



भा0 कृ0 अनु0 प0 संस्थान - कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान, जोन-4
केन्द्रीय आलू अनुसंधान परिसर, सहाय नगर, पटना-801 506 (बिहार)
ICAR-Agricultural Technology Application Research Institute, Zone-IV
(Indian Council of Agricultural Research, Ministry of Agriculture)
Central Potato Research Station Campus, Sahay Nagar, Patna 801506 (Bihar)

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Open Tender No. 03/2019-20 dated 19.06.2019
TENDER FOR THE JOB CONTRACT FOR HIRING OF CONTRACTUAL MANPOWER
AT ICAR-ATARI, PATNA

ICAR-ATARI, Patna, invites online bids (Technical and Financial) from eligible bidders which are valid for a minimum period of 120 days from the date of opening.

TENDER documents may Be downloaded from CPPP website
<https://eprocure.gov.in/eprocure/app> and ICAR- ATARI, PATNA Website:
www.ataripatna.res.in (for reference only).

A.	EMD to be submitted	10,000.00	(Rupees ten thousand only)
C.	Security deposit to be submitted	18,000.00	(Rupees eighteen thousand Only)
D.	Tender publishing date	19.06.2019	
E.	Bid submission start date and time	19.06.2019; 11.00	A.M.
F.	Bid submission end date and time	12.07.2019; 05.00	P.M
G.	Technical bid opening date and time	16.07.2019; 11.00	A.M.
H.	Financial bid opening date and time	Will be communicated later	

1. Bids have to be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app> .

Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

2. Not more than one bid shall be submitted by one Bidder. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.

3. Tender may be submitted as per the terms & conditions mentioned in the Annexure-I & II in the Tender Form.

4. Based on queries received from prospective bidders, if required, ICAR-ATARI, Patna may amend the TENDER/issue corrigendum which shall only be uploaded on the websites www.ataripatna.res.in and CPPP website <https://eprocure.gov.in/eprocure/app> and No press publication.

5. Original instruments (DD etc.) in respect of cost of Earnest Money should be submitted on or before the last date & time of submission of the bid.

Assistant Administrative Officer



**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION
RESEARCH INSTITUTE**

Central Potato Research Station Campus, Sahay Nagar, Patna, Bihar-801506

TENDER DOCUMENT

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING TENDER FOR THE JOB CONTRACT FOR
HIRING OF CONTRACTUAL MANPOWER OF ICAR-ATARI, PATNA, BIHAR -
801506**

CONTACT DETAILS

ASSTT ADMINISTRATIVE OFFICER

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE
CENTRAL POTATO RESEARCH STATION CAMPUS,
SAHAY NAGAR, PATNA, BIHAR- 801506**

Tele-fax: +0612-2226086/2226950

Website: www.ataripatna.res.in

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE
CENTRAL POTATO RESEARCH STATION CAMPUS,
SAHAY NAGAR, PATNA, BIHAR- 801506**

File . No. 1(03)/ATR-PTN/Cont. Staff /2019-20

Date : 19.06.2019

E Tender Notice

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING TENDER FOR THE ANNUAL RATE CONTRACT FOR
PROVIDING MANPOWER SERVICES AT ICAR-ATARI, PATNA, BIHAR – 801506**

The ICAR-ATARI, Patna invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **TENDER FOR THE ANNUAL RATE CONTRACT FOR PROVIDING MANPOWER SERVICES AT ICAR-ATARI, PATNA, BIHAR - 801506.**

The open tender enquiry document contains the following:-

CRITICAL DATA SHEET

TENDER NUMBER	03/2019-20
DESCRIPTION OF WORK	TENDER FOR THE ANNUAL RATE CONTRACT FOR PROVIDING MANPOWER SERVICES AT ICAR-ATARI, PATNA
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START	19.06.2019; 11:00 A.M
BID SUBMISSION END DATE	12.07.2019, 5.00 P.M.
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	16.07.2019, 11.00 A.M.
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE, PATNA, BIHAR - 801506
BID VALIDITY	120 days from the date of Technical Bid opening
EMD	Rs. 10,000/- (Rupees ten thousand only) through Demand Draft drawn in favour of “ICAR UNIT ATARI, PATNA” .
SECURITY DEPOSIT	Rs. 18,000/- (Rupees eighteen thousand Only) through Demand Draft drawn in favour of “ICAR UNIT ATARI, PATNA”
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app)
Details of tender	Tender Documents and Notice is also available on ICAR-ATARI website www.ataripatna.res.in
VALIDITY OF SD/PB	60 days after the expiry of the contract

IMPORTANT NOTES: -

1. Tender Documents can be downloaded from ICAR-ATARI website www.ataripatna.res.in or from Central/Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid Digital Signature Certificate(DSC) for online submission of bids.

Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

2. ICAR-ATARI reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.
3. ICAR-ATARI will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

NOTE :

1. The Director, ICAR-ATARI may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
2. All communications must be addressed to The Director, ICAR-Agricultural Technology Application Research Institute, Patna.

Assistant Administrative Officer

GENERAL INSTRUCTIONS TO BIDDERS – PROCEDURE UNDER E-TENDERING
PRODECURE

- a) ATARI e-Procurement Portal: An e-tendering portal of Agricultural Technology Application Research Institute (ATARI) introduced for the process of e-tendering which can be accessed www.ataripatna.res.in

Accessing / Purchasing of REP documents

- i) It is mandatory for all the bidders to have class-III Digital Signature (in the name of person who will sign the proposal) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's to participate in e-tendering of ATARI.
- ii) To participate in the E-Bid submission, it is mandatory for the bidders to get registered their firm / consortium with e-tendering portal of www.eprocure.gov.in to have user ID & password.
- iii) After completing the profile, Vendors have to send an e-Mail intimation to CI India Helpdesk for their profile activation. All profile activation will be done only during ATARI working days. The RFP document can be viewed / downloaded free of cost from e-tender portal www.eprocure.gov.in.

Following may be noted

- a) Proposal can be submitted only during the validity of their registration.
- b) The amendments / Clarifications to the tender/RFP document, if any, will be hosted on the ATARI website.
- c) If the firm is already registered with e-tendering portal of CPP Portal at www.eprocure.gov.in and validity of registration is not expired, the firm is eligible to apply without fresh registration.
- d) Submission of **Earned Money Deposit (EMD)** fees of **Rs.10,000/-** (Rupees ten thousand Only) in the form of demand Draft or Bankers' Cheque drawn in favour of "**ICAR UNIT ATARI, PATNA**".
- e) Bidders are instructed to submit Demand Draft (EMD – Rs.10,000/- along with Cover letter at company's letter head) to **ICAR-ATARI, PATNA, BIHAR - 801506** through Registered Post / Speed Post / Courier on or before last due date and time of submission of bid failing which bids will not be considered.

Note: Scanned copy of EMD must be uploaded on the portal along with the required documents, for technical stage.

Preparation & Submission of proposal:

- (i) The bidder shall submit scanned copy of the demand draft (EMD along with cover letter at company's letter head) while submitting online bid. A buyer manual containing the detailed guidelines for e-tendering system is also available on e-tender portal of ICAR-ATARI, Patna.
- (ii) Required documents shall be prepared and scanned in different files (in .pdf or .zip format such that file size is not more than 10 MB) and uploaded during the on-line submission of proposal.

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
INSTITUTE CENTRAL POTATO RESEARCH STATION CAMPUS,
SAHAY NAGAR, PATNA, BIHAR- 801506**

File . No. 1(03)/ATR-PTN/ Cont. Staff/2019-20

Date : 19.06.2019

To

All online registered reputed Bidders/Tenderers

Sub.: Invitation of Online E-Tender for the job contract for hiring of contractual manpower at ICAR-ATARI, Patna.

Dear Sir,

On behalf of the Director, ICAR-ATARI, Patna, online e-tenders are invited from the legally registered/eligible & reputed and qualified Tenderers for the award of Annual Rate Contract for the job contract for hiring of contractual manpower at ICAR-ATARI, Patna.

Mandatory Requirements for the E-Tender Bidding	
1.	Participating firm must qualify the minimum Technical requirement to be eligible for consideration of Financial bids
2.	Rates should be quoted in and as per proforma attached in annexure of this document
3.	Only online E-Tender should be submitted through ATARI Portal containing two bids –(i) technical bid and (ii) financial bid. This is essential under this two-bid system
4.	EMD should be submitted in the form Demand Draft / Bankers Cheque as per relevant clause given in this document through Speed Post / Registered Post / Courier only
Note: Not fulfilling any of the above mandatory requirements, would disqualify the bids and no correspondence would be entertained.	

Summary

1.	Type of Bids/Offer	Two Bid System (Technical & Financial Bids)
2.	Name of Service / Contract	Annual Rate Contract for Providing Manpower services ICAR-ATARI, Patna.
3.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees ten thousand only)
4.	Closing date & time of receipt of completed online E-Tenders	12.07.2019; 5.00 P.M.
5.	Opening time of Tender / Quotation	16.07.2019; 11.00 A.M.

You are, therefore, requested to submit your completed online E-Tender as per our Annexure-I & II. **Bid security or Rs. 18,000/- (Rupees eighteen thousand only)** should be submitted in the form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT-ATARI, PATNA"** payable at any scheduled Bank at Patna. **The Scan copy of Demand Draft/BC/Pay Order of EMD should also be uploaded in CPP Portal along with online bid/tender.**

The E-Tender so received will be opened on 16.07.2019 at the Administrative Cell at 11:00 hrs [IST], in the presence of those Tenderers who may wish to remain present at the time of opening with appropriate authorization. The award of contract will be governed strictly as per the terms and conditions related to this invitation.

The Director has every right to reject/cancel any tender or all tenders without assigning any reason or postpone the opening date/time due to any administrative/unforeseen reasons.

This Tender document and terms and condition can be accessed, downloaded (for reference only) from our website www.ataripatna.res.in Any amendment against this invitation will be posted only at our website.

Note: - All document related to this invitation are required to be digitally signed online and submitted with the e-tender through the steps provided in the ICAR-ATARI, Patna Portal in the form of Technical Bid and Financial Bid. In the Financial Bid, only price/Rate bid is to be submitted, as per two bid system failing which the Tender will not be considered & summarily rejected.

Yours faithfully,

Asstt. Administrative Officer

SPECIAL INSTRUCTION TO TENDERER (SIT)

(Please sign and submit this Annexure-I with your tender bid)

INSTRUCTIONS TO THE TENDERERS

1. The Tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

Note: For Online Bid Submission, as per the directives of Department of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app.

2. The Technical Bids will be opened on **16.07.2019 at 11:00 hrs.** The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-ATARI, Patna reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. **Earnest Money Deposit (EMD): Rs.10,000/- (Rupees ten thousand only)** in the form of Demand Draft / FDR drawn in favour of **“ICAR Unit-ATARI, Patna” payable at Patna.** This EMD should be submitted in sealed envelope super-scribed as “EMD for (Name of the work). Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: EMD should be dropped in the tender box available at the Purchase & Store Section on or before last date & time of submission in a sealed envelope addressed to: “The Director, ICAR- Agricultural Technology Application Research Institute, Patna.

6. **Security Money:** An amount of **Rs.18,000/- (Rupees eighteen thousand)** only as a security deposit 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.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. The Director, ICAR-ATARI, Patna 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.
9. Decision of the Director, ICAR-ATARI, Patna will 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, ICAR-ATARI. 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.

10. The agencies are advised to submit their tender after physical inspection of the site, a very detailed assessment/requirement of manpower for providing the above services at ICAR-ATARI, Patna. However, the tenderer should quote the rate for each work in respect of all the services covered under this contract. In case, the rate of any of the item is left out in the schedule, the tender will be rejected.
11. **No request for alteration in the rates, once quoted will be entertained within the period of one year.** However, rate may be revised with proportionate increase of DA / wages notified by the Ministry from time to time. **The minimum rate quoted by the tenderer should be in accordance with the minimum wage as fixed by Chief Labour Commissioner (Central), Min of Labour, Govt. of India.**
12. Successful tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of **Rs. 100/-**.
13. Bid validity: **120 days**.
14. Service Charge (in %) should be quoted in the BOQ (Price Bid).
15. In accordance with **O.M No.29(1)/2014-PPD dated 28-01-2014** of Department of Expenditure, Ministry of Finance, bids quoting 'NIL' service charges shall be treated as unresponsive and will not be considered.
16. In case, if there is a tie between two or more bidder at L-1 position, the firm with the earliest registration would be considered as L1 bidder.
17. The following documents are required to be uploaded along with the tender form which are the terms and conditions of the tender's documents :-
 - a. Registration certificate of the firm from appropriate registering authority
 - b. Last two (02) financial years' (2017-18 & 2018-19) 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
 - c. Employer EPF registration certificate/exemption document, if not applicable.
 - d. Employer ESI registration certificate /exemption document for non-covered area, if applicable
 - e. Number of manpower registered under ESI & EPF contribution, Documentary proof (of not more than 06 months old)
 - f. The agency must have certificate of GST issued by the Govt. of India.
 - g. The agency must have certificate of Labour Commission issued by the Govt. of India / State Govt. (Regulation and Abolition) Act, 1970.
 - h. Scan copy of PAN Card.
 - i. Bank mandate form.
 - j. CA Certified balance sheet of last F.Y (2018-19).
 - k. Scan copy of EMD or its exemption certificate.
 - l. Declaration of genuineness of documents.

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF TENDER FOR
THE ANNUAL RATE CONTRACT FOR PROVIDING MANPOWER SERVICES AT
ICAR-ATARI, PATNA.**

Scope of Work: The scope of work covers the job contract for hiring of contractual manpower as listed below.

A.	Scope of Work	Total Rate Per day 8 (Eight) hrs. Jobs should be quoted as per Labour Commission Act, inclusive of other liabilities i.e. EPF, ESI etc.
	<p><u>Un-Skilled</u> Dusting-entire office computers and other equipments/ furniture of the institute. Cleaning of Institute premises / toilet/bathroom and other messenger work.</p>	
	<p><u>Skilled (Office Assistance Job)</u></p> <ol style="list-style-type: none"> 1.) Checking & Monitoring Computers, Printer and UPSs on a regular basis & contacting firm (AMC provider). 2.) Maintaining inter & intra net and keeping contact with service provider. 3.) Arranging presentation facility, Projector, Audio system maintenance & connecting with computer. 4.) Office Assistance work (Diary/Dispatch, maintenance of stock ledger & other data entry work in registers/computer. <p><u>Skilled (Driver Job)</u></p> <ol style="list-style-type: none"> 5.) The driver provided should be well experienced/ Trained and possessed valid Driving License (LMV) issued by Regional Transport Office (RTO) & should be medically fit. 	
	<p><u>High Skilled</u></p> <ol style="list-style-type: none"> 1.) Account related data entry work in Computer. 2.) Assisting online PFMS, ICAR-ERP System /MIS-FMS & E-Tender works and others Computer related works . 3.) Office Assistance work (Diary/Dispatch, maintenance of stock ledger & other data entry work in registers/computer. 	

Terms & Conditions:

1. Changing of contractual person should be intimated to the concerned officer of the Institute.
2. The Director, ICAR-ATARI reserves the right to reject any or all quotation in whole or in part without assigning any reason thereof. The decision of Director, ICAR-ATARI, shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
3. The Director, ICAR-ATARI reserves the right to reject any or all quotation in whole or in part without assigning any reason thereof. The decision of Director, ICAR-ATARI, shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

