



भा.कृ.अनु.प.- राष्ट्रीय कृषि कीट संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES
(भारतीय कृषि अनुसंधान परिषद)
(Indian Council of Agricultural Research)



डाक पेटिका संख्या 2491, हे. कृ. फार्म डाकघर, बल्लारी रोड, बेंगलुरु - ५६००२४, भारत
P. B. No. 2491, H. A. Farm Post, Ballari Road, Hebbal, Bengaluru - 560 024, India
Phone: 080-23511998; Fax: 080-23411961; Website: <http://www.nbair.res.in>; Email: nbair@icar.gov.in
(ISO 9001:2008 Certified Organization)

E-Tender Notice No. **F.NO.NBAIR/5-74/2018-19** dated. **19.11.2018**

1. Name of Contract : Job/Work contract for providing manpower.
2. Name of Bureau : The Director, ICAR-NBAIR, Bengaluru-560024
3. Address of Bureau : ICAR-National Bureau of Agricultural Insect Resources, P. B. No. 2491, H. A. Farm Post, Ballari Road, Hebbal, Bengaluru - 560024.
Phone: 080-23511998 Email: nbair@icar.gov.in
4. Language of the Tender : English
5. Bid Security (EMD) : ₹2,50,000/-
6. Validity of Tender : 180 days from the date of opening of bids
7. Last date & Time for Submission of
Online bidding document : **15/12/2018** at 17.00 hrs (IST).
8. Date & Time of opening of
Technical bids : **17/12/2018** at 12.00 hrs (IST)
Financial bids : Will be intimated later

Contents

| S. No. | Subject | Page No. |
|--------|---|----------|
| 1 | Tender Notice | 2 |
| 2 | Technical Specifications & Terms and Conditions | 5 |
| 4 | Instructions for Online Bid Submission | 30 |
| 5 | Tender Form, Price Schedule and other Formats | 33 |

E-TENDER NOTICE
F. No. NBAIR/5-74/2018-19



भा.कृ.अनु.प.- राष्ट्रीय कृषि कीट संसाधन ब्यूरो
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P. B. No. 2491, H. A. Farm Post, Ballari Road, Hebbal, Bengaluru - 560 024, India

Phone: 080-23511998; Fax: 080-23411961; Website: <http://www.nbair.res.in>; Email: nbair@icar.gov.in

F.No.NBAIR/5-74/2018-19 dated 19.11.2018

1. On behalf of the Director, ICAR-NBAIR online Bids (Commercial Bids) through e-procurement are invited for providing job/work contract for providing man power to ICAR-NBAIR, Bengaluru. The general information as regard to collection and submission of tender form is as under:

| S. No. | Service Required |
|--------|---|
| 1. | The job/work contract for providing man power to NBAIR, Bengaluru |

2. Interested eligible bidders may obtain further information / clarification, if required, from the above office during working hours and from the websites mentioned hereunder.
3. Tender documents can be downloaded from Website (1) <http://www.nbair.res.in> (2) <https://eprocure.gov.in/eprocure/app>. The document shall be available on these websites w.e.f. **20.11.2018**
4. Date of Publication of Tender documents : **20.11.2018 at 17.00 hrs (IST)**
on CPP Portal
5. Last date & Time for Submission of : **15.12.2018 at 17.00 hrs (IST)**
Online bidding document
6. Date & Time of opening of Technical bids : **17.12.2018 at 12.00 hrs (IST)**
7. Place of opening of bids : Committee Room,
ICAR-National Bureau of
Agricultural Insect Resources,
P. B. No. 2491, H. A. Farm Post,
Ballari Road, Hebbal,Bengaluru-24
8. Address for Correspondence : ICAR-National Bureau of
Agricultural Insect Resources,
P. B. No. 2491, H. A. Farm Post,
Ballari Road, Hebbal,Bengaluru.
9. All bids must be accompanied with Bid Security (EMD) in favour of ICAR Unit A/c NBAIR payable at Bengaluru in the form of Demand Draft or Bank Guarantee.
10. The Bidders who do not deposit Bid Security in prescribed manner, their bids will be summarily rejected.
11. In the event of the date mentioned above under SI.No.6 declared as closed holiday for Bureau's office, the bid opening date will be the next working day at the appointed time.
12. The Director, ICAR-NBAIR, reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

13. Online Bids are received only on CPP Portal website <https://eprocure.gov.in/eprocure/app>. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.

