

From

To

The Director Farm  
CCS HAU, Hisar.

All Deans/Directors/HODs/Offices /Sections  
CCSHAU, Hisar (Excluding outstations)

Memo No. DF/2024/A-1/ 758-852

Dated: 07-06-2024

**Subject: Work order - empanelment of contractual firms/agencies for Palledari Workat the Central level of the university (except outstation) from 01.04.2024 to 31.05.2025.**

The competent authority has approved the rates of various operations of Palledari work of the university at Central level (excluding outstation) on the basis of e-tendering/negotiation and empanelment meeting on the rates as mentioned against each operation for the period from 01.04.2024 to 31.05.2025. However, the contract will be operative from the date of issue of work order. The details of field operations/work along with rate and empaneled contractors are as under:-

S. No.	Name of Palledari operations (DF2406), Tender ID 2024_HRY_357929_2	Accounting Unit	Rates per Unit	Empaneled contractors
1.01	Unload the loose grain from the truck or trolley in quintal	Quintal	0.24 ✓	1.Krishan Kumar 2.Jai maaLaxmi
2.01	Filling up of the bag from 21 to 50 kg.	Bag	4.40 ✓	
2.02	Lifting up and lifting down on weighing machine 21 to 50 kg.	Bag	4.80 ✓	
2.03	Sewing of bags 21 to 50 kg.	Bag	1.70 ✓	
2.04	Cutting & opening the bags 21 to 50 kg.	Bag	1.10 ✓	
2.05	Loading in vehicle 21 to 50 kg.	Bag	3.60 ✓	
2.06	Unloading or Stacking 21 to 50 kg.	Bag	4.50 ✓	
2.07	Stacking at double distance 21 to 50 kg.	Bag	0.40 ✓	
3.01	Filling up of the bags from 1 to 20 kg.	Bag	2.00 ✓	
3.02	Lifting up and lifting down on weighing machine of the bags from 1 to 20 kg.	Bag	4.15 ✓	
3.03	Sewing of bag from 1 to 20 kg.	Bag	1.60 ✓	
3.04	Loading in vehicle from 1 to 20 kg.	Bag	1.60 ✓	
3.05	Unloading from stack and opening from 1 to 20 kg.	Bag	0.20 ✓	
3.06	Unloading from 1 to 20 kg.	Bag	2.18 ✓	
3.07	Stacking at double distance from 1 to 20 kg.	Bag	0.15 ✓	
4.01	Filling up of the Pallies (पल्लो) of Cotton from 20 k.g to 40 Kg	Unit	1.60 ✓	
4.02	Lifting up and lifting down on weighing machine from 20 k.g to 40 Kg	Unit	4.40 ✓	
4.03	Loading in vehicle from 20 k.g to 40 Kg	Unit	3.90 ✓	
4.04	Unloading from stack and opening from 20 k.g to 40 Kg	Unit	4.70 ✓	
5.01	Stamping on bags	Bag	1.90 ✓	
5.02	Sealing on bags	Bag	1.30 ✓	
6.01	Loading the bales	Unit	2.30 ✓	
6.02	Unloading the bales	Unit	2.30 ✓	
7.01	Taking out the crates from godown/ warehouse	Crate	1.40 ✓	
7.02	Arranging the crates in godown/ warehouse	Crate	1.40 ✓	
8.01	Stitching of burst bags	Bag	0.50 ✓	
8.02	Making bundles of Bags (1 bundle of 25 Bags)	Bundle	3.75 ✓	
8.03	Lifting up and lifting down of Bundles	Bundle	2.60 ✓	
9.01	Cleaning of the bags (one each)	Bag	1.30 ✓	
9.02	Darn of bags (one each)	Bag	2.25 ✓	
10	Tagging, Labeling & Stamping	Bag	1.35 ✓	

