



**AGRINNOVATE INDIA LIMITED (AgIn) –
A Government of India Enterprise
G-2, A Block, NASC Complex, DPS Marg,
New Delhi- 110012**

TENDER DOCUMENT (TWO BID SYSTEM)

**TENDER INQUIRY FROM REPUTED AND REGISTERED MANPOWER SERVICE
PROVIDERS FOR OUTSOURCING OF ACCOUNTS/ADMINISTRATION/IT
/MESSENGERS SERVICES AT 8 POINTS FOR ONE YEAR
AT
AGRINNOVATE INDIA LIMITED, G-2, A BLOCK, NASC COMPLEX, DEV
PRAKASH SHASTRI MARG, NEW DELHI – 12**

**Contact Details: Sh Saurabh Muni,
Chief Finance Officer, Agrinnovate India Limited,
G-2, A Block, NASC Complex,
DEV PRAKASH SHASTRI MARG,
PUSA, NEW DELHI – 110012
Tel:011-25842122/ 7290002830, Fax: 011-25842124
Website....<http://www.agrinnovate.co.in>**



AGRINNOVATE INDIA LIMITED (AgIn) –

A Government of India Enterprise

G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012
Ph. 011-25842122, 011-25842124 (Telefax), www.agrinnovate.co.in

F.No. XI-1/2020/AgIn

Date: 19th February, 2020

Subject:- Tender enquiry from reputed and registered manpower service providers for outsourcing of Accounts/ Administration/ IT/ Messengers services at 8 points for one year” – Reg.

Agrinnovate India Limited (AgIn) invites online open tender under Two Bids System through e-tendering from reputed and registered manpower service providers for outsourcing of Accounts/ Administration/ IT/ Messengers services at 8 points at Agrinnovate India Limited, **G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12 for one year and extendable by one more year on the same terms and conditions subject to satisfactory performance at Agrinnovate India limited** . Agrinnovate India Limited (AgIn) is a company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India. (refer website www.agrinnovate.co.in).

The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

2. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	XI-1/2020/AgIn
TENDER COST	NIL
DESCRIPTION OF WORK	Tender enquiry from reputed and registered manpower service

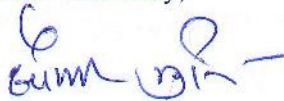
	providers for outsourcing of Accounts/ Administration/ IT/ Messengers services at 8 points at Agrinnovate India Limited G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	19.02.2020 10.00 AM onward
BID SUBMISSION END DATE AND TIME	11.03.2020 upto 10.00 AM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	12.03.2020 at 10:00 AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	17.03.2020 at 10.00 AM
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/Banker's Cheque in favour of Agrinnovate India Limited, payable at New Delhi.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	5% of the annual value of contract in form of Demand Draft/ Bank guarantee /FDR in favour of Agrinnovate India Limited
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 19.02.2020 to 11.03.2020 upto 10.00 AM. The original EMD must be submitted in acceptable form to Chief Finance Officer, Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 before the tender closing date and time i.e. 11.03.2020 upto 10:00 AM. In case, bids (technical and financial bids) are submitted in hard copy, the tender shall be rejected summarily.
Details of tender	Tender Documents and Notice is also available on Agrinnovate website www.agrinnovate.co.in

3. Scope of the proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE-I
3.2	General Terms and conditions of contract and Terms of Service	ANNEXURE-II
3.3	Instructions for Online Bid Submission	ANNEXURE-III
3.4	Check List for Technical Bid Evaluation	ANNEXURE- IV
3.5	Tendering Agency's Profile	ANNEXURE-V
3.6	Certificate to be given as part of Technical Bid	ANNEXURE-VI
3.7	Financial Bid	ANNEXURE-VII
3.8	Remuneration to be paid to the employees	ANNEXURE-VIII
3.9	Draft Agreement	ANNEXURE-IX

4. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). The original EMD must be submitted in acceptable form to Administration In-Charge, Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 before the tender closing date and time as specified on CPP Portal. Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).

Yours faithfully,



(Saurabh Muni)
Chief Finance Officer
Agrinnovate India Limited



AGRINNOVATE INDIA LIMITED (AgIn) –

A Government of India Enterprise

G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012

Ph. 011-25842122, 011-25842124 (Telefax), www.agrinnovate.co.in

TENDER NOTICE

F.No. XI-1/2020/AgIn

Date: 19th February, 2020

Agrinnovate India Limited (AgIn), a Company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India invites online open tender in Two Bids System through e-tendering from reputed and registered manpower service providers for **outsourcing of Accounts/ Administration/ IT/ Messengers services at 8 points at Agrinnovate India Limited G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12 for one year and extendable by one more year on the same terms and conditions subject to satisfactory performance at Agrinnovate India Limited.**

Eligible firms may submit tenders/bids online on CPP Portal (www.eprocure.gov.in/eprocure/app) from 19.02.2020 to 11.03.2020 upto 10.00 AM. Tenderers are also required to submit the original EMD to the Chief Finance Officer, Agrinnovate India Limited, G-2, A Block, NASC Complex before tender closing date. Details can be obtained from www.agrinnovate.co.in. In case, bids (technical and financial bids) are submitted in hard copy, the tender shall be rejected summarily.

(Saurabh Muni)
Chief Finance Officer
Agrinnovate India Limited

LETTER OF INVITATION

INVITATION TO OPEN TENDER NOTICE AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR OUTSOURCING OF ACCOUNTS/ ADMINISTRATION/ IT SERVICES/MESSENGERS SERVICES AT 8 POINTS FOR ONE YEAR AT AGRINNOVATE INDIA LIMITED, G-2, A BLOCK, NASC COMPLEX, DPS MARG, NEW DELHI-110012 AND EXTENDABLE SUBJECT TO SATISFACTORY PERFORMANCE ON THE SAME TERMS & CONDITIONS.

Dear Tenderer,

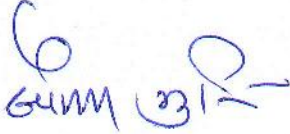
.....
Online bids are hereby invited on behalf of the Chief Executive Officer, Agrinnovate India Limited from **reputed and registered manpower service providers for outsourcing of Accounts/ Administration/ IT/ Messengers services at 8 points at Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12 for one year and extendable by one more year on the same terms and conditions subject to satisfactory performance at Agrinnovate India Limited.** The terms and conditions of the contract are detailed in the tender document. Please submit your offer online only if you are in a position to furnish all the requisite documents and services in accordance with the requirements stated in the attached ANNEXURES. Please **submit your bids (technical and financial) online at CPP Portal.**

1. The terms and conditions of the contract are those contained in the general conditions of contract placed by the Agrinnovate India Limited as detailed in the tender forms and its Annexures. Please submit your rates in the tenders form if you are in a position to furnish the requisite documents and services in accordance with the requirements stated in the attached annexures.
2. An interest free earnest money of Rs.20,000/-(Rupees Twenty thousand only) in the form of demand draft/Banker's cheque (BC) payable to **Agrinnovate India Limited, New Delhi** payable at New Delhi_must be submitted before bid closing date and time failing which tender of the firm will be summarily rejected. The particulars of the earnest money must also be superscripted on the top of the envelope. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/ exemption certificate is not submitted to the Company. The EMD shall be refunded to unsuccessful firm without paying any interest by the AgIn within 90 days from the date of technical bid opening.

3. The Agency/ Contractor/ firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the AgIn.
4. Online bids are invited under two-bid system (Technical bids and financial bids).
5. The annexures of the tender (whichever required) form should be duly filled in all respect and uploaded at CPP Portal as per the instructions contained in the tender document. Each paper uploaded as a part of technical bid must be signed in full by the tenderer.
6. The rates quoted by each Agency/ Contractor/ firm for job/service contract in tenders should be given in Financial Bid format and to be uploaded at the CPP Portal failing which the same is liable to be rejected. Bids will be opened on the scheduled date and time as mentioned in the tender.
7. 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 and will not be considered. The service charges of the service provider firm should be mentioned in terms of percentage in Annexure "VII"- Financial Bid. **Percentage so specified should be in whole numbers and not in decimals and should not be zero. Financial Bid submitted in decimals or zero will be summarily rejected.**
8. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
9. If a tenderer does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 7 (Seven) days or the duration mentioned in the award letter, the offer made shall be deemed to be withdrawn without any further notice & the earnest money will be forfeited.
10. Acceptance by the Chief Executive Officer, Agrinnovate India Limited will be communicated by fax/email, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/email, express letter etc. should be acted upon immediately.
11. The Chief Executive Officer, Agrinnovate India Limited 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.
12. The Chief Executive Officer, Agrinnovate India Limited, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the tender document, at its discretion, in the interest of the job/work.

13. Successful tenderer will have to enter into a detailed contract agreement with Chief Executive Officer, Agrinnovate India Limited on non- judicial stamp paper of Rs. 100/- (One hundred only) for work. The contract agreement should be as per the Annexure-IX of the tender document.
14. Essential documents required for technical evaluation of bids are detailed in ANNEXURE IV.

Yours faithfully,



(Saurabh Muni)
Chief Finance Officer
Agrinnovate India Limited

ANNEXURE-II

TERMS AND CONDITIONS OF CONTRACT AND TERMS OF SERVICE

Earnest Money Deposit:

1. An Earnest Money (EMD) in the form of a demand draft/ Banker's Cheque (BC) for Rs. 20,000 (Rs. Twenty thousand only) drawn on any nationalized / scheduled Bank in favour of "Agrinnovate India Limited" payable at New Delhi only. EMD in any other form will not be accepted. The EMD shall be deposited with the Company (AgIn) latest by 11.03.2020, 10:00 AM i.e. tender closing date and time. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the demand draft number/BC and date.
2. The earnest money will be forfeited:
 - a. If the Tenderer withdraws his Tender during the period of Tender validity.
 - b. If in the case of the successful Tenderer, the Tenderer fails to sign the contract or to furnish performance security in accordance with general terms and conditions of contract.
3. Return/refund of EMD to the unsuccessful/non-responsive Tenderer(s) will be made within 90 days after the successful award of tender. No interest shall be payable on it under any circumstances.
4. Return/refund of EMD to successful bidder will be made within 90 days after signing of contract and deposit of performance security.
5. If tenderer does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 7 days or the duration mentioned in the award letter, the offer made shall be deemed withdrawn & Earnest money shall be forfeited.

Performance Guarantee:

1. The successful Tenderer shall be required to furnish a performance security of 5% of annual value of contract as security deposit within fifteen days after receipt of Award Letter in the form of a Demand draft/ Bank guarantee/FDR from a nationalized / scheduled bank in favour of "Agrinnovate India Limited" payable at New Delhi. No interest will be payable on the performance security.
2. The performance guarantee shall be discharged / returned on expiry and successful completion of the contract, within a period of 60 days from it becoming due. In case of non-execution of the contract/poor services, in part or in full, the performance security shall be forfeited, after giving due notice to the Contractor in respect of the

defective / improper performance / execution or breach of any of the terms of the contract etc.

3. Any sum of money due or payable to the Contractor, including the performance security refundable to him under the contract, may be apportioned by Agrinnovate, against any amount of loss caused / penalty imposed on the Contractor, which the Contractor may owe to Agrinnovate under this contract or any other contract or transaction.

Qualifying Criteria for the firm:

1. Only registered and bona-fide service providers/ agencies having last two year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies of Govt. of India/corporations of Govt. of India/ reputed public or private organizations.
2. Firm should have a Registration Certificate under the Govt. of NCT of Delhi.
3. The company/firm/agency should be registered with appropriate authorities under EPF & ESIC Act.
4. The firm/agency/company should be registered with Income Tax and Service Tax departments (PAN, TAN number, GST No. to be submitted as a part of technical bid).
5. Turnover of the firm should not be less than Rs. 50,00,000/- (Rupees Fifty lakhs only) during each of the last three financial years.

Terms & Conditions:

1. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the annexures to the tenders are 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 partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney/ Authorized Signatory of the firm if it is a company.
2. 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 document must be signed by every partner of the firm. A person signing the tender 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, Agrinnovate India Limited shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory and/or firm liable for all costs and damages.

