



भा०कृ०अ०प०-केन्द्रीय भैंस अनुसंधान संस्थान
सिरसारोड़, हिसार 125 001 (हरियाणा)
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
Sirsa Road, Hisar – 125 001 (Haryana)
Ph.01662-276631 (O), FAX 275004, E-mail : cirb@asia.com



F.No. 9-124/2015-16/

Dated: 01.04.2016

Sub: limited Tender/Quotation – regarding.

Dear Sir,

On behalf of the Director, CIRB, Hisar , I am to invite your lowest quotation from the various agencies for contract work for **Data Entry Job work** at CIRB, Sirsa Road, Hisar detail as under :-

EMD Rs. 10000.00 (Rs. Ten thousand only)

Sr.No.	Description of work	Rate (Rs.) for total work
1.	Work- Data Entry Job work Contract for the work of computer data entry of individual daily milk yield (Morning & Evening & total) for Murah & Nili Ravi herds of Hisar & Sub-Campus, Nabha for approx. 120 & 100 Buffaloes per month. resp., for the period 01.01.2010 to 31.03.2016 , together with D.O.B., D.O.C, Sire, DAM, Progeny No., Pairty etc. completed accurate Data Entry in MS Excel format. To be completed within 6 months	

Note: The last date of receipt of tender / quotation is **21.04.2016 up to 2.30 P.M.** The quotation may either be sent by post or dropped in the Quotation box placed in the room of Asstt. Administrative Officer of this Institute. This Institute will not be responsible for any postal delay:

- 1 (a) The rates should be quoted in Indian Rupees as per month basis. /Total cost
- (b) Discount, if any should be indicated prominently.
1. The rates quoted should **be valid for 6 months** from the date of opening of quotation and any increase thereafter may be indicated.
2. There should be no cutting/overwriting. The cutting, if any, should be duly attested Unattested amended/overwritten figures will not be considered.
3. In all matter of disputes, the decision of the Director of this Institute shall be final and binding on the tenderers. The place of jurisdiction will be Hisar.
4. Payment will be made within reasonable time i.e. 30 days after satisfactorily completion of work at monthly intervals and submission of bill at this Institute.
5. Quotation should be sent in a sealed cover indicating on the envelope "**Data Entry Job work**
6. with last date for receipt **21.04.2016 at 2.30 P.M. and will be opened on same date i.e. 21.04.2016 at 3.00 PM.** Quotation received in an unsealed cover or received after due date and those, which are ambiguous are liable to be rejected.
7. This Institute reserves the right to reject any or all quotation(s) received without assigning any reasons thereof.
8. Income Tax will be deducted by this Institute as per rule. The Contractor mentioned PAN number in the quotation.
9. The contractor will pay the Service Tax, if applicable at his own level/responsibility.
10. The Contractor/Contract Agency will discharge all their legal obligation of their workers in respect of their wages and other service conditions and shall also comply with all the rules and regulation and provision of law in force that may be applicable to them from time to time viz. Statutory obligation under Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act, Workmen's Compensation Act, EPF and M.P. Act and Industrial dispute Act etc.
11. In the event of any of the above date being declared as a holiday/closed day for the purchaser, the bids will be sold/received/opened on the next working day at the scheduled time.
12. The Quotation should be addressed to the Director, CIRB , Hisar.

Asstt. Administrative Officer

Terms & Conditions

1. All the milk record registers will be kept under the custody of CIRB employee.
2. Contractors strictly will not be allowed to take register outside the CIRB office/ campus.
3. Contractors will use his own computers/laptops/hard wares and other related peripherals under his own risk of damage, if any. Office space will be provided by CIRB with power input.
4. Entered soft copy of data/records, in any form, will not be allowed to take outside the CIRB campus.
5. Full lactation entries, if any, which completing **after April, 2010 or starting before 31st March, 2016** will be completed for full lactation records.
6. Cross checking will be carried out by tallying with total milk yield as mentioned in the daily milk record registers.
7. Daily job work on soft copy and other used hard copy/ records will be handed over to CIRB employee during office hours.
8. Work will be completed within six months and one extra month will be provided for getting the data cross-checked by CIRB Scientist/Staff. Any further delay will attract a cut @ 1% per week and the contract will be treated as cancelled if not completed within six weeks of extended/delay period.
9. An earnest money of Rs. 10000/- must be deposited in the form of demand draft/pay order payable to Director, CIRB, Hisar. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The tender will not be considered if earnest money is not deposited with the Tenders
10. 10% Performance Security deposit in the form of DD/PO/Bank Guarantee/FDR for the contract is to be deposited by the selected agency/successful Tenderer in addition of EMD.
11. The Director, CIRB reserve the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute.
12. The following documents/vouchers are required to be enclosed with the tenders/quotations form which are the terms and conditions of the tender's document

Qualification:

- a) 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.
- b) Employee EPF registration certificate issued by concerned/ local govt.
- c) Employee ESI registration certificate issued by concerned/ local govt.
- d) Service tax registration certificate issued by concerned Govt.

Performance/Appraisal

- e) Details of last three years continuous experience of the firm in the field of providing such services in Central govt. establishments/State Govt./Autonomous bodies of Govt. of India/Corporations of Govt. of India/ reputed public or private organizations be enclosed in tabular form. A list of clients and proof of satisfactorily services issued by the client must be attached.
- f) Duly Certified copies of the satisfactory services of at least two establishments where the tenderer is providing the services for the last three years.
- g) Only those firms will be considered for financial bid who qualify in the technical bid.
- h) Successful tenderer will have to enter into a detailed contract agreement with ICAR/Institute on non-judicial stamp paper of Rs.100/- (Rs. One hundred) for each work.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Asstt. Admn. Officer

Check List/Technical Specification Table

Sr. No.	Specification	Yes/No
1.	Details of EMD Rs10000/- a. Name of Bank b. Branch	
2.	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.	
3.	Employee ESI registration certificate issued by concerned local govt.	
4.	Employee EPF registration certificate issued by concerned local govt.	
5.	Service tax registration certificate issued by concerned Govt.	
6.	Details of last three years continuous experience of the firm in the field of providing such services in Central govt. establishments/State Govt./ Autonomous bodies of Govt. of India/Corporations of Govt. of India/ reputed public or private organizations be enclosed in tabular form. A list of clients must be attached in the enclosed format with proof of satisfactorily services of at least two establishments.	
7.	Duly Certified copies of the satisfactory services of at least two establishments where the tenderer is providing the services for the last three years.	

Signature of the Firm with Full Address

QUOTATIONS/TENDERS FOR THE CONTRACT FOR HIRING OF JOB WORK/SERVICE
CONTRACT FOR VARIOUS WORK(S) AT CIRB, HISAR

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

To

The Director
CIRB, Sirsa Road
Hisar

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT for various work help desk 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 Quotation/Tender at the rates given in Schedule-I to this Quotation/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.
2. I/We have understood these 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 form a part of this Tender/Quotation. The Schedules-I & II to accompany this Quotation/Tender are at pages _____
4. Every page so attached with this Tender bears my signature and the office seal.

Yours faithfully,

Signature & Seal of the Tenderer/Quoter
Telephone No. Office
Resi. _____
Mobile No. _____

Signature of witness to contractor's signature
Address:
Name & Signature of Witness:
Address:

Witness _____
Address _____
Occupation _____

TECHNICAL BID
SCHEDULE- I
SCHEDULE TO TENDERS.

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. i) 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. ii) 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 partner

- 5. Name and Full Address of your Banker's
- 6. Your Permanent Income Tax No./Circle/Ward
- 7. 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 CIRB, Hisar regarding

Date: _____ Place: _____

Authorized Signatory

Please add supplementary pages to be numbered wherever needed by the Tenders/quotations.

ICAR -CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SIRSA ROAD, HISAR.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT
FOR PROVIDING VARIOUS WORK.

