



# ICAR-Central Citrus Research Institute

Opp.NBSS&LUP, Amravati Road, Nagpur-440033

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GST No: -27 AAAAI 1830P4ZG

F.No. CCRI/jobwork/PolytheneBag/24-25-Part(1)/

Date:-24.04.2026

## **E-TENDER DOCUMENT**

**SUB: E-Tender for Nursery job work /Horticulture operations i.e. making potting mixture and filling of polythene bags with that mixture & shifting that bags to required place, filling of trays(60x45x12) with potting mixture and transplanting of rootstock seedlings in polybags at ICAR-Central Citrus Research Institute, Nagpur-440033.**

Director, ICAR-CCRI invites online tenders in Two Bids System through GEM from the reputed service providers with a proven track record in the field of performing “Nursery job work / Horticulture operations for above mentioned subject at ICAR-Central Citrus Research Institute, Amaravati, Road, Nagpur-440033. The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

1. Details of the tender are given below:

Tender File Number	CCRI/jobwork/PolytheneBag/24-25-Part(1)/
Description Of Work	Tender for Nursery job work/Horticulture operations at the ICAR-CCRI, Amaravati Road, Nagpur.
Type Of Tender	Two Bid System (Gem)
Bid Validity	90 days from the date of Technical Bid opening
EMD	<b>Rs.50,000 (Rupees Fifty Thousand Only)</b> in the form of Demand Draft in favour of ICAR Unit CCRI payable at Nagpur.
EMD Validity	90 days from the date of Technical bid opening
Security Deposit (Sd)	<b>5%</b> of the total annual contract value
Performance Security(Ps)	Bank Guarantee/ FDR in favour of Director, ICAR unit CCRI
Validity Of Sd/Ps	60days after the expiry of the contract (Minimum14months)
Details of tender	Tender Documents and Notice is also available on CCRI website:- <a href="http://www.ccri.org.in">www.ccri.org.in</a>

1. Schedules of Nursery job work/ horticulture operations to be carried out and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

2.1	Letter of Invitation	ANNEXURE-I
2.2	General Information & Other Terms And Conditions	ANNEXURE-II
2.3	Instructions to Bidders	ANNEXURE-III
2.4	Check List for Technical Bid Evaluation	ANNEXURE-IV
2.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
2.6	Schedule of Area and nature/types/scope of works	ANNEXURE-VI
2.7	Financial Bid (BOQ)	ANNEXURE-VII

2. The entire tender document including all Annexures, except the Financial Bid in Annexure VII, will be part of the Technical Bid which must also contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on GEM.

**Original DD/FDR/ Bank Guarantee/Banker Cheque relating to EMD & Tender cost must be submitted to Establishment- I Section along with duplicate copy of Technical bid, ICAR- Central Citrus Research Institute, Nagpur-440033 before the last date of submission of Tender on GEM.** Special instructions to the Contractors/Bidders for the e-submission of the bids can be downloaded from GEM Portal.

Yoursfaithfully,

Sd/-  
**ADMINISTRATIVEOFFICE**

## LETTER OF INVITATION

Dear Tenderer,

.....  
Online bids are hereby invited on behalf of the Director, ICAR-Central Citrus Research Institute, Nagpur for **Nursery job work /Horticulture operations i.e. making potting mixture and filling of polythene bags with that mixture & shifting that bags to required place, filling of trays(60x45x12) with potting mixture and transplanting of rootstock seedlings in polybags** at ICAR-Central Citrus Research Institute, Amravati Road, Nagpur. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to undertake the required manpower for Nursery job work/horticulture operations in accordance with the requirements stated in the attached Annexures. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.**

1. An EMD of Rs.50,000 (Rupees Fifty Thousand only) must be deposited in the form of demand draft/FDR/Bank Guarantee pay order in favour of Director, ICAR unit-CCRI and payable 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 effect. The Tenders will not be considered if valid earnest money exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR- CCRI.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Central Citrus Research Institute 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. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/letter should be acted upon immediately.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedule- I to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer 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.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
7. In the case of partnership firms, where no authority has been granted to any partner to execute contracts or agreements on behalf of the firm, the tender and all related documents must be signed by every partner of the firm. A person signing the tender form or any other document forming part of the contract on behalf of

another shall be deemed to warrant that they have the authority to bind such other person. If, upon enquiry, it is found that the person signing had no such authority, the Council/Institute shall, without prejudice to any other civil or criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

8. Each page of the tender, including all schedules and annexures, if any, must be signed by the tenderer.
9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
10. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-CCRI will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt.ofIndia shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by GOI/ICAR.
11. Decision of Director, CCRI 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/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, CCRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
12. The Institute in its capacity as Principal Employer reserves the right to modify any other terms and conditions of the contract as mentioned in the Schedules, as its discretion
13. In case of revision of VDA by the Competent Labour Authority, the revision of rates will be considered accordingly and the service charge quoted remains the same till expiry of the contract. In the sense, the prevailing minimum wages as applicable to Central Govt. establishments need to be ensured by the successful tenderers and the same will be reimbursement and the bill will be restricted to the total mandays deployed in a particular month along with eligible Festival/National Holidays.
14. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**.

Yoursfaithfully,

Sd/-

**ADMINISTRATIVEOFFICER**

**GENERAL INFORMATION & OTHER TERMS AND CONDITIONS**

- a) Individual work orders will be issued as and when required for specific job work/ Operations.
- b) The successful bidder needs to possess valid license for nursery job work related services.
- c) **The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel as per the minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure over and above this wages to these personnel.**
- d) **No advance payment will be made by the institute payment will be release after satisfactory complication of mentioned work.**
- e) All the persons deployed at the Institute **will carry identity cards issued by the agency. The Contractor will provide Minor Agriculture, field tools/ implements day to day updating and protective items for carrying out specialized Nursery operations viz., Gum Boots, Mask, Hand Gloves etc., wherever required.**
- f) The agency must possess experience of performing job / work / service contract of Nursery Operations in reputed Govt./Semi Govt. and other organizations the contractor who are having similar type of experience in this field (Agriculture) will be given priority.
- g) The payment of bills submitted by the contractor will be made within 30 days if found to be in order. However, the payment to the personnel engaged need to be made at least for three months without waiting for the release of the payment from the Institute.
- h) This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.
- i) In case of any dispute the decision of Director, ICAR-CCRI, Nagpur will be final.
- j) Service charge should be quoted as per rules of income tax department.
- k) **The institute reserve the right to take stringent action against any labours who come directly to office for any grievances / slogan shouting and contractor should resolve the matter on its own.**

**I. ELIGIBILITY CONDITION / TECHNICAL BID PROFORMA**

1. Registration certificate of the firm under Company/Shops & Establishment act of the respective state for this purpose. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.
2. An undertaking as per attached format duly attested by Notary on a non-judicial stamp paper of value of Rs.100 or above (Rupees One Hundred or above) regarding their non-blacklisting by any of the Govt. Departments, Public Sector undertakings and/or by Central Vigilance Commission.
3. **Scanned copy of Certified Profit and Loss Account and Balance sheet of the firm for the last 3 financial year of the service of the contract by the Chartered Accountant and minimum turn over of the firm not less than Rs.20 lakhs per annum during the last 3 financial year as reflected in Profit and Loss Account.**
4. Income tax return of last 3 years.
5. **Experience certificates in similar type of work of the firm in the field of undertaking Nursery job work operations in Govt. (Centre/State) Departments/ Autonomous bodies/ PSUs/ PSES/ other equivalent organizations of high repute.**
6. EPF registration certificate issued by Govt. of India/ State Government etc.
7. ESIC registration certificate issued by Govt. of India/ State Government etc.
8. The firm must have certificate of GST issued by the Government.
9. Whether the firm has any legal suit/ criminal case pending against it for violation of EPF/ ESI, Minimum wages Act or other laws (give details). The firm must enclose an affidavit from notary to this effect that there is no criminal/legal suit pending or contemplated against it.
10. PAN no. of the firm/ proprietor.
11. Scan copy of Bid security/Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/FDR/Bank Guarantee Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of "The Director,

ICAR- CCRI”, payable at Nagpur or valid exemption certificate (NSIC or MSME etc.)

