



CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS  
(Council of Scientific and Industrial Research)  
PO: CIMAP, Lucknow-226015  
Research Centre, PO: Dairy Farm Nagla (Pantnagar)  
District – Udham Singh Nagar, Uttarakhand-263 149

### **Notice Inviting Tender**

Sealed tenders are hereby invited for Execution of Experimental Research Farm Operations for Medicinal and Aromatic Plants at CIMAP RESEARCH CENTER, PANTNAGAR, UTTARAKHAND from those Contractors who have an experience of minimum of two years for carrying out similar job with an annual turnover of not less than 50% of the estimated cost of the tender for the two years in Central/State Govt./Autonomous Bodies/Public Sector Undertaking/Institutions and CSIR and have labour Contract License for supply of labour.

The average requirements for satisfactory completion of the job tendered will be about 40 man days per day.

The estimated cost of works is **Rs.22,17,712/=** (Rupees Twenty two lakhs seventeen thousands seven hundred twelve only) per year.

Earnest Money of the work is **Rs.44354/- (Rupees Forty four thousand three hundred fifty four only)** which may be deposited by Demand Draft drawn on any Nationalized Bank in favour of **DIRECTOR, CIMAP, Lucknow** along with the Tender Form.

Tender form can be obtained from the office of the SCIENTIST-IN-CHARGE, CIMAP RESEARCH CENTRE, NAGLA (PANTNAGAR) during all working days from 10.00AM to 4.30PM from 12.02.2010 to 08.03.2010 on cash payment of Rs.500/- (Rupees Five Hundred only) which is non refundable. The tenders duly filled and sealed will be received by **Scientist-in-Charge, CIMAP RESEARCH CENTRE, NAGLA (Pantnagar) Distt. Udham Singh Nagar, Uttarakhand up to 2.00PM on 08.03.2010** and will be opened on the same day at 4.00PM in the office of the SCIENTIST-IN-CHARGE, CIMAP RESEARCH CENTRE, NAGLA (PANTNAGAR) in the presence of the Tenderers present, if any.

The Contractor shall be submitting documentary proof of EPF/ESI registration to CIMAP within one month of award of contract, if not registered earlier, failing which the award will be cancelled and EMD will be forfeited.

The Director, CIMAP, Lucknow reserves the right to accept tender in part or to reject any/all the tenders without assigning any reason(s) thereof. The tender is also available on CIMAP web site [www.cimap.res.in](http://www.cimap.res.in).

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## APPENDIX

Mode of pay	Monthly payment will be made on the production of bill only after verification of: (a) photocopies of last bill of EPF or ESI challan with form 3A and 6A statements with worker code number have been deposited with dealing assistant (b) payment of current bill has been made to the workers as per minimum wages within ten days.
Earnest Money to be deposited with the tender	Rs.44354/- (Rupees Forty four thousand three hundred fifty four only)
Security Deposit	10% of the contract value of the work offered by the bidder
Subsequent Retention	Earnest Money deposited with the tender will be treated as a part of the security deposit on award of work.

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## **TERMS AND CONDITIONS**

1. Sealed tenders should be submitted in the Office of SCIENTIST-IN-CHARGE, CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, RESEARCH CENTRE, NAGLA (PANTNAGAR). The envelope should be super scribed "Tender for execution of Experimental Research Farm Operations for Medicinal and Aromatic Plants" due on 08.03.2010 at 2.00PM.

Tender should be submitted in double cover as mentioned below:

Envelope "A" should contain the following:

- (i) Particular of the Tender duly filled in the Form-II (Attached to this Tender)
- (ii) A copy of partnership deed, in case of partnership firms.
- (iii) Full particulars, in case of Cooperative Society for satisfactory running of Cooperative for two years.
- (iv) Copy of the income tax clearance certificate, if applicable
- (v) Demand Draft for earnest money.
- (vi) Character Certificate
- (vii) Experience certificate Form-III, if any

Envelope "B" should contain the following:

- (i) Tender document duly signed on each page by authorized signatory.
- (ii) Tender Contract value in enclosed proforma for schedule of Contract value in Form-I

Each of the above envelopes shall be sealed.