IMPORTANT NOTE:

- 1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Service Provider (agency)s who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding 'Instructions for online Bid Submission'.
- 2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Administrative Officer
ICAR-NBAIR, Bengaluru

TECHNICAL SPECIFICATIONS

E-mail : nbair@icar.gov.in
Website: www.nbair.res.in

Phone: (080) 2351 1998 (Off.)
Fax : (080) 2341 1961



ICAR-NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES

(erstwhile National Bureau of Agriculturally Important Insects)
P. B. No.2491, H. A. Farm Post, Hebbal, Ballari Road
Bengaluru 560024, Karnataka India



Note: - All communications must be addressed to (by designation only with the name & address of the Institute)

From
The Director,
ICAR-National Bureau of Agricultural Insect Resources
(erstwhile National Bureau of Agriculturally Important Insects)
(Indian Council of Agricultural Research), P. B. No.2491,
H. A. Farm Post, Hebbal, Ballari Road, Bengaluru 560024

Dear Sir/Madam,

1. Online tenders are hereby invited in two bid system i.e. Technical Bid and Financial Bid system on behalf of the Director, NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES (Indian Council of Agricultural Research), P. B. No.2491, H. A. Farm Post, Hebbal, Ballari Road, Bengaluru 560024 for PROVIDING JOB / WORK SERVICE CONTRACT AT NBAIR, Hebbal & NBAIR Research Farm, Bengaluru. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the BOQ if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of ₹ 2,50,000/- (**Rupees Two Lakh Fifty Thousand only**) must be deposited in the form of Demand Draft/ Bank Guarantee payable to **ICAR UNIT A/C, NBAIR, Bengaluru**. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Demand Draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his/her part that after submitting his / her tenders, he/she will not resile from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by NBAIR [herein after called " the Institute"].
4. Each page of the bid must be numbered consecutively and be signed in full by the tenderer. If any modification of the schedule is considered necessary it should be communicated by means of a separate page along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure-I, if any, should be signed by the tenderer.
8. Facility to view the opening of tenders from the bidders' end is available in eprocurement portal for viewing the Technical and financial bid opening.
9. Director, NBAIR is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
10. An amount of **10% of the total tender value for the period of one year** as security deposit (performance security) for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
13. Director, NBAIR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. Decision of Director, NBAIR 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 of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NBAIR. 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.

15. Acceptance of contract by the Institute will be communicated by FAX / Speed post /email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX / speed post letter etc. should be acted upon immediately.
16. The number of required workers mentioned in the BOQ is provisional. However, the same may vary as per the requirement and decision of the Competent Authority of this Bureau.
17. The following documents/vouchers are required to be enclosed with the online technical bid which are the terms and conditions of the tender's document:-
 - i. Registration certificate of the firm under the work contract of the Central/State Govt.
 - ii. Minimum turnover of the firm not less than ₹50.00 lakh(Rupees Fifteen lakh only) during the last financial year.
 - iii. Last five years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form [as per the format enclosed].
 - iv. Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
 - v. Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last five years.
 - vi. Employee EPF registration certificate issued by local govt. etc.
 - vii. Employee ESI registration certificate issued by local govt. etc.
 - viii. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
 - ix. Valid license issued by the Central/State Labour Commission for the organization providing manpower services.
 - x. Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - xi. Service tax registration certificate issued by Govt. etc.
 - xii. Successful Tenderer will have to enter into a detailed contract agreement with The Director, Institute on non-judicial stamp paper of Rs.100/- (Rupees one hundred only) for the job contract for one year and extendable for one more year on mutual agreed terms based on the performance.
 - xiii. Only those firms will be considered for financial bid who will qualify in the technical bid.

The Technical bid should contain:

- i. All documents listed under Para 17 of the notice inviting the tender.**
- ii. Tender acceptance letter of the contractor addressed to The Director, NBAIR, Bengaluru with filled up schedule No. II with supplementary pages if any & Schedule No. I of Tender notice.**

All the pages of Technical bids are to be numbered and to be signed on all the pages of the documents to be submitted with seal of the contractor and finally placed in the envelope of Technical bid.