12. The right to accept or reject any tender is reserved with the Director, ICAR-CCRI, Nagpur.

13. The above every document is mandatorily required based on which the evaluation of Technical Bid will be made. In case any of the mandatory information is not furnished along with the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bids of only those firms whose Technical Bids are found responsive will be opened on specified date/time.

14. The agency must possess experience of performing supply of manpower work / service contract of Nursery job work/horticulture operation in reputed Govt./ Semi Govt. and other organizations the contractor who are having similar type of experience in this field (Agriculture) will be given priority.

## **II. Evaluation of the quotation/ tender:**

- The Institute will evaluate and compare the quotations determined to be responsive i.e which are properly signed, fulfill all the eligibility conditions, confirm the terms and conditions and meet the central minimum wages criteria and other statutory requirements. The Institute will award the contract to the responsive bidder whose service charge and other charges if any put together is the lowest.

**III. Terms of the contract:** Initially the terms of the contract will be for only completion of said nursery work.

## **IV. Mode of payment:**

1. **The firm shall be responsible for making timely payment to the workers employed.**
2. The rates quoted by the Agency shall be fixed during the period of the contract.

**V. Termination:** This contract can be terminated by giving any notice on either side and that any notice required to be served shall be sufficiently served on the parties by delivering to them either personally or dispatched at the address herein given under registered post.

**VI. Loss & damages:** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority at the Institute in this regard shall be a binding on the agency.

**VII. Security deposit & Agreement:** The successful bidder will be required to deposit an amount of equivalent to 5% of the total annual contract value as Security Deposit in the form of **DD/ bank guarantee issued from approved financial institution with validity covering the contract period and an agreement** to this effect duly signed on non-judicial stamp paper of value of Rs. 500/-to the Institute within 2weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities / damages or loss of property etc., caused by the personnel deputed by the agency or agency itself. No interest is payable on the security deposit.

**VIII.** The Agency is advised to do a complete survey on its own of all the area of nursery and the place where all work has to be done of the institute before offering rates.

**IX. RiskClause:** ICAR-CCRI reserves the right to discontinue the service at anytime, 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 Security Deposit 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. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not upto the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by **THE DIRECTOR, ICAR - CCRI** 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 by the agency.

Yours faithfully,

Sd/-

**ADMINISTRATIVE OFFICER**

**INSTRUCTIONS TO BIDDERS**

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on **GEM Portal**. Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from GEM Portal.
2. The two separate bids shall contain information as under: -
  - a) **Technical Bid:** This shall contain the entire tender document, except **Annexure-VII**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to Rs.50,000 (Rupees Fifty Thousand only) Demand Draft should be drawn in favour of ICAR unit CCRI payable at Nagpur from any of the Scheduled Commercial Bank. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE IV** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.
  - b) **Financial Bid:** This shall contain the schedule of rates duly filled in the BOQ format and submit online only
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed Performa of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/ deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is the lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/ facilities and experience of similar nature.
6. The financial bids of only those firms whose technical bids are found responsive in technical bid evaluation only will be opened. The ICAR-CCRI reserves the right to reject all or any of the quotations/ tenders and decision of the Director, ICAR-CCRI in the matter shall be final and binding.
7. The successful bidder shall have to deposit to 5% of the total annual contract value as performance security and within the time frame indicated by the Director, ICAR-CCRI.