4. Payment for job contract will be made monthly upon submission of pre-receipted proper bill in all respect. The contractor shall have to submit the following documents along with monthly bills:-
 - I. Monthly bill in triplicate for consolidated monthly payment as pre agreed rates (Amount as pre rate of job contract item + overall service charge) after making payment of the wages to their workers duly certified by the concerned officer of ICAR-ATARI.
 - II. Preceding proof of payment of wages, ESI, EPF of the labourers engaged, ECR sheet etc.
 - III. Certificate of completion of work duly signed by the Competent Authority or an authorised representative of this office.
 - IV. Payment will be released as early as possible after submission of the **proper bill in all respect through e-payment.**
5. The tenderers should indicate only the lump-sum amount inclusive of all the charges i.e., wages, ESI, EPF etc to the engaged labour in respect of all the services covered under this contract. Overall rate of service charge should be quoted separately. No request for alteration in the rates once quoted will be permitted within one (01) year. However, rate may be revised with proportionate increase of DA / wages notified by the Ministry from time to time
6. The Institute shall not bear any extra charge on any account whatsoever i.e EPF contribution, ESI, etc. Proper deposit of EPF, ESI etc is sole responsibility of the contractor.
7. The Agency must ensure that Minimum Labour Wage Act of Govt of India is not violated while making payment to the persons engaged by him.
8. The manpower provided should also maintain secrecy and discipline in the premises of Institute.
9. The manpower provided should be capable of reading and writing Hindi and English.
10. The Contractor shall keep a complaint register with his contractual person and it shall be open to verification by the authorised officer of the Institute for the purpose. All complaints should be immediately attended to by the Agency.
11. The agreement is terminable with one-month prior notice on either side.
12. The contractor shall not sublet the contract of ICAR-ATARI, Patna.
13. 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.
14. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI, Uniform, Liveries, OTA etc.
15. **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 laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc.** 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 Director, ICAR-ATARI, Patna shall be final and binding on the contractor.
16. Income Tax will be deducted from the payments due for the work done as per rule.

17. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
18. 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.
19. **Risk Clause:** ICAR-ATARI, Patna reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
20. Payment of employees should be made by the contractor latest by **7th** of the following month and the bill for the same may be submitted to the office for arranging. paymen

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- 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 ICAR-ATARI and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, ICAR-ATARI, Patna reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The Decision of Director, ICAR-ATARI, Patna shall be final and binding on the Contractor/agency in respect of any clause covered under the contract.

Note:

1. **Mode of Payment:** The contractor shall submit the monthly bill in triplicate for consolidated monthly payment as per agreed rates after making payment of wages to their workers, proceeding proof of payment. Payment to the workers should be made through cheque/draft/ online. Payment will be released within one week of submission through e-payment. Successful firm needs to provide A/C details to the office.

2. **Subletting:** The contractor shall not sublet any of the work ICAR-ATARI, Patna.

3. **Certificate of completion of work:** The work shall not be considered as completed satisfactorily and maintained until the Competent Authority or an authorized representative of this Institute has certified in writing that they have been completed satisfactorily and maintained properly.

4.

a) The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.

b) The Institute shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances.

c) The contract is subject to the condition that the tenderer will comply with all the laws and bylaws of ICAR/Govt. of India relating to this contract.

5. **Loss And / or Damages:** In case of any loss or damage done to the property of the Institute attributable to the personnel of the Contractor, the full damages will be recovered from the Agency/Contractor.

General Instructions to Tenders (GIT)

GENERAL INSTRUCTIONS/ TERMS AND CONDITIONS FOR SUBMITTING TENDER FOR THE JOB CONTRACT FOR HIRING OF CONTRACTUAL MANPOWER AT ICAR-ATARI, PATNA, BIHAR- 801506

Along with E-tender & offer following general information may clearly be noted:

1. E-Tender would be based on the two bids, one on technical and second on financial. The technical bid will be opened first and examined and if found as per notifications the financial bid would be opened.
2. **Earnest Money: Bid security of Rs.10,000/-** (Rupees ten thousand only) should be submitted through Speed Post / Registered Post / Courier on or before the last due date and time in the form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT-ATARI, PATNA" payable at any scheduled Bank at Patna failing which the bids will not be considered and summarily rejected. The Scan copy of Demand Draft / BC / Pay Order should also be uploaded in ATARI Portal along with online bid/tender. EMD of the unsuccessful bidder will be returned immediate after the award of the job.**
3. Security deposit: **Rs.18,000/-** (Rupees eighteen thousand only): Within 21 (twenty-one) days after the issue of notification or award (i.e work order) by the awardee.
4. **Signing contract: within 21 (twenty-one)** days of issue of the contract letter by the Institute, the successful bidder shall sign and date the contract and return it to the Institute.
5. The Director reserves the right of accepting or rejecting all or any application for issue of tender form and subsequently of accepting or rejecting all or any part of the tender without assigning any reason. Further, the Institute reserves the right to verify the information/document furnished and to carry out assessment of capability of the Tenderers in the overall interest of the Institute. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the Tenderer.

MANDATE FORM
Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.