



भा.कृ.अनु.प.- राष्ट्रीय मृदा सर्वेक्षण एवं भूमि उपयोग नियोजन ब्यूरो  
ICAR-National Bureau of Soil Survey and Land Use Planning

अमरावती रोड, नागपुर / Amravati Road, Nagpur - 440 033



फोन / Phone : 0712-2500545, 2500664 Extn. 106, 120 ईमेल / Email : director.nbsslup@icar.gov.in

F.No. 21-57/Manpower/HQrs/2021-22

Date : 18.06.2024

**NOTICE INVITING OF TENDER**

Online Tenders are invited under two bids system from the reputed firms on behalf of Director, ICAR-NBSS & LUP, Amravati Road, Nagpur for manpower supply at ICAR-NBSS & LUP, Amravati Road, Nagpur The details are given below:

Name of the Work	Annual Contract for manpower supply at ICAR-NBSS & LUP, Amravati Road, Nagpur.
EMD	As per GeM
Performance Security Deposit	As per GeM
Period of contract	One year/further extension can be given by 1+1year or mutually agreed T&Cs subject to satisfactory Services.

Assistant Administrative officer  
ICAR-NBSS & LUP, Nagpur

**CRITICAL DATE SHEET (Section)**

Tender No	<b>GEM/2024/B/5069013</b>
Name of the ' Organization '	ICAR National Bureau of Soil Survey & Land Use Planning, Nagpur.
EMD of estimated value.	EMD amount of Rs.5,03,500/- in favour of ICAR-Unit, ICAR-NBSS &LUP payable at Nagpur in form DD/Bank Guarantee/FDR failing which the bid/Tender will be cancelled (Exemption will be dealt as per Rules)
Bid Submission start Date and Time	21-06-2024 10.00.00
Bid Submission End Date and Time	10-07-2024 19.00.00
Date of opening of Bid	11.07.2024
Address for Communication	The Director, ICAR–National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur-440033
Website	<a href="https://nbsslup.icar.gov.in/">https://nbsslup.icar.gov.in/</a>

**Assistant Administrative Officer,  
ICAR-NBSS&LUP,Nagpur**

**The Bidders/firms/tenders have to upload copies of the following documents: -**

**TECHNICAL BID**

1. Registration Certificate of the Firm/Agency/Sole Proprietorship under the Indian Companies Act, 1956 / Indian Partnership Act, 1932 (With Names of Partners) or Registration certificate under the Shop & Establishment Act, 1948 or For Partnership Firms Registration certificate under the Indian Partnership Act, 1932."
2. Scanned copy of GSTIN registration certificate.
3. Bank Solvency Certificate of Rs. 15,00,000/-.
4. Scanned copies of the Employee EPF registration certificate, Employee ESI registration certificate and scanned copy of the latest EPF and ESIC challan at least one month of last six months.
5. Scanned Copy of Certified Profit & Loss statement and Balance Sheet of the firm for last three year by the Chartered Accountant.
6. Scanned copies of Last 3 years' Work Order for some services in Govt. establishments (Central /State) /PSU/Autonomous bodies of Govt. of India.
7. Scanned copy Earnest Money Deposit (EMD) in form of DD/FDR/Bank Gurantee in favour of ICAR Unit ICAR-NBSS & LUP, Nagpur payable at SBI Ravi Nagar branch, Nagpur.
8. Affidavit that the firm has no legal suit / criminal cases is pending against it for violation of EPF /ESI, minimum wages act or other law.
9. The firm must enclose certificate indicated that there is no criminal / legal suit pending are contemplated against them.
10. Acceptance letter of terms & conditions of the tender document with stamped and signed by the firm/bidder/authorized representative.

All necessary documents in support to the details from Sl.No.1to10 must accompany the technical bid. The bids liable to be rejected in case of any documents are not uploaded in the technical bid on GeM or documents are in complete or in case of any registration certification has already expired but yet to be renewed. **Only essential and necessary valid documents are to be uploaded in given sequence only with technical bid otherwise bid shall be summarily rejected.**

### Check List for Technical Bid

Check list of documents to be submitted with tender documents along with the page no.  
Failing which the bid will be liable to be rejected:

S.No.	Particulars	Submitted Yes/Not	Page No
1.	Registration Certificate of the Firm/Agency/Sole Proprietorship under the Indian Companies Act, 1956 / Indian Partnership Act, 1932 (With Names of Partners) or Registration certificate under the Shop & Establishment Act, 1948 or For Partnership Firms Registration certificate under the Indian Partnership Act, 1932."		
2.	Scanned copy of GSTIN registration certificate.		
3.	Bank Solvency Certificate of Rs. 15,00,000/-.		
4.	Scanned Copy of Certified Profit & Loss statement and Balance Sheet of the firm for last three year by the Chartered Accountant.		
5.	Scanned Copies of Certified Profit & Loss statement and Balance Sheet of the firm for last three year by the Chartered Accountant.		
6.	Scanned copies of Last 3 years' Work Order for some services in Govt. establishments (Central /State) /PSU/Autonomous bodies of Govt. of India.		
7.	Scanned copy Earnest Money Deposit (EMD) in form of DD/FDR/Bank Grantee in favour of ICAR Unit ICAR-NBSS & LUP, Nagpur payable at SBI Rani Nagar branch, Nagpur.		
8.	Affidavit that the firm has no legal suit / criminal cases is pending against it for violation of EPF /ESI, minimum wages act or other under Indian laws.		
9.	The firm must enclose certificate indicated that there is no criminal / legal suit pending are contemplated against them.		
10.	Acceptance letter of terms & conditions of tender document with stamped and signed by the firm/bidder		

**Note: Local Firms belonging to Maharashtra will be given preference.**

Authority signature  
Name.....  
Designation.....  
Mobile No.....  
Email ID.....

**The general terms & conditions for manpower's supply contract in ICAR-NBSS & LUP, Nagpur and its Regional centers**

1. Tenders are invited under two-bid system.
2. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR-NBSS&LUP and the special terms and conditions detailed in the tender form, and its Annexure. Please submit your tender, if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.
3. An earnest money mentioned/indicated in GeM must be deposited in the form of demand draft/pay order pay able to Director, ICAR-NBSS & LUP at Nagpur. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD should enclose a valid exemption certificate to this office. The Tenders will not be considered if earnest money/exemption certificate is not enclosed with the Tenders documents. The EMD shall be refunded to unsuccessful firm without paying any interest.
4. The bidder is being permitted to submit tender in consideration of the stipulations on his part that after submitting his tender, he will not re-sale the offer or modify the terms and conditions thereof. If the bidder fails to follow the terms and conditions the aforesaid amount of EMD will be forfeited by the ICAR-NBSS&LUP, Nagpur. In the event of the offer made by the tender not being accepted, the amount of earnest money deposited by the bidder shall be refundable after the bidder has applied for the same, in the manner prescribed by the ICAR- NBSS&LUP.
5. The Schedule of the Tenders form should be attached with the bids.
6. The Tender is liable to be ignored if complete information as required is not given or if the particulars asked in the schedules to the Tenders is not fully filled. Individuals capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority or arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement of power of attorney or (iii) constituted attorney of the firm if it is a company.
7. Acceptance by the ICAR-NBSS&LUP, Nagpur will be communicated by Speed Post/fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/fax/e-mail etc. should be acted upon immediately.
8. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the 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 and if, on enquiry it appears that the persons so signing without authority, the ICAR-NBSS & LUP will cancel the contract and hold the signatory liable for all costs and damages.
10. An amount of equivalent to **5%** of the estimated value of contract or mentioned in GeM is to be deposited by the selected/successful firm as a performance security

deposit only after receiving a communication from the ICAR-NBSS&LUP through DD from a Nationalized Bank. 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 NBSS & LUP to the firm.

12. GST/Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor. ICAR-ICAR-NBSS&LUP will not entertain any claim whatsoever in this respect. However, TDS which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful firm, as per rules/instructions made applicable from time to time by ICAR/Govt. of India.