8. The tendering firm has to carefully assess the scope of work with specific reference to the various nursery operations etc. to be undertaken and understand the complete details of the service to be performed requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR- CCRI nursery and places where work has to be done.
9. No interest on Security Deposit and earnest money deposit shall be paid by the ICAR- CCRI to the tenderer.
10. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.. If the contract period is extended, the Bank Guarantee validity has to be extended accordingly.
11. The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
12. Acceptance by the ICAR-CCRI will be communicated by email, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/Express letter etc. should be acted upon immediately.
- 13. Details of essential documents required for Technical evaluation of bids are provided in Annexure-IV.**
14. If the contract is terminated on the grounds of glaring short comings or deficiencies during the currency of its tenure including extended tenure, if any, the ICAR-CCRI shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost,if any, will be borne by the agency/ contractor.
15. It shall be the responsibility of the firm to comply with all the provisions of acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
16. The personnel deployed by the Agency should not have any police records/ criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR-CCRI, Amaravati Road, Nagpur within fifteen days of award of contract and will get them verified from the police authorities.
17. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-CCRI nor the contractor workers shall have any right whatsoever to claim the benefits and or emoluments that may be permissible or paid to the employees of the ICAR-CCRI. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-CCRI, Amaravati Road, Nagpur. There is no Master and Servant relationship between the employees of

the service provider and the ICAR-CCRI, Amaravati Road, Nagpur and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-CCRI by virtue of their engagement for this work.

18. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-CCRI.**
19. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
20. The workers for the contract shall be of good character and of sound health. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of Pan/Gutka, Smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years and above 58 years.
21. The service provider shall replace immediately any of its personnel, if not unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-CCRI, Nagpur.
22. The damage caused, if any, to ICAR-CCRI, Nagpur and its property through the acts of the firm and/ or by its workers shall be made good by the agency and decision in this regard shall be final/ binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-CCRI may deem fit.
23. The service provider has to take complete responsibility to satisfy them at the regular payment of ESI, EPF, issue of cards, (E-Pehachan) facilitating settlement of their EPF contribution ensuring medical benefits under ESIC(if any) etc. The service provider has to take complete responsibility for mobilizing the required manpower throughout the year and to address their all issues. **Hence, to ensure all these facilities to the workers, to cover for the expenditure involved in this regarding, the service provider has to quote reasonable and adequate enough service charges accordingly. Service providers are advised not to quote low / freak service charge to get the contract and later fail in providing quality services.**
24. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carryout the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
25. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. The procuring entity shall not be liable for any compensation in any case. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.

26. In the event of any loss being caused to the ICAR-CCRI, Nagpur of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall the loss sustained to the ICAR-CCRI, Nagpur either by replacement or on payment by adequate compensation.
27. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
28. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
29. The ICAR-CCRI reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.
30. The Agency/ Contractor shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR-CCRI, Nagpur the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-CCRI, Nagpur staff.
31. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-CCRI. His decision will be binding on the contractor.
32. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
33. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

