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|  | **CE ICAR-CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE****(Indian Council of Agricultural Research)****Santoshnagar :: Saidabad Post :: Hyderabad - 500059** |  |

**EMPANELMENT OF CONTRACTORS FOR MISCELLANEOUS PETTY CIVIL, ELECTRIAL, SANITARY, PLUMBING, FURNITURE WORKS ETC.,**

1. **NOTICE INVITING APPLICATION FOR EMPANELMENT**

ICAR-CRIDA is an autonomous Institute working under the administrative control of INDAN COUNCIL OF AGRICULTURAL RESEARCH, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers’ Welfare, Government of India situated at Santoshnagar, Hyderabad 500 059.

* 1. Being a govt. building, the major maintenance is carried out by the CPWD, however, only the petty type of emergency jobs that are required for day to day smooth operation of CRIDA will be taken as per requirement. The empaneled contractors have to carry out the miscellaneous petty civil related works viz. cement concreting, brick / stone masonry, plastering, flooring, paving, digging pits, land leveling, trenches, laying of pipe lines, repairs to wooden furniture, painting, providing fiber plastic/GI pipes works, MS fabrication works, waterproofing, painting, polishing, furnishing, furniture, electrical, sanitary & plumbing works etc., as mentioned in Scope of work (annexure I) at CRIDA campus.
	2. **ELIGIBILITY CRITERIA:**

Prospective agencies will be required to fulfill the following criteria for participating in the tendering process.

a) The Firm / Contractor shall be registered with Government / Semi Government organization like CPWD, Govt., Semi Govt. Organizations and other Autonomous bodies under Government of India as contractor. Self-attested copy of the document should be enclosed.

 b) The Firm / Contractor should be registered with Income Tax and GST, audited balance sheet with Profit & Loss statement for last three years. Details are to be filled in Annexure III along with self-attested relevant copies.

 c) The Firm / Contractor should have an annual turnover (gross) of Rs. 10,00,000/- during any three years out of five years. Details are to be filled in annexure in Annexure VI along with self-attested authenticated annual accounts showing Gross turnover and profit/loss thereon.

d) The contractor should have carried out similar type of works done satisfactory during last three years out of five years. Details are to be furnished in Annexure IV along with work orders already executed and to be executed/work on hand in annexure V.

 Please provide the details of minimum 8 orders executed in annexure IV during last three years out of five years costing up to Rs. 2.50 lakhs. Also indicate at least two orders on hand in annexure V costing up to Rs. 2.50 lakhs.

**The Contractor/firm who does not fulfil the eligibility or not enclosed any certificates or documents, the tender will be rejected. Hence care may be taken to enclosed all self-attested copies. A check list is also enclosed (annexure VIII) for reference.**

* 1. **EARNEST MONEY DEPOSIT**
1. **Earnest Money Deposit @3%** shall be kept with the tender document. However, in case of MSME, the same is exempted as per GOI rules. A certificate issued by GOI must be enclosed, failing which, tender will not be considered.
	1. **PERFORMANCE SECURITY**
2. The successful bidders will have to submit performance security to ensure due performance of Contract **to an amount @5%** in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of the ICAR-CRIDA, Hyderabad.
3. No exemption is applicable on performance security.
4. The EMD of successful tenderer shall be adjusted and balance amount shall be paid.
5. The performance security will be valid for a period of 30 days ***beyond the date*** of completion of the empanelment period.
6. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down, the tender will be rejected and the EMD shall be forfeited by CRIDA.
	1. **SUBMISSION OF APPLICATION**

The completed empanelment document/application form (annexure II) shall be submitted to Director, Central Research Institute for Dryland Agriculture, Santoshnagar, Hyderabad – 500 059 on or before 12.11.2021 at 1630hrs, Room No. 102, Annexe Building, CRIDA Campus.

* Director, CRIDA reserves the right to accept the offer in full or in parts or reject summarily or partly without assigning any reason(s) thereof.
	1. **TERMS AND CONDITIONS:**
		1. Application form for empanelment shall be submitted in a sealed envelope super scribing thereon ‘*Application for Empanelment Contractors’* for miscellaneous civil, electrical & other works.
		2. The application shall be submitted strictly in the prescribed format along with supporting documents as per check list (annexure VIII).
		3. The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an **Authority Letter / Power of Attorney** with appropriate rubber stamp, if any. This Empanelment does not confer any right on empaneled contractor neither to claim award of work nor does it give any guarantee for awarding any work to the contractor.
		4. If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.

1.6.5 Application containing false and / or incomplete information is **liable for rejection.**

1.6.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.

1.6.7 The Bidder should sign each page of the application.

1.6.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.

1.6.9 CRIDA may approach / visit the contractor’s clients to verify contractor’s general reputation / competence.

1.6.10. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.

1.6.11 Decision of the Director, NSD in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empaneled will be informed by post/mail as the case may be.

1.6.12 The enlistment of a contractor at CRIDA shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

 1.6.13 Generally, the routine works at CRIDA will be awarded by calling competitive quotations / tenders from the empaneled contractors including contractors fulfilling the criteria.

1.6.14 CRIDA reserves the right to call open tenders in which agencies not empaneled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the empaneled contractors under this process meeting the stipulated criteria of tender can also participate.

1.6.15 The empanelment shall be valid initially for a period of **one** year and can be extended further based on the performance of the contractor.

1.6.16 The successful contractors who would be empaneled are required to deposit @5% as performance security. Such deposit does not carry any interest. The performance security shall be valid for a period of 30 days beyond the date of completion of the empanelment period. In case, contract period is extended, the contractor has to renew the same or submit a fresh performance security as the case may be.

1.6.17 The empaneled firm is required to keep updated the Institute about the change of address, change of the Management etc. from time to time.

1.6.18 The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.

1.6.19 CRIDA may remove the name of the firms from the empaneled list if the contracting firm,

• Has, failed to execute a contract or has executed it unsatisfactorily or

• is proved to be responsible for construction defects in work; or

 • persistently violates any important conditions of the contract; or

• does not start the work after the same is awarded to him.

• submitting bills for the incomplete works / for the works not carried out by them.

1.6.20 All the document should be self-attested with company seal, if any. The original can be seen on demand for verification.

 1.6.21 The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement.

 1.6.22 The services provided by Firm/Agency shall be to the entire satisfaction of CRIDA.

 1.6.23 The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.

 1.6.24 Any additional/extra items required to be executed should be intimated in advance before the execution of the same and coordinate with Chairman, Works Committee during execution of work for any change.

1.6.25 The work shall be carried out as per tender. Where specifications are silent, the decision of Chairman, Works Committee shall be final and binding on contractor.

1.6.26 Any damage done by the contractor to any existing item / any part of the building during the course of execution of work shall be made good by at his own cost.

1.6.27 Only articles classified as “First quality” by the manufacturer shall be used unless otherwise specified as approved by Chairman, Works Committee.

1.6.28 The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and CRIDA shall not be responsible whatever the reasons may be thereof.

1.6.29 The Garbage generated at site due to construction activities shall be removed from the site immediately & shall be disposed off by the contractor to the approved dumping site as suggested by Chairman, Works Committee.

1.6.30 Statutory deductions will be made as applicable from the bills of contractor.

1.6.31 The work should be carried out within the stipulated time. In case of any delay @1% per day, maximum 10% of the contract value will be deducted from the party bill. It is also informed that in case of repeated delay or poor performance, contract awarded to tenderer, shall be stand terminated and performance guarantee will be forfeited.

1.6.32 The CRIDA reserves the right to remove the name of the contractor from the list of contractors at any stage in case it comes to the notice of CRIDA at a later date that any information provided by the contractor at the time of enlistment was not factually correct or due to unsatisfactory performance of the contractor.

1.6.33 The Director, CRIDA reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period.

1.6.34 As on date this office observes 6 day week. All the men and material being used in execution of the work in question shall invariably be moved through the main gate and security check / through gate pass.

* + 1. The Empaneled contractors should not indulge in corrupt practices.
		2. Materials to be purchased and used for various items of work to be carried out shall be as per CPWD/State PWD specification/ISI/BIS Standards/approved by Director, CRIDA.

1.6.36 While quoting for electrical works, the Empaneled contractor shall ensure to see that he has requisite certificate for undertaking such works.

* + 1. On demand, records relevant to measurements, financial progress, test contract, purchase of materials etc. should be made available for inspection.

1.6.38 2% charges for water, electricity if provided by the Institute will be charged from the enlisted contractors.

1.6.39 The enlisted contractor who has been awarded the work will be the principal employer for the Labour force. The CRIDA will have no liability in this regard.

1.6.40 The bill in triplicate be preferred in the name of Director, ICAR-CRIDA, Hyderabad and submitted along with advance stamped receipt for arranging payment and also kindly indicate following details on bill, note that no payment is possible without these details.

Details required for RTGS transaction

Account Name :-

Bank Account No :-

Name of the Bank & Branch:-

IFSC Code:-

PAN No:-

* + 1. The payment shall be arranged within 10-15 days from the date of submission of bill/and/or quality approval of the work done. All local payments shall be arranged on SBI, Edibazar, Hyderabad by means of RTGS Transfer or of crossed cheque / DD and all out station payments shall be arranged by means of Demand Draft. The cheques/DDs shall be sent by post only.

1.6.42 Arbitration for all disputes between enlisted contractor and the Institute, in connection with the works shall be referred to be sole arbitrator to be appointed by Council. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties.

1.6.43 All disputes arising out of this enlistment shall be subject to jurisdiction of courts located in Hyderabad only.

**Annexure I**

**Scope of works**

* The indented works will be either at ICAR-CRIDA, Santoshnagar campus or CRIDA Farms situated near Hayathnagar and near Gunagal village of Ranaga Reddy district.
* Providing JCB services on hourly basis for surface water courses cleaning, digging pits, land levelling, trenches making for cable and water supply pipes laying works.
* Masonry patch works on buildings, providing surface channels RCC cover / manhole covers, Colour washing and painting on masonry works, painting wood and metal structures.
* Repairs to wooden furniture’s, providing fiber plastic/ GI cover sheets, metal frames, doors and window frames, wooden door frames and window shutters, repairs to sheds rolling shutters etc.
* Indoor and outdoor floor tiles laying works including providing required good quality materials as indented.
* Removal of debris from surface channels and refitting cover plates, Debris removal from building terraces, sheds, and masonry patch works to entry points of rain water pipes.
* Enlisted contractors need to provide good quality materials and work man ship.
* The empanelment is for one year initially and will be extendable based on performance and recommended by IWC

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**Annexure II**

**APPLICATION FOR ENLISTMENT AS CONTRACTOR**

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| S.NO. | Particulars | Details |
| 1. | Name of the Contracting Firm/Contractor |  |
| 2. | Postal Address |  |
| 3. | Contact details :Landline No.Mobile No.Valid Email address. |  |
| 4. | Year of Establishment or registered |  |
| 5. | Nature of the firm – Proprietary/ Partnership/Private Ltd., |  |
| 6. | Registration with Tax Authorities (to be filled in Annexure 4) |  |
| 7. | Registration wit Govt./Semi Govt./Statutory bodies/CPWD/ autonomous bodies of GOI. |  |
| 8. | List of works executed during the last 3 years (enclose the list minimum 8 orders) Annexure IV |  |
| 9. | List of works under execution, if any. (minimum 2 orders in annexure V) |  |
| 10.  | Latest satisfactory performance certificate from clients, after execution.  |  |
| 11. | EMD |  |
| 12. | Declaration. |  |

Signature

Name

Seal of the firm

**Annexure III**

**DETAILS OF REGISTRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Firm/Contractor** | **Registration No.** | **Date and year of registration** | **Valid up to** |
| 1. | Income Tax Department (Mention PAN NO.) |  |  |  |
| 2. | GST |  |  |  |
| 3. | CPWD/Govt./Semi Govt |  |  |  |
| 4. | Autonomous Org under GOI. |  |  |  |

**Annexure IV**

**PARTICULARS OF WORKS EXECUTED**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of the Work | Name and Address of the Owner/firm | Value of work executed | Stipulated time of completion | Actual time of Completion | Month and Year of Completion |
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**Annexure V**

**PARTICULARS OF WORKS UNDER EXECUTION/WORK ON HAND**

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| S.No. | Name of the Work | Name and Address of the Owner/firm | Value of work executed | Stipulated time of completion | Present stage of work |
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**Annexure VI**

**FINANCIAL STATEMENT**

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| S.NO. | Financial Year | Turnover of the firm | Profit/Loss (Rs). |
| 1. | 2016-17 |  |  |
| 2. | 2017-18 |  |  |
| 3. | 2018-19 |  |  |
| 4. | 2019-20 |  |  |
| 5. | 2020-21 |  |  |

**Annexure VII**

(on letter head)

**DECLARATION**

 I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them. I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred. I / We agree that the decision of the Director, NSD in selection of contractors will be final and binding to me / us. I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

Signature

Name

Seal of the firm

Annexure VIII

**CHECK LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Particulars | Filled in relevant annexures (Yes/No) | Documents to be enclosed | Page No (s) |
| 1. | Application Form |  | Yes |  |
| 2. | Year of Establishment  |  | Certificate issued by appropriate authority |  |
| 3. | Registration with IT – mentioned PAN No.  |  | Self-attested copy of certification. |  |
| 4. | GST registration  |  | Self-attested copy of registration. |  |
| 5. | Registered with CPWD/GOVT/SEMI GOVT. |  | Self-attested copy of registration |  |
| 6. | Registered with any autonomous bodies under GOI.  |  | Self-attested copy of registration. |  |
| 7. | Particulars of works executed |  | List of works as indicated in annexure 2 |  |
| 8. | Particulars of works under execution |  | * Do – in annexure 3
 |  |
| 9. | Turn over statement of the firm/contractor during 3 years of any five years. |  | Relevant documents to attached to annexure 4. |  |
| 10. | Details of EMD, if exempted under MSME details of certificate to be enclosed. |  |  |  |
| 11. | Declaration |  | Annexure VII |  |