13. The Director, ICAR-NBSS & LUP, Nagpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Bureau with the justifiable reasons, it is not mandatory to be communicated such action to the firm.

14. Decision of Director, ICAR-NBSS & LUP, and Nagpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NBSS&LUP, and Nagpur. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1990.

15. The Contract will be initially for a period of ONE YEAR extendable for further period of 1+1year, subject to satisfactorily performance of the vendor and his/her willingness to continue on same Terms & conditions.

16. The ICAR-NBSS & LUP, Nagpur is not bound to accept the lowest bid or any other bid and also reserves the right of accepting the tenders in whole or in part. Conditional tender will not be accepted at any cost.

17. Only those firms will be considered for financial bid who have qualified in the technical bid.

18. The contract may be awarded in whole or in part as per minimum wages as applicable

## **Other Terms & Conditions:-**

### **01. Services:**

a. The supplier agency shall provide necessary persons for work at ICAR-NBSS & LUP strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good, reliable & robust persons with clean record preferably within the age group 21 to 55 years and clean record to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the ICAR-NBSS & LUP, the ICAR-NBSS & LUP shall have the right to ask for its replacement without giving any reason thereof and the agency on receipt of written communication in this regard will have to replace such persons immediately.

b. The personnel engaged by the agency for this job contract will not be employee of the ICAR-NBSS & LUP and there will be no employer-employee relationship between the ICAR-NBSS & LUP and the personnel so engaged by the contractor.

c. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances as per the rates quoted and the actual amount indicated in the quotation by the 7th day of each completed month to the personnel, and any delay in this regard will attract a penalty of Rs.500/- per day for delayed payment. The payment in respect of the clause above is to be made by e-payment/cheque to the bank accounts of the contractual labours. A satisfactory proof of this has to be attached with the bill.

### **2. Bid Submission:**

Bids must be submitted by the time and date mentioned in the schedule covered in the Notice Inviting Tender. The tender form must be clearly filled or typed. The bidder should quote the rate and amount tendered by him/her them in the figures and as well as in words. In case, there is difference of amount of word and in figures, amount mentioned in words shall be treated as correct and final.

### **3. ELIGIBILITY CONDITIONS:-**

a. An agreement to be made by the successful contractor/firm with the ICAR-NBSS & LUP on Non-Judicial stamp paper of Rs.500/- or as per the rules applicable.

### **4. Risk Clause:**

The ICAR-NBSS&LUP reserves the right to terminate the job contract at any time with a one month prior notice, if the work is found unsatisfactory by giving a show-cause notice to be replied within a week.

### **5. TERMS OF THE CONTRACT**

Initially the terms of the contract will be **ONE YEAR** and the contract may be renewed or extended for further period of 1+1 year on mutually agreed T & Cs subject to satisfactory services provided by the agency. On the expiry of the contract or on its termination, the ICAR-NBSS & LUP reserves the right to renew the contract on quarterly/half-yearly/yearly basis on the same terms and conditions that may be mutually agreed upon.

## 6. MODE OF PAYMENT

The agency shall submit monthly bills along with copies of ECR, E- Challan for deposition of EPF &ESI contribution for the personnel engaged at the site for the job performed during the preceding month on the first working day of the month. The ICAR -NBSS & LUP will make payment by means of RTGS/NEFT (online payment) drawn in favor of the agency, after deducting GST/service tax, TDS and Penalty amount (if any) on the basis of bills submitted by the Agency. Therefore, the firm has to submit bank details along with Bank Account number, TAN number, PAN number, IFS code'. However, taxes which are as per the rules of the Govt. Of Maharashtra/GOI shall be deducted at source from the monthly bill. The agency shall make payment to its employees through **e-payment/RTGS/NEFT or cheque only**. The amount of EPF & ESIC deposited by the firm with the concerned statutory authority's w.r.t. manpower engaged for the contracted work shall be reimbursable on monthly basis after production of payment challans/NEFT statement by the firm along with certified list of EPF & ESIC account nos. of employees deployed for contracted work for which EPF &ESIC is deposited under challans submitted for re-imburement by the firm. The contractor must produce a Labour License within one month of award of contract.

## 7. LOSS/DAMAGESCLAUSE

In case of any loss or damage done to the property of the ICAR -NBSS &LUP by the personnel provided by the firm/agency at the location full damages will be recovered from the Agency and decision of the Competent Authority of ICAR-NBSS & LUP, Nagpur shall be bound to follow by The Firm/agency. In case it is found that the firm/Agency repeatedly fails to act in according to the provisions in the contract agreement, it will be liable to be terminated the contract.

## 8. SECURITY DEPOSIT

The successful bidder will be required to deposit an amount equivalent to **5%** of the total bid value as Performance Security Deposit in the form of Demand Draft/FDR/Bank Grantee in favour of **ICAR Unit, NBSS&LUP payable at Nagpur in SBI, Ravi Nagar Branch** at the time of acceptance of Work Order/Award Letter. **The security deposit shall be refunded to the contractor** after satisfactory completion of the contract or adjusted against any damages or losses of property etc. caused by the personnel deployed by the Firm/agency. No interest will be paid on the security money deposited by the ICAR-NBSS&LUP,Nagpur.



## 9. AMENDMENT TO TENDER DOCUMENTS:

At any time prior to the deadline for the submission of tenders, the Employer may, correspond for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective bidder, modify the tender documents by an amendment. The said amendment in the form of an addendum will be sent to all prospective bidders who have received the tender documents, to reach them 2 days prior to the deadline for the submission of tenders. This communication will be in writing or by email and the same shall be binding upon them and the provisions in such addenda shall take priority over the Invitation to Tender and Tender Documents issued previously. Prospective bidders should promptly acknowledge receipt thereof by email to the Employer. In order to afford prospective bidders reasonable time for preparing their tenders after taking in to account such amendments, the ICAR-NBSS&LUP or the Employer may, at its discretion, extend the deadline for the submission of tenders.

## 11. PENALTY CLAUSE:

- i. A detailed list of staff along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge.
- ii. If payment to the Staff deployed by the contractor is not made by the 7<sup>th</sup> of every month, a penalty of Rs. 500 per day shall be imposed for delayed payment to staff.
- iii. The payment in respect of the clause above is to be made by firm/agency to the bank accounts through cheque/online transfer (RTGS/NEFT) to the staff. A satisfactory proof of this has to be attached with the bill.
- iv. There will be no relation between the payment to the contractor by ICAR-NBSS&LUP and the payment made to the staff/workers by the contractor. The payment to the contractor/firm shall be made only after satisfaction of compliance by the contractor regarding EPF, ESI, payment as per Minimum Wages Act, etc, and fulfilling other Terms & Conditions as imposed by ICAR-NBSS&LUP, Nagpur in the contract.

In case any of the violation of any of the above condition, ICAR-NBSS&LUP will have the right to terminate this contract agreement without notice and will not to be liable to any damages and/or loss which may be suffered by the contractor/firm on account of termination.

**In case of any dispute arising, decision of Director, NBSS&LUP, and Nagpur will be final and binding.**

**Director, ICAR-NBSS & LUP, Nagpur**

## **SCOPE OF WORKS FOR REQUIRED MANPOWER IN ICAR-NBSSLUP, NAGPUR**

### **(HQ)**

Following Resource persons/workers/laborer's will be required in Offices, laboratories, stores and other places in office premises as well other places for assisting in different kind works. The ICAR-NBSS & LUP, Nagpur reserves the rights to award additional work/ services not listed in the specifications. Bidders are bound to accept the additional works/ services under this clause at the rates mutually agreed.

<b>S. No.</b>	<b>Work details</b>
<b>1.</b>	<b>(Highly Skilled)-Office/lab Assistant/Programmer</b> Graduation or equivalent with knowledge of computer operation/experience in relevant field
<b>2.</b>	<b>(Skilled) - Office Assistant/Programmer</b>
(i)	Minimum qualification should be 12th pass or Diploma in computer application with good experience in computer will be given preference (MS Office, Power point, Excel etc.).
(ii)	<b>Driver:</b> The Persons should have valid license for Jeep /Car Driving and experience of 3 years of Driving vehicle in private/government organization.
(iii)	<b>Plumber</b> - 10 <sup>th</sup> Pass/equivalent experience in maintenance, Minor repairing of plumbing work
(iv)	<b>Electrician</b> - 10 <sup>th</sup> Pass/equivalent experience in maintenance, Minor repairing of Electrical work
(v)	<b>Cook-cum Bearer-</b> experience person
(vi)	<b>Carpenter</b> - 10 <sup>th</sup> Pass/equivalent experience in carpentry, Minor repairing in carpentry work
<b>3.</b>	<b>(Semi-Skilled)</b>
(i)	Lab Attendant - Minimum 10 <sup>th</sup> Pass
(ii)	Garden Supervisor- -Capable of doing routine work in office garden i.e. watering flowers cleaning grasses, planting trees etc.
(iii)	Peon – Minimum 10 Pass
<b>4.</b>	<b>( Un-Skilled)</b>
(i)	Cleaning – Routine nature of sweeping works at Office, Training Hostel,
(ii)	Soil Room : capable of doing soil grinding sieving, drying of soil samples
(iii)	Garden Labour
<b>5.</b>	<b>Sweeper</b>
	Cleaning of Drainages of Office-cum laboratory building, outer spaces office premises etc

**Note- The above scope of works is indicative only the bureau can be assigned other works also as per need/requirements.**

**The Tentative numbers of the manpower's required in The ICAR-NBSS & LUP, Nagpur (HQ)**

S.No	Place and Category of the manpower	No's of Manpower resources
01.	ICAR-NBSS & LUP, Nagpur-HQ	
	(i) Unskilled	21
	(ii) Semi skilled	03
	(iii) Skilled	22
	(iv) Highly Skilled	01
		Total= 47

**Note- The above requirements are tentative and it can be reduced or increased as per need of institute.**

**FINANCIAL BID**

To,  
The Director  
ICAR-National Bureau of Soil Survey  
& Land Use Planning  
Amravati Road,  
Nagpur- 440 033

Sir,

I /We wish to submit our tender for Annual Contract of Manpower at **ICAR-NBSS&LUP, (HQ) Nagpur. The bidders are advised to submit their rate in accordance TO latest applicable minimum wages rates in agriculture.**

S.No.	Particulars	Remarks
1.	(i) <b><u>For Highly Skilled/Skilled/Semi Skilled/Unskilled</u></b> :- Monthly minimum wages as per minimum wages of Agricultural Sector of Central Govt. or State Govt. whichever is higher shall be applicable. (ii) <b><u>For Sweeping &amp; Cleaning</u></b> :- (Rate as applicable FOR CENTRAL GOVT. OR STATE GOVT. WHICHEVER IS HIGHER ).	
2.	EPF @13% or applicable ( @ Rs. 15000 being the maximum limit on part of employer vide EPFO notification) *employee contribution in EPF is 10% if any exception Having less than 20 employees. Therefore, equal contribution by employer @10% towards EPF+EPS may be paid. Rate of EPF ( Employer contribution) is difference of EE share & Pension contributions	Not to be quoted by the agency
3.	ESI employer contribution @ 3.25% (The wage limit for converge of employee is Rs. 21,000/- vide M/o Labour & Employment notification no. GSR1166 (e) dated 22/12/16 F.No. S-38012/02/2013-SS-I)	
4.	Service Charges per person/per month in rupees	To be quoted by the agency in Rupees
5.	GST extra as applicable	Not to be quoted by the agency

**I/we have carefully read the terms and conditions of the tender and agreed to abide by these in letter and spirit.**

Signature.....

Name & Address of the firm

.....

.....

Telephone No.....

Mobile No.....

Email .....