Yours faithfully

Sd/-

**ADMINISTRATIVE OFFICER**

**CHECKLIST FOR TECHNICAL BID EVALUATION:**

<b>Sr. No.</b>	<b>Documents (Strictly as per details below)</b>	<b>To be Filled by Bidder</b>	<b>Page number</b>
1.	Scanned copy of <b>Registration Certificate</b> the firm under Company/Shops & Establishment act of the respective state for this purpose. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.		
2.	Scanned copy of an undertaking as per attached format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- or above (Rupees one Hundred & above Only) regarding their <b>non-blacklisting</b> by any of the Govt. Departments, Public Sector undertakings and/or by Central Vigilance Commission.		
3	Scanned copy of <b>experience</b> of the firm to undertake perform in Nursery operation/ Job work /Horticulture operations in Govt.(Centre/State) Departments/ Autonomous bodies/PSUs/PSES/ other equivalent govt. organizations of high repute.		
4.	Scan copy of the firm must have certificate of <b>GST</b> issued by the Government.		
5.	Scanned copy of Certified <b>Profit and Loss Account and Balance sheet</b> of the firm for the last 3 financial year of the service of the contract by the Chartered Accountant and minimum turnover of the firm not less than <b>Rs.20 lakhs</b> during the last 3 financial year as reflected in Profit and Loss Account.		
6.	<b>Income tax return (ITR)</b> of last 3financial years.		
7.	Scan copy of whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm must enclose <b>an affidavit</b> form that there is no criminal/legal suit pending or contemplated against it.		
8.	Scan copy of <b>PAN no.</b> of the firm/proprietor.		
9.	Scan copy of <b>Bid security/ Earnest Money Deposit (EMD) of Rs. 50,000/-</b> (Rupees Fifty Thousand only) in the form of Demand Draft/ FDR/ Bank Guarantee Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of "ICAR unit CCRI", payable at Nagpur or valid Exemption certificate (NSIC or MSME etc.)		
9.	Scan copy of Tender acceptance letter <b>Annexure-V</b> has to be mandatorily uploaded.		
10.	<b>EPF</b> registration certificate issued by Govt. of India/ State Government etc.		
11.	<b>ESIC</b> registration certificate issued by Govt. of India/ State Government etc.		
12.	<b>The site visit is mandatory for bidders</b> They are advised to visit and examine the site and obtain all the information that may be mandatory for preparing the bid.		

**Note:** All the documents duly self-attested must be attached for the purpose of Technical Evaluation.

Sd/-  
ADMINISTRATIVE OFFICER

**ANNEXURE-V**

**(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)**

To,

The Director  
ICAR-Central Citrus Research Institute  
Amravati Road, Nagpur – 440033.

Sir,

It is confirmed that I/we have fully understood the scope of work and all Other requirements for works/ services contract for Nursery Operation at ICAR-Central Citrus Research Institute, Amravati Road, Nagpur.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses at ICAR-CCRI, Amravati Road, Nagpur
2. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
3. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in **Annexure VIII**.
4. I/We undertake that the documents enclosed herewith are genuine and no material/ facts have been concealed or suppressed.
5. I/ We undertake that there are no any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/legal suit pending or contemplated against us. Affidavit from notary is enclosed along with tender documents.
6. I/ We are not blacklisted by any Government organization in the field of providing service contract for nursery job work.
7. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-CCRI within 90days from the date of opening of the technical bid.

**(Signature of authorized representative of the firm)**

**With stamp/seal of the firm**

**Schedule of Area and nature/type/scope of works**

SCOPE OF WORK:

The contractors are advised to visit the Institute at any working day before the last date of submission of bid to get acquainted with all nature/type/scope of work and the quantum of work, and understand the requirement of institute with Chairman or In charge of nursery.

S.No	Nursery work	Qty Operations / Activities	Cost( per unit)
1.	<p><b>Making potting mixture and filling of polythene bags with that mixture &amp; shifting that bags to required place (within CCRI campus at different nurseries).</b></p> <p>Size of polythene bag : 12"x7"</p>	1,60,000 poly bags	
2.	<p><b>Filling of trays with potting mixture in primary nursery.</b></p> <p>Size of tray : 60"x45"x12"</p>	2000 trays	
3.	<p><b>Transplanting of rootstock seedlings from trays to polythene bags.</b></p> <p>Size of polythene bag : 12"x7"</p>	1,50,000 poly bags	

**(Note: All the operations are time bound. The agency should complete the work in the given time frame, failing to do so will attract the penalty)**

Signature of the Contractor/ Agency

**Financial Bid (BOQ)**

**(To Be Submitted Only Electronically /Online)**

Following terms and condition should be followed during submission of financial bid / Price Schedule

1. Nature/type/scope of work mentioned in Annexure VI.
2. BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender.
3. Bidders are allowed to enter the Bidder Name and Values only.
4. If applicable-GST will be paid as per rule
5. While quoting the Service Charges please ensure that the Income Tax Rules for TDS deduction should be fulfilled.

-Sd/-

**ADMINISTRATIVE OFFICER**