

**ICAR- Indian Institute of Soil & Water Conservation,  
218, Kaulagarh Road, Dehradun,  
Uttarakhand, 248195**

**Gem Bidding notice for Crop Protection/Watch & Ward Services on purely job  
rate contract basis**

On the behalf of the Secretary, ICAR, New Delhi, the Director, ICAR-IISWC, Dehradun invites bids for outsourcing the job rate contract **for Crop Protection/Watch & Ward Services on job rate contract basis** at Area under Plant Science Division block, Dhulkot block, Agriculture Terrace block and near main gate poly house nursery of ICAR-IISWC, Research Farm, Selaqui, Dehradun on job contract basis for a period of **one year** which can be extended for another 1 year (maximum) on mutual consent and satisfactory work.

This tender notice contains following documents:-

1. Annexure-I - Scope of Work.
2. Annexure-II - Terms & conditions of the contract
3. Annexure-III - Additional terms and condition
4. Annexure-IV - Declaration/undertaking.
5. Annexure-V - Format to give details of past three years' experience of the firm
6. Annexure-V- Financial bid document

Those bidders who are in a position to full-fill the eligibility criteria and terms & conditions of this bid document and GeM General Terms & Conditions (GTC) and Additional Terms & Conditions (ATC) as mentioned in this bidding document may participate in this GeM bidding.

**OIC, Farm  
Research Farm, Selaqui.**

**ICAR- Indian Institute of Soil & Water Conservation**  
**218- Kaulagarh Road, Dehradun**

**Annexure-I**

**Scope of work & duties to be performed**

The Research Farm, Selakui of ICAR-IISWC, Dehradun is located on main Dehradun-Chakrata Road before Selakui main market. Provide round the clock (24 hour) Security on job basis for **Crop Protection/Watch & Ward Services on job rate contract basis** at Area under Plant Science Division block, Dhulkot block and Agriculture Terrace block and other installed equipments at the following locations.

<b>Point</b>	<b>Detail of area (Block)</b>	<b>Area in unit</b>	<b>Shift</b>
1.	Area under Plant Science Division block	10 ha	Round the clock
2.	Area under Dhulkot block (Area surrounded by boundary wall)	5 ha	-do-
3.	Area of agriculture block	10 ha	-do-
4.	Near main Gate poly house nursery	3 ha	-do-

**Duties and Responsibilities of Agency & Personnel:-**

1. Protection of plantation of horticulture, Agriculture block, fixed assets and other installed equipment's at the above locations.
2. Prevent loss of life & property from wild animal and theft for the area as detailed in the scope of work above.
3. Patrolling on regular basis across the length and breadth of the entire area covered in this tender and report any unusual events in suspicious circumstances occurring in the Farm area. The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed both inside and in the open all over the premises.
4. Whenever required interact with Local Police Authorities or PCR Van to seek Police assistance and to ensure complete safety of the Institutes movable & immovable properties and residents of respective areas and in case of animals interact Forest department.
5. Submit daily report to the designated officers of the Institute.
6. Prevent trespass in specified areas in the Research Farm.
7. Measures under wild life protection act and other environment act should be ensured.
8. To ensure that no unauthorized persons or vehicle get entry into the Research Farm in an irregular manner.
9. To ensure safe custody of keys as per directions of the Security Officer of the Research Farm, Selakui.
10. To check pilferage and implant anti-theft measures.
11. Check/control/search staff engaged by any other contractor or person having access to the building/field area.
12. To report unusual events in suspicious circumstances occurring in the area of premises.
13. The above job(s) are only illustrative and not exhaustive. Additional jobs or modification in the job purely for security purpose will be carried out/ assigned with the approval of competent authority.
14. Any other job assigned by the Director/Chief Administrative Officer/OIC(F)/Farm Superintendent/Security Officer or his nominee in the interest of crop protection of the Research Farm.
15. Overall job protection of the fields and installed equipment in the field shall be the responsibility of the contractor.
16. Taking into consideration of nature of job work the category of person to be deployed for crop protection job rate contract should be considered as unskilled.

**OIC, Farm**  
**Research Farm, Selakui.**

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**Annexure-II**

**Instructions to the Contractors & Main terms & Conditions.**

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the IISWC, Research Farm Selakui as detailed in the tender forms and its schedules. Please quote the rates for the above contract if you are in a position to furnish the requisite services in accordance with the requirement stated in the scope of work.
2. The successful bidder shall not transfer or sub-let the contract to other firm at any stage of contract.
3. The firm shall upload a copy of this bid document containing seal of the firm and signature of authorized signatory alongwith technical bid document.
4. An Earnest Money Deposit (EMD) of **Rs. 75,000/-(Rupees seventy five thousand) only** must be deposited in the form of demand draft/FDR in favour of "Director, ICAR-IISWC" payable at Dehradun to be sent by registered post within the last date and time of the bid. Scanned copy must be uploaded along with GeM bidding documents.
5. Exemption for deposition of EMD will be as per Govt. of India/GeM Rules. The bidder seeking EMD exemption shall submit valid supporting document for the relevant category as per GeM GTC with the bid.
6. The EMD of unsuccessful bidder shall be returned on receipt of written request. In case the successful bidder does not accept the offer, the EMD shall be forfeited. No interest on EMD shall be paid by the Institute to any bidder.
7. The bidder is being permitted to give bids in consideration of the stipulations on his part that after submitting his bid, he shall not withdraw his offer or modify the terms and conditions thereof. If the bidder fails to observe and comply with the foregoing stipulations the amount of EMD shall be forfeited.
8. **All Annexure/supporting document must contain the seal of the firm and signature of the authorized signatory.**
9. For award of contract, **The bidder must have successfully executed/completed similar service contract of "Job rate contract of Crop Protection/Watch & Ward Services" during last three years costing not less than 30 lakh each.**
10. In case of bidder being partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, all requisite document must be signed by every partner of the firm. A person signing the bid/supporting documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to do the same and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-IISWC shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
11. Bid(s) are liable to be ignored if complete set of required documents are not submitted alongwith bid.
12. Non-acceptance of offer shall make the successful bidder all consequential actions as per Gol/GeM conditions.
13. The contract of **Job rate contract of Crop Protection/Watch & Ward Services** is intended for a period of 01 year from the date of actual award which can be extended for another 1 year (maximum) on mutual consent and satisfactory work.
14. The manpower provided shall maintain secrecy and discipline in the premises of ICAR-IISWC. Any deviation will be viewed seriously and liable to penalty as deemed fit by the Institute.

15. The contractor shall keep a complaint register with his representative which shall be opened to verification by the authorized officer of ICAR-IISWC for the purpose. All complaints should be immediately attended to by the Agency.
16. The contract is terminable with one month notice of ICAR-IISWC, Dehradun. If the contractor wish to terminate the contract, it may require to give a notice of at least **three months** failing which the amount of performance security deposit including any other dues arises for making alternate arrangement till the new contract is assigned to the other party shall be recovered from the contractor.
17. The monthly attendance sheet of all the job contract manpower should be attached by the contractor along with its monthly bill.
18. **Performance Security Deposit as 10% of total annual contract value** is to be deposited by the selected agency/successful tenderer only after receiving a communication from the IISWC, Research Farm. In the event of non-deposition of the same, the earnest money will be forfeited and contract shall be cancelled. The performance security shall be returned to the firm after completion of contract period (including extendable period, if any) + 60 day.
19. No interest on security deposit and earnest money deposit shall be paid by the IISWC, Research Farm to the tenderer.
20. The Contractor shall abide by all the laws of land including labour laws (PF, Income Tax, GST or any other extra taxes levied by Govt., welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein. Any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve ICAR-IISWC, Research Farm in anyway whatsoever. Compliance of these provisions shall be ensured at the times of making monthly payments.
21. Firm will not charge placement charges or any other account from the manpower deployed with the IISWC, Research Farm. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/contracting Firm has charged the manpower on any account.
22. **Consolidated annual charges inclusive of all taxes shall be quoted by the bidders in the financial Bid. The charges will be paid to firm on monthly basis after satisfactory work. No change/revision whatsoever in quoted charges once quoted shall be admissible during the tenure of tender under any circumstances.**
23. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and this Institute will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
24. Director, IISWC, Dehradun reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Research Farm, Selakui, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
25. **Billing by the contractor**  
**The contractor shall raise separate monthly bills to the Director, ICAR-IISWC, Dehradun for the Job rate contract of Crop Protection/Watch & Ward Services deployed at the Research Farm, Selakui. Thereafter these bills shall be processing for payment after making necessary entries in the concerned Registers.**
26. The contractor shall make payment of wages to the **Job rate contract of Crop Protection/Watch & Ward Services** by 7<sup>th</sup> day of following month. Thereafter he shall raise separate monthly bills for reimbursement to the Director, ICAR-IISWC, Dehradun. The bills raised by the contractor must contain the attendance sheet of all manpower, copy of RTGS/NEFT with respect to payment of wages made to the

manpower by 7<sup>th</sup> day, ECR challan etc. of EPF & ESI deposited for the previous month and GST receipt. After scrutiny and verification of bill by the indenters, the same will be processed for payment to the contractor. In case of any default with respect to submission of above documents, the ICAR-IISWC shall not be responsible for any late payment till the requisite documents are submitted by the contractor.