Yours Faithfully

ADMINISTRATIVE OFFICER
For & on behalf of the Director, NBAIR, Bengaluru

SCHEDULE-I

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING JOB WORK CONTRACT At NBAIR, Hebbal / Attur, Bengaluru

| |
|--|
| DETAILS OF WORK: ENCLOSED IN THE ANNEXURE-I |
|--|

TERMS & CONDITIONS

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the authorized Official of the Director, NBAIR Bengaluru-24 (hereinafter Director, Institute).
3. The Director, NBAIR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NBAIR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The workers of contractor provided should be capable of reading and writing local language / English with a minimum qualification of Middle Standard for unskilled job /work of sweeping / cleaning. For un-skilled agricultural job/work the knowledge of farm operation is required. For semi-skilled job/work, minimum qualification is Matriculation. For semi-skilled catering job/work the knowledge of multi languages, skill of catering and serving are required. For the skilled job / work, necessary technical qualification and experience are required. For highly skilled job/work, the required qualification is Graduate/Diploma in relevant field with knowledge in computer operation.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of the Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by Institute should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. is in proper uniform while on duty.
8. The agreement is terminable with one month notice on either side.
9. The contractor shall not sublet the work without prior written permission of the Director, Institute.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
11. The selected agency shall provide the necessary personnel for the Institute as per Central labour act. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the Director, NBAIR shall have the right to ask for his / her replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately
12. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the Contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill based on the quantum of job/work carried out along with proof of disbursement of wages to the employees of the contractor in triplicate for payment. The payment for contractor shall be released from the date of receipt of invoice, provided the claim of contractor is found to be in order in all aspects.
14. After physical inspection of the site, a very detailed Assessment / requirements of personnel for providing allied services at the Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under

this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year. However on the based on the future requirement job/work, work order for additional quantum of job/work will be given in any category of job/work at the accepted rate.

15. The rates to be quoted should include cost of each and every item including manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI, Uniform, Liveries, OTA etc.
16. The contractor 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 shall indemnify and keep indemnified the Institute 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. In case of any dispute, the decision of the Director, NBAIR shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor / worker should be intimated to the authorized official of the Institute.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
22. As per the contract law, the contractor shall maintain muster roll, register of wages which should provide the details of the wages, EPF, ESI contribution made for various of employees of contractor involved in the contract work. Besides these registers and other required registers and records of wages slip issued are to be maintained.
23. The payment of wages for the employees of the contractor should be paid through bank to their back accounts and the receipt submitted to the Institute for verification in not later than 7th of every month and the undisbursed wages has to be paid on the very next working day.
24. All the display of the notices required under the labour law should be done at the main entrance of the office.
25. Risk Clause: The Director, Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
26. A copy of notification issued from the Office of Chief Labour Commissioner(C) vide letter No.1/15(3)/2015-LS-II dated 30.09.2015 is also enclosed for ready reference and the same may be keep in mind while quoting the rates. However any modification made in future from time to time for the VDA will be applicable as and when it is necessitated with the approval of the competent authority of this Bureau.
27. Resolution of Disputes:-
In case of any dispute, the matter shall be referred to court having their jurisdiction at Bengaluru only.
28. Taxes and Duties:-
The Service Provider (agency) shall be entirely responsible for payment of all the taxes like VAT, Sales Tax etc. The consignee will furnish necessary certificate for Road permit and exemption of Octroi when ever applicable at the request of Service Provider (agency) as the stores is meant for use by the Govt. Department and not for sale.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of ₹500/- will be levied as liquidated damages per day, whenever and wherever it is found that the job/work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by Director NBAIR, Bengaluru-24 ICAR and if no action is taken within one hour, liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (s) will have to be replaced immediately.
3. The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

ANNEXURE-I (DETAILS OF JOB/WORK ON MONTHLY BASIS)

- I. **HIGHLY SKILLED** [Minimum wages to be paid to the employees of the contractor as per the Order No.1/38 (1)/2018-LS-II dated 28.09.2018 issued by Ministry of Labour, Govt. of India, New Delhi]

| Details of Job/work - 30 nos. |
|---|
| <ul style="list-style-type: none">• Lab Work• Computer work including Database/Wesbite management• Maintenance of files/Data/Documents• Microscopic work with Specimens and preparation of slides• Field work for species collection• Maintenance of Project accounts, preparation of drafts for office correspondence• Maintenance of Microbial Cultures including Auto Claving Media preparation, inoculation and sub-culturing.• Maintenance of Stores• Mainteance of Guest House including Canteen• Drivers• Electrical Work• Plumbing Work and Estate Maintenance |

- II. **Clerical** [Minimum wages to be paid to the employees of the contractor as per the Order No.1/38 (1)/2018-LS-II dated 28.09.2018 issued by Ministry of Labour, Govt. of India, New Delhi]

| Details of Job/work - 5 nos. |
|---|
| <ul style="list-style-type: none">• Register Keeper• Typist• Entry Operator |

