



**भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान**  
**ICAR-Indian Institute of Oil Palm Research**  
 ( An ISO 9001:2008 Certified Institute )  
 पेदवेगी-534 450, पश्चिम गोदावरी जिला, आंध्र प्रदेश, भारत  
 Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F. No.50/Outsourcing/2017-18;

Dated 29<sup>th</sup> September, 2017

### **NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Tenders are invited from the interested firms under **two bids system** for providing the **Man Power Services** for a period of one year and extendable for a further period up to one more year (total 2 years) subject to satisfactory performance of the firm and its willingness to continue, at ICAR-Indian Institute of Oil Palm Research, Near Jawahar Navodaya Vidyalaya, Pedavegi 534 450, as below.

#### **Outsourcing of Manpower Services at IOPR-Pedavegi**

**Manual bids shall not be entertained.**

Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET (TENTATIVELY)** as under:

#### **CRITICAL DATE SHEET (TENTATIVELY)**

<b>Tender No.</b>	<b>50/Outsourcing/2017-18</b>
<b>Date and time for issue/publishing</b>	<b>10.00 A.M. on 29-09-2017</b>
<b>Document download start date and time</b>	<b>10.00 A.M. on 29-09-2017</b>
<b>Bid submission start date and time</b>	<b>10.00 A.M. on 29-09-2017</b>
<b>Bid submission end date and time</b>	<b>03.00 P.M. on 20-10-2017</b>
<b>Date and time for opening of technical bids</b>	<b>03.00 P.M. on 21-10-2017</b>
<b>Address for communication</b>	<b>Assistant Administrative Officer, ICAR-Indian Institute of Oil Palm Research, Near Jawahar Navodaya Vidyalaya, Pedavegi 534 450 Email: director.iopr@icar.gov.in</b>

**Asst. Administrative Officer**

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal ( <https://eprocure.gov.in/eprocure/app> ) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) **Tender Fee of Rs.1,000/-** (Non-refundable) in the shape of Demand Draft prepared in favour of **ICAR Unit: IIOPR, Pedavegi payable at Eluru** may be addressed to the **Asst. Administrative Officer, ICAR-Indian Institute of Oil Palm Research, Pedavegi 534 450** on or before **bid opening date** and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit slip in original and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guarantee from any of the Commercial Bank in favour of **ICAR Unit: IIOPR, Pedavegi payable at Eluru** may be addressed to the **Asst. Administrative Officer, ICAR-Indian Institute of Oil Palm Research, Pedavegi 534 450** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not to come at the time of Technical as well as financial bid opening at **ICAR-IIOPR**. They can view live bid opening after login on CPP e-Procurement Portal at their remote end.

The Firms are also required to upload copies of the following documents:-

### **TECHNICAL:**

- a. (I) Registration certificate of the firm under the work contract of the Appropriate Authority. **[Registration under Shop & Establishment Act 1948, the Indian Companies Act, 1956/or any other Act.]**  
(II) Registration certificate of the firm under Contract Labour (Regulation and Abolition), Act 1970 for providing manpower services.
- b. **Last 3 years' experience** of the firm in the 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.
- c. **Scanned copy of Income Tax Statement for the last three years.** Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant showing **Minimum turnover of the firm not less than Rs. 50.00 lakhs (Rupees fifty lakhs) during the last three financial years.**

- d. Duly certified copies of the satisfactory services where the bidder is providing the services for any government organization/ Autonomous body/ PSU for the **last three years**.
- e. Employee EPF registration certificate issued by local govt. etc. Employee ESI registration certificate issued by local govt. etc / Work Contract Policy.
- f. Nos. of staff, supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff, supervisor) required with Their ESI & EPF contributions. Documentary proof of vouchers [***i.e. challan for the month of July, 2017 and August 2017***] to be required and may be attached.
- g. Income Tax permanent account Number allotted by Income Tax dept.
- h. Applicable GST registration certificate issued by the Govt.
- h. Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
- i. Scanned Copy of Annexure – II and Tender Acceptance Letter (Annexure-III).

**FINANCIAL BID:**

- a. Price Bid as BoQ\_XXXX.xls

**A) Qualifying criteria:** - The Agency should meet the following criteria for evaluation of bids.

1. Only registered and bonafide Service Providers/Agencies having experience of at least three years of supplying manpower service (**Office work, Laboratory works, Housekeeping work and Agricultural field work only**) to the Ministries/Departments/Govt. Organizations/Public Sector Undertaking/Corporate Sector/Autonomous Bodies are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificates issued by the Government Ministries/Departments etc., in support of its having rendered satisfactory services to such departments during the last three years.
2. The Agency must be registered with the ESI, EPF and GST and must be in possession of Permanent Account Number (PAN). The Firm/Agency should also produce Income Tax Clearance certificate (ITCC) for the last five years.
3. The Agency must have recorded a minimum turnover of **Rs. 50.00 Lakhs** p.a. for the last three consecutive years through execution of contractual services of supplying manpower. The Agency should attach financial statements for the last three years to corroborate their claim of turnover.
4. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency must disclose declaration at the time of submission of bid.

### **TERMS AND CONDITIONS**

1. 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 online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **An earnest money of (Rs. 1,10,000/-) (Rupees one lakh ten thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit-IIOPR Pedavegi" payable at Eluru. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited. The EMD will be refunded to the unsuccessful bidders as promptly as possible where as in the case of successful bidders EMD will be refunded after deposition of Security deposit @ 5% of the contract value in form Demand Draft / Bank Guarantee.
3. The bidder is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the bidder fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the bidder not being accepted, the amount of earnest money deposited by the bidder will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If the bidder does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The **ICAR-IIOPR** is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. The firms are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall

apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

6. **An amount @ 5% of the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful bidder only after receiving a communication from the **ICAR-IIOPR, Pedavegi**. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successful completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the bidder.
8. Goods and Service Tax (GST) or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and **ICAR will not entertain any claim whatsoever in this respect**. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful bidder, as per rules/instructions made applicable from time to time by government. GST or any other tax on material in respect of this contract shall be payable by the contractor and **ICAR-IIOPR** will not entertain any claim whatsoever in this respect.
9. The Director, **ICAR-IIOPR, Pedavegi** 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 bidder.
10. Decision of Director, **ICAR-IIOPR, Pedavegi** 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, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
11. Acceptance by the Institute will be communicated by FAX/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/Express letter etc. should be acted upon immediately.
12. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/supervisor is to go on leave under intimation to this office.
13. Changing of staff/Supervisor should be intimated to OFFICER INCHARGE, Farm Management Committee.
14. The Director, **ICAR-IIOPR, Pedavegi** reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, **ICAR-IIOPR, Pedavegi** shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
15. The staff provided should also maintain secrecy and discipline in the premises of Institute.
16. The contractor shall provide full particulars of each employee including their antecedents verification etc., employed by him along with photograph duly attested before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the labour department under the contract labour (Regulation and Abolition) Act 1970.

17. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of **ICAR-IIOPR** for the purpose. All complaints should be immediately attended to by the agency.
- a.) The agreement is terminable with one month notice on either side.
  - b.) The contractor shall not sublet the work without written permission of the ICAR.
  - c.) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
  - d.) The selected agency shall provide necessary personals for **ICAR-IIOPR, Pedavegi** as per labour acts prevalent in the Central Labour Laws. The agency shall employ good and reliable manpower with robust health within the age group of 18 to 60 years. In case any of the personnel so provided is not found suitable, by the **ICAR-IIOPR**, the **ICAR-IIOPR** shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
  - e.) The persons so provided by the agency under this contract will not be the employee of the **ICAR-IIOPR** and there will be no employer-employee relationship between the **ICAR-IIOPR** and person so engaged by the contractor in the aforesaid services.
  - f.) Payment for maintenance work will be made monthly upon submission of pre-receipted bill.
  - g.) The Service Charge should be quoted in the financial bid provided in excel format.. The **ICAR-IIOPR** shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the **ICAR-IIOPR, Pedavegi** will pay the ***Wages and Variable Dearness Allowance at the enhanced rate announced by State Govt. from time to time.*** Further, the statutory liabilities on **Variable Dearness Allowance** will be paid by us.
  - h.) The contractor will discharge all its legal obligations in respect of the workers 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 labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-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 of Central or State. In case of any dispute, the decision of the **Director, ICAR-IIOPR** shall be final and binding on the contractor.
  - i.) Income Tax will be deducted from the payments due for the work done as per rule.
  - j.) The staff deployed should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Farm Section.
  - k.) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
  - l.) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
  - m.) Risk Clause: ICAR-IIOPR reserves the right to discontinue the service 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 Security deposit or pending bills or by raising a separate claim.

- The work at both the farm and labs or office should be supervised separately by providing Supervisors for the same.
- Work should be executed during working hours on working days or as and when required.

**LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:**

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR-IIOPR and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be withdrawn from work and suitable workers may be replaced.

**18. Other terms & Conditions:**

1. In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & ESI Acts needs to be specified along with other labour laws, names of contractors covered under the EPF & ESI Acts. The same can be searched and downloaded from the website – [www.epfindia.gov.in](http://www.epfindia.gov.in)
2. Principal employer/D.D.O's should get a copy of ECR, e-challan and salary/wages register reflecting P.F. deductions, before release of payment.
3. Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.
4. At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
5. Employees may be guided to obtain e- passbooks from EPFO website.

The **Director, ICAR-IIOPR** reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the **Director, ICAR-IIOPR** shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

**Scope of Work:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Description of work</b>
1	Maintenance and work in Entomology Lab-Field <b>(Un skilled work)</b>	1. Arrangement of glass wares and plastic wares and chemicals in cupboards or racks. 2. Washing of glass/plastic wares 100/day, Cleaning of laboratory furniture (20 furniture/day)/month). 3. Cleaning and maintenance of laboratory equipment (8 equipment/day). 4. Collection of insect samples in the fields. Collection of leaves from the field to feed the insect cultures (from 10 ha./month). 5. Cleaning and changing of feed of insect cultures (300 insects/month). 6. Spraying of pesticides for pesticidal trails (6 times in a year) 7. Assistance during pest survey in the field (100 ha./month). 8. Messenger works - carrying of files, letters, submissions, registers etc. to the officers and other laboratories (daily) (15 Hours/month). 9. Maintaining oil palm seedlings in Shade net house 100 seedlings/day. 10. Maintaining insect cultures in the laboratory.
2	Assisting in organising Field days, diagnostic field visits, training programmes (on campus and off campus), meetings, demonstrations, workshops and other extension related activities <b>(Skilled work)</b>	1. Arranging required physical arrangements for organising field days, diagnostic field visits, training programmes (on campus and off campus), meetings, demonstrations, workshops and other extension related activities as and when required during a month. 2. Operating Audio Visual aids during above programmes. 3. Cleaning and up keep of Audio Visual aids every day throughout the year. 4. Demonstrating harvesting, collection of soil samples, leaf samples etc. During training programmes. 5. Assisting in arranging exhibits in Kisan mela/Exhibitions etc.
3	PME Cell <b>(Un skilled work)</b>	1. Cleaning/dusting of tables 2. Cleaning/dusting of equipments 3. Arrangement of glass wares and plastic wares and chemicals in cup boards or racks 4. Washing/cleaning of glass wares/plastic wares 5. Collection of leaf samples 6. Identification of 9 <sup>th</sup> leaf for physiological observations in field 7. Washing/drying/grinding of leaf samples 8. Arrangement of glass wares during analysis of plant samples 9. Assisting in undertaking physiological, biochemical and morphological observations in lab and field. 10. Watering and other activities in nursery 11. Carrying files from PME Cell to SIC (PME Cell) and other Scientists, Director, Administration and Accounts 12. Xeroxing of PME Cell letters, reports etc. 13. Binding of documents 14. Punching and filing of letters.



4	Agronomy <b>(Un skilled work)</b>	<p>1. Crop management in main field a. Crop modelling trail – Planted on 14.07.2016 b. Fertilizer trail c. Planting of Fertilizer management in oil palm trail and its management</p> <p>3. Collection of soil samples, observations from compost pits and posts, their maintenance with water application and turning 4. Washing of glassware (120 sets). 5. Sample preparation under shade drying (15 samples).</p>
5	Manual Assistance in research projects on intercropping, nursery, management, organic oil palm and composting. <b>(Un Skilled Work)</b>	<p>1. Monitoring of experimental blocks/plots – 3 expts (daily)</p> <p>2. Manuring of inter crops (once), fertilizer application to inter crops (thrice), scything/weeding in inter cops (bi-monthly), spraying of pesticides (3 times), pruning in inter crops (once) and earthing up in inter crops (once)</p> <p>3. Cutting of oil palm leaves and mulching in palm basins – 380 basins (monthly)</p> <p>4. Harvesting of produce in intercrops and handing over to Farm (monthly)</p> <p>5. Manual help at the time of observations and other miscellaneous works (6times/yr.) 6. Collection of soil and plant samples – 700 (once)</p> <p>7. Nursery activities: Cleaning of nursery site, Preparation of potting mixture. Filling of small and big polythene bags at respective nursery spots, planting of oil palm seed sprouts, shifting of primary seedlings and planting of the same in big bags, weeding and watering, spraying of pesticides, imposition of treatments in nursery and culling and destruction of abnormal seedlings – 375 (quarterly)</p> <p>8. Collection of soil and plant samples from the treatments (50 samples) and manual help at the time of destructive analysis of oil palm seedlings – 50 seedlings (quarterly) 9. Maintenance of store room, soil drying room and nursery tools (half yearly) 10. Composting: Collection of biomass and palm oil mill waste, preparation for composting, release of worms/application of microbial cultures and organics, (4 timely/yr), watering to compost beds/tubs-150 No. (weekly), collection of samples – 150 No.s (4 times) and maintenance of mother culture of earthworms and millipedes (4time/yr.) 11. Visit to organic oil palm garden at Makkinavarigudem (monthly) and collection of soil, cattle urine, jeevamrutham and leaf samples (100 No.s) and manual help in recording of biometric observations on oil palm and cocoa (one/twice). 12. Miscellaneous works (need based). (Area 2.5 ha. 200 hours/month) (daily, weekly, monthly)</p>
6	Cultural operations in field experiments <b>(Un Skilled Work)</b>	Basin weeding/cleaning, leaf pruning and mulching, checking irrigation, plant protection measures, correcting nutrient deficiencies, etc in all experimental fields.

7	Oil Palm Bunch Analysis <b>(Skilled Work)</b>	<ol style="list-style-type: none"> <li>1. To oversee the bunch analysis activities like day to day collection of bunch from the palm.</li> <li>2. Recording the data as per the bunch analysis format and computerization of data.</li> <li>3. Sample preparation and estimation of soil using soxhlet assembly for mesocarp and kernel (200 hours/month).</li> <li>4. Observations to be recorded on number of bunches (80 bunches/month)</li> </ol>
8	Hybridization <b>(Skilled work)</b>	<ol style="list-style-type: none"> <li>1. The activity includes searching inflorescences in selected mother palms for bagging, pollination, harvesting of hybrid bunch and Transportation to Seed Processing for hybrid seed production.</li> <li>2. Searching, bagging, harvesting of pollen from selected palm.</li> <li>3. Harvesting bunches.</li> </ol>
9	Seed and sprout processing <b>(Skilled work)</b>	<ol style="list-style-type: none"> <li>1. Activities like data recording, counting of seeds, bagging of seeds, seed treatment with chemicals.</li> <li>2. Maintenance of moisture in bags, bagging of separated sprouts and packaging.</li> </ol>
10	Assisting in Seed Research Projects <b>(Semi skilled work)</b>	<ol style="list-style-type: none"> <li>1. Selection and collection of fruits</li> <li>2. Monitoring the process of seed extraction</li> <li>3. Keeping the seed material for storage</li> <li>4. Monitoring the seed in the storage</li> <li>5. Sorting of the seed for experiment</li> <li>6. Analysing the seeds for viability etc</li> <li>7. Placing the seeds for germination</li> <li>8. Assistance in maintenance of laboratory equipments</li> <li>9. Cleaning of working and sitting tables</li> </ol>
11	Assistance to develop the seeds under controlled pollination under crop improvement programme. <b>(Skilled Work)</b>	The work consist of searching inflorescence in the identified mother palms of dura and pisifera, bagging, pollination with selected pollen, harvesting of hybrid bunch/male inflorescence and transporting the same to the seed lab for crop improvement trails and experiments.
12	Soil Science Lab and Field <b>(Skilled work)</b>	<ol style="list-style-type: none"> <li>1. Maintaining details of soil samples received for analysis in register</li> <li>2. Maintaining details of leaf samples received for analysis in register</li> <li>3. Maintaining details of water samples received for analysis in register</li> <li>4. Collection of soil samples</li> <li>5. Collection of leaf samples</li> <li>6. Preparation of laboratory reagents</li> <li>7. Estimation of PH in soil samples</li> <li>8. Estimation of electrical conductivity in soil samples</li> <li>9. Estimation of organic carbon content in soil samples</li> <li>10. Estimation of available nitrogen in soil samples</li> <li>11. Estimation of available phosphorus in soil samples</li> <li>12. Estimation of available potassium in soil samples</li> <li>13. Estimation of exchangeable calcium in soil samples</li> <li>14. Estimation of exchangeable magnesium in soil samples</li> <li>15. Estimation of available sulphur in soil samples</li> <li>16. Estimation of available boron in soil samples</li> <li>17. Estimation of nitrogen in leaf samples</li> <li>18. Estimation of phosphorus in leaf samples</li> <li>19. Estimation of potassium in leaf samples</li> <li>20. Estimation of calcium in leaf samples</li> <li>21. Estimation of magnesium in leaf samples</li> <li>22. Estimation of sulphur in leaf samples</li> <li>23. Estimation of boron in leaf samples</li> <li>24. Tabulation of datasets</li> </ol>

