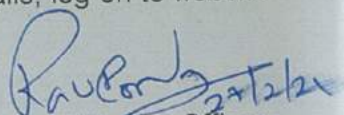


ICAR - CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES, HISAR (HARYANA)  
Phone No. 01662-281611, website [www.cirb.res.in](http://www.cirb.res.in)

E-TENDER NOTICE

Online bids in two-bids system i.e. (i) Technical bid and (ii) Price Bid are invited from eligible bidders/contractors for job contracts/services viz (1) Making wheat/barley straw (bhusa) from standing long straw left over after the harvesting of wheat grains, transporation (loading, unloading & stacking in the stores of CIRB. Hisar) from the 480 Acres fields allotted by Directorate Farm, CCS HAU, Hisar (Gangwa Block -II: 99 acres and Old area A & B : 381 acres). **Bids submission end date is 22.03.2021 up to 2.30 PM.** For details, log on to website <https://eprocure.gov.in/eprocure/app>.

  
Administrative Officer



E-TENDER NOTICE

Online bids in two-bids system i.e. (i) Technical bid and (ii) Price Bid are invited from eligible bidders/contractors for job contracts/services viz (1) Making wheat/barley straw (bhusa) from standing long straw left over after the harvesting of wheat grains, transporation (loading, unloading & stacking in the stores of CIRB. Hisar) from the 480 Acres fields allotted by Directorate Farm, CCS HAU, Hisar (Gangwa Block -II: 99 acres and Old area A & B : 381 acres). **Bids submission end date is 22.03.2021 up to 2.30 PM.** For details, log on to website <https://eprocure.gov.in/eprocure/app>.

  
Administrative Officer



**ICAR - CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES**  
**SIRSA ROAD, HISAR-125 001 (HARYANA)**  
Phone No.01662-281615, Website: [www.cirb.res.in](http://www.cirb.res.in)

F. NO. 6-12/CPS/2020-21/

Dated : 27.02.2021

**E-TENDER NOTICE**

On behalf of Secretary ICAR, Director, ICAR - Central Institute for Research on Buffaloes, Hisar (Haryana) invites E-tenders in two-bid system i.e. (i) Technical bid and (ii) Price Bid from the eligible bidders/contractors for following job contracts / services :-

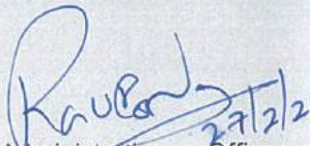
Sr. No.	Description of Contract Work (s)
1	Making wheat/barley straw (bhusa) after harvesting by combine harvester from :  480 Acres fields allotted by Directorate Farm, CCS HAU, Hisar (Gangwa Block -II: 99 acres and Old area A & B : 381 acres).  And transportation (including loading, unloading and stacking) of straw to stores of CIRB, Hisar. Period of operation/supply between 15.04.2021 to 25.05.2021

Interested and eligible bidders may obtain further information from the office of Administrative Officer, ICAR - Central Institute for Research on Buffaloes, Sirsa Road, Hisar-125001 (Haryana). The closing and opening dates of the bidding documents will be as per schedule/detail given as under:-

Sr. No.	Publish Date	Document Download	Bid Submission End Date	Bid Opening Date (Technical bid)
1.	28.02.2021	01.03.2021	22.03.2021 at 2.30 PM	23.03.2021

The interested contractors/bidders will submit separate bids through E-Tendering as specified in BOQ. Contractors/Bidders will furnish EMD of specified amount in CIRB A/c No.10440797010, State Bank of India, New Grain Market, Hisar, IFSC Code No.SBIN0005700 through RTGS so as to reach this office by 22.03.2021 upto 2.30 PM.

1. Tenders received late will be rejected.
2. Only those tenderers will be considered for the contract work who are having at least two year experience at any Govt. Agency of making of straw of stalks left over in the field after harvesting by combine harvester.
3. The tenderer should not have been blacklisted from any government department / undertaking. An undertaking to this effect should be enclosed with the technical bid.
4. In the event of any of the above date being declared as a holiday/closed day for the purchaser, the bids will be sold/received/opened on the next working day at the scheduled time.
5. The bidder should submit "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
6. The rates will be compared on the basic rate for the evaluation of L1 Bidder.
7. Before executing the work, the successful Bidder will have to deposit Performance security as per Rule which is equal to 3% of the ordered value of services in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, and Bank Guarantee from a commercial bank or online payment.
8. For any query related to the above work please contact **Sh.Ravinder, Administrative Officer (01662-281611(O))** before bid submission.
9. Director, CIRB, Hisar reserves the right to accept/reject any or all the tenders without assigning any reason.

  
Administrative Officer  
01662-281611 (O)

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

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

To, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_  
\_\_\_\_\_

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

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation 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 been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**



### **Instructions for Online Bid Submission:**

The bidders are required 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**

- 1) 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) 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.
- 6) 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**

- 1) 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.
- 2) 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.
- 3) 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**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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 deviations from these may lead to rejection of the bid.
- 3) 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.
- 4) 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**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "online" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' 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.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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) 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.

Tel : 0120-4200462, 0120-4001002

Mobile : 91 8826246593

E-Mail : support-eproc[at]nic[dot]in

## DETAILS OF THE EXPERIENCE WITH GOVT. INSTITUTES/ORGANIZATION/AUTONOMOUS BODIES

S N	Name of the Deptt /Organizations & Name of contact person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		

(Authorized Signatory)

## MANDATORY FORM

Vendor Name	Vendor Type	Address with Mobile No	PAN No (Mandatory in case TDS is deducted)	GST REGN. No.	Name of Bank & Branch Name and address of Bank Branch	Bank Account No.	BIC (IFSC Code No.)	e-mail address

We agree to supply/provide the above goods/services. We confirm that the same will meet the description, the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender enquiry.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents. (In case tenderer desired to put some additional/ modified stipulations, terms & conditions etc. the same may be clearly indicated).

We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

\_\_\_\_\_  
(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of \_\_\_\_\_

(Name and address of the tendering firm) \_\_\_\_\_

(Seal of the tendering firm) Website Address : \_\_\_\_\_;

E-Mail address \_\_\_\_\_

Date:

Place :



## SCHEDULE TO TENDERS

Schedule - 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 (Attach copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners
4. 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. i) 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. ii) If the answer to above is in point one and two the 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 partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

Part-II

8. Earnest Money Deposited: Yes/No

### PART -III

9. Name and Address of the firm's representative  
and whether the firm would be representing at  
the opening of the Tenders
10. Name of the Permanent Representative to be  
visiting CIRB, Hisar regarding

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

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

Authorized Signatory

Please add supplementary pages to be numbered wherever needed by the Tenders/ quotations.

ICAR - CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES  
SIRSA ROAD, HISAR-125 001 (HARYANA)  
Phone No. 01662-281611, Website: [www.cirb.res.in](http://www.cirb.res.in)

### GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING CONTRACT WORK

**Scope of work:** The work of providing services at CIRB Campus, Hisar shall have to be undertaken without causing any damage to the CIRB properties. In case, any damage is caused by the worker(s) deployed by the contractor to do the work at CIRB Campus, the same shall be made good by the contractor. Descriptions of activities for which services are required are given hereunder:-

Sr.No	कार्य का विवरण	Name of Division/ Section where services required at CIRB, Hisar.	Working hours
1	Making wheat/barley straw (bhusa) after harvesting by combine harvester from :  480 Acres fields allotted by Directorate Farm, CCS HAU, Hisar (Gangwa Block-II: 99 acres & Old Area A & B: 381 acres).  And transportation (including loading, unloading and stacking) of straw to stores of CIRB, Hisar.	Animal Farm Sections	As per requirement and directed by Head/ Incharge

#### Terms & Conditions for Farm Operations

- (i) Period of operation/supply between 15.04.2021 to 25.05.2021.
- (ii) For any farm operation, contractor will inform at least one day before.
- (iii) The area may be increased or decreased depending upon the situations without assigning any reason.
- (iv) Non performance of any operation may result into heavy fine which will be assessed by duly constituted committee by the competent authority and the damage cost may exceed the cost of work contract
- (v) Institute will not be responsible for untoward incidence.

#### TERMS & CONDITIONS:

1. The Director, CIRB, Hisar reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, CIRB, Hisar shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
2. Any complaint raised by CIRB should be immediately attended to by the Agency.
3. The contractor shall not sublet the work without prior written permission of the Institute.
4. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
5. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council/Institute and the person so engaged by the contractor in the aforesaid services.
6. 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.
7. The rates to be quoted should include all costs including harvesting transportation, loading, unloading and stacking of straw in CIRB go down manpower cost and taxes etc. The ICAR-CIRB shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
8. 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 Council/Institute 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, CIRB, Hisar shall be final and binding on the contractor.
9. Income Tax will be deducted from the payments due for the work done as per rule.
  10. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
  11. The contract is subject to the condition that the Quoter/ tenderer will comply with all the laws and acts of Central Govt./ State Govt. relating to this contract made applicable from time to time.
  - 12 (a) The firm/agency shall disburse the wages to its staff deployed under this contract.
  - 12 (b) The Contractor/Agency shall be responsible for all injury/accident, if any, to person(s) employed by him while on duty. It is desirable that all such employees are covered under an insurance cover.
  - 12 (c) The duration of the work contract shall be between 15.04.2020 to 25.05.2020 as per rates quoted & terms and conditions to this effect.
  13. Institute 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.
  14. Monthly consolidated charges for job/work contract for providing services at ICAR-CIRB, Hisar is as per terms and conditions specified and scope of work as per **Schedule-III** in the tender document including all the taxes viz. Service Tax and other taxes as applicable will be paid to the firm by the ICAR-CIRB. The firm will raise a bill of this amount and the payment released by the ICAR-CIRB to the firm subject to satisfactory performance/ delivery of contracted job/work/services.
  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 ICAR-CIRB on account of any failure to comply with the obligations under various laws or damage to ICAR-CIRB due to acts/omissions of Firm.

#### **LIQUIDATED DAMAGES CLAUSE:**

1. An amount to be decided by the competent authority will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark. It will be brought to the notice of the supervisory staff of the firm by CIRB and if no action is taken immediately, liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour 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, CIRB reserves the right to reject any or all Tenders/quotations in whole or in part without assigning any reasons therefore. The decision of Director, CIRB shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of the Contractors or his authorized  
signatory with seal of the Agency/Firm



**Check List/Technical Specification Table**

Sr. No.	Specification	EMD in Rs.	Yes/No
1.	Making wheat/barley straw (bhusa) after harvesting by combine harvester from 480 Acres fields allotted by Directorate Farm, CCS HAU, Hisar (Gangwa Block-II: 99 acres & Old Area A & B: 381 acres)  And transportation (including loading, unloading and stacking) of straw to stores of CIRB, Hisar.	Nil	
2.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act.		
3.	Employee ESI registration certificate issued by concerned local govt.		
4.	Employee EPF registration certificate issued by concerned local govt.		
5.	Service tax/GST registration certificate issued by concerned Govt.		
6.	Details of two years experience of the firm in the field of providing such services in Central govt. establishments/State Govt./Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations be enclosed in tabular form (Annexure-I). A list of clients must be attached in the enclosed format with proof of satisfactorily services of at least two establishments.		
7.	Duly Certified copies of the satisfactory services of at least two establishments where the tenderer is providing the services for the last three years, to be attached.		

Signature of the Firm with Full Address