

From

The Director Farm
CCS HAU, Hisar.

To

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

Memo No. DF/2026/A-1 / 1986-2030

Dated: 24.9.2026

Subject: Work order - Empanelment of contractual Firms/agencies for Palledari work at the Central Level of the University (excluding outstation) from 01.09.2026 to 31.03.2028.

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 01.09.2026 to 31.03.2028. 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	Description of Palledari work (Tender Contract No. DF-2603)	Accounting Unit	Rates per Unit (In Rs.)	Empaneled Contractors
1	Palledari works			
1.01	Unload the loose grain from the truck or trolley in quintal	Quintal	0.25	1. The Dhani Nangthala Co- Op L/C Society Ltd. 2. M/s Krishan Kumar, Hisar
2.01	Filling up of the bag from 21 to 50 kg.	Bag	4.90	
2.02	Lifting up and lifting down on weighing machine 21 to 50 kg.	Bag	5.50	
2.03	Sewing of bags 21 to 50 kg.	Bag	1.79	
2.04	Cutting & opening the bags 21 to 50 kg.	Bag	1.16	
2.05	Loading in vehicle 21 to 50 kg.	Bag	3.90	
2.06	Unloading or Stacking 21 to 50 kg.	Bag	4.90	
2.07	Stacking at double distance 21 to 50 kg.	Bag	0.42	
3.01	Filling up of the bags from 1 to 20 kg.	Bag	2.10	
3.02	Lifting up and lifting down on weighing machine of the bags from 1 to 20 kg.	Bag	4.36	
3.03	Sewing of bag from 1 to 20 kg.	Bag	1.68	
3.04	Loading in vehicle from 1 to 20 kg.	Bag	1.68	
3.05	Unloading from stack and opening from 1 to 20 kg.	Bag	0.21	
3.06	Unloading from 1 to 20 kg.	Bag	2.29	
3.07	Stacking at double distance from 1 to 20 kg.	Bag	0.16	
4.01	Filling up of the Pallies (पल्ली) of Cotton from 20 Kg to 40 Kg	Unit	1.68	
4.02	Lifting up and lifting down on weighing machine from 20 Kg to 40 Kg	Unit	4.62	
4.03	Loading in vehicle from 20 k.g to 40 Kg	Unit	4.10	

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4.04	Unloading from stack and opening from 20 k.g to 40 Kg	Unit ✓	4.94 ✓	1. The Dhani Nangthala Co- Op L/C Society Ltd 2. M/s Krishan Kumar, Hisar
5.01	Stamping on bags	Bag ✓	2.00 ✓	
5.02	Sealing on bags	Bag ✓	1.37 ✓	
6.01	Loading the bales	Unit ✓	2.42 ✓	
6.02	Unloading the bales	Unit ✓	2.42 ✓	
7.01	Taking out the crates from godown/ warehouse	Crate ✓	1.47 ✓	
7.02	Arranging the crates in godown/ warehouse	Crate ✓	1.47 ✓	
8.01	Stitching of burst bags	Bag ✓	0.53 ✓	
8.02	Making bundles of Bags (1 bundle of 25 Bags)	Bundle ✓	3.94 ✓	
8.03	Lifting up and lifting down of Bundles	Bundle ✓	2.73 ✓	
9.01	Cleaning of the bags (one each)	Bag ✓	1.37 ✓	
9.02	Darn of bags (one each)	Bag ✓	2.36 ✓	
10	Tagging, Labeling & Stamping	Bag ✓	1.42 ✓	
11	Fumigation (per cover 32'x21'x16')	Unit ✓	89.25 ✓	
12	Cleaning of Seed plant (Cleaning the Machine and floor after finishing of Seed variety)	Job ✓	1102.50 ✓	
13	Cleaning of crop with seed cleaner and grader (pankha) in qtls	Quintal ✓	30.00 ✓	
14	Sundrying of seeds at seed floor including loading, unloading, spreading manually, covering from tirpal	Quintal ✓	11.00 ✓	
15	Maintenance and cleaning of processing plant, washing of floor, cleaning of seed processing hall, Cleaning of seed and grain stores, cleaning of plate forms and plinths in front of seeds stores, Cleaning of ramps used for raw seed, Cleaning of workshop, Cleaning of platform in front of modern seed store, cleaning of building surrounding plant.	Square Mtr. ✓	3.75 ✓	

well as All Deans/Directors/HODs/Offices/Sections, CCSHAU, Hisar will obtain the administrative approval as financial sanction from the competent authority at their own level by applying the notified rates for respective job works. After obtaining the administrative and financial sanction from the competent authority, the department will send their demand of work to Nodal Officer, Director Farm cum convenor Central Level Field Operations of the University 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 field operation work of their respective department.

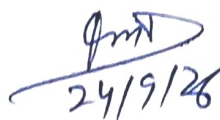
Terms and Conditions for empanelled contractors

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) whereas the earnest money for the job work above 50.00 lakhs, will be minimum 2.50 lakhs or 1%(one percent) of the total cost of the job work, whichever is higher, 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. The bid must be accompanied with proof of online deposit of earnest money in SBI scheduled bank in favour of

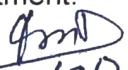
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Director Farm CCS HAU, Hisar. However, the EMD of only those agencies/firms who are awarded contract, will be retained by the University and the EMD of unsuccessful bidders/tenderers will be refunded within 15 days after finalization of the contract. Further, the EMD of successful bidder will be refunded after receipt of performance security.

4. No interest will be paid by the University on earnest money/security deposit.
5. The performance security @ 5% of the estimated cost of the job work allotted in form of FDR /Bank guarantee valid for 22 months starting from the date of work allotted to the contractor, shall be deposited by the contractor in the name of Director Farm, CCS HAU, Hisar within 15 days from the date on which the work is awarded to him.
6. 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.
7. Conditional tenders are liable to be rejected.
8. The contractor shall be required to sign the contract agreement on the bond paper of Rs.100/- on the prescribed form within fifteen days from the date of the intimation of the acceptance of the tender to him. In case of failure of the same, the earnest money shall be forfeited and may result into invalidation of contract.
9. Income tax as per applicable rate will be deducted from the bill(s) at source.
10. 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 or the job. It may be noted that want of license is culpable and punishable under law.
11. The contractor shall have absolute/ complete control and supervision over the working of employees/ workmen engaged by him for the work allotted and the contractor shall not show in any manner at any point of time that the department/ University had any control and supervision over the working of employees/ workmen of the contractor. However, the contractor will adhere and comply the following norms:-
 - i) That the contractor shall pay the minimum wages and fix working hours of his employees/ workmen as per the minimum wages Act and other applicable laws to the State of Haryana.
 - (ii) That the contractor shall be responsible to maintain the quality of work of his employees / workmen as requirement.
 - (iii) That the discipline maintenance of service condition (e.g. sanctioning of leave) of the employees/ workmen of the contractor shall be the absolute responsibility of contractor himself and such employees/ workmen shall always remain in his charge. The department/University or representative of the department will not maintain the record or sanction the grant of any service benefits to the employees/workmen of the contractor.
 - (iv) That the contractor shall be responsible to maintain all of types of records in respect of his employee which are required to be maintained as per law. The University/ Department shall not provide any advance or any other financial benefits to the employee/workmen of the contractor which will be solely regulated and maintained by the contractor himself.
12. The contractor will be under obligation to provide sufficient farm implements, machines, accessories etc. required for the allotted job work and he must have valid license/registration to run those implements, machines e.g. valid registration and license of tractor.
13. The agreement must disclose the names, address of contractor and exact nature of the job work.


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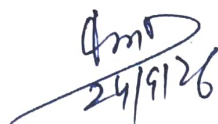
14. The agreement will not at any point of time give any impression that it is false transaction or that it is being used as a tool to deprive the employees of their right.
15. The contractor will pay the minimum wages at least as provided under the Contract/Labour Act.
16. The acceptance of the tenders will rest with the Tender evaluation and Finalization Committee who is not bound to accept the lowest tender and reserves the authority/right to reject any overall the tenders without assigning any reason whatsoever. The University/ department will further reserve the right to cancel the bidding process at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the grounds for such cancellation to the affected bidder or bidders.
17. All tenders which are incomplete or do not fulfil the required conditions shall be rejected summarily.
18. Time will be the essence of all contract. The contractor will have to execute/complete the job within the given time. No request for extending of the time for executing the job will be entertained except in " Force Majeure" situation means unforeseen circumstances beyond the control of contractor and not involving contractor fault or negligence. In case of " Force Majeure" situation, the contractor will immediately notify the department/University in writing of situation and cause thereof. Otherwise, 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.
19. Payment will be made after the completion of job work satisfactorily on monthly basis.
20. 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 violations of provisions of these Acts or any other laws in this regard in any manner.
21. 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.
22. 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 not be responsible for such loss in any manner.
23. The contract can be further extended upon satisfactory work on the recommendations of the TEFC.
24. It will be the sole 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.
25. 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.
26. The University/Department reserves the right of supervision at any point of time.
27. In case of any dispute or difference between the parties, the same will be settled by arbitration in accordance with the provision of the Arbitration & Conciliation Act and award made in pursuance thereof shall be final and binding on the parties. The dispute or difference shall be referred for the Arbitration to the Vice-Chancellor and the sole arbitrator shall be appointed by him.
28. The Courts of Hisar shall have the exclusive jurisdiction in matters arising between the contractor and the University/Department.


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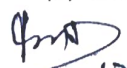
29. The service provider will be bound to abide by the following provisions strictly with respect to workers.
- (i) Workers are paid wages every month through RTGS/Aadhar Linked Bank A/c and working hours may be fixed for them.
 - (ii) Workers are paid at least minimum wages and working hours are fixed as provided under The Minimum Wages Act.
 - (iii) Wages slip will be issued regularly to the workers by the service provider.
30. The contractor must obtain license from the Labour Department if required/applicable and submit to the concerned authority.
31. The contractor is required to quote the lump sum rates of each job work including service charge, EPF, ESI and all kind of taxes etc. No liability will be borne by the University at any stage in this regard and contractor will be liable to adhere all labour and other laws etc. Furthermore, any increase/decrease in the rate of taxes and cess or the addition/deletion of any new statutory levy, shall be borne by the Contractor and the quoted lump-sum rate shall be deemed to provision any and all liability towards the same. The contractor being the registered contractor shall be treated as an "Independent Employer."
32. The University employees and their dependents shall not be allowed to submit the tender.
33. The TDS will be deducted as per rule and the firm will be liable for other liabilities as per Income Tax/Labour Laws/ Rules.
34. The University reserves the right to award the contract work in full or in parts to any of successful agency/firm and can terminate the contract work at any stage, if the performance is not found satisfactory.
35. 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- I GSII dated 6th April 2015 and adopted by this University vide Endst. No. R-1/015/M-108/6653-6775 dated 4-7-15 where ever applicable.

36. 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. 2024-25 & 2025-26.
- ix) Duly certified copy of the satisfactory services of three years in a block of preceding five financial years (2021-22 to 2025-26) in the field operation jobs/Manpower Supply in Govt. Establishment / autonomous bodies of Government.


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- 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 agency/contractor by submitting an affidavit attested by notary in this regard. The tender would be allotted to only those contractors who are duly registered with the EPFO and whose registration is continuing without any default or dues. In order to ensure the bonafide of the Contractor, the EPF & ESI challan of minimum 20 persons deployed by him in each year in past 2 years shall be submitted at the time of applying under the tender. The payment shall be released only after the Contractor showing adequate proof that the amount towards labour/EPF/ESI dues have been duly deposited with the statutory authorities for the relevant period.
- 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.
- xiv) An affidavit to the effect that contractor will deposited ESI & EPF subscription in respect of workers deployed by him during the contract period. Any penalty in this regard will be borne the concerned contractor.
- 37. 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. 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.
- 38. **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 up to the completion of period of operations.
 - iv) All direct and indirect taxes arising in connection with the allotted work shall exclusively be borne 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 enquired 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 the University/concerned department will have every right to stop memo and terminate the contract without prior notice.
 - ix) The area of field operations/works can increase or decrease as per the actual requirement.
 - x) The performance of the contractor(s) will be reviewed quarterly by a review committee.


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- xi) The contractor will submit a certificate that all the applicable taxes including EPF, ESI etc. has been deposited with the concerned Govt. department and also submit a copy of challan /documentary proof with the bill.
- xii) The University retains the right to get the job works done from other channels also in emergent condition. The engagement of the empanelled contractor shall not binding in any manner for doing the field operations work from the empanelled contractor.

Prag Kumar
24.09.2026
Verified

[Signature]
Director Farm

For Joint Director (Audit)

Dated: 24/9/2026

Endst. No.DF/2026/A-1/ 2031-35

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

The Dhani Nangthala Co-Op. L/C Society Ltd.
1st Floor, 162, Lajpat Nagar, Hisar- 125001(Haryana)
Mobile No. 8198980029
E mail- societdydhani@gmail.com

M/s Krishan Kumar
House No 264/4, Parav Gujran, Kumharan Mohalla
District Hisar- 125001 (Haryana)
Mobile No. 9896259998 (Whatsapp), 9896994003
E mail- krishangorsyhisar@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.

[Signature]
24/9/2026
Admn.cum Account Officer

CC:

1. Director of Research, CCS HAU, Hisar - Copy of complete case is enclosed.
2. In charge, Computer Centre, COBS&H:-For placing it on University Website under link E-Tender CCS HAU, Hisar Palledari work at Central Level of the University for the period from **01.09.2026 to 31.03.2028**.
3. Dr. O.P. Bishnoi, Nodal Officer cum convenor, Director Farm, CCS HAU, Hisar