3. The selected Agency/ Contractor/ firm shall provide the necessary personnel at Agrinnovate India Limited immediately as per labor laws prevalent in the NCT of Delhi. The Agency/ Contractor/ firm shall employ reliable persons with good health in the **age group of 21 to 45 years** except in case of Sr. Executive Accounts and Sr. Executive Administration where retired officer are also eligible. In case any of the personnel so provided is not found suitable by the Agrinnovate India Limited, Agrinnovate India Limited shall have the right to ask for replacement without giving any reason thereof and the Agency/ Contractor/ firm shall have to replace such personnel immediately.
4. The deployed staff will be of the desired qualifications as mentioned in the tender document.
5. That the firm shall ensure that all persons deployed are of good character, well behaved and other wise competent and qualified to perform the work for which they are employed such persons are expected to maintain discipline in office while conducting duties.
6. Monthly wages to be paid to the contractual manpower will be as specified in Annexure- VIII of tender document which will be reimbursed to the Agency/ Contractor/ firm on submission of the bill. 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. ESI/EPF shall be paid as per the Government of India prescribed rates wherever applicable and same will be reimbursed as per Government of India notification.
7. The firm shall issue the identity cards to each of the worker engaged for entry in Agrinnovate India Limited premises.
8. The services are to be provided as per the working days and timings of Agrinnovate India Limited. Sometimes, as per need, services are to be rendered beyond office hours also. No extra payment will be made on this account.
9. Recruitment of staff and changing of staff shall be with the approval of Agrinnovate India Limited.
10. There will be a provision of 24 days leave on pro-rata basis in a calendar year subject to sanction by the reporting officer of the employees as appointed by the Company (AgIn). No carry forwarding of any type of leave beyond a year is permissible.
11. The Company (AgIn) will be maintaining leave records of the personnel engaged by the agency but the same will also be intimated to the Agency/ Contractor/ firm. It is also the responsibility of the Agency/ Contractor/ firm to keep record of their leaves and follow the relevant rules and raise the bill accordingly.

12. 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 Agrinnovate India Limited from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the Agrinnovate India Limited.
13. The Agency/ Contractor/ firm or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
14. The personnel so provided by the Agency/ Contractor/ firm under this contract will not be the employees of Agrinnovate India Limited. There will be no employer-employee relationship between Agrinnovate India Limited and the persons so engaged by the contractor in the aforesaid services shall be employees of the contractor for all purposes.
15. The Agency/ Contractor/ firm will provide 2 sets of proper uniform for summers and winters each of workers employed for providing Messenger Services.
16. The Agency/ Contractor/ firm will discharge all his legal obligations in respect of the personnel 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, provisions of law in force that may be applicable to them from time to time.
17. The Agency/ Contractor/ firm to whom the contract will be awarded shall not transfer or sub let the contract to other firm at any stage of contract.
18. That the Agency/ Contractor/ firm agrees to discharge all their legal obligations of their workers in respect of their wages and services 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 Contract labour (Regulation & Abolition) Act. 1970, Payment of Wages Act 1948, Employees Liability Act 1938, Maternity Benefits Act 1961, Employees Compensation Act 1923, E.P.F., E.S.I. & M.P. Act 1952 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The Contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits risks in relation to employees to be engaged by him. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Acts.
19. The Agency/ Contractor/ firm will furnish to Agrinnovate India Limited the complete bio data giving 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 Agrinnovate India Limited.
20. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Company (AgIn) to the concerned tax

collection authorities from time to time as per extant rules and regulations on the matter.

21. The Agency/ Contractor/ firm shall make payment of remuneration/wages to its personnel before 7th of every month by NEFT/ RTGS transfer in the individual bank account and need to provide a proof of the same with monthly bill to be submitted in the Company (AgIn) for payment. After making the payment, the Agency/ Contractor/ firm shall raise the bill on the Agrinnovate India Limited for payment of the settled amount. They will submit to the Agrinnovate India Limited a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESI contribution (wherever applicable).
22. Any loss, theft or damage to the life and/or property of the employees of the Agrinnovate India Limited and/or property of the Agrinnovate India Limited shall be compensated by the Agency/ Contractor/ firm if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
23. The Company (AgIn) may increase or decrease the manpower deployed to the organization as per the Company's requirements.
24. The Chief Executive Officer, Agrinnovate India Limited, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the tender document, at its discretion, in the interest of the organization.
25. Chief Executive Officer, Agrinnovate India Limited reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Chief Executive Officer, Agrinnovate India Limited shall be final and binding on the Agency/ Contractor/ firm in respect of clauses covered under the contract.
26. The firm shall provide a coordinator for immediate interaction with our organization.

Scope of work:

1. The personnel will be deployed at Agrinnovate India Limited, G-2, A Block, NASC Complex, DPS Marg, New Delhi-110012
2. The services are to be provided on all working days of the Agrinnovate India Limited. Sometimes, as and when required by the Company, services are to be rendered on Saturday and Sunday and beyond Office hours also including holidays etc and no extra payment will be made on this account.
3. The services are required for performing various administrative, financial, IT and messengers services at the Company. The qualification and experience required respectively for those personnel are as follows:

Qualifications required for the personnel:

Accounts Services:

A. Qualification for one Sr. Executive (Accounts)

- (i) Passed the CA/MBA (Finance) or
- (ii) Having a relevant work experience of minimum 3 years in a Government Ministry/ Department/ PSU/Private organization
- (iii) Retired officer from ICAR/any other Government department/Ministry /PSUs/PSEs are also eligible in which case qualification mentioned at (i) and (ii) above will not be essential.
- (iv) The individual should have knowledge of Government of India Accounts and Finance Rules & regulations, well versed with the knowledge of accounting procedures.
- (v) Good communication skills in English & Hindi

B. Qualification for one Jr. Executive (Accounts)

- (i) The individual should have passed B.Com or any relevant stream.
- (ii) The individual must have knowledge of MS Office and tally accounting.
- (iii) Minimum 2 year of experience in a in a Government Ministry/ Department/ PSU/Private organization of accounting support related to maintenance of cash book, Journal entries, Ledger creation, Bank reconciliation statement, Vouchers etc.
- (iv) Good communication skills in English & Hindi

Administrative Services:

A. Qualification for one Sr. Executive (Administration)

- (i) The individual should have passed MBA from a recognized institute/university (any Stream) or
- (ii) Having a relevant work experience of minimum 3 years in a Government Ministry/ Department/ PSU/Private organization
- (iii) Retired officer in Administrative cadre of ICAR/Government department/PSUs/PSEs are also eligible in which case qualification mentioned at (i) and (ii) above will not be essential.
- (iv) The individual should have Administrative knowledge of Government of India Rules & regulations, well versed with the knowledge of administrative procedures, MS Office etc.
- (v) Good communication skills in English & Hindi

B. Qualification for one Jr. Executive (Administration)

- (i) The individual should have passed graduate from any stream.

