



ICAR - SUGARCANE BREEDING INSTITUTE
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NOTICE INVITING TENDER THROUGH GOVERNMENT e-MARKETPLACE (GeM) FOR OUTSOURCING OF CONTRACTURAL LABOURERS FOR VARIOUS FARM OPERATIONS FOR A PERIOD OF ONE YEAR AT ICAR-SUGARCANE BREEDING INSTITUTE, COIMBATORE, TAMIL NADU

Online Bids under two bid systems (viz. Technical Bid & Financial bid) is invited on behalf of the Director, ICAR-Sugarcane Breeding Institute, Coimbatore - 641007 (Tamil Nadu) through GeM for **Outsourcing of Contractual Labourers for various Farm Operations for a period of one year at ICAR-Sugarcane Breeding Institute, Coimbatore - 641007.**

The details of tender is enumerated in the following annexures. Please read the annexures attached before bidding.

Annexure-I - Terms and Conditions
Annexure II - Scope of Work

IMPORTANT NOTES: -

1. Bids received on GeM portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
2. The bidders are required to deposit a **Bid security/ Earnest Money Deposit (EMD) of Rs. 14,48,000/- (Rupees fourteen lakh forty eight thousand only)** in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial Banks payable to the Director, ICAR-Sugarcane Breeding Institute, Coimbatore. Scanned copy of the same shall be uploaded by Seller in the online bid and hard copy of the same will have to be submitted to the Director, ICAR-Sugarcane Breeding Institute, Coimbatore 641 007 within 5 working days of bid opening, failing which the bid will be treated as incomplete & lead to rejection of the bid without making any reference to the bidder.
3. ICAR-SBI reserves the right to accept / reject any or all the tenders in part / full without assigning any reason thereof.
4. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through Institute website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website (<https://sugarcane.res.in>) for updates.
5. The bidders are required to furnish / upload copies of the following documents:
 - I. Signed & scanned copy of Firm's registration.
 - II. Signed & scanned copy of GST Registration certificate.
 - III. Signed & scanned copy of PAN Card.

- IV. Scanned copy of Bid Security/EMD.
- V. Affidavit of partnership / proprietary firm if applicable.
- VI. Documentary proof for the item indicated at **Sl.No. 47 of Annexure-I** is also to be attached.
- VII. **Technical Bid**: Signed and Scanned Copy of Completely filled Technical Verification data sheet (Technical Compliance Statement) must be submitted for each quoted configuration.
- VIII. **Financial bid**: Financial bid indicating item-wise price for the items mentioned in the technical bid is to be uploaded separately.

NOTE:

EACH OF THE ABOVE DOCUMENTS ARE TO BE UPLOADED AS A SEPARATE FILE. THE BIDS WITHOUT THE ABOVE DOCUMENTS WILL BE REJECTED SUMMARILY.

Bidders are required to furnish the following undertaking :

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

ANNEXURE-I**TERMS AND CONDITIONS**

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR- Sugarcane Breeding Institute, Coimbatore as 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. 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 fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited and he will not be allowed to participate in any tender floated by the ICAR- Sugarcane Breeding Institute, Coimbatore for 2 years. 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.
3. If a tenderer does not accept the offer, after issue of letter of award by ICAR- Sugarcane Breeding Institute, Coimbatore within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money deposit will be forfeited.
4. Bids are invited under two-bid system (Technical bid and Financial bid). Both technical and financial bids may be uploaded. After evaluation of technical bid, the financial bid will be opened. Financial bid will be opened only in respect of tenderers who are qualified in Technical bids.
5. An amount equivalent to **5%** of the annual value of contract is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit on receipt of communication from ICAR- Sugarcane Breeding Institute, Coimbatore. In the event of non-deposition of the same, the earnest money will be forfeited.
6. No interest on security deposit and earnest money deposit shall be paid by the ICAR- Sugarcane Breeding Institute, Coimbatore to the tenderer.
7. The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR- SBI, Coimbatore for any justifiable reasons.
8. Decision of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR- Sugarcane Breeding Institute, Coimbatore. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
9. Acceptance by the ICAR- Sugarcane Breeding Institute, Coimbatore will be communicated by email, express letter or any other form of communication or uploaded on the portal. Formal letter of acceptance

and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the email, express letter etc. should be acted upon immediately.

10. The ICAR- Sugarcane Breeding Institute, Coimbatore does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
11. The ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to modify any of the terms and conditions of the contract as mentioned in further annexures of this document, at its discretion, in the interest of the job/work.
12. **Wages to be paid to the contractual manpower should not be lesser than the minimum wages prescribed by the State Govt. / Government of India whichever is higher. Difference of wages, if any due to increase in minimum wages as notified during the period of contract will be reimbursed as per rules on production of necessary documentary evidence. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. The agency shall certify that they have complied with all the statutory obligations in each bill submitted. The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.**
13. The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.
14. The GST, Income tax or any other tax which is as per the rules of the Govt. of India will be deducted at source from the monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
15. **The bidding price inclusive of GST is inbuilt in the GeM system. However, GST is exempted for the supply of farm labour for agriculture nature of works as per Ministry of Finance, Dept. of Revenue Notification No. 12/2017 Central Tax (Rate) dated 28.06.2017 {Sl. No. 54, Heading 9986 (b)}. Accordingly, the work order amount will be issued excluding GST. However, in case of GST is made applicable, at any point of time, the same will be reimbursed by ICAR-SBI.**
16. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges/consideration shall be treated as unresponsive bid and it will not be considered. If service charges are quoted less than or equal to the TDS (Two percent - 2%) it will be treated as nil charges/ consideration.
17. The minimum service charge in the procurement of Manpower Outsourcing Service is fixed as 3.85% and should not exceed 7% (including transportation charges), as per Ministry of Finance, Department of Expenditure, New Delhi vide O.M. No. F/6/1/2023-PPD dated 06.01.2023.
18. The rates of Service Charges quoted by the Agency is fixed during the period of the contract and no request for any change / modification shall be entertained. While quoting the Service Charges, the firm must make

provision for all the overhead expenditure involved in providing the services. The Service Charges quoted should not be in percentage, otherwise the same will be summarily rejected.

19. The staff shall follow strict attendance and alternative arrangements are to be made by the agency whenever any of staff goes on leave under intimation to this office.
20. Changing of staff shall be with the approval of the Director, ICAR-Sugarcane Breeding Institute, Coimbatore.
21. The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore shall be final and binding on the contractor/ agency in respect of clauses covered under the contract.
22. The staff provided shall maintain discipline in the premises of ICAR-Sugarcane Breeding Institute, Coimbatore - 641007.
23. The agreement is terminable with one month notice on either side. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/other capacity in ICAR-Sugarcane Breeding Institute, Coimbatore.
24. The contractor shall not sublet the work.
25. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The personnel so provided by the agency under this contract will not be the employees of the ICAR-Sugarcane Breeding Institute, Coimbatore and there will be no employer-employee relationship between the ICAR-Sugarcane Breeding Institute, Coimbatore and the persons so engaged by the contractor in the aforesaid services. They shall be employees of the contractor for all purposes.
27. Payment for service contract will be made monthly upon submission of original pre-receipted bill along with Monthly Invoice Bill, Payments vouchers/Pay bill duly signed by contractual works indicating all deduction details, Register of Attendance sheet of the contractual workers, Register of Loans/recoveries, issued / deducted from the workers, Bank transfer sheets indicating deduction from the workers, Bank transfer sheets indicating the amount transferred to each contractual workers, EPF challan & ECRs along with statement (shall have name list of contractual workers) indicating employees and employer contribution, ESI challan & ECRs along with statement (shall have Name list of contractual workers) indicating employees and employer contributions, Proof of issuance of E-Pehchan Cards and monthly salary/pay slips. It is the responsibility of the service provider to issue the required documents to the engaged contract labourers.
28. The proof of payment of statutory obligations such as ESI, EPF etc. and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld. The monthly bills to be attached along with the enclosures of proof of payment of EPF/ ESI with the list of personnel engaged and their UAN (Universal Account Number) for every month during the contract period.

29. The amount as shown in the challan of EPF / ESI must tally with the total deduction from the bills claimed, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor / agency.
30. The agency shall furnish the details of disbursement made to the staff indicating the bills amount received from the Institute against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee share of the net amount paid to each individual with duly supported documents before presenting the claim for the next month.
31. The selected agency shall provide the necessary personnel at the ICAR-Sugarcane Breeding Institute, Coimbatore as per labour laws prevalent in the Govt. of India. The agency shall employ reliable persons with good health. In case any of the personnel so provided is not found suitable by the ICAR-Sugarcane Breeding Institute, Coimbatore, the ICAR-Sugarcane Breeding Institute, Coimbatore shall have the right to ask for replacement without giving any reason thereof and the agency shall have to replace such personnel immediately.
32. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and ICAR-Sugarcane Breeding Institute, Coimbatore shall in no way be responsible for settlement of such issues whatsoever.
33. The contractor/agency will furnish to the ICAR-Sugarcane Breeding Institute, Coimbatore the full particulars of the personnel sponsored, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR-Sugarcane Breeding Institute, Coimbatore.
34. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
35. The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR-Sugarcane Breeding Institute from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the ICAR-Sugarcane Breeding Institute, Coimbatore.
36. The contractor/agency shall make payment of remuneration/wages to its personnel before 7th of every month through bank account transfer and the bank statement of wages transaction should be attached with bill. After making the payment, the Contractor shall raise the bill on the ICAR-Sugarcane Breeding Institute, Coimbatore for payment of the settled amount. They will submit to the ICAR-Sugarcane Breeding Institute, Coimbatore a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESIC contribution.
37. The payment of bills submitted by the contractor will be made within 15 days if found to be in order as far as possible. However, the payment to

the personnel engaged need to be made atleast for 2 months without waiting for the release of the payment from the Institute (in exceptional case).

38. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the ICAR- Sugarcane Breeding Institute, Coimbatore besides annulment of the contract.
39. The wages to the deployed staff in ICAR-Sugarcane Breeding Institute, Coimbatore through the Agency / Contractor should not be less than the minimum wages.
40. **The service provider shall nominate a coordinator /Supervisor / manager who shall visit the institute regularly for monitoring the engaged labourers and shall visit the Institute at short notice during medical emergencies and shall be responsible for maintaining regular interaction with the buyer department to ensure that the optimal services of the deployed personnel are availed without any disruption.**
41. ICAR-SBI, being a research institute, inadequate supply of contractual workers continuously for more than 3 days will affect the research work of the Scientists. Therefore, it is requested to be cautious on this issue. Failure to provide the required number of labourers continuously for more than 3 days will attract invocation of penalty clause.
42. If any staff left the office/work for longer period, it is required to inform ICAR- Sugarcane Breeding Institute, Coimbatore well in advance and suitable replacement should be arranged in advance. If any staff so deployed in the office prepare to leave permanently, the staff as well as contractor should inform the office in advance and suitable replacement should be sent by the contractor.
43. The staff deployed in the office, will not damage/manipulate any of the official property failing which appropriate action penalty as decided by the competent authority will be imposed upon contractor.
44. EPF/ESIC etc. will be applicable as per the regulation of EPF/ESIC department.
45. **Liquidated Damage Clause:** If the Service Provider fails to deliver any or all of the Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period, until actual delivery or performance, as pre-estimated damages not exceeding 5% of the total contract value without any controversy/dispute of any sort whatsoever. However, in case of inordinate delay maximum deduction shall be 10% of the total contract value.
46. **Dispute Resolution Mechanism:** If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be

conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

47. The following document/vouchers are required to be uploaded with the technical bid: -

- a. **Minimum turnover of the firm should not be less than Rs. 360.00 lakh** (Rupees three hundred and sixty lakh only) during **the last three financial year**. Firms should have completed three contracts during the above period each costing not less than Rs.120.00 lakhs each (or) Completed two contracts during the above period each costing not less than Rs.180 lakhs each (or) Completed one contract during the above period costing not less than Rs.240 lakhs. Certified balance sheet & Profit and Loss Account of the firm **for the last three years** certified by chartered accountant may be provided in support.
- b. 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 **for the last three years** is to be submitted in tabular form.
- c. Duly certified copies of satisfactory completion of the services for the **last three years**.
- d. The company/firm/agency should have registered with appropriate authorities under EPF & ESIC Act (a copy of proof may be uploaded).
- e. Provide the details of number of labourers / supervisors registered under ESI & EPF separately (**Minimum 150 Members**). Documentary proof of vouchers for remittance of ESI & EPF along with details of staff may be attached separately.

48) Successful bidder should adhere to the following conditions-

- a. Must obtain a Contract Labour License from the Labour Department, Government of Tamil Nadu before deploying any staff. An out-of-state license will not be accepted for deployment.
- b. Should submit a detailed contract agreement with ICAR-SBI in a non-Judicial stamp paper of Rs. 100/-.

ANNEXURE-II**SCOPE OF WORK**

The details of field operations to be carried out through outsourcing labourers are given below:

Sl. No	Field Operations	Category of labours	No of labours requi (Approx.)
1.	Salesperson: Having 1 year experience in assisting the production sale of farm products with qualification of 12 std pass. Tractor drivers with a valid driving licence, trained in field operations by using different tractor drawn implements such as disc plough, MB plough, ridges and furrow making implements, leveller, etc. Plumbers: Installation of new line, Irrigation and Plumbing works-repair and maintenance of irrigation lines, irrigation to sugarcane fields, operations of submersible pump motor for irrigation purpose, repair and maintenance of drip irrigation.	Skilled Grade I-4 Nos. Skilled Grade II-6 Nos. Skilled Grade II-2 Nos.	12 Nos/ day
	- Sugarcane field preparation for planting-such as rectification of channel, plot cutting, channel making, spreading FYM etc - Sugarcane planting works-such as seed cane cutting, sizing setts, transportation of cane / setts and planting. - Weedicide and pesticide spray in sugarcane fields using knapsack sprayer and tractor operated / power sprayers. - Sugarcane seedling planting works such as pit making in furrows using crow bar and transportation of seedings. - Earthing up operation, using spade in sugarcane fields - Sample cane cutting for juice analysis, crushing cane samples.		

2.	7. Harvesting canes, transportation of bundled canes upto farm road and loading canes on lorry or tractor 8. Ratoon operations in sugarcane fields-such as stubble shaving, off-barring and soil covering. 9. Farm operations in coconut garden and agro-forestry such as operation of drip irrigation system / irrigation, ring pit making and channel making. 10. Crushing canes for jaggery making and sale of jaggery in sale unit 11. Vermicompost Production: Pre composting, watering, harvesting composed material & sieving. 12. Assisting Scientists /Technicians to record data in sugarcane fields/ lab, weighing harvested canes, drawing juice sample using piercer for recording HR brix, insect collection, soil sample collection, sample processing, chopping / crushing plant or soil samples, rearing insects, red rot /smut inoculation and evaluation. 13. Sugarcane crossing work (During October to December)-such as collection of fluff during early morning, dusting pollen, making cages, harvest and cleaning fluffs etc. 14. Assisting Scientists/ Technician for Lab works such as production of tissue culture plantlets, rearing insects, mass production of nematodes, biocontrol agents, red rot / smut pathogen inoculation, watering and maintenance of pot culture plants, etc. 15. Maintenance of cattle, goat, duck, poultry, fish farm etc, Grass/ fodder collection, milking and its supply.	Semi-Skilled	95 Nos /day
	1. Sugarcane planting works-such as stripping or de-trashing, bagging, spreading setts in fields and covering setts with soil. 2. Fertilizer application in sugarcane field-Basal dose as well as top dressing in plant and ratoon crops		

3.	3. Supply of water in pots for weedicide and pesticide spray in sugarcane fields. 4. Sugarcane seedling planting works such as making small pit in furrows using hand hoe and planting seedlings. 5. Hand hoeing and weeding in sugarcane fields 6. De-trashing, detrashing-cum-weeding 7. De-trashing and de-topping of sample canes cut for juice analysis, assisting in crushing cane samples, transportation of juice and bottle washing. 8. After harvest of bulk cane samples, carrying out stripping or de-trashing and de-topping, bundling and transporting bundled canes from field to farm road. 9. Removal of bagasse while crushing canes for jaggery making. 10. Vermicompost Production: Pre composting, watering, harvesting composed material & sieving. 11. Sugarcane fluff cleaning, soil-mixture preparation, fluff sowing, watering etc. 12. Assisting Scientists /Technicians to record data in sugarcane fields /labs, Lab works such as production of tissue culture plantlets, rearing insects, mass production of nematodes, red rot / smut pathogen inoculation, watering and maintenance of pot culture plants, etc. 13. Maintenance of cattle, goat, duck, poultry, fish farm etc-removal of dung and litters, feeding, yard cleaning.	Un-Skilled	95 Nos/day
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Minimum qualification for labourers under the category of skilled is given below:

Sl.No	Particulars	Category	Qualification
1.	Sales person	Skilled (Grade I)	Must possess one year experience in assisting the production and sale of farm products and with the qualification of 12 std pass.
2.	Tractor Driver	Skilled (Grade II)	Must have possess Heavy Vehicle Driving License with experience in ploughing using all farm implements related to sugarcane planting.
3.	Plumber	Skilled (Grade II)	Must complete following training course Certified training for Plumber by Central Government (or) Certified training for Plumber (Operations) in State Government And Minimum one year experience of laying of irrigation Pipe line in field.

The number of labourers indicated in the last column is approximate requirement and it may vary day by day depending on the quantum of works.

Digitally signed by
DINESH NAGPAL
Date: 23-09-2026
16:44:29

CHIEF ADMINISTRATIVE OFFICER