

Notice inviting tenders

REGISTERED WITH ACKNOWLEDGEMENT DUE

F.No. 19-2/08-Contract/vol.IV/

Dated : /1/2012

NOT TRANSFERABLE
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

**DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH
BORIAVI 387 310**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR CARRYING OUT **VARIOUS FARM OPERATIONS/LAB. WORK** AT DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH, BORIAVI-387 310

- A. Cost of Tender Form ` 1,000 (Rs. One thousand only) in person and ` 1,100/- (Rs. ONE THOUSAND ONE HUNDRED ONLY) BY POST.**
- B. Last date of receipt of Tenders in Office is 10.02.2012 UP TO 16.00 PM**
- C. Tenders (technical bids) to be opened at 11.00 AM on 13.02.2012**
- D. Tender to remain open for acceptance up to 90 days from the date of opening.**
- E. The Tender document is also available at our web-site www.dmapr.org.in**

NOTE:

1. The Director, DMAPR Boriavi may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
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.

**DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH
BORIAVI 387 310 Phone 02692 271600,604,605**

Note: - All communications must be addressed to (Director, DMAPR,
Boriavi 387 310)

From: Director, Directorate of Medicinal & Aromatic Plants Research,
Boriavi – 387 310, Dist: Anand, Gujarat

To,

Dear Sir,

Sealed tenders are hereby invited on behalf of the Director, (DMAPR Boriavi 387 310) for contract carrying out various seasonal farm operations and laboratory works on contract basis at Main Campus, Boriavi and Farm Campus, Lambhvel.

1. 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 tender 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 (` . 77,000/-) (Rs. Seventy seven thousand only) must be deposited in the form of demand draft/pay order payable to “ICAR Unit, DMAPR” payable at Anand.** 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. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit @ 5% of the contract value in form D.D.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile 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 him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules of the tenders 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 tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders 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 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.
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 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 Council / 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 in double cover. The inner cover should be sealed. The outer cover should be superscribed" **THE JOB WORK CONTRACT FOR CARRYING OUT various seasonal farm operations and laboratory works at main campus Boriavi & Lambhvel Farm** with address of this office and the tenderer shall place in two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the Office of the Director, DMAPR Boriavi not later than 10.02.2012. **The tender received after the last date of submission of the tender will not be considered.**

9. The rates quoted by each firm for job/service contract in tenders 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 authorise 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 DMAPR 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 the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the DMAPR Boriavi. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
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 the contract shall be payable by contractor and ICAR 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. Sale tax or any other tax on material in respect of this contract shall be payable by the contractor and DMAPR will not entertain any claim whatsoever in this respect.
14. Director, DMAPR Boriavi 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. Decision of Director, DMAPR Boriavi 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/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 the Institute will be communicated by FAX / Telegram, Express letter 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 /Telegram/Express letter etc. should be acted upon immediately.

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

- a. Registration certificate of the firm under the work contract of the Appropriate Authority. [**Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act.**]
- b. **Minimum turnover of the firm not less than Rs. 20.00 lakhs (Rs. twenty lakhs) during the last financial year.**
- c. **Last three years continues 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 [page No.13 of the document].**
- d. Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- e. Duly certified copies of the satisfactory services where the tenderer is providing the services for the **last three years.**
- f. Employee EPF registration certificate issued by local govt. etc.
- g. Employee ESI registration certificate issued by local govt. etc.
- h. The contractor /agency must have a registration with the contract labour (regulation & abolition) act 1969. The contract shall obtain the labour license under this act.
- i. Nos. of staff, supervisors registered under ESI & EPF separately. Minimum 50m nos (Staff, supervisor) required with Their ESI & EPF contributions. Documentary proof of vouchers [**i.e. challan for the month of October, 2011 to December, 2011**] to be required and may be attached.
- j. Income Tax permanent account Number allotted by Income Tax dept.
- k. Service Tax registration certificate issued by the Govt. etc. (please attach a copy of **challan for the month of October,2011 to December,2011**).
- l. Successful tenderers will have to enter into detailed contract agreement with DMAPR on non judicial paper of ` . 100/-(Rs. One hundred for each work)
- m. Only those firms will be considered for financial bids who will qualify in the technical bid.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

Assistant Administrative Officer
for and on behalf of the Director,
DMAPR, Boriavi –387 310.

Tenders for the job work contract for carrying out various seasonal farm operations and laboratory works at main campus Boriavi & Lambhvel Farm

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. Telegraphic Address/FAX/Cellular No.: E-Mail address	
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From

To

The Director,
Directorate of Medicinal and Aromatic Plants Research,
Boriavi 387 310

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract various seasonal farm operations and laboratory works 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. I/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 form a part of this Tender. The Schedules-I & II to accompany this Tender are at pages _
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order / DD No. of ` . drawn in favour of ("ICAR Unit DMAPR") and payable at Anand is enclosed as earnest money required.

