

Telephone : (0431) 2168125 (30 lines)
e-mail : directornrcb@gmail.com / saonrcb@gmail.com / aonrcb@gmail.com

ICAR- NATIONAL RESEARCH CENTRE FOR BANANA

Thogamalai Road, Thayanur Post,
Tiruchirapalli – 620 102.Tamil Nadu.

F.No: 30(1)/2016-SP/

Date : 19.05.2016

TENDER NOTICE NO: 01/2016

The Director, ICAR- National Research Centre for Banana, Tiruchirapalli, Tamil Nadu invites sealed tenders from registered / well-established / reputed manpower / agencies for providing the services of Lab Assistants / Office Assistants / Farm Helpers on monthly contract basis.

2. Interested parties, who are fulfilling the eligibility criteria can apply by downloading the detailed information / terms and conditions of the Tender Form from the Centre's website : www.nrcb.res.in

3. Completed tenders in all aspects in a sealed cover superscribed "**TENDER FOR PROVIDING SERVICE CONTRACT FOR SERVICES**" should be sent by **SPEED POST ONLY** along with a Demand Draft for Rs.1000/- (Rupees One Thousand Only) for "**NON REFUNDABLE PROCESSING FEE**" and Rs.1,00,000/- (Rupees One Lakh Only) for "**REFUNDABLE EARNEST MONEY DEPOSIT**". The Demand draft should be drawn in favour of "ICAR UNIT-NRCB" payable at Tiruchirapalli from a Nationalized Bank. **NO BID WILL BE RECEIVED BY HAND.**

The schedule of receipt and opening of tenders is as under:-

Last date and time for receipt of sealed tender	:	02.00 PM on 08.06.2016
Date and time of opening of technical bid	:	03.30 PM on 08.06.2016
Date and time of opening of qualified financial bid	:	03.30 PM on 15.06.2016

4. Tenders received after the stipulated date and time / incomplete tenders will not be entertained. The tenders will be opened on the stipulated date and time at the Annex Building, ICAR - NRC for Banana, Trichy – 102 in the presence of the tenderers or their authorized representatives who may be present.

Senior Administrative Officer
For Director

NOT TRANSFERABLE

ICAR- NATIONAL RESEARCH CENTRE FOR BANANA

Thogamalai Road, Thayanur Post,
Tiruchirapalli – 620 102.Tamil Nadu.

F.No: 30(1)/2016-SP/

Date : 19.05.2016

INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS PROVIDING MANPOWER ON CONTRACT FOR SERVICES FOR A PERIOD OF TWO YEARS AT ICAR- NATIONAL RESEARCH CENTRE FOR BANANA, TRICHY – 620 102. TAMIL NADU.

- 1. Non refundable processing Fee Rs.1000/- (Rupees One Thousand Only) (by Demand draft in the name of ICAR UNIT-NRCB payable at Tiruchirapalli from a Nationalized Bank.**
- 2. Refundable Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh Only) (by Demand draft in the name of ICAR UNIT-NRCB payable at Tiruchirapalli from a Nationalized Bank.**
3. Tenders should be sent by Speed Post / Registered Post only.
- 4. No bids will be received by hand.**
5. Last date of receipt of Tender in the ICAR-NRCB-Trichy is 08.06.2016 at 02.00 PM
6. Tenders (Technical bids) to be opened at 03.30 PM on 08.06.2016.
7. Tenders to remain open for acceptance up to 90 days from the date of opening.

NOTE :

1. The Director, ICAR- National Research Centre for Banana, Tiruchirapalli, Tamil Nadu may at his / her discretion, extend this date by a fortnight and such extension shall be binding on tenders.
2. If the date up to which the tenders is open for acceptance is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day.

Telephone : (0431) 2618125 (30 lines)
e-mail : directornrcb@gmail.com / saonrcb@gmail.com / aonrcb@gmail.com

ICAR - NATIONAL RESEARCH CENTRE FOR BANANA

Thogamalai Road, Thayanur Post,
Tiruchirapalli – 620 102.Tamil Nadu.

F.No: 30(1)/2016-SP/

Date : 19.05.2016

Note : All communications must be addressed to The Director, ICAR-National Research Centre for Banana, Thogamalai Road, Thayanur Post, Tiruchirapalli – 620 102, Tamil Nadu.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS PROVIDING MANPOWER ON CONTRACT FOR A PERIOD OF TWO YEARS TO ICAR-NATIONAL RESEARCH CENTRE FOR BANANA, TRICHY.

From

The Senior Administrative officer
ICAR- National Research Centre for Banana
Thogamalai Road, Thayanur Post,
Tiruchirapalli – 620102. Tamil Nadu.

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, ICAR- National Research Centre for Banana, Thogamalai Road, Thayanur Post, Tiruchirapalli – 620102. Tamil Nadu for PROVIDING MANPOWER ON CONTRACT at ICAR-NRC FOR BANANA OFFICE & LAB COMPLEX AND RESEARCH FARM, PODHAVUR.

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 placed by the NRCB as detailed in the Tender form and its schedules. Please submit your rates in the Tender form 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.1,00,000/-** (Rupees One lakh Only) must be deposited in the form of demand draft in the name of **ICAR UNIT- NRCB** payable at Tiruchirapalli. The Particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the demand draft number and date, failing which the tenders will not

be accepted. The tenders will not be considered if earnest money is not deposited with the tenders. Conditional bids shall not be considered. No overwriting or erasures is permitted in the tender documents. Such bids will be rejected outright.

3. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of earnest money deposit will be forfeited by the Centre. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Centre.
4. The schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting / erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders will be rejected.
5. 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 fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award of contract by the Centre within 7 (seven) days, the offer made shall be deemed to be withdrawn without any notice and earnest money will be forfeited.
7. In case of partnership firm, where no authority has been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders and all other related document must be signed by every person of the firm. A person signing the tender 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 Centre shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed '**JOB CONTRACT FOR PROVIDING MANPOWER AT NRCB, TRICHY**' with address of his office and the tenderer shall place two envelopes clearly marked consisting of technical bid and financial bid separately in the main envelope. **RIGHT IS RESERVED TO REJECT OUTSTATION TENDERS.** All tenders should be sent **by SPEED POST** so as to reach the office of ICAR-NATIONAL RESEARCH CENTRE FOR BANANA, TIRUCHIRAPALLI latest by 02.00 pm on

08.06.2016. No tender will be accepted by hand. Tenders received after 02.00 pm on 08.06.2016 shall not be entertained.

9. The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Names and address of permanent representative of the tenderer, if any, may also be indicated.
10. The Centre does not pledge itself to accept the lowest or any other tender and also reserve to itself the right of accepting the tenders whole or in part. You are however at liberty to tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tenders are considered fully. Conditional tenders will not be accepted.
11. An amount equivalent to 10% of the estimated value of contract as a SECURITY DEPOSIT for the contract is to be deposited by the selected agency / successful tenderer only after receiving a communication from the Centre. In the event of non-deposit of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Centre to the tenderer.
13. The monthly pay of the contractual employee will be paid as per the Ministry of Labour & Employment O.M.No. 14(113)/Misc.RLD (Coord.)/2012 dated 23.01.2013. The details of remuneration being paid to the regular employees performing the similar work are annexed for reference. The tendering agency shall be responsible for compliance of all statutory provisions in respect of personnel deployed by it to the Centre.
14. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and NRCB will not entertain any deviation whatsoever in this respect. However, the service 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 the rules / instructions made applicable from time to time by Government.
15. The Director, ICAR-NRCB, Trichy reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Centre, for any justifiable reasons, not mandatory to be communicated to the tenderer.
16. Decision of the Director, ICAR-NRCB, Trichy 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 or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NRCB, Trichy. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution Act, 1996.
17. Acceptance by the Centre will be communicated by E-MAIL, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the E-MAIL, express letter should be acted upon immediately.
18. The following documents / vouchers are required to be enclosed with the tender form which are the terms and conditions of the tender document.
 - a. Registration certificate of the firm under the work contract of the Govt.of Tamil Nadu.

- b. Minimum turnover of the firm for not less than Rs.50.00 lakhs (Rupees Fifty Lakhs) during each year for the last three financial years.
- c. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment / Autonomous bodies of Govt.of India / Corporations of Govt. of India / Reputed Public or Private organizations with details in enclosed tabular form.
- d. Audited balance sheet of the firm for the last three years of the service contract by the chartered accountant.
- e. Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
- f. Employee EPF registration certificate issued by the local govt.etc.
- g. Employee ESI registration certificate issued by the local govt. etc.
- h. Copies of latest paid challans of EPF and ESI remittances.
- i. Copy of latest EPF-ECR statement.
- j. The contractor / agency must have a registration with the Contract Labour (Registration and Abolition) Act, 1970. The contractor shall obtain the labour license under this act.
- k. Numbers of staff / supervisor registered under ESI & EPF should be furnished separately. Minimum 100 Nos. (staff/supervisor) is required with their ESI & EPF contributions. Documentary proof of vouchers to be required and should be attached.
- l. Income tax registration (PAN Card & TAN Certificate) and Service tax registration certificate issued by the respective departments.
- m. Successful tenderer will have to enter into a detailed contract agreement with NRCB on non-judicial stamp paper of Rs.100/- (one hundred only) for each work.
- n. Only those firms will be considered for financial bid who will qualify in the technical bid.

Yours faithfully,

Senior Administrative Officer
For Director.

NOTE : The technical bid and financial bid may be submitted in separate envelopes to be sealed and put in a main cover.

Tenders for the contract for PROVIDING MANPOWER ON CONTRACT FOR SERVICES AT ICAR-NRC FOR BANANA, TIRUCHIRAPALLI, TAMIL NADU.

Full name & Address of the tenderer in addition to post box No. if any, should be quoted in all Communication to this office.

Telephone No.

Fax No:

E-mail address :

Mobile No.:

From

To

The Director,
ICAR-National Research Centre for Banana
Thogamalai Road, Thayanur Post,
Tiruchirapalli – 620102. Tamil nadu.

I / We have read all the particulars regarding the general information and other terms and conditions of the contract for PROVIDING MANPOWER ON CONTRACT FOR SERVICES AT ICAR-NRC FOR BANANA, TIRUCHIRAPALLI and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule III to this tender and I / We agree to hold this offer open till 90 days. **The rates quoted will be valid for a period of TWO YEARS in the event of award of the contract.** I / We shall be bound by a communication acceptance within the prescribed time.

- a. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with those requirements.
- b. The following pages have been added to and form a part of this tender _____. The schedules I & II to accompany this tender are at pages _____.
- c. Every pages so attached with this tender bears my signature and the office seal.

d. Demand draft No: _____ dated _____ drawn at _____ for Rs.1000/- towards **NON REFUNDABLE PROCESISNG FEE** and Demand draft No: _____ dated _____ drawn at _____ for Rs.1,00,000/- towards **REFUNDABLE EARNEST MONEY DEPOSIT** in favour of ICAR UNIT-NRCB payable at Tiruchrapalli are enclosed.

Yours faithfully,

Dated :

Signature & Seal of the tenderer

Witness :

Signature of witness to contractor's signature :

1. _____

Name & Address of witness 1.

2. _____

Name & Address of witness 2.

SCHEDULE – I
SCHEDULE TO TENDERS
PART – I

S.No.	Particulars	
1.	Name of the firm /agency	
2.	Full address with post box no. and telephone, fax number, e-mail, if any	
3.	Constitution of the firm / agency (attach copy)	
	a. Indian Companies Act, 1956.	
	b. Indian Partnership Act, 1932 (Give names of partners)	
	c. Any other act, if not, the owners.	
4.	i. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the Partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	ii. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.	
	iii. if the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and full address of your banker's	
6.	Your permanent Income Tax No. / Circle / ward. (Copies of PAN /TAN and Service Tax Registration to be enclosed.)	
7.	Date of establishment of the agency / firm / company.	
8.	Whether registered with all concerned Government authorities (EPF / ESI etc.) (Copies of all certificates of registration to be enclosed).	
9.	Any other relevant information	

PART II

S.No.	Particulars	
1.	Processing Fee paid	Yes / No.
2.	Earnest Money deposited	Yes / No.

PART III

S.No.	Particulars	
1.	Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders.	
2.	Name of the permanent representative to be visiting NRCB's Office regarding the contract.	

Date : _____

Place : _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the tenderer.

SCHEDULE II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF PROVIDING JOB / WORK CONTACT FOR SERVICES (LAB /FIELD ASSISTANTS / OFFICE ASSISTANTS / HOUSE KEEPING / FARM WORKERS) AT ICAR-NATIONAL RESEARCH CENTRE FOR BANANA (ICAR),TRICHY.

I. SCOPE OF WORK :

a. Lab Assistants / Field Assistants:

- i. To assist the Scientists in the lab and field for carrying out the research work and field maintenance.
- ii. To assist the Scientists in taking the observations.
- iii. To assist the Scientists in analyzing the samples in sophisticated instruments.

b. Office Assistants / Driver / Electrician:

- i. To assist in diary and dispatch.
- ii. To dispose the files to respective sections after clearance.
- iii. To dispose the daily daks within the office.
- iv. To dispatch the officials correspondence on daily basis at Post office.
- v. To assist in the PME Cell circulating important circulars among the Scientists.
- vi. To assist the Stores I/c. in maintaining the Central Stores.
- vii. To assist the Stores I/c. in distributing the Central Store items to various labs and sections on daily basis.
- viii. To assist the Accounts officer in maintain the records of Audit & Accounts section.
- ix. To assist the Accounts officer in bank related works by visiting the Institute bank as and when required. Bus fare will be reimbursed separately.
- x. To dispose the files after clearance in internal audit.
- xi. To drive the departmental vehicles as and when instructed by the Vehicle I/c. for official's visit.
- xii. To maintain the departmental vehicles in a neat and perfect manner.
- xiii. To maintain the log books of the vehicles.
- xiv. To regularly inspect the electricity lines of labs.
- xv. To undertake urgent/minor electrical faults.
- xvi. To undertake the minor faults of the instruments of labs and office.

c. Housekeeping

- i. To maintain the Office premises neat and clean.
- ii. To maintain the lawn and watering the trees and nursery plants being maintained at the Office complex.

d. Farm Workers :

- i. To assist the Farm Management in carrying out the field related works in banana experimental plots.
- ii. To assist the Farm Management in regularizing the irrigation.

II. TERMS & CONDITIONS

1. The lab / field assistants, office assistants, housekeeping & farm staffs should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff / supervisor go on leave under intimation to this office.
2. Changing staff / supervisor should be intimated to the Senior Administrative Officer, ICAR-NRCB, Trichy in writing well in advance.
3. The Director, ICAR-NRCB, Trichy reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, NRCB, Trichy shall be final and binding on the contractor / agency in respect of clauses covered under the contract.
4. **The staff provided should maintain secrecy and discipline in the premises of ICAR-NRCB campus, Trichy.**
5. The Field /Lab Assistants, Driver, Electrician and Office assistants provided should be capable of reading and writing English. **The field / lab assistants should possess a Master's Degree in science, the Driver should possess a valid Heavy Vehicle Driving License, the Electrician should have qualified minimum of ITI electrical course and the Office Assistants should possess preferably Bachelor's degree in any discipline or minimum of HSC.**
6. The contractor shall keep a complaint register with his supervisors, and it shall be open to verification by the authorized officers of ICAR-NRCB for the purpose. All complaints should be immediately attended to by the agency.
7. **Uniform with colour specification and pattern approved by the ICAR-NRCB should be supplied by the contractor to the workers at his own cost and it would be ensured that the working staff etc. are in proper uniform while on duty. Proper identity cards with duly attested photograph for each of the staff employed/deployed by the contractor / agency should be given at his own cost.**
8. The agreement shall be cancelled with one month notice on either side. In case of termination of this contract on its expiry or otherwise, the personal deployed by the service provider shall not be entitled to any claim.
9. The contractor shall not subcontract the work without prior written permission of the Centre.
10. The monthly pay of the contractual employee shall be as per the Ministry of Labour & Employment O.M.No: 14(113) Misc. RLD (Coord)/2012 dated 23.01.2013. The details of remuneration being paid to the regular employees performing the similar work are annexed for reference.
11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The selected agency shall provide the necessary personnel at NRCB, Trichy as per the Labour Acts prevalent in Tamil Nadu. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Centre, the Centre shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of written communication will have to replace such persons immediately.
13. The persons so provided by the agency under this contract will not be the employee of the Centre and there will be no employer – employee relationship between the Centre and the persons so engaged by the contractor in the aforesaid services.

14. **Payment for service contract will be made monthly upon submission of pre-receipted bill. The bill should accompany the details of regarding the gross salary, EPF, ESI deducted and net pay disbursed to the individual and copies of EPF, ESI, Service Tax challans for having remitted the payments. All the payments to the persons engaged by the contractor should be disbursed only directly to their respective bank account and no cash disbursement is allowed.**
15. The tenderer should indicate the lumpsum payment service-wise per person in their tender. No request for alteration in the rates once quoted will be permitted.
16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes, etc. The Centre shall not bear any extra charges on any account whatsoever i.e. EPF and ESI contribution, OTA etc.
17. The contractor will discharge all his legal obligations in respect of the works / supervisors to the employed / deployed by him for the execution of the work in respect of 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 Centre from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various law. In case of any dispute, the decision of the Director, NRCB shall be final and binding on the contractor.
18. Income tax will be deducted from the payment due for the work done as per rules.
19. The manpower 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 concerned section.
20. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Govt. of India and State Govt. relating to this contract made applicable from time to time.
22. The contractor / agency will furnish to the Director, ICAR-NRCB, the full particulars of the personnel provided for deployment, including details like, Name, Father's name, age, qualifications, photograph, permanent address, telephone number etc. They will also ensure the verification of the antecedents of such personnel from their ex-employer / police and free from any antecedents of crime also ensure that they possess the requisite academic / technical qualifications and experience for rendering the requisite services to the Centre. Relevant copies of certificates for the qualifications should be submitted to the ICAR-NRCB.
23. The personnel provided shall be under the direct control and supervision of the contractor / agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the Centre from time to time. They will be bound by office timings, duty, locations, turning the uniform etc. as decided by the ICAR-NRCB.
24. **The contractor / agency shall make the payment of remuneration / wages to the personnel before 7th of every month.** After making the payment, the contractor shall raise the bill on the ICAR-NRCB for payment of the settled amount. They will submit to the ICAR-NRCB a copy of the payment vouchers duly signed by the workers for each month.
25. **RISK CLAUSE :** ICAR-NRCB reserves the right to discontinue the service at any point of time, if the services are found unsatisfactory by giving a show-cause to the 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 rising a separate claim.

26. Any loss, theft or damage to the life and / or property of the employees of the ICAR-NRCB shall be compensated by the contractor / agency if the cause of such loss, theft and damage is on account of default, negligence and or lapse of the employee of the contractor /agency.

III.LIQUIDATED DAMAGES CLAUSES :

1. An amount of equivalent to two days of contract amount subject to a minimum of Rs.2500/- 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-NRCB and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct / misbehavior on the part of the manpower deployed by the contractor / agency will not be tolerated and such persons will have to be replaced immediately.

The Director, ICAR-National Research Centre for Banana, Trichy reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefor. The decision of the Director, ICAR-NRCB shall be final and binding on the contractor / agency in respect of any clause covered the contract.

DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE / WORK DONE
(copies of work order must be attached)

S.No.	Name of the Dept. / Organization & Name of contact person wit Phone No.	Period		No. of staff deployed	Remarks.
		From	To		

Authorized Signatory
with office seal

**SCHEDULE III
FINANCIAL BID:**

(this financial bid to be enclosed in a separate envelop with seal)

Last Date of receipt of tender : _____
Date of opening of financial bid : _____

To

The Director,
ICAR-National Research Centre for Banana
Thogamalai Road, Thayanur Post,
Trichy – 620 102. Tamil nadu

Sir,

I/We wish to submit our tenders for **PROVIDING MANPOWER FOR SERVICES PER MONTH FOR A PERIOD OF TWO YEARS AT NRCB, TRICHY** on the following rates.

S.No.	Particulars	Rate per month per person (Rs.)	Amount in words.
01.	Lab Assistants / Field Assistants		
02.	Office Assistants / Driver / Electrician		
03.	Driver & Electrician		
04.	Housekeeping staff & Farm Workers		

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.

Date : _____

Signature :
Name & Address :

Telephone No.
Mobile No.

ANNEXURE I

GROSS WAGES AND ALLOWANCE APPLICABLE FOR LAB / FIELD ASSISTANTS

S.No.	Particulars	Amount (Rs.)
1.	Basic : Rs.7000.00 HRA : Rs.2900.00	9900
2.	EPF @ 13.61% for Rs.7000.00	953.00
3.	ESI @ 4.75% for Rs.7000.00	333.00
4.	Service Charges (Fixed)	
	Total	
5.	Service Tax @ %	
	Net Total	

MINIMUM NET TAKE HOME PAY BY A LAB/FIELD ASSISTANTS

S.No.	Particulars	Amount (Rs.)
1.	Basic	7000.00
2.	HRA	2900.00
2.	Less : Employee's share of EPF @12% for Rs.7000.00	840.00
3.	Less : Employee's share of ESI @ 1.75% for Rs.7000.00	123.00
4.	Net Take home pay	8937.00

GROSS WAGES AND ALLOWANCE APPLICABLE FOR DRIVERS & ELECTRICIAN

S.No.	Particulars	Amount (Rs.)
1.	Basic : Rs.6000.00 HRA : Rs.2500.00	8500.00
2.	EPF @ 13.61% for Rs.6000.00	817.00
3.	ESI @ 4.75% for Rs.6000.00	285.00
4.	Service Charges (Fixed)	
	Total	
5.	Service Tax @ %	
	Net Total	

MINIMUM NET TAKE HOME PAY BY DRIVERS/ELECTRICIAN

S.No.	Particulars	Amount (Rs.)
1.	Basic	6000.00
2.	HRA	2500.00
3.	Less : Employee's share of EPF @ 12% for Rs.6000.00	720.00
4.	Less : Employee's share of ESI @ 1.75% for Rs.6000.00	105.00
4.	Net Take home pay	7675.00

GROSS WAGES AND ALLOWANCE APPLICABLE FOR OFFICE ASSISTANTS

S.No.	Particulars	Amount (Rs.)
1.	Basic : Rs.5500.00 HRA : Rs.2200.00	7700.00
2.	EPF @ 13.61% for Rs.5500.00	749.00
3.	ESI @ 4.75% for Rs.5500.00	261.00
4.	Service Charges (Fixed)	
	Total	
5.	Service Tax @ %	
	Net Total	

MINIMUM NET TAKE HOME PAY BY AN OFFICE ASSISTANTS

S.No.	Particulars	Amount (Rs.)
1.	Basic	5500.00
2.	HRA	2200.00
3.	Less : Employee's share of EPF @ 12% for Rs.5500.00	660.00
4.	Less : Employee's share of ESI @ 1.75% for Rs.5500.00	96.00
4.	Net Take home pay	6944.00

GROSS WAGES AND ALLOWANCE APPLICABLE FOR HOUSEKEEPING & FARM WORKERS

S.No.	Particulars	Amount (Rs.)
1.	Basic : 4500.00 HRA : 1600.00	6100
2.	EPF @ 13.61% for Rs.4500.00	612.00
3.	ESI @ 4.75% for Rs.4500.00	214.00
4.	Service Charges (Fixed)	
	Total per head per month	
5.	Service Tax @ %	
	Net Total	

MINIMUM NET TAKE HOME PAY BY A HOUSEKEEPING / FARM WORKERS

S.No.	Particulars	Amount (Rs.)
1.	Basic	4500.00
2.	HRA	1600.00
3.	Less : Employee's share of EPF @ 12% for Rs.4500.00	540.00
4.	Less : Employee's share of ESI @ 1.75% for Rs.4500.00	79.00
4.	Net Take home pay	5481.00

Date : _____

Signature :

Name & Address :

Telephone No.

Mobile No.

The Schedule III – Financial Bid along with Annexure I should be neatly filled without over-writing and kept in a separate sealed cover duly superscripting “FINANCIAL BID”.