



Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
Northern Region Farm Machinery Training and Testing Institute
Tractor Nagar, Sirsa Road, Hisar (Haryana)- 125 001

Website:<http://nrfmtti.gov.in>/E-mail:fmti-nr@nic.inTele./FAX:01662-276984 GSTIN:06AAAGN0273PIZ3

No. 1-17/2015-Estt.

Dated: 21.06.2021

TENDER FORM FOR 'OUTSOURCING OF MISCELLANEOUS JOB WORK'

1.	Tender no	1-17/2015-Estt.
2.	Tenderer Name and Address	
3.	Telephone Number/Mobile No.	
4.	Photo ID proof issued by Govt. Authorities (AAdhar Card, Voter ID, Driving License etc.)	
5.	Last date and time for receipt of tender	28.06.2021 up to 3.00 pm
6.	Date, time and venue for opening of tender	28.06.2021 at 03:30 P.M. in the Seminar Hall of NRFMTTI, Hisar (Haryana)
7.	Period of Work	Initially for six months which further can be extended up to one year.
8.	Location of proposed work.	Northern Region Farm Machinery Training and Testing Institute, Tractor Nagar, Sirsa Road, Hisar (Haryana)- 125001
9.	PAN No.	
10.	GST/TIN No.	
11.	Labour Contractor License No.	
12.	Attach proof of previous work/ contract / tender (if any)	
13.	Demand Draft Number for EMD	
14.	Demand Draft Number for Tender form	



Signature of the Tenderer

Name:

Full Address

Mobile No.:

TERMS AND CONDITIONS FOR TENDER OF 'OUTSOURCING OF MISCELLANEOUS JOB WORK' AT NRFMT&TI, HISAR

1	Tender must be submitted in the prescribed tender form downloaded from Institute's website: www.nrfmtti.gov.in along with separate demand draft for EMD & cost of tender form in favour of The Director, N.R.F.M.T & T.I, Hisar, Haryana , payable at SBI, Main Branch, Code 0652, Hisar (Haryana) .
2	(i) Every tenderer/bidder must deposit a DD amounting to Rs. 10,000/- as EMD to participate in tender. The tender will not be considered if the earnest money is not deposited along with tender. Date of Demand Draft should be drawn after the issue of the advertisement clearly indicated in the form. (ii) The tenderer/bidder must deposit Rs. 500/- in the form of a separate DD/Bharat Kosh as a cost of tender form . (iii) The tenderer/bidder should append his signature on the tender form, without which the bid is liable to be rejected. (iv) The successful bidder shall deposit Rs. 5,00,000/- (Rs. Five lakh only) in the form of bank guarantee as performance guarantee within three days from the date of order of allotment of work.
3	Tenderer may see/inspect the place/site of work in the working days (Monday to Friday) between 9.00 AM to 5.00 PM with the permission of Purchase Officer/Head of Office/ nominated technical officer by the concerned In-charge.
4	The tenderer should furnish his full name and address on the tender form.
5	Tenderer should submit tender form in a sealed cover, marked " Outsourcing of Miscellaneous Job Works " as attached as per Annexure-I . The tender will also be accepted by Registered Post before due date i.e. 28.06.2021 (3.00 PM) . Institute will not be responsible for any postal delay or delay due to any reasons.
6	Last date and time for receipt of tender form is 28.06.2021 at 03:00 PM
7	Date and Time of opening of tender will be 28.06.2021 at 03:30 PM. , in the Seminar Hall of NRFMTTI, Hisar -125 001 (Haryana)
8	OPENING OF TENDER: Bidders/tenderers are at liberty to be present him-self / themselves or authorize a representative to be present at the time of bid/opening of tender.
9	Work must be executed w.e.f. 5.7.2021. Job work may be extended on yearly basis on the recommendation of committee depending on work load and satisfactory work execution by the tenderer up to a maximum of three years. If the work is not executed / completed within time limit, Rs. 500 per day will be charged as penalty.
10	The successful bidder is not permitted to sub-lease the tender and in the event of this office coming to know about the sub-leasing of the tender, the entire amount shall stand forfeited.
11	EMD received from unsuccessful bidders will be returned immediately after the process of bid is completed.
12	No child labour shall be engaged or caused to be engaged by bidder.
13	The Institute will not be responsible for any kind of theft / damage / losses to the tenderer machine/equipments/tools etc. used at site for work. However if any damage occurs to the properties of the institute by the bidder/tenderer or his representative or his labour, appropriate action will liable to be initiated against tenderer.
14	The documents in original with two self attested copies of persons to be engaged for miscellaneous job work as prescribed in the Annexure-I should be submitted for verification three days before starting the 'Miscellaneous Job Work'.



15	For successful bidder, the EMD will be treated as security deposit and will be refundable after successful completion of tender period/tenure. Please note that tenderer will be required to provide duly filled up "MANDATE FORM" for depositing the amount directly in the bank account of the tenderer.
16	The Institute is under the provision of RTI Act 2005. All information provided by you under the act is liable to be disclosed.
17	Under any circumstances, the right of adjudication shall rest with the Director, NRFMTTI, Hisar -125001 and his decision will be ultimate and binding on all parties.
18	If any loss/damage occurs to the property of Institute such Computers/Equipments/other accessories etc., the same will be got repaired by the bidder, immediately. Otherwise Institute will get the same repair work and 4 times of the repair cost would be levied on bidder.
19	The tender can be cancelled at any time without assigning any reason.
20	Only one bidder will be allowed to take entire contractual job work. Conditional and partial tenders will be rejected.
21	Income Tax as per rule will be deducted from the Bill(s) at source.
22	Payment will be made based on the job work done after the end of every 30 days
23	The remuneration for the persons engaged for outsourcing of miscellaneous job work should be paid by 7th of every month through bank.
24	The bidder shall be responsible for observance of the provision of the contract labour (Regulation and Abolition) Act, 1970. NRFMT&TI, Hisar shall not be responsible for it in any manner.
25	Bidder should have license (if any) from Labour Department and submit the same to NRFMT&TI, Hisar. Contractors who have obtained license from Labour Department for carrying out any other work in the Haryana State will be preferred.
26	It will be sole responsibility of the Bidder to compensate the workmen on account of injury, loss of life or limb in accordance with the law in force the time being. NRFMTTI, Hisar will in no way be responsible for such loss.
27	Service tax will be borne by the Contractor
28	Any other regulatory rules and laws in force related to outsourcing to job work shall be strictly followed by the bidder.
29	The Director reserves the right to curtail or enhance the hours of the job work at any time depending on the work load.
30	If the services for miscellaneous job work are available in Government e-Market (GeM), then it will be preferred.
31	Bidders are requested to quote their rates on hour basis (without GST), otherwise, the bid will be cancelled. The service charge (commission) should be separately mentioned in percentage or lump sum amount per month. GST (if any) will be given extra.

I have understood all the above and I hereby accept to abide all the above mentioned terms and conditions.



Signature of the tenderer
Name
Address:
Mobile No.

Annexure-I

Nature of job work	Eligibility	Tentative man-hours per month required	Minimum Deployment of person at one time	Age	Rate (Rupees per hour) (without GST)
Engineering Work related to farm machinery testing and training	Degree in Agricultural/Mechanical Engineering from a recognized University or Institute or equivalent	640	4	18 to 40 years	
Work related to Computer software and hardware etc.	MCA/M.Sc.(Computer Science)/B. Tech. (Computer Engg.)/ from a recognized University or Institute or equivalent	160	1	18 to 60 years	
Clerical job	Graduate with 3 years experience and should have Typing speed 35 W.P.M in English, preferably ex-serviceman.	160	1		
Assistance in Programming and updating of website	Diploma in Computer Operator and Programming Assistant (COPA) or Diploma in Computer Engineering having web skills including working on M.S. Word, Excel, Power Point Presentation, Adobe Photoshop etc.	160	1		
Assistance in farm machinery testing and training	ITI in tractor /diesel/agricultural machinery mechanic or equivalent	960	6		
Data entry operation	10+2, English typing speed on computer should be minimum 35 w.p.m. Knowledge of M.S. Word, Excel, Power Point Presentation, Adobe Photoshop etc.	480	3	18 to 40 years	
Tractor/ Light Motor vehicle driving work	Matric with valid tractor/LMV driving license	160	1		
Electric repairing work.	ITI in Electrician trade or equivalent	160	1		
Peon work	10+2 and physically fit	640	4		
Gardening work	Literate and physically fit having the knowledge of Ornamental plants and Gardening work	320	2		
All types of labour work	Literate and physically fit	1120	7		
Security work	10+2 and physically fit	1600	10	18 to 40 years	
Sweeping work	Literate and physically fit	800	5		
Water supply work	Literate and having the basic knowledge of operation of irrigation pump and electric motors	160	1		

Signature of the Tenderer

Name

Address

Mobile No.

Service Charge (Commission) of bidder = _____%

GST Extra = _____%

