

From

The Director Farm  
CCS HAU, Hisar.

To

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

Memo No. DF/2024/A-1/ 1223-1303

Dated 19-07-2024

**Subject: Work order - empanelment of contractual firms/agencies for Farm Area work at 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 Farm Area 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:-

Sr. No.	Description of filed operation with Tender id	Accounting Unit	Rates per Unit	Empanelled contractors
	<b>FIELD OPERATIONS/WORK FOR FARM AREA (DF24044), TENDER ID - 2024_HRY_373964_1</b>			
1	Harrowing	Acre	530 ✓	<b>1. M/s Krishan 2. M/s Sapna 3. M/s Panwar 4. M/s Jai Maa</b>
2	Ploughing/weeding by cultivator	Acre	250 ✓	
3	Ploughing by Rotavator	Acre	1000 ✓	
4	Planking	Acre	170 ✓	
5	Sowing of crops with seed drill including lifting of seed from store	Acre	450 ✓	
6	Sowing by hand plough including lifting of seed from store	Acre	4500 ✓	
7	Thinning in Rabi, Kharif & Summer seasons crops	Acre	1200 ✓	
8	Leveling of field by laser leveler	Hour	900 ✓	
9	Hiring of JCB machine for uprooting of wild plants, cleaning etc.	Hour	950 ✓	
10	Broadcasting of fertilizer/zyppsum in crops of Rabi, Kharif & Summer seasons including loading from store and unloading in field.	Quintal	200 ✓	
11	Manual hoeing by kasola in crops of Rabi, Kharif & Summer seasons.	Acre	2450 ✓	
12	Hoeing by khurpa in crops of Rabi, Kharif & Summer seasons.	Acre	4600 ✓	
13	Hoeing with kasola after tractor hoeing in crops of Rabi, Kharif & Summer seasons.	Acre	1800 ✓	
14	Rouging in crops of Rabi, Kharif & Summer seasons.	Acre	250 ✓	
15	Manual harvesting to bagging of Rabi, Kharif & Summer seasons crops except Wheat, Barley & oat, all operations i.e. manual harvesting, bundle making, collecting in khalian, threshing with their own thresher, cleaning, weighing, bagging, Sewing and stacking in store. Bhusa of Gram, Moong, Guar, Barseem, urd, Febabean, cowpea, Karbi of Bajra, Jwar, Maize, Stick of Dhaincha, Arher, Mustard/Raya, til sunflower, Soyabeen crops will be of contractor. Tirpal, jeli, tangli etc. will be provided by the contractor. Transportation from field to stores will be provided by the university	Acre	4500 ✓	

16	Manual harvesting to bagging of Wheat, Barely & oat crops, all operations i.e manual harvesting, bundle making, collecting in khalian, threshing with their own thresher, cleaning, weighing, bagging, Sewing and stacking in store. Bhusa of Wheat, Barely & oat will be of the Contractor. Tirpal, jeli, tangli etc. will be provided by the contractor. Transportation from field to stores will be provided by the university.	Acre	2500	<b>1. M/s Krishan</b> <b>2. M/s Sapna</b> <b>3. M/s Panwar</b> <b>4. M/s Jai Maa</b>
17	Harvesting and threshing by combine of Rabi. Kharif & Summer seasons crops including cleaning, weighing, bagging, Sewing and stacking in store. Mopping up with combine harvester. Contractor will have to do manual harvest also of the crop plots along with the bunds/channels and thresh. Transportation from field to stores will be provided by the university.	Acre	1900	
18	Threshing by thresher. Transportation from field to stores will be provided by the university	Acre	4300	
19	Cleaning of katcha/Pacca irrigation channel	Meter	4.50	
20	Path cleaning/ maintenance of path	Meter	2.50	
21	Irrigation by Burma/Canal	Acre	425	
22	Irrigation by tubewell	Acre	450	
23	Spraying by tractor mounted sprayer pump	Acre	300	
24	Manual Spraying	Acre	450	
25	General Cotton Picking	Quintal	2300	
26	Experimental Cotton picking	Quintal	2700	

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 black listed.
- 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. 30 Lakh (Rs. Thirty Lakh only) per year for the consecutive last two financial years (i.e. 2021-22 & 2022-23).
  - ix) Duly certified copy of the satisfactory services of consecutive last two 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.
  - xiii) Declaration to the effect that no agent, middleman or any intermediary will be engaged to provide required job 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

19/7/24

For Joint Director (Audit)

Director Farm

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

1304-09

Dated:

19-07-2024

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

M/s Krishan Kumar  
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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. Rajesh Arya, Assistant Scientist, Department of MAP Section (GPB)  
Liasion officer.