



ICAR - Agricultural Technology Application Research Institute

Zone-I, PAU Campus, Ludhiana-141004

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F. No. 4(26)/SP/2K/Pt.V/2020/

Dated: December, 2020

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms for Office Automation and Supporting Services (Unskilled/Semi-Skilled/Skilled and Highly-skilled) at ICAR-Agricultural Technology Application Research Institute, Zone-I, PAU Campus, Ludhiana (Punjab). Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET below:

CRITICAL DATE SHEET

Tender Reference No.	4(26)/SP/2K/Pt.V/2020/	
Date and Time for Issue/Publishing	1800hrs	21.12.2020
Document Download/Sale Start Date and Time	1800hrs	21.12.2020
Bid Submission Start Date and Time	1800hrs	21.12.2020
Bid Submission End Date and Time	1400hrs	11.01.2021
Date and Time for Opening of Bids	1430hrs	12.01.2021
Address for Communication	Assistant Administrative Officer ICAR- Agricultural Technology Application Research Institute, Ludhiana	

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

Note

1. The Director, ATARI, Ludhiana may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-ATARI reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. The tender form can be downloaded from our website <https://atarilicar.res.in> or GOI portal <https://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
5. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
6. EMD should be submitted as per Terms and Conditions.
7. ICAR-ATARI will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website and enroll their Digital Signature Certificate and upload their quotation well in advance.
8. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Instructions for online Bid-Submission, Schedule of Service Contract, Important Information and Terms & Conditions (Annexure I to VII). Bidder should also examine and submit the Tender Acceptance Letter, Questionnaire, and Details of work experience, Declaration Form and Bank Details (Annexure VIII to XII) along with the necessary documents as required to be attached with the tender.
9. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as the name of the bidder). No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file found to be modified by the bidder, the bid will be rejected.
10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submissions as per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

FOR REGISTRATION

2. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Director, ICAR-ATARI, Ludhiana – 141 004.
6. The firms are also required to upload copies of the following documents:-

DOCUMENTS TO BE UPLOADED IN COVER-I

(A) TECHNICAL BID

- i) Scanned copy of Firms registration, PAN Card and GST Certificate.
- ii) Signed and Scanned copy of previous three years Income-tax Return.
- iii) Signed and Scanned copy of audited Balance sheet of last three years.
- iv) Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
- v) Signed and Scanned Copy of Registration with the Labour Dept. of the Central Govt/ State Govt. for operation in district Ludhiana, Registration with EPF authorities at Ludhiana or within Punjab. Registration under ESI Act.
- vi) Signed and Scanned Copy of details of present contracts, clientele list with performance certificate for past 5 years with value of contract.
- vii) Company/ Proprietorship/ Partnership Registration Certificate.
- viii) Tender Acceptance Letter.

(B) FINANCIAL BID/BOQ

- (a) Price Bid as BoQ_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

GENERAL INSTRUCTIONS

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 Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft from any of the Commercial Bank in favour of ICAR UNIT – ZC UNIT, ZONE-I, Ludhiana payable at Ludhiana may be addressed to the Assistant Administrative Officer, ICAR- Agricultural Technology Application Research Institute, Zone-I, PAU Campus, Ludhiana on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. Bidder need not to come at the time of bid opening at ICAR- ATARI. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR- ATARI then they have to come with bid acknowledge slip that generates after successful submission of online bid.
6. Bidder examine thoroughly the Notice Inviting Tender, General Conditions of contract, Pre-requisite/requirement of the Service Contract, Schedule of Job requirement, (Annexure-I to IV) and submit tender (Technical Bid Offer/Bid Form, Questionnaire, and Schedule of work experience and Financial bid along with bid price and declaration along with necessary documents as required to be attached with the tender).

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

INSTRUCTION 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:

- a. Bidders are required to enroll 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 Enrollment” on the CPP Portal which is free of charge.
- b. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. 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
- d. 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 with their profile.
- e. 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.
- f. 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 date and 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 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 officials, latest by the 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 necessarily submit their financial bids in the format provided (BoQ) and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the unprotected (editable) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. 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. And 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. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opened 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 number 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:

- 1) 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.
- 2) The bidders/ tenderers are advised to inspect the locations, under consideration between 10:00 am and 5:00 pm on all working days (Monday to Friday) and submit their quotes thereafter.
- 3) 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.

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

Schedule of Contract

Sl. No.	Particulars	*Approximate Number of Personnel	Duty Period
1	Highly Skilled (Data Entry Operator: Graduate in any discipline or under graduate with diploma/certificate course in Computer Applications/Accountancy and working knowledge of MS Office.)	6(Six)	Office timings
2	Skilled (Data Entry Operator: 12 th in any discipline with certificate in Computer applications and working knowledge of MS Office.	0 (Nil) As per requirement	
3	Semi-Skilled (House keeping: Sweeper who has working experience of two years or those sweepers who has knowledge about use of electrical machines like vacuum cleaner etc. ; and Maali)	2 (Two)	
4	Unskilled (House keeping: 8 th Pass for working as support staff)	4 (Four)	

*These are approximate numbers and can vary during the year depending on the need of the Institute.

