



भाकृअनुप-राष्ट्रीय चावल अनुसंधान संस्थान  
कटक-753006 (ओडिशा) भारत  
ICAR-NATIONAL RICE RESEARCH INSTITUTE  
CUTTACK-753 006, (ODISHA), INDIA

PHONE : 0671-2367768-783, FAX : 0671-2367663, E-mail: director.nrrri@icar.gov.in



## **BID DOCUMENT**

NAME OF WORK: JOB / WORK CONTRACT FOR PROVIDING “VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS” AT NRRI, CUTTACK-753006.

**Tender Enquiry No:04/Agril./Tech./NRRI/2022-23**

Tender published at Website:

<https://eprocure.gov.in>

<http://crri.nic.in>

**CPPP Helpline No: 1800-3070-2232, 0120-4200462**  
**0120- 4001002**



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### E-TENDER NOTICE

#### **Tender Enquiry No04/Agril./Tech./NRRI/2022-23**

1. Online Quotations/tenders are invited from reputed contractors for following **JOB /WORK CONTRACT FOR PROVIDING “VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS”** AT ICAR-NRRI, Cuttack – 753006 on behalf of Director ICAR-National Rice Research Institute, Cuttack-6
2. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website [www.NRRI.nic.in](http://www.NRRI.nic.in). Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted in any circumstances.
3. **The rates quoted will be valid for a period of one year in event of award of the Contract.**
4. Estimated cost is **Rs. 2.9 Crore** approximate per annum.

## Critical Dates

1	Tender Number	<b>04/Agril./Tech./NRRI/2022-23</b>	
2	Type of Tender	Open Tender (Two bid system)	
3	Bid Document Download Start Date (Online)	06.06.2022	17.00 hrs.
4	Bid Submission End Date (Online)	27.06.2022	15:00 hrs.
5	Date of Technical Bid Opening (Online)	28.06.2022	15.00 hrs.
6	Date of Opening of financial bid	As will be reflected in the Technical Evaluation Report	
7	Bid validity	<b>90</b> days from the date of opening of Technical bid	
8	EMD	<b>Exempted till 31.03.2023, but Bid Security Declaration (Annexure-I) must be submitted in the letterhead of the bidders for accepting the clause that <u>the bidder will be suspended from participation in bidding process for One Year from the date of opening if they withdraw or modify their bids during the period of validity etc.</u></b>	
9	Security deposit	<b>3% of the total Annual estimated contract value</b> should be deposited in shape of Demand Draft in favour of Director, ICAR-NRRI, Cuttack-6 payable only at the <b>State Bank of India, Navabazar, Cuttack-753004, A/c. No.- 10329386033, IFS-SBIN0002094, MICR No. 753002016</b>	
11	Details of tender	a) Tender document & notice is also available in NRRI website <a href="http://www.nrri.nic.in">www.nrri.nic.in</a> b) Online bids uploaded on CPP Portal ( <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) will be available from 06.06.2022 to 27.06.2022 up to 3.00 P.M.	

### Important Notes:

1. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
2. **Only bids received on our e-procurement portal will be considered for opening.**
3. NRRI will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.

4. Any Corrigendum about extension of date in respect of above tender shall be issued on our website [www.NRRI.nic.in](http://www.NRRI.nic.in) and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
5. The Director, NRRI, Cuttack may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.
6. The Director, NRRI, Cuttack- 753006 reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
7. **Please note that only online bids will be accepted**
8. Link: [eprocure.gov.in](https://eprocure.gov.in)

**Place: NRRI, Cuttack**

**Date : .06.2022**

**Digitally signed by :**

**Date : .06.2022**



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 कटक-753006 (ओडिशा) भारत  
**ICAR-NATIONAL RICE RESEARCH INSTITUTE**  
**CUTTACK-753 006, (ODISHA), INDIA**  
 PHONE : 0671-2367768-783, FAX : 0671-2367663, E-mail:  
 director.nrri@icar.gov.in



Note: All communications must be addressed to 'The Director, NRRI, Cuttack-6.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB/ WORK CONTRACT FOR PROVIDING "VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS" AT NRRI, CUTTACK-6

From:

The Director  
 NRRI, Cuttack-6.

To

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dear Sir (s),

Sealed tenders are hereby invited on behalf of the Director, NRRI, Cuttack-6 for annual contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES (VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS") AT NRRI, CUTTACK-6. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2) The tenderer is being permitted to **submit** the tender(s) paper in consideration of the stipulation on **the part of the tenderer**. After submitting the tender(s), **the tenderer will not withdraw** / will not resile from **their** offer or modify the terms and conditions thereof.

3) The Schedules of the tender(s) form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the **concerned** tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender **documents any kinds thereof**.

4) The tender(s) **documents** are liable to be ignored, if the **same is received with** incomplete information as required thereof. Individual signing the tenders or other documents connected with the contract may specify whether the **signature made in the tender documents** in the capacity of (i) a sole proprietor of the firm or constituted attorney of such

sole proprietor , of (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 of (iii) constituted attorney of the firm if it is a company .

5) If the successful tenderer does not accept the offer within 15 days from the date of issue of letter of award by the Institute, the offer made shall be deemed to be withdrawn without any further notice & earnest money **deposited will be forfeited** against the said Tenderer.

6) In case of partnership firms, where no **written** authority has been given **in favour of** any partner to execute the contract/agreement concerning the business of the partnership, the tender(s) **documents** and all other related documents must be signed by **each individual** partner of the **concerned** firm. A person signing the tender(s) **documents**, form or any other documents forming part of the contract on behalf of another's, shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person(s) so signing had no authority to do so, the ICAR-NRRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and annexure, if any, should be signed by the tenderer.

7) The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Name and address of permanent representative, of the tenderer if any, may also be indicated with due attestation by the concerned tenderer while submitting the tender documents.

8) The bidders fulfilling all the criteria of Technical bid(s) mentioned in Schedule-I will be qualified technically and the price bid of the technically qualified bidder will be opened for further action.

9) (a) The Institute (**NRRI**) is not bound to accept the lowest **price quoted by the bidders** or any other tender(s) and also reserve to itself the right **to** accept the tender(s) in whole or in part. **Bidders** are however at liberty to Tenders for the whole or any portion or to state **clearly** in the tender(s) **documents** that the rates quoted shall apply only if the tenders are considered fully. Other conditional tender(s) **documents** will not be accepted.

(b) **The NRRI, Cuttack has ascertained the item wise base rate considering the prevailing minimum wages and other statutory dues and any rate quoted by the bidders less than the base price will not be accepted for consideration. Selection of the bidder will be made solely on the lowest rate above the base price for any item. Afterwards, work order will be issued after execution of the agreement with NRRI, Cuttack.**

(c) Execution of the work will be done as per the requirement **received** from **the concerned indenter from** time to time throughout the contract period by issuing **work order** and payment will be made **after satisfactorily** completion of the work.

10) **3% of the total Annual Estimated Contract Value of security deposit** will be deposited by the agency / **Contractor** within seven days of issue of the work order/before starting of the work. The security deposit will be kept by the office and same will be refunded after **satisfactory** completion of the work period on receipt of written request.

11) If the work awarded **to the successful bidder**, it is incumbent **upon** the contractor to start and complete the work as per requirement of the indenter, failing which, 30% of the Work order/ bill amount per week will be deducted from the bill of the contractor for delayed period of completion, based on the certificate given by the Indenter. If the contractor fails to undertake the work or if any complaint received from the indenter regarding execution of Agricultural Operation work being un-satisfactory, the work order **of the concerned contractor** will be cancelled automatically **without any notice**. The concerned contractor will be blacklisted and the EMD / Security deposit will be forfeited.

12) During the (operation) subsisting of the contract period, if the contractor fails to provide required manpower in time as per the requirement of the indenter, 10% of the Work Order/ Bill amount per day will be deducted from the bill based on the certificate given by the Indenter.

**13) No interest on security deposit shall be paid by the Institute to the tenderer.**

14) 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/NRRI will not entertain any claim whatsoever in this respect.

15) Director, NRRI, Cuttack-6 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.

16) Decision of Director, NRRI, Cuttack-6 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, NRRI, Cuttack-6. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. In this regard, the Arbitration proceedings shall be governed by the Arbitration & Constitution Act.1996.

17) Acceptance by the Institute will be communicated by FAX/Telegram, 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 FAX/Telegram/ Express letter etc. should be acted upon immediately.

**18) The contractor will have to make monthly payment even without receiving payment from NRRI.**

Yours faithfully,

For and on behalf of the Director  
NRRI, Cuttack-6.

**MINIMUM ELIGIBILITY CONDITIONS: -****Bidders should**

1.	The firm should be registered under the <b><i>Shop and Establishment Act</i></b> and other relevant Acts and possesses valid Registration certificate, as on the date submission of bids and valid for the entire duration of the bid validity period, relevant to the work mentioned in the tender document
2.	The firm should have valid <b>EPF &amp; ESI registration certificates</b> issued by govt. and should have Minimum 50 nos.(Staff / Supervisors) with ESI & EPF enrolment
3.	The contractor/agency must have a registration with <b>LIN number under the Contract Labour (Regulation and Abolition) Act, 1970.</b>
4.	The firm should have valid <b>GST Registration</b> certificate & PAN number
5.	<b>Minimum turnover of the firm</b> should be not less than <b>Rs.40.00 lakhs (Rupees Forty lakhs)</b> during any one financial years in the last three years (i.e., (2018 -19 or 2019 – 20 or 2020-21)
6.	The firm should have <b>solvency capacity of Rs. 40.00 Lakhs</b>
7.	<b>Minimum three years' of experience</b> in the field of providing such services as per the tender in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations', etc.
8.	The firm should <b>not have been blacklisted</b> by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

**ADDITIONAL POINTS: -**

1. All entries in the Tender Form should be writing legibly and filled clearly. If the space providing for furnishing of information which found insufficient, a separate sheet must be signed by the authorized signatory.