- (ii) Knowledge of MS Office.
- (iii) Minimum 2 years of experience in a Government Ministry/ Department/ PSU/Private organization of administrative support.
- (iv) Good communication skills in English & Hindi

Information Technology Services:

A. Qualification for one Sr. Executive (IT)

- (i) M.Sc (IT) or MCA.
- (ii) Strong computer skills with good grasp of maintenance of websites, webmails, networking, MS Office etc
- (iii) Ability to learn and implement new IT applications as and when required by the Company
- (iv) Minimum of 3 years of working experience in a Government Ministry/ Department/ PSU/Private organization in the above.
- (v) Good communication and writing skills in English and Hindi.

Messenger Services:

A. Qualification for three Messengers

1. The individual should have passes 12th standard from a recognized Board.

Evaluation of Bids:

The bids will be evaluated on the basis of following:

1. The bids of those bidders which have not submitted the EMD as per the prescribed date and time of the tender will be summarily rejected.
2. The technical bids will be evaluated by a Technical Evaluation Committee. Only those bidders who submit all requisite documents as per this tender and secure 40% in the technical qualification on parameters mentioned below will be declared as qualified for being considered for financial bids:-

a)	Average turnover of the firm during last three years:	
	• Exceeding 50 Lakhs & upto 2 Crore	10 Marks
	• Exceeding 2 Crore & upto 5 Crore	20 Marks
	• Exceeding 5 Crore	30 Marks
b)	Experience of serving in Govt (Centre/ State) Departments/ Autonomous bodies/ PSUs/ PSEs/ Bank & Insurance Companies of Government or equivalent organization of high repute	

	<ul style="list-style-type: none"> Exceeding 2 years and upto 3 years Exceeding 3 years and upto 5 years Exceeding 5 years 	10 Marks 20 Marks 30 Marks
c)	Total No. of people on their rolls (in last f.y. 18-19)	
	<ul style="list-style-type: none"> Exceeding 50 and upto 150 Exceeding 150 and upto 250 Exceeding 250 	10 Marks 20 Marks 30 Marks
d)	Type of Organization	
	<ul style="list-style-type: none"> Company/ LLP Proprietorship/ partnership firm/ any other 	10 Marks 05 Marks

- 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 and will not be considered.** The service charges of the service provider firm should be mentioned in terms of percentage in Annexure "VII-Financial Bid". Percentage so specified should be in whole numbers and not in decimals and should not be zero. **Financial Bid submitted in decimals or zero will be summarily rejected.**
- In case of tie in the lowest financial bids, the work will be awarded to the agency obtaining highest score among them during evaluation of their technical bids.
- In case, there would be further any tie in the technical evaluation score as well, then the bidder having higher turnover during the last financial year will be preferred.

Payment Terms:

- No advance payment will be made. The approved Agency/ Contractor/ firm shall submit the bill (in triplicate) at the end of the month with the supporting relevant documents. No interest is payable on delayed payment.
- Service charges shall be calculated as per the quoted percentage of total remuneration paid during the month including ESI and EPF contributions, if applicable.
- Payment for service contract will be made monthly upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by contractual employees and EPF/ESI challans for submission of EPF/ESI contribution (if applicable).
- The GST will be payable as per the approved rates and rules of the Govt. of NCT of Delhi or Govt. of India as modified/ amended/ increased from time to time by the Government.
- Any other tax/ TDS as per rules shall be deducted at source from monthly bills of the successful tenderer.

6. The payment against the contract shall be made on monthly basis through RTGS/ NEFT (online) only.

Extension and Termination of Contract:

1. The contract will be initially valid for the period 01.04.2020 to 31.03.2021 (one year). The period of contract is extendable up to a period of one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the contractor in this regard.
2. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration (as stipulated in the tender) in the interest of the Company (AgIn), for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
3. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit submitted to Agrinnovate shall be forfeited without any claim whatsoever on Agrinnovate and the Agency/ Contractor/ firm is liable for action as appropriate under the extant laws.
4. The contract may be terminated by this office at any time by giving one month notice without assigning any reasons thereof, if the work of the Agency/ Contractor/ firm is not found satisfactory. In this connection, the decision of the Company (AgIn) shall be final and binding on the Agency/ Contractor/ firm. Further, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.
5. Agency/ Contractor/ firm may also terminate the contract by giving one-month notice (one-month period will count from the date of receipt of such notice at Agrinnovate). In this notice period, it is the responsibility of the Agency/ Contractor/ firm to provide proper and satisfactory services to the Company (AgIn) as mentioned in the tender document.
6. In case of breach of any terms and conditions attached to this contract, the interest free security deposit of the contracting agency will be liable to be forfeited by Agrinnovate India Limited besides annulment of the contract.
7. 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/otherwise capacity in Agrinnovate India Limited.
8. Non-compliance with any of the terms and conditions is liable to rejection of contract.

Penalty/ Liquidated Damages Clauses:

1. Any misconduct/misbehavior on the part of the personnel deployed by the Agency/ Contractor/ firm will not be tolerated and such persons will have to be replaced immediately.
2. If the Agency/ Contractor/ firm violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of Officer authorized by AgIn, a penalty leading to deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

Indemnification:

1. The Agency/ Contractor/ firm shall keep the AgIn indemnified against all claims whatsoever in respect of the personnel deployed by the contractor. In case any personnel of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the Agency/ Contractor/ firm to contest the same. In case, AgIn is made and is supposed to contest the case, AgIn will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to AgIn on demand. Further, the Agency/ Contractor/ firm shall ensure that no financial or any liability comes on AgIn in this respect of any nature whatsoever and shall keep AgIn indemnified in this respect.
2. The Agency/ Contractor/ firm shall further keep the AgIn indemnified against any loss to the AgIn property and assets. AgIn shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Agency/ Contractor/ firm under this contract.

Settlement of Disputes:

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially provided in this tender/ agreement) the decision of CEO, Agrinnovate India Limited will be final and binding on all parties.
2. Disputes arising, if any, on the contract will be settled at the level of CEO, AgIn by mutual consultation and in case of failure of settlement, dispute shall be referred to the Arbitration as per the Arbitration & Conciliation Act, 1996 as amended from time to time.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

NOTE :

1. The Chief Executive Officer, Agrinnovate India Limited, G-2, "A" Block, NASC Complex, DPS Marg, New Delhi may at his discretion, extend tender opening date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day following the holiday.

The CEO, Agrinnovate India Limited reserves the right to reject any or all tenders in whole or in part assigning reasons therefore. The decision of CEO, Agrinnovate India Limited shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Instructions for Online Bids submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signatures Certificates. The instructions given below are meant to assist the bidders in registration on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). In case, bids are submitted in hard copy, the tender shall be rejected summarily. Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
2. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website www.eprocure.gov.in.
3. The tendering firm has to carefully assess the scope of work. For any clarification (s) as to the tender/scope of work, the prospective bidders may contact Administration Department, Agrinnovate India Limited, New Delhi-110012 with prior appointment on phone no.011-25842122/ +91-7290002830 on any working day between 3 to 4 PM.

Registration:

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: at <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

2. As a part of enrolment process, the bidders will be required to choose unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. SIFY/ TCS/ nCode/ EMudhra etc) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidders then logs in to the site through the secured the log-in by entering their user ID/ password and the password of the DSC/ e Token.

Searching for Tender Documents:

1. There are various options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value etc. There is also an option to advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ email in case there is any corrigendum issued to the tender document.
3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the helpdesk.

Preparation of Bids:

1. Bidder should take into account any corrigendum published, if any, on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as a part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents- including the name and contents of each of the document that need to be submitted. Any deviations from these will lead to rejection of the bid.

3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ RAR/ DWF forms. Bid documents may be scanned with 100 dpi with black and white options.
4. To avoid, the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard document (e.g. PAN Card copy, Auditor certificates etc) has been provided to the Bidders. Bidders may use 'My space' area available to them to upload such documents. These documents may be directly submitted from the 'My space' area while submitting the bid, and need not be uploaded again. This will lead to reduction in the time required for Bid submission process.

Submission of Bids:

1. Bidders should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to any other issues.
2. The bidders have to digitally sign and upload the required bid document as indicated in the tender document.
3. Bidders have to select the payment option as "offline" to pay the tender fees/ EMD as applicable and enter the details of the instrument.
4. **Bidders should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person so that it may reach the Company (AgIn) Office latest by the last date and time of the bid submission. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scan copy and the data entered during the bid submission time. Otherwise, the uploaded bid will be rejected.**
5. A standard Financial Bid format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download Financial bid file, open it and complete the white coloured (unprotected) cells with the respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidders should save it and submit it online, without changing the file name. If the Financial Bid file is found to be modified by the Bidder, the bid will be rejected.

6. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of the bids etc. The Bidders should follow this time during the bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by the unauthorized person until the time of bid opening. The confidentiality of the bids is being maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date and time of submission of bids with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bids. The acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to Bidders:

1. Any queries relating to the tender documents and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

CHECK-LIST FOR TECHNICAL BID**AGRINNOVATE INDIA LIMITED**

(Scanned copy of the relevant documents to be uploaded at CPP Portal for each item mentioned below)

CHECK-LIST FOR TECHNICAL BID

Sl. No.	Particulars	Details with supporting documents	Page No.
1.	Registration certificate of the firm under the Govt. of NCT of Delhi. Attested copy of valid labour license from the Regional Labour commissioner for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.		
2.	Duly signed and stamped Certificate by Chartered Accountant certifying the Profit and Loss Account of the firm for last three financial years. Turnover of the firm should not be less than Rs.50,00,000/- during each year.		
3.	Last two year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies of Govt. of India/corporations of Govt. of India/ reputed public or private organizations having atleast one contract of the value of Rs. 40 Lakhs or more or two similar works having contract value of Rs. 20 Lakhs or more (in the last three financial years, with details in enclosed tabular form. <i>Performance Certificate having no contract value, period of contract will not be considered for evaluation. Performance certificate should be issued and signed by organization concerned.</i>		
4.	No. of people on the roll of firm (in last f.y. 18-19) (Duly attested Certificate from the borrowing organizations to be annexed mentioning the current number of manpower supplied by your firm. No other certificate in this regard will be accepted)		
5.	No. of years of past experience of supplying manpower to Government Departments (Necessary Certificate may be enclosed)		

6.	Attested copy of PAN/ TAN/TIN of the company/firm/agency.		
7.	Attested copy of GST of the company/firm/agency		
8.	Attested copy of EPF Registration No. of the company/firm/agency.		
9.	Attested copy of ESIC Registration No. of the company/firm/agency.		
10.	EMD of Rs. 20,000/-		
11.	Filled and signed Tendering Agency's Profile as mentioned at Annexure-V		
12.	Filled and signed Certificate by the firm as mentioned at Annexure-VI		
13.	Whether the Firm/ Company/ Agency have been blacklisted by any Ministry/ Department of the Government. The tendering firms/ bidders shall have to submit a notarized affidavit (in original) on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned/ debarred.		

Note:

- **Company/ Firm/ Agency/ Contractor scoring less than 40% in technical bid will not be considered for financial bid.**
- **Only the relevant documents may be enclosed in support of above sought particulars. The firm should not enclose any additional information/ paper for the technical checklist.**

Tendering Agency's Profile**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) (i) Indian Companies Act, 1956 (ii) Indian Partnership Act, 1932 (please give names of partners) (iii) Any other Act	
4.	Firm Details	
	(i) 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.	
	(ii) 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	
	(iii) If the answer to point (i) and (ii) above is 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(s)	
5.	Name and full address of your banker	
6.	Copies of PAN/TAN/ GST registration to be submitted)	
7.	Date of establishment of the agency/firm/company	
8.	Whether registered with all concerned	

	Government authorities (EPF/ESI etc.) and having license under Contract Labour (Regulation & Abolition), Act (copies of all certificates of registration to be enclosed)	
9.	Any other relevant information	

PART-II

1.	Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders	
2.	Name of the permanent representative to be visiting Agrinnovate India Limited regarding the contract	

PART-III

Details of the Minimum 2 years' experience/work done.

S.No.	Name and address of the Dept./ Organization with reference letters where agency is working	Name and Designation of contact Person with Ph. No.	Period		No. of staff deployed	Value of the Contract and other details	Remarks
			From	To			

(Authorized Signatory)

ANNEXURE- VI

**(CERTIFICATE TO BE GIVEN ON LETTER HEAD OF THE FIRM AS PART OF
TECHNICAL BID)**

To,

The Chief Executive Officer
Agrinnovate India Limited, NASC Complex, New Delhi-12.

Dear Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for PROVIDING ACCOUNTS/ADMINISTRATIVE/IT AND MESSENGER SERVICES AT 08 POINTS FOR ONE YEAR AT G-2, A BLOCK, NASC COMPLEX, DPS MARG, NEW DELHI-110012 and EXTENDABLE ON THE SAME TERMS & CONDITIONSSUBJECT TO SATISFACTORY PERFORMANCE 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 Annexure-VII 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.

1. I/We have understood the total quantum of work by going through the tender document and all the conditions mentioned in the tender document are acceptable to us.
2. I/we shall be bound by acceptance and will provide the manpower within the prescribed time.
3. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
4. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
5. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
6. I/ We undertake that there are not any legal suit/ criminal case pending against our firm.
7. I/ We are not blacklisted by any Government organization in the field of hiring of vehicles for official use on outsourcing basis.

We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts. This offer is made to be valid for acceptance by Agrinnovate India Limited within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm) Stamp/Seal of the firm

ANNEXURE-VII

FINANCIAL BID

TO BE UPLOADED IN CPPP

Last date for receipt of tender : 11.03.2020 upto 10.00 AM

Date of opening of tender (Technical Bid) : 12.03.2020 at 10.00 AM

(At Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, Pusa New Delhi – 110012)

To,

The Chief Finance Officer,
Agrinnovate India Limited
G-2, A Block, NASC Complex,
DPS Marg, New Delhi – 110012.

Sir,

I/We wish to submit our Tenders for **PROVIDING ACCOUNTS/ADMINISTRATIVE/IT AND MESSENGER SERVICES AT 08 POINTS FOR ONE YEAR AT G-2, A BLOCK, NASC COMPLEX, DPS MARG, NEW DELHI-110012 and EXTENDABLE FOR ONE YEAR SUBJECT TO SATISFACTORY PERFORMANCE ON THE SAME TERMS & CONDITIONS** at the following rate :-

S.No	Particular	Rate in percentage
1	Service Charges of the firm	
	(To be quoted in percentage)	
	Percentage so specified should be in whole number and not in decimals and should not be zero.	(In figures)
		(In words)

Bids quoting 'Nil' charges/consideration shall be treated as unresponsive and will not be considered.

Percentage so specified should be in whole numbers and not in decimals and should not be zero. If percentage is specified in decimals or zero, the bid will be summarily rejected.

Any financial bid with overwriting or cutting will be disqualified.

GST/ applicable taxes would be extra and will be paid by the Company.

I/we agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/we have carefully read the terms and conditions of the tender and agreed to abide by these in letter and spirit.

Signature _____
Name & address of the firm _____
Telephone no. _____
Mobile no. _____

ANNEXURE-VIII

Agency/ Firm/ Contractor will be reimbursed at rates detailed below for each manpower per month:-

S.No	Particulars	Amount (in rupees)
	Amount payable to each contractual staff employed in Agrinnovate by the firm	
1.	For Sr. Executive Accounts	56,000
2.	For Jr. Executive Accounts	35,000
3.	For Sr. Executive Administration	56,000
4.	For Jr. Executive Administration	35,000
5.	For Sr. Executive (IT)	56,000
6.	For Messenger 3 Nos. @23,000/-	69,000

Note:

- I. ESI/EPF shall be paid as per the Government of India prescribed rates, wherever applicable.
- II. **Service charges shall be calculated as per the quoted percentage of total remuneration paid during the month including ESI and EPF contributions, if applicable.**
- III. Service tax will be payable as raised in the bill at approved rates and as modified/ amended/increased from time to time by the Government.
- IV. The firm should registered with ESIC/EPF and other Labour Act. Any voluntary contribution in EPF/ESIC during the rate contract period the same may be facilitated by the firm and the firm will follow all the statutory obligations of ESIC/EPF & other Labour welfare measures.
- V. The tendering agency shall be responsible for compliance of all statutory provisions in respect of their wages and services 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.

-----X-----

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place)on (month/year)..... day of between Agrinnovate India Limited through..... (Designation of the competent authority in Agrinnovate India Limited)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 Agrinnovate India Limited has decided to assign the annual contract for providing services at Agrinnovate India Limited, New Delhi to the firm on the terms and conditions hereinafter contained.

And

_____ agrees to provide the Accounts/Administration/IT Services and Messenger services for a period of one year on the terms and conditions hereinafter contained

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

1. This agreement shall come into force w.e.f. 1st April, 2020 and will remain in force for a period for one year but can be terminated by Agrinnovate India Limited for any justifiable reason by giving one calendar months' notice and it is not mandatory to communicate the reason to the tenderer. The agreement can be renewed on same terms, if mutually agreed, for one year.
2. The firm shall be responsible for providing ACCOUNTS/ ADMINISTRATIVE/ IT AND MESSENGER SERVICES at AGRINNOVATE INDIA LIMITED, G-2, A BLOCK, NASC COMPLEX, DPS MARG, NEW DELHI-110012
3. That the firm shall ensure that all persons deployed at Agrinnovate India Limited premises are of good character, well behaved and other wise competent and qualified to perform the work for which they are employed.
4. The selected Agency/ Contractor/ firm shall provide the necessary personnel at Agrinnovate India Limited immediately as per labor laws prevalent in the NCT of Delhi. The Agency/ Contractor/ firm shall employ reliable persons with good health in the **age group of 21 to 45 years** except in case of Sr. Executive Accounts and Sr. Executive Administration where retired officer are also eligible. In case any of the personnel so provided is not found suitable by the Agrinnovate India Limited, Agrinnovate India Limited shall have the right to ask for replacement without giving any reason thereof and the Agency/ Contractor/ firm shall have to replace such personnel immediately.

5. The deployed staff will be of the desired qualifications as mentioned in the tender document and also given below.
6. Wages to be paid to the Contractual manpower as per the rates given below:

Contractor will be reimbursed at the rates detailed below for each manpower/ month:

S.No.	Particulars	Amount (in rupees)
1.	For Sr. Executive Accounts	56,000
2.	For Jr. Executive Accounts	35,000
3.	For Sr. Executive Administration	56,000
4.	For Jr. Executive Administration	35,000
5.	For Sr. Executive (IT)	56,000
6.	For Messenger 3 Nos. @23,000/-	69,000
7.	Service Charges of the Firm (in terms of percentage)

*ESI/EPF shall be paid as per the Government of India prescribed rates, wherever applicable.

7. Monthly wages to be paid to the contractual manpower is specified above which will be reimbursed to the Agency/ Contractor/ firm on submission of the bill. 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. ESI/EPF shall be paid as per the Government of India prescribed rates wherever applicable and same will be reimbursed as per Government of India notification.
8. The firm shall issue the identity cards to each of the worker engaged for entry in Agrinnovate India Limited premises.
9. The services are to be provided as per the working days and timings of Agrinnovate India Limited. Sometimes, as per need, services are to be rendered beyond office hours also. No extra payment will be made on this account.
10. Recruitment of staff and changing of staff shall be with the approval of Agrinnovate India Limited.

11. There will be a provision of 24 days leave on pro-rata basis in a calendar year subject to sanction by the reporting officer of the employees as appointed by the Company (AgIn).
12. The Company (AgIn) will be maintaining leave records of the personnel engaged by the agency but the same will also be intimated to the Agency/ Contractor/ firm. It is also the responsibility of the Agency/ Contractor/ firm to keep record of their leaves and follow the relevant rules and raise the bill accordingly.
13. 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 Agrinnovate India Limited from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the Agrinnovate India Limited.
14. The Agency/ Contractor/ firm or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
15. The personnel so provided by the Agency/ Contractor/ firm under this contract will not be the employees of Agrinnovate India Limited. There will be no employer-employee relationship between Agrinnovate India Limited and the persons so engaged by the contractor in the aforesaid services shall be employees of the contractor for all purposes.
16. The Agency/ Contractor/ firm will provide 2 sets of proper uniform for summers and winters each of workers employed for providing Messenger Services.
17. The Agency/ Contractor/ firm will discharge all his legal obligations in respect of the personnel 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, provisions of law in force that may be applicable to them from time to time.
18. The Agency/ Contractor/ firm to whom the contract will be awarded shall not transfer or sub let the contract to other firm at any stage of contract.
19. That the Agency/ Contractor/ firm agrees to discharge all their legal obligations of their workers in respect of their wages and services 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 Contract labour (Regulation & Abolition) Act. 1970, Payment of Wages Act 1948, Employees Liability Act 1938, Maternity Benefits Act 1961, Employees Compensation Act 1923, E.P.F., E.S.I. & M.P. Act 1952 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The Contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits risks in relation to employees to be engaged by him. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Acts.

20. The Agency/ Contractor/ firm will furnish to Agrinnovate India Limited the complete bio data giving 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 Agrinnovate India Limited.
21. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Company (AgIn) to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
22. The Agency/ Contractor/ firm shall make payment of remuneration/wages to its personnel before 7th of every month by NEFT/ RTGS transfer in the individual bank account and need to provide a proof of the same with monthly bill to be submitted in the Company (AgIn) for payment. After making the payment, the Agency/ Contractor/ firm shall raise the bill on the Agrinnovate India Limited for payment of the settled amount. They will submit to the Agrinnovate India Limited a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESI contribution (wherever applicable).
23. Any loss, theft or damage to the life and/or property of the employees of the Agrinnovate India Limited and/or property of the Agrinnovate India Limited shall be compensated by the Agency/ Contractor/ firm if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
24. The Company (AgIn) may increase or decrease the manpower deployed to the organization as per the Company's requirements.
25. The Chief Executive Officer, Agrinnovate India Limited, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the tender document, at its discretion, in the interest of the organization.
26. Chief Executive Officer, Agrinnovate India Limited reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Chief Executive Officer, Agrinnovate India Limited shall be final and binding on the Agency/ Contractor/ firm in respect of clauses covered under the contract.
27. The firm shall provide a coordinator for immediate interaction with our organization.

Scope of work:

1. The personnel will be deployed at Agrinnovate India Limited, G-2, A Block, NASC Complex, DPS Marg, New Delhi-110012

2. The services are to be provided on all working days of the Agrinnovate India Limited. Sometimes, as and when required by the Company, services are to be rendered on Saturday and Sunday and beyond Office hours also including holidays etc and no extra payment will be made on this account.
3. The services are required for performing various administrative, financial, IT and messengers services at the Company. The qualification and experience required respectively for those personnel are as follows:

Qualifications required for the personnel:

Accounts Services:

A. Qualification for one Sr. Executive (Accounts)

- (i) Passed the CA/MBA (Finance) or
- (ii) Having a relevant work experience of minimum 3 years in a Government Ministry/ Department/ PSU/Private organization
- (iii) Retired officer from ICAR/any other Government department/Ministry /PSUs/PSEs are also eligible in which case qualification mentioned at (i) and (ii) above will not be essential.
- (iv) The individual should have knowledge of Government of India Accounts and Finance Rules & regulations, well versed with the knowledge of accounting procedures.
- (v) Good communication skills in English & Hindi

B. Qualification for one Jr. Executive (Accounts)

- (i) The individual should have passed B.Com or any relevant stream.
- (ii) The individual must have knowledge of MS Office and tally accounting.
- (iii) Minimum 2 year of experience in a in a Government Ministry/ Department/ PSU/Private organization of accounting support related to maintenance of cash book, Journal entries, Ledger creation, Bank reconciliation statement, Vouchers etc.
- (iv) Good communication skills in English & Hindi

Administrative Services:

A. Qualification for one Sr. Executive (Administration)

- (i) The individual should have passed MBA from a recognized institute/university (any Stream) or
- (ii) Having a relevant work experience of minimum 3 years in a Government Ministry/ Department/ PSU/Private organization
- (iii) Retired officer in Administrative cadre of ICAR/Government department/PSUs/PSEs are also eligible in which case qualification mentioned at (i) and (ii) above will not be essential.

- (iv) The individual should have Administrative knowledge of Government of India Rules & regulations, well versed with the knowledge of administrative procedures, MS Office etc.
- (v) Good communication skills in English & Hindi

B. Qualification for one Jr. Executive (Administration)

- (i) The individual should have passed graduate from any stream.
- (ii) Knowledge of MS Office.
- (iii) Minimum 2 years of experience in a Government Ministry/ Department/ PSU/Private organization of administrative support.
- (iv) Good communication skills in English & Hindi

Information Technology Services:

A. Qualification for one Sr. Executive (IT)

- (i) M.Sc (IT) or MCA.
- (ii) Strong computer skills with good grasp of maintenance of websites, webmails, networking, MS Office etc
- (iii) Ability to learn and implement new IT applications as and when required by the Company
- (iv) Minimum of 3 years of working experience in a Government Ministry/ Department/ PSU/Private organization in the above.
- (v) Good communication and writing skills in English and Hindi.

Messenger Services:

A. Qualification for three Messengers

1. The individual should have passes 12th standard from a recognized Board.

Payment Terms:

1. No advance payment will be made. The approved Agency/ Contractor/ firm shall submit the bill (in triplicate) at the end of the month with the supporting relevant documents. No interest is payable on delayed payment.
2. Service charges shall be calculated as per the quoted percentage of total remuneration paid during the month including ESI and EPF contributions, if applicable.
3. Payment for service contract will be made monthly upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by

contractual employees and EPF/ESI challans for submission of EPF/ESI contribution (if applicable).

4. The GST will be payable as per the approved rates and rules of the Govt. of NCT of Delhi or Govt. of India as modified/ amended/ increased from time to time by the Government.
5. Any other tax/ TDS as per rules shall be deducted at source from monthly bills of the successful tenderer.
6. The payment against the contract shall be made on monthly basis through RTGS/ NEFT (online) only.

Extension and Termination of Contract:

1. The contract will be initially valid for the period 01.04.2020 to 31.03.2021 (one year). The period of contract is extendable up to a period of one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the contractor in this regard.
2. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration (as stipulated in the tender) in the interest of the Company (AgIn), for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
3. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit submitted to Agrinnovate shall be forfeited without any claim whatsoever on Agrinnovate and the Agency/ Contractor/ firm is liable for action as appropriate under the extant laws.
4. The contract may be terminated by this office at any time by giving one month notice without assigning any reasons thereof, if the work of the Agency/ Contractor/ firm is not found satisfactory. In this connection, the decision of the Company (AgIn) shall be final and binding on the Agency/ Contractor/ firm. Further, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.
5. Agency/ Contractor/ firm may also terminate the contract by giving one-month notice (one-month period will count from the date of receipt of such notice at Agrinnovate). In this notice period, it is the responsibility of the Agency/ Contractor/ firm to provide proper and satisfactory services to the Company (AgIn) as mentioned in the tender document.
6. In case of breach of any terms and conditions attached to this contract, the interest free security deposit of the contracting agency will be liable to be forfeited by Agrinnovate India Limited besides annulment of the contract.

7. 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/otherwise capacity in Agrinnovate India Limited.
8. Non-compliance with any of the terms and conditions is liable to rejection of contract.

Penalty/ Liquidated Damages Clauses:

1. Any misconduct/misbehavior on the part of the personnel deployed by the Agency/ Contractor/ firm will not be tolerated and such persons will have to be replaced immediately.
2. If the Agency/ Contractor/ firm violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of Officer authorized by AgIn, a penalty leading to deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

Indemnification:

1. The Agency/ Contractor/ firm shall keep the AgIn indemnified against all claims whatsoever in respect of the personnel deployed by the contractor. In case any personnel of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the Agency/ Contractor/ firm to contest the same. In case, AgIn is made and is supposed to contest the case, AgIn will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to AgIn on demand. Further, the Agency/ Contractor/ firm shall ensure that no financial or any liability comes on AgIn in this respect of any nature whatsoever and shall keep AgIn indemnified in this respect.
2. The Agency/ Contractor/ firm shall further keep the AgIn indemnified against any loss to the AgIn property and assets. AgIn shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Agency/ Contractor/ firm under this contract.

Settlement of Disputes:

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially provided in this tender/ agreement) the decision of CEO, Agrinnovate India Limited will be final and binding on all parties.

2. Disputes arising, if any, on the contract will be settled at the level of CEO, AgIn by mutual consultation and in case of failure of settlement, dispute shall be referred to the Arbitration as per the Arbitration & Conciliation Act, 1996 as amended from time to time.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

The terms and conditions as stipulated in the Company's tender document dated 19.02.2020 for this contract, shall be part of this agreement.

The decision of the competent authority at Agrinnovate India Limited shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

For (Name of the firm)

For the Agrinnovate India Limited

Witness:-

1. _____

1. _____

2. _____

2. _____