2. The Management reserves to itself the right to scrutinize credentials of all tenders, and to arrive at a conclusion to its satisfaction regarding the suitability of the party based on such examination/enquiry as deemed necessary, issuing of tender form will not as such be accepted as proof of eligibility for the contract. A committee will first open envelope "A" in respect of Tenderers and after the committee has satisfied itself that all documents/information required from the offerer have been furnished and the Tenderers is found suitable and competent for performing the job, It will open the envelope "B". In case the Tender withholds information documents or the party is not found suitable, envelope "B" submitted by him shall not be opened and the Tender will be rejected out rightly.
3. Attested copies of performance/experience certificates given by organizations/undertakings that the contractor has undertaken similar works during the two years.

The certificate should be signed by the Head of Office/Administrative Officer. If the signatures are not legible his name may be indicated along with telephone nos. The original certificate should be produced before award of the contract.

4. For partnership firms, a copy of the partnership deed may be furnished.
5. In case of Co-operative Society a copy of each of article of association and the latest certificate from the Registrar, Co-operative Societies mentioning that the Co-operative societies functioning satisfactorily for the last two years as per latest Audit Reports and other relevant record of the society.
6. The contractor shall furnish the indemnity bond from the General Insurance company at his own cost to indemnify CIMAP/CSIR against any claim arising out of or connected with the Tender.
7. Copy of the Income Tax clearance certificate of the preceding year in the prescribed proforma issued in the name of the firm/Co-operative society should be enclosed with the Tender.
8. **Earnest Money Rs.44354/-** in the form of Demand Draft/Bankers Cheque drawn on a Nationalized Bank in favour of DIRECTOR, CIMAP, LUCKNOW should be attached with the Tender. Tender without earnest money will not be considered.
9. A Character Certificate which should not be of the date more than six months preceding the date of submission of certificate to be signed by District Magistrate of the District to the effect that the Tenderer or in case of partnership, any of the partners and in case of Co-operative society, the chairman or the secretary of the Co-operative society, whose name find place in the registration documents of the Co-operative society have no criminal record.
10. The contractor shall have to carry out Field operations/work as detailed in Annexure-I as per our requirement.
11. The contractor shall comply with all the provisions of Contract labour laws including Employees State Insurance Act and shall keep CIMAP absolved from all acts and omissions, falls breaches and/or claims, demands, loss, injury and expenses to which CIMAP may be put or involved as a result the contractor failure to fulfill any of the above obligations and CIMAP shall be entitled to recover any such losses and expenses which may have to suffer on account of such claims demands loss or injury from the contractors monthly bill or from security deposit or from any money due to contractor without prejudice to its any other rights under the law.
12. The persons employed by the contractor for the work shall be the employees of the contractor for all intents and purposes, and no case shall relationship of employer and employee between the said person and CIMAP (CSIR) shall accrue implicitly or explicitly.
13. The labour engaged by the contractor shall remain under the control and supervision of the contractor and the contractor shall be liable for payment of their wages, etc. and all other dues as applicable and amended from time to time which the contractor is

liable to pay under the Contract Labour (Regulation and Abolition) Act 1970 and other statutory provisions.

14. The contractor shall ensure that all the workers shall get minimum wages and other benefits as admissible under various Labour Laws. The contractor shall provide full information in respect of the wages, etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act 1970.
15. 'The contractor shall be submitting documentary proof of EPF&ESI registration, within one month of the award of contract'. And will be responsible for fulfilling all his obligations towards the persons deployed under law namely Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, service tax, etc as applicable and amended from time to time and should produce an documentary evidence of payment having made to the concerned organizations as per rules with no obligation whatsoever on the part of CIMAP ( CSIR ) either implicitly or explicitly.
17. The contract shall remain in force for a period of one year from the date of commencement of the work unless terminated earlier at the discretion of Director, CIMAP, Lucknow on happening of any of the circumstances as indicated below.
  - a) On the expiry of the contract period as stated above or by giving one month notice on either side
  - b) By giving one month notice by CIMAP (CSIR) without assigning any reason
  - c) Committing breach by the Contractor of any of the terms and conditions of the agreement
  - d) On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third party/ person by entrusting the whole or part of the contract to any third party/ person
  - e) The Contractor being declared insolvent by the competent court of law.

The Contractor shall keep on discharging his duties as before till the last date of expiry of the notice period as stipulated above.

18. The Contractor must remove all workers deployed by him on termination of the contract or any ground whatsoever from the premises of the CIMAP and ensure that no person shall create any disruption/hindrance/problem of any nature to CIMAP (CSIR)
20. The Contractor shall make the payment of wages, etc. to the workers deployed by him and shall furnish a undertaking every month that all the dues have been paid to the workers and others liabilities towards EPF, ESI, Service Tax, etc. have been fulfilled. The Contractor will maintain proper records of wage register/muster roll for the whole period of contract and should be able to produce the same as and when required. The wages shall be disbursed in the first week of the following month, before presenting his monthly bill for the work done during the month duly certified to the office that the works has been carried out satisfactory by the representative of the Director. If the wages are not paid by the Contractor on time, the office shall have the right to deduct the amount from the dues of the Contractor and pay the wages itself. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his

commitment towards his workers so deployed under various labour laws, having regard to the duties of CIMAP (CSIR) in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall comply with or cause to be complied with, the contractors labour regulations made by CSIR from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorizedly made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

21. Payment of cheque will be released to the contractor only after verification of: (a) photocopies of last bill of EPF & ESI challan with form 3A and 6A statements with worker code number have been deposited with dealing assistance (b) payment of current bill has been made to the workers as per minimum wages.
22. The Contractor must be registered under the Contract Labour (Regulation and Abolition) Act 1970 as amended. Any obligations and/or formalities which for the purpose of entering into, and/or execution of the contract shall be carried out by the Contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CIMAP (CSIR). The contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
23. The Contract can be extended for another one year at the discretion of the Director, CIMAP, Lucknow.
24. In connection with the services to be provided, the contractor will deploy all the labourers for work between the age of minimum 18 years and maximum 50 years.
25. The contractor will engage daily an effective strength of labours on an average (40 man per day) for carrying out the work in the Experimental Research farm (Center) as required.
26. To carry out the works listed in Annexure-I a minimum of 12480 man days would be required per year for quality work in the research farm.
27. The Contractor shall be paid on monthly basis by cheque against the monthly bill for the actual workers engaged during the month and duly verified and certified by the person authorized by the Director, CIMAP, Lucknow, for the purpose. On certifying that the work has been done satisfactorily and after fulfilling the conditions laid out at S.No21, the bill shall be paid within 10 days of submitting the bill to the office.
28. In case any of the worker (s) so deployed by the Contractor does not come up to the mark or does not perform his duties properly or any report is received by the contractor about the said person's negligence or non-performance of duty or any unlawful activities or joining in union/ associations activities of disorderly conduct, the contractor shall, take suitable action against such workers on the report of the authorized Representative of CIMAP. The Contractor shall immediately replace that particular person so deployed.
29. The workers provided by the Contractor will work under the control and guidance of the Scientist-In-Charge of the work who has requisition for the work.
30. Workers provided by the Contractor for executing the work contracted out shall be employees of the Contractor and will be on his pay role and shall receive instructions

from him for the work to be carried out by them and for effective discharge of the work. The work will be supervised by the Representative of CIMAP and the contract workers shall abide by his instructions.

