



भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय

राजगुरुनगर, पुणे-410505(महाराष्ट्र)

ICAR- Directorate of Onion and Garlic Research

Rajgurunagar, Pune-410505(Maharashtra)

Phone No.(02135) 222026, Fax: (02135) 224056, Email: director.dogr@icar.gov.in



F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

2020-21

निविदा

वार्षिक दर से अनुबंध के आधार पर भाकृअनुप-प्याज
एवं लहसुन अनुसन्धान निदेशालय कालूस के
प्रक्षेत्रसंचालन कार्य के लिए निविदा

Tender



For

ANNUAL RATE CONTRACT FOR FIELD AND FARM

OPERATIONS ON JOB CONTRACT BASIS

AT ICAR-DOGR, KALUS

SECTION – 1

 <p>भाकृअनुप ICAR</p>	<p>भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे-410505 (महाराष्ट्र) ICAR- Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505(Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email: director.dogr@icar.gov.in</p>	 <p>प्या ल अनु नि DOGR</p>
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F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

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FOR
“PROVIDING JOB CONTRACT FOR PERFORMING THE FIELD AND FARM
OPERATION WORK AT ICAR-DOGR, KALUS - 410 505

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SECTION – 2

 <p>भाकृअनुप ICAR</p>	<p>भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणे-410505(महाराष्ट्र) ICAR- Directorate of Onion and Garlic Research Rajgurunagar, Pune-410505(Maharashtra) Phone No.(02135) 222026, Fax: (02135) 224056, Email:: director.dogr@icar.gov.in</p>	 <p>प्या ल इतु नि DOGR</p>
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F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

DETAILS OF BID INFORMATION
NON TRANSFERABLE TENDER DOCUMENT
FOR
“ANNUAL RATE CONTRACT FOR FIELD AND FARM OPERATION ON JOB CONTRACT BASIS
AT ICAR-DOGR, KALUS”

1	Duration of the Contract	One year from the date of agreement
2	Period & time of online sale of tender documents	15.04.2021
3	Date & Time of Pre-bid Meeting	09.04.2021 at 11.30 p.m.
4	Date of Publication of Corrigendum uploaded (if any) constituted up on points raised in Pre-bid Meeting	15.04.2021
5	Last date & time for receipt of bids	26.04.2021 up to 16.00 hours
7	Date and time of opening of technical bid	28.04.2021 on 15.00 hours
8	Date & time of opening of Financial bid for technically qualified bidder	To be notified later
9	Place of submission of bids	On line through CPP portal
10	Solvency Certificate required from bidders bank	For Rs. 10.00 lakh
11	The tender will remain valid for acceptance up-to 90 days from the date of opening.	
12	Total no. of pages of tender(Bidder to fill the same)	_____ pages including covering page and additional pages/documents annexed thereto.



SECTION -3
भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे-४१०५०५ (महाराष्ट्र)
ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH
Rajgurunagar, Pune – 410 505, Maharashtra



Phone (02135) 222026, 222697, Fax (02135) 224056 Email: director.dogr@icar.gov.in

F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

NOTICE INVITING E-PROCUREMENT (ONLINE) BIDS

On behalf of the Secretary, ICAR, the Director, ICAR- Directorate of Onion and Garlic Research, Rajgurunagar, Pune (Maharashtra) 410 505 invite Online Bids under Two Bid System (Technical & Financial Bids) from interested authorized/ registered /eligible contractors/ agencies for “ **Annual Rate Contract (ARC) for field and farm operation work on job contract basis for ICAR-DOGR, Rajgurunagar, Kalus and Manjari sites**”. Only online bid shall be accepted. For details and update please long on <http://eprocure.gov.in> and also visit our website <https://dogr.icar.gov.in/>

Sr. No	Tender Reference& Tender ID Number	Name of the Annual Job work contract	Estimated cost (Rs. in Lakh)	Date of Publication of Tender Online	Pre Bid meeting date/time	Last date for uploading of clarification on the website consequent to pre-Bid meeting	Last Date for Submission of Online Bid	Date of opening of Technical Bid	Date of Opening of Financial Bid
1	15-335/Field operation-Rajgurunagar/SP/20-21	Field Operation work' at Rajgurunagar	90.00 (lakh)	06.04.2021	09.04.2021 At.11.30	15.04.2021	26.04.2021 Up to 16.00 hours	28.04.2021 on 14.30 hours	Will be communicated separately
	Tender ID Number :								
2	15-335/Field operation-Kalus/SP/20-21/	Field Operation work' at Kalus	20.00 (Lakh)	06.04.2021	09.04.2021 At.11.30	15.04.2021	26.04.2021 Up to 16.00 hours	28.04.2021 on 15.00 hours	Will be communicated separately
	Tender ID Number :								
3	15-335/Field operation-Manjari/SP/20-21/	Field Operation work' at Manjari	10.00 (Lakh)	06.04.2021	09.04.2021 At.11.30	15.04.2021	26.04.2021 Up to 16.00 hours	28.04.2021 on 15.30 hours	Will be communicated separately
	Tender ID Number :								

For any clarification/Amendment with reference to above will be intimated by corrigendum through website at <http://eprocure.gov.in/eprocure/app> and <https://dogr.icar.gov.in/>. Therefore, bidder is advised to visit these websites regularly for further information/updates. For each site, separate tender should be submitted.

The interested firms are requested to submit duly filled online tender along with all required supporting documents on or before closing date of online bid.

Assistant Administrative Officer



SECTION – 4
भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे-४१०५०५ महाराष्ट्र
ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH
Rajgurunagar, Pune – 410 505, Maharashtra
Phone (02135) 222026, 222697, Fax (02135) 224056 Email:director.dogr@icar.gov.in



F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR ANNUAL JOB CONTRACT FOR FIELD AND FARM OPERATIONS WORK AT KALUS.

From:

The Director,
ICAR-Directorate of Onion and Garlic Research,
Rajguruangar, Pune – 410 505 (Maharashtra)

To:-

.....
.....
.....

Dear Sir,

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi online Tenders (under two bid system) (Technical & Financial Bids, separately) are hereby invited for **“Annual Job Contract for Field & Farm Operation Work” at Kalus under ICAR-DOGR, Rajgurunagar, Pune (Maharashtra).**

Details given in Annexure:-

The terms and conditions of the contract which govern the contract to be made are those contained in the General conditions of contract applicable to the contract placed by the ICAR-DOGR and the special terms and conditions detailed in the tender forms and its schedules. Please submit your **online** tender form, if you are in position to provide the requisite services in accordance with the requirements stated in the attached schedules.

Pre Bid meeting date/time	09.04.2021 at 11.30 hours
Last date for uploading of clarification on the website consequent to pre-Bid meeting	15.04.2021
Last date and time for submission of online bid through CPPP	26.04.2021
Date and time for opening of Technical Bid	28.04.2021 at 15.00 hours
Date and time for opening of Financial bid	To be notified separately for technically qualified bidder
Tender to remain open for acceptance upto 90 days from the date of opening.	

1. The tender must be submitted as per details given in the tender.
2. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof, or else his tender/ assignment will be cancelled. Successful bidder should submit performance security before commencement of order.
3. The schedule of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, 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 tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online bid.
4. The tender is liable to be ignored/rejected, if the required information is not given therein or if the particulars asked in the schedules to the tender is not fully filled in. Individual signing the tender 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.

5. 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 tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-DOGR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and schedule to the tenders and annexure. If any, should be signed by the tenderer.
6. In case the tenderer does not accept the offer after issue of letter or award by ICAR-DOGR within 20 days, the offer made shall be deemed to be withdrawn without any notice.
7. Online tenders are invited under two-bid system through E-procurement system.
8. The ICAR-DOGR does not pledge itself to accept the lowest or any other tenders and also reserve the right of accepting the tenders whole or in part keeping in view of prevailing conditions. In no case, conditional tenders will be accepted.
9. In the event of award of rate contract, the firm must submit Performance Security/Security Deposit for rate contract worth **Rs. 60,000/- (Rupees Sixty thousand only)** within 15 days from issue of letter. For each tender/proposal separate security deposit should be submitted in the form of Account payee Demand Draft/Fixed Deposit receipt/Bank Guarantee from a Commercial scheduled bank/Online payment in favour of "ICAR Unit-DOGR", Rajgurunagar having validity for a period of minimum 18 months. If this Directorate provided the extension of work order, the firm shall be required for renewal of performance security for further extended period, if any. **The firm registered with MSME/CPO/Concerned Ministry/Department/DIPP may also submit performance security.** The performance security will be refunded if rate contract is not extended to the firm. The performance security will be forfeited if the firm fails to honour the orders of the Directorate. No interest will be paid by ICAR-DOGR on the Performance Security. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier/contractor/firm including warranty obligations.
10. GST or any other tax applicable or made applicable after award of the contract in respect of this job contract shall be payable by the contractor and ICAR-DOGR will not entertain any claim whatsoever in this respect. However, the GST or any other tax applicable shall be deducted at source from monthly bills of the successful tenderer as per rules/instructions of Government of India from time to time.
- 11.
12. ICAR-DOGR will not be responsible for any delay in enrollment/ registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: URL:<https://eprocure.gov.in/eprocure/app> and enroll their Digital signature Certificate and upload their quotation/bid well in advance
13. On the date of opening, only Technical bid will be opened. Financial bid shall be opened subsequently only of those tenders, whose technical bid qualifies as per the laid norms of this tender.
14. ICAR-DOGR reserves the right to cancel the order at any time during the period of the contract without giving any reason.
15. Decision of Director, ICAR-DOGR 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 level by mutual consultation and in case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR, New Delhi. The decision of the sole Arbitrator so awarded shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and conciliation Act 1996.
16. Acceptance by the ICAR-DOGR will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-mail etc. should be acted upon immediately.
17. **Submission of Essential Documents (For Technical Bid Evaluation): the following documents/vouchers must be enclosed with the Tender form for technical evaluation of bids:**
 - I Name of Firm/ Agency:
 - II Full address with Post Box No. and contract No.
 - III Constitution of firm/ Agency:
 - a) Indian Companies Act, 1956

- b) Indian Partnership Act 1932 (give details of partnership)
 - c) Any other act if any.
 - IV Registration of Firm (Please attach a copy of License)
 - V Registration with Central Labour Commission:
 - VI PAN Number (Agency) * Proprietor PAN will not be considered :
 - VII GST registration:
 - VII ESIC Registration No.
 - IX EPFC Registration No.:
 - X Name & Address of the Bank: :
 - a) Name of the Bank (Nationalised only) Bank Account in the name of agency only
 - b) Address of Bank
 - c) Account No.
 - d) IFSC CODE
 - XI Turnover of last two years 2019-20, 2020-21, (Copy of Certified balance sheet to be attached)
 - XII Solvency Certificate of Rs. 10 lakh issued by Nationalized scheduled banks
 - XIII Experience in number of years (Name and address of client of dept. may be indicated in separate sheet)
18. **Successful tenderer will have to enter into a detailed contract agreement with ICAR-DOGR on non-judicial stamp paper of appropriate value for the job work.**
19. **The base rates are enclosed herewith the tender.** The bidder should quote for all the farm operations mentioned in Annexure-I failing which, their Bid shall be treated as non-responsive and they will be treated as technically disqualified.
20. **Successful bidders shall not be allowed to sub contract the work.**
21. Covid-19 guidelines or as applicable by Govt. of India/Govt. of Maharashtra whichever is applicable, if any need to be followed in letter and spirit.

Assistant Administrative Officer

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 III Certificates with signing key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / Code / 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.

Basic Instructions

1. The tender form/bidding documents may be downloaded from the website <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers /Bidders are requested to visit the website [https://eprocure.gov.in/eprocure /app](https://eprocure.gov.in/eprocure/app) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Directorate reserves the right to accept or reject any or all the tenders.
4. In the Tender document wherever it is written that the Tenders is to be submitted in sealed envelope the same be treated as omitted.
5. Full tender documents need not be uploaded. Only the documents listed below at **(I) & (II)** is to be uploaded.

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 deviation from these may lead to rejection of the bids.

- 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 standards documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificate 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 Bidders are requested to note that they should necessary 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 light-blue coloured(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changes. 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 bids will be rejected.
- 4 The server time (which is displayed on the bidder's 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.
- 5 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 opens public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opens.
- 6 Upon the successful and timely submission of bids (i.e. 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 number and the date & time of submission of the bid with all other relevant details.
- 7 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.

I. The scanned copies of the following documents duly signed along with prescribed documents may be uploaded under Technical bids:-

- a) Section- 5 : Letter of Bid submission by the Bidder
- b) Section- 6: Bidder Profile.
- c) Section-8 : Forms (Form-1 to 6)
- d) **Section- 9: Financial Bid (Bidders are required to quote their rate in terms of % over base rates only. Percent rates quoted by the bidder shall be applicable to all the items uniformly in the tender for which base rates are mentioned in the tender).**
Illustration: Suppose bidder has quoted his rate @5% above the base rate then the item No. 1. “-----” rates becomes $594 + 5\% = 623.70$ per acre similarly base rate of all items increase @5%.

e) Submission of Essential Documents (For Technical Bid Evaluation) as per section-4, Point-17 documents/vouchers must be enclosed with the Tender form for technical evaluation of bids:

- I Name of Firm/ Agency:
- II Full address with Post Box No. and contract No.
- III Constitution of firm/ Agency:
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act 1932 (give details of partnership)
 - c) Any other act if any.
- IV Registration of Firm (Please attach a copy of License)
- V Registration with Central Labour Commission:
- VI PAN Number (Agency)) * Proprietor PAN will not be considered :
- VII GST Registration:
- VIII ESIC Registration No.
- IX EPFC Registration No.:
- X Name & Address of the Bank: :
 - a) Name of the Bank (Nationalised only) Bank Account in the name of agency only
 - b) Address of Bank
 - c) Account No.
 - d) IFSC CODE
- XI Turnover of last two years 2019-20, 2020-21 (Copy of Certified balance sheet to be attached)
- XII Solvency Certificate of Rs. 10 lakh issued by bankers
- XIII Experience in number of years (Name and address of client of dept. may be indicated in separate sheet)

II. The copies of the following documents may be uploaded under Financial Bids:-

- a) Financial bid (Bidders are required to quote their rate in terms of % over base rates only. Percent rates quoted by the bidder shall be applicable to all the items in the tender for which base rates are mentioned in the tender)
Illustration: Suppose bidder has quoted his rate @5% above the base rate then the item No. A.I.1. “-----” rates becomes $594 + 5\% = 623.70$ per acre similarly base rate of all items increase @5%. as per Section-9, Annexure-I in BOQ/Excel format

Sd/
Assistant Administrative Officer

SECTION – 5

**LETTER OF BID SUBMISSION BY THE BIDDER
(To be printed on Bidder’s letterhead)**

SUBJECT: TENDER FOR ANNUAL JOB CONTRACT FOR FIELD OPERATION WORK AT DOGR,
KALUS

F.No. 15-335/Field Operation-Rajgurunagar/SP/20-21/

Dated:

To
The Director,
ICAR- Directorate of Onion and Garlic Research
Rajgurunagar, Pune-410505, Maharashtra

Sir,

1. I/We have read all the particulars regarding the General Information and other terms and conditions of above said annual job contract at **ICAR-Directorate of Onion & Garlic Research, Kalus, Pune** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-II to this tender and I/we agree to hold this offer valid till 90 days. I/ We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all 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 from a part of this tender _____ the schedule-I & schedule II to accompany this tender are at page no _____.
4. Every page so attached with this Tender bears my signature and the official seal.
5. Certified that I/We have quoted & rates for fall the field operation mentioned in **section- 9**, Annexure-I otherwise my bid shall be technically disqualified

Yours faithfully,

Signature & Name
(With seal) of the tenderer

Witness Name.....
Phone No. & Home Address.....
Occupation & Office Address.....
Signature of witness to contractor’s signature
Name & Signature of witness.....
Address.....

**SECTION- 6
BIDDER'S PROFILE**

SCHEDULE- I:-TECHNICAL BID

<u>PART-I</u>		
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Contact No.	
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	
4.	For partnership firm, whether registered or not 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. 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 tender to refer disputes concerning business of the partnership 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.	Registration No. of the Firm, Please attach a copy of Licence granted under Sub-section (5) of Section 7 of the Private Security Agencies (regulation) Act, 2005.	
6.	Registration with central labour commission	
7.	PAN Number (Agency) *Proprietor PAN Number not acceptable	
8.	GST Registration No.	
9.	ESIC Registration No.	
10.	EPFC Registration No.:	
11.	Name of the Bank	
	a) Name of the Bank (Nationalized scheduled only) Account in the name of agency only	
	b) Address of Bank	
	c) Account No.	

	d) IFSC CODE	
12	Turnover of last two year 2019-20, 2020-21 (Certified copy be attached)	
13	Certified copy of Solvency certificate of Rs. 10 lakh to be attached.	
14	Experience in no of years (Name and address of client department may be indicated in the separate sheet)	
<u>PART-II</u>		
1	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders	

UNDERTAKING

1. I/We certify that all the information furnished above is true to my knowledge.
2. I/We have no objection to DOGR, Rajgurunagar verifying any or all the information furnished in this document with the concerned authorities, if necessary.
3. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
4. The rates quoted by our organization are valid and binding upon our organization for the entire period of contract.
5. I/We give the rights to the Competent Authority of the ICAR-DOGR, Rajgurunagar to forfeit the Security Money Deposit by me/us in case of breach of conditions of Contract.
6. I hereby undertake to provide the Allied services on job contract basis for the Institute as per the directions given in the tender document/contract agreement.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Agency seal with name & address

(Please add supplementary pages to be numbered and duly signed by the authorized signatory wherever needed by the Tenderer)

SECTION-7
CHECK LIST OF TECHNICAL BID

SCHEDULE- I:-TECHNICAL BID

Sr. No.	Document to be submitted	File format in which documents are to be uploaded	Page No.	Whether attached or not (Yes/No)
	TECHNICAL BID			
1.	Name of the Firm/Agency	PDF		
2.	Full address with Post Box No. and Contact No.	PDF		
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	PDF		
4.	For partnership firm, whether registered or not 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. III. 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 tender to refer disputes concerning business of the partnership arbitration? IV. 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.	PDF		
5.	Registration No. of the Firm, Please attach a copy of Licence granted under Sub-section (5) of Section 7 of the Private Security Agencies (regulation) Act, 2005.	PDF		
6.	Registration with central labour commission	PDF		
7.	PAN Number (Agency) *Proprietor PAN Number will not be accepted	PDF		
8.	GST Registration No.	PDF		
9.	ESIC Registration No.	PDF		
10.	EPFC Registration No.:	PDF		
11.	Name of the Bank	PDF		
	a) Name of the Bank (Nationalized only) Bank Account in the name of agency only	PDF		
	b) Address of Bank	PDF		

	c) Account No.	PDF		
	d) IFSC CODE	PDF		
12	Turnover of last two year 2019-20, 2020-21 (Certified copy be attached)	PDF		
13	Certified copy of Solvency certificate of Rs. 10 lakh to be attached.	PDF		
14	Experience in no of years (Name and address of client department may be indicated in the separate sheet)	PDF		
	FINANCIAL BID			
15.	BOQ	.xls		

Note: Documents/Papers to be submitted with Technical bids (In the absence of these, tender cannot be considered).

SECTION -8

General Information and other terms & conditions of the Contract

1. SERVICES REQUIREMENT:-

Services are required for field operation work at this Directorate for Kalus on job contract basis. The complete detail of the works to be carried during the year is mentioned in the Annexure-I. The agency shall be responsible to carry out the job work as per the requirement of the centre-incharge; in this regard the contractor/supervisor will consult the farm Incharge of concerned centre every day for next day's programs. The agency shall be responsible to carrying out all the field operations strictly as per the instructions of farm Incharge or the official nominated by the Director of this Directorate.

2. ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

1. A valid registration certificate of the firm under work contract of the Appropriate Authority (Registration under Shop Act & Establishment Act 1948, Mumbai/ The Indian Companies Act, 1956/ or any other Act)
2. A **valid Labour license registration should be with the contractor** as per labour act. If Labour License is not available with the firm, the contractor can obtain the labour license under the Labour Act within 30days after assigning the job contract, failing which order will be cancelled.
3. Last TWO years' experience of the firm in the field of providing such services anywhere preferably in Central Govt. establishment/Autonomous bodies of Govt. of India.
4. The firm should have minimum annual turnover of Rs. **20 lakhs** for last two years Certified balance sheet of the firm for the last one years of the service contract by the Chartered Accountant should be submitted
5. The certificate of registration under ESI & EPF.
6. Income Tax Permanent Account Number allotted by the Income Tax department.
7. **The firm should have solvency certificate of Rs.10 lakh from their banker.**
8. A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason.
9. The Bidders should quote for the entire Farm operation mentioned in Annexure-I failing which, their Bid shall be treated as non-respective and they will be treated or technically disqualified.
10. Only those firms will be considered for financial bid that will be qualified in the Technical Bid.
11. Successful Tenderer will have to enter into a detailed contract agreement with Institute on Non-Judicial Stamp Paper of appropriate value for the work at his own cost.

3. TERMS OF THE CONTRACT:-

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, the Director, ICAR-DOGR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office before offering rates and also attend the pre bid meeting.

4. **MODE OF PAYMENT:-**

The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF, wages disbursement and Service tax/GST paid for Manpower engaged at DOGR. This office shall make payment directly to the firm's Bank account by the mode of RTGS/NEFT. However taxes which are as per the rules of the Govt. /Govt. Department shall be deducted at source from the monthly bills of the successful tenderer.

5. **PERFORMANCE SECURITY DEPOSIT:-**

In the event of award of rate contract, the firm must submit Performance Security/Security Deposit for rate contract worth Rs. **60,000/- (Rupees Sixty thousand only)** within 15 days from issue of letter. For each tender/proposal separate security will be submitted in the form of Account payee Demand Draft/Fixed Deposit receipt/Bank Guarantee from a Commercial bank/Online payment in favour of "ICAR Unit-DOGR", Rajgurunagar having validity for a period of 18 months and if this Directorate has given extension of work order your shall also be renewal of performance security for further extension period..**The firm registered with MSME/CPO/Concerned Ministry/Department/DIPP may also submit performance security.** The same will be refunded if rate contract may not be extended to the firm. The performance security will be forfeited if the firm fails to honour the orders of the Directorate. No interest will be paid by ICAR-DOGR on the Security Deposit. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations

6. **WORKSMENS COMPENSATION:-**

If during the currency of the contract agreement any person out of those engaged by the agency/contractor got injured for become disable while performing their duty and the injury or disablement causes the liability of such payment to such workers under workmen compensation Act 1923 (as amended time to time)shall rest with the agency/contractor. The agency/contractor will have to abide by the terms and conditions laid down for such contracts as per the contract labour (regulation and abolition) Act 1972 of Govt. of India. This Directorate will not bear any liability on this account.

7. **TERMINATION:-**

The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. DOGR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director,ICAR- DOGR reserves the right to terminate the contract immediately and the security money will be forfeited.

8. **SCHEDULE TIME PLAN:**

- a. **Contractor/Agency should to collect daily weekly indent of work to be done from farm section one day before in the evening.**
- b. **Prescribed work should be complete within given time limit if agency fails to complete the work within time limit penalty will be charged.**

9. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (Gives details). The firm must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them or by the firm/proprietor/partner etc.
10. The agency shall be responsible for the payment of minimum wages (including VDA, EPF, ESIC & Bonus) to the labours deployed by him as fixed form time to time by the Assistant labours commissioner /Government of India.

11. **PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-**

Liquidated damages on work which are not up to the mark for any field operation as specified in section-9. It will be brought to the notice of the supervisory staff of the firm by DOGR, and liquidated damages/charges will be accordingly as below:

1. Rs. 1000/- per day for delay of up to 3 days per work/activity not completed
2. Rs. 2000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.5000/- per day for delay of > 7 days per work/activity not completed
4. Work order will be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.
7. Liquidated damages per day wherever it is found that the work is not up to the mark any field operation as specified in **section-9**. It will be brought to the notice of the supervisory staff of the firm by DOGR, and liquidated damages/charges will be accordingly stated below:
8. 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.

In case of any loss or damage done to the property of this Office by the personnel engaged by the agency for the said work at ICAR-DOGR, Rajgurunagar, full damage will be recovered from the agency and decision of the Director, ICAR-DOGR, Rajgurunagar, shall be a binding on the agency.

Asstt. Administrative Officer

SECTION -9
FORMS

Form – 1	Details of Experience of such similar work anywhere preferably in Govt. Depts./Autonomous bodies/PSU and for the last two years.
Form - 2	Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU for the last one year for individual Allied works executed as stated in Form - 1.
Form - 3	Annual Turnover Certificate in respect of field operation work for last two years certified by Chartered Accountant.
Form –4	Certificate on Non-Participation of near Relatives in the tender
Form -5	Letter of Authorization for attending Pre-Bid Meeting and Bid Opening
Form -6	Letter of Authorization for signing and submitting the Bid Documents on behalf of the Bidder
Form –7	Draft Specimen Agreement
Form-8	Bid Securing Declaration form

FORM – 1

Details of Experience of such similar work in Govt. Depts./Autonomous bodies/PSU for the last two years.

Sr. No.	Name of the organization with contact nos.	Description of work / order executed	No. of personnel deployed	Period of contract	Actual value of work/ order executed	Whether Govt./Semi-Govt /Autonomous bodies/PSUs/ etc. (Please Specify)

Place : _____

Date : _____

FORM – 2

Experience/Performance Certificate from Govt. Depts./Autonomous bodies/PSU and for the last two years for individual Allied works executed as stated in Form - 1.

(To be obtained on the letter head of the respective employer)

1.	Name of the Contract and Location	
2.	Agreement No. & date	
3.	Scope of Contract	
4.	Actual Cost of Contract	
5.	Period of Contract	
6.	Compliance of all statutory requirements (Yes/No). If the answer is no, pl. give the details	
7.	Overall grading of service: Excellent/Very Good/Good/Fair	

Place:

Date:

(Signature of the appropriate authority of the concerned employer with seal)

FORM – 3

**Annual Turnover Certificate in respect of field operation work for last two financial years
certified by Chartered Accountant**

(To be obtained on the letter head of the Chartered Accountant)

Sr. No.	Financial Year	Annual Turnover (Rs. in crores/figures)

Place:

Date:

(Signature and seal of the Chartered Accountant)

FORM - 4

CERTIFICATE OF NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER

I, _____ Son/Daughter of _____

Hereby certify that none of my relative(s) is/are employed in ICAR-Directorate of Onion and Garlic Research, Rajguruangar Pune as per details given in tender document. In case at any stage,

it is found that the information given by me is false/incorrect, ICAR-DOGR, Rajgurunagar shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder

Name _____

Position _____

Date _____

FORM- 5

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING and BID OPENING

(To reach on or before time of Pre-Bid Meeting & Bid opening (Technical and Financial))

Date:

To,
The Director
ICAR- Directorate of Onion and Garlic Research,
Rajguruangar, Pune – 410 505

Subject: Authorization for attending pre-bid meeting/bid opening on _____
(date) for the Tender of “**Providing Allied services on Job Contract Basis for
ICAR-DOGR at Kalus**”

Reference:

Sir,

The following persons are hereby authorized to attend the bid opening for the
tender _____ mentioned above on behalf of
_____ (Bidder) in order of preference given
below.

	Name & Designation	Specimen of Signature
1)		
or		
Alternative Representative	Name & Designation	Specimen of Signature
1)		

Signatures of Bidder
Or
Officer authorized to sign the bid
Documents on behalf of the Bidder

Note:

- 1) Only one representative shall be permitted to attend the bid opening. However, Alternate representative (only one) shall be permitted in absence of regular representative.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

FORM –6

Letter of Authorization for signing and submitting the Bid Documents
on behalf of the Bidder

Date:

To,
The Director
ICAR- Directorate of Onion and Garlic Research,
Rajguruangar, Pune – 410 505

Subject: Authorization for signing the tender documents for the tender of “**Providing Allied services on Job Contract Basis for ICAR-DOGR, Kalus,Pune.**”

Reference: F.No. 15-335/Field operation-Rajgurunagar/SP/20-21 Dated:

Sir,

Mr./Mrs. _____ holding the post of _____ in our firm/agency/company is hereby authorized to sign and submit the tender documents for the above mentioned tender on behalf of _____ (Bidder).

The specimen signature duly attested by me is given below along with passport size photograph attached and copy of valid identity proof:

Specimen Signature

1) Mr./Mrs. _____
(Name & Designation)

Signature of Bidder

Note:

- 1) A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty 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 Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
- 2) 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 document must be signed by every partner of the firm.

FORM –7

DRAFT SPECIMEN AGREEMENT

(To be made on Rs.100.00 Non Judicial Stamp Paper)

CONTRACT AGREEMENT NO..... DATED

THIS AGREEMENT is made at Rajgurunagar on between ICAR-Directorate of Onion and Garlic Research, Pune (hereinafter called “ICAR-DOGR/INSTITUTE/CLIENT” used interchangeably) through The Director, ICAR-DOGR, Rajgurunagar, Pune which term shall include its successors and assignees etc. on the first part and _____ (name & address of the agency) (hereinafter called the FIRM/CONTRACTOR used interchangeably) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the DOGR has decided to assign the annual job contract for **Field operation works ON JOB CONTRACT BASIS FOR ICAR-DOGR, Kalus** 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 of one year but can be terminated by ICAR-DOGR by giving one calendar months’ notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms as per prevailing ICAR guidelines.
2. The firm shall be responsible for annual job work contract for field Operation work **ON JOB CONTRACT BASIS FOR ICAR-DOGR, Kalus**.
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 ICAR-DOGR shall have no liability on this account in any manner. The 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 ICAR-DOGR.
5. That the Firm shall ensure that all persons deployed at ICAR-DOGR premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. ICAR-DOGR shall have the right to ask for removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the competent authority of ICAR-DOGR.
7. The manpower deployed by the Agency should work as per the working days and timings of the ICAR-DOGR.
8. Monthly pay of the contractual employee shall be payable to the personnel deployed for services to this office by the selected Agency as per the terms and conditions of the tender documents.

9. All the cleaning materials and machineries will be provided by the client to the deployed staff as per the requirement.
10. Monthly consolidated charges for job/work contract for providing is as per terms and conditions specified and scope of work as per **Section-9** in the tender document including all the taxes viz. Service Tax/GST and other taxes as applicable will be paid to the firm by the ICAR-DOGR. No price escalation shall be entertained by the Client during the contract period. The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7th of every month. After making the payments the Contractor shall raise the bill on the ICAR-DOGR for payment of the settled amount. The payment will be released by the DOGR in the form of crossed cheque/E-transfer subject to satisfactory performance/delivery of contracted job/work/services. Each monthly bill must accompany the:
 - a) List of employees with their date of engagement
 - b) The amount of wages paid to the deployed staff (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as HRA/ESIC/EPF/Bonus etc.). They will submit to the ICAR-DOGR a copy of the payment vouchers duly signed by the workers for each month.
 - c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC/P.Tax Office.
 - d) Declaration of the Contractor regarding compliance of EPF / ESIC / Bonus and other laws as applicable from time to time.
 - e) The Contractor shall be responsible for payment of GST with Taxation Department. The documentary proof of the same must be submitted alongwith the bill for the amount of GSTCharged in the said bill which is reimbursed by the client.
11. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
12. In case of dispute between the parties, the matter shall be referred to the competent authority of ICAR-DOGR with the jurisdiction of Rajgurunagar, Pune.
13. **It shall be the responsibility of the firm to ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision.**
14. It shall be responsibilities of the vendor to deploy sufficient number of work force for completing the jobs as per schedules mentioned at Annexure-I & II
15. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, ICAR-DOGR may cancel the contract.
16. 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, Minimum Wages act 1948, EPF, ESI etc.

17. Firm agrees to indemnify and keep indemnified the ICAR-DOGR on account of any failure to comply with the obligations under various laws or damage to ICAR-DOGR due to acts/omissions of Firm.
18. 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 ICAR-DOGR and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified ICAR-DOGR against any claim that it may have to meet towards the employees/workmen of the Firm.
19. The contract is subject to the conditions that the Firm shall comply with all the laws and bye-laws of Central Govt./State Govt. as applicable relating to this contract.
20. In case of any loss or damage to the property of the ICAR-DOGR at which is attributable to the firm, the full damages will be recovered from the firm.
21. The Firm shall not transfer its right or sub-contract to anyone else.
22. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
23. 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, diligence and honesty.
24. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm.
25. There will be surprise checking by an Officer appointed by the Director, ICAR-DOGR Shortcomings, if any pointed out by him/her shall be restored by the contractor immediately of its bringing to his notice.
26. The terms and conditions and various sections as stipulated in the tender documents including any corrigendum's, shall be part of the agreement.

PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE:-

Liquidated damages on work are not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-DOGR, and liquidated damages/charges will be accordingly as below:

1. Rs. 1000/- per day for delay of up to 3 days per work/activity not completed.
2. Rs. 2000/- per day for delay of 4-7 days per work/activity not completed.
3. Rs.5000/- per day for delay of > 7 days per work/activity not completed
4. Work order shall be cancelled on delay of more than 10 days
5. If labour could not be engaged due to climatic condition such as rains, no penalty will be charged.
6. If agency denies performing any operation/activity given in tender then it will be liable to cancellation of contract or penalty as per decision of competent authority.
7. Liquidated damages per day 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 firm by ICAR-DOGR, and liquidated damages/charges will be accordingly applicable.

8. 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.

The decision of the Competent Authority at ICAR-DOGR shall be final and binding on the firm 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.

(Authorized Signatory)

Name & Address Seal of Firm

Witnesses

(1)

(2)

(Authorized Signatory)

Name & Address seal of DIRECTOR, ICAR-DOGR.

Witnesses

(1)

(2)

FORM-8

Bid Securing Declaration form
(To be given on company Letter Head)

Date : _____
: _____

Tender No.

To
The Director,
ICAR-Directorate of Onion & Garlic Research,
Rajgurunagar, Pune-410 505

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification, if I am /we are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security , in accordance with the instructions to bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the Successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (Insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the joint Venture that submits the bid)

SECTION-10
FINANCIAL BID (SCHEDULE-II)

The tender will remain valid for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To,
The Director,
ICAR-Directorate of Onion and Garlic Research,
Rajgurunagar – 410 505, Dist- Pune.

Sir,

I/We wish to submit my/our tender for Annual Job Contract for field operation work at Kalus as per detail provided in the section Services Requirement as per Annexure- I on the following rates mentioned below.

I/We agree to cancellation of my tender if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the Tender form. I/We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit. The tender will remain valid for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

Note: (1.) List of farm operations given in annexure-I **Bidders are required to quote their rate in terms of % over the base rates only. Percent rates quoted by the bidder shall be applicable to all the items uniformly in the tender for which base rates are mentioned in the tender)**

Illustration: Suppose bidder has quoted his rate @5% above the base rate then for the item No. A.I.1. “-----” rates becomes $594+5\%= 623.70$ per acre similarly base rate of all items will be increased @5%.

(2) If any firm quotes his rates more than 20% above the base rate it will be considered unreasonable rate and will lead to rejection of bid.

(3) Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only.

Yours faithfully

Signature & Name.....
(With seal) of the Tenderer

Scope of Work		Annexure-I	
	Field operations carried out at Kalus Farm		
S. No.	Particulars of field operations Kalus Farm	Unit	Base Unit Rate (Rs.)
A	COMMON OPERATION FOR ALL CROPS		
I	FIELD PREPARATION		
1	Loading, unloading and spreading of FYM/ PM/ VC / Nadep Compost	1 Brass	594.00
2	Loading, unloading and Spreading of wheat/chickpea/soybean husk	1 Brass	396.00
3	Loading, unloading and spreading of soil/sand/murum/Boulders/ stones	1 Brass	594.00
4	Lifting of stones/ boulders, loading and unloading from field premises	1 Brass	594.00
5	Collection of stubbles, after ploughing and harrowing or after ploughing and harrowing or after seed umbel harvesting in Germplasm and seed crop and loading, unloading	Acre	1584.00
II	Assisting for tractor operation		
6	Ploughing	Acre	198.00
7	Tillering /Harrowing	Acre	79.20
8	Planking/levelling of land/green manuring crop	Acre	79.20
9	BBF making	Acre	79.20
10	Bund formation and channel making	Acre	79.20
11	Preparation of flat beds of small sizes (1 to 1.5 m x 1 to 1.5 m) for germplasm, making channel and levelling them. Performing operation with own rope, measuring tape and pegs, etc.	Acre	7128.00
12	Preparation of flat beds and making channels and leveling them. Performing operation with own rope, measuring tape and pegs, etc.	Acre	5544.00
13	Shaping and levelling of BBF and channels prepared by tractor	Acre	1584.00
14	Shaping of beds and channel after bund formation prepared by tractor (Wheat/Soybean/Other than onion and garlic)	Acre	792.00
III	SOWING OF SEED IN NURSERY BEDS INCLUDING COVERING		
15	Sowing (Commercial) with line preparation with rope.	Acre	7920.00
16	Sowing (Germplasm) with line preparation with rope, putting pegs and labels. Cleaning of plot.	Acre	11088.00
IV	SPREADING OF DRIP LATERALS AND IRRIGATION		
17	Spreading of drip laterals pipes, tying with iron peg, checking and Digging repair of brooming wisser with loading, unloading	Acre	792.00

18	Installation of sprinkler irrigation pipes with loading, unloading to field including HDP, installation of new sprinkler assembly and maintenance	Acre	396.00
19	Surface irrigation for all crops including nursery, channels and running of motor pumps.	Acre	792.00
20	Surface irrigation for small bed/ germplasm including nursery, channels and running of motor pumps. Day & Night Repair of main and sub pipelines and digging and fitting of valves.	Acre	792.00
21	Irrigation all crop by drip and sprinkler system day and night including checking discharge at each dropper, fertigation, Digging & repair of broomingwisers& bed damage during irrigation, repair of main and sub pipelines and digging and fitting of valves.	Hour	60.00
V	WEEDING		
22	First weeding including bunds and channels, crushing, weeds collection in all crops as 100% basis (Including organic experiment). Cleaning of whole plot.	Acre	9900.00
23	Second and subsequent weeding, collection, crushing in all crops, including bunds and channels as minimum 50% (of first weeding) basis and weed intensity. Cleaning of whole plot. (Including organic experiment)	Acre	4950.00
24	Weeding in fallow land and prepared beds before planting, sowing etc. Cleaning of whole plot. (30% to 50%)	Acre	3168.00
25	First weeding of nursery including bunds and channels, crushing, weeds collection etc. 100% Cleaning of whole plot.	Acre	11880.00
26	Second weeding of nursery including bunds and channels, crushing, weeds collection etc. 50% Cleaning of whole plot.	Acre	7920.00
27	Weeding in standing crops between BBF bed & Flat bed (only channels) weeds collection etc. 50% weed intensity.	Acre	3960.00
VI	FERTILIZER APPLICATION, INCLUDING WEIGHING, LOADING FROM STORE, MIXING, SPREADING AND SPRAYING		
28	At sowing for all commercial crops (NPKS)	Acre	297.00
29	NPK+organic (Neemcake/vermicompost) mixing and broadcasting before sowing/ transplanting- Experimental /Commercial	Acre	1188.00
30	Top dressing in commercial crops by mixing and broadcasting (NPK+VC+NC)	Acre	198.00
31	Top dressing in experimental crops by mixing and broadcasting (NPK+VC+NC)	Acre	297.00
32	Application including mixing of organic manures (FYM/Poultry manure/Vermi compost /Neem cake/Karanj cake) in organic experimental crops	Acre	1584.00
33	Spraying of weedicide/ fungicide/ insecticide/ other chemicals and pump maintenance (Manually) / Drenching including collection of chemicals from store	Acre	792.00
34	Spraying of weedicide/ fungicide/ insecticide/other chemicals by Tractor HTP / Drenching including collection of chemicals from store, attach and detach of spray pump	Acre	396.00

35	Coiling/collection of Drip irrigation laterals, loading, unloading and staking in store including acid treatment and peg collection.	Acre	1188.00
36	Coiling/collection of sprinkler irrigation pipes, staking in store including acid treatment.	Acre	792.00
VII	DIGGING AND SURFACING		
37	Digging drainage channel/pits in soil area	Cubic feet	13.20
38	Digging drainage channel/pits in murrum area	Cubic feet	26.40
39	Surface digging in soil area (2 to 3 inches)	100 Sq.mt.	198.00
40	Surface digging in murrum area (2 to 3 inches)	100 Sq.mt.	297.00
VIII	OTHER WORKS		
41	Washing of plastic crates (Appro. 15-25 kg. Cap.) Including loading, unloading and stacking in store.		
	Small crates	Per Crate	4.40
	Medium and big crates	Per Crate	6.60
42	Washing of Umbel collection bags removing of knot, drying in shade by tying, counting, folding, loading and unloading	Per Unit	2.20
43	Washing of aprons drying in shade by tying, counting, folding	Per Unit	2.20
44	Washing of Selfing nets/bags at farm/river, drying, counting, loading and unloading	Per Unit	
	1m x 1m Ring/Cages	Unit	5.50
	2m x 2m Ring/Cages	Unit	6.60
	4m x 4m Ring/Cages	Unit	7.70
	10m x 10m Ring/Cages	Unit	66.00
	20m x 10m Ring/Cages	Unit	99.00
45	Filling, stitching, marking, weighing, loading of bags for market - Onion and garlic (40 to 50 kg)	Per Bag	5.50
46	Unloading and staking fertilizer and organic manure bags and Onion & Garlic bulbs & grains bags in truck/tractor trolley (40 to 50 kg)	Per Bag	3.30
47	Loading fertilizers, organic manures, grains and Onion & Garlic bulbs bags in truck/tractor trolley (40 to 50 kg)	Per Bag	3.30
48	Preparation of vermicompost including filling, watering, turning, shifting, sieving, drying, packing, weighing, loading unloading and stacking in store	Kg	2.20
49	Stitching and repair of nylon nets for selfing	Per Unit	
	1m x 1m Ring/Cages	Unit	27.50
	2m x 2m Ring/Cages	Unit	49.50

	4m x 4m Ring/Cages	Unit	99.00
	10m x 10m Ring/Cages	Unit	495.00
	20m x 10m Ring/Cages	Unit	825.00
50	Helps in store/farm and other miscellaneous works.	Hour	60.00
B	CROP-WISE or SPECIAL OPERATIONS		
I	ONION BULB CROP (EXPERIMENTAL)		
51	Uprooting of seedling from nursery, counting, preparation of seedling, dipping, collection loading, unloading in tractor/ manual transporting with crates, installing pegs, tying of labels and transplanting on raised beds/BBF with rope	Acre	19800.00
52	Uprooting of seedling from nursery, counting preparation of seedling, dipping, collection, loading, unloading in tractor/ manual transporting with crates, installing pegs, tying of labels and transplanting on flat beds/ridges & furrow with rope	Acre	17820.00
53	Harvesting, cutting of neck, grading and weighing and collection of crates, balance from stores & farm of crates to shed.	Acre	13860.00
54	Sorting after curing bulbs, weighing, taking crates from store Loading unloading, disposal of rotted bulbs and cleaning of chawl area- Kharif	Quintal	59.40
55	Sorting after curing bulbs, loading in to chawls packing and weighing loading for market including taking crates from store and cleaning of area - Late kharif and rabi season	Quintal	59.40
56	Sorting of stored onion, weighing taking crates from store, Loading unloading, disposal of rotted bulbs and cleaning of whole area.	Quintal	59.40
II	ONION BULB CROP (COMMERCIAL)		
57	Uprooting of seedling from nursery, dipping, preparation of seedling loading & unloading of crates & seedling and transplanting on raise beds/BBF with rope	Acre	17820.00
58	Uprooting of seedling from nursery, dipping, preparation of seedling loading & unloading of crates & seedling and transplanting on raise beds/BBF without rope	Acre	15840.00
59	Uprooting of seedling from nursery, making bundles packing including loading unloading in tractor / manual transportation with crates	Acre	3960.00
60	Uprooting of seedling from nursery, Dipping, preparation of seedling, loading & unloading of crates seedling and transplanting on flat beds/ridges & furrow with rope	Acre	15048.00
61	Harvesting cutting of neck, grading, including loading & unloading taking of crates from store	Acre	9900.00
62	Sorting after curing of bulbs, loading in to chawls, packing, weighing and loading for market taking crates loading & unloading from store, disposal of rotted bulbs and cleaning of chawl area - Kharif	Quintal	99.00

63	Sorting after curing of bulbs, loading in to chawls, packing, weighing and loading for market including loading & unloading taking crates from store and cleaning of area - Late kharif and rabi season. disposal of rotted bulbs	Quintal	99.00
64	Sorting of stored onion and weighing, refilling in storage/packing for market including loading unloading, disposal of rotted bulbs taking crates from store and cleaning of area	Quintal	99.00
III	ONION GERMPLASM		
65	Uprooting of seedling from nursery 4 to 5 times if required, preparation of seedling, counting, dipping, installing pegs, tying labels, transport of crates for seedling manual transport/ loading unloading in tractor and transplanting on raised beds/BBF with rope	Acre	23760.00
66	Uprooting of seedling from nursery,4 to 5 times if required preparation of seedling, counting, dipping, installing pegs, tying labels, crate & seedling loading & unloading in tractor/ manual transport and transplanting on flat beds with rope	Acre	19800.00
67	Multiplier onion: Cutting of leaves, preparation of cloves, counting, installing pegs, tying labels, loading unloading / manual transporting and planting with rope on raised/ flat beds.	Acre	23760.00
68	Harvesting, cutting of neck, grading, counting and weighing (Loading & unloading crate) including Multiplier onion	Acre	21780.00
69	Sorting after curing of bulbs, loading into chawls.	Kg	1.65
70	Sorting of stored onion, TSS, observation, etc.	Kg	2.75
71	Quantity of bulbs in 5 kg cap. crates	Kg	2.75
72	Quantity of bulbs in 10 kg cap. crates	Kg	2.20
73	Quantity of bulbs in 25 kg cap. crates	Kg	1.65
74	Sorting of stored onion, packing, weighing for market	Quintal	99.00
IV	ONION SEED CROP (COMMERCIAL)		
75	Mending of ridges / beds channels	Acre	3960.00
76	Taking out bulbs and crates from store, sorting grading, cutting 1/3rd top loading & unloading and dipping including cleaning of chawl area	Kg	3.30
77	Planting on ridges or planting on drip system counting of bulbs and covering of bulbs. Loading & unloading	Acre	7920.00
78	Earthing up and fertilizer application (NPK+VC+NC) Loading & unloading	Acre	2376.00
79	Periodical harvesting (4-5 times) of umbels, taking to drying shed and drying of umbels (full crop) (Collection of Gunny bag from store).	Acre	12672.00
80	Threshing of umbels, cleaning, drying and weighing including manual transport of tarpolin. Daily open for sunlight wIELD hand on grain and close the cover	Kg	59.40
V	ONION GERMPLASAM (FOR SEED)		
81	Taking out bulbs from store, sorting, grading, cutting1/3rd top, dipping.	Kg	5.50

82	Planting on ridges/flat bed/BBF/ Drip or surface System including tying of labels loading, unloading	Acre	11880.00
83	Taking from store, loading and unloading and putting of rings and covering with bags net Tying of umbels	Per Unit	7.70
84	Taking from store, loading and unloading and putting of rings and covering with bags net Tying of umbels and replace of net by muslin cloth, Tying of umbels	Per Unit	11.00
85	Taking from store, loading and unloading, putting iron cages and covering with nylon net, stitching with hand for massing by all side cages (different size of cages including 2m x 2m/ 4m x 4m/ 10m x 10m/ 20m x 20m) Net area basis	Acre	35640.00
86	Hand pollination of umbels with apron transport every day (different size of cages or rings including 1m x1m/ 2m x 2m/ 4m x 4m/ 10m x 10m/ 20m x 10m) Net area basis	Acre	4752.00
87	Earthing up and fertilizers application with loading and unloading from store (NPK+VC+NC)	Acre	7128.00
88	Periodical harvesting (4-5 times), loading, unloading of umbels, seed extraction, drying, cleaning and filling in the bags along with/ without seed treatment 1x1,2x2,4x4 cages	Per germplasm	24.20
89	Collection of bags, nets, iron rings & cages, tying with binding wire, loading, unloading and staking in store (different size of cages or rings including 1m x1m/ 2m x 2m/ 4m x 4m/ 10m x 10m/ 20m x 10m) Net area basis	Acre	11880.00
VI	GARLIC GERMPLASM		
90	Preparation of cloves, with counting of cloves and loading	Kg	22.00
91	Preparation of cloves, without counting of cloves	Kg	16.50
92	Planting with rope including opening lines, installing pegs, tying labels (manual transport of crate/ loading & unloading in tractor)	Acre	19800.00
93	Harvesting, counting, making bundles of bulbs, tying, weighing, staking in chawls. (crate loading unloading)	Acre	25740.00
94	Cutting of leaves, weighing, counting, packing etc. complete	Kg	5.50
VII	GARLIC EXPERIMENTS		
95	Preparation of cloves, counting	Kg	16.50
96	Planting with rope including opening lines, installing pegs, tying labels	Acre	15840.00
97	Harvesting , counting, making bundles of bulbs, weighing, staking treatment wise in chawls	Acre	17820.00
98	Cutting of leaves, weighing, observation, packing etc. complete	Kg	5.50
VIII	GARLIC COMMERCIAL/ SEED PRODUCTION		
99	Preparation of cloves	Kg	16.50
100	Planting with rope including opening lines	Acre	13860.00
101	Harvesting , counting, making bundles of bulbs, weighing, staking in chawls	Acre	15840.00

102	Cutting of leaves, weighing, observation, packing etc. complete	Kg	5.50
IX	WHEAT		
103	Harvesting, threshing and staking - Combine harvester	Acre	2772.00
104	Cleaning, drying by daily turning and covering at night, filling in bags, weighing and staking in store after combine harvester.	Quintal	132.00
X	SOYABEAN		
105	Harvesting, collecting, loading, unloading, covering with tarpolin at night and staking. (Daily open in the morning and close in the evening) tarpaulin/plastic,etc.)	Acre	4752.00
106	Threshing, cleaning, drying & filling in bags, weighing and staking in store with Centre's machinery (Daily open in the morning and close in the evening) tarpaulin/plastic, etc.)	Quintal	264.00
107	Threshing, cleaning, drying & filling in bags, weighing and staking in store without Centre's machinery (Daily open in the morning and close in the evening) tarpaulin/plastic, etc.)	Quintal	396.00
XI	CHICKPEA (GRAM)/ Garden Pea		
108	Harvesting of crop, collecting and staking.	Acre	4752.00
109	Threshing, cleaning, drying & filling in bags, weighing and staking in store.	Quintal	396.00
XII	MANGO , TAMARIND, JAMUN, Coconut & OTHER		
110	Preparation of trench (8x0.5x0.5 Cu.ft), loading unloading from store, application of fertilizer, FYM and covering.	Per Tree	13.20
111	Harvesting, weighing, sorting, packing etc.	Kg	3.30
112	Harvesting of coconut - tender / dry.	Per number	1.10
XIII	MUSTARD		0.00
113	Harvesting, bundle preparation and staking in field with Threshing, cleaning, weighing, packing	Kg	16.50
XIV	MAIZE		
114	Dibbling Seed manually	Acre	2376.00
115	Sowing seed with tractor drawn seed drill	Acre	396.00
116	Harvesting of straw, collection and disposing at composting pit. Loading unloading	Acre	3960.00
117	Harvesting cobs loading and unloading, Drying of cobs, threshing by thresher, cleaning, filling in bags weighing and staking in store	Quintal	792.00
XV	NADEP Pit Works		
118	Collection of organic waste such as Soybean ,Gram, Bajra, Wheat ,Groundnut, Garden waste etc and staking at Nadep pit including, loading, unloading and filling etc	Full Trolley	99.00
119	Filling of Nadep pit	Full Trolley	39.60
120	Cob, cutting, threshing, cleaning packing etc. of Maize. Loading, unloading.	Kg	5.50
XVI	GARDEN MAINTENANCE		
121	Lawn mowing by Electric mower	Sq.meter	2.20

122	Pruning of hedges/ trees/ edges/ shrubs	Runnin g mtr	2.20
123	Electric/petrol hedge cutter for 3 sides (Box)	Runnin g mtr	2.20
124	Hand operated hedge cutter for 3 sides (Box)	Runnin g mtr	3.30
125	Electric/petrol hedge cutter for top side only	Runnin g mtr	0.55
126	Hand operated hedge cutter for top side only	Runnin g mtr	1.10
127	Garden weeding including hedge, lawn	Sq.mete r	0.55
128	Watering of potted plants, planters, trees and lawns etc.	Hour	60.00
129	Planting of lawn grass,	Sq.mete r	5.50
XVII	ESTATE MAINTENANCE		
130	Dry cleaning (brooming) of roads	Sq.mete r	0.28
131	Dry cleaning (brooming) of floor of building	Sq.mete r	0.28
132	Wet cleaning of floor	Sq.mete r	0.33
133	Cleaning of underground and overhead water tanks of residential quarters, office building, guest house, farmer's hostel and canteen, etc. First remove waste inside water clean by fresh water	Unit	
	500 ltr	Per unit	66.00
	750 ltr	Per unit	88.00
	1000 ltr	Per unit	110.00
	1500 ltr	Per unit	132.00
	2000 ltr	Per unit	165.00
	2500 ltr	Per unit	220.00
	5000 ltr	Per unit	396.00
	10000 ltr	Per unit	594.00
	30000 ltr	Per unit	1188.00
	50000 ltr	Per unit	1980.00
	60000 ltr	Per unit	1980.00
XVIII	ADDITIONAL ITEMS		
134	Shaping of BBF beds after 1 or 2 months of planting / Sowing	Acre	792.00
135	Periodical harvesting of umbels, shifting to shed, drying , threshing and cleaning of umbels (All seed production experiments including breeder seed production trials and out station trials) including more than 4 x 4 cages or open field	Kg	99.00
136	Flatbed preparation for germplasm onion seed crop	Acre	1584.00
XIV	Onion seed crop for experiment		
137	1/3 top cutting, Dipping, sorting, grading, pegs and tying of labels	Kg	2.20

138	Planting and covering bulbs & counting bulbs	Acre	9900.00
139	Periodical umbel harvesting (full crop) treatment wise and loading, unloading (4 & 5 times)	Acre	13860.00
140	Threshing, cleaning, weighing etc.	Kg	79.20
141	Onion seed packing for Truth full (TC)- Weighing, sealing labelling and staking in cold storage.	Kg	3.30
142	Onion seed packing for Breeder Seed- Weighing, sealing, stitching, staking in cold storage, with/ without seed treatment	Kg	4.40
143	Spraying on coconut tree by HTP Pump.	Per tree	11.00
	a) Treaming of plants-Ashok & others. Loading ,unloading	Per tree	33.00
	b) Waste of coconut trees loading, unloading	Full Trollyo f DOGR	110.00
	c) Other Tree	Full Trolly of DOGR	110.00
	d) Treaming of Mango & other fruit crops loading and unloading	Per tree	22.00
144	Repacking of Onion Seed for TFL weighing, sealing, labeling & staking in cold storage.	Kg	3.30
145	Repacking of Onion Breeder Seed weighing, sealing, & stitching in cold storage.	Kg	4.40
XX	TRACTOR OPERATION WORKS		
146	Ploughing	Acre	198.00
147	Harrowing and tillering preparation.	Acre	79.20
148	BBF making	Acre	79.20
149	Ridge	Acre	79.20
150	Levelling	Acre	396.00
151	Planking land/green manuring crops	Acre	198.00
152	Bund and channel formation	Acre	79.20
153	Transportation	Hour	60.00
154	Spraying with HTP	Acre	79.20
155	Rotovating, Discing	Acre	198.00
156	Sowing of- Soyabean, Bajra, Wheat and other crops with/without seed treatment	Acre	198.00
C	CONTRACTUAL HELP OF UN-SKILLED/ SKILLED / HIGH-SKILLED PERSONS NOT INCLUDED IN ABOVE OPERATION		
157	Unskilled help in Farm Operation /Electric work /Laboratories etc.	Hour	60.00
158	Skilled help in Farm Operation/Electric work/ Laboratories/Tractor Driving/Drip Irrigation etc.	Hour	70.00
	Garnt Total (This is not a project cost. Project cost will be calculated on the basis of monthly work on actual area/hours/unit etc.)		559575.68

** The estimated quantity mentioned is only indicative which is based on the average of the last three years to calculate the total cost of field operation to arrive at the lowest bidder.

***Note: Work will be allotted as per our requirement. It is not necessary that work will be given for all operation for which rates are invited.**

****Notes**

- i) The base rates for activities have been fixed by duly constituted committee and amounts specified herein are inclusive of all costs, expenses, wages, provision for increase in Wages/D.A. from time to time, all taxes and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from ICAR-DOGR during the term of this contract. No price escalation shall be entertained by the client during the contract period.
- ii) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words.
- iii) Any overwriting's/erasings/cuttings in the quoted rates either in words or figures will not be allowed in the financial bid. Such Bids will be rejected outright.

I/We agree to cancel my tender if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form.

I/We have carefully read the instructions and terms and conditions of the Tender and agreed to abide by these in letter and spirit.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Agency seal with name &

address: _____

Telephone No.: _____ Mobile No. _____