



DIRECTORATE OF RESEARCH SERVICES INDIRA GANDHI KRISHI VISHWAVIDYALAYA

KRISHAK NAGAR, RAIPUR 492 012 (C.G.)

Phone & Fax: 0771-2443035

No./DRS/Tender/EOI/2022/2662

Raipur, Dated: 24/11/2022

EOI NOTICE

Sealed proposals are invited from reputed organization/company/firms for hiring manpower under CS Scheme IGKV. The manual EOI document with terms and conditions can be down loaded from the website www.igkv.ac.in. The last date for submission of sealed proposal will be 15-12-2022 at 2.00 **p.m.** and will be opened on the same day at 3.00 p.m. in the office of the undersigned.


Director of Research



DIRECTORATE OF RESEARCH SERVICES INDIRA GANDHI KRISHI VISHWAVIDYALAYA

KRISHAK NAGAR, RAIPUR 492 012 (C.G.)

Phone & Fax: 0771-2443035

No./DRS/Tender/EOI/2022/ 2662

Raipur, Dated: 24/11/2022

Expression of Interest for Manpower Hiring

Sealed proposal are invited from registered organization/company/firms for hiring manpower under CS Scheme at IGKV.

EOI Schedule-The last date of Submission and opening of proposal will be as per following schedule:

Items	Last date of Submission of tender		Date and time of opening of tender	
	Date	Time	Date	Time
Annexure-A : HIRING MANPOWER	15-12-2022	2:00 PM	15-12-2022	3:00 PM

1. **Scope of work:** Manpower supply under Comprehensive Scheme of Studying cost of cultivation of principal crops in India (CS Scheme) for implementing agency IGKV, Raipur. Details of post, Qualification and remuneration is below-

S. N o.	Location of Work	Name of Post	No. of Post	Qualification	Location of the work	Maximum consolidated monthly paid Per person payable amount including of all taxes EPF etc. in Rs.
1	Raipur	Assistant Statistician	1	Master degree in Agricultural Statistics from a recognized Agricultural University.	Raipur	39140.00
2	Ambikapur/ Jagdalpur/ Raipur	Field Supervisor	3	Master degree in Agricultural Economics from a recognized Agricultural University.	Raipur, Jagdalpur & Ambikapur	39140.00
3	Different Tahsils of CG	Field Investigator	15	Master degree in Agriculture from recognized Agricultural University.	Different Thasil of CG	31770.00
4	Raipur	Assistant Programmer (Computer)	1	Master degree in Computer Science /Computer Application from a recognized University with five year experience in Government Department/ Organization.	Raipur	39140.00
5	Raipur	Data Entry Operator	1	A Degree/Diploma in Computer Application from recognized University/Organization with excellent typing and	Raipur	28030.00

				Computer Skills including Microsoft office.		
6	Raipur	Assistant Grade –III	3	Higher Secondary with 1 Year Diploma in Computer Application	Raipur	21650.00
7		Peon	1	8 th Pass	Raipur	17360.00

2. **Value of work approximate: Approximate Rs. 94.00 Lakh per year. The cost of tender may be changed as per fund availability.**
3. **EMD:** The earnest money of Rs. 3.00 lakh in the form of Demand Draft payable to **Director Research Services, Indira Gandhi Krishi Vishwavidyalaya, Raipur** should be deposited with proposal document duly filled in **Format A**.
4. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of the contract.
5. The EMD deposited by successful bidder will be adjusted towards the Performance Security deposit as specified in the tender document. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 30 (thirty) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by Director Research Services, IGKV, Raipur, Chhattisgarh.
6. Approximate number of skilled/unskilled workers is given in Format- B. The actual number may vary as per the requirement of the implementing agency IGKV, Raipur, Chhattisgarh.
7. The proposal should be submitted in **two separate parts**. The self-attested documents with seal of the bidder related to all three stages must be submitted in sealed envelopes. The proposal will be evaluated in two following stage:

Stage-I or Envelop-I (Pre-qualification stage): This is the stage wherein following documents related to bidder's qualification and EMD details are to be submitted.

- a) Tender fee non-refundable an amounting of **Rs. 2000/-** in the form of DD (In favour of **Director Research Services, Indira GandhiKrishiVishwavidylaya, Krishak Nagar, RAIPUR (C.G.)**.)
- b) EMD and details of EMD: EMD and details of EMD in the Format 'A'.
- c) The Bidder should have completed manpower hiring works of minimum value as described below during the last three-year period along with work and completion order: in any Govt. / Semi Govt. / Public Sector Organization.
 - One year completed work costing not less than the amount equal to Rs 50lakh (Rs fifty lakh only) OR
 - Two year completed works each costing not less than the amount equal to Rs 30 lakhs (Rs Thirty lakhs only) OR
 - Three year completed works each costing not less than the amount equal to Rs 20 lakhs (Rs Twenty lakhs only)
- d) The Bidder must note that they should have carried out and completed manpower hiring works in their own name as principal contractor and not in any other name as per MOU signed with other parties.
- e) The Bidder shall submit the self-attested copies of the following documents along with the tender documents:
 - PF Registration with PF code number.
 - ESI Registration
 - Valid License (if applicable) issued in respect of previous employers by Jurisdictional Labour Commissioner.
 - Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2022 duly certified by CA.

- List of Arbitration cases (if any)
 - Copies of certificates/allotment letter of GST and PAN Number.
 - Details of managerial, supervisory and other staff
 - Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at Chhattisgarh.
 - Copy of income tax return financial years 2019-20, 2020-21 and 2021-22.
- f) There should be no case pending with the police against the proprietor/firm/partner or the company (Agency) and should also not have been black listed / Holiday listed by any Govt./Semi Govt./PSUs. The firm should give such as **Notarized** undertaking with their bid.

NOTE-

1. If any bidder is rejected due to non-submission of any of the desired documents at this stage, they shall be permitted to submit the documents within a period of 5 days from the date of opening of tender through email or hard copy. If the documents are not submitted in specified period, the tender will be treated as cancelled.
2. The bidder who qualifies in pre-qualification stage (Stage I) will only be entertained for Stage II.

General Terms and Conditions of the Contract to be fulfilled by the Bidder are given

- A. The bidder shall submit details as per **sequences above** along with Technical Bid.
- B. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
- C. The bid shall be valid and open for acceptance of the Competent Authority of IGKV for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
- D. An agreement shall be signed with the successful bidder.
- E. Counter Terms & conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
- F. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided.
- G. Corrections if any should be attested with signature by the bidder.
- H. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
- I. The rates should be indicated both in words and figures. In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
- J. The Earnest Money is liable for forfeiture in the event of: (a) withdrawal of offer by bidder during the validity period of the offer (b) Non-acceptance of orders by bidder when placed (c) Non-confirmation of acceptance of orders by bidder within the stipulated time after placement of offer (d) Any unilateral revision made by the bidder during the validity period of the offer.


Stage-II i.e. or Envelop II (Financial Bids)-This stage is for **financial evaluation of the bidder**, for which the bidder has to submit financial bid separately.

- a) At this stage financial details and condition and document are to be submitted as per **format-B**

Other terms and condition:

1. The EOI/tenders received late or without Earnest Money (EMD) or submitted on wrong address or Incomplete in any respect will not be considered. The quantity may vary as per requirement.
2. The firm/company should provide/give the correct and true information while submitting the tender. In case of incorrect/false information found at any stage, the tender/bid will be cancelled and legal action will also be initiated. All the documents enclosed must be self-attested.

3. The applicable GST/TDS shall be deducted at source at the time of payment, certificate in lieu of which shall be issued on demand. GST shall not be paid on transportation charges.
4. TA/DA will be given by the company /bidder as per CG Govt. rule, which shall be paid to the vendor by the office of undersigned.
5. **Taxes** – As per applicable at the time work order.
6. **Delivery period** – Within 15 days after confirm order.
7. **Validity** – The offer will be *valid for one year and will be* further extended with mutual consent of the respective firm/firms and IGKV.
8. The successful bidder has to submit duly sign Pre Contract Integrity Pact to Indenter in prescribed format available on University website www.igkv.ac.in
9. The university reserves all rights in issuing work order to any of the company/firm even, if the rate are approved by CPC, No correspondence will be entertained in this respect.
10. **Court of Jurisdiction** – Raipur, Chhattisgarh.
11. The University reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof. For any dispute, the Indira Gandhi Krishi Vishwavidyalaya, Raipur shall be the final authority and its decision shall be final and binding on both the parties.
12. **Penalty** – One time extension shall be permitted for maximum 15 days with penalty of 2% of total cost and after that in case of failure, the work order shall be cancelled forfeiting the EMD.
13. **Payment** – Payment shall be made on monthly basis for satisfactory successful services
14. **Corrigendum** if any, will be published on university website, so participating bidders are advised to visit the website regularly.


 **Director of Research**

Format – A
(Details of EMD)

S.No	Item Name	Name of Company	Details of EMD deposited		
			Amount	Name of Bank	DD number and date

Service charges as per Format – B

S.No.	Name of Post	No of post	Maximum Consolidated monthly Per person payable amount including of all taxes in Rs.	Provident Fund deduction	GST	Commission charges	Net Salary payable to candidate
	Service charges in percent %						
1	Assistant Statistician	01	39140.00				
2	Field Supervisor	03	39140.00				
3	Field Investigator	15	31770.00				
4	Assistant Programmer (Computer)	01	39140.00				
5	Data Entry Operator	01	28030.00				
6	Assistant Grade –III	03	21650.00				
7	Peon	01	17360.00				



FORMAT – C

UNDERTAKING BY THE FIRM/BIDDER

This is certified that all the terms and conditions mentioned in this form have been understood and accepted by us. We are submitting all the documents duly filled in, signed and stamped on each page.

Date:
Place:

Signature of the Bidder
Full Name and Address with seal
Phone No and Email address

