institute for Women in Agriculture, located at ICAR- CIWA, Bhubaneswar- 751003.

Contact Person: Shri Manoranjan Prusty, Senior Technical Officer (+91 7205401510, manoranjan.prusty@icar.org.in), Shri Harish K M, Administrative Officer (+91 8971992573, harish.km1@nic.in),

SCOPE OF WORK

Approximate Farm Area = 14 acres

Sl. No	Details / Scope of Work	Tentative No. of Manpower Required
1	General crop cultivation: Field layout, land prep, bund & channel making, sowing, seed treatment, transplanting/planting, weeding, irrigation, plant protection, spraying, fertilizer application, bird scaring, harvesting, threshing, grading, NADEP pits, etc.	20 Unskilled (for 26/27 days a month)
2	Orchard management: Basin preparation, pruning, fertilizer application, irrigation, pasting, harvesting, etc.	2 Semi-Skilled (Seasonal) - (for 40 days in a year)
3	Vegetable/Spices production: Land preparation, bund/channel making, sowing, transplanting, irrigation, plant protection, harvesting, etc.	
4	Grafting/Budding/Gooty in fruits & ornamental crops	1 Tractor Diver – Skilled (for 26/27 days a month)
5	Fruit harvest, cutting old branches, cleaning dead inflorescences of tall plants (>15 ft)	
6	Paddy straw cutting, soaking of straw & treatment, drenching of straws, bed preparation, wetting of beds and harvesting from the beds & cleaning the surrounding area etc. for 05beds.	
7	Plant growth observation: Height, spread, girth, leaves, flowers, fruits in various crops	
8	Vermi-compost unit activities: Carrying cow dung, watering, overturning dung	
9	Polyhouse/protected cultivation: Nursery raising, field preparation, bed making, training, field layout, sowing, seed treatment, transplanting, planting, weeding, intercultural operations, irrigation, plant protection, spraying, fertilizer applications, irrigation, plant protection, spraying, fertilizer application, plucking, harvesting, etc	
10	Poultry: Feeding & management of ~200 birds, feed preparation, weighing, egg collection, vaccination, data collection etc.	3 unskilled (on all days of the month)
11	Aquaculture & ornamental fisheries: Pond maintenance, water quality, feeding, harvesting, fish manure making	
12	Goat management (~60-80 goats): Feed prep, feeding, shed cleaning, waste disposal, vaccination, grass cutting	5 unskilled (on all days of the month)
13	Cow management (4 Sahiwal breed cows): Feed prep, milking, feeding, shed cleaning, grass cutting	

Note: The Institute can increase or decrease the contract quantity (number of manpower required) up to 25 percent at the time of issue or during the currency of the contract period. Bidders are bound to accept the revised quantity, accordingly.

SPECIAL TERMS & CONDITIONS:

1. Service Charges to be claimed by the Contractor/Agency/Firm(s) will remain constant/ unchanged for entire period of contract, as extended time to time. Further, minimum service charges as been fixed at **3.85%** (3% profit + transaction charges of 0.85%). This is in consonance with the MoF, DoE, PPD OM No. F.6/1/2023-PPD dated 06-01-2023.
2. **Technical Evaluation:** Only those bidders who submit **ALL** requisite documents as per the checklist at **ANNEXURE II** of this tender notice and secure a minimum score of **35 in the technical qualification on parameters mentioned below will be declared as qualified for considering Financial Bids:**

Parameter	Minimum qualifying score
1. Experience of serving in Govt. (Centre/State) Departments/Autonomous Bodies/PSUs/PSES/Bank & Insurance Companies or other equivalent & companies/ organizations of high repute: - <ul style="list-style-type: none">• More than 7 and up to 10 years - 15 marks• More than 10 and up to 15 years - 25 marks• More than 15 years - 30 marks	15 Marks
2. Average turnover of the firm during last three financial years (FY 2021-22, FY 2022-23, FY 2023-24) <ul style="list-style-type: none">• Less than Rs. 50.00 lakhs - 0 Marks• Rs. 50.00 lakhs and above & up to 2 crores - 10 marks• Exceeding 2 crore & up to 5 crores - 20 Marks• Exceeding 5 crores - 30 Marks	10 Marks
3. Total no. of people on their rolls with EPF & ESI <ul style="list-style-type: none">• Less than 50 - 0 Marks• 51 to 100 - 10 Marks• 101 to 200 - 20 Marks• 201 to 300 - 30 Marks• More than 300 - 40 Marks	10 Marks

3. Financial Evaluation Criteria

- (a) After evaluation of technical bids, the financial bids of only technically qualified bidders will be opened.
- (b) The successful bidder will be determined on the basis of lowest service/agency charges arrived on the basis of comparison of financial quote of all the bidders.

4. Special Instructions:

- (a) Rates quoted should be in Indian Currency (Rupees) and should be inclusive of all taxes/charges/duties etc. as applicable, and amount should be mentioned up to two decimal points.
- (b) Any ambiguous quote on these accounts shall render the tender liable to be rejected.
- (c) Tenders not complete in all respects are liable to be summarily rejected.
- (d) The bidder shall, wherever called upon to do so, give full information with reference to the services in hand and shall permit the Director or any other officer nominated by him to inspect the premises of the bidder / client at all

reasonable times and shall give full assistance and information as may be required in connection with the contract.

5. **IP address monitoring and disqualification:**

In the event that two or more bidders submit their technical or financial bids using the same IP address, or if the IP address of any bidder matches the IP address used for tender creation, the system (GeM) will automatically flag such instances as potential indicators of collusion or bid rigging. **Any bidder involved in such a case, shall be summarily disqualified from the tender process without further consideration/clarification.**

6. **Tender Awarding and Execution**

- (a) Execution of the work will be done as per the requirement received from the concerned indenter from time to time throughout the contract period by issuing Indent Execution Order (IEO) on a monthly basis and payment will be made after satisfactorily completion of the work as per the IEO/agreement/tender
- (b) If the successful tenderer does not accept the offer **within 7 days** from the date of issue of letter of award by this Institute, the offer shall be deemed to be withdrawn without any further notice & action as per bid security declaration may be taken against the said Tenderer.
- (c) Acceptance by the Institute will be communicated by E-mail/FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tender(s) will be forwarded as soon as possible, but the earlier instructions in the E-mail/FAX/Telegram/ Express letter etc. should be acted upon immediately. If the Contractor/Agency/Firm(s) does not accept the offer after issue of letter of award of contract by ICAR-CIWA within seven days, the offer made shall be withdrawn and EMD will be forfeited
- (d) The successful Contractor/Agency/Firm(s) will have to deposit **3% of the total Annual Estimated Contract Value as Security Deposit** within **seven** days of issue of the work order/before issue of IEO. The Security Deposit will be kept by the office and the same will be refunded after satisfactory completion of the contract period and on receipt of written request.
- (e) The successful tenderer will have to enter into a detailed contract agreement with ICAR-CIWA on non-judicial stamp paper of appropriate value.
- (f) The Contractor/Agency/Firm(s) shall not sublet the work without prior written permission of the Director, ICAR-CIWA, Bhubaneswar.
- (g) The Contractor/Agency/Firm(s) or his/her workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (h) The Contractor/Agency/Firm(s) must supply workers who are suitably skilled in the respective agriculture operation works and do not resort to damage the research farm at any time.
- (i) The Contractor/Agency/Firm(s) has/have to provide required job workers to carry out the job satisfactorily as per the schedule of work/IEO.

7. **Penalty**

- (a) During the (operation) subsisting of the contract period, if the Contractor/Agency/Firm(s) fails to provide required manpower in time as per the requirement of the indenter, **10% of the Work Order/IEO/Bill amount per day will be deducted** from the bill based on the certificate given by the Indenter.

8. **Payment of Wages and Statutory Dues**

- (a) Payment for service contract will be made upon submission of pre-receipted bill(s) as per IEO and duly certified by the concerned indenter & submission of all supporting documents as per tender/agreement.
- (b) The bill raised for payment, on a monthly basis, should be annexed with the Biometric Attendance Register of all outsourced manpower along with proof of payment of wages and other statutory dues.
- (c) The Minimum rate of wages as prescribed by Central Labour Commissioner (Central) from time to time should be followed by the Contractor/Agency/Firm(s). The Contractor/Agency/ Firm(s) has/have to pay the minimum wages (Central) as fixed from time to time to its workers at the work place positively by 7th of every month.
- (d) The payment register of the Contractor/Agency/Firm(s) is/are to be duly certified and signed by the Authorized nominee of ICAR-CIWA. The Payment register duly certified and signed should be submitted every month for verification. A copy of the same should also be enclosed with the bills for effecting payment.
- (e) GST or any other Tax applicable or made applicable in respect of this contract, shall be payable by Contractor/Agency/Firm(s) and ICAR-CIWA will not entertain any claim whatsoever in this respect.
- (f) The Contractor/Agency/Firm(s) should make payment to its workers regularly following the specified norms by different Govt. Organizations.
- (g) The records, muster roll, wage register, wage payment bank receipt, etc. as per the requirements of Labour Enforcement Officer must be maintained by the Contractor/Agency/Firm(s). Any deviation or irregularity in maintenance of records or observance of Contract Labour (R&A) Act brought to the notice of the Director, ICAR-CIWA by the Labour Department would be treated as lapse on the part of the Contractor/Agency/Firm(s) and the contract would be terminated forthwith.
- (h) All liabilities in respect of statutory obligations on account of various laws/acts of the Central/State like Labour contract Act, EPF Act and Minimum Wages Act that may be applicable to carry out the contract works shall be borne by the Contractor/Agency/Firm(s). The liabilities of CIWA will be limited to the payment to the Contractor/Agency/Firm(s) as per the quotation. The Director, CIWA has no liability towards the employment of the manpower/workers provided by the Contractor/Agency/Firm(s).
- (i) The ICAR-CIWA shall not bear any extra charges on any account whatsoever i.e. EPF contribution, ESIC, Uniform, Liveries & OTA etc.
- (j) TDS on Income Tax and GST will be deducted from the payments due as per rules.
- (k) Payment to the workers should be made either by RTGS or e-payment method only **before/on 7th of every month**. After making payment, the Contractor/Agency/Firm(s) shall raise the bill before ICAR – CIWA for payment of the settled amount. They will also submit the copy of the payment vouchers duly signed by the workers for each month along with the copies of statutory dues for effecting payment.
- (l) The Contractor/Agency/Firm(s) will have to make monthly payment to their workers, even though payment is not received from ICAR-CIWA, due to any reason. There should not be any linkage between payment to their workers and the release of bill amount from the Institute (ICAR-CIWA).
- (m) In case of default in wage payments and Statutory obligations by the Contracting agencies/or complaints received from the outsourced workers of

such nature, suitable penal action may be taken against the Contractors including termination, blacklisting, etc. Once the contractors are terminated/blacklisted on account of default in payment to contractual workers only, ICAR-CIWA being the principal employer shall ensure that the wage and other statutory benefits which the contractual workers are entitled to, is paid to them, as per the provisioning applicable labour laws.

- (n) As per the Section 21 (4) of the Contract Labour (Abolition & Regulation) Act-1970, wages may be paid by ICAR-CIWA on the behalf of defaulting contractor to the workers engaged based on attendance records maintained in the office. Also, EPF & ESI contributions deducted from the wages of workers engaged by the contractor along with the employer EPF contribution reimbursed by the institute should be remitted to the Jurisdictional EPFO office as per EPFO guidelines/procedures in the matter.
- (o) No change / revision whatsoever in service charges once quoted shall be admissible during the tenure of tender / ARC, as extended time to time, under any circumstances.

