



National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India

Tel. No: 91-03592-257954(Director)
Web Site: <http://www.sikkim.nic.in/nrco>

Telefax 03595257289
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F.NO: NRC (O)/Admn./27/10-11

Dated: the.....

To,

Sub: Submission of Sealed Bids for carrying out various field & lab works at NRC for Orchids, Pakyong, Sikkim.

Dear Sir,

Sealed Competitive Bids are invited by the Director, National Research Centre for Orchids, Pakyong, East Sikkim from the contractors/firms who have valid registration license No issued by the competent authority for executing agricultural field and Laboratory works on contract basis for the works as mentioned in **Annexure-I** so as to reach this office latest by **17/08/2010 1.00..PM** on the following terms and conditions.

1. **Quotation/Bid should be sealed and clearly superscribed “Quotation/Bid for Contract works due on 17/08/2010”** on the sealed cover.
2. **Earnest Money of Rs.500.00** (Rupees five hundred) only must be attached with the Quotation/Bid in the form of Demand Draft/D. Call etc. drawn in favour of Director, NRC for Orchids (ICAR) payable at State Bank of India, Pakyong Branch
3. In the event of your rates being accepted, the works will have to be executed within stipulated period from the issue of the order failing which a penalty 2% per week up to maximum of 10% shall be imposed.
4. **Quotations unsealed or having over-writing and cutting without proper signatures will not be considered. Quotation received after the due date will not be considered.**
- 5.. The contracting agency should have valid registration and licenses required as per law, for undertaking such jobs from all the Govt. Agencies such as Income Tax Dept., PAN, service Tax/ Sales tax registration certificate etc. They shall comply with all the obligations arising in the course of execution of the works as per contract, payment of minimum wages as per Law of the State . Please attach copies of the following documents, failing which your quotation will not be entertained.
 - (a) Valid registration for the supply of labourers issued by the competent Govt. authority.
 - (b) ESI/EPF No. of the firm
 - (c) PAN No. and Service Tax No. of the firm.
6. Income Tax and other taxes if any will be recovered as per Govt. Norms. Exemption if any, should be supported by valid documents.
7. Quoted rates should remain valid for one year from the date of award of contract.
8. Contractor will be responsible for payment minimum wages to the labour engaged for the works awarded.

9. Successful bidders will have to deposit **Performance Security of Rs.10,000/- (Rupees ten thousand) only through demand draft/D.Call/T.D.R. in favour of Director, NRC for Orchids (ICAR) Pakyong** or Bank guarantee from a commercial bank and have to execute an agreement on non-judicial stamped paper for the contract period.
10. Competent authority has absolute right to accept or reject any or all quotation(s) in part or full without assign reason thereof.

Asstt. Administrative Officer

Copy to:-

1. Computer Asstt. (T-II-3), NRC(O), Pakyong, with the request to upload Bids in website of the Institute.
2. Notice Board, NRC(O), Pakyong.

Asstt. Administrative Officer

Annexure-I

Sl. No.	Section	Description of work	Unit of work (Approx)	Rate to be quoted (Rs.)
1.	Pr. Scientist (Hort.) & DUS Project	1. Spraying on Orchid Plants 2. Watering Orchid Plants 3. Weeding Orchid farm 4. Potting of Orchid Plants	3000Sq.m. /month 3000Sq.m. /month 1500Sq.m. /month 1500 Nos. /month	Per 100 Sq.m. Per 100 Sq.m. Per 100 Sq.m. Per 100 Nos.
2.	Pathology) Section	1. Preparation of media, sterilization 2. Cleaning of glassware 3. Maintenance of Polyhouse 4. Virus indexing in Hardening House	- - 2 Polyhouse/day One Hardening House per day	Per media Per 100 glassware Per Polyhouse Per Hardening House
3.	Genetics Section	1. Washing experimental glasswares 2. Autoclaving of glasswares and drying 3. Cleaning of lab. Tables, shelves instruments, computers	-	Per 100 glasswares Per Autoclave Per unit
4.	Library	1. Cleaning of tables, shelves, books, journals etc. 2. Entry and issue of books, journals etc.	-	Per unit Per unit
5.	Farm	1. Cleaning of farms 2. Carrying of pots		Per 1000 sq. m Per 100 Pots
6.	Horticulture Section	1. Maintaining experimental field, data recording.		Per 100Sq.m
7.	Plant Breeding Section	1. Maintenance of Germplasm 2. Hardening of plants 3. Subculture of plants		Per 100 Germplasm Per 100 Plants Per 100 Plants
8.	NAIP Project	1. Looking after of plants, spraying of insecticides, fungicides, fertilizers, water etc. at 10 days interval		Per 100 Plants
9.	MM-I Project	1. Cleaning bottles/ glasswares 2. Watering of plants at farm	-	Per 100 glasswares Per 100 Plants
10..	Estate Cell	1. Daily cleaning and maintaining of rest house at the centre. 2. Cleaning and monitoring of various repairing works at office and residential area of the centre.	-	Per room per day Per 100Sq.m.

11.	Entomology Section	<p>1. Cleaning and maintaining of glassware and other laboratory equipments as required for laboratory work</p> <p>2. Culture of coccinellids beetles at laboratory</p> <p>3. Set up of field experiments under poly houses conditions on various aspects of Entomology.</p> <p>4. Observations for monitoring of insect pests infesting on orchids.</p> <p>5. Weeding pruning of insects infested plant parts, irrigation, application of fertilizers and other nutrients in 1500 orchid plants keeping under four poly houses.</p> <p>6. Cleaning of surrounding area of four number of Polyhouse.</p>	<p>1500 Nos</p> <p>30 Jars per day</p> <p>600 Plants</p> <p>500 plants/week</p> <p>1500 Plants</p> <p>1000 Sq.ft.</p>	<p>Per 100 Nos.</p> <p>Per Jar</p> <p>Per 100 plants</p> <p>Per 100 Plants</p> <p>Per 100 plants</p> <p>Per 100 Sq.ft.</p>
12.	Soil Science Section	<p>1. Preparation and application of fertilizer solution in different experiment</p> <p>2. Irrigation and weeding in the polyhouse</p> <p>3. Spraying of pesticide in different experiment.</p> <p>4. Cleaning of glass wares,</p> <p>5. Drying of plant samples,</p> <p>6. Digestion of plant samples 7. preparation of distilled water etc. in the laboratory.</p>	<p>5 days/month</p> <p>8 days/month</p> <p>4 days/month</p> <p>4 days/month</p> <p>3 days/month</p> <p>3 days/month</p> <p>3 days/month</p>	<p>Per 100 sq.m</p> <p>Per 100 sq.m.</p> <p>Per 100 Sq.m.</p> <p>Per 100 glasswares</p> <p>Per 100 samples</p> <p>Per 100 samples</p> <p>Per 100 liters</p>
13.	Vehicle Cell	<p>1. Operation of medium and light motor vehicle (driving and maintenance/upkeep of vehicles) (Persons having valid driving license should only be engaged).</p>	-	Per Vehicle per day
14.	Admn/Accounts Section	<p>1. Typing works</p> <p>2. Filing works</p> <p>3. Rendering assistance in Accounts works (works of Accountant)</p>	- - -	<p>Per 10 Pages</p> <p>Per 10 Pages</p> <p>Per day per person</p>
15.	Director's Cell	<p>Attending works like attending telephone calls in Director's office chamber, movement of files and daks between Director's office to Admn.'Accounts Section</p>	02 Attendants	Per day per person
16.	Security Cell	<p>Security works/duty of the office premises, residential quarters, research farms and other land area of NRC for Orchids, Pakyong. Trained Security personnels in uniforms will be required</p>	08 Securities per day	Per day per Security personnel

Annexure-I

Sl. No.	Section	Description of work	Unit of work (Approx)	Rate to be quoted (Rs.)
1.	Pr. Scientist (Hort.) & DUS Project	1. Spraying on Orchid Plants 2. Watering Orchid Plants 3. Weeding Orchid farm 4. Potting of Orchid Plants	3000Sq.m./month 3000Sq.m./month 1500Sq.m. month 1500 Nos. /month	Per 100 Sq.m. Per 100 Sq.m. Per 100 Sq.m. Per 100 Nos.
2.	(Pathology) Section	1. Preparation of media, sterilization 2. Cleaning of glassware 3. Maintenance of Polyhouse 4. Virus indexing in Hardening House	- - 2 Polyhouse/day One Hardening House per day	Per media Per glassware Per Polyhouse Per Hardening House
3.	Genetics Section	1. Washing experimental glasswares 2. Autoclaving of glasswares and drying 3. Cleaning of lab. Tables, shelves instruments, computers	-	Per glassware Per Autoclave Per unit
4.	Library	1. Cleaning of tables, shelves, books, journals etc. 2. Entry and issue of books, journals etc.	-	Per unit Per unit
5.	Sr. Scientist (Farm) Horticulture Plant Breeding Section NAIP Project MM-I Project	1. Cleaning of farms 2. Carrying of pots 3. Maintaining experimental field, data regarding 4. Maintenance of Germplasm 5 Hardening of plants 6. Subculture of plants 7. Looking after of plants 8. Cleaning bottles/ glasswares 9. Watering of plants at farm	-	Per 1000 sq. m Per 100 Pots Per 100Sq.m Per 100 Germplasm Per 100 Plants Per 100 Plants Per 100 Plants Per 100 glasswares Per 100 Plants
6.	Estate Cell	1. Daily cleaning and maintaining of rest house at the centre. 2. Cleaning and monitoring of various repairing works at office and residential area of the centre.	-	Per room per day Per 100Sq.m.
7.	Entomology Section	1. Cleaning and maintaining of glassware and other laboratory equipments as required for laboratory work 2. Culture of coccinellids beetles at laboratory 3. Set up of field experiments under poly houses conditions on various	1500 Nos 30 Jars per day 600 Plants	Per 100 Nos. Per Jar Per 100 plants

		aspects of Entomology. 4. Observations for monitoring of insect pests infesting on orchids. 5. Weeding pruning of insects infested plant parts, irrigation, application of fertilizers and other nutrients in 1500 orchid plants keeping under four poly houses. 6. Cleaning of surrounding area of four number of Polyhouse.	500 plants/week 1500 Plants 1000 Sq.ft.	Per 100 Plants Per 100 plants Per 100 Sq.ft.
8.	Scientist (Soil Science)	1. Preparation and application of fertilizer solution in different experiment 2. Irrigation and weeding in the polyhouse 3. Spraying of pesticide in different experiment. 4. Cleaning of glass wares, 5. Drying of plant samples, 6. Digestion of plant samples 7. preparation of distilled water etc. in the laboratory.	5 days/month 8 days/month 4 days/month 4 days/month 3 days/month 3 days/month 3 days/month	Per 100 sq.m Per 100 sq.m. Per 100 Sq.m. Per 100 glasswares Per 100 samples Per 100 samples Per 100 liters
10.	Admn/Accounts Section	1. Typing works 2. Filing works	-	Per 10 Pages Per 10 Pages
11.	Plant Breeding field	1. Watering plants at 3 days interval and maintaining plants in a) Bamboo house (19x6m) b) Hardening House (12x6m) c) NATP House (12x6m) d) Polyhouse (16x10m)	1457 Plants 3152 Plants 911 Plants 1050 Plants	Per 100 Plants Per 100 Plants Per 100 Plants Per 100 Plants
		2. Spraying fertilizer, fungicide and insecticide on the plants 10 days interval in above houses	- do -	Per 100 Plants
		3. Weeding and cleaning in and around in above houses	1500Sq.m. month	Per 100 sq. m
		4. Preparing potting media by mixing of leaf mould, brick, coco chips and vermiculite		Per Bag
		5. Shifting of planting materials from hardening house to different houses	1500 Nos. /month	Per 100 Plants
		6. Planting repotting and shifting of hardened plants in the hardening house and preparation of bed for the hardening plants.	1500 Nos. /month	Per 100 Plants

		7. Watering hanging plants daily as well as potted plants in 4 days interval and maintaining a) Germplasm house (15x17mts) b) NATP House (26x7mts)	2400 Plants. 1500 Plants	
		8. Spraying NPK at weekly on hanging plants, potted plants and spraying bavistin in 10 days interval in germplasm and NATP house.	10 days	Per 100 Plants
		9. Weeding and cleaning in and around the germplasm and NATP house	2 Polyhouse/day One germplasm and NATP house	Per 1000 sq. m
		10. Preparing potting media by using coconut husk, brick chips, leaf mould etc. around 5 sacs in germplasm and NATP houses.	-	
		11. Cutting grass around the germplasm and NATP houses.	1000 Sq.ft.	Per 100 Sq.m.
12.	Works of Tissue culture lab	1. Cleaning (brooming and wiping) 6 nos. of room in Plant Breeding and Tissue Culture Lab.	6 nos.	Per room per day Per 100Sq.m.
		2. Cleaning and washing glassware's (around 200nos. of culture bottles by dipping in extrant solution for 24 hours and washing with running water) and inoculation instruments like beakers , Petri plates, forceps, coupling jar etc.	Around 200nos.	Per glassware
		3. Autoclaving of glass wares and inoculation instruments like beakers, Petri plates, forceps, coupling jar etc.	around 200nos.	Per Autoclave
		4. Media preparation (assisting in cooking media, pouring into bottles and test tubes etc. capping, sterilizing at 121oC and 15 pounds pressure for 20 minutes, maintaining time of sterilization, labeling, arranging the prepared media as wall as sterilizing distilled water and inoculation instruments).	1500 Nos	Per 100 Nos.
		5. Preparation of cotton plugs for tubes and conical flasks used for culture		Per 100 tubes
		6. Cleaning 22 nos. of culture racks in the culture room, laminar air flow in the inoculation room, lab tables and other equipments in the lab.	around 22 nos.	Per unit
		7. Shifting in-vitro hardened plants		Per 100 Plants

		to the hardening house for ex-vitro hardening.		
13.	Works under Integrated Development of Horticulture (MM-I)	Washing, cleaning of glass wares at TC lab, 1. maintaining of plants at TC lab, hardening of plants etc.		Per unit Per 100 Plants
		2. Maintaining of experimental field, weeding, cleaning, and spraying of fertilizers, pesticides and water at 10 days interval.	3000Sq.m./month 3000Sq.m./month 1500Sq.m./month 1500 Nos. /month	Per 100 Sq.m. Per 100 Sq.m. Per 100 Sq.m. Per 100 Nos.
14.	Works of farm	1. Cleaning of farm – Area-5.4 acres		Per 100Sq.m.
		2. Repairing of broken wall.		Per 100 Sq.m.
		3. Making of drain – 75mts length, 14feet breadth, and 1feet depth.		Per 100 Sq.m.
		4. Cleaning and weeding.		
		5. Washing and white washing of 22nos. of poly houses (3000sqmts)		Per unit
		6. Cutting and pruning of hedge-150mts.		
		7. Soil preparation and planting of hedge of area-250mts.		Per unit
		8. Planting of ornamental and other foliage-500nos.		Per 100 Plants
		9. Preparation of ornamental potted plants -1000nos.		Per 100 Plants
		10. Development of terrace with dry wall binding of area – (75x50) sqmts.		
		11. Preparation of bead for gladiolus and other flowers (0.5acres).		Per unit
		12. Repairing and washing of water harvest tank. Sintax 1. Tank size- 3x5sqmts.=15cubicmeter. 2. 30 nos. each – 1000lts.		Per 100 Sq.m. Per 100 Sq.m.
		13. Resoling of 2nos. polyhouse area of total 425sqmts.		
		14. Cutting of soil area (10x3) sqmts.		Per 1000 sq. m
		15. Filling of land (15x5) sqmts = 20sqmts.		
		16. Preparation of land for lawn grass planting-100sqmts.	100sqmts.	Per unit
		17. Spraying, manuring and other intercultural operations of different orchids at 10 days interval	10 days	Per 100 Plants
		18. Cleaning of backside of office retaining walls. Wall area-80mts length and 40mts height.	80 mts/ 40mts	Per 100 Sq.ft.
15.	Work under NAIP	1. Maintaining of plants at field	3000Sq.m./month	Per 100 Sq.m.

		regular spraying of insecticides, fungicides, fertilizers, water etc. at 10days interval.		
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National Research Centre for Orchids

(Indian Council of Agricultural Research)

Pakyong – 737 106, Sikkim, India

Tel. No: 91-03592-257954(Director)

Telefax 03595257289

Web Site: <http://www.sikkim.nic.in/nrc>

Email: nrcorchids@rediffmail.com



F.NO: NRC (O)/Admn./27/09-10

Dated: the.....

TENDER DOCUMENT

Sub: Inviting Bids from service provider firms for deployment of ordinary labourers through service contract for agricultural/horticultural farm operation works.

Sealed competitive Bids are invited by the Director, National Research Centre for Orchids, Pakyong, East Sikkim from the reputed / registered Service Provider Firm/Agency for providing Manpower through service contract provisionally for a period of 89 days. A brief details of tasks to be carried out by the manpower provided is as follows:

Sl.No.	Job Description	Type of work	Mandays (Per day)	Section/ Discipline
01.	Ordinary Agricultural/ Horticultural Works in General farm and other Section of NRC (O), Pakyong. To carry out the various farm operation/ management practices required in the Experimental garden/farm of this Centre and other related works as instructed by the concerned Scientist In-charge and Sectional Heads of various Disciplines/Section of the Institute/Project as and when required.	Un-skilled Un-skilled Un-skilled Un-skilled Un-skilled Un-skilled Un-skilled	01 01 01 01 01 01 01	Genetics Hort(Pr.Scientist) Plant Pathology Entomology Soil Science DBT Horticulture
02.	Maintenance of Germplasm, data taking, cataloguing & multiplication etc.	Semi- Skilled	01	Plant Breeding
03.	Laboratory work (washing bottles etc.)	Un-skilled	01	Plant Breeding
04.	Hardening House (media preparation, potting, repotting, labeling, carrying etc.)	Skilled	01	Plant Breeding
05.	General lab & field work	Un-skilled	03	MM-I Project
06.	Polyhouse maintenance.	Un-skilled	01	DUS Project
07.	General field work etc.	Un-skilled	01	Plant Breeding
08.	Culturing, sub-culturing, data record etc.	Skilled	01	Plant Breeding
09.	Attending various works and telephone duty in Director's Cell	Un-skilled	02	Director's Cell
10.	Typing and other clerical assistance works in Administrative and Accounts Section.	Skilled	02	Administrative & Accounts
11.	Driving of light and medium vehicles (persons having valid driving license should only be engaged).	Skilled	01	Driving
12.	Attending various works in the library.	Un-skilled	01	Library
13.	Attending various works in Estate Cell.	Un-skilled	01	Estate Cell
14.	Rendering assistance in Accounts works (works of an Accountant)	Highly Skilled	01	Accounts Section
15.	Maintenance and management of Orchid Plants	Un-Skilled	01	NAIP Project
16.	Security works/duty of the office premises, residential quarters, research farms and other land area of NRC for	Un -Skilled	08	Security Cell

	Orchids, Pakyong			
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1. Minimum Qualification/Experience:

- a) The contracting agency should have valid registration and licenses required as per law, for undertaking such jobs from all the Govt. Agencies such as Income Tax Dept., PAN, service Tax/ Sales tax registration certificate etc. They shall comply with all the obligations arising in the course of execution of the services as per contract.

2. Quoted Price:

- a) The Bidder shall quote remuneration for per person on monthly basis (including profit and administrative charges/All taxes) in the format of quotation attached (**Annexure-A**). The payment on account of ESI/EPF will be borne by the contracting agency. They should also comply with the entire requirement under the labour laws (minimum wages as per law) and also arrange Insurance coverage of the labourers individually before actual execution of the work.
- b) Hourly rate of OTA, if required, should not exceed **remuneration per man-day**.
- 8
- c) The rate quoted shall be fixed for the entire duration of the contract and shall not be subject to any adjustment or change.
- d) Correction, if any, shall be made by crossing out, initialing, dating and rewriting.
- e) The Bidder shall deposit **Rs. 500.00** in the form of Demand Draft drawn in favour of **Director, National Research Centre for Orchids, Pakyong, East Sikkim, payable at SBI, Pakyong branch** , as Earnest Money Deposit (EMD) along with the Bid. The EMD shall be returned to the unsuccessful bidder after award of the contract.
- f) The selected firm has to furnish Performance Security in the form of DD for an amount equal to 10% of the contract value. The Performance Security shall be submitted within 10 days from the date of notification of award. The EMD shall be returned only after the Performance Security is submitted by the Contracting Agency. The Performance Security (Security deposit) shall be refunded only after 6 months of expiry of the contract.

3. Each Bidder must submit only one Bid.

4. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bid.

5. Terms and Conditions:

- a) The payment shall be made through Demand Draft from Director, NRC for Orchids, Pakyong, East Sikkim.

- b) The Contracting Agency will ensure payment every succeeding month to the labourers provided to Director, NRC for Orchids, Pakyong, East Sikkim and OTA charges quoted (in case of overtime work) without any deduction.
- c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the labourers to Director, NRC for Orchids, Pakyong, East Sikkim supported with the following documents:

- (i) Details of disbursement indicating amount received from Director, NRC for Orchids, Pakyong against each individuals, towards statutory payments and net amount paid to each individual along with cheque/DD details should be furnished before the next payment is claimed.
 - (ii) Proof of payment of statutory obligations such as Service Tax and any other applicable tax.
 - (iii) Unauthorized deduction for statutory obligations will not be made out of the wages of the labourers.
- a) Payment to the Contracting Agency will be released by DD from Director, NRC for Orchids, Pakyong, East Sikkim after processing the bill.
 - b) The Contracting Agency will provide Identity Card to all the labourers deputed as per the format suggested by the Director, NRC for Orchids, Pakyong valid for the period of contract.
 - c) The Contracting Agency shall comply with all statutory obligations.
 - d) The normal duty hours for the workers at NRC for Orchids, Pakyong, is from 08:00 am to 5:00 pm from Monday to Saturday. However, the Director reserves the right to requisition the services on Holidays/beyond office hours. The Contracting Agency will be compensated by the Director, NRC for Orchids, Pakyong as per the rate quoted for OTA for working beyond office hours. However, overtime hours in a month will not exceed 54 hours.
 - e) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
 - f) Total Monthly Remuneration=Monthly remuneration- A1

Where $A1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{No. of days in the month}}$

- g) The manpower provided by the Contracting Agency shall be accepted only after personal appearance of the labourers. No conveyance charge will be paid by the Director, NRC for Orchids, Pakyong for personal appearance of the labourers, proposed to be provided.

- h) The manpower provided by the Contracting Agency should be healthy, hardworking and energetic.
- i) The manpower provided by the Contracting Agency shall not indulge in any kind of misconduct or unruly behaviour and should abide by the rules and procedures of this Centre. Those breaching the decorum of the office shall be immediately replaced by the Contracting Agency.
- j) The Contracting Agency will be required to sign a contract with the Director, NRC for Orchids, Pakyong as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also from the part of the Model Agreement.
- k) In case of any loss, theft/pilferage caused by/attribution to the manpower deployed, the Director, NRC for Orchids, Pakyong reserves the right to claim damages from the Contracting Agency.

6. Evaluation of Bid:

The Director, NRC for Orchids, Pakyong will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and conformed to the terms and conditions in the following manner:

- (iv) The bid will be treated as non-responsive, if following documents are not attached:-
 - a) List of clients during the last 1 years along with cost of assignment.
 - b) PAN No., Sales Tax registration No. and Current IT clearance certificate.
 - c) Attested copy of proof of Service Tax Registration.
 - d) The Bidder shall deposit **Rs. 500.00** in the form of Demand Draft drawn in favour of Director, National Research Centre for Orchids, Pakyong, East Sikkim, payable at SBI, Pakyong branch, as Earnest Money Deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidder after the award of the contract.
- (v) The wages of manpower, quoted below the prevailing minimum wages as per the Minimum Wages Act 1948 and Govt. of Sikkim, Labour Department Notification No. 01/DL/2008 dated 15/04/2008 shall rendered the bid disqualified for evaluation.
- (vi) The contract will be awarded to the lowest evaluated responsive bidder.
- (vii) Income tax @ 2% of the amount of Bill or as applicable shall be deducted from the monthly bill of the contractor, unless it is exempted under relevant I.T. Act. In case of exemption certificate to this effect from the competent I.T. Authority should be produced.

7. Award of Contract:

1. The Director, National Research Centre for Orchids, Pakyong, East Sikkim, will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price as per para 2.
2. The Director, National Research Centre for Orchids, Pakyong, East Sikkim, reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
3. The Director, National Research Centre for Orchids, Pakyong, East Sikkim, prior to expiry of Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
4. Notwithstanding the above, the Director, National Research Centre for Orchids, Pakyong, East Sikkim, reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
5. The Director, National Research Centre for Orchids, Pakyong, East Sikkim, reserves the right to terminate the contract at any time without assigning any reason and his decision will be final.
6. Any dispute arising out of the contract shall be referred to a sole arbitrator. The appointment of the arbitrator, on any such references shall be made by the Competent Authority. The jurisdiction of court and the arbitrator shall be at Gangtok or any place as decided by the competent authority.
7. The National Research Centre for Orchids, Pakyong, East Sikkim, shall maintain the daily attendance of the labourers supplied by the contractor, which shall be certified by the contractor at the end of the day.
8. The bids should be sealed and superscribed "Bid for service contract to carry out agricultural/horticultural works" should reach this office latest by _____ at 1500 hrs.

FORMAT OF BID

Sl. No	Work Description	Man-power required	Type of work	Wages per person per month (Rs)	Service charges including overhead & profits on column No. D (Rs)	Total remuneration (Col E+F) (Rs)	Unit OTA rate per hour (Rs)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
01	Ordinary Agricultural/Horticultural Works in General farm and other Section of NRC (O), Pakyong. To carry out the various farm operation/ management practices required in the Experimental garden/farm of this Centre and other related works as instructed by the concerned Scientist In-charge and Sectional Heads of various Disciplines/Section of the Institute/Project as and when required.	07	Unskilled				
02	Maintenance of Germplasm, data taking, cataloguing & multiplication etc.	01	Semi-Skilled				
03	Laboratory work (washing bottles etc.)	01	Unskilled				
04	Hardening House (media preparation, potting, repotting, labeling, carrying etc.)	01	Skilled				
05	General lab & field work	03	Unskilled				
06	Polyhouse maintenance	01	Unskilled				
07	General field work etc.	01	Unskilled				
08	Culturing, sub-culturing, data record etc.	01	Skilled				
09	Attending various works and telephone duty in Director's Cell	02	Unskilled				
10	Typing and other clerical assistance works in Administrative and Accounts Section.	02	Skilled				
11	Driving of light and medium vehicles (persons having valid driving license should only be engaged).	01	Skilled				

12	Attending various works in the library.	01	Un-skilled				
13	Attending various works in Estate Cell.	01	Un-skilled				
14	Rendering assistance in accounts works (works of an Accountant)	01	Highly Skilled				
15.	Maintenance of Orchid Plants	01	Un-Skilled				
16.	Security work/duty of the office premises, residential quarters, research farms and other land area of NRC for Orchids, Pakyong	08	Un - Skilled				

NOTE:

- Wages are to be indicated per person per month basis.
- In case discrepancy between unit price and total price the unit price shall prevail.

I agree to provide the above service/manpower and to abide by the terms and conditions in the Tender Document and also agree to enter into the agreement.

Total Bid Price (Col.5) in words Rupees.....

Total Bid Price (Col.5) in figures Rs.....

Signature of Bidder:

Name & Address:

.....

.....

.....

Date & Time:

.....



National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India

Tel. No: 91-03592-257954(Director)
Web Site: <http://www.sikkim.nic.in/nrc>

Telefax 03595257289
Email: nrcorchids@rediffmail.com



NOTICE INVITING TENDER

The Director, National Research Centre for Orchids, Pakyong, invites tenders from the approved/ reputed and **Registered Service Providers/Contractors/Agency having previous experience of at least 1 years as on 31/03/2009** for the following works / services to be provided by them.

Name of the work: Providing Manpower (Skilled/Semi-skilled/Unskilled workers for field, laboratories & office works) through service contract for a period of **89 days** to carry out various agricultural/horticultural works at National Research Centre for Orchids, Pakyong, East Sikkim.

Estimated Cost: Rs.2, 50,000/- Earnest Money Deposit: Rs.500/-

Cost of tender form: Rs. 50/-.

The tender document can be obtained from the office of the Director, National Research Centre for Orchids, Pakyong, on any working day from **10:00 am to 4:00 pm** on payment of **Rs.50.00 (Rupees fifty) only(Non refundable)** being the cost of the document. The tenders shall be received upto **05-11-2009 at 1500 hours** by the Director and will be opened on the same day. The intending tenderers or their authorized representatives may present themselves at the time of opening the quotations.

The Director, National Research Centre for Orchids, Pakyong, East Sikkim, reserves the right to reject any or all tenders or accept any in part or full without assigning any reasons thereof.

Asstt. Administrative. Officer
NATIONAL RESEARCH CENTRE FOR ORCHIDS, (ICAR)
PAKYONG, EAST SIKKIM-737106



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F.NO: NRC (O)/Admn./27/09-10/

Dated:the 21st October, 2009.

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PAKYONG, EAST SIKKIM-737106

Copy to :-

1. Office of the Sub-Divisional Magistrate, Pakyong Sub-Pakyong, Pakyong with the request to display in the Notice Board.
2. Office of the Gram Panchayat,, Pakyong, East Sikkim with the request to display in the Notice Board.
3. Computer Assistant (T-3), NRC(O), Pakyong with the request to insert the Tender Notice in the website of the Institute.
4. Notice Board, Office/Farm, NRC(O), Pakyong.