Sd/-
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
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IMPORTANT INFORMATION

1. **PURCHASER:** The Director, ICAR ATARI, Ludhiana.
2. **CONSIGNEE:** Director, ICAR-ATARI, Ludhiana/ Indenting officer/any authorised employee of the Institute.
3. **PERIOD OF CONTRACT:** **one year** from the date of signature of Rate Contract. Contract period may be extended for further period depending upon requirements with mutual agreement. However the Director, ICAR-ATARI reserves the right to reduce the period of RC/ terminate/cancel the Rate Contract at any time (before expiry of Rate Contract) without assigning any reason thereof.
4. **FIRM & FIXED RATES:** **Any firm/party may quote their rate as per the Schedules and rates should be quoted accordingly.** Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.

Note:

- (a) The rates of items shall be submitted on the format given as schedules.
- (b) Prices/Rates against all items should be quoted including Taxes, if any.
- (c) Tenderers should furnish samples of the item along with tender rates as asked for. Samples submitted after tender opening time shall not be accepted.
- (d) Selected Firm/Agency should deliver the items at site free of cost.
- (e) The ICAR ATARI will not be bound to accept the lowest quotation/bid and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of ICAR-ATARI. The decision of the ICAR-ATARI shall be final in this regard.

5. NON TRANSFERABILITY: This tender is non-transferable.

6. TERMS & CONDITIONS: Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.

7. EARNEST MONEY: An amount of Rupees Rs. 10,000/- only has to be submitted DEPOSIT by way of Banker's Cheque/Demand Draft in favour of ICAR ZC Unit Zone-I payable at Ludhiana, along with the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without bid security (EMD) shall be rejected straightaway and will not be considered under any circumstances. The bid security (EMD) of tendering firms who submit the sealed bid/tender, but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of ICAR-ATARI. Bid Security (EMD) is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the Bid Security (EMD) of the unsuccessful bidder will be returned after finalization of the Rate Contract.

8. PRESCRIBED FORMS: Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

9. LATE/DELAYED TENDERS: Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.

10. ATARI's RIGHTS: The Director, ICAR-ATARI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

11. LEGAL ISSUE: All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Ludhiana only.

s/d
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

Terms and Conditions

1. The Agency should have Labour License from the Central Labour Commissioner as per Contract Labour Regulation Act (Central). The Contractor should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the statutory obligation under the ESI, Provident Fund rules etc. in respect of the persons deployed for the works.
2. The tenderer should have Registered Office / Branch Office in Ludhiana, proof to be attached with the bid.
3. The Agency should have Income Tax Clearance Certificate for the last five years.
4. The Agency should have registration from the Employees' Provident Fund and ESI authorities.
5. All the manpower should have verified antecedents with good character, conduct and behavior below the age of 55 years.
6. The persons entrusted with the work should carry out the work without causing any damages to the Institute property and disturbance to the staff members. In case of any damages caused, the same will be made good from the payment due to the Contractor.
7. The service provider shall take all responsibility and obligation for providing security/ insurance of the person engaged by him for the purpose at ICAR-ATARI. ICAR-ATARI will not be responsible for any libel/suit/litigation or otherwise/obligation/commitment/ liability to any party (ies) or person(s) whatsoever.
8. The contractor/agency will be responsible for payment of the revised wages (as per minimum wage), DA, ESI, EPF contribution etc from time to time. However, ATARI will pay the wage upon submission of detailed bill as per revision in minimum wage and VDA, if any, made by Govt. of India. The minimum wage rate for agriculture worker as per notification of Govt. of India w.e.f. 01.10.2020 for calculation by the contractors being followed by this Institute is:

Nature of work	Min of Labour & Employment, Office of the Chief Labour Commissioner (C)
Highly-Skilled	1/20(1)/2020-LS-II dated 12.10.2020
Skilled	1/20(1)/2020-LS-II dated 12.10.2020
Semi-Skilled	1/20(1)/2020-LS-II dated 12.10.2020
Un-Skilled	1/20(1)/2020-LS-II dated 12.10.2020

Increase in VDA in contract period will be payable upon submission of duly authorized due-drawn statement along with bill and relevant documents related to payment already made.

9. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
10. Changing of workers should be intimated to this Office.
11. The Contractor shall be responsible for the maintenance of all records/registers as required.
12. The workers should follow strict attendance and alternative arrangements are to be made by the Agency whenever the workers are going on leave under intimation to this Office.
13. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non judicial stamp paper.
14. Bid Security of Rs.10,000/- (Rupees Ten Thousand Only) must be remitted in the form of Demand Draft, drawn in favour of 'ICAR UNIT – ZC UNIT, ZONE-I' payable at Ludhiana on or before 11.01.2021 (14:00 hrs.) at ICAR- ATARI, Ludhiana. Tenders without Bid Security will not be considered. The same will be returned after completing codal formalities. No interest on bid security deposit shall be paid by the Institute.
15. The tenderer must submit satisfactory performance certificates for providing the outsource services work from at least two PSUs/ Govt. Departments where it has worked during last three years.
16. In case of any dispute, the decision of the Director, ICAR-ATARI, Ludhiana will be final and binding on both the parties.
17. The Director, ICAR-ATARI, Ludhiana reserves the right to accept or reject or to cancel the Tenders or the part thereof without assigning any reason whatsoever. No correspondence in regard to acceptance of tender etc. will be entertained and decision of the Director, ICAR-ATARI in this matter will be final.
18. Incomplete and / or late tenders will be rejected.

19. The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and ICAR-ATARI Ludhiana shall in no way be responsible for meeting any kind of expenditure on wages etc. to these persons. The Agency shall be fully responsible for providing leave benefits, weekly offs and national holidays etc. to the persons deployed as may be required.
20. The Annexures of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the Schedules Form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the Annexure 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 allowed otherwise the tender will be rejected.
21. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Annexure 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 or 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 business of 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.
22. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process.
23. Conditional bids / offers will summarily be rejected.
24. Bidders must ensure that their Bids are free from mathematical calculation errors
25. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
26. Service tax / GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR will not entertain any claim whatsoever in this respect. However the service tax / 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 tenderer, as per rules/instructions made applicable from time to time by Government.
27. Director, ICAR-ATARI, Ludhiana reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
28. Decision of Director of this Institute 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, ICAR-ATARI, Ludhiana. The decision of the sole Arbitrator so appointed shall be final and binding on all the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
29. AOC by the Institute will be communicated by FAX/ or any other form of communication. Formal letter of AOC will be forwarded as soon as possible, but the earlier instructions in the FAX/ letter etc should be acted upon immediately.
30. Ten percent (10%) of the total amount quoted for one year has to be deposited at this office as performance security within seven days of intimation of the award of the work. The amount shall be refundable without any interest after 2 months of completion of the contract period and after completing all obligations.
31. The contract will be discontinued at the discretions of the Director, ICAR-ATARI, Ludhiana if the work is not up to the satisfaction.
32. The court of Ludhiana only shall have jurisdiction to deal with and decide any legal matter or dispute whatsoever arising out of the tendering or contract.

Sd/-
Assistant Administrative Officer

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

TENDER ACCEPTANCE LETTER

(To be given on Company letter head)

To

The Director,
ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
INSTITUTE, PO: PAU, Ludhiana – 141 004 (PB).

Ref: Tender Reference No. _____ dated _____

Dear Sir,

1. I/We downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:

as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that 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 the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality/entirety.
5. I/we do hereby declare that our Firm has not blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/unture or found violated, then your department/organization shall without giving any notice or reason thereof 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)

Annexure: IX

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

QUESTIONNAIRE

CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW AND ALSO ENCLOSE THE SUPPORTING DOCUMENTS. IN CASE A QUESTION DOES NOT APPLY TO A CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE". CONTRACTORS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE OFFER WILL BE LIABLE TO BE IGNORED.

1.	Tender Serial No./F.No. & Date	
2.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
3.	Registration No. of the Firm/Agency (Attach proof)	
4.	What is your PAN No.(Attach attested copy)	
5.	What is your GSTIN (Attach attested copy)	
6.	What is your EPF code No.? (attach attested copy)	
7.	What is your ESI code No.? (attach attested copy)	
8.	Details & Amount of EMD enclosed	Amount Rs. _____ D.D. No. _____ Dt. _____
9.	List of documents submitted with the tender	1. 2. 3. 4.
10.	State whether any business dealings with you have been currently banned by any Central/State Government?	

Signature of Witness
& address of the witness

Signature of Authorized person of Contractor Name
for and on behalf of bidder/firm

To be returned with technical bid

Annexure: X

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

**DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING
THE LAST TWO- THREE YEARS**

S. No.	Name of the Deptt./Organization with phone Nos.	Period	Numbers of workers deployed	Enclose performance certificate issued, if any by the Deptt.
1				
2				
3				
4				
5				

Signature of the contractor with seal

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

DECLARATION

1. I/We agree to keep the offer of this tender valid up to 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD will be forfeited to Director, ATARI, Ludhiana.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to Director, ATARI, Ludhiana based upon arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, ICAR- ATARI, Ludhiana up to the submission of acceptance of contract award letter and **Performance Security deposit equal to 10% of total tender cost for one year.**
5. If upon written intimation to us by the Director, ICAR-ATARI, Ludhiana, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agrees to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/we, agrees to discharge all the legal obligations of the employees engaged by me/us in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions under Central Labour (Regulations & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act. Industrial dispute act etc. as applicable.
8. I/We hereby agrees to identify and keep indemnified the first party that no security supervisor/guard will perform double duty. In case, they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from my/our security bill.
9. I/We have fully understood that the written agreement to be entered between us and ATARI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ATARI.

Dated: _____

Signature of Contractor & Seal Address: _____

Contact No. _____

**ICAR-Agricultural Technology Applications Research Institute
Zone-I, PAU Campus, Ludhiana**

ACCOUNT DETAILS

Name of the firm _____

Postal Address _____

1.	Bank Details	
2.	Bank Name	
3.	Branch Address	
4.	Account Number	
5.	Type of Account (Current/Saving)	
6.	IFSC Code Number	