**IN CLAUSE NO.3:**

Bidder should take into account of the NIT published and submit the Tender through online which will be floated in CPP Portal of the Government of India website well before the Scheduled date and time. Bidder in advance should prepare the bid documents to be submitted as indicated in the Tender schedule; if there is more than one documents, they should be clubbed together.



**TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT  
FOR “VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS”  
(UNSKILLED NATURE) AT NRRI, CUTTACK-**

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

From:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To

The Director,  
NRRI, Cuttack-6.

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 SEASONAL AGRICULTURE/FARM OPERATION WORKS” AT NRRI, CUTTACK-6 and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 180 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 for the contract for Job Work/Service contract for “VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS” AT NRRI, CUTTACK-6” at NRRI, Cuttack-6. The Schedule I & II to accompany this Tender are at pages\_\_\_\_\_

4) Every page so attached with this Tender bears my Signature and the office seal.

Witness: _____	Signature & Seal of the Tenderer
Address: _____	Telephone No. (Office):
Occupation: _____	Telephone No. (Resi.):
	Mobile No.:

Signature of witness to contractor's signature

Address:

Name & Signature of witness:

Address:

**SCHEDULE-I**

**TECHNICAL BID / ELIGIBILITY CONDITIONS**

Sl. No.	Documents required	Upload the scanned copy	Page No. of enclosures
a)	Registration certificate of the firm under the work contract of the Central Govt. /State govt.		
b)	Three years' experience between <b>2016-17 and 2021-22</b> of the bidder in the relevant field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations provide the details in enclosed tabular form supported by duly certified copies.		
c)	Employee EPF registration certificate issued by local govt.		
d)	Employee ESI registration certificate issued by local govt.		
e)	GST registration certificate issued by Govt. etc.		
f)	Certified balance sheet of the firm for last year i.e., <b>2021-22</b> of the service contract by the chartered accountant.		
g)	<b>Minimum turnover</b> of the firm should be not less than <b>Rs.40.00 lakhs (Rupees Forty lakhs)</b> during any one financial years in the last three years (i.e., (2018 -19 or 2019 – 20 or 2020-21).		
h)	The agency must have a registration with the contract labour (R&A) Act. 1970. The contractor shall obtain the labour licenses under this Act. to deploy 100 numbers of workmen per day.		
i)	The details of worker including their names and address (Minimum 50) may be provided who are registered by them under EPF & ESI. Documentary proof of ECRs copy of EPF of last two years i.e., <b>2020-21 and 2021-22</b> should be attached with the monthly contribution of EPF & ESI.		
j)	<b>I.T. return filed by the Agency for the year 2019-20, 2020 - 21 and 2021-2022.</b>		

**SCHEDULE-II****SCHEDULE TO TENDERS:**

a)	Name of the Firm/Agency	:	
b)	Full address with Post Box No. e-mail and Telephone No. if any	:	
c)	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	:	
d)	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 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 answer to the above is 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 partners.	:	
e)	Name and full Address of your Bankers	:	
f)	Your permanent Income Tax No/Circle/Ward	:	

Date:

Place:

AUTHORISED SIGNATORY

**SCHEDULE-III**

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING “VARIOUS SEASONAL AGRICULTURE/FARM OPERATION WORKS” AT NRRI, CUTTACK-6

**Scope of work:**

Schedule of Tender for “Various Seasonal Agricultural Operation/Farm Operation Works” at NRRI, Cuttack-6. The tender should quote the rates for item mentioned below.

**Specification for General Agricultural Operation Works at NRRI, Cuttack-6 (Approximate Area: 200 Acres)**

Sl. No.	Description of Works	Unit	Rate
<b>I</b>	<b>Nursery operations</b>		
1	Seed bed preparation and sowing of rice nursery ( <i>bund</i> trimming, preparation of raised seed bed, line sowing of seed and proper covering of the sown materials) arrangement of seed samples for sowing in the nursery bed ( <u>up to 50</u> )	Per acre	
2	Seed bed preparation and sowing of rice nursery ( <i>bund</i> trimming, preparation of raised seed bed, line sowing of seed and proper covering of the sown materials) arrangement of seed samples for sowing in the nursery bed ( <u>more than 50</u> )	Per acre	
<b>II</b>	<b>Field/ Pot/ Tray preparation</b>		
3	Field preparation (Ploughing/Puddling, initial followed by the final) by using office Tractor with fuel	Per acre	
4	Field preparation (Ploughing/Puddling, once) by using office Power Tiller with fuel	Per acre	
5	Field bund raising and side trimming of various width and height (both sides)	Per Rmt	
6	Making <i>bunds</i> between sub-plot treatments and putting of plastic sheets/films for creation of barriers to prevent flow of water, fertilizer etc.	Per Rmt	
7	Puddling by spade in the area where Tractor and Bullock operation are not possible such as Cement Tanks in A-block	Per m <sup>2</sup>	
8	Field leveling/laddering (After Ploughing/Puddling by using Farm Bullocks/hand levelling)	Per acre	
9	Pot preparation (collection of soils, filling of pots up to $\frac{3}{4}$ <sup>th</sup> depth) of different sizes	Per Pot	
10	Preparation of tray (soil filling) and seed sowing (Tray size: 30”X18”X15”)	Per Tray	
<b>III</b>	<b>Main field Sowing/ transplanting</b>		
11	Seedling, uprooting and line transplanting of rice 10 c.m. X 15 c.m. (Uprooting of seedlings and making of bundles, carrying seedling from seed bed area to the planting place, line transplanting of single plant or two to three seedlings/ hill including rope holding)	Per acre	
12	Seedling, uprooting and line transplanting of rice (upto 4 varieties)(Uprooting of seedlings and making	Per acre	

	of bundles, carrying seedling from seed bed area to the planting place, line transplanting of single plant or two to three seedlings/ hill including rope holding)			
13	<i>Seedling, uprooting and line Transplanting (Experimental plots):</i> Transplanting of rice in experimental plots where numbers of varieties to be transplanted <u>5 to 100 varieties/ breeding lines/ accessions</u> in one plot (Uprooting of seedlings and making of bundles, carrying seedling from seed bed area to the planting place, line transplanting of single plant or two to three seedlings/hill including rope holding). Distance of planting is to be maintained as per the direction of the Indenter.	Per acre		
14	<i>Seedling, uprooting and line Transplanting (Experimental plots):</i> Transplanting of rice in experimental plots where numbers of varieties to be transplanted of <u>more than 100 varieties/ breeding lines/ accessions</u> in one plot (Uprooting of seedlings and making of bundles, carrying seedling from seed bed area to the planting place, line transplanting of single plant or two to three seedlings/hill including rope holding). Distance of planting is to be maintained as per the direction of the Indenter.	Per acre		
15	Direct sowing in dry soil (Both rice and non-rice crops like green gram, black gram, soybean, cowpea, maize etc.)	Per acre		
16	Line sowing with 3-5 seed/hill including rope holding (15c.m. X 20 cm) ( <u>upto 50 varieties/ breeding lines/ accessions</u> )	Per acre		
17	Line sowing with 3-5 seed/hill including rope holding ( <u>upto 100 varieties/ breeding lines/ accessions</u> )	Per acre		
<b>IV</b>	<b>Intercultural operations</b>			
18	Gap filling	Per acre		
19	Hand weeding in transplanted rice (Once)	Per acre		
20	Mechanical weeding with Cono Weeder (Once)	Per acre		
21	Weeding in direct seeded rice (twice; i.e. 20 and 40 days after weeding)	Per acre		
22	Weeding in non-rice crops	Per acre		
23	Cleaning and maintenance of irrigation and drainage channels	Per Rmt		
24	Grass cutting and cleaning in bunds	Per Rmt		
25	Intercultural operation (soil loosening between rows, ridge formation etc.) in non-rice crops like groundnut and maize etc.	Per acre		
26	Fertilizer application (once)	Per acre		
27	Application of Pesticides/ herbicide (Broadcasting) in the experimental plots / Farm field with proper	Per acre		

	Personal Protective Equipment etiquettes to be provided by Office			
28	Spraying of Pesticides/ herbicide in the experimental plots / Farm field (with proper Personal Protective Equipment etiquettes to be provided by Office)	Per acre		
29	Irrigation (once) of experimental/ seed production plots (wherever irrigation pipe is required)	Per acre		
30	Irrigation (once) of experimental/ seed production/ demonstration plots of 20m x 5m size	Per plot/ irrigation		
<b>V</b>	<b>Harvesting</b>			
31	Rice harvesting and threshing (Harvesting, carrying to the threshing floor, threshing, sun drying at least for 03 days and or till bringing down the grain moisture up to 12%, proper winnowing and bagging and handing over to Farm Section)	Per acre		
32	<b>Harvesting (Experimental plots):</b> Harvesting and threshing of rice in experimental plots where numbers of varieties upto 50 varieties/ breeding lines/ accessions in one plot (Harvesting, carrying to the threshing floor, threshing, sun drying at least for 03 days and or till bringing down the grain moisture up to 12%, proper winnowing and bagging and handing over to Farm Section)	Per acre		
33	<b>Harvesting (Experimental plots):</b> Harvesting and threshing of rice in experimental plots where numbers of varieties 50 to 100 varieties/ breeding lines/ accessions in one plot (Harvesting, carrying to the threshing floor, threshing, sun drying at least for 03 days and or till bringing down the grain moisture up to 12%, proper winnowing and bagging and handing over to Farm Section)	Per acre		
34	<b>Harvesting (Experimental plots):</b> Harvesting and threshing of rice in experimental plots where numbers of varieties more than 100 varieties/ breeding lines/ accessions in one plot (Harvesting, carrying to the threshing floor, threshing, sun drying at least for 03 days and or till bringing down the grain moisture up to 12%, proper winnowing and bagging and handing over to Farm Section)	Per acre		
35	Harvesting of non-rice crops (Harvesting, carrying to the threshing to the threshing floor, threshing, sun drying at least for 3 days and or till bringing down the grain moisture up to 12%, proper winnowing and bagging and handing over to Farm Section)	Per acre		
36	Harvesting by reaper, bundling, Transportation, Threshing, Winnowing, Cleaning and Drying grains to 12% moisture content, Bagging and handing over to Farm Section (with office reaper and fuel)	Per acre		
37	Harvesting by Combine harvester, Transportation, Cleaning, drying grains to 12% moisture content,	Per acre		

	Bagging and handing over to Farm Section (with office Combine and fuel)			
<b>VI</b>	<b>Specific operations</b>			
38	Crossing: Emasculation and pollination of spikelet to generate 40-50 F1 (crossed) seeds from each cross combination	Per 100 F1 spikelets		
39	Assisting in selection related activities in the segregating population, tagging and recording yield attributing characters (panicle length, plant height, leaf length & width, flag leaf length & width etc.) of the selected single plants.	Per 100 plants		
40	Rouging of the off-type plants (once)	Per acre		
41	Carrying pots from outside to dark chamber/ heat chamber and bringing back after imposing treatment inside RGA/TGT	Per 50 pots		
42	Washing of soil samples with the help of Cobb's sieving and decanting techniques	Per 25 samples		
43	Bird scaring for full day	Per 5 acre		
44	Making conical heap of paddy straw (minimum 500 qtls)	Per heap		
45	Daily stock feeding of bullocks at regular interval (one unit of bullock shed consist upto 12 adult bullock) & Daily cleaning and washing of bullock shed (600 sq ft) (The amount should be proportionate to the bullock number)	Per one bullock unit per month		
46	Paddy seed grading (seed loading in the grader machine, making seed packet of 30 kg/ 20 kg /10 kg / 5 kg, stitching and stacking	Per qtl.		
47	Rinsing and washing of double layered polycarbonate sheets of OTCs (both inner and outer side) with detergent and cleansing solution	Per 10 m <sup>2</sup>		
48	collection of intact rice plant, washing and processing for taking fresh weight and dry weight of plant sample	Per 5 hills		
<b>VII</b>	<b>Plant/Soil Sampling and processing</b>			
49	Soil sampling from field using augur/core sampler (undisturbed soil sample collection from field at depth interval up to 60 cm)	Per sample		
50	Plant sample harvesting and processing (cutting of a hill, leaf separation, panicle detachment & packeting)	Per 10 hills		
51	Whole root sampling from pots (standard size) / field, separation and washing	Per hill/ per pot		
52	Collection of false smut infected panicles, panicle threshing without disturbing the false balls, separation, counting and weighing of filled grain, chaffy grains and false smut balls	Per 100 panicles		
53	Identification of true-to-type panicle, their collection from farm field, threshing, cleaning and packeting for	Per 100 panicles		

	sowing			
54	Threshing, cleaning and packing of each panicle	Per 100 panicles		
55	Grain & sterile spikelet separation and counting of grain & chaff	Per sample		
56	Counting of panicles	Per m <sup>2</sup>		
57	Counting and recording 100 grain weight, recording grain length & width	Per 100 samples		
58	Cleaning, de-husking, polishing, separation of whole rice and broken rice, grinding and sieving of grain powder (around 50 gm of paddy grains each)	Per 100 sample		
59	Sample processing for micronutrient work (Cleaning, drying, hulling, milling, weighing, digestion, filtration) (around 50 gm of paddy grains each)	Per 100 sample		
60	Collection of transgenic plant samples from transgenic net house, their storage and processing of samples (from standard size pot)	Per 5 pots		
61	Collection and storage of transgenic seeds, viability testing and discarding of transgenic material following standard procedures	Per 5 plants		
62	Powder/grinding of plant samples	Per sample		
<b>VIII</b>	<b>Activities to be carried out simultaneously</b>			
63	Preparation of mat type nursery	m <sup>2</sup>		
64	a) Cleaning of lab equipment, furniture, glass partition, storage racks etc. and spraying of miticide /fumigation b) Dusting, cleaning, of racks and tables, arranging books on shelves in the library	Per unit/ day		
65	Cleaning of glass wares and plastic wares	Per unit/ day		
66	Sterilization of glassware/plastic wares and similar laboratory activities	Per unit/ day		
67	Thinning and harvesting of <i>azolla</i> culture & preparation and filling of nutrient solution	Per pot		
68	Application of manures, fertilizers and pesticides on fruit and forest crops (once)	Per plant/ pit		
69	Application of irrigation on fruit and forest species (during dry season)	Per pit		
70	Pruning, thinning and trimming of fruit and forest species (once in a year)	Per tree		
71	Plot preparation, sowing/transplanting of vegetable and ornamental crops	Per m <sup>2</sup>		
72	Intercultural operation (application of fertilizers, irrigation, spraying, if required) in vegetable and ornamental crops	Per m <sup>2</sup>		
73	Harvesting of vegetable and ornamental crops	Per m <sup>2</sup>		



74	Cutting of paddy straw bundle, soaking in water, inoculation with spawn and covering	Per bed		
75	Harvesting of mushroom (once)	Per bed		
76	Daily stock feeding, cleaning and foraging of poultry birds/duck/goat (one composite unit consists of 20 poultry birds, 20 duck and 5 goats) (should be paid proportionately)	Per unit/day		
77	Sampling of fish for observation (including netting, taking observation of fish etc.)	Per sample		
78	Netting of fish (once in each system) (Fishing Net will be provided by Contractor)	Once in each farming system		
<b>IX</b>	<b>Phenotyping for BPH/GM/LF/GLH/WBPH/YSB resistance/blast/sheath blight/brown spot/false smut/sheath rot/tungro/bacterial blight/nematode/tolerance</b>			
79	Agricultural operation works of Phenotyping for BPH/ GM/ LF/ GLH/ WBPH/ YSB resistance/ blast/ sheath blight/ brown spot/ false smut/ sheath rot/ tungro/ bacterial blight/ nematode/ tolerance round the year	Any one unit/ pot		
<b>X</b>	<b>Operation works of Gene Bank/net-house/ROS/ Seed Godown</b>			
80	Cleaning of gene bank/rain-out shelter/net-house/ seed godown surroundings (weeding, brooming, etc.) (once)	Per m <sup>2</sup>		
81	Packeting, stickering, sealing and taking out of seeds for indenters	Per tray		
82	Arrangement of Germplasm packets in trays/shelves	Per tray		
<b>XI</b>	<b>Operation works RGA</b>			
83	Raising (filling soil in pot, mixing and planting/sowing) of plants in RGA (photoperiod of high temperature/low temperature)	Per pot/day		
<b>XII</b>	<b>Maintenance of salinity micro-plots, net-house and evaluation/screening for salinity tolerance</b>			
84	Putting germinated seeds on Styrofoam (2'x2' tray) and filling trays with nutrient solution and fixing Styrofoam and change of nutrient solution (2'x2' tray)	Per tray/ day		
85	Pot preparation (10" x 10") with gravels and soil for reproductive stage salinity screening	Per pot/ day		
86	Salinity tank preparation (puddling and leveling with spade)	Per m <sup>2</sup>		
87	Sowing/ planting in salinity tank	Per row		
88	Salt mixing, watering and water drain out to maintain the required salinity on need basis at salinity tank	Per m <sup>2</sup>		
89	Hand weeding, soil loosening, thinning and roughing at salinity tank	Per m <sup>2</sup>		

<b>XIII</b>	<b>Periodical grass cutting and cleaning of premises of Agro meteorological unit of NRRI, Cuttack</b>			
90	Cutting of grasses and bushes from the premises and removal of creepers along the fencing and disposal of stubbles etc. from the meteorological unit using grass cutter (area 60m x 40m) (Once)	One time		
91	Cleaning of USDA Open Pan evaporimeter and others meteorological instruments (Once)	One time		
<b>XIV</b>	<b>Agricultural operations under drought experiment (Rain out shelter or stressed upland)</b>			
92	Fixing and removal of moisture meter tubes (involving careful digging $\geq 100$ cm and putting tubes and packing tightly with soil)	1 tube		
93	Fixing and removal of tensiometer/ moisture meter tubes (involving careful digging up to 1 metre and putting tubes and packing tightly with soil)	Per unit		
94	Putting pots under moisture stress for drought experiments (Pots size should be at least 12"), weighing/ watering for recording necessary parameters	1 pot/ day		
95	Rinsing and washing of double layer of polycarbonate sheet in Rain out shelter (Polycarbonate sheets are fixed above 1.5' and continue up to 15' and slanting both sides) (Both inner and outer side) with detergent and washing solution etc. Cleaning of side walls and top of roof of ROS	10 m <sup>2</sup>		
<b>XV</b>	<b>Agricultural operation for Coordination activity by AICRIP Unit at NRRI</b>			
96	Cleaning of Seed boxes (45 x 30 x 27 cm), drying, putting fumigants and mixing of seeds	1 box		
97	Handling seed parcels of trial entries from cooperating centers (bigger packets more than 20 kg; with 30-40 small packets), separating entries, drying, winnowing and putting into separate boxes as per trial	1 packet (bigger)		
98	Weighing seeds of each entry and separately keeping them in polythene packets (200-250 g of seeds have to be put in each polythene pack), stapling packs, putting labels (2 labels /pack)	Per sachet		
99	Arrangement of polythene packets (40-64), packing in cotton clothes, stitching cloth bag, putting in cartons, carton packing (45 x 30 x 27 cm) and labelling	Per carton		
100	Loading and unloading of cartons for carrying and dispatching to collaborating centers	Per carton		
<b>XVI</b>	<b>Agricultural operations at vermicompost production unit</b>			
101	Collection, transportation and dumping of organic residues (straw, weeds, chaffs, leaves, wigs, etc. from farm campus, threshing floor and net house, etc.) in pre-digestion pits	Ton		

102	Filling of partially decomposed organic residues in vermicompost beds	Ton		
103	Watering of vermicompost beds once (12 x 2 x 3 ft)	Per bed		
104	Harvesting, drying, sieving and packing of vermicompost	Quintal		
XVII	<b>Agricultural operations at seed production unit</b>			
105	Grass cutting in <i>bund</i> using grass cutter	RMT		
106	Cleaning of seed godown including rooms (16m X 12m)	Sq M		
107	Spraying of insecticide/ fumigation for store pest in godown area (16m X 12m)	Once		
108	Stacking of 30 kg seed gunny bags	Per bag		
109	Stacking of 75 kg seed gunny bags	Per bag		
110	Cleaning of seed grader, winnower and other machines in the godown	Per machine		
111	Cleaning of 75 kg gunny bags	Per bag		
112	Loading and unloading of seed bags of 30 kg for transporting	Per bag		
113	Cleaning of straws, grasses and other garbage before transplanting in breeder seed plot only	Acre		

**N.B.:** The Price Bid should be submitted on-line in the “BOQ Format of Excel File” only as available in the Tender Notice in CPP Portal (<https://eprocure.gov.in>)

## **TERMS & CONDITIONS:**

- 1) (a) The rate quoted should be valid for a minimum period of one year with effect from the date of award of the Contract. The contract may be extended further upon satisfactory performance of the contractor and agreed upon by both parties.
- (b) The NRRI, Cuttack has ascertained the item wise base rate considering the prevailing minimum wages and other statutory dues and any rate quoted by the bidders less than the base price will not be accepted for consideration. Selection of the bidder will be made solely on the **lowest rate above the base price** for any item. Afterwards, work order will be issued after execution of the agreement **with NRRI, Cuttack**.
- (c) **Execution of the work will be done as per the requirement from time to time throughout the contract period by issuing Indent Execution Order (IEO) and payment will be made after satisfactorily completion of the work.**
- 2) The Director, NRRI, Cuttack-6 reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, NRRI, Cuttack-6 shall be final and binding on the contractor/Agency in respect of clause covered under the contract.
- 3) The staff provided should also maintain secrecy and discipline in the premises of Institute.
- 4) The agreement is terminable with one-month notice on either side.
- 5) The contractor shall not sublet the work without prior written permission of the DIRECTOR, NRRI, CUTTACK-6.
- 6) The Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
- 7) The contractors must supply workers who know the agriculture operation works and do not resort to damage the research farm at any time. The Contractor should make payment to the workers regularly following the specified norms by different Govt. Organizations. Stopping / Dharna at the farm would be viewed seriously and may lead to cancellation of work order and imposition of penalty etc.
- 8) (a) The contractor has to provide required job workers to carry out the job satisfactorily as per the schedule of work.
- (b) The Minimum rate of wages as prescribed by Central Labour Commissioner (Central) from time to time should be followed by the Agency. The contractor has to pay the minimum wages (Central) as fix from time to time to the workers engaged by him at the work place **by 7<sup>th</sup> of every month** in presence of the authorized nominee of NRRI (Indenter).
- (c) The payment register of the contractor is to be duly certified and signed by the Authorized nominee of NRRI (Indenter). The Payment register duly certified and signed should be submitted every month for verification. A copy of the same should also be enclosed with the monthly bills for effecting payment.
- (d) In case of violation of any provision of labour laws rules and regulations there of governing the field, the NRRI will not be responsible for fault of the Agency.
- (e) The records, muster roll, wage register etc. as per the requirements of Labour Enforcement Officer must be maintained by the Agency, any deviation or irregularity in maintenance of records or observance of Contract Labour (R&A) Act brought to the notice of Director, NRRI by the Labour Department would be treated as lapse of the Agency & the contract would be terminated forthwith.

- (f) All liabilities in respect of statutory obligations on account of various laws/acts of the Central/State like Labour contract Act, EPF Act, Minimum Wages Act, that may be applicable to carry out the cleaning works shall be borne by the Agency. The liabilities of NRRI will be limited to the payment to the Agency as per the quotation.” The Director, NRRI has no liability towards the employment of the manpower/ Labourers provided by the Agency”
- 9) The selected bidders are required to submit the original certificates for verification before issue of LOI/any time during the tender period, if so desired by the Competent Authority of NRRI, Cuttack-6.
  - 10) Punctuality, sincerity, promptness & efficiency of the workers shall be considered as essence of the contractor and it is therefore hereby expressly provided and declared that “The Director, NRRI has no liability towards the employment of the manpower/ Labourers provided and engaged by the contractor.
  - 11) The persons so provided by the agency under this contract will not be the employee of the ICAR/NRRI and there will be no employer-employee relationship between the ICAR/NRRI and the person so engaged by the contractor in the aforesaid services.
  - 12) Payment for service contract will be made monthly upon submission of pre-receipted bill and certified by the concerned indenter
  - 13) **(A) After physical inspection of the site, a very detailed assessment / requirements of personnel for providing allied services at NRRI, Cuttack-6 shall have to be furnished along with the Tender. However, the Tenders should indicate item wise rates in respect of all items of works covered under this contract.**  
  
**(B)The contractors should show/furnish separately in their letter pad regarding the detailed rate analysis as to how and on what basis they have quote their rates and whether all statutory obligations such as Minimum Wages Act, EPF Contribution/ESI Contribution etc. has been taken into consideration, failing which their tender will not be considered. The Contractor should also furnish certificate to the effect that “the rates quoted are all inclusive of current Minimum wages and other statutory obligations”.**
  - 14) **The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, taxes etc. The NRRI shall not bear any extra charges on any account whatsoever i.e. EPF contribution, ESIC, Uniform, Liveries & OTA etc.**
  - 15) The contractor will discharge all his legal obligations in respect of the workers / supervisors 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 NRRI, Cuttack-6 from any claims, loss or damages that may be caused to it an account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, NRRI, Cuttack-6 shall be final and binding on the contractor.
  - 16) Income Tax will be deducted from the payments due for the work done as per rule.
  - 17) Changing of Staff should be intimated to the Caretaker.
  - 18) The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.

- 19) (i) If the tender is accepted and the work is awarded, it is incumbent on the contractor to carry out the work to the best satisfaction of the authority without any complain. If any, complaint noticed by the concerned Indenter the work order will be cancelled without assigning any reason and notice to the contractor. The decision of the Director, NRRI in this regard is final and binding on the contractor.  
(ii) Any damages of institute property or thefts occur by the staff of the contractors during execution of the work, the cost is to be borne by the contractor as assessed and fixed by the Competent Authority, NRRI, Cuttack-6.
- 20) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time failing which the tender is to be cancelled.
- 21) The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, royalty and taxes etc. The NRRI shall not bear any other charge on any account whatsoever i.e EPF contribution ESI contribution other related statutory dues as per minimum wages, Act 1940, contract labour (R&A) Act,1960, BOCW(RE&CS) Act,1996 uniform liveries, OTA etc.
- 22) **Risk Clause:** NRRI, Cuttack-6 reserves the right to discontinue the Job service contract 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 raising a separate claim.
- 23) The selected agency shall provide the work man preferably within age group of below 25-50.
- 24) The workman to be deployed should be paid the minimum wages by the payment should be made in front of the authorized of this Institute and a certificate in this regard should be furnished on body of the payment wages register while submitting the bill.
- 25) Successful tender will have to enter into a detailed contract agreement with ICAR-NRRI on non-judicial stamp paper of Rs.100 (Rupees on hundred only)
- 26) The workers of the agency shall not claim any benefit/compensation/regularization/absorption in service at the NRRI under the provision of industrial dispute Act.1947 on contract labour (R&A) act.1970 etc. Undertaking from the workman to this effect shall be required to be submitted by the contractor to NRRI.
- 27) The worker of the agency shall not take part in any agitation activities inside the campus.

#### **LIQUIDATED DAMAGES CLAUSE:**

- 1) If the work awarded **to the successful bidder**, it is incumbent **upon** the contractor to start and complete the work as per requirement of the indenter, failing which, 30% of the Work order/ bill amount per week will be deducted from the bill of the contractor for delayed period of completion, based on the certificate given by the Indenter. If the contractor fails to undertake the work or if any complaint received from the indenter regarding execution of Agricultural Operation work being un-satisfactory, the work order **of the concerned contractor** will be cancelled automatically **without any notice**. The concerned contractor will be blacklisted and the EMD / Security deposit will be forfeited.
- 2) During the (operation) subsisting of the contract period, if the contractor fails to provide required manpower in time as per the requirement of the indenter, 10% of the Work Order/ Bill amount per day will be deducted from the bill based on the certificate given by the Indenter.

- 3) The Director, NRRI, Cuttack-6 reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, NRRI, Cuttack-6 shall be final and binding on the contractor/agency in respect of any clause under the contract.

(Authorized Signatory)

**Annexure I**

**BID SECURITY DECLARATION**  
**(To be given on letter head)**

I/ We M/s. \_\_\_\_\_ do hereby declare that if I/we withdraw or modify our bid during period of validity, I/we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letter head of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same, otherwise the firm will be disqualified.