



**Sher – e – Kashmir**  
**University of Agricultural Sciences & Technology of Jammu,**  
**Chatha, Jammu (J&K) -180009, India**

**RE-TENDER/ EXTENSION NOTICE**  
**INVITING E-TENDER FOR OUTSOURCING OF MANPOWER UNDER HOLISTIC**  
**AGRICULTURE DEVELOPMENT PLAN FOR J&K (HADP PROJECTS)**  
**(NATIONAL COMPETITIVE BIDDING)**

For and on behalf of Holistic Agriculture Development Plan (HADP Projects) implemented in SKUAST- Jammu, e-tenders are invited from the reputed contractors/agencies for providing manpower under HADP Projects (Young Professional-1/ Young Professional-II/ Master Trainer/ Project Assistants/ Skilled/ Unskilled labour) in two bids i.e. Technical Bid and Financial Bid.

In this regard, it is informed that the tender for outsourcing of manpower shall be subscribed through online mode and the same has been uploaded on the website [www.jktenders.gov.in](http://www.jktenders.gov.in). As such, all the bidders are advised to submit their online tenders on the website [www.jktenders.gov.in](http://www.jktenders.gov.in) as detailed below:

S.No.	Name of work	Cost of Tender Document (Rs.)	Earnest Money Deposit (Rs.)
1	Providing of manpower (Young Professional-1/ Young Professional-II/ Master Trainer/ Project Assistants/ Skilled/ Unskilled labour)	1000.00	7,50,000.00 (Seven lakh fifty thousand only)

1. The Bidding documents/NIT can be downloaded from the websites [www.jktenders.gov.in](http://www.jktenders.gov.in) and [www.skuast.org](http://www.skuast.org) from 23.11.2023 comprising the qualifying criteria for bidder, price bid format, conditions and other details.
2. The tenders shall be submitted in electronic mode on the websites [www.jktenders.gov.in](http://www.jktenders.gov.in) from **23.11.2023 from 10:00 am to 07.12.2023 up to 4:00 pm.** The Technical bids received will be opened online on **08.12.2023 at 3:00 pm.** Financial bids of only those bidders will be opened online who will be found technically responsive by the committee. The complete bidding process will be online.
3. **Eligibility and qualification criteria of the bidder**  
The following documents in respect of technical bid are required to be scanned and uploaded online with the bid:-
  - i. Document related to EPF Account allotted by the Provident Fund Commissioner, J&K State.
  - ii Employees State Insurance Registration Certificate
  - iii GST Registration Certificate
  - iv Income Tax PAN card

- v. The tendering firm should be in existence **in the related field of working** for the last three years with minimum gross receipts of Rs. 3.0 Crores per annum duly supported by copies of Balance Sheet/P&L Account duly certified by the Chartered Accountant for the financial years 2019-20, 2020-21 and 2021-22.
  - vi. Registration with the Labour Commissioner J&K State for supply of manpower.
  - vii. Trade License, if any issued by the concerned department.
  - viii. Certificate to the effect that the tenderer has never been black listed by any Govt. Department and Organization.
  - ix. One cancelled cheque of bank account of tenderer duly stamped by tenderer's firm.
  - x. Copy of ISO certification.
  - xi. Demand draft towards the specified cost of tender documents drawn in favour of Comptroller, SKUAST-J, Main Campus, Chatha, Jammu.
  - xii. Specified amount of EMD in the form of CDR/FDR pledged in favour of Comptroller, SKUAST-J, Main Campus, Chatha, Jammu.
4. The original instruments in respect of cost of tender documents, EMD and other documents pertaining to technical bid must be delivered in the office of the **Director Research, SKUAST-J, Main Campus, Chatha, Jammu-180009 (J&K) on or before 07.12.2023 up to 04:00 pm** by speed post/registered post/courier/by hand. If the office happens to be closed on the date of receipt as specified, the same will be received on the next working day at the same time and venue. Online bids of those contractors/firms will not be considered in absence of deposit of hardcopies by due date and time.
  5. The price bid for the job shall remain open for acceptance for a period of 30 days from the date of opening of technical bids. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money deposit shall be forfeited. Price escalation will not be allowed.
  6. To participate in bidding process:-
    - i. The bidders have to get Digital Signature Certificate (DSC) as per Information Technology Act-2000 to participate in online bidding.
    - ii. The DSC will be required for digitally signing the bid. The bidders can get above mentioned digital certificate from any approved vendors.
    - iii. The bidders have to submit their bids online in electronic format with DSC.
    - iv. Bids will be opened online as per time schedule mentioned above.
    - v. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
    - vi. The University will not be responsible for delay in online submission/ postal delay of bids whatsoever reasons may be.

- vii. All the required information for bid shall be filled up and submitted online.
- viii. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.

### **Terms and Conditions**

1. The bidder should be approved /recognized/registered by **J&K UT/State Govt./Central Govt.** for providing manpower services. Copy of relevant certificate should be attached. Service provider should have a valid license from competent licensing authority under the provision of Labour Commissioner, J&K Govt. and submit proofs thereof.
2. The bidder must comply with the requirements, such as registration with ESI, EPF, PAN/TIN/TAN & GST and submit proofs thereof. The firm is required to submit IT returns for last three years and have minimum turnover of at least **Rs. Three Crores/year.**
3. The bidder must have been in existence **in the related field** for 2019-20, 2020-21 & 2021-22 (Attach a copy of relevant certificates, registration details etc.).
4. The contractor will be responsible for all the rules and regulations enforceable by Labour Commissioner, J&K Govt.
5. The selected Agency/Contractor will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor. Otherwise, it shall be deductible from his payments.
6. The Agency/Contractor shall employ adult staff as per the criteria of J&K Govt.
7. The Nodal Officer (Labour) of the University shall provide accommodation for smooth functioning and monitoring by the tenderer.
8. The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
9. The Agency/Contractor staff shall not be treated like the staff of SKUAST-Jammu for any purpose whatsoever. The Agency/Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job.
10. The Agency/Contractor shall disburse the wages to the workers through e/bank transfer and Non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency/Contractor will also be liable to pay the disputed outstanding amount. The SKUAST- Jammu shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency/Contractor to make a regular payment to the workers engaged by him as per the minimum wages applicable to the State Govt.
11. None of the persons engaged by the Agency/Contractor shall enter into any kind of private work at different locations during working hours.

12. Based on the requirement of each job, the number of personnel to be engaged/deployed through Contractor will be decided by SKUAST-Jammu and decision of the SKUAST-Jammu will be final in this regard. In case SKUAST-Jammu in its discretion finds any deployed person as not desirable and not suitable for whatsoever reasons will be at the sole discretion of the SKUAST- Jammu and upon so being notified by SKUAST- Jammu, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to SKUAST-Jammu.
13. Office timings will be as per University norms.
14. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages, and various other provisions for all its personnel deputed to work for SKUAST- Jammu. The contractor should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at the first instance and may lead to termination on recurring instances.
15. SKUAST-Jammu shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
16. In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred for arbitration to the sole arbitration. Hon'ble Vice-Chancellor, SKUAST-Jammu or his nominee shall be the sole Arbitrator whose decision shall be final and binding upon the Parties.
17. The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same, e.g., purchase of Non-judicial stamp paper, etc. for the furtherance of agreement with SKUAST-Jammu.
18. All the smaller farm implements required by the labourers/ manpower will be supplied by this University.
19. The minimum rates of wages and Statutory contribution viz. EPF, ESI (wherever applicable), EDLI, Administrative charges on EPF as notified by the J&K Govt. from time to time shall be paid by the University. **However, the contractor will quote for agency charges in terms of percentage per day per man in the prescribed format as provided at the end of tender document.**
20. The contractor shall have UAN No. issued by Regional Provident Fund Commissioner.
21. The successful contractor shall get the ESI ID Cards issued from the Employees State Insurance office in favour of the labourers/ manpower as per bill for the month of issuance of work contract at his own level and remaining manpower if any, shall also be issued said cards within one month of award of contract.
22. The contractor (in case of change) shall undertake to get the credit of EPF A/c of contractual labourers/ manpower deployed by firm to transfer in the new EPF A/c (if applicable) of the individuals.

23. The contractor will ensure that EPF and ESI (wherever applicable) are credited to his employees account and shall attach monthly statement on account of EPF/ESI showing details of employee's contribution, contractual labourers/ manpower contribution in respect of all deployed contractual persons along with the bill every month supported by Bank challan for verification.
24. The contractor shall be held responsible for any sort of theft/loss etc. caused due to the negligence of contractor's staff or due to non-provision of desired number of persons to the University and the same may be recovered from the bill of the contractor.
25. The contract will be initially for a period of **01 year, extendable to another four years, year-wise, subject to the funding under HADP**, from the date of signing the agreement which may be renewed by the University on annual basis as per requirement on the satisfactory performance.

I	Young Professional – I @ Rs. 25000/month
II	Young Professional – II @ Rs. 35000/month
III	Master Trainer @ Rs. 30000/month
IV	Project Assistant @ Rs. 20000/month
V	Skilled labour @ Rs. 15000/month or as per Govt. norms
VI	Unskilled labour @ Rs. 9000/month or as per Govt. norms

26. A bank draft of **Rs. 7,50,000/- (Rupees Seven Lakh Fifty Thousand Only)** in shape of CDR/FDR pledged to the Comptroller, SKUAST-Jammu must be attached with the tender form. This EMD is refundable after award of the contract, to all the unsuