Tender Notice for supply of Agricultural Labour on Contract Basis

Director, Agharkar Research Institute of MACS invites tenders for supply of Agricultural Labour at Hol & Songaon Farm (near Baramati). Interested agencies may collect the tender form on payment of a non-refundable tender fee of Rs.500/- in cash counter of the Institute during working hours (10.00 a.m. to 04.30 p.m.) upto 29.05.2017. Duly filled in sealed tenders should be dropped in the tender box available in the Administration by 30.05.2017 (upto 11.00 a.m.). Details of terms & conditions of tender may be seen at www.arilynpune.org

ELIGIBILITY CRITERIA

1. Must have valid registration certificates regarding ESI, PF, Shop Act, Professional Tax, PAN, Service Tax/GST etc.
2. Must enclose last 5 years’ experience certificate for supplying agricultural labour preferably in Central Govt./State Govt./PSU/University etc. or its work order & address of owners.
3. Must have annual turnover of Rs, 10 lakhs and above of the tenderer in the last 3 years. Please enclose copy of last 3 years Income Tax Return / Balance Sheets.
4. Must have minimum 50 labours (including Agricultural labour) on the pay roll of tenderer. Copy may be provided.
5. Must enclose a photostat copy of receipt of tender fee paid.
6. Must enclose a D.D. for Rs.40,000/- drawn from a Nationalized Bank in favour of “Director Agharkar Research Institute” being the amount of Earnest Money Deposit (EMD).
7. Must have a well-established office with E-mail, Fax and Telephone/Mobile etc. and also a single point of contact.
MACS – AGHARKAR RESEARCH INSTITUTE
G.G.AGHAKAR ROAD, PUNE-411004

SUPPLY OF AGRICULTURAL LABOURERS
ON CONTRACT BASIS AT HOL & SONGAON FARM
(NEAR BARAMATI) OF MACS-ARI

INSTRUCTIONS FOR THE TENDERERS

The Tenderers should attach the following documents along with the tender

Envelope No.1 containing Technical bid consisting of:-

1) Application of bidder.
2) Photostat copies of Valid Income Tax clearance & PAN of last three years.
3) Photostat copies of valid registration certificates regarding ESI, PF, Shop Act, Professional Tax, PAN, Service Tax/GST etc.
4) Photostat copies of last 5 years’ experience certificate for supplying Agricultural labour preferably in Central Govt./State Govt./PSU/University etc. along with its work order & address of owners.
5) A Photostat copy of the partnership deed & power of attorney if any.
6) A Photostat copy of turnover of the tenderer in the last 3 years duly certified by competent authority.
7) The details of Personnel on the roll of tenderer.
8) A photostat copy of receipt of tender fee paid.
9) A D.D. for Rs.40,000/- drawn from a Nationalized/Scheduled Bank in favour of “Director Agharkar Research Institute” being the amount of Earnest Money Deposit (EMD) refundable to unsuccessful bidders without any interest.

Envelope No.2: Commercial bid showing rates and amount quoted as per Annexure ‘I’.

1) Both the envelops (envelope No.1 & 2) duly sealed should be put in another envelop (envelop No.3) & the same should be submitted before the due date & time duly sealed. The outer envelop (No.3) should be super scribed with “Tender for supply of Agricultural Labours due on 30.05.2017”. The tenderer should note that incomplete tender on any account may be rejected at the discretion of the Institute & no further correspondence shall be entertained.

The institute reserves its rights to accept or reject or modify any or all tenders without assigning any reason whatsoever. The last date of submission of tender is 30.05.2017(1100 hrs.) Tenders received thereafter will not be considered. Technical bids of tenders will be opened at 11:30 a.m. on 30.05.2017 in the presence of the tenderers who may like to attend the tender opening. The commercial bids will be opened on the prescribed date and time in presence of the bidders who qualified in Technical bids; and only those firms will be considered for commercial bid who will qualify in the Technical bid.
TENDER FORM FOR SUPPLY OF AGRICULTURAL LABOURERS ON CONTRACT

1. Name of the Labour Contractor/Agency :

2. Complete Postal Address with contact Nos. :

3. Are you registered with appropriate authorities for ESI, PF, Shop Act, Professional Tax, PAN No. etc. fulfilling all legal requirements for supply of contract labourers : Yes/No.

(score out what is not applicable)

(If answer to sl.3 is yes, please specify the details of authorities supported by copies of all relevant certificates/documents showing registration nos etc. (Attach separate sheet, if required). Also please provide all other technical details in support of your eligibility for the contract. Please note that in absence of copies of relevant documents, your tender may be rejected technically and in that case, your commercial bid will not be considered)

4. Name the reputed establishments/organizations to whom you have been supplying contract Agricultural labourers and since when ? (attach separate sheet if required giving names of contact persons and their contact numbers)

5. Do you accept the attached terms and conditions of the contract : Yes/No

If yes, please return the same duly accepted and signed with seal.

6. Have you paid the cost of blank tender form of Rs.500/- (non-refundable) ? If so, attach a copy of the cash receipt

7. Submit a Demand Draft of Rs.40,000/- along with the technical Bid drawn in favour of "Director, Agharkar Research Institute" from a Nationalized Bank being the amount of Earnest Money Deposit (EMD), which will be refundable to unsuccessful bidders (with conditions as may be stipulated by the Institute). In case the amount of EMD is not paid along with the technical bid, the tender is likely to be rejected, which may be noted.

DD No________________________ Dated_______________ for Rs.40,000/- on
__________________________________________________________________________(Bank) ________________________________________________________________________(Branch) enclosed.

Dated: ________________________
Pune _________________________

Authorized signatory
(with seal)

N.B. : Commercial bid (Annexure –I) should be submitted in a separate sealed cover, which will be opened only of those tenderers who would technically qualify. All other documents may be submitted along with the Technical Bid. The Institute reserves its right to modify, cancel or reject any tender condition or all tenders without assigning any reason.
TERMS AND CONDITIONS FOR SUPPLY OF AGRICULTURAL LABOURERS CONTRACT

1. The Institute needs the services of Agricultural Labours as mentioned below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Place</th>
<th>Semi-Skilled Male Labour</th>
<th>Unskilled Female Labour</th>
<th>Extra Female Labours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hol Farm (Near Baramati)</td>
<td>10 (ten) nos. per day</td>
<td>5 (five) nos. per day</td>
<td>Upto 40 Female labours may go up, depending on the stage of the crop and volume of the work</td>
</tr>
<tr>
<td>2</td>
<td>Songaon Farm (Near Baramati)</td>
<td>5 (five) nos. per day</td>
<td>1 (one) no. per day</td>
<td>Upto 20 Female labours may go up, depending on the stage of the crop and volume of the work</td>
</tr>
</tbody>
</table>

Names and addresses of these personnel should be submitted to the Institute well in advance with antecedent verification report of every person.

2. All statutory aspects and welfare measures in this connection, such as Minimum Wages Act, Payment of Wages Act, Contact Labour Act, PF, ESI, and other statutory provisions as may be applicable should be fulfilled by the Contractor. The Contractor shall be the principal employer of the workers to be provided at Hol Farm and Songaon Farm near Baramati of MACS-ARI. Whenever a Govt. Resolution is issued by Govt. to increase the DA percentage (normally once in six months) the increased DA as per the GR will be paid/passed.

3. Each labour should have experience in the Agricultural work and within the age group of 18-55 years.

4. The labour must be neatly dressed and smartly turned out at all times.

5. They should be healthy and pleasant in appearance and conduct.

6. The semi-skilled labour should be able to write, read and speak Hindi & Marathi languages.

7. They should be present on duty on all working days and other days of importance as per schedule (Except on the day of weekly off and National Holidays)

8. A Security Deposit equal to 10% of the initial annual amount should be deposited with the Institute either in cash or through Bank Guarantee prior to the commencement of the contract. This S.D. will be refunded after successful completion of contract period without any interest.

9. Attendance Register should be maintained for the contract labour. Other registers which are required to be shown to the Government Inspectors (Minimum Wages etc.) are to be maintained and shown to the authority concerned.

10. Supervisor/Officer-in-Charge/responsible person must be accessible throughout in case of emergency.

11. They will have to carry out administrative duties as may be instructed to them by the Scientists/Officers to whom they may be attached on required basis.

12. Uniform, shoes, rain coats etc. required to be used by the labours are to be provided by the Contractor.

13. The Contractor has to provide extra labours whenever required.

14. The Contractor will be required to submit documentary evidence in support of the wages paid to the workers every week/month and also the proof of the amount of the ESI, PF etc. deposited with the respective local authorities are to be submitted with the next bill.

15. This Contract is for a period of One year from ______________. During this period, the Contract may be terminated at any time without assigning any reason by one month’s notice from either side. The contract may be extended for subsequent year(s) subject to satisfactory services as per mutual understanding.

Accepted

(Seal and signature of authorized signatory)
RATES FOR PROVIDING "SEMI-SKILLED AND UNSKILLED AGRICULTURAL LABOURS" AT HOL FARM & SONGAON FARM OF MACS-ARI

<table>
<thead>
<tr>
<th>SR.NO.</th>
<th>NAME OF THE ITEM</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Complete Address &amp; Ph. Nos. of the Firm</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name of the contact person</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Details of the Contract Worker/Labour</td>
<td></td>
</tr>
</tbody>
</table>

A Proposed Workers/ Labours to be engaged at Hol & Songaon Farm

- 15 (Fifteen) Semi-skilled Male Agricultural labours
- 6 (Six) Unskilled Female Agricultural labours

B Payment details under application Minimum Wages Act, per day/per labour

Category contract Agricultural labour under Minimum wages Act (GOI). Shop & Commercial Act 1982

- a) Basics Wages: Rs.
- b) Special Allowances/Variable DA: Rs.
- c) H.R.A (%): Rs.
- d) P.F (%): Rs.
- e) E.S.I. (%): Rs.
- f) Payment of Bonus (%): Rs.
- g) Payment of Leave Wages (%): Rs.
- h) Other Statutory Payment, if any: e.g. National Holiday: Rs.

**TOTAL I**: Rs.

- j) Administrator / Services Charges: ( %)

**TOTAL II**: Service Tax % on Total II

**GRAND TOTAL**: (Rs.____________________________________)

Signature of the Authorized Signatory with seal

Pune
Date: