

## PROFORMA

### CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

#### PROFORMA FOR SUBMISSION OF TENDERS FOR EXECUTION OF THE CONTRACTUAL WORK FOR SERVICES RELATED TO FIELD / FARM / LAB. WORK

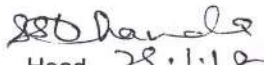
1. Name and address of the deptt. : Dept. of Genetics & Plant Breeding, CCSHAU, Hisar
2. Job description and other related activities/operation of details : As per annexure
3. Duration of the contract : **12.02.2018 to 29.03.2018**
4. Estimated cost : **Rs. 125100.00**
5. Earnest money : **Rs. 2500 /-** (2% of the estimated cost)
6. Date of opening tenders : 12.02.2018

#### Terms and conditions of the tender:

- 1) Tenders can be obtained from the HOS, Wheat & Barley, CCS HAU, Hisar upto 12.02.2018 and can be deposited up to **11.00 AM** on 12.02.2018. Tenders will be opened by committee on **12.02.2018 at 12.30 P.M.** in o/o HOS, Wheat & Barley in the presence of such tenderers or their agents who may like to present. Tenders must be sent by post in a sealed envelop by due date or be delivered in person by the tenderers or their agents to HOS, Wheat & Barley. Tenders must be prescribed on the envelop as "Tenders for the Field Lab. /Farm work Wheat and Barley Section, Department of Genetics and Plant Breeding, CCSHAU, Hisar. On the envelop tender's address be also given as from (with name and address of the quote) on the other side of the envelop. Tender shall be submitted in double envelope system. First envelop will be subscribed as Technical Bid and shall contain earnest money, Registration number, Copy of Labour licence for labour supply in agriculture field from Labour Department, PAN No., ESI. No., PF. No., satisfactory work experience certificates and other related information if any as per rules. The second envelop containing rates shall be subscribed as Financial Bid. Technical bid shall be opened first and Financial Bid shall be opened in case of only those tenderers who will qualify technical bid. The tenderers who do not qualify in technical bid their financial bid shall not be opened. Both Technical and Financial bid shall be put in a single envelop.
- 2) Earnest money amounting to Rs. 2500/- or as per rule must accompany each tender in the shape of National Plan Certificate/deposited at call receipt/draft of any schedule bank at Hisar and each tender is to be sent in a sealed cover super scribed "Tender for the Field Lab/Farm work" and addressed to the Head, Wheat & Barley Section, Department of Genetics & Plant Breeding, CCS, HAU, Hisar.
- 3) Tenders not accompanied with earnest money in the shape of National Plan Certificate or deposited at call receipt at any schedule bank at and the amount of earnest money pledged to the Head, Wheat & Barley Section, Department of Genetics and Plant Breeding shall not be considered. In case of non-acceptance of the tenders, the amount shall be refunded to them on the same day.
- 4) Conditional tenders are liable to be rejected.
- 5) The contractor shall be required to sign the contract agreement on the bond paper of Rs.15/- on the prescribed form within 10 days of the intimation of the acceptance of tender to him. Failure on his part to do so may result in invalidation of the contract and forfeiture of the earnest money.
- 6) Income tax @ 2% to be deducted from the bill(s) at source.
- 7) The contractor will have to execute the job within the given time and no request for extension or time shall be entertained except in unforeseen circumstances.
- 8) Payment will be made after completion of the job satisfactorily.
- 9) The contractor shall be responsible for observance of the provision of the contract labour (regulation and Abolition) Act, 1970. The University shall not be responsible for it in any manner.
- 10) In case of any loss due to negligence of contractual workers, the contractor shall be responsible to make good loss to the, failing which the amount of loss shall be recovered/adjusted from earnest money. Contractor will be liable to pay an appropriate fine as assessed if work is not completed/ delayed.
- 11) It will be sole responsibility of the contractor to compensate the labour on account of injury, loss of life or limb in accordance with the law in force for the time being. The University will in no way be responsible for such loss.
- 12) The contractor shall be required to provide small agricultural implements (hand tools) i.e. kassi, kasola and drati etc. he will have to work as per the instructions given by the HOS, Labour Incharge, Scientist concerned/ Farm Manager /Agril. Inspector/Research Associate/SRF/ La b. Incharge at the site.
- 13) It will also be responsibility and liability of the contractor to adhere to the provisions of the ESI and provident Fund Act and in case they are not followed properly, he himself will be responsible for it.

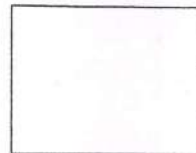
- 14) In case of breach of terms and conditions of the contract or any of them, the contract shall be cancelled and contractor blacklisted. The remaining job shall be got done at the risk and cost of the contractor who has defaulted.
- 15) The University reserve the right of supervision. Transport for transporting labour will not be provided by the University.
- 16) The parties may visit the site and contact, Head (W&B) CCS HAU, for this purpose before submitting their tenders.
- 17) In case of any dispute between the parties the same will be referred to arbitration of the Vice Chancellor and his decision shall be final.
- 18) The contractor should not use insulting language against any work man.
- 19) Contractor must issue attendance card to each workman employed by him in connection with field operational work so that record pertaining to the attendance of workmen should be in the notice of workmen.
- 20) As per provision in the Contract Labour Act, 1970 the contractors shall be responsible for the payment of wages as per **approved minimum wages** before expiry of such period as may be prescribed. Any litigation arise due to non compliance of above conditions will be responsibility of the contractor and settle by him.
- 21) Contractors will give break up of wages, PF and ESI in the tender to be offered by them pertaining to field operational work. They may obtain the PF and ESI code from competent authority.
- 22) It will be sole responsibility of contractor to supply copy of challan regarding PF/ESI.
- 23) Work men deployed through contractors for field operational work abide by the following provisions strictly:-
  - a) Workers are paid wages by 7<sup>th</sup> of every month by contractor.
  - b) Workers are paid the minimum, wages at least as provided under minimum Wages Act.
  - c) Wages slip are issued regulatory to the workers by the contractors.
  - d) Necessary certificate regarding the above provisions (a to c) be also got recorded in the wages register from Principal Employer or the person who is authorized in this behalf by the Principal employer.
- 24) If contractor employes more than 20 labours in a particular contract, then he should obtain licence from Labour Department and submit the same to the Principal Employer. Enclose a photocopy of licence along with tender offered
- 25) Contractor should obtain **licence from Labour Department** for supply labour in agriculture field during year 2017 and submit the same to the Principal Employer.
- 26) The tenders of contractors having PF, ESI code may be accepted in response to tender notice and in case the contractors do not have any code they should obtain the code from the competent authority.
- 27) The workman deployed through the contractors for field operational work may be paid the minimum wages as per provisions contained under the wages Act and that provisions of working hours may be fixed for them. EPF provisions may also be followed strictly by the contractors. The workmen may also be paid minimum wages well in time every month, besides to issue wages slip to them.
- 28) Relatives of the University employees are not allowed to do job contract work. The contractor certify in his quotation/tender that no other member of his family has quoted rates for this work. A passport size photo of the contractor must be accompanied/pasted on the contractual form.
- 29) Contractor shall produce Registration No. if any from service tax authority.
- 30) Service tax if any will be paid by the contractor.
- 31) Contractor should attach the **satisfactory work experience certificate** of wheat research experiments or experience in other field crops research experiments from three employers.
- 33) The contractor is required to quote the rates in lumpsum amount including minimum Govt. rates + TDS + service charges etc. if any, on which he wants to take contract otherwise the committee reserves the right to reject the tender.
- 32) The right to accept the tender will rest with Head, Wheat & Barley Section (G&PB) who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all tenders in which the conditions are not fulfilled, will be rejected.

Date: 29.01.2018

  
Head 29.1.18  
Wheat and Barley Section

**PROFORMA SR. NO. -----**  
**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**  
**PROFORMA FOR SUBMISSION OF TENDERS FOR EXECUTION OF THE CONTRACTUAL**  
**WORK FOR SERVICES RELATED TO FIELD/FARM/ LAB. WORK**

1. Name and address of the Deptt.: **Wheat and Barley Section,**  
**Dept. of Genetics & Plant Breeding, CCSHAU,**  
**Hisar**



2. Job description and other related activities/operation of details:

Sr. No.	Name of work	Quoted Amount (Rs.)
<b>Wheat</b>		
1	Irrigation in 2 ha area two time	
2	Cleaning of paths in 2.5 kanals of wheat experiments twice	
3	Hoeing and weeding with kasola in 1 ha	
4	Helping in recording observations in 45 experiments	
5	Scaring of birds in 2 ha	
	<b>Sub Total</b>	
	<b>Income Tax @ 2%</b>	
	<b>Contractor Commission/ service charges</b>	
	<b>Total Amount (Rs.)</b>	

1. Certified that the work will be done as per the satisfaction of the authority and will be abide by all the rules of the contract as per the circular/Notice.
2. No other member of my family has quoted rates for this work.
3. The earnest money is being deposited vide No.-----dated -----for Rs. -----

Signature  
Name  
Address