- III. **SEMI SKILLED** [Minimum wages to be paid to the employees of the contractor as per the Order No.1/38 (1)/2018-LS-II dated 28.09.2018 issued by Ministry of Labour, Govt. of India, New Delhi]

| Details of Job/work - 35 nos. |
|--|
| <ul style="list-style-type: none">• Attendant• Lab Helper/Attendor• Field Assistants including Nursery preparation, transplanting and maintenance• Garden Maintenance |

IV. **UNSKILLED** [Minimum wages to be paid to the employees of the contractor as per the Order No.1/38 (1)/2018-LS-II dated 28.09.2018 issued by Ministry of Labour, Govt. of India, New Delhi]

| Details of Job/work - 5 nos. |
|---|
| <ul style="list-style-type: none">• Messenger• General Cleaning of lab and Compound, office Campus and Hostels• General preparation of plots and watering |

Date of financial bid opening will be intimated and displayed on NBAIR website at later date in due course.

TECHNICAL BID

**TENDERS FOR PROVIDING WORK/JOB CONTRACT AT
NBAIR BENGALURU-560 024**

From address should contain: Full Name & Address of the Tenderer in Addition to Post Box No., if any, should be quoted in all communications to this office Telephone .Telegraphic Address/FAX/Cellular No.: E-Mail address

From:

To
The Director
NATIONAL BUREAU OF AGRICULTURALLY INSECT RESOURCES
P.B.NO.2491, H.A. FARM POST,
BENGALURU- 560 024

Sir,

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB/WORK CONTRACT FOR NBAIR Bengaluru and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in financial bid to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I / we shall be bound by a communication acceptance dispatched within the prescribed time.

1. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and from a part of this Tender_____. The Schedules-I & II to accompany this Tender are at pages _____
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order DD No._____ of Rs._____ drawn in favour of (ICAR UNIT A/C, NBAIR, Bengaluru) and payable at Bengaluru is enclosed as earnest money.

Yours faithfully

Witness:

Signature & Seal of the Tenderer
Tel.No. - Office / Residence
Mobile No:

1] Signature of the witness to the contractor's signature :
ADDRESS OF THE WITNESS :

2] Signature of the witness to the contractor's signature :
ADDRESS OF THE WITNESS :

SCHEDULE-II

TECHNICAL BID-A

PART I

1. Name of the Firm/Agency :
2. Full address with Post Box No. and Telephone No. if any :
3. Constitution of the Firm /Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932(Please give names of partners) Any other Act, if not, the owners :
4. For Partnership firms whether Registered under the Indian Partnership Act, 1932, please State further whether by the Partnership agreement to arbitration has been conferred on the partner who has signed the tender. :
5. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration. :
6. If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership Agreement or the general power of Attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners. :
7. Name and Full Address of your Bankers :
8. Your Permanent Income Tax No./ Circle / Ward :
9. Any other relevant information :

PART-II

8. Earnest Money Deposited : Yes/No

PART -III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting NBAIR (erstwhile NBAII), Bengaluru regarding the contract

Date:

Place:

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

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

TECHNICAL BID-B

Details of the Minimum 5 years experience / work done.

| Sl. No. | Name of the Deptt/ Organization & Name of Contact Person with Ph. No. | Period | | No. of Staff Deployed | Remarks |
|---------|--|--------|----|--------------------------|---------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(AUTHORIZED SIGNATORY)

TECHNICAL BID-C

Name of the Firm with address :

Name of the Principal Employer
with address :

Location of the Unit :

EPF Account number of the firm :

Month :

STATEMENT OF EPF DEDUCTION MADE BY THE FIRM

| Amount in Rupees | | | | | | |
|------------------|---------------------------------------|-------------------------|----------------------|--------------------------------------|-------------------------------------|----------------------------------|
| S. No. | Name of Employee and Type of Employee | Father Name of Employee | Employee EPF A/c No. | Employers share part remitted amount | Employee share part remitted amount | Total remittance made (Col. 5+6) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| | | | TOTAL | | | |

I/We hereby declare that the details furnished above are correct to the best of my/our knowledge and belief. The amount shown in the column number (8) has been remitted to the EPF authorities vide EPF Challan No..... Dated..... and the copy of the copy of the same is enclosed.

(Authorized signatory)

I/ We hereby declare that in the above said model form for remittance of EPF will be submitted along with every month bill failure, which penal action may be taken/ initiated against me/us/ firm by the Principal employer.

