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ICAR – INDIAN INSTITUTE OF OIL PALM RESEARCH

(An ISO 9001: 2008 Certified Institute)

Pedavegi-534 450, West Godavari District, Andhra Pradesh

Website: <http://dopr.gov.in>



F.No. F. 40/Farm Works/2016-17

Dated 23.01.2017.

TENDER NOTICE

Sealed competitive tenders are invited by the Director, IIOPR, from reputed and registered Service providers/firms for providing Various Farm Works to the IIOPR, on contract basis for a period of one year and to be extendable further subject to satisfactory performance of the firm.

The last date for receipt of tender document by post/in person is 20.02.2017 upto 4.30 PM. Details can be seen in CPP portal.

P. Srinivas
Administrative Officer i/c



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F.No. 40/Farm works/2016-17

Date: 23.01.2017

TENDER NOTICE

On behalf of the Director, **Indian Institute of oil palm Research**, pedavegi, sealed tenders are invited for providing farm operation Services at IIOPR in the form attached (Schedule – II) for one year initially. The farm operation Services will be governed by the terms and conditions mentioned herein. Therefore, tenders may be submitted in the prescribed Tender Form (Schedule – I & II) attached along with a Demand Draft of Rs.50,000/- towards EMD and Rs. 500/- towards Tender form cost drawn on any Nationalized Bank in favour of “**ICAR Unit, IIOPR, Pedavegi**” payable at Eluru. The envelope containing the tender as well as subsequent communications should be addressed/ delivered to: The Director, **Indian Institute of oil palm Research**, pedavegi – 534 450 in a sealed cover. Tenders received without EMD or Tender form Cost will not be considered in any circumstances. In the case of successful bidders, the amount of EMD may be adjusted towards security deposit. All the communications must be addressed to the above officer by designation, and not by name.

The tenders must be submitted in the following way.

PROPOSAL SUBMISSION

Interested bidders should submit the tenders in two parts namely.

A: Technical

B: Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial proposal to indicate a warning “**DO NOT OPEN WITH THE TECHICAL PROPOSAL**”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “*Tender for farm operations at IIOPR*”.

Technical Proposal should be prepared considering all the eligibility criteria detailed below and as per the Schedule – I. On the basis of detailed technical aspects a check list is attached as Schedule – I which is must be submitted only along with the Technical proposal duly signed and sealed. All the documents in support of technical eligibility must be submitted only along with the technical proposal.

TECHNICAL PROPOSAL CONTENT

ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

1. A valid labour licence of the firm/contractor under contract labour (Regulation & Abolition) act. If labour licence is not available with the firm/contractor, the same shall be obtained under the labour act within 30 days after assigning the job contract.
2. Experience of the firm, if any in the field of providing such services in Central Govt., establishment/Autonomous bodies of Government of India/Corporate of Government of India/reputed public or private organization (client list must be attached with the technical bid).
3. Permanent Account No. (PAN) issued by the Income tax department. If same is not available, income tax at the prevalent rate will be deducted from the bill of the contractor.
4. A self certificate to the effect that firm/contractor has not been black-listed by any Government office Institute, ICAR for any reason. If nothing is submitted in support as this it will be assumed that the firm is black listed and later any adverse report is found, the contract will be terminated.
5. The firm should enclose Tender fee as Rs.500/- and EMD as Rs.50,000/- with the technical bid.
6. All the firm must quote for all the activities/works as per schedule-II of the tender notice.
7. Only those firms who qualify in the technical bid will be considered for financial bid.

NOTE:- All the pages of tender document must be numbered, signed and all the blanks in tender forms must be filled.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the attached form (Schedule – II) only.

No other documents will be considered in this regard.

Rates for each item in a sealed cover to the Director, IIOPR, Pedavegi along with an EMD of Rs. 50,000=00 and Rs. 500-00 towards tender form cost in the form of DD drawn in favour of “ICAR Unit, IIOPR, Pedavegi” may be sent for our consideration. This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director IIOPR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office farm before offering rates and also attend the pre bid meeting.

The tender documents which are to be submitted to the Director, IIOPR must be numbered beginning with 1 to the last page and accordingly Technical proposal may be filled. In the technical Proposal all documents which are asked will have to be submitted by the tenderer and the page number at which these documents are attached will have to be written in the technical proposal / check list (Schedule – I).

NOTE: The selection of the lowest quote will be made after giving weightage to the mostly used operations as per Schedule – II.

The decision of the Director, IIOPR will be the final and binding on the Contractor.

Time and date of receipt of tenders:	20.02.2017 , 4.30PM
Time and date of opening of technical bid:	21.02.2017 ,11.00AM

Administrative Officer i/c

Terms and Conditions:-

- 1) This Contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director IOPR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contract will be commencing from the date of signing of agreement. The contractor is advised to have a complete survey of the farms before offering rates and also attend the pre bid meeting.
- 2) The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. IOPR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director, IOPR reserves the right to terminate the contract immediately and the security money will be forfeited.
- 3) The works as shown in the **Schedule – II** will be awarded on **“work contract” basis** only and will have to be carried out in consultation with the Farm Superintendent as well as respective in-charges.
- 4) The seasonal nature of the work has to be given top priority.
- 5) The workers deployed by the contractor will not have any employee – employer relation with the Director or any staff of this Institute.
- 6) The contractor will be the employer for the manpower engaged by them for taking up the works as per Schedule – II at this Institute and accordingly, the contractor needs to complete all legal formalities.
- 7) In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
- 8) The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
- 09) The contractor shall be responsible for compliance of all the laws rules / regulations and Govt. Instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past „or“ may arise during the course of performance of contract.
- 10) This Institute will not be responsible for any Labour dispute.
- 11) The contractor has to furnish a security deposit of @5% of quoted rate in the form of DD in favour of “ICAR Unit, IOPR Pedavegi” payable at Eluru. In the event of non-deposition of the same, the earnest money will be forfeited. The Performance Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money and earnest money deposited with this Office. The amount of EMD can be adjusted

against Security Deposit.

- 12) The contractor needs to enter into an agreement on non-judicial stamp paper of Rs.100 on receipt of this contract at his own cost.
- 13) The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fulfilled. Only Proprietor/Director of the agency/Pvt. Ltd.Co. are permitted to participate in the tendering process.
- 14) In case of any accident/ Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
- 15) For any clarifications, Farm In-charges, Administrative Officer or Director, IIOPR may be contacted.
- 16) Director, IIOPR has the right to accept or reject the tenders without assigning any reason.
- 17) Since the different works as mentioned in Schedule – II will be awarded on ‘Work Contract’ basis only, the workers deployed by the contract do not have any right to demand / claim their wages and statutory obligations directly with this Institute.
- 18) The Tenderer / Contractor will discharge all his legal obligations in respect of the workers 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 IIOPR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of IIOPR shall be final and binding on all contractors.
- 19) The total set of Tender Document consisting of pages from 1 to 11 in original should be returned intact after tendering the rates in attached form and also affixing **tenderers signature on all pages of the tender document**. Pages should not be detached but when items are not being tendered, the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule form is insufficient for the required purpose, additional pages must be added. Each such additional page must be numbered consecutively, bearing the tender number and full signature of the tender. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the tender.
- 20) If Tenderer does not accept the offer, after issue of letter of award by, IIOPR (ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.
- 21) In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A 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 persons so signing had no authority to do so, the IIOPR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tender Document and the schedules to the Tenders and

- annexure, if any.
- 22) Any other tax which is as per the rules shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rule.
 - 23) The Tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representation who would be attending the opening of the tender on the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
 - 24) Acceptance by the IOPR will be communicated by Speed Post / Fax /e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post / Fax / e-mail etc. should be acted upon immediately.
 - 25) If Tenderer does not accept the offer after issue of letter of award by, IOPR (ICAR) within 15 days, the offer made shall be withdrawn and earnest money will be forfeited.

Administrative Officer i/c



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Technical Proposal

Schedule – I

Technical Proposal for farm operation services at IOPR, Pedavegi.

Following documents must be submitted for the technical qualification. Tenderers are advised to put page numbers on all the pages of the documents submitted to the IOPR for consideration and the page numbers of the concerned documents may be filled in the below column (Page No. Column).

S. No.	Description	Proof Attached (YES / NO)	Page No.
1	Name of the Firm/Agency/Contractor		
2	Full address with Contact No. and Email id, if any.		
3	<u>Copy of Licence</u>		
4	<u>PAN Number ,if any</u>		
5	<u>Experience in no of years ,if any(Clients list to be attached)</u>		
6	<u>Earnest Money Deposit Details of the EMD:-Draft</u> No _____ dated _____ Drawn on Bank _____		
7	<u>Tender From Costs Details of the Tender form cost:</u> Draft No. _____ Dated _____ Drawn on Bank _____		
8	Self certificate to the effect that firm /contract has not been black listed by any Govt/Private office		

Date : -

Signature of the Firm with Seal

Place : -

Phone No. -

Email id:-



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Financial Proposal

Schedule – II

Financial Proposal for farm operation services at IIOPR, Pedavegi.

Name of the farm operations under different category and their weightage

SN	Name of the works	Unit	Quantity /area/ nos	Category	Weightage (%)	Amount in Rs.
1	Harvesting of oil palm FFB including cutting all the leaves, male inflorescence and failed bunches below the bunch, weighing of bunches, pickup of dropped fruits, loading of the same in the tractor. Cutting of pruned palm leaves into a meter length and mulching them in the palm basin a). Harvesting through manual climbing b). Through manual-pole harvesting (Pole will be provided by ICAR-IIOPR)	Per tonne	500 tonnes	A	30	
2	Maintenance of drip systems in different experimental blocks including checking of drippers, joiners, outlets, microjets, sprinklers, acid wash of drippers, water filters etc.; Maintenance of micro-irrigation systems in the nursery, lawn etc.; Repair and maintenance of irrigation systems (area is 45 ha)	Per month	45 ha			
3	Uprooting of weeds in the palm basin and mulching the uprooted weeds in the basin (7.0 m diameter)	Per palm basin	6100 palms			
4	Interspace cleaning a). by manual through scything knife or sickle b). by bush cutter (bush cutter and petrol will be provided by IIOPR)	Per hectare	47 ha			
5	Labour charges for weedicide application in the palm basins, interspaces and open areas (weedicide will be provided by ICAR-IIOPR) a). Rate by power sprayer b). Rate by hand operated knapsack sprayer	Per hectare	55 ha	B	25	
6	Loading and unloading of pruned biomass for transportation (Tractor with trolley will be provided by IIOPR)	Per trolley	500 trolley load			
7	Fertilizer application including loading & unloading of fertilizers, broadcasting of fertilizer around the palms in the basin and raking (tractor will be provided for transportation of fertilizer)	Per palm	6712			

8	Recording of quarterly observations including leaf marking with paints under the supervision of IIOPR's Technical manpower (Paints and brushes will be provided by IIOPR). a) Up to 5 years' (b) 6 to 10 years (c) > 10 years	Per palm	6000 palms			
9	Recording of annual observations including leaf marking with paints under the supervision of IIOPR's Technical manpower (Paints and brushes will be provided by IIOPR). a) Up to 5 years' (b) 6 to 10 years (c) > 10 years	Per palm	6000 palms			
10	Pit digging and filling (Phorate, FYM, fertilizers, etc will be supplied by IIOPR) a). 60 cm x 60 cm x 60 cm b).45 cm x 45 cm x 45 cm c).30 cm L x 30 cm W x 15 cm D	Per pit	2000 pits			
11	Trench digging (1'W x 1½' D) for laying of pipes and repair of pipelines.	Per running meter	3000 m			
12	Planting of oil palm seedlings including shifting from nursery to main field (tractor with trolley will be provided by IIOPR)	Per seedling	2000 seedlings			
13	Burying of drip laterals inside the soil at a depth of 20-30 cm (@600 m per ha for 20 ha)	Per running meter	12000 m			
14	Hiring charges (a) for JCB (b) for Tata Hitachi EX200	Per hour	100 hours	C	20	
15	Tree pruning upto 5m height, loading and unloading of pruned biomass	Per tree	4000 nos.			
16	Sorting of germinated seeds into four categories under the supervision of IIOPR's Technical manpower	Per 100 germinated seeds	2.00 lakhs			
17	Ablation in younger plantations including the recording of male and female inflorescence under the supervision of IIOPR's Technical manpower	Per palm	2000 palms			
18	Leaf pruning and removal of male inflorescence; failure, unfilled and empty bunches; dried and drooping leaves. Cutting of pruned palm leaves into a meter length and mulching them in the palm basin a). Upto 5 years; b). 6 to 10 years; c). > 10 years	Per palm	5000 palms			
19	Pesticide and fungicide spray in pest and disease infected palms	Per palm	3000 palms	D	15	
20	Uprooting of small bushes having <10 cm diameter at ground level	Per bush	2000			
21	Tightening of barbed wire fence and cleaning of bushes upto a meter on either side of the fence	Per meter	2000 m			

22	Preparation of phorate sachets and keeping in the spindle leaf (Phorate and pockets will be provided by IIOPR)	Per palm	3000 palms			
23	Trichoderma application to the palms including preparation of trichoderma (FYM, Jaggery, Trichoderma culture, etc will be given by IIOPR)	Per palm	6000 palms			
24	FYM or vermicompost application and spreading in the palm basin	Per palm	6000 palms			
25	Stone collection, loading and unloading in the experimental blocks	Per hectare	55 ha			
26	Weeding in interspaces and bags in oil palm nursery a).Primary nursery b).Secondary nursery	Per square meter	10000 sq.m.			
27	Preparation of potting mixtures and bag filling a).Rate per primary nursery bags b).Rate per secondary nursery bags	Per bags	3000			
28	Sowing of oil palms seeds/ germinated seeds a). In nursery beds b).In polythene bags	Per seed in beds Per seed in bags	2.0 lakhs 3000 bags			
29	Root pruning (upto 50%) in the secondary nursery including loosening of soil and filling the bag with soil	Per seedling	1000			
30	Collection of explants for tissue culture inoculation a).Rate for spear leaves b). Rate for immature inflorescence	Per palm	200 plams			
31	Collection of leaf samples for DNA extraction	Per palm	1000 palms			
32	Formation of basin by removing the existing bund, if any, and forming new bund. Removal of weeds and self sown oil palm seedlings in the basin area as well as on the bunds of the basins a).Upto 1 m radius; b).Upto 2 m radius; c).Upto 3 m radius	Per palm	3000 palms			
33	Shifting and arrangements/alignment of filled bags in the nursery area a).Primary nursery bags b).Secondary nursery bags	Per bags	1000 nos.			
34	Transportation and transplanting of oil palm seedlings of primary nursery bags to secondary nursery bags	Per bags	1000 nos.			
35	Application of fertilizers a).Primary nursery bags b).Secondary nursery bags	Per bags	1000 nos.	E	10	
36	Weeding/earthingup in intercrops	Per acre	10 acres			
37	Application of manures and planting of intercrops	Per plant	1000 nos.			
38	Collection of soil samples a).0-30 cm depth b).30-60 cm depth	Per sample	1000 nos.			

39	Harvesting of long pepper	Per plant	100 nos.			
40	Leaves pruning and disposal of pruned leaves in secondary nursery seedlings	Per seedling	1000 nos.			
41	Micronutrient (B, Mg, etc) application to deficient palms at regular interval other than fertilizer application.	Per palm	3000 palms			
42	Carrying of oil palm leaves manually and piling near the chaff cutter. Feeding of piled leaves to the chaff cutter and application of the chopped material in the palm basins evenly as mulch	Per hectare	20 ha			
43	Manual destruction of termite mounds and application of pesticides.	Per mound	1000			

NOTE: The selection of the lowest quotee will be made after giving weightage to the mostly used operations as per above Schedule – II.

Date : -

Seal & Signature of the Firm

Place : -

Phone No. -

Email id –