27. The contractor shall abide by all laws of land including labour laws, PF, Income Tax, GST, ESI or any other extra taxes levied by Govt., welfare measure of its employees and all other obligation whether instructed or not in this bid document. Any such bounded duty shall be the exclusive responsibility of the contractor and it shall not involve ICAR-IISWC in anyway whatsoever. Compliance of these liabilities shall be ensured at the times of making monthly payments.
28. Decision of Director, IISWC, Dehradun, 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 level by mutual consultation and in case of failure in settlement dispute shall be referred to the Director of the Institute and further in case of failure in settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
29. Institute in its capacity as Principal Employer reserves the right to modify any of the terms and conditions of the contract as mentioned in this tender document, at its discretion, in the interest of the job work/public interest.
30. Successful Bidder/tenderer will have to enter into a detailed contract agreement with IISWC, Research Farm Selakui on Non-judicial stamp paper of Rs. 100/- (One hundred only) for work as per the specimen at Annexure VIII attached with the tender document.
31. Not with-standing anything above, the Director, ICAR-IISWC, Dehradun reserves the right to reject any or all tenders in whole or in part without assigning reasons therefore. The decision of Director, ICAR-IISWC, Dehradun shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

#### **LIQUIDATED DAMAGES CLAUSES : -**

- (i) In case of non-satisfactory work noticed by the Competent Authority, IISWC, Research Farm Selakui/his representative an amount equivalent to two days of contract amount subject to a minimum of Rs. 2500/- will be levied as liquidated damages per day apart from penalty. Whenever and wherever it is found that the work is not up to the mark in specified point /area it will be brought to the notice of the supervisory staff of the firm by ICAR-IISWC, Dehradun and if no action is taken within two hour liquidated damages clause will be invoked.
- (ii) In case of any loss, theft or damage to the life and /or property of the employees of the IISWC and/or property of the IISWC due to negligence of work by the contractor/its security guards, the cost of loss/theft/damage shall be assessed by a committee constituted by the Director, ICAR-IISWC, Dehradun and the assessed amount shall be charged from the contractor through its bill(s), performance security deposit and remaining, if any through other mean of recovery through court etc.

33. **The following document/vouchers are required to be uploaded with the Technical Bid in following manner:-**
  - i. Scanned copy of Earnest Money Deposit (EMD).
  - ii. Scanned copies of Income Tax Registration (PAN Card), GST Registration Certificates.

- iii. Scanned copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.
- iv. Scanned copy of valid Licence under the Contract Labour (Registration & Abolition) Act, 1970.
- v. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable for exemption of EMD.
- vii. Scanned copies of proofs of minimum last three financial year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies/corporations / reputed public or private organizations, with details in enclosed tabular form in chronological order and Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three or more financial years.
- viii. Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years 2020-21, 2021-22 & 2022-23 by the Chartered Accountant.
- ix. Scanned copy of bank account details.

Yours faithfully

**OIC, Farm  
Research Farm, Selaqui.**

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**GeMbid for Crop Protection/Watch & Ward Services on job rate contract basis " of ICAR-IISWC, Dehradun"**

Besides the terms & conditions mentioned in Annexure-II, the contract shall be further governed with the following terms & conditions :-

1. The area of job contract may be increased or decreased, which will be intimated in due course of time while awarding the work order.
2. The selected agency shall provide efficient personnel for Crop protection/Watch & Ward Services at Research Farm, Selakui of ICAR-IISWC, Dehradun strictly as per the charter of duty and terms and conditions mentioned in the tender document or assigned by the competent authority/Security Officer during contract.
3. The agency shall employ good, reliable & robust personnel and of clean record to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the IISWC, the IISWC, Dehradun shall have the right to ask for employee replacement without giving any reason thereof and the agency shall on receipt of a oral or written communication in this regard will have to replace such persons immediately.
4. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to their personnel with identity cards.
5. The agency shall also provide Uniform, Communication Facilities, Transportation, Lathi, torch, uniform, whistle, reliever etc. at their cost for smooth functioning of Crop protection.
6. The Agency shall provide name and mobile number of its authorized representative to communicate the contract related complaints round the clock.
7. All the concerned Agencies are advised to have a complete inspection/site visit of all Institute/ the Research Farm, before offering rates and they are all welcome for a survey of the area during working hours.
8. The deployed personnel shall be strictly punctual while reporting for duty and shall take proper charge from the staff on duty and he shall hand over the same to his authorized reliever at the end of his duty time as per "handing over taking over" protocol.
9. The manpower should be able to use fire extinguishers etc in case of fire.
10. The manpower deployed shall follow strict attendance and alternative arrangements are to be made by the agency whenever any of manpower goes on leave under intimation to Security Officer of the Research Farm, Selakui.
11. The manpower provided shall maintain secrecy and discipline in the premises of IISWC. The attire of the security personnel should be formal and decent and not in violation of office decorum. Any deviation will be viewed seriously and liable to penalty as deemed fit by the Institute.

12. The manpower deployed should be capable of reading and writing Hindi and English.
14. Contractor shall keep a complaint register with his representative, and it shall be open to verification by the authorized officer of IISWC, for the purpose. All complaints should be attended immediately by the Agency.
15. Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
16. Contractor shall replace immediately any of its personnel who is found unacceptable to IISWC because of conflict of interest, incompetence, improper conduct etc. upon receiving a notice from IISWC.
17. No association/trade union activities will be allowed by the manpower supplied by the agency.
18. Changing of manpower shall be intimated to Farm Superintendent /Security Officer.
19. The agreement is terminable with one month notice from Institute. If the contractor wants to rescind the contract voluntarily or otherwise, it may require to give a notice of at least three months failing which the amount of security deposit including any other dues arises for making alternate arrangement till the new contract is assigned to the other party will be recovered from the contractor.
20. The personnel deployed by the contractor shall not be entitled to and have no claim for any absorption in the regular/other capacity in the Institute as the contract is purely on job contract.
21. The contractor shall in no case pay its employees less than the minimum wages as notified by the Central or State Govt., whichever is higher and also ensure payment of wages for all National Holidays.

**OIC, Farm  
Research Farm, Selaqui.**



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**Annexure-IV**

**GeM bid for Crop Protection/Watch & Ward Services on job rate contract basis " of ICAR-IISWC, Dehradun Research farm, Selaqui."**

**Declaration/Undertaking**

I/We have read and understood general terms and conditions contained in the tender document for Crop Protection on job contract basis at Research Farm, Selakui of ICAR-IISWC, Dehradun".

I/We do hereby declare that all the details provided in this tender document are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-IISWC Dehradun.

I/We undertake to communicate promptly to ICAR-IISWC, Dehradun any changes in the condition or working of the firm.

It is certify that we have not been blacklisted by any Government organization of including central Vigilance commission (CVC) during the last three years. It is also certify that no legal or criminal case is pending or contemplated against our firm as on date.

The undersigned has full legal authorities to sign and submit this tender form on the behalf of the firm. We authorize ICAR-IISWC, Dehradun to approach Individuals, employees, firm and corporations to verify our competence and general reputation.

I/We do hereby also accept ICAR-IISWC, Dehradun have the right to accept or reject this tender and not to issue invitation to Tender to me/us

Name & Signature of Authorized signatory

.....

Telephone No.....

Officer.....

Resi.....

Mobile.....

Date.....

Place.....

**ICAR- Indian Institute of Soil & Water Conservation  
218- Kaulagarh Road, Dehradun  
GeM bid for “Crop Protection/Watch & Ward Services on job rate contract basis ” of  
ICAR-IISWC, Dehradun”**

**Details of the Minimum 3 years experience/work done ( 2020-21, 2021-22&  
2022-23).**

S. No.	Name of the Deptt./Organization & Name of contact Person with Ph. No.	Period		No. of person deployed	Total annual cost of contract	Supporting doc. attached (Sl. No.)
		From	To			

Name & Signature of Authorized signatory .....  
Telephone No.....  
Officer.....

Resi.....

Mobile.....

Date.....

Place.....

**ICAR- Indian Institute of Soil & Water Conservation  
218- Kaulagarh Road, Dehradun**

**Annexure-VI**

**E-tender notice for “Crop Protection/Watch & Ward Services on job rate contract basis ” of ICAR-IISWC, Research Farm, Selakui”**

**FINANCIAL BID**

Sir,

We wish to submit our tender for providing Crop protection purely on Job contract basis at **ICAR- Indian Institute of Soil & Water Conservation, Research Farm, Selakui, Dehradun- 248011** on the following rates :-

S. No.	Particular	Per month charge
1.	Consolidation Monthly charges (inclusive of all taxes) as per area of Farm for Crop protection detailed in the scope of work at Research Farm, Selakui, Dehradun.	RS.....(in figure) Rupees..... (in word)
2.	Consolidation Annual charges (inclusive of all taxes) as per area of Farm for Crop protection detailed in the scope of work at Research Farm, Selakui, Dehradun.	RS.....(in figure) Rupees..... (in word)

Note: Institute shall not bare any additional charge and above the consolidated monthly rates quoted by the firm.

I/we have gone through the complete tender document, terms & conditions etc. and quoting above rates.

I/we agree to forfeit the earnest money, if I/we fail to comply with any of the terms & conditions in whole or in part laid down in the Tender document.

I/we have carefully read the terms & conditions of the tender and agreed to abide by these in letter and spirit.

Note: The financial ranking of the bid shall be declare on Consolidation Annual charges (inclusive of all taxes)

Signature & Seal of the Tenderer

Firm's Address.....

Telephone No.

Office.....

Resi.....

Mobile.....

E-mail Id.....

Date: \_\_\_\_\_

Place : \_\_\_\_\_