13	Tissue Culture Laboratory& Field <b>(Skilled work)</b>	1. Media preparation & inoculation – 208 tubes per day (twice in a week, 24 hrs, 24 days) 2. Media preparation & sub culturing – 200 tubes per day (twice in a week, 24 hrs, 24 days) 3. Recording of observations and computerization of Lab data (once in a week, 24 hrs, 24 days) 4. Field observations and computerization of data – 300 palms (twice in a week, 8 hrs, 8 days) 5. Preparation of stock solutions and reagents (once in a week, 16 hrs, 8 days)
14	Tissue Culture Laboratory& Field <b>(Un Skilled work)</b>	1. Explants preparation 1 number (twice in a week, 32 hrs, 16 days) 2. Explants collection 1 number (twice in a week, 32 hrs, 16 days) 3. Autoclaving and washing of glassware – 150 no.s (Daily, 8 hrs, 24 days) 4. Assistance during media preparation (Alternate days, 3 hrs, 5.6 days) 5. Cleaning of working tables (Daily, 1.5 hrs, 24 days) 6. Assistance during quarterly and annual observations – 300 palms (Quarterly and annually, 720 hrs., 7.5 days) 7. Assistance during FFB recording (Twice in a month, 8 hrs., 2 days)
15	Farm Section <b>(Skilled work)</b>	Driving of tractors with accessories for ploughing, fertilizer and FFB transportation, grass cutting, biomass transportation, tank irrigation, etcfor 45 ha. Oil palm plantations (daily, 16 hrs. 50 days)
16	AKM Unit <b>(Skilled work)</b>	1. Installation and Maintenance of Wi-Fi Connectivity and AEBAS of the Institute. 2. Software installations and servicing of desktops and laptops in Institute. 3. LAN connectivity and Network maintenance of the Institute.
17	Molecular Biology Lab <b>(Skilled work)</b>	1. Assistance in the preparation of buffers and reagents (weekly) 2. Assistance in collection of samples (weekly) 3. Assistance in procurement of chemical and other reagents (twice in a week) 4. Assistance in DNA extraction and purification (hourly) 5. PCR, gel electrophoresis and documentation (Daily) 6. Collection and preparation of explants for tissue culture work (4 time in a month) 7. Assistance in preparation of media, autoclaving and distribution of media (twice in a month) 8. Assistance in scoring and recording of data (twice in a week) 9. Assistance in scoring and recording of data (twice in a week) 10. Analysis of the data (monthly) 11. Assistance in maintenance of laboratory equipments (weekly) 12. Miscellaneous works (need based)
18	Crop Improvement Section <b>(Skilled work)</b>	1. Quarterly, Annually and FFB data recording and digitalization of data. Germplasm 1 to 5, Dwarf dura and inter specific dwarf at old office (continuous throughout the year) 2. Sample collection, DNA extraction, PCR running and Documentation (continuous throughout the year)
19	Crop Improvement Section <b>(Skilled work)</b>	Maintaining details of the seed sample kept for analyzing of quality characters, Analyzing the seed samples for biochemical parameters, conducting germination test, Analyzing the pollen viability, Monitoring the LN Can, Maintaining the details of the cryo conserved materials.

20	Administration (Establishment Section) <b>(Skilled Work)</b>	<p>1. Preparation of documents for DPC/Assessment /SRF Selection (Approximately 06 Meetings per year); 2. Preparation of Pension documents (Approximately 03 cases per year); 3. Typing court case correspondence and updating status of cases through CCMS (Approximately 100 papers per month); 4. Preparation of APAR Forms for all Scientists/Officers/Staff. (Approximately 200 papers, once in a year). 5. Entries making in Service Books of all categories of staff regarding promotions, increments, service verification, trainings and leaves etc. (Approximately 50 cases per month.) 6. Maintenance of Registers pertaining to Establishment Section (Quarters, Legal, Advertisement, SRFs Register, Monthly achievements Register and File name Register. Approximately 10 entries per month). 7. Processing regular leaves and Maternity, Child Care Leave &amp; Paternity Leaves (Approximately 10 leave cases daily). 8. Preparation of documents IMC/IJSC meetings (Approximately 200 papers yearly). 9. Preparation of Pay Fixation Statements for staff on Promotion/MACP (Approximately 10 cases yearly).</p> <p>10. Typing the General Correspondence and sending Quarterly, Half yearly and Yearly reports for Census, Newsletter, ICAR Returns, Annual Reports. (Approximately 600 papers monthly).</p> <p>11. Correspondence regarding Training Programmes, RTI, Land Records, Deputation, Quarters, Pledges of Anti Terrorism and Vigilance Awareness Week, Communal Harmony and preparation of OOs for Movable &amp; Immovable properties. (Approximately 100 papers monthly); 12. Preparation of Bills for Advertisements &amp; Legal Cases (Approximately 12 bills yearly). 13. Processing Bills through MIS/FMS and entries making in Bill Register in Accounts Section. 14. Validation of Data for all categories of Staff. 15. Updating data in Permisnet for all Scientists/Officers/Staff (Quarterly 60 records and when ever required updation);</p>
21	Administration (Cash & Bills Section) <b>(Skilled Work)</b>	<p>1. Preparation of salary bills for permanent employees 2. All types of arrear bills relating to permanent employees 4. Preparation of Fellowship bills 5 Preparation of contractual salary bills &amp; Project fellows bills 6. Preparation of Security staff &amp; Housekeeping bills 7. Preparation of Contractor bills 8. Preparation Hindi OLIC letters 9. Hindi OLIC Quarterly and annual reports preparation &amp; uploading in Rajabhasha website. 10. Preparation of Bills in MIS FMS Website 11. Honorarium bills &amp; OTA bills 12. Preparation of CEA reimbursement bills, FVC bills 13. POL, Telephone &amp; Electrical bills 14. Preparation of GPF advance &amp; withdrawal 15. Personal claims bills, drawl of advance and their adjustment for various meetings (RAC/QRT/IMC/IJSC/DPC) 16. Preparation of Last Pay Certificates 17. Preparation of Salary Certificates 18. Processing of work relating GSLIS, LIC &amp; Professional Tax 19. Preparation of MCA &amp; Computer advance Sanction orders &amp; bills 9. Maintenance of all kinds of registers and files. 20. Dispatch work when the regular assistant goes on leave</p>

22	Audit & Accounts Section <b>(Skilled Work)</b>	1. GPF Ledger Posting (50 entries per month) 2. GPF Broadsheet receipt (50 entries) 3. GPF -Broadsheet Payment (10 entries) 4. P – Loans Broadsheet receipts (20 entries) 5. P-Advances Broadsheet payments (5 entries) 6. S-Advances Broadsheet Receipts (20 entries) 7. S-Advances Broadsheet Payments (5 entries) 8. Cash Book writing (250 entries) 9. Cheque writing (250 entries) 10. Cheque register writing (250 entries) 11. OB Register writing (100 entries) 12. Pension broad sheet payment (1 entry) 13. PPO updating (2 Books/month) 14. U-Remittance Broadsheet Receipts (350 entries) 15. U-Remittance Broadsheet Payment (350 entries) 16. CEA Ledger writing (15 entries) 17. EMD/SD Ledger writing (25 entries) 18. Typing bank letters for payments (200 entries) 19. File movement register writing (300 entries) 20. Statement of O/s Advances (1 entry/month)
23	Stores Section <b>(Skilled Work)</b>	1. Supply Orders (30 per month) 2. Work Orders (25 per month) 3. Advance Bills (50 per month) 4. Adjustment Bills (50 per month) 5. Quotations (15) 6. Comparative Statements (10) 7. Files/Record maintenance (10) 8. Issuing Store Items (50 times per month) 9. Payment bills (50) 10. Stock entry bills (70 to 80) 11. MIS/FMS entries (30) 12. Maintenance of related registers
24	Canteen <b>(Un Skilled Work)</b>	1. Assisting the cook and serving the food and refreshments to the personnel (350-400 meals per month (approx.)) coming to canteen. 2. Cleaning the vessels, Cleanliness and upkeep of canteen premises. (5000 meals/year)
25	Driving Vehicles <b>(Skilled work)</b>	1. Driving of light and heavy (Passenger and goods) vehicles, (25 days). 2. Routine driving of staff bus from Eluru to IIOPR Campus and vice versa. 3. Official field trips and local markets, and other official trips. 200 hours/month
26	Water works at new office and quarters <b>(Skilled work)</b>	1. R.O. Plant working and maintenance 1 No. 2. Water supply to quarters, Nursery and Seed Lab and Guest House (daily twice). 3. Water works repair like taps, sinks and other lines (old campus). 200 hours/month
27 28 29 30	House Keeping <b>(Un Skilled work)</b> <b>04 No's</b>	House Keeping/Cleaning works at Old Campus and New Campus
31	Crop Improvement <b>(Skilled work)</b>	FFB data recording, Quarterly observations in Dura Improvement (Old Office), Dura improvement (100 Palms). Feeding of recorded data in excel and analysis, collection of oil palm literature, cross checking of bunch analysis data in old record books. Other day to day assigned research activities in oil palm.

The above requirement is only temporary and may vary depending upon the volume of work, functional necessity etc. Any variation in the requirement of manpower shall be communicated to the Agency at the sole discretion of **ICAR-IIOPR**.

## **EMOLUMENTS**

The Agency will make payment to the staff on a MONTHLY BASIS CATEGORY-WISE AS PER THE MINIMUM WAGES ACT (AGRICULTURE) INCLUDING EPF / ESI AND OTHER STATUTORY OBLIGATIONS AS PER ACT BY 10<sup>TH</sup> OF EACH MONTH IN THE FORM OF CHEQUE/ELECTRONIC TRANSFER. The Agency will submit the invoice/claim to **ICAR-IIOPR** on a monthly basis duly supported by proof of disbursement of salary to the staff, in triplicate for arranging payment. The payment to the agency shall be released within 10 days from the date of receipt of invoice, provided the claim of the agency is found to be in order from all angles. The IT deducted at source and such other taxes levies as are required by law to be deducted shall be deducted from the charges payable to the agency. The agency shall furnish details of disbursement of Previous month made to the staff indicating the amount of remuneration received from **ICAR-IIOPR** against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee' share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting the claim for the next month. The proof of payment of statutory obligations such as ESI and EPF etc., and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld.

## **TERMS AND CONDITIONS;**

1. Based on the requirement of each job, the agency shall arrange for skilled Technical/ interview of the candidates in presence of nominated officers from this Institute and the candidates selected through interview arranged by the agency for should be deployed at by **ICAR-IIOPR**. In case the Institute in its discretion finding any person so deployed as not desirable or found not suitable for whatever reasons in the sole discretion of **IIOPR** and upon being notified by **IIOPR**, the agency shall be liable to withdraw such persons forthwith and substitute by a person acceptable to the **ICAR-IIOPR**.
2. The personnel shall be available for work on all office days as per the timings followed by **IIOPR** and on holidays whenever required, which will be intimated in advance.
3. The agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed work for the **ICAR-IIOPR**. All the persons deployed by the agency will be the employees of the agency and is no case they will have any employee- employer relation with **IIOPR or ICAR**.
4. The **IIOPR** shall have no liability whatsoever towards any other personnel or equipment of the agency. All statutory requirements for the workmen are to be borne by the agency and shall be sole responsibility of the agency.
5. The agency shall not sub-contract the services of personnel sponsored by them.
6. The **ICAR-IIOPR** reserves the right to award the work in full or in part to any agency and also terminate the contract at any stage if the performance of the agency is not found to be satisfactory.
7. The **Director, ICAR-IIOPR** reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the **Director, ICAR-IIOPR** shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

8. The agency will be required to deposit performance bank guarantee/demand draft/ for an amount of Rs. 1.10 lakh within 15 days from the date of notification of award and agreement in a non-judicial stamp paper of the value of Rs.100/- to the institute. The performance Bank guarantee should be valid up to 3 months beyond the date of expiry of the contract.
- **Note:** PLEASE QUOTE YOUR SERVICE CHARGE ONLY, WHICH WILL BE SAME FOR EACH CATEGORY AND SHOULD NOT BE LESS THAN ` . 100/- IN BOQ (Excel sheet)
  - The number indicated under each category is only indicative. It may vary in each category on monthly basis, which will be submitted in the beginning of each month.

