



Notice Inviting Tenders
REGISTERED WITH ACKNOWLEDGEMENT DUE
F.No.III-17012/05/10-Admn(D&A) Dated July 24, 2010
NOT TRANSFERABLE

कृषिरत महिला अनुसंधान निदेशालय

Directorate of Research on Women in Agriculture
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)
कलिंग स्टुडिओ के सामने, खण्डगिरि - नन्दन कानन मार्ग
Opp. Kalinga Studio, Khandagiri-Nandan Kanan Road,
डाकघर - बरमुन्डा, भुवनेश्वर - 751 003(ओडीशा) भारत
P.O. Baramunda, Bhubaneswar - 751003

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING DRIVING AND ALLIED OFFICE SERVICES AT DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE, BHARATPUR SQUARE, BARAMUNDA POST, BHUBANESWAR 751 003 (ORISSA)

1. Cost of Tender Form	Rs. 300/- (Rupees three hundred only) (If the form is downloaded from the website, the tender fee may be deposited along with the bid in the shape of demand draft drawn in favour of ICAR-UNIT- DRWA, payable at SBI P.D. Market Branch, Bhubaneswar, failing which the bid shall not be considered)
2. Last date of receipt of Tenders in Office is time/date/month/year	19 Aug 2010 at 13:00 hrs
3. Tenders (technical bids) to be opened at time/date/month/year	19 Aug 2010 at 14:00 hrs
4. Tender to remain open for acceptance up to 90 days from the date of opening.	90 days from 19 Aug 2010
5. The Tender document is also available at our web-site	http://www.drwa.org.in
6. Date and Time of Pre-bid Conference	11 Aug 2010 at 14:30 hrs

NOTE:

1. The Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa) India. may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.



कृषिरत महिला अनुसंधान निदेशालय
Directorate of Research on Women in Agriculture
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)
कलिंग स्टुडिओ के सामने, खण्डगिरि - नन्दन कानन मार्ग
Opp. Kalinga Studio, Khandagiri-Nandan Kanan Road,
डाकघर - बरमुन्डा, भुवनेश्वर - 751 003(ओड़ीशा) भारत
P.O. Baramunda, Bhubaneswar - 751003

Phone : +91-674-2386220
Fax : +91-674-2386242
e-mail : aao@drwa.org.in

Note :- All communications must be addressed to (by designation), (Name and address of the Institute)

From:

The Asstt. Administrative Officer
Directorate of Research on Women in Agriculture,
Bharatpur Square, Baramunda Post,
Bhubaneswar 751 003 (Orissa) India.

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, (Name and address of the Institute) for contract of **PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING DRIVING AND ALLIED OFFICE SERVICES** at Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa). The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders 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. 25,000/- (Rupees twenty five thousand only)** must be deposited in the form of demand draft/ pay order drawn in favour of **ICAR Unit, DRWA and payable at Bhubaneswar**. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders 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 fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the 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 Institute.
4. The Schedules of the tenders 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 purpose, 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 tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 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.
6. 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 & earnest money forfeited.
7. In case of partnership firms, 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 documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant 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 Directorate / Instt. 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 tenders and the schedules to the tenders 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 "**THE JOB WORK CONTRACT FOR PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING DRIVING AND ALLIED OFFICE SERVICES AT Directorate of Research on Women in Agriculture**, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa) with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the Office of the **Directorate of Research on Women in Agriculture**, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa) not later than **19 August 2010 :: 13:00 hrs.**
9. The rates quoted by each firm for job/service security 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 authorise 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 tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount of **Rs. 1,25,000/- (Rs. one lakh twenty five thousand only)** as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and DRWA will not entertain any claim whatsoever in this respect. However the service taxes 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.
14. Director, Institute 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.
15. Decision of Director, 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, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document :-
- a. Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State govt..
 - b. Minimum turnover of the firm not less than **Rs.20.00 lakhs (Rupees twenty lakhs)** during the last financial year.
 - c. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
 - d. Certified Balance Sheet of the firm for last year 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 local govt. etc.
 - g. Employee ESI registration certificate issued by local govt. etc.
 - h. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
 - i. Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos.(Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - j. Service tax registration certificate issued by Govt. etc.
 - k. Successful Tenderer will have to enter into a detailed contract agreement with DRWA on non-judicial stamp paper of appropriate value for each work.
 - l. Only those firms will be considered for financial bid who will qualify in the technical bid.

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

Yours faithfully,

For and on behalf of the Director
Directorate of Research on Women in Agriculture,
Bharatpur Square, Baramunda Post,
Bhubaneswar 751 003 (Orissa)

TENDER FOR ANNUAL RATE/ WORK CONTRACT FOR GENERAL AGRICULTURAL OPERATIONS AND GENERAL ASSISTANCE AT DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE, BHARATPUR SQUARE, BARAMUNDA POST, BHUBANESWAR 751 003

Full Name of the tenderer	
Address:-	
Telephone No.	
Email:	

To

Directorate of Research on Women in Agriculture,
Bharatpur Square, Baramunda Post,
Bhubaneswar 751 003 (Orissa) India.

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions for **Annual Rate/ Work Contract for PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING DRIVING AND ALLIED OFFICE SERVICES at Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "I" and "II" 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 one year in the event of award of the Contract. I/ we shall be bound by a communication acceptance despatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender_____. The **schedules I and II** to accompany this tender are at page Nos._____.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order/Demand Draft No._____ of Rs._____drawn in favour of ICAR Unit-DRWA and payable at Bhubaneswar is enclosed as earnest money as required.

Signature & Seal of Tenderer with date_____

Address_____

Name & Signature of witness_____

Address_____

SCHEDULE-I**SCHEDULE TO TENDER****PART-I**

1	Name of the Firm/Agency	
2	Full address with Post Box No. and Telephone No. if any	
3	Constitution of the Firm/Agency	
	a) Indian Companies Act 1956	
	b) Indian Partnership Act, 1932: (please give names of partners)	
	c) Any other Act, if not, the owner	
4	For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership 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 firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.	
	iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5	Name and Full Address of tenderers Bankers	
6	Your Permanent Income Tax No. / Circle / Ward	
7	Any other relevant information	

All the above information of Part I of schedule II must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Part-II

1	Earnest Money Deposited ?	Yes / No
a	Demand Draft number with date and Bank drawn on.	
2	Detail of cost of tender form deposited (where tender form has been downloaded from the website)	

Part-III

1	Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.	
2	Name of the permanent representative visiting DRWA regarding the contract	
Dated:- _____ Place:- _____		
		Authorized Signatory

Please add supplementary pages to be numbered wherever needed .

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR **PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING DRIVING AND ALLIED OFFICE SERVICES** at Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa)

Scope of Work

A. Charter for Driving Services for the DRWA vehicles			
1	Driving of LMV and HMV vehicles and also minor maintenance and repairing work as and when required (The personnel engaged for driving should have a valid driving licence and training certificate, if any)	Total no. of vehicles – 3 (Three) (car, Tata Sumo and Tractor)	Daily on all working days as per the schedule of duty which will be conveyed from time to time.

B. Charter for office services on outsourcing basis		
1	Hindi translation – the translation work of various reports, letters, orders, speeches, presentation including typing in computers in the following languages: • English to Hindi - vice versa	Monthly basis on all working days
2	Office assistance – Filing, docketing of papers, noting and drafting on files, calculation of bills, secretarial processing of cases and any other office assistance as assigned from time to time.	Monthly basis on all working days
3	Data entry – data entry in computers and in various application packages in English, Hindi and local language (Oriya) in latest Office automation packages like MS Office. The DTP services including graphic designing and photo editing also.	Monthly basis on all working days
4	Support service – provide support to various Officers/sections of DRWA as assigned from time to time.	Monthly basis on all working days
5	Support service – provide support in Trainees' Hostel including room allotment, attendant service, store management, etc on all days.	Monthly basis on all days
6	To help scientists in the arrangement and supervision of day-to-day various agricultural operations pertaining to various crops in the Experimental farm of DRWA	Monthly basis on all working days
7	Proper and efficient cleaning and maintenance of laboratory equipment and facilities as well recording various observations in the laboratories/ facilities	Monthly basis on all working days

C. Charter for maintenance service		
1	Providing services for uninterrupted supply of electricity from sub station / generator to the building and campus including repair and maintenance services; Attending maintenance and operational works to run tube wells, DG set, street lights, motors for proper supply of electricity and water to DRWA campus; and Total maintenance including repairs as and when required with good workmanship for complete upkeep of all water supply lines and plumbing	Monthly basis on all working days

(Tools and Equipment should be brought by the agency. However, the materials and items required shall be provided by DRWA)

Interested parties may visit the campus and verify the quantity during working hours with prior permission, before quoting the rates

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to: DRWA, Bhubaneswar
3. The Director, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director. shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard
 - a. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of DRWA for the purpose. All complaints should be immediately attended to by the Agency.
 - b. Uniform with colour specifications and pattern approved by DRWA should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
6. The agreement is terminable with one month notice on either Side.
7. The contractor shall not sublet the work without prior written permission of the DRWA
8. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
9. The selected agency shall provide the necessary personnel for at DRWA as per labour acts prevalent in Bhubaneswar. 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 Directorate, the Directorate shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately
10. The persons so provided by the agency under this contract will not be the employee of the Directorate and there will be no employer-employee relationship between the Directorate and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill.
12. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing DRIVING AND ALLIED OFFICE SERVICES at **Directorate of Research on Women in Agriculture**, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 (Orissa) shall have to be furnished alongwith the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. **No request for alteration in the rates once quoted will be permitted within one year.**
13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The DRWA/ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Directorate from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, DRWA shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
17. Changing of Supervisor/Staff should be intimated to the Caretaker.
18. The Contractor must employ adult labour only Employment of child labour may lead to the termination of the Contract.
19. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

20. Risk Clause: DRWA reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount. subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by DRWA 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 agency will not be tolerated and such person (s) will have to be replaced immediately.

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

Details of the Minimum 3 (Three) years experience/ work done

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

SCHEDULE OF TENDER
FINANCIAL BID

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

Last date for receipt of Tender: **19 Aug 2010 at 13:00 hrs**
Date of opening of Financial Bid : As per the intimation to be given separately.

To
Directorate of Research on Women in Agriculture,
Bharatpur Square, Baramunda Post,
Bhubaneswar 751 003 (Orissa) India.

Sir/Madam,

I/we wish to submit our tender **Annual Rate/ Work Contract for PROVIDING DRIVING AND ALLIED OFFICE SERVICES** at Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003, on the following rates

Sl. No.	Details	Number	All inclusive Rate in Rupees per month (In figures)	All inclusive Rate in Rupees per month (In words)
1	<u>Driving</u> of LMV and HMV vehicles and also minor maintenance and repairing work as and when required (The personnel driving the vehicle should have a valid driving licence and training certificate, if any)	Total no. of vehicles – 3 (Three) (car, Tata Sumo and Tractor)		
2	Hindi translation – the translation work of various reports, letters, orders, speeches, presentation including typing in computers in the following languages: English to Hindi - vice versa	Per desk		
3	Office assistance – Filing, docketing of papers, noting and drafting on files, calculation of bills, secretarial processing of cases and any other office assistance as assigned from time to time.	Per desk		
4	Data entry – data entry in computers and in various application packages in English, Hindi and local language (Oriya) in latest Office automation packages like MS Office. The DTP services including graphic designing and photo editing also.	Per desk		
5	Support service – provide support to various Officers/sections of DRWA as assigned from time to time.	Per desk		
6	Support service – provide support in Trainees' Hostel including room allotment, attendant service, store management, etc on all days.	Per desk		

Sl. No.	Details	Number	All inclusive Rate in Rupees per month (In figures)	All inclusive Rate in Rupees per month (In words)
7	To help scientists in the arrangement and supervision of day-to-day various agricultural operations pertaining to various crops in the Experimental farm of DRWA	Per : 25 Acres		
8	Proper and efficient cleaning and maintenance of laboratory equipment and facilities as well recording various observations in the laboratories/ facilities	Per lab		
9	Providing services for uninterrupted supply of electricity from sub station / generator to the building and campus including repair and maintenance services; Attending maintenance and operational works to run tube wells, DG set, street lights, motors for proper supply of electricity and water to DRWA campus; and Total maintenance including repairs as and when required with good workmanship for complete upkeep of all water supply lines and plumbing	Per point (i.e., total campus)		

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form.

We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

I/We declare that I/We am/are the Registered Contractor (s).

Signature_____

Name and address of the firm with Phone No._____

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place) on (month/year) day of between.. (Institute).. (hereinafter called Institute) through (designation of the competent authority in the Instts.) which term shall include its successors, assignees etc. on the first part and (name & address of the firm) , (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part. Whereas the (Institute) has decided to assign the annual job work contract for providing (nature of job) :..... at (Name of the Instts.) , (location). to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. (date) . and will remain in force for a period for one year but can be terminated by..... (name of the Instts.) by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing (nature of job)..... at (location) .
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the (name of the Instt.) shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at (name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The (name of the Instt.) shall have the right to ask for the removal from the (name of the Instt.) premises any personnel considered by the (name of the Instt.) to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the (name of the Instt.) .
7. The manpower deployed by the Agency should work as per the working days and timings of the (name of the Instt.)..... . No extra wages will be paid for attending office on weekends, holidays and late - sitting.
8. Monthly consolidated charges for job/ work contract for providing services at (name of the Instt.)..... is as per terms and conditions specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Directorate. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Directorate in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the (name of the Instt.) The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the firm shall issue identity card to each of the workers engaged for entry into (name of the Instt.) premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the (name of the Instt.) may cancel the contract.
15. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services 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, viz. obligations under Contract labour (Regulation & Abolition) Act. 1970, workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified (name of the Instt.) . on account

of any failure to comply with the obligations under various laws or damage to (name of the Instt.)..... due to acts/omissions of Firm.

16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the (name of the Instt.) . and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the (name of the Instt.) against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of (name of the Instt.).
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. / State Govt. as applicable relating to this contract.
18. In case of any loss or damage to the property of the Directorate at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub- contract to anyone else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honestly.
22. In case of any accident! loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an Officer. Shortcomings, if any. pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Coordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs. 500/- will be levied as liquidated damages per day. whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of fthe supervisory staff of the firm by (Name of the Institute) and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of (competent authority in the Instt.) . shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the Institute)

Witness:-

- 1.
- 2.