Yours faithfully

Witness _
Address _
Occupation _
Signature of witness to contractor's
Signature Address:
Name & Signature of Witness:
Address:

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)

Indian Companies Act, 1956

Indian Partnership Act, 1932

(Please give names of partners)

Any other Act, if not, the owners

4. For Partnership firms whether registered 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 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. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II .

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders

10. Name of the Permanent Representative to be visiting DMAPR regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR CARRYING OUT SEASONAL FARM OPERATION WORKS ON CONTRACT BASIS AT MAIN CAMPUS, BORIAVI & FARM CAMPUS, LAMBHVEL.

1. **Scope of Work:** The work of seasonal farm operations/laboratory works such as
 - a) Preparation of plot/paths/irrigation channel, plantation, sowing irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of pits, maintenance of basin, maintenance of plotted plant, general garden maintenance and other Misc. Work etc.
 - b) Glassware/plastic ware cleaning, helping in sample preparation, solutions, etc.
 - c) Work related to Reception, He/She has to perform work related to reception for guiding the visitors to respective officials and as per their requirement/request and attend calls from outsiders.
 - d) Work for labeling and planning in herbal garden. Person should be skilled enough to write and read the botanicals name and have knowledge of flora so that he can look after overall maintenance of herbal garden and perform the job work like labeling, planning and other related works. Knowledge of computer work is essential. Preferable science graduate.

TERMS & CONDITIONS:

- 1) The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any one of staff/supervisor is to go on leave under intimation to this office
- 2) Changing of staff /Supervisor should be intimated to Chairman Farm Management Committee
- 3) The Director, Directorate of Medicinal & Aromatic Plants Research reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, DMAPR shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
- 4) The staff provided should also maintain secrecy and discipline in the premises of Institute.
- 5) The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of DMAPR for the purpose. All complaints should be immediately attended to by the agency.

- 6) The agreement is terminable with one month notice on either side.
- 7) The contractor shall not sublet the work written permission of the ICAR.
- 8) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 9) The selected agency shall provide necessary personals for DMAPR Boriavi as per labour acts prevalent in the Gujarat State. The agency shall employ good and reliable man powers with robust health within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, by the DMAPR, the DMAPR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- 10) The persons so provided by the agency under this contract will not be the employee of the DMAPR and there will be no employer-employee relationship between the DMAPR and person so engaged by the contractor in the aforesaid services
- 11) Payment for maintenance work will be made monthly upon submission of pre-receipted bill.
- 12) After physical inspection of the site, the detailed estimates including assessment/requirements of man powers for carrying out seasonal farm operations and laboratory work at the Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of man powers to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- 13) The rates to be quoted should include cost of each and every item including farm tools and their maintenance, transportation cost, and manpower cost and taxes etc. based on prevailing minimum labour wages. The DMAPR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the DMAPR Boriavi will pay the **Variable Dearness Allowance** at the enhanced rate announced by the Govt. from time to time.
- 14) The contractor will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the DMAPR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws of Central or State. In case of any dispute, the decision of the Director, DMAPR shall be final and binding on the contractor.
- 15) Income Tax will be deducted from the payments due for the work done as per rule.

- 16) They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Farm Section.
- 17) Changing of Supervisor/staff should be intimated to the Chairman Farm management
- 18) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
- 19) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
- 20) Risk Clause: DMAPR reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
- 21) Following farm implements will be provided by the agency at least five days before the start of actual work at his own cost as per the sample provided by the Institute and also after consulting the farm manager and if required fabricated as per the specification provided by the farm manager.

S. No.	Item	Qty.	S.No.	Item	Qty.
1	Pawada with handle	60	9	Dharia with handle	10
2	Kudal with handle	50	10.	Panjathi with handle	20
3	Kurapi	60	11.	Grass cutting sword	10
4	Datarda	60	12.	Crow bar	10
5.	Tagara	30	13.	Trikam	10
6.	Scissors for cutting hedges	04	14.	Khurpa for weeding in garden	05
7.	Short hand Kudala	04	15	Axe [Big]	02
8.	Karabadi	20	16	Axe [small]	02

- The above farm implements should be maintained by the contractor in terms of sharpening, replacement of handle, general repairing, replacement of implements as whole (if required) once in a month or as and when required.
- The work at both the farm should be supervised separately by providing separate arrangement for the same.
- Work should be executed during working hours on working days or as and when required.

LIQUID DAMEGES CLAUSE:

- 1) An amount equivalent to two days of contract amount, subject to a minimum of ` 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 DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.
- 2) Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Directorate of Medicinal & Aromatic Plants Research reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, DMAPR shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

FINANCIAL BID :-

(This financial bid to be enclosed in a separate envelop with seal)

Last Date for Receipt of Tender	:	10.02.2012 UP TO 16.00 PM
Date of Opening of Financial Bid	:	13.02.2012 AT 11.00 AM AT DMAPR, BORIAVI -387310

To,

**The Director,
Directorate of Medicinal & Aromatic Plants Research,
Boriav – 387 310.**

Sir,

I/We wish to submit our Tenders for carrying out various seasonal farm operations and laboratory works on contract basis at Main Campus, Boriavi & Farm Campus, Lambhvel on the following rates

(A) Job work to be done at DMAPR Farms on Contract basis

S.No	Name of the block/Crop	Description of work to be done	Place	Rate per month (Rs.)
1.	Herbal garden [Area : 0.80 hectare]	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, etc.	Boriavi & Lambhvel farm	
2.	Germplasm block [Area : 2.37 hectare]	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, etc.	Boriavi	
3.	Net/Ploy house	Preparation of potting mixture, filling of bags, making of cutting, weeding, irrigation, maintenance of potted plants, etc.	Boriavi & Lambhvel	
4.	Arboretum [Area :1.78 hectare]	Planting of spalings, basin cleaning, weeding, hoeing, irrigation, seed collection, etc.	Boriavi	
5.	Garden (General)	Maintenance of garden, cutting of hedge and lawn, planting and replanting of plants, preparation of potting mixture, weeding , irrigation, maintenance of potted plants etc.	Boriavi & Lambhvel	

6.	Experimental crops (Isabgol, asalio, ashwagandha, aloe, patchouli, kalmegh, safed musli, lemon grass, palmarosa, senna, guggal stevia, asparagus etc.,)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertiliser, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root etc.	Boriavi & Lambhvel Farm	
7	General Crops (Isabgol, asalio, ashwagandha, aloe, patchouli, kalmegh, safed musli, lemon grass, palmarosa, coleus, Senna, mustard, stevia, asparagus, castor, guggal summer pluses etc and crops for soil improvement)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertiliser, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root etc.	Boriavi & Lambhvel Farm	
8	Medicinal Plant Botanical garden [Area: 10.00 ha.]	Preparation of bunds, paths, irrigation canal, plot, digging of pits, maintenance of basin, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, etc.	Lambhvel Farm	
9	Compost preparation	Collection of grass and Stover, making of compost mixture, preparation of bed, moistening, sieving of compost, storage etc.	Boriavi & Lambhvel farm	
10	Lab work (Organic chemistry, Biotechnology, Plant pathology, Soil science, Genetics, Plant physiology, Horticulture, and different projects, etc.)	Glassware plastic ware cleaning, helping in sample preparation, solutions, etc.	Boriavi farm	
11	Maintenance of Herbal Garden	Person should be skilled enough to write and read the botanicals name and have knowledge of flora so that he can look after overall maintenance of herbal garden and perform the job like labelling, planning and other related works. Knowledge of computer work is essential preferable science graduate	Boriavi farm	

12	Work related to Reception	Person deployed for this work should be skilled to communicate in Hindi and Gujarati and a bit in English. He/She has to perform work related to reception for guiding the visitors to respective officials and as per their requirement/request and attend a call from outsiders.	Boriavi farm	
Total				
Grand total				
In words				
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.				

I/We agree to forfeit of the Earnest money/Security deposit 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.

I/We agree that we will obtain proper **license** from the Labour Commissioner (Central), Ahmedabad for deployment of manpower.

Signature_____

Name & Address of the Firm _____

Telephone No._____

Mobile No._____

CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER DOCUMENTS:

Name of the Firm:

	E.M.D. for ` .77,000/- furnished	
a	Registration certificate of the firm under the work contract of the Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act.]	
b	Minimum turnover of the firm not less than Rs. 20.00 lakhs (Rs. twenty lakhs) during the last financial year	
c	Last three years continues 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 [page No.13 of the document].	
d	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.	
e	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.	
f	Employee EPF registration certificate issued by local govt. etc.	
g	Employee ESI registration certificate issued by local govt. etc	
h	The contractor /agency must have a registration with the contract labour (regulation & abolition) act 1969. The contract shall obtain the labour license under this act.	
i	Nos. of staff, supervisors registered under ESI & EPF separately. Minimum 50m nos (Staff, supervisor) required with Their ESI & EPF contributions. Documentary proof of vouchers [i.e. challan for the month of October, 2011 to December, 2011] to be required and may be attached..	
j	Income Tax Permanent Account Number allotted by Income Tax Deptf.	
k	Service Tax registration certificate issued by the Govt. etc. (please attach a copy of challan for the month of October,2011 to December,2011).	
l	Only those firms will be considered for financial bid who will qualify in the technical bid	
m	The rates for man days should be as per the minimum labour wages act in the relevant field	