Responsibilities of Contractor/Agency:

- (a) The workers of the Contractor/Agency/Firm(s) shall not claim any benefit / compensation / regularization / absorption in service at the ICAR-CIWA under the provision of Industrial Dispute Act, 1947 or Contract Labour (R&A) Act, 1970 etc.
- (b) Undertaking from the workers to this effect shall be obtained and required to be submitted to ICAR-CIWA by the Contractor/Agency/Firm(s).
- (c) The worker of the Contractor/Agency/Firm(s) shall not take part in any agitation activities inside the campus/premises of this Institute.
- (d) The selected agency shall provide the outsourced manpower mandatorily within age group of 18 to 60 years and should be of good fitness, sound health and having good knowledge of carrying out the Agriculture / Farm Operation Works.
- (e) The Contractor/Agency/Firm(s) shall issue duly signed and numbered Photo Identity Card (i.e.ID card) to their Staff/ supervisor deployed in the premises of the Institute. All their Staff/ Supervisors must wear ID cards, while they are on duty
- (f) The contractor/agency shall mandatorily ensure that all workers employed under their supervision provide duly filled and signed bank mandate forms including the workers' bank account details, such as account number, IFSC code, and other necessary information. The contractor/agency shall submit these forms to the ICAR-CIWA before the commencement of the workers' services.
- (g) Immediately after signing the Agreement, the Contractor/Agency/Firm(s) has to provide the Institute, the list of workers engaged along with all details of EPF, WCP/ESI Account number, Bank Account Number, Identity Card issued by the Contractor, Identity Card issued by an authorised Government Agency (preferably Aadhar Card) and any other document as demanded by the Competent Authority of the Institute.
- (h) In general, all works and services under this contract are to be carried out on all days of the month, excluding Sundays (designated as weekly off) and National Holidays, unless otherwise specified. In case of essential services, such as working in the Poultry/Cattle/Goatery/Fishery Unit wherein services are required round the clock, the services should be provided on all days irrespective of holidays. Each labourer or staff member shall be engaged for the prescribed number of working days in a month, as detailed in the Contract Order issued every month.
- (i) Notwithstanding the above, the Contractor/Agency/Firm shall ensure that payment for weekly offs and National Holidays is made to the deployed personnel in accordance with applicable labour laws and statutory provisions.
- (j) The contractor has to maintain all relevant registers Salary/Wages register, overtime register, attendance register, etc. as per the prevailing labour laws. All

these registers must be available with the Supervisor deployed by the Contractor/Agency/Firm(s), which can be verified by the indenting officers of the Institute periodically.

- (k) The awarded agency/contractor shall be responsible for **maintaining facial biometric-based attendance records for all personnel engaged under this contract**. All personnel must be registered in the biometric system at least one day prior to deployment in the premises of the Institute. As a matter of convenience Additionally, the agency/contractor shall pay a monthly rental fee to the Institute— amount as determined by the competent authority—for the use of the biometric device provided by the Institute.
- (l) The personnel provided shall be under direct control and supervision of the Contractor/Agency/Firm(s). However, the Contractor/Agency/Firm(s) shall comply with all instructions given to them by the authorized Officer of the Institute from time to time. The Staff of the Contractor/Agency/Firm(s) must be bound by office timing, duty, placement, locations and maintaining discipline in the Institute’s premises.
- (m) The Contractor/Agency/Firm(s) shall be solely and fully responsible for carelessness and negligent attitude of their staff/supervisors towards assigned work/job. In case of any loss, theft, damage to the life and property of the institute and its employees/workers due to carelessness and inattentiveness attitude of their staff/ supervisor, the Contractor/Agency/Firm(s) shall compensate the amount of loss or damages as assessed by the Institute and binding on the Contractor/Agency/Firm(s).
- (n) At the start of new contract, all the workers deployed by the Outsourcing agencies should be disseminated information with respect to their entitlement, their responsibilities, wage details and Grievance Redressal Mechanism by the Contractor/Institute to increase awareness of the workers and to have a transparent system.
- (o) A contractor shall not charge or collect any fee for engaging or employing workers for their deployment. Any such activity will amount to violation of the terms of the contract and the principal employer will be free to take appropriate action against the contractor as per applicable laws, rules and policies in this regard which may include termination of the contract, blacklisting of the contractor, etc.
- (p) Outsourcing agency shall ensure that ICAR-CIWA premises is not being utilized in any manner for conduct of any activity other than official work relating to ICAR-CIWA during the currency of the contract.
- (q) The Contractor/Agency/Firm(s) should abide by all prevailing labour laws including providing medical facilities to their workers. ICAR-CIWA shall not be responsible in such matters.

