

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

F.No. 6-1/CPS/2016-17

Dated the Jan., 2017

Sub: Quotation of contract work for hiring of JCB– reg.

Dear Sir,

On behalf of the Director, CIRB, Hisar, I am to invite your lowest quotation from the approved/registered agencies for contract work of various work for one year as under :-

Description of work	Name of Section	Job timings
Hiring of JCB on hourly basis for one year (approximately 300 hours) for making of new channel, road making, closing of old channel, cleaning and strengthening of existing channels, lifting of fallen trees, filling of trolley, activities of Estate Section, Swachhta abhiyan, digging for plantation, lifting of soil (mixed with stone, concrete, bricks ) etc	Agril. Farm, Estate Section	Office hours on all working days
The contract work may be increased or decreased.		

**ANY OTHER DUTIES ASSIGNED BY THE INCHARGE OF SECTION(S) FROM TIME TO TIME .**

The closing and opening dates of the bidding documents will be as per schedule/detail given as under:-

Sr. No.	Work	Date & time for submission of tender/ Quotation	Date and time for opening of tender/ Quotations (Financial Bid)	EMD (Rs.)
1.	Hiring of JCB on hourly basis for one year (approximately 300 hours) for making of new channel, road making, closing of old channel, cleaning and strengthening of existing channels, lifting of fallen trees, filling of trolley, activities of Estate Section, Swachhta abhiyan, digging for plantation, lifting of soil (mixed with stone, concrete, bricks ) etc	27.01.2017 up to 2.30 PM	27.01.2017 at 3.00 PM	10000.00

The sealed tenders/quotations should reach the undersigned alongwith earnest money as shown in shape of Bank Draft/Bank Guaranty in favour of ICAR-UNIT-CIRB, Hisar on or before **27.01.2017 by 2.30 PM** and the same shall be opened on the **same day at 3.00 PM** in the presence of tenderes or their representatives. This office will not take any responsibility for any postal delay in this regards.

Detailed tender notice and terms & conditions may be downloaded from the Institute website [www.cirb.res.in](http://www.cirb.res.in).

ASSTT. ADMINISTRATIVE OFFICER

## **TERMS & CONDITIONS**

Note: The last date of receipt of quotation is **27.01.2017 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 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/ per month basis.  
(b) Discount, if any should be indicated prominently.
2. The rates quoted should be valid for 90 days from the date of opening of quotation and any increase thereafter may be indicated.
3. There should be no cutting/overwriting. The cutting, if any, should be duly attested Unattested amended/overwritten figures will not be considered.
4. 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.
5. Payment will be made within reasonable time i.e. 15 days after satisfactorily completion of work at monthly intervals and submission of bill at this Institute.
6. Quotation should be sent in a sealed cover indicating on the envelope **“Tender of contract work for Office work with last date for receipt 27.01.2017 upto 2.30 P.M. and will be opened on same date i.e. 27.01.2017 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. **The Quotation/outer cover should be addressed to the Director, CIRB, Hisar.**
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 from the bill payment as per rule.
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.
11. An earnest money must be deposited in the form of demand draft/pay order payable to Director, CIRB, Hisar.
12. An amount of 10% of total contract amount to be deposited as a Performance Security in the form of DD/PO/Bank Guarantee/FDR by the selected agency/successful Tenderer in addition of EMD.
13. 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.
14. 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.
  - (i) 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

## FINANCIAL BID

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

Last date for receipt of Tender : **27.01.2017 upto 2.30 P.M**  
Date of opening of inancial Bid : **27.01.2017 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.

Description of work	Nane of Section	Job timings	Total Amount per hours basis
Hiring of JCB on hourly basis for one year (approximately 300 hours) for making of new channel, road making, closing of old channel, cleaning and strengthening of existing channels, lifting of fallen trees, filling of trolley, activities of Estate Section, Swachhta abhiyan, digging for plantation, lifting of soil (mixed with stone, concrete, bricks ) etc	Agril. Farm, Estate Section	Office hours on all working days	

**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. \_\_\_\_\_