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TENDER ID : **2017_DARE_246383_1**

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS
MAKHDOOM, P.O.FARAH-281 122, MATHURA U.P.

Phone: 0565-2763380 (Director), 0565-2763327 (Sr. Admn.Officer)

Fax No.0565-2763246

F. No. 2-3(5)/R&P/2015/Part-I

Dated: 15th September 2017

INVITATION TO ONLINE e-TENDER FOR ANNUAL RATE CONTRACT FOR the ENGAGEMENT OF AGENCY FOR PROVIDING THE SERVICES of "Animal Post-mortem Attendent (Skilled)" for Pathology Lab. of Goat Health Division (Schedule-A) AT ICAR- CIRG, Makhdoom

- | | | | |
|----|--|---|-----------------------------------|
| 1 | Date of start of downloading the tender document | : | 16.09.2017 from 10.00 A.M. |
| 2. | Last date and time for downloading of tender form | : | 25.09.2017 from 11.00 A.M. |
| 3. | Last date and time for submission | : | 25.09.2017 from 03.00 P.M. |
| 4. | Date and time for opening the technical bids | : | 26.09.2017 from 03.00 P.M. |
| 5. | Date and time for opening the financial bids | : | 27.09.2017 from 03.00 P.M. |

Note: *The tender form and other details are available on CIRG's website www.cirg.res.in. The interested Agency/Contractor/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.*

From:-

Director,
CIRG, Makhdoom, P.O. Farah - 281 122
Distt. Mathura (U.P.)

To,

Dear Sir,

On behalf of Secretary, ICAR, New Delhi. On behalf of the Director, ICAR- CIRG, Makhdoom e-tender(s), in two bid tender i.e. **technical bid and financial bid** are invited from interested Agency/Contractor/firm of repute for **providing services of Post-Mortom Attendant on outsourcing basis at ICAR- CIRG, Makhdoom under Annual Rate Contract (ARC)**. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

The bids along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before **Due Date i.e.25.09.2017up to 03.00 P.M.** The Tehcnical bid is to be opened on **Due Date i.e. 26.09.2017at 03.00 P.M.** at ICAR- CIRG, Makhdoom by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/uploaded their bids.

Aspiring Bidders: who have not enrolled/registered in e-procurement should enroll/ register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

The terms & conditions of annual job/ work contract which will govern the contract made are those contained in the general conditions of contract applicable to the contract placed by the CIRG, Makhdoom and the special terms & conditions detailed in the e-tender form and its schedules. Please download the e-tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules. Besides above the contractor has to adhere the labours law issued by Govt. of India from time to time.

2. An earnest money of **Rs. 8,000/-** (Rupees eight thousand only) must be deposited in the form of demand draft/Banker Cheque/FDR in favour of "ICAR Unit, CIRG" payable at Farah, Mathura or in the shape of FDR/TDR. The particulars of the earnest money deposited must also be uploaded, failing which the e-tenders will not be opened. The e-tender will not be considered if the earnest money details are not uploaded in the e-tender. The proforma for submitting Bank Guarantee is available as **Format-IV & V**.

3. The rates must be uploaded in the prescribed format (**Annexure-II**) separately for **Schedule-A** work/job/services. The agency is required to indicate the number of manpower offered for providing the above said services and break-up of monthly charges to be claimed and actual to be paid in the **Annexure-II in the prescribed BOQ format only separately for each work/job of Schedule-A**.

4. The tenderer is being permitted to e-tender in consideration of the stipulation on his/her part that after submitting his/her e-tender, he/she will not refuse from his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation the EMD amount will be forfeited by the CIRG. 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 after he/she has applied for the same, in the manner prescribed by the CIRG.

5. The Annexure-I & II of the e-tender form should be uploaded after necessary signature and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. If any modification of the schedule is considered necessary it should be uploaded by means of a separate letter along-with the e-tender. The pages added must be numbered and the tenderer will be responsible for uploading in the technical bid.

6. The e-tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the e-tender is not fulfilled. Individual signing the e-tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm, if it is a partnership in which case he/she must have authority 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.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the e-tender and all other related documents must be signed by every partner of the firm. A person signing the e-tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such documents and if, on enquiry it appears that the persons so signing without authority, the CIRG will cancel the contract and hold the signatory liable for all costs and damages. Such page of the e-tender and the schedules to the e-tender and annexure, if any, should be signed by the e-tender(s).

8. The original copy of the **e-tender is to be uploaded as technical bid only. Rates to be quoted in financial bid only in the BOQ format separately for each work/job.** It should be super-scribed "**Animal Post-mortem Attendent (Skilled)**" for **Pathology Lab. of Goat Health** at C.I.R.G., Makhdoom, Farah (Mathura) U.P. e-Tender to be uploaded before time not later than 3.00 P.M. on the last date of e-tender.

9. The tenderer is at liberty to be present or to authorise a representative to be present at the opening of the e-tender on the last date at 03.00 P.M. The name and address of the representative who would be attending the opening of the e-tender on behalf of tenderer should be indicated in e-tender. Please also state the name and address along with telephone of your permanent representative, if any.

10. Acceptance by the Director, CIRG will be communicated by express letter/Fax/E-mail or any other form of communication. Formal letter of acceptance of the e-tender will be forwarded as soon as possible, but the earlier instructions in the express letter etc. should be acted upon immediately.

Yours faithfully

**Admn.Officer
On behalf of Director**

SCOPE AND NATURE OF WORK

The details of the post-mortem related work to be carried out by the bidder/tenderer

1. Regular opening/closing and cleaning of Post-mortem House and surrounding areas in the premise.
2. Full-time assistance in carrying out post-mortem examination o dead animals
3. De-skinning of carcasses, proper preservation and storage of skins and handing over to the skin buyers.
4. Disposal of carcasses of animals by burial or burning and disinfecting the same by lime application.
5. Regular cleaning of furnaces/carcass burning/disposal areas.
6. Regular cleaning of PM house and premise by applying detergents/disinfectants.
7. Collection and storage of firewood from Institute forest areas for carcass burning.
8. Any other work as required by In-charge Scientit from time to time.
9. Estimated man days for Total Service per day = **One man days only**.
10. **SERVICES:-**
 - (a) This is a **annual job/work contract for "Animal Post-mortem Attendent (Skilled) for Pathology Lab. of Goat Health"** at CIRG, Makhdoom..
 - (b) The Director, CIRG reserves the right to supervise supply of man power through the I/C Pathology of Goat Health Division/designated officials.
 - (c) The non compliance of schedule of services may attract the penalty of deduction of payment worked out on pro-rata basis from the monthly charges for the portion of services completed after schedules time.
 - (d) **Estimated man days for Total Service per day = 01 Man days only as per requirement of the work**
11. **ELIGIBILITY CONDITIONS:-**
 - (a) Skilled as High School/Intermediate required for Post-mortem attendant work.
 - (b) The firm should have at least completed one similar contract of satisfactorily in the Government Department in the last one year.
 - (c) The firms should have at least 10 Post-mortem workers/Supervisor registered under ESLI & EPF.
 - (d) The firm should submit solvency certificate from their bankers for more than Rs. 10.00 Lakhs.
 - (e) The firm should have valid Labour Contract licence for current job/work contract.
 - (f) The firm must have Godds and Service Tax Registration.
12. **Evaluation of the quotation:-** The CIRG will evaluate and compare the e-tender determined to be substantively responsive i.e. which are properly signed, fulfill all the eligibility conditions, conform to the terms and conditions and meet the minimum wages criteria and other statutory requirement. The CIRG will award the work contract to the responsive bidder whose total cost for all the items put together is the lowest.

13. **TERMS OF THE CONTRACT:-** Initially the terms of the work contract will be for one year. On the expiry of the work contract or on its termination, the Director, CIRG reserves the right to renew the work contract on yearly basis on the terms and conditions that may then be mutually agreed upon.

14. **MODE OF PAYMENT:-** The agency shall submit monthly bills along with the proof of depositing Goods and Service Tax and EPF & ESI contribution for the personal engaged at the site for the job performed during the preceding month on the first working day and the CIRG shall make a payment in favour of the agency. However, taxes which are as per the rules of the Govt. of U.P. shall be deducted at source from monthly bills of the successful limited tenderer. The agency shall make payment to their employee through account payee cheque/RTGS/NEFT made and enclose the proof with the bill from the second bid.

15. **TERMINATION:-** This work contract can be terminated if the attendant found unauthorized or willful absence from duty for a period of 5 days and above will render termination of contract without any notice.

16. **LOSS AND/OR DAMAGES:-** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency during slaughter activity & other services at CIRG full damages will be recovered from the Agency and decision of the competent authority of CIRG shall be a binding on him.

17. **SECURITY DEPOSIT:-** The successful lowest bidder will be required to deposit an amount equivalent to 10% of the total work contract value as Security Deposit in the form of Demand Draft/Pay Order favouring ICAR Unit-CIRG payable at Punjab National Bank, Farah, Mathura within two weeks from the date of award of the work contract. The security shall be refunded to the contractor after satisfactory completion of the work contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the CIRG Institute.

18. Essential documents which should be kept in the "Technical Bid":-

(1). Required amount of bid security **Rs. 8,000/-** in the shape of D.D. or F.D.R./T.D.R. (should be valid for 90 days from the date of opening of limited tender)/Cash (Copy of cash receipt). Demand Draft in the name of "ICAR- Unit - CIRG, Makhdoom" payable at Punjab National Bank, Farah, Mathura.

(2). Valid Registration Certificate of the Firm under Labour Enforcement Act.

(3). Attested copies of **valid PAN No and GSTIN no.**

(4). Valid Certificate of Employees Site Insurance Corporation (ESI).

(5). Valid Certificate of Employees Provident Fund Organization (EPF).

(6). Valid Registration Certificate issued by Deptt. of Service Tax.

(7). Valid Registration Certificate under Companies Act, 1956.

(8). Duly signed whole tender document except Price List (**Annexure-I Technical bid Part-VII**)).

(9) ITR of last two years.

19. The contractor is advised to do a complete survey on his own of the job/work to be done at Institute before offering rates.

20. 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 claim, 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 Secretary, ICAR / Director, CIRG, shall be final and binding on the contractor.

21. EMOLUMENTS for the Schedule-A work/job/service:

The monthly minimum remuneration/wages to be paid to the manpower (labours/workers) to be engaged shall be as under

S.No.	Category of Manpower	Remuneration (Rs. Per month)	Remarks
1	Labours/workers	Minimum wages as applicable shall be ensured by the contractors	Minimum wages are excluding EPF, ESIC, GST etc.

21. LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.1000/- /- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, It will be brought to the notice of the supervisory staff of the firm by the Institute 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.

DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE/WORK DONE.

Sl. No.	Name of the Deptt./Organisation & Name of contact person with Ph. No.	Period No. of Staff deployed		No. of staff deployed	Remarks.
		From	To		

ADMINISTRATIVE OFFICER
FOR & ON BEHALF OF THE DIRECTOR

Annexure- I

TECHNICAL BID
PART-I

Detail 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. Authorized dealership / certificate No.:
6. Income Tax P.A.N. Number:
7. GSTIN Number:
8. TAN Number :
9. Bank's name & address:
IFSC Code: Account No.
(For right information attaché a photo-copy of cancelled cheque)
10. Earnest Money Deposit: Rs.8,000 /- (Rupees eight thousand only) (**In favour of ICAR Unit-CIRG, Makhdoom payable at PNB, Farah**) DD / BC No. Date.....

Name of Bank

12. Visit us at our website: www.cirg.res.in or [CPPP \(eprocure.gov.in\)](http://CPPP (eprocure.gov.in))

Signature of Proprietor/ representative of the firm with seal

TECHNICAL BID

PART-II

Sl.No.	Particular	To be completed by the e-Tenderer
1.	1. Detail of the Earnest Money Deposited:- a). Demand Draft number with date and Bank drawn on.	

PART-III

1.

Sl.No.	Particular	To be completed by the e-Tenderer
1.	Name and Address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.	
2.	Name of the Permanent Representative to be visiting CIRG, Makhdoom regarding the Annual Job/Work contact for providing services for (i) "Animal Post-mortem Attendent (Skilled) of Pathology Lab. of Goat Health" at CIRG.	

Date-----

Place-----

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the e-tenderer (uploaded the same).

**TECHNICAL BID
(PART-V)**

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

Telephone No.
Telegraphic Address

To,
The Director,
ICAR-CIRG, Makhdoom
Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the annual rate Contract for providing housekeeping service of CIRG, Makhdoom and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of Rs. 8,000/- in favour of ICAR Unit CIRG, Makhdoom and payable at Mathura is enclosed as earnest money.

Address _____

Name & Signature of witness _____
Address _____

**Signature with Seal of authorized signatory
of firm**

TECHNICAL BID

(PART-VI)

Undertaking

1. _____

son/daughter/wife of Shri _____

Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is competent

to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

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

**TECHNICAL BID
(PART-VII)**

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

Sl.No.	Documents required along with technical bids	Please tick; (√) if submitted and (*) if not submitted	Remarks
1.	Details of EMD deposited for Rs.8,000.		
2.	Copy of Registration Certificate of ESI		
3.	Copy of Registration Certificate of EPF		
4.	Copy of GSTIN Registration No.		
5.	Copy of PAN and TAN Card		
6.	Copy of Labour license under contract labour (R&A) Act, 1970		
7.	Experience Certificate for at least 2 years (list of clients.)		
8.	Copy of Income Tax Return for the latest financial year /assessment year		
9.	Audited statement from Chartered Accountant for last 2 years		
10.	Minimum turnover of the firm not less than Rs. 20.00 Lakh in each of the last 2 years.		

Detail of the Minimum 2 years experience /work done with name of clients

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

Full Name of Bidder with Address

M/s.....
.....
.....

Signature with seal of authorized signatory of firm

Dated:- _____
Place:- _____

FINANCIAL BID

**(The financial bid to
be uploaded in the
BOQ format/
proforma only)**