Miscellaneous:

- (a) In case of violation of any provision of labour laws, rules and regulations thereof governing the field, the ICAR-CIWA will not be responsible for fault of the Contractor/Agency/Firm(s).
- (b) The selected bidders are required to submit the original certificates for verification before issue of LOI/any time during the tender period, if so desired by the Competent Authority of ICAR-CIWA.
- (c) The staff provided should maintain secrecy and discipline in the premises of Institute
- (d) Punctuality, sincerity, promptness and efficiency of the workers shall be considered as essence of the Contractor/Agency/Firm(s) and it is therefore hereby expressly provided and declared that **“The Director, ICAR-CIWA has no liability towards the employment of the manpower/labourers provided and engaged by the Contractor/Agency/Firm(s)”**.
- (e) The persons so provided by the Contractor/Agency/Firm(s) under this contract will not be the employee of the ICAR-CIWA and there will be no employer-employee

relationship between the ICAR-CIWA and the person so engaged by the Contractor/Agency/Firm(s) in the aforesaid services/under this contract.

- (f) The Contractor/Agency/Firm(s) will discharge all his legal obligations in respect of the workers / supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Contractor/Agency/Firm(s) shall indemnify and keep indemnified the ICAR-CIWA, Bhubaneswar from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws/acts. In case of any dispute, the decision of the Director, ICAR-CIWA, Bhubaneswar shall be final and binding on the Contractor/Agency/Firm(s).
- (g) The Contractor must engage adult labourers only. Engagement of child labour is strictly prohibited and will lead to termination of the Contract.
- (h) If the tender is accepted and the work is awarded, it is incumbent on the Contractor/Agency/Firm(s) to carry out the work to the best satisfaction of the authority without any complain. If any, complaint noticed by the concerned Indenter, the work order will be cancelled without assigning any reason and without any notice to the Contractor/Agency/Firm(s). The decision of the Director ICAR-CIWA in this regard is final and binding on the Contractor/Agency/Firm(s).
- (i) Any damages to institute property or theft by the workers/supervisors of the Contractor/Agency/Firm(s) during execution of the work, the cost of the losses incurred is to be borne by the Contractor/Agency/Firm(s) as assessed and fixed by the Competent Authority, ICAR-CIWA, Bhubaneswar binding on the Contractor/Agency/Firm(s).
- (j) The Director, ICAR-CIWA, Bhubaneswar reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of ICAR-CIWA for any justifiable reasons, not mandatory to be communicated to the Contractor/Agency/Firm(s).
- (k) The ICAR-CIWA does not pledge itself to accept the lowest or any other tenders and also reserve to its self the right of accepting the tender(s) of the bidders either in whole or in part.
- (l) Decision of the DIRECTOR, ICAR-CIWA 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/her level by mutual consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIWA. The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The seat of Arbitration will be Bhubaneswar and language will be English. Laws of India will be applicable.
- (m) On termination/expiry of the contract of the agency, ICAR-CIWA would not be responsible for the re-employment of the workers.
- (n) **Risk Clause:** ICAR-CIWA, Bhubaneswar reserves the right to discontinue the Job service contract 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 Contractor/Agency/Firm(s) at the risk and cost of current Contractor/Agency/Firm(s) and excess expenditure incurred on account of this will be recovered from S.D. or pending bills or by raising a separate claim.