SIGNATURE OF THE TENDERER

TECHNICAL BID-D

Name of the Firm with address :

Name of the Principal Employer
with address :

Location of the Unit :

ESI Account number of the firm :

Month :

STATEMENT OF ESI DEDUCTION MADE BY THE FIRM

| Amount in Rupees | | | | | | |
|------------------|---------------------------------------|-------------------------|----------------------|--------------------------------------|-------------------------------------|----------------------------------|
| S. No. | Name of Employee and Type of Employee | Father Name of Employee | Employee ESI A/c No. | Employers share part remitted amount | Employee share part remitted amount | Total remittance made (Col. 5+6) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| | | | TOTAL | | | |

I/We hereby declare that the details furnished above are correct to the best of my/our knowledge and belief. The amount shown in the column number (8) has been remitted to the ESI authorities vide ESI Challan No..... Dated..... and the copy of the copy of the same is enclosed.

(Authorized signatory)

I/ We hereby declare that in the above said model form for remittance of ESIs will be submitted along with every month bill failure, which penal action may be taken/ initiated against me/us/ firm by the Principal employer.

SIGNATURE OF THE TENDERER

FINANCIAL BID

(The financial bid should be uploaded in the BOQ Excel format)

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates subject to revision of VDA component as notified by the Central Labour Commission, Govt. of India.

Any increase in minimum wages and corresponding variable DA, and statutory levies as evidenced by the Government Order will be paid extra as applicable, by the Bureau subject to approval of the Competent Authority. The claim for payment of revision of minimum wages/ VDA will be processed at the Bureau. The claim of revision of rates will be made only with the authenticated copies of the orders issued by Ministry of Labour and Employment, Government of India.

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

I/We have carefully read the terms and conditions of the Tender and we agree to abide by these in letter and spirit.

I/We hereby declare that we shall maintain the required registers/forms/notices as prescribed by the Central Labour Commission and we also agree to check and verify the above said documents by the authorized representative of the Principal employer as and when required.

Signature _____
Name & Address of the firm _____

Telephone No. _____
Mobile No. _____

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and Content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered /given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key

is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
10. The scanned copies of following documents must be submitted with the online bid in two packets:

The Packet-1 should contain documents as per list in Para 5.1 (Technical Bid)

The Packet-2 should contain Price Bid / BOQ

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315. Foreign bidder can get help at +91-79-40007451 to 460.

TENDER FORM, PRICE SCHEDULE AND OTHER FORMATS

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Madam/Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BID SECURITY FORM

Whereas _____ (hereinafter called "the Tenderer") has submitted its tender dated _____ (Date of submission of tender) for Providing _____ (name and/or description of the goods) hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that WE _____ (Name of Bank) of _____, having our registered office at _____ (address of Bank) (hereinafter called "the Bank") are bound up to _____ (Name of Bureau) (hereinafter called "the Bureau") in the sum of Rs..... (As per clause 6.1) for which payment well and truly to be made to the side Bureau, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 2018

The conditions of this obligation are:

1. If the Tenderers withdraws his Tender during the period of tender validity specified by the Tenderers son the Tender Form; or
2. If the Tenderers, having been notified of the acceptance of its tender by the Bureau during the period of tender validity:

Fails or refuses to furnish the Security Deposit, in accordance with the Instruction to Tenderers,

We undertake to pay the Bureau up to the above amount upon receipt of its first written demand, without the Bureau having to substantiate its demand, provided that in its demand the Bureau will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ninety (90) days after the period of the tender validity and any demand in respect thereof should reach the Bank not later than the above date. -----

(Signature of the Bank)

**SECURITY DEPOSIT FORM
(To be Submitted by successful bidder)**

To: _____ (Name of Bureau)

WHEREAS _____ (Name of Service Provider (agency))

(Hereinafter called the "the Service Provider (agency)") has undertaken, in pursuance of contract No. _____ dated _____ 2018 _____ to provide _____ (Description of Goods and Services) hereinafter called "the contract".

And whereas it has been stipulated by you in the said contract that the Service Provider (agency) shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider (agency)'s performance obligations in accordance with the contract.

And whereas we have agreed to give the Service Provider (agency) a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider (agency), up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Service Provider (agency) to be in default under the contract and without cavil or argument, any sum or sums within the limit of (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2018

Signature and Seal of Guarantors

Date _____ 2018 _____

Address _____