31. The contractor shall provide identity cards to the workers employed by him bearing their photographs, name of the worker, father's name, date of birth and residential address etc... which shall be produced by the worker on demand of any officer or staff of CIMAP authorized for this purpose. Further, all the above shall also be submitted to the office.
32. The Contractor shall engage only physically fit labourers for the works at his sole and own risk.
33. The Contractor shall be responsible for any loss or damage caused by him or any of his workers by theft or otherwise to the property of the CIMAP and shall pay to CIMAP on demand at the current value of such properties.
34. In the event of any question or dispute/ differences arising in this regard in respect of any matter and during the continuance of the contract or thereafter the same shall be referred to the sole arbitration to DG, CSIR or his nominee. The decision of the arbitrator shall be final and binding on both the parties.
35. The Contractor shall be bound to replace such workers whose conduct and services are not found satisfactory by CIMAP.
36. On award of the contract, the contractor should deposit in CIMAP a sum of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) in the form of DD/ Bankers Cheque drawn in a Nationalized Bank in favour of Director, CIMAP, Lucknow as security money which shall be valid for one year from the date of commencement of contract period. The security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss or damage if any sustained by the institute on account of failure or negligence on the part of any of his workers. The security deposit shall be 10% of the contract offered value of work by the bidders.
37. The security will be refunded to the Contractor after the satisfactory performance of the contractor on expiry of the contract period and submission of Form 3A and Form 6A ensuring that EPF, ESI, etc. have been deposited by the contractor.
38. The Contractor will have to maintain the Experimental Research Farm (Center) in good condition as per our daily requirements in consultation with Scientist-In-Charge.
39. The contractor will have to execute an agreement after the award of the work but before the commencement of work.
40. The last month payment of the contract will be paid only after receiving the satisfactory completion certificate.
41. The Director, CIMAP, Lucknow reserves the right to accept the tender in part or to reject any or all the tenders without assigning any reasons thereof
42. The contractor shall have to maintain at his own expense attendance register throughout the contract period in which the daily attendance of the workers shall be recorded.

43. The contractor himself or shall maintain supervisor(s) who shall call the worker(s) to record their attendance.
44. The contractor shall within fifteen days of the award of work to him produce a license/permission from the Labour Commissioner, Ministry of Labour, Govt. of India, for undertaking the work. If the license/permission is not received by the stipulated time, the award of work to him shall be liable to be cancelled. Income Tax shall be deducted at source @ applicable to be remitted to Income Tax Department.
45. Tools and implements and machines required for carrying out different work will be provided by the institute except the small ones to be provided by the Contractor like: Phawda, Jhabbal, Gainti, Khurpi, Darati, Rassi, etc.
46. The Contractor or his authorized representative(s) shall have to be present on the site of work and will be responsible for execution of contract.
47. Tender submitted shall remain valid for 90 days from the date of opening for purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

## **ANNEXURE – I**

The Experimental Research Fields are spread over an area of about 81.83 ha. Linked with roads (about 7.64 ha.). The various Medicinal and Aromatic crops (Aromatic grasses, mints, geranium, patchouli, Bach, Aswagandha, Sarphgandha, Artemisia, kalmegh, Satawar, rose etc...) are grown in the field plots, conservatory and gene bank to carry out Research experiments involving different field operations (**List Enclosed**) as per requirement of the crops/plants and experimental procedures. The awarded contractor required to carry out experimental field operations for cultivation and maintenance of the above mentioned Medicinal and Aromatic Crops as per the need and experimental procedures. The entire field plots, roads, bunds will have to be maintained in proper condition as per our requirement with the consultation of Scientist In-Charge.

## FORM-I

**CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS**  
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**Schedule of Contract Value**

1. Name of the Party/Firm :
2. Address in full :
3. Registration License No.(s) :
- (a) Under C.L. (R&A) Act 1970 :
- (b) ESI Act :
- (c) EPF Act :
- (d) Service Tax :

a. Annual Contract Value in Rupees for Various operations. As described (inclusive of all Liabilities but exclusive of ESI, EPF and Service Tax which will be reimbursed at actual on production of original payment challan etc. ). :

In Figures

In words :

b. Rate in percent service charges to be mentioned on quoted amounts :

**Wages for workers for specific experimental needs of the projects:**

Nature of workers	Amount in Rupees for wages (exclusive of all liabilities and service charges per month)			
	Wages	Per month	Rate of service charges	Other charges
Unskilled				
Semi – Skilled				
Skilled				

Note:

- The Contractor may visit the Experimental Research Farm to see the crops and various activities before quoting the rates for contract.
- Tenderers are responsible for all liabilities the persons deployed under law namely minimum wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, Service Tax, etc. as applicable and amended from time to time.
- Tenderers should sign all the papers attached with the Tender.
- Details of work carried out must be indicated in the in the proforma attached.
- Separate sheet may be enclosed if the space provided in this form is insufficient.

**Form-II**

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**PARTICULARS OF THE PARTY**

1. Name of Tenderers :
2. Name of Firm :
3. Address & Telephone No. :  
& Email ID, if any
4. In case of partnership Firm :

Sl.No.	Name of the partners	Address with Telephone No.

5. Partnership deed must be enclosed in case of partnership Firm:

6. In case of Cooperative Society:

Sl.No.	Name of the Chairman and Secretary	Address with Telephone No.

7. Name of the Bankers with full address  
(Where the party maintains the account)
8. Name and address of the person holding  
Power of attorney in case of partnership  
firm/Co-operative Society.
9. Labour License No. provided by Labour Commissioner.

**Form-III**

**CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS**  
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**EXPERIENCE CERTIFICATE**

Details of the works completed satisfactorily during the two years and details of annual turnover for the preceding two years which must not be less than 50% of the estimated value for which tender is being given:

Sl.No.	Name of the work*	Site of work	Period of work	Value of work/annual turnover	Name of the Organization & In charge under whom work got done
1.					
2.					
3.					

\*Certificate of satisfactory completion of work signed by Head of Office/Administrative Officer must be attached.

### LIST OF FIELD OPERATIONS

S. No.	Name of the Operations
1.	Weeding of different crops
2.	Hoeing with spades
3.	Harvesting, loading/unloading of grasses, geranium, mint species/ any other herb
4.	Uprooting seedlings/planting materials/suckers etc. and planting (a.) Opening of furrow with Deptt. Tractor (b.) Opening of furrow manually
5.	Gap filling of different crops
6.	Thinning of crops
7.	Sowing of different crops by: (a.) Broad casting (b.) Line Sowing using kutla (c.) Line sowing using dept. tractor
8.	Irrigation of crops
9.	Making of irrigation channels
10.	Repairing and cleaning of irrigation channels
11.	Making of roads
12.	Cleaning of roads
13.	Repairing of roads
14.	Picking of flowers
15.	Collection of seeds
16.	Layout and leveling for planting and sowing: (a.) Pilot scale (b.) Field experiments
17.	Repairing of layout (a.) Pilot scale (b.) Field experiment
18.	Preparation of cuttings of various MAPs and planting
19.	Filling of polythene bags suckers for nursery raising
20.	Transportation of crops from field to store site using department tractor
21.	Earthing different crops
22.	Threshing and winnowing of crops
23.	Spreading FYM compost/vermicompost
24.	Fertilizer application a. Basal dressing b. Top dressing
25.	Spraying of pesticides
26.	Shifting of materials from store to drying site and vice-versa
27.	Preparation of fine seeds bed
28.	Mulching with waste material
29.	Cutting of soil and micro leveling
30.	Slips uprooting
31.	Mentha sucker digging
32.	Drying of Mentha spent and other waste materials and its storing in hipps : (a.) During rainy season (July-Oct.) (b.) During summer and winter (Nov.-June).
33.	Pruning of rose
34.	Maintenance of Medicinal and aromatic plants arboretum
35.	Filling of earthen pots and planting
36.	Pruning of trees
37.	Digging of Pits
38.	Other misc. unforeseen work