CHECK LIST FOR EVALUATION OF TECHNICAL BID (to be filled, signed, scanned and uploaded with corresponding records, online)

Sl. No.	Parameters/ Documents to be attached	Enclosed (Yes/No)	Reference Page no.
1	Certification/Registration Details		
	1.1 PAN Card		
	1.2 GST Registration		
	1.3 MCA/Company Registration		
	1.4 Labour License / LIN		
	1.5 TAN Number (if applicable)		
	1.6 ESIC Registration		
	1.7 EPFO Registration		
	1.8 NSIC/SSI certificates registered with NSIC (if applicable)		
	1.9 Udyog AADHAR, as per government norms (if applicable)		
2	Experience Certificate in the field of providing such services as per the tender in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations', etc (Annexure - VI)		
3	Average Annual turnover certificate attested by a registered Chartered Accountant for 3 (three) financial year i.e. 2021-22, 2022-23 and 2023-24 (All three years turnover should be shown separately in the said certificate(s) including the average three years turnover)		
4	Certified copies of Balance Sheet by the Registered Chartered Accountants for the following years		
	4.1 FY 2021-22/AY 2022-23		
	4.2 FY 2022-23/AY 2023-24		
	4.3 FY 2023-24/AY 2024-25		
5	Certified copies of Profit & Loss A/c by the Registered Chartered Accountants for the following years		
	5.1 FY 2021-22/AY 2022-23		
	5.2 FY 2022-23/AY 2023-24		
	5.3 FY 2023-24/AY 2024-25		
6	Self-attested copies of Income Tax Return for the following years		
	6.1 FY 2021-22/AY 2022-23		
	6.2 FY 2022-23/AY 2023-24		
	6.3 FY 2023-24/AY 2024-25		
7	List of manpower registered under ESI & EPF should be enclosed separately. As documentary proof, vouchers / challans for the month of March 2025 is required to be attached		
8	Whether the firm has any legal suit/ criminal case pending against it for violation of PF/WCP/ESI, Minimum Wages Act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/ legal suit		

	pending or contemplated against it (ANNEXURE X)		
9	Affidavit of non-blacklisting on non-judicial stamp paper of Rs. 10/- or more (Annexure-V)		
10	Solvency certificate for at least Rs. 50 lakhs from the concerned banker		
11	Tender Acceptance Form (Annexure-VIII)		
12	Details of Firm (Annexure-III)		
13	Mandate Form (Annexure-IV)		
14	Technical Bid Undertaking (Annexure-VII)		
15	As per current Government orders, in lieu of bid security, bidders must furnish Bid Securing Declaration (BSD) as Form7: A self-attested scan of the Original Form7 should be uploaded along with bids. Bids not complying with these provisions shall be rejected (Annexure-IX)		

**** Note:**

- i) Indicating page no. (In the last column) in the check list is MANDATORY, failing which will be treated as non-submission of respective documents.
- ii) The aforementioned documents/vouchers shall MANDATORILY be enclosed and uploaded along with the tender form after duly signed by the tenderer(s) as a part of the technical bid.
- iii) All entries in the Tender Form should be written legibly and filled clearly. If the space providing for furnishing of information which found insufficient, a separate sheet must be signed by the authorized signatory may be attached. Only the technically found suitable Contractor/Agency/Firm(s) would be called / considered for opening the Financial Bids.
- iv) The Technical Bid evaluation is based on documents submitted

Details of the Agency/firm/contractor

1. Name the Proprietor of Contractor/ Firm/ Agency:
2. Name & address of Firm/Agency/Contractor:
M/S.....
.....
3. (a) Telephone No.: Off. Res. Mobile No.....
(b) E-mail ID:
4. Particulars of firm/agency/company:
(Partnership Deed/ Constitution in case of Society)
5. Registration certificate of the firm under the work contract of the Central Govt./State govt. (Indicate no.):
6. Income Tax PAN:
7. Service Tax Number/GST IN:
8. Bank's name & address:
.....
IFSC Code: Account No.
- (For right information attaché a photo-copy of cancelled cheque)
9. ESI registration No.:
10. EPF registration no.:

Signature of Proprietor/ representative of the firm with seal

Mandate Form

1	Name of the Firm/Agency	
2	Full address with Post Box No. and Telephone No. if any	
3	Constitution of the Firm/Agency	
	a) Indian Companies Act 1956	
	b) Indian Partnership Act,1932: (please give names of partners)	
	c) Any other Act, if not, the owner	
4	For partnership firms 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.	
	ii) 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 condemning business of the partnership to arbitration.	
	iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5	Name and Full Address of tenderers Bankers	
6	Your Permanent Income Tax No./Circle/Ward	
7	Any other relevant information	
8	Places for which the tender quoted for	

All the above information of Part I of schedule I must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Authorized Signatory

CERTIFICATE FOR NON-BLACKLISTING

(On non – judicial stamp paper worth Rs.50 or More)

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Details of the experience in providing similar services:

SL. NO.	NAME OF PSU/GOVT. COMPANIES/OTHER COMPANIES	PERIOD OF CONTRACT		CONTRACT VALUE
		FROM	TO	

Authorized Signatory

TECHNICAL BID Undertaking

1. I/we, _____
_____ 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/we 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**

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

Full Name of the tenderer	
Address of Bidder:-	
Bidder Telephone No.	
Bidder Email:	

To

The Director,
ICAR – Central Institute for Women in Agriculture,
Bhubaneswar -751003 (Odisha).

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions for providing **CONTRACT FOR MANPOWER OUTSOURCING FOR PROVIDING VARIOUS AGRICULTURAL/FARM OPERATION WORKS AT ICAR-CIWA, BHUBANESWAR** 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 agreed upon and I/we agree to hold this offer **open till 180 days**. The services charges 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 the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements. Every page so attached with this tender bears my signature and the official seal.

Pay Order/Demand Draft No. _____ of Rs. _____ drawn in favour of ICAR-Unit DRWA, Bhubaneswar and payable at **State Bank of India, Priyadarshini Market Branch**, Bhubaneswar is enclosed as earnest money as required. (Strike out if not relevant)

Signature & Seal of Tenderer with date _____

Name & Signature of witness _____
Address _____

Bid Securing Declaration
(On Company Letter-head)

Bidder's Name : _____
[Address and Contact Details]
Bidder's Reference No. _____
Date: _____

To,

The Director,
ICAR- Central Institute for Women in Agriculture
Bhubaneswar – 751003.

Ref.: Tender Document No. _____ Tender No. / _____,
Tender Title:

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in any ICAR Institute for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

1. Withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or
2. Being notified within the bid validity of the acceptance of our bid by the ICAR-CIWA:
 - a. Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Documents.
 - b. Failed or refuse to sign the contract.
3. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:
 - a. Receipt of your notification of cancellation of the entire tender process or rejection of all bids or
 - b. of the name of the successful bidder or
 - c. Forty-five days after the expiration of bid validity and any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____

[Name & address of Bidder and seal of company]

Dated on _____ day of _____ [insert date of signing]

Place _____ [insert place of signing]

Disclosure of Ongoing Litigation or Legal Proceedings

(On Company Letter-head)

Sl. No.	Name of the Opposing Party	Court/ Tribunal/ Arbitrator	Nature of Dispute	Current Status (Pending/Under Appeal/Settled)	Remarks (If Any)
1.					
2.					
3.					
4.					

Note: In case of no such litigation, bidders must clearly mention "Nil" in the relevant section.

Declaration:s

I/We, the undersigned, hereby declare that the information provided above is true and correct to the best of my/our knowledge. I/We understand that furnishing false or misleading information may result in disqualification from the bidding process.

Authorized Signatory:

Name:

Designation:

Company Name:

Date:

Seal & Signature: