

**TENDER      DOCUMENT**  
**FOR INSTALLATION OF DEEP TUBE WELL**

**2018-**

**CENTRAL INSTITUTE FOR COTTON RESEARCH**  
**(INDIAN COUNCIL OF AGRICULTURE RESEARCH)**

**REGIONAL STATION, SIRSA-125055 (HARYANA)**

**(Phone No. 01666-220428, Fax: 01666-230271)**

**Annexure I**

REGISTERED WITH ACKNOWLEDGEMENT DUE

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**F. No./Deep Tube Well/ Sirsa /2018-19**

**Dated: 19.01.2019**

NOT TRANSFERABLE  
ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH, RS, SIRSA

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING THE INSTALLATION OF DEEP TUBE WELL AT  
C.I.C.R., REGIONAL STATION, SIRSA.**

- A. Cost of Tender Form Rs. NIL
- B. Last date of receipt of Tender in Office is on **11/02/2019 (01.00 PM.)**
- C. i.) Technical Bid to be opened at time on **11/02/2019 (2.30 PM.)**
  - ii.) Financial Bid to be opened separately, to be communicates
- D. Tender to remain open for acceptance up to 90 days from the date of opening.

**NOTE:**

1. ***The Head, ICAR-CICR, RS, Sirsa*** may at his discretion, extend this date by a fortnight and such extension shall be binding on Tender.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

**ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH, RS, SIRSA**  
**Opposite St. Xavier School-125055**  
**(An ISO 9001:2008 Certified Organization)**

Note :- All communications must be addressed to the Head, ICAR- CICR, Regional Station, Near Yog Mandir,  
Behind St. Xeviou School, Sirsa

From: **Head**, ICAR- CICR, RS, Sirsa

To

Dear Sir(s),

Sealed tenders under Two-Bid System are hereby invited on behalf of the Director, ICAR –  
CICR Nagpur for contract of:

1. **INSTALLATION OF DEEP TUBE WELL AT ICAR-C.I.C.R. REGIONAL STATION, SIRSA.** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **(25,000/-) (Rs. Twenty five thousand only)** must be deposited in the form of demand draft / pay order payable to Head, C.I.C.R., Regional Station, Sirsa. The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft / pay order number and date, failing which the tenders will not be opened. **The tenders will not be considered if earnest money is not deposited with the tenders.**
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, 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 tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sale 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.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. 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 documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant 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. **Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.**
8. The original copy of the tenders is to be enclosed. The inner cover should be sealed. The outer cover should be super-scribed "**INSTALLATION OF DEEP TUBE WELL at ICAR-C.I.C.R. Regional Station, Sirsa.** All Tenders should be sent by Speed/Registered Post. Tenders to be hand delivered / should be put in the tender box, which will be kept in the CICR Office at Sirsa, not later than date **11/02/2019(01.00 PM. sharp)**
9. **The rates quoted by each firm for INSTALLATION OF DEEP TUBE WELL intenders be given both in words and figures failing which the same is liable to be rejected.** Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the Tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. **An amount (@ 5% of Rs. 25,000/- (Approx.) as a performance security deposit for the contract)** is to be deposited by the selected agency/successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and CICR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. The Director, ICAR – CICR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. The Director's decision shall be final for any aspect of the contract and binding to a" parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996
16. Acceptance by this Institute will be communicated by FAX / Speed Post / e-mail or any other form of communication. Formal letter of acceptance and work order of the Tenders will be

forwarded as soon as possible, but the earlier instructions in the FAX / Speed Post / e-mail etc. should be acted upon immediately.

**17. The following documents/vouchers should be MANDATORILY enclosed with the tender (Technical Bid) form which are the terms and conditions of the tender's document:-**

- a) **Technical Bid & Financial Bid** in separate envelopes.
- b) **Registration certificate of the firm under the work contract of the State Govt. /Central Govt.**
- c) **Minimum turnover of the firm not less than 5,00,000/- (Rs. Five lakhs only) during the last three Financial years.**
- d) **Last three years continuous experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
- e) **Certified Balance Sheet** of the firm for last year (2016-17) of the service contract by the chartered Accountant.
- f) Duly certified copies of the satisfactory services where the Tenderer is providing the Services for the last three years.
- g) **Employee EPF registration certificate** issued by local govt. etc. (i.e. Haryana Govt.)
- h) **Employee ESI registration certificate** issued by local Govt. etc. (i.e. Haryana Govt.)
- i) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- j) Nos. of Employees registered under ESI & EPF separately. Documentary proof of vouchers to be required and may be attached.
- k) Provide details of EPF and ESI contributions for staff deputed during the current year (**Challan copy to be enclosed**)
- l) **Service tax registration certificate issued by Govt. etc.**
- m) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on **non-judicial stamp paper of 100/- (Rs. One Hundred Only) for each work.**
- n) **Documentary proof should be enclosed as per Schedule – I (Technical Bid).**

Yours faithfully,

**Head, ICAR-CICR, RS,  
Sirsa**

**TENDERS FOR THE INSTALLATION OF DEEP TUBE WELL**

Full Name & Address of the Tenderer in addition to

Post Box No., if any, should be quoted

in all communications to this Office

Telephone No./Mob. No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address/Web. Site. :

From

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To **The Head,**  
ICAR – CICR, Regional Station,  
Sirsa

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THEINSTALLATION OF DEEP TUBE WELL** 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-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will **be valid for a period of one year** in the event of award of the Contract. We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and from a part of this Tender.
3. The Schedules-I & II to accompany this Tender are at pages \_\_\_\_\_.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. of Rs. 25,000/- (Rs. Twenty five thousand only) drawn in favour of Head, C.I.C.R. , Regional Station, Sirsa and payable at Sirsa is enclosed as earnest money required.

Yours faithfully,

**Signature & Seal of the Tenderer**

**Telephone No. Office**

**Resi.-  
Mobile -**

Witness \_\_\_\_\_

Address: \_\_\_\_\_

Occupation \_\_\_\_\_

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Witness \_\_\_\_\_

Address: \_\_\_\_\_

Occupation \_\_\_\_\_

**SCHEDULE - I**

**PART – I**  
**TECHNICAL BID**  
**PROFILE OF THE COMPANY**

1. Tender fee Rs. NIL DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_  
(Non-Refundable)
2. EMD Rs. 25,000/- DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_  
(Refundable)

1.	Name of the Firm/Agency	
2.	Full address with Post Box No.	
3.	Telephone No./Mobile No. and email-id	
4.	Constitution of the Firm/Agency (a) Indian Companies Act,1956 (b) Indian Partnership Act, 1932(Please give Names of partners) (c) Any other Act, If not, the owners.	
5.	For Partnership firms whether Regd. Under the Indian Partnership Act, 1932 Please state further whether by the Partnership agreement 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 Tenders to refer dispute Condemning business of the partnership to arbitration. (ii) If 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 partners.	
6.	Name & Full Address of your Banker's along- with Account No. & IFS code No.	
7.	Your Permanent Income Tax No. Circle /Ward.	

8.	Earnest Money Deposited:	<b>Yes/ No</b>
9.	Name & Address of the Firm's representative and whether the firm would be representing at the opening of Tenders( Technical bid)	
10	Name of Permanent Representative to be visiting CICR, RS, Sirsa regarding Contract	
11	Details of The Agency: (a) Registration Certificate of the Firm (b) Registration No. under Contract Act / License No (c) EPF Registration no. (d) ESI Registration no (e) Service Tax Registration no. (f) I.T. PAN No./ TIN No.	
12	Annual turnover of Manpower Contract of Rs.5 lakhs during last three years(Copy of Audited Annual Accounts { Balance sheet, P& L Accounts etc.} for the period	
13	Whether IT Return filled for past three assessment years .If yes, enclose the proof	
14	Provide list/number of Manpower/Supervisor registered under EPF/ESI. Current year EPF/ESI Challan copy for ascertaining the number of Manpower/Supervisor has to be attached	
15	Regular last three year experience(name & address of client department may be indicated in chronological order and supporting documents may be attached in said manner	
16	05 Lakhs bank certified solvency certificate to be attached(Issued in current financial year)	
17	The firm must attach documentary proof of at least one work of similar nature in a year during last three years of similar nature	

**Note:-The information required at serial no. 1 to 16 must be accompanied with the certified copies of the documents and attached as per the serial number failing which the tender is liable to be rejected.No other document needs to be attached with the tender form.**



**Details of the Minimum 3 years experience/work done.**

Sl. No	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

**Last date for receipt of Tender** :11/02/2019 (01.00 PM. sharp)

**Date of opening of Technical Bid** :11/02/2019 (2.30 PM.)

Date : \_\_\_\_\_

Place: \_\_\_\_\_

*Authorized Signatory with  
Stamp (TENDERER)*

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**SCHEDULE - I**  
**PROFORMA OF FINANCIAL BID**

**The financial bid to be enclosed in a separate sealed envelope.**

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

To

**The Head,  
ICAR – CICR, Rs, Sirsa**

Sir,

I/We wish to submit our Tenders (Financial Bid) for “**Installation of Deep Tube Well**” at ICAR- CICR, RS, Sirsa” on the following rates.

<b>Particulars</b>	<b>Total Cost</b>
Total lump sum charges for “ <b>Installation of Deep Tube Well</b> ” at ICAR-CICR, Regional Station, Sirsa-125055 as per the specifications provided and terms and conditions specified in the Tenders.	

**(PART-II)**

**NOTE:**

I / We agree to forfeit of the earnest money deposited by me/us in connection with 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. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

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

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_

## **Schedule –II**

### **GENERAL INFORMATION & OTHER TERMS & CONDITIONS FOR THE INSTALLATION OF DEEP TUBE WELL.**

The ICAR-CICR, Regional Station, Sirsa under ICAR is the Regional Station of CICR, Nagpur is the Institute For Research on Cotton. It is located at back side of St .Xavier School & connected with main road from Yog Ashram near Old Sadar Thana to its Campus.

#### **Scope of Work:**

#### **TERMS AND CONDITIONAS FOR THE INSTALLATION OF DEEP TUBE WELL:**

##### **1. Specifications for installation of deep tube well**

<b>Sr. No.</b>	<b>Item and specification</b>
1.	Boring with mechanical machine including labour charges and diesel. Diameter of bore: 250 mm; Depth 160 meters (approx.).
2.	Providing and lowering 250 mm internal dia PVC casing pipe (Heavy duty; reputed make; ISI mark) 160 meters approx.
3.	Providing and fixing submersible pump set 50 HP (Heavy duty; reputed make) having approx. head of 90 meters or more.
4.	Providing and fixing 10 mm, 3 core submersible cables for the pump set up to the panel board. Length of cable = 200 meters.
5.	G. I. Pipe (4 inch dia; B-class; heavy duty; reputed make; ISI mark) 100 meters.
6.	Development of cavity through diesel operated generator set: One cavity.
7.	Providing and fixing complete panel board (Heavy duty; reputed make) for smooth operation of 40 HP motor (with automatic starter) along with all accessories and fittings.
8.	Miscellaneous items like Flenchi, Bend, Valves, materials needed for connection to existing water supply etc.); Including all accessories and fittings.

#### **LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount. Subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and 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 supervisory staff of the firm by *CICR* and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (s) will have to be replaced immediately.

The Director, ICAR – CICR reserves the right to reject any or all Tenders in whole or in Part without assigning any reasons therefore. The decision of The Director, ICAR -CICR shall be Final and binding on the contractor/agency in respect of any clause covered under the Contract.

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**UNDERTAKING**

I confirm that no police case is pending against the proprietor/firm/parties relating to previous service contract.

**Signature of the Tenderer with seal**