Scope of work: The work of providing services at CIRB Campus, Hisar shall have to be undertaken without causing any damage to the CIRB properties. In case, any damage is caused by the worker(s) deployed by the contractor to do the work at CIRB Campus, the same shall be made good by the contractor. Description of activities for which service are required are given hereunder:-

Description of work	Name of Division/ Section where services required	Working hours
<p>Work- Data Entry Job work Contract for the work of computer data entry of individual daily milk yield (Morning & Evening & total) for Murah & Nili Ravi herds of Hisar & Sub-Campus, Nabha for approx. 120 & 100 Buffaloes per month. resp., for the period 01.01.2010 to 31.03.2016, together with D.O.B., D.O.C, Sire, DAM, Progeny No., Pairty etc. completed accurate Data Entry in MS Excel format. To be completed within 6 months</p>	AGB Division	As per requirement and directed by Head/ Incharge

OTHER 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 should be intimated to Director/Administrative Officer.
3. The Director, CIRB, Hisar reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director. CIRB, Hisar shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The service staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The service staff provided should be capable of reading and writing Hindi and English with a technical qualification of required for the work.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the Authorized Officer of CIRB for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either Side.
8. The contractor shall not sublet the work without prior written permission of the Institute.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
10. The selected agency shall provide the necessary personnels for at the CIRB as per labour acts prevalent in State of Haryana. 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 by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication wlll have to replace such persons immediately
11. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council/Institute and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract wlll be made monthly upon submission of prereceipted bill

- 12.(A) **The tenderer should indicate only the lump sum amount in respect of all the Services covered under this contract and that rates should not be proposed in the basis of manpower to be deployed under this contract.** No request for alteration in the rates once quoted will be permitted within one year.
13. **The rates to be quoted should after physical inspection, a detailed assessment/requirements of personnel for providing services at the Institute shall have to be furnished the tender include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution ESI contribution Uniform, Liveries, OTA etc.**
14. The contractor will discharge all his legal obligations in respect of the workers 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 Council/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, CIRB, Hisar shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. They should not live their duty points unless and until the reliever comes for duties, supervisor will maintain all the registers, which are kept at concerned Section.
17. Changing of Supervisor/Staff should be intimated to the Director/Administrative Officer.
18. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
19. The contract is subject to the condition that the Quoter/ 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(a) The firm/agency shall disburse the wages to its staff deployed under this contract every month through ECS or by cheque in the presence of the representative(s) of the Institute.
- 19(b) The Contractor/Agency shall be responsible for all injury/accident, if any, to person(s) employed by him while on duty. It is desirable that all such employees are covered under on Insurance cover.
- 19(c) The duration of the job contract shall be one year, extendable by another one year subject to satisfactory services and on the same rates & terms and conditions. In case the services are not found to be satisfactory, the contract shall be terminated ever before expiry of the contract by give up notice of not less than one month to this effect.
20. **Risk Clause:** 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 S.D. or pending bills or by rising a separate claim.

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 CIRB 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.

The Director, CIRB reserves the right to reject any or all Tenders/quotations in whole or in part without assigning any reasons therefore. The decision of Director, CIRB shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of the Contractors or his
authorized signatory with seal of the
Agency/Firm

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SIRSA ROAD, HISAR (HARYANA)

YEAR-WISE DETAILS OF MINIMUM THREE YEARS EXPERIENCE/WORK DONE BY THE
FIRM/AGENCY.

S N	Name of the Deptt./Organizations & Name of contract person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		

(Authorized Signature)

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : **21.04.2016 upto 2.30 P.M**

Date of opening of Tender : 21.04.2016 **upto 3.00 P.M**

To

The Director
CIRB, Hisar

Sir,

I/We wish to submit our quotations/Tenders for THE JOB WORK/ SERVICE CONTRACT FOR PROVIDING Various work (help desk) on the following rates.

Sr. No.	Particulars	Per month with lump sum (in Rs.) for work given in the tender.
1.	<u>Work- Data Entry Job work</u> Contract for the work of computer data entry of individual daily milk yield (Morning & Evening & total) for Murah & Nili Ravi herds of Hisar & Sub-Campus, Nabha for approx. 120 & 100 Buffaloes per month. resp., for the period 01.01.2010 to 31.03.2016 , together with D.O.B., D.O.C, Sire, DAM, Progeny No., Pairty etc. completed accurate Data Entry in MS Excel format. To be completed within 6 months	

Note: **The monthly lump-sum (consolidated) rate as asked for should be quoted. The rate quoted other manner or conditional rates will not be considered at all & rejected out rightly without any communication to such bidder(s)**

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

We have carefully read the terms and conditions of the Tenders/quotations and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm

Telephone No. _____

Mobile No. _____