**Note:** The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with **ICAR-IIOPR**.

## ANNEXURE-II

08812 259409/532/524

08812 259531

director.iiopr@icar.gov.in

http://dopr.gov.in



**भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान**

**ICAR-Indian Institute of Oil Palm Research**

( An ISO 9001:2008 Certified Institute )

पेदवेगी-534 450, पश्चिम गोदावरी जिला, आंध्र प्रदेश, भारत

Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	GST Registration No.. if applicable	
3	BANK DETAILS:	
a	Bank Name	
b	Branch Address	
c	Account No	
d	Type of Account (Current/Savings)	
e	MICR No	
f	RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



**TENDER ACCEPTANCE LETTER**

*(To be given on Company Letter Head)*

Date:

To,

.....  
.....  
.....

**Sub: Acceptance of terms and conditions of tender.**

**Tender Reference No.:**

**Name of tender/work:-**

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

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

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

As per your advertisement, given in the above mentioned website(s).

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

**INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION:**

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online Bidder Enrolment”** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority Recognized by CCA India (e.g. Sify/nCode/eMudhra etc. ), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC /e-Token.

**SEARCHING FOR TENDER DOCUMENTS:**

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The Original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessary submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changes.

Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS:**

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

\*\*\*\*\*

**EVALUATION OF BID**

1	Name of the service provider/agency	
2	Address with telephone No., Fax No. E-mail	
3	Contact person's name	
4	Essential details with copies of certificate for the following  1. Agency Registration certificate for under shops & Establishment Act and Labour Act. 2. Income Tax clearance for the last 3 years 3. GST Registration 4. EPF registration 5. ESI registration 6. Experience certificate for the last three years in providing manpower for office/horticulture field work 7. A certificate to the effect that there is no litigation against the agency.	
5	Turnover details for Rs. 50.00 Lakhs p.a. for the of last three years (supporting documents must be enclosed )	
6	Details of staff employed by the agency for its business operation (category wise)	
7	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/minimum wages act or other laws (give details). The agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.	
8	Whether Bid security/EMD is enclosed, if so provide details thereof.	

Declaration:

I/We hereby certify that the information furnished above is correct & true to the best of our knowledge. I/We understand that in the event of information being found false at any stage, the agency will be blacklisted and will not have any dealing with the IIMR in future.

SIGNATURE OF AUTHORISED SIGNATORY

WITH SEAL



**ANNEXURE-VI****Financial bid**

Sl. No.	Component	Amount in whole rupees per point/per month	Rates applicable as on date in ` (liable to be change) for Un-Skilled	Rates applicable as on date in ` (liable to be change) for Semi-Skilled	Rates applicable as on date in ` (liable to be change) for Skilled
i	Daily wage rate including existing dearness allowance	As per Minimum wage at the rate fixed by Govt. of Andhra Pradesh vide L.No. L1/7846/2016, Dated 10.04.2017 from time to time	8054.9	9508.5	11670.0
ii	Employees Profident Fund @ 13.15% of (i) (If applicable, maximum limit being 15000) (Not to be quoted by the Bidder)	As per Rules framed by EPFO from time to time	1059.22	1250.37	1534.60
iii	Employees State Insurance @ 4.75% of (i) (If applicable)	As per Rules framed by ESIC from time to time	382.60	415.65	554.33
iv	GST	As per Rules framed by Govt. of India	1727.24	2502.44	2038.95
v	Company's/Firm's/Agency's Service charges to be quoted by firm per category per month in whole ` (Not to be quoted in % and not less than `.100	Not to be quoted in percentage	` _____ /per month	` _____ /per month	` _____ /per month

(Amount to be mentioned in numerical as well as words)

I/We agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We have carefully read the terms and conditions of the Tender and agreed to abide by these in letter and spirit

Signature\_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

\_\_\_\_\_  
Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Notes:

- i) The Service Charges (mentioned in para 3 (vi) above) to be charged by the service provider to be quoted separately which will be the indicator of selection of L-1 bidder.
- ii) The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
- iii) The Service Charges quoted should not be in percentage and should not be less than ` . 100/- Rupees (One hundred only); otherwise the same will be rejected.**
- iv) Department will reimburse all statutory payments (Minimum Wages) as applicable from time to time, in addition to the above payments. The bill to be preferred on a monthly basis. The firm should therefore enclose copies of challans, etc. towards statutory payments made by it for reimbursement.**
- v) Prime Criteria for selection for award of the contract will be the Service Charges (mentioned in para 3(vi) above quoted per category/per month (in whole rupees).
- vi) In case of more than one successful lowest bidders (L-1) the work will be awarded equally on sharing basis.