11	Fumigation ( per cover 32'x21'x16')	Unit	87 ✓
12	Cleaning of Seed plant (Cleaning the Machine and floor after finishing of Seed variety)	Job	1100 ✓
13	Cleaning of processing plant, machinery and equipments, washing of floor, cleaning of hall, Cleaning of seed and grain stores, cleaning of plateforms in front of seeds stores, Cleaning of ramps used for raw seed, Cleaning of workshop, Cleaning of building surrounding plant (on monthly basis)	Month	49000 ✓
14	Cleaning of crop with seed cleaner and grader (pankha) in qtls	Quintal	28 ✓
15	Sundrying of seeds at seed floor including loading, unloading, spreading manually, covering from tirpal	Quintal	10 ✓

All Deans/Directors/HODs/Offices/Sections, CCSHAU, Hisar will obtain administrative and financial sanction from the competent authority on the rates mentioned against each operation to be got done and submit their demand to Dr. Rajesh Arya, Assistant Scientist, MAP Section as Liaison Officer for allotment of work to the empaneled contractors.

All departments will constitute a committee under the chairmanship of Deans/Directors/HODs/Offices/Sections for inspection of Palledari operations of their respective department.

### Terms and Conditions for empanelled contractors

1. Only online tender will be accepted and the tenders submitted /received after due date or time will be summarily rejected.
2. The tender form cost will be Rs. .... which will be non-refundable.
3. The Earnest money will be equivalent to 5% (Five percent) of the total cost of job work applied for by the bidder. (up to 50.00 lakhs) where as the earnest money equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the job work whichever is higher for the job works above 50.00 lakhs for tenders/e-tenders. The same will be rounded off to nearest Rs. 10.00 and will be deposited online in the name of Director Farm, CCS HAU, Hisar must be accompanied with online in SBI scheduled bank in favour of Director Farm. However, the EMD will be retained by the University of only those agencies/firms who have been awarded the contract. EMD of unsuccessful bidders/tenderers will be refunded within 15 days after finalization of the contract. Further, the EMD of successful bidder will be refunded after receipt of performance security. No interest will be paid by the University on earnest money/security deposit.
4. The performance security @ 5% of the estimated cost of the job work allotted in shape of FDR/ Bank guarantee valid for 15 months from the work allotted to the contractor in the name Director Farm, CCS HAU, Hisar within 15 days from the work awarded to the contractor.
5. Earnest money i.e. EMD can be made online directly through RTGS/NEFT or OTC. Please refer to 'Online Payment guidelines' available at the Single e-procurement portal of GOH (Govt of Haryana) and also mentioned under the Tender document or in the shape of deposit at call receipt/draft of any scheduled bank in favour of Director of Farm, CCS HAU Hisar. Payable at Hisar.
6. Conditional tenders are liable to be rejected.
7. The contractor shall be required to sign the contract agreement on the bond paper of Rs.100/- on the prescribed form within fifteen days of the intimation of the acceptance of the tender to him. Failure of the same, the earnest money shall be forfeited and may result into invalidation of contract.
8. Income tax as per applicable rate will be deducted from the bill(s) at source.
9. The contractor will obtain a license for carrying out the assigned work. It will be absolutely essential if at any point of time the contractor is required to employ 20 or more employees for the job. It may be noted that want of license is culpable and punishable under law.
10. The contractor should not show at any point of time that the department had any control and supervision over the working of employees of the contractor and will adhere the compliance as under:-
  - (a) That the wages paid to the workmen of the contractor are as per minimum wages act and working hours fixed for them.
  - (b) That the quality of work done by the workmen of the contractor was as per requirement.
  - (c) That the discipline of the employees of the contractor must always remain in the charge of the contractor himself. Similarly, the leave to the workmen must be sanctioned by the contractor himself and not by the department or the representative of the department.
  - (d) That the department shall not provide any advance to the employee of the contractor. It is the responsibility of the contractor himself to regulate it. The contractor should be required maintain all type of record in respect of his employees.
11. The contractor will comply with the obligation of providing sufficient farm implements, accessories and have valid license of tractors etc.
12. The agreement must disclose the names, address of contractor and exact nature of the job work.
13. The agreement will not at any point of time give any impression that it is false transaction or that it is being used as a tool to deprive the employees of their right.



14. The contractor will pay the minimum wages at least as provided under the Contract Labour Act.
15. The acceptance of the tenders will rest with the Tender evaluation and Finalization Committee who is not bound to accept the lowest tender and reserves the authority to reject any or all the tenders without assigning any reason therefore. All tenders in which the conditions are not fulfilled will be rejected.
16. The contractor will have to execute/complete the job within the given time. If the contractor fails to conduct the field operation in time, the work will be got executed/completed from the other contractor. The loss will be assessed by the committee constituted by the Controlling Officer of concerned department and the same will be recovered from the bills of the contractor on the recommendations of the committee concerned. No request for extending of the time for executing the job will be entertained except in unforeseen circumstances.
17. Payment will be made after the completion of job work satisfactorily on monthly basis.
18. The contractor shall be responsible for observance of the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Industrial Disputes Act, 1947. The University shall not be responsible for it in any manner.
19. In case of any loss due to negligence of contractual workers the contractor shall be responsible to make good loss to the concerned department/Office of CCS HAU Hisar failing which the amount of loss shall be recovered/ adjusted from earnest money/security deposit.
20. It will be sole responsibility of the contractor to compensate the labour on account of injury, loss of life or limb in accordance with the law in force for time to time. The University will in no way be responsible for such loss.
21. The contract can be further extended upon satisfactory work on the recommendations of the TEFC.
22. The responsibility and liability of the contractor to adhere to the provisions of the ESI and Provident Fund Act and in case they are not followed properly, he himself will be responsible for it.
23. In case of breach of terms and conditions of the contract or any of them, the contract shall be cancelled and contractor will be blacklisted.
24. The University reserves the right of supervision at any point of time.
25. In case of any dispute between the parties the same will be referred to the Arbitration of the Vice- Chancellor and his decision shall be final. The provisions of Indian Arbitration Act shall apply to these proceedings.
- (a) The service provider will be bound to abide by the following provisions strictly with respect to workers.
- (b) Workers are paid wages every month through RTGS/Aadhar Linked Bank A/c.
- (c) Workers are paid at least minimum wages as provided under minimum wages Act and working hours may be fixed for them.
- (d) Wages slip will be issued regularly to the workers by the service provider.
26. The contractor must obtain license from the Labour Department if required/applicable and submit to the concerned authority.
27. The contractor is required to quote the lump sum rates including service charge and all kind of taxes for each job work to be applied for by the bidder on which he wants to take Contract otherwise the Committee reserves the right to reject the tenders.
28. The University employees and their dependants shall not be allowed to submit the tender.
29. The TDS will be deducted as per rule and the firm will be liable for other liabilities as per Income tax/Labour laws/ rules.
30. The University reserves the right to award the contract work in full or in parts to any of the successful agency/firm and also can terminate the contract work at any stage, if the performance is not found satisfactory.
31. The contractor will comply with the instructions issued by the State Govt. vide No. 43/5/2001-GSI dated 16-2-2009 and No. 43/5/2001-3 GS-II dated 20-2-14 and adopted by this University vide Memo No. Admn. R.1/5655-5772 dated 10-4-14 and Haryana Govt. letter No. 16/7/2015-IGSII dated 6<sup>th</sup> April 2015 and adopted by this University vide Endst. No. R-1/015/M-108/6653-6775 dated 4-7-15 where ever applicable.
32. **TECHNICAL BID**
- i) Name of the company/Firm/Agency/Contractor.
- ii) Full Address of office/ Branch with Tel No., Email address etc.
- iii) Attested copy of Earnest money deposit (Online receipt with date and name of Bank).
- iv) Attested copy of Registration certificate of firm issued by authorized Govt. agency.
- v) Attested copy of valid labour license issued by authorized Govt. agency.
- vi) Attested copy of EPF and ESI registration certificate.
- vii) Attested copy of :
- a. PAN/TAN No.
- b. Aadhar Card of authorized signatory
- c. GST registration certificate
- viii) Certified copy by the CA showing turnover of the firm not less than Rs. 50 Lakh (Rs. Fifty Lakh only) per year for the consecutive last three financial years.
- ix) Duly certified copy of the satisfactory services of consecutive last three years showing continuous experience of the firm in the field operation works/manpower Supply in Govt. establishment/ Autonomous bodies of Government.
- x) The tendering firms/bidders shall have to submit an affidavit to this effect that they have not been blacklisted or their business dealing with the Government Ministries/Departments have not been banned/ debarred.
- xi) Other essential information, if any.
- xii) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/Minimum Wages Act or other laws. Declaration to this effect be furnished by the Security agency/contractor on the letter head of the firm/agency.

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- xiii) Declaration to the effect that no agent, middleman or any intermediary will be engaged to provide required work on the letter head of the firm/agency.
33. The contractors are required to provide details of E-mail address, Phone No. and WhatsApp No. All the work orders will be placed only through E-mail. The contractors are required to check their e-mails on daily basis. In this case, no excuse for non receipt of e-mail will be entertained. The e-mail address, phone and WhatsApp number may not be changed during the contract period.
34. General Instructions: -
- i. Erasure or alteration in the bid condition should be avoided. Modification erasure or alteration, if any, should bear the signature of the person signing the bid.
  - ii. The bidders shall give a final and a net price free from all escalations. However, negotiations will be held of technically qualified bidders after opening the financial bid. Bidders are therefore requested to remain present at the time of opening of financial bid and negotiations.
  - iii. The validity of rates quoted will be upto the completion of period of operations.
  - iv. All direct and indirect taxes arising in connection with the allotted work shall exclusively be born by the successful bidders.
  - v. The contractor/firm shall not subject, transfer, assign or otherwise part with the contract to any person, contractor or company directly or indirectly, in full or any part thereof without the previous written permission of the competent authority of the University.
  - vi. The firm/contractor shall at its own expenses obtain all necessary permits and licenses required for execution of the work.
  - vii. The firm/contractor shall be solely responsible for all claims, proceedings, damages, costs, charges and expenses arising in connection with damage to property of any person or injury to person or loss of life occurring in the course of execution of the work.
  - viii. The concerned department of CCS HAU Hisar will monitor the progress of work from time to time. It is the obligation of the contractor to complete the work as per the time framed. If it is noticed that the work is not progressing as per the schedule and there are violations of the terms and conditions of the agreement, he has every right to stop memo and terminate the contract without prior notice.
  - ix. The area of field operations/works can be increase or decrease as per the actual requirement.
35. The performance of the contractor(s) will be reviewed quarterly by a review committee.

Verified



For Joint Director (Audit)

Endst. No.DF/2024/A-1/

853-57

  
Director Farm

Dated:

07-06-2024

A copy of the above is forwarded to the following for their information and necessary action:

M/s Krishan Kumar  
House No – 552, Mall Colony, Kaimri Road, Hisar -125001 (Haryana)  
Mobile no. 9255137408 (Whatsapp), 7988918174  
E mail- [krishankumarcontt088@gmail.com](mailto:krishankumarcontt088@gmail.com)

M/s Jai MaaLaxmi Security & Placement Agency  
360, Sanjay Nagar, Balsamand Road, Hisar (Haryana)  
Mobile No. 9812772002 (Whatsapp), 8168997833  
E mail- [jaimaalaxmisec@gmail.com](mailto:jaimaalaxmisec@gmail.com)

As per general policy of the University, if you fail to complete your field operation/work in time, the contract of the firms/contractor can be terminated by us at any time without assigning any reason therefore and the firm/contractor is liable to be blacklisted.

  
Admn. cum Account Officer

CC:

1. In charge, Computer Centre, COBS&H, CCS HAU, Hisar for placing it on University Website under link E-Tender field operations/work of Palledari Work at Central Level of the University for the period from 01.04.2024 to 31.05.2025.

2. Dr Rajen Arora, Asst. Scientist, Deptt of MAP Section (WPB)