

# TENDER DOCUMENT

**(ANNUAL CONTRACT FOR OUTSOURCING  
SERVICES OF CONTRACTUAL STAFF CAR  
DRIVER UNDER THE CATEGORY OF SKILLED)**

**2025-26**



**भाकृअनुप — केन्द्रीय कपास अनुसंधान संस्थान  
पोस्ट बैग नं. 2, शंकर नगर पोस्ट ऑफिस, नागपुर — 440010**



**ICAR — CENTRAL INSTITUTE FOR COTTON RESEARCH**

**POST BAG NO.2, SHANKAR NAGAR POST OFFICE, NAGPUR - 440010**

**ISO 9001 – 2015 Certified**

**—: कार्यालय :—**

**खापरी फाटा के पास, पांजरी, वर्धा रोड, नागपूर — 441108  
(फोन नं. : 07103 – 275637 / 38 / 39, फॅक्स : 07103 – 275529)**

**Near Khapri Phata, Panjari, Wardha Road, Nagpur - 441108  
(Phone No. 07103 – 275637 / 38 / 39, Fax : 07103-275529)  
Website: [www.cicr.org.in](http://www.cicr.org.in), E-mail: [cicrnagpur@gmail.com](mailto:cicrnagpur@gmail.com)**

**ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH, NAGPUR  
(ISO 9001-2015 Certified)**

**NOTICE INVITING TENDER**

F. No. (15)St./Outsourcing Services/Staff Car Driver/ HQ NGP/2025-26

Dated: 23.01.2026

Sub: Job Contract for providing outsourcing services of Contractual Staff Car Driver under the category of Skilled at ICAR-CICR, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur – 441108 -Invitation of Tender.

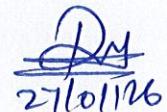
ICAR-Central Institute for Cotton Research (ICAR-CICR), Nagpur, invites **online Open Tender** in the **Two-Bid System (Technical Bid and Financial Bid)** through the **GeM Portal** from reputed and eligible firms having adequate experience and financial capability for providing **outsourcing services of Contractual Staff Car Driver (Skilled Category)** at ICAR-CICR, Nagpur.

The open tender enquiry document contains the following: -

**CRITICAL DATA SHEET(SECTION)**

TENDER NUMBER	(15) St./Outsourcing Services/Staff Car Driver/ HQ NGP/2025-26
TENDER COST	NIL
DESCRIPTION OF WORK	JOB CONTRACT FOR PROVIDING OUTSOURCING SERVICES OF CONTRACTUAL STAFF CAR DRIVER UNDER THE CATEGORY OF SKILLED AT ICAR-CICR, NEAR KHAPRI PHATA, PANJARI FARM, WARDHA ROAD, NAGPUR – 441108
TYPE OF TENDER	Two Bid System (Technical & Financial)
LAST DATE & TIME FOR SUBMISSION OF BID	As per the GeM Bid
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	As per the GeM Bid
OPENING OF TECHNICAL BID	At the Main Institute Building, CICR, Nagpur.
BID VALIDITY	180 days from the date of Technical Bid opening
EMD	Rs. 75,000/- (Rupees Seventy-five thousand only) in the form of a Demand Draft in favour of the Director, ICAR-CICR, payable at Nagpur.
EMD VALIDITY	90 days from the date of the technical bid opening

SECURITY DEPOSIT (SD)/ PERFORMANCE BOND (PB)	10% of the total contract value (Annually) DD/ Bank guarantee in favour of the Director, ICAR-CICR, Nagpur. After the award of the contract, the Successful Bidder should be submitted the hard copy of the original DD/ Bank guarantee to this Institute within 15 days of the award of the contract.
VALIDITY OF SD/PB	60 days after the expiry of the contract
NOTE	<p>Tenderers/bidders are requested to visit the GeM Portal <a href="http://www.gem.gov.in">www.gem.gov.in</a> &amp; CICR website <a href="http://www.cicr.org.in">www.cicr.org.in</a> regularly. Any changes /modifications in the tender enquiry will be intimated by corrigendum through this website only.</p> <p>In case any holiday is declared by the Government on the day of opening the tenders, the tenders will be opened on the next working day at the same time.</p>

  
27/01/26

ADMINISTRATIVE OFFICER,  
ICAR-CICR, NAGPUR

**ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH, NAGPUR  
(ISO 9001-2015 Certified)**

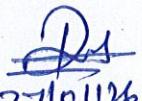
**TENDER NOTICE**

F. No. (15) St./Outsourcing Services/Staff Car Driver/ HQ NGP/2025-26

Dated: 23.01.2026

ICAR-Central Institute for Cotton Research (ICAR-CICR), Nagpur, invites **online Open Tender** in the **Two-Bid System (Technical Bid and Financial Bid)** through the **GeM Portal** from reputed firms with adequate experience and financial capability for providing **outsourcing services of Contractual Staff Car Driver (Skilled Category)** at ICAR-CICR, Nagpur.

Eligible and interested firms may submit their bids **online on the GeM Portal ([www.gem.gov.in](http://www.gem.gov.in))** as per the tender requirements. All necessary documents must be uploaded **online** on or before the **tender closing date and time**.

  
27/01/26

**ADMINISTRATIVE OFFICER,  
ICAR-CICR, NAGPUR**

Dear Tenderer,

.....

.....

Online bids are invited on behalf of the Director, ICAR-Central Institute for Cotton Research (ICAR-CICR), Nagpur, for the Job Contract for providing outsourcing services of Contractual Staff Car Driver (Skilled Category) at ICAR-CICR, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur – 441108. The contract shall be governed by the General Conditions of Contract applicable to contracts placed by ICAR-CICR, as well as the terms and conditions specified in the tender documents. Firms/agencies that are capable of providing the required services in accordance with the specifications and schedules attached are invited to submit their bids.

1. An **Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy-five thousand only)** shall be submitted in the form of a **Demand Draft** drawn in favour of “**Director, ICAR-CICR, Nagpur.**” The details of the EMD—including the **Demand Draft/Pay Order number and date**—must be clearly indicated on the **outer envelope** of the tender. **Tenders submitted without EMD details on the envelope will not be opened.** Firms/agencies **exempted from EMD payment** must upload and enclose a **valid exemption certificate** along with the tender documents. Tenders submitted without the **EMD or a valid exemption certificate** shall be **summarily rejected.** The **EMD** of unsuccessful bidders will be **refunded by ICAR-CICR without interest** after finalization of the tender process.
2. The firm is permitted to submit the tender on the condition that, after submission, it shall **not withdraw or modify** its offer or any of the terms and conditions thereof. If the firm fails to observe or comply with this stipulation, the **EMD amount shall be forfeited** by ICAR-CICR. In the event that the firm’s offer is not accepted, the **Earnest Money Deposit** will be **refunded**, upon receipt of an application from the firm, in the manner prescribed by ICAR-CICR.
3. The contract shall be **initially valid for a period of one year** and may be **extended for an additional period of up to two years** (one year at a time), subject to **satisfactory performance** of the contractor and their **willingness to continue** on mutually agreed terms and conditions.
4. The Director, ICAR-CICR, Nagpur reserves the right to reduce, terminate, or extend the period of the contract in the interest of the Institute, for any justifiable reason(s). The Director is not obligated to communicate such reason(s) to the Tenderer.
5. The decision of the Director, ICAR-CICR, Nagpur, shall be final and binding on all parties in all matters relating to the contract. Any disputes arising, if any, shall be settled at the level of the Director and shall not be referred to arbitration.
6. Acceptance of the tender by the Institute will be communicated through email, fax, letter, or any other official mode of communication. A formal Letter of Acceptance and Work Order will be issued subsequently; however, the instructions conveyed earlier through email/fax/letter shall be acted upon immediately by the successful bidder.

7. **Submission of Essential Documents (For Technical Bid Evaluation):** The following documents must be uploaded/attached with the tender for **technical evaluation** of the bid:

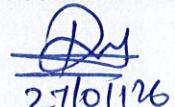
- i. Scanned copy of the Shop & Establishment Registration Certificate of the firm under the relevant Work Contract regulations issued by the appropriate authority (Central Government / State Government).
- ii. Scanned copy of a valid Registration Certificate issued by the Office of the Regional Labour Commissioner (Central/State).
- iii. Scanned copy of Certified Accounting Statements of the firm for the last **three financial years (2022–23 to 2024–25)**, duly certified by a Chartered Accountant or other authorized body.
- iv. The bidder must have a **minimum of three years' experience (2022–23 to 2024–25)**, as indicated in the bid data (ending March of the year prior to bid opening), in providing similar types of services to any Central/State Government Organization, PSU, or Public Listed Company. Scanned copies of relevant contracts/work orders must be uploaded along with the bid as proof of having provided such services during each of the specified financial years.
- v. The Bidder must have successfully executed/completed at least one single order of 80% of the Estimated Bid Value or 2 orders each of 50% of the Estimated Bid Value or 3 orders each of 40% of the Estimated Bid Value for similar service(s) in last three years to any Central /State Govt Organization/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services, along with names, address and contact details of clients, shall be uploaded with the bid for verification by the Buyer.
- vi. Scanned Copy EPF registration certificate issued by the Government of India/State Government, etc.
- vii. Scanned Copy ESI registration certificate issued by the Government of India/State Government, etc.
- viii. Scanned Copy EPF/ESIC challan for the preceding three months, excluding the month of publication of the tender (More than 10 nos. of manpower of Contractual Staff Car Driver is required for further qualification)
- ix. Scanned Copy of GSTIN No. and registration certificate. Please attach a copy of the challan for the preceding three months, excluding the month of publication of the tender.
- x. Scanned Copy of ISO Certificate of the relevant field.
- xi. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum Wages Act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them.
- xii. An undertaking as per attached Format (Schedule – II), duly attested by a Notary on a non-judicial stamp paper of value of ₹ 100/- (Rupees One Hundred Only) or ₹ 500/- (Rupees Five Hundred Only), regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by the Central Vigilance Commission during the last three years.

- xiii. Scanned Copy of Bid security (EMD) of Rs. 75,000/- (Rupees Seventy-five thousand only) in the form of a Demand Draft issued by any nationalized/ scheduled commercial bank is favour of "Director, ICAR-CICR", payable at Nagpur.
- xiv. Successful Tenderer will have to enter into a detailed contract agreement with CICR on non-judicial stamp paper of Rs. 1000/- (Rs. One Thousand Only) for each work.
- xv. Scanned copy of documents indicating registration of head/branch office in the Nagpur District of Maharashtra State.
- xvi. Scanned copy of Bank Solvency /Haisiyat Certificate of ₹ 10,00,000/- (Issued in the current financial year 2025-26).

All necessary documents in support of the details for Sl. No. i to xvi must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on the GeM Portal, documents are incomplete, or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents.

**Note: The above documents may be uploaded in the given sequence only as per Schedule I, with no unnecessary documents.**

Yours faithfully,



27/01/26

ADMINISTRATIVE OFFICER,  
ICAR-CICR, NAGPUR

**GENERAL INFORMATION & OTHER TERMS AND CONDITIONS OF THE JOB CONTRACT FOR PROVIDING OUTSOURCING SERVICES OF CONTRACTUAL STAFF CAR DRIVER UNDER THE CATEGORY OF SKILLED AT ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH, NAGPUR.**

1. *Scope of Work: The Contractor shall provide outsourcing services for a **contractual staff car driver** under the **Skilled** category at **ICAR-Central Institute for Cotton Research (CICR), Nagpur**, in accordance with the duties and responsibilities detailed in **ANNEXURE-I**:*

**NOTE:** Firms providing outsourcing services for **contractual staff car drivers** under the **Skilled** category and willing to participate in the tendering process **may visit the CICR, Nagpur premises** to inspect the site and gain a better understanding of the work requirements.

2. *GST, Income Tax, or any other applicable taxes as per the rules of the Government of India shall be deducted at source from the monthly bills of the successful tenderer, in accordance with the rules and instructions issued by the Government from time to time.*
3. *In accordance with O.M. No. F. 6/1/2023-PPD dated 06.01.2023 issued by the Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division, the **minimum service charges** for the procurement of **Manpower Outsourcing Services** shall be 3.85% (comprising 3% **profit** and 0.85% **transaction charges**, as applicable at present), as proposed by GeM.*
4. *The **rate of service charges** quoted by the Agency shall remain **fixed for the entire duration of the contract**, and **no request for change or modification** will be entertained under any circumstances. While quoting the service charges, the firm must account for **all overheads and expenses** involved in providing the services. The **service charges** shall be quoted on a **percentage (%) basis** only. Firms are required to quote **service charges per person per month (in %)** as indicated in the **Financial Bid (Annexure-II)**. **No revision or change** in the quoted service charges shall be allowed during the tenure of the contract.*
5. *If a tenderer fails to accept the contract award issued by ICAR-Central Institute for Cotton Research, Nagpur, within 15 (fifteen) days, the offer shall be deemed withdrawn automatically without any further notice. In such a case, the Earnest Money Deposit (EMD) submitted by the firm shall be forfeited, & the firm shall be blacklisted for a minimum period of 5 years.*
6. *The staff deployed by the contractor shall maintain strict secrecy regarding official matters and observe proper discipline while on the premises of the Institute.*
7. *The contractor shall maintain a complaint register with their supervisor, which shall be open for inspection by any authorized officer of CICR. All complaints recorded in the register must be promptly attended to by the contractor/agency.*
8. *The agreement may be **terminated by either party** with **one month's prior notice**. The contractor shall **not sublet or transfer** the work to any other agency or individual under any circumstances.*
9. *The contractor and their staff shall not misuse the premises allotted to them and shall use them strictly for the purpose for which the contract is awarded.*
10. *The firm shall employ **reliable and medically fit personnel** with a **clean record**, preferably in the age group of **21 to 50 years**. If any personnel provided are found **unsuitable** by the Institute, the Institute reserves the right to **request their immediate replacement** without providing any reason. Upon receiving such written communication, the firm shall **replace the personnel immediately**. All deployed staff should be able to **communicate effectively in Hindi** and, where possible, in **English**.*

11. The personnel provided by the contractor under this contract shall not be considered employees of the Institute or Council. There shall be no employer-employee relationship between the Institute/Council and the personnel engaged by the contractor for the services under this contract.
12. The contractor shall ensure **timely payment of wages** to all personnel engaged under this contract. Payments to employees having a bank account shall be made via **RTGS** by the **7th of the following month**.
13. Monthly wages shall be paid to the contractual manpower in accordance with the minimum wages prescribed by the Chief Labour Commissioner (Central), Government of India. Any revision in minimum wages notified by the Labour Department during the contract period will be reimbursed to the agency, subject to submission of the required documentary evidence as per applicable rules. The tendering agency shall be fully responsible for complying with all statutory provisions related to minimum wages, EPF, and ESI for the personnel deployed in this office. Each bill submitted by the agency must include a certification confirming compliance with all statutory obligations.
14. Payment for the service contract shall be made on a monthly basis upon submission of a pre-receipted bill by the agency.
15. After physical inspection of the site, detailed assessment/requirements of personnel for providing allied services at the CICR, Panjari, Wardha Road, Nagpur shall have to be furnished along with the Tender. However, the Tenders should indicate only the service charges per person per month in respect of services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted till the end of the contract.
16. **The CICR shall not bear any extra charge on any account whatsoever i.e. EPF, ESI contribution, Uniform, Liveries, etc.**
17. The contractor shall discharge all legal obligations in respect of the workers/supervisors employed or deployed by him for execution of the work, including compliance with all applicable laws, rules, regulations, and service conditions, as well as timely payment of their wages. The contractor shall fully comply with all statutory provisions in force and those that may come into force from time to time. The contractor shall indemnify and keep indemnified the Institute against any claims, losses, or damages arising out of non-compliance with statutory obligations or violations of any applicable laws.
18. The Contractor should maintain all the registers, which are kept in the concerned Section.
19. The Contractor must not employ child labour under any circumstances. All personnel engaged in the performance of the contract must meet the minimum legal working age requirements applicable in the jurisdiction where the work is performed.
20. This contract is subject to the condition that the Contractor/Tenderer shall comply with all applicable laws, rules, regulations, and enactments of the Central Government and the State Government, including any amendments or new provisions introduced from time to time, in relation to the execution and performance of this contract.
21. **Risk Clause: The Director, CICR, reserves the right to discontinue the services at any time if they are found unsatisfactory. In such an event, a show-cause notice shall be issued to the Contractor, who must submit a written reply within seven (7) days. The Director further reserves the right to award the contract to any other agency at the risk and cost of the existing Contractor. Any excess expenditure incurred in this process**

**may be recovered from the Contractor's Security Deposit, outstanding bills, or through a separate claim.**

**22. Payment Terms:** *Payment to the Contractor shall be made only through e-payment. Accordingly, the Contractor must provide complete bank details along with the tender/quotation. The following information shall be submitted:*

- (i) Name of the Firm,**
- (ii) Name of the Beneficiary Bank,**
- (iii) Name of the Bank Branch,**
- (iv) Beneficiary Bank Account Number,**
- (v) Beneficiary Bank Account Type,**
- (vi) Beneficiary Bank IFSC Code,**
- (vii) PAN of the Beneficiary.**

**23.** *The payment of wages to the manpower engaged under this contract shall be made by the Contractor through Electronic Transfer/RTGS (for employees having bank accounts). All wage payments must be completed on or before the 7th day of the following month.*

**24.** *The Agency shall submit monthly bills for the services rendered during the preceding month within ten (10) working days, after having made wage payments to its employees through Electronic Transfer/RTGS. The Agency shall ensure that payments to all engaged employees are made during the first week of the following month (on or before the 7th day), without waiting for the Institute (CICR, Nagpur) to release payment of the submitted bill. Upon receipt of the bill along with all required supporting documents (such as EPF, ESIC, GST, etc.), the Institute shall process and release payment within twenty (20) days of submission.*

**25.** *Only those firms that qualify in the Technical Bid will be considered for evaluation in the Financial Bid. The successful Tenderer shall execute a detailed Contract Agreement with CICR on non-judicial stamp paper of ₹1,000/-.* A specimen copy of the agreement is provided at **Annexure-III.**

**26.** *The successful Agency shall deposit **Performance Security equivalent to ten per cent (10%)** of the total contract value with the Institute. The Performance Security shall be submitted in the form of a Demand Draft, or Bank Guarantee issued only by any Nationalized Bank and must be deposited within fifteen (15) days from the date of award of the contract.*

**27. LIQUIDATED DAMAGES CLAUSE:**

**1. Quality of Work:**

*If the services provided by the Agency are found to be unsatisfactory in any section, an amount equivalent to two (2) days of the contract value, subject to a minimum of ₹1,000/- per day, shall be levied as liquidated damages. The deficiency shall be communicated to the Contractor by CICR, and if no corrective action is taken within four (4) hours, this Liquidated Damages Clause shall be invoked.*

**2. Misconduct or Misbehaviour:**

*Any misconduct or misbehaviour by the manpower deployed by the Agency shall not be tolerated. The Agency shall immediately replace such personnel upon intimation from CICR.*

**3. Default under Labour Laws:**

*In case of any default or non-compliance with labour laws—including but not limited to the Payment of Wages Act, Minimum Wages Act, ESIC, and EPF requirements—a penalty of 0.1% per day, subject to a maximum of 1% of the monthly contract value, may be imposed by the competent authority of the Institute, after providing the Agency an opportunity of being heard.*

The Director of the Institute reserves the right to reject any or all tenders, in whole or in part, without assigning any reason thereof. The decision of the Director shall be final and binding on the Contractor/Agency in respect of all matters arising under or relating to any clause of this contract.

Yours faithfully,



27/01/26

**Administrative Officer**

For and on behalf of the Director, ICAR-CICR,  
Near Khapri Phata, Panjari Farm,  
Wardha Road, Nagpur – 441108

SCOPE OF CONTRACTUAL MANPOWER REQUIREMENT: -

Sr. No.	Work details	Approx. Number of Points
1.	<p><b>Contractual Staff – Car Driver (Skilled Category):</b></p> <p>(i) <b>Driving Licence:</b> The candidate must possess a valid Driving Licence for Light Motor Vehicles (Four-Wheelers).</p> <p>(ii) <b>Knowledge of Motor Mechanism:</b> The driver should have sufficient knowledge of motor mechanisms and be capable of carrying out minor repairs to the vehicle.</p> <p>(iii) <b>Experience:</b> The candidate must have a minimum of two (2) years of experience in driving motorcars within the State of Maharashtra and should not have been involved in any road accident.</p> <p>(iv) <b>Educational Qualification:</b> The candidate should have passed at least the 8th Standard, and a 10th Standard pass is preferable.</p>	4

**Note:** The number of manpower may be increased or decreased based on the day-to-day functional requirements of the Institute, in accordance with ICAR/GoI rules and instructions.

**TENDER SUBMISSION**

To,  
The Director,  
ICAR-Cental Institute for Cotton Research,  
Near Khapari, Phata, Panjari Farm,  
Wardha Road, Nagpur – 441108.

Sir,

I/We hereby submit our tender for providing outsourcing services for **Contractual Staff – Car Driver (Skilled Category)** at **CICR, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur – 441108**. The details of our submission are as follows:

1. Tender Documents with each and every page signed are submitted online through the GeM Portal.
2. EMD for Rs. 75,000/- (Rupees Seventy-five thousand only) is submitted in the form of a Demand Draft payable in favour of the DIRECTOR, ICAR-CICR, NAGPUR.
3. Documents required for the technical evaluation are submitted in that order.
4. The Financial Bid is submitted in the format prescribed.
5. Organization details of the firm/agency: -

i.	Name of Tendering Manpower Company/ Firm/ Agency/Contractor:  (Attach attested copy of certificate of registration)	
ii.	Name of Director of Company/Active Partner of Firm/ Authorized Agent/ Proprietor	
iii.	Full address of Operating/ Branch Office  Telephone/Mobile No.: FAX No.: E-mail address:	
iv.	Full address of the Operating/ Branch Office at Nagpur <i>(The committee reserves the right to physically inspect the branch office at Nagpur before finalizing the tender.)</i>	
v.	Banker of the Company/ Firm/ Agency/ Contractor with Full address (Attach a certified copy of the latest bank statement.)	
vi.	PAN/ Permanent Income Tax No. / Circle/ Ward, TAN/TIN No. (Attach attested copy)	
vii.	GST Registration No. (Attach attested copy)	
viii.	E.P.F Registration No. (Attach attested copy)	
ix.	E.S.I Registration No. (Attach attested copy)	
x.	Details of Earnest Money (Amount, Demand Draft No., Date, Name of Issuing bank)	

**6. Checklist of documents (for Technical Evaluation) to be submitted with tender documents, along with the page no. failing which the bid will be liable to be rejected: -**

Sr. No	Documents (Strictly) as per the details below	Whether submitted or not	If submitted, mention the file name & page no.
1	Scanned copy of the Shop & Establishment Registration Certificate of the firm under the relevant Work Contract regulations issued by the appropriate authority (Central Government / State Government)		
2	Scanned copy of a valid Registration Certificate issued by the Office of the Regional Labour Commissioner (Central/State).		
3	Scanned copy of Certified Accounting Statements of the firm for the last <b>three financial years (2022–23 to 2024–25)</b> , duly certified by a Chartered Accountant or other authorized body.		
4	The bidder must have a <b>minimum of three years' experience (2022–23 to 2024–25)</b> , as indicated in the bid data (ending March of the year prior to bid opening), in providing similar types of services to any Central/State Government Organization, PSU, or Public Listed Company. Scanned copies of relevant contracts/work orders must be uploaded along with the bid as proof of having provided such services during each of the specified financial years		
5	The Bidder must have successfully executed/completed at least one single order of 80% of the Estimated Bid Value or 2 orders each of 50% of the Estimated Bid Value or 3 orders each of 40% of the Estimated Bid Value for similar service(s) in last three years to any Central /State Govt Organization/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services, along with names, address and contact details of clients, shall be uploaded with the bid for verification by the Buyer		
6	Scanned Copy EPF registration certificate issued by the Government of India/State Government, etc.		
7	Scanned Copy ESI registration certificate issued by the Government of India/State Government, etc.		
8	Scanned Copy EPF/ESIC challan for the preceding three months, excluding the month of publication of the tender (More than 10 nos. of manpower of Contractual Staff Car Driver is required for further qualification)		
9	Scanned Copy of GSTIN No. and registration certificate. Please attach a copy of the challan for the preceding three months, excluding the month of publication of the tender		
10	Scanned Copy of ISO Certificate of the relevant field		

11	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum Wages Act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them		
12	An undertaking as per attached Format (Schedule – II), duly attested by a Notary on a non-judicial stamp paper of value of ₹ 100/- (Rupees One Hundred Only) or ₹ 500/- (Rupees Five Hundred Only), regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by the Central Vigilance Commission during the last three years		
13	Scanned Copy of Bid security (EMD) of Rs. 75,000/- (Rupees Seventy-five thousand only) in the form of a Demand Draft issued by any nationalized/ scheduled commercial bank in favour of "Director, ICAR-CICR", payable at Nagpur.		
14	Scanned copy of documents indicating registration of the head/branch office in the Nagpur District of Maharashtra State. <i>(The committee reserves the right to physically inspect the branch office at Nagpur before finalizing the tender.)</i>		
15	Scanned copy of Bank Solvency /Haisiyat Certificate of ₹ 10,00,000/- (Issued in the current financial year 2025-26).		

We have carefully read and understood the terms and conditions of the tender and agree to abide by them in letter and spirit. We also agree that the **Earnest Money Deposit (EMD)** shall be forfeited if we fail to comply with any of the terms and conditions, in whole or in part, as laid down in the tender/quotation form.

We hereby certify that our Firm/Company/Agency has **never been blacklisted, debarred, or banned** by any Ministry or Department of the Government of India, and that we have not faced any restrictions in our business dealings with Government Ministries or Departments.

Signature .....

Name & Address of the Firm .....

Telephone No. .....

Mobile No. .....

Email: .....

**Note:** The information required at **Sl. No. 1 to 15** must be accompanied by **certified copies** of the relevant documents and attached **in the same serial order**. Failure to submit the documents as specified may lead to **rejection of the tender**. No additional documents are required to be attached to the tender form.

**SCHEDULE- II**

**UNDERTAKING**

I/We have carefully read and understood all the terms and conditions of the tender document contained in this tender form. I/We hereby agree to abide by all the terms and conditions of this tender in their entirety.

I/We hereby declare that all the details provided in this tender are true and correct to the best of my/our knowledge and belief. I/We understand that any misrepresentation or falsification of facts will render me/us liable to action as deemed appropriate by ICAR-Central Institute for Cotton Research, Nagpur.

I/We hereby acknowledge and accept that ICAR-CICR reserves the right to accept or reject this application and may choose not to issue an invitation to tender to me/us, at its sole discretion.

I/We undertake to promptly communicate to ICAR-CICR any changes in the condition or working of our firm. It is hereby certified that our firm has not been blacklisted by any organization of the Government of India, including the Central Vigilance Commission (CVC), in the last three years. The undersigned is fully authorized to sign and submit this application on behalf of the organization he/she represents. We also authorize ICAR-CICR to approach individuals, employees, firms, and corporations to verify our competence, performance, and general reputation

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....

**ANNEXURE - II**

**FINANCIAL BID**

**(TO BE SUBMITTED ONLY ELECTRONICALLY)**

**The financial bid must be uploaded only to the GeM Portal.**

Last date for receipt of tender : As per the GeM Bid Document

Date of opening of tender (Technical Bid) : As per the GeM Bid Document

(At Central Institute for Cotton Research, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur - 441108)

To,

The Director,  
ICAR-Central Institute for Cotton Research,  
Near Khapri Phata, Panjari Farm, Wardha Road,  
Nagpur – 441108.

Sir,

I/We wish to submit our tender for the Job Contract for providing outsourcing services of Contractual Staff Car Driver under the category of Skilled at CICR, Nagpur, on the following rates:

SL No	Description of Work	Remarks
(a)	<b><u>For Contractual Staff Car Driver under the Category of Skilled:</u></b> Monthly minimum wages as per the minimum wages of the <b>Agricultural Sector</b> of the Central Govt. or the State Govt., whichever is higher, shall be applicable	Not to be quoted by the agency
(b)	Bonus (Wherever applicable as per rule)	
(c)	Employee State Insurance (ESI)	
(d)	Employee Provident Fund (EPF)	
(e)	<b><u>Service charges to be quoted on a percentage (%) basis only.</u></b> (Service charges not to be quoted less than 3.85% as per the Office Memorandum No. F.6/1/2023-PPD dated 06.01.2023 of the Government of India, Ministry of Finance, Department of Expenditure, Procurement of Policy Division, New Delhi)	
(f)	GST/ other taxes will be paid extra as per the extant government rules	Not to be quoted by the agency
(g)	<b><u>Overtime Allowance per hour (@twice the hourly rate as per Minimum Wages) for duty beyond a duty period (9.00 AM to 5.30 PM) and Duty on Sundays/Holidays as per minimum wages (Total 50 Hrs. per month.)</u></b>	Not to be quoted by the agency
(h)	“Night Charges” per night for Outstation Duty performed by the Driver (₹ 500/- per day)	Not to be quoted by the agency

**NOTE:**

1. As per the guidelines of the **Regional Labour Commissioner (Central)**, the **ICAR-CICR, Near Khapari Phata, Panjari Farm, Wardha Road, Nagpur**, falls under **Area "A", Zone-I**, i.e., within **15 km from the periphery/boundary of the Nagpur Municipal Corporation**.
2. As per the guidelines of the Deputy Chief Labour Commissioner (Central), the minimum rates of wages shall include remuneration for the weekly day of rest.
3. As per the Payment of Bonus (Amendment) Act, 2015 dated 1<sup>st</sup> January, 2016, Bonus is admissible at this Institute, **wages not exceeding ₹ 21,000/- per month, if exceeding then "NIL".**
4. Central/State Govt. has fixed the minimum rates of wages; the rates of wages for Employees Employed in the Agriculture Sector, whichever is higher, will be applicable.
5. "NIL" Service Charges will not be considered as per the Ministry of Finance Department of Expenditure P.P. Division guidelines dt 28.01.2014.
6. Service charges to be quoted on a percentage (%) basis. To avoid unnecessarily low service charges and subsequent exploitation of contract workers, the same should be quoted carefully, as any complaint of exploitation of contract workers will be viewed seriously, including the invocation of the penalty clause & subsequent blacklist of the firm.
7. In case of more than one successful lowest bidder (L1), the work/contract will be awarded to the firm randomly selected by the GeM Portal.

I/We agree that the **Earnest Money Deposit (EMD)** submitted in connection with this tender shall be **forfeited** 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 and understood the terms and conditions of the tender and agree to **abide by them in letter and spirit.**

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

We have carefully read the terms and conditions of the quotation and agree to abide by these in letter and spirit.

Signature .....

Name & Address of the Firm .....

Telephone No. .....

Moblie No. .....

Email : .....

**DRAFT SPECIMEN AGREEMENT**

This agreement is made at Nagpur on (Date.....) ..... between. .... (firm name.....) and ICAR-Central Institute for Cotton Research, through Director, ICAR-CICR which term shall include its successors, assignees etc. on the first part and (name & address of the firm), hereinafter called the Firm which term shall include its authorized representatives, successor, assignees etc. on the other part.

**WHEREAS** the ICAR-Central Institute for Cotton Research (CICR), Nagpur, invited open tenders from reputed firms having adequate experience and financial capability for the **Job Contract for providing outsourcing services of Contractual Staff – Car Driver (Skilled Category)** at CICR, Nagpur; and

**WHEREAS** the CICR has decided to award the annual job work contract for providing such outsourcing services at CICR, Nagpur, to the firm **M/s .....**, on the terms and conditions set forth herein.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This Agreement shall come into force with effect from **(date.....)** and shall remain valid for a period of **one (1) year**. The Agreement may be **terminated by the Director, ICAR-CICR**, by giving **one calendar months' notice in writing** of the intention to terminate. The Agreement may also be **renewed on mutually agreed terms** between the parties.
2. The contract will be initially for a period of one year and extendable for a further period of two years (one year at once), subject to satisfactory performance and willingness to continue on mutually agreed terms. The firm shall be responsible for the annual job contract for providing outsourcing services of Contractual Staff Car Driver under the category of Skilled at Central Institute for Cotton Research, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur - 441108.
3. The Firm shall provide **full particulars of every worker** deployed for providing the services under this contract. The Firm shall also ensure that the **character and antecedents of each worker** are verified through the **appropriate Police Authorities** prior to deployment.
4. All personnel deployed by the Firm at the Institute's premises shall, at all times and for all purposes, be considered **employees of the Firm**. The **CICR shall have no liability** whatsoever in respect of their employment, wages, benefits, or any other claims arising out of their employment.
5. The Firm shall ensure that all persons deployed at **CICR, Nagpur**, are of **good character, well-behaved, and competent and qualified** to perform the duties for which they are engaged.

6. The **Director, ICAR-CICR**, or any officer duly authorized by the Institute, shall have the right to **request the removal of any personnel** deployed at CICR, Nagpur, who is considered by the Institute to be **incompetent, disorderly, or unsuitable for any other reason**. Such personnel shall **not be redeployed** at the Institute without the **prior consent of CICR**.
7. The manpower deployed by the Firm shall perform duties strictly in accordance with the **scope of work defined in Schedule I** of the tender document.
8. Monthly charges will include the wages to be paid to the persons deployed by the agency, service charges and other taxes as detailed in the financial bid for providing outsourcing services of Contractual Staff Car Driver under the category of Skilled at Central Institute for Cotton Research, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur - 441108 as per terms and conditions specified and scope of work as per ANNEXURE - I in the tender document. This payment includes all statutory payments/ charges, such as ESI and EPF, and all the statutory taxes viz. Service tax/ GST/ other taxes as applicable from time to time. However, if during the period of the contract, as and when the minimum wages for Nagpur are revised by the Labour / Government Department, the rates payable for the manpower shall be revised to the new wages. Revised rates shall be applicable only from the effective month as per the order; the agency submits the revised minimum wages letter from the authorities.
9. The Firm shall raise a **monthly bill** for the amount due on the **14th working day of every month**. The Institute shall release the payment through **NEFT/RTGS/PFMS**, subject to **satisfactory performance** of the contracted services. The Firm shall also submit, along with the bill, **copies of supporting documents** such as deposit challans and a **list of personnel showing deposits made for ESI and EPF** with the concerned authorities.
10. The **GST, Income Tax, or any other applicable taxes** as per the rules of the Government of India shall be **deducted at source** from the monthly bills of the successful tenderer, in accordance with the **rules and instructions** issued and made applicable from time to time by the Government.
11. In case of dispute between the parties, the matter shall be referred to the Director, ICAR-CICR. The decision of the Director, ICAR-CICR, shall be final and binding in any respect of any dispute between the parties.
12. The Firm shall issue **identity cards** to each worker engaged under this contract for entry into the **CICR, Nagpur** premises.
13. The Firm shall ensure the **successful implementation of the terms and conditions** of this Agreement through proper **control, monitoring, and supervision** of the deployed personnel and the work performed under the contract.

14. In case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, ICAR-CICR, shall have the power to terminate the contract.
15. That the firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and service 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 the Contract Labour (Regulation & Abolition) Act. 1970, Workmen's Compensation Act, E.P.F. & and ESI Act, etc. Firm agrees to indemnify and keep indemnified the Institute on account of any failure to comply with the obligations under various laws or damage to CICR, Nagpur, due to acts/omissions of the firm.
16. It is also agreed that under no circumstances, the volunteers and employees/ workmen of the firm shall be treated, regarded or considered or deemed to be treated as the employees of the CICR and the Firm alone shall be responsible for their remuneration, wages and other benefits, etc. Firm shall indemnify and keep indemnified the Institute against any claim that it may have to meet towards the employees/ workmen of the Firm. 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 CICR.
17. The contract is subject to the condition that the Firm shall **comply with all applicable laws, rules, and regulations** of the **Central Government and State Government** in relation to the execution and performance of this contract.
18. In case of any **loss or damage** to the property of CICR attributable to the Firm or its personnel, the **full cost of damages** shall be **recovered from the Firm**.
19. The Firm shall **not transfer, assign, or subcontract** its rights, obligations, or responsibilities under this contract to any other party without the **prior written consent of CICR**.
19. The firm or its workers shall not misuse the premises for any purpose other than for which the contract is awarded.
20. The Firm shall devote its **full attention** to providing services to ensure the **highest quality** in all aspects and discharge its obligations under the contract **diligently, honestly, and in good faith**. Any misconduct/misbehaviour on the part of the manpower deployed by the firm will not be tolerated, and such person(s) will have to be replaced immediately.
21. In case of any **accident or loss of life** of the workers while performing their duties under this contract, any **compensation or liability arising therefrom** shall be **borne solely by the Firm**.
22. The Institute may carry out **surprise inspections** through an authorized officer of CICR. Any **shortcomings or deficiencies** pointed out during such inspections shall be **rectified by the Firm within 24 hours** of being brought to its notice.

23. The Firm shall **appoint a coordinator** to facilitate **immediate interaction and communication** with CICR for smooth execution of the contract and prompt resolution of any issues.
26. All **terms and conditions** stipulated in the tender documents shall form an **integral part of this Agreement** and shall be **binding on both parties**.
27. **Liquidated damages clause:** The contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by CICR, and if no action is taken within four hours, the liquidated damage clause will be invoked as per the details below: -
  - a. In case of **misbehaviour** by any personnel deployed by the Firm—such as being in a **drunken state or failing to perform duties attentively**—a **penalty of ₹1,000/- per incident** shall be imposed.
  - b. In case of **damage to public property** caused by the Firm or its personnel, a **penalty of three times the market value** of the damaged property shall be imposed.
  - c. For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance security or a minimum penalty of Rs. 5,000/- per default as the case may be, depending upon the grounds of violation.
  - d. If services are not up to the satisfaction of the Institute, a **penalty of a minor fine of Rs. 2,000/- per incident or a major fine of Rs. 5,000/- per incident** will be imposed on the agency.
  - e. For persistent breach or unsatisfactory services, termination of the contract along with forfeiture of performance security and blacklisting.
  - f. In case of any default in Labour Laws (specifically Payment of Wages Act, Minimum Wages Act, ESIC & EPF) and for delayed payment after 7<sup>th</sup> day of the month, a **penalty of 0.1% per day and a maximum 1% of the monthly contract value**, after giving an opportunity to be heard may be levied by the competent authority of the Institute.

The Director, ICAR-CICR, Nagpur reserves the right to **reject any or all tenders**, in whole or in part, **without assigning any reason**. The decision of the Director shall be **final and binding** on the Firm/Contractor with respect to any matter arising under or in connection with this contract.

Name & Signature of Witness 1 :  
Address :

(Authorized Signatory)  
on behalf of the firm

Name & Signature of Witness 2:  
Address:  
For and on behalf of the Director, ICAR-CICR,  
Khapri Phata, Panjari Farm, Wardha Road,  
Nagpur – 441108 .

(Authorized Signatory)  
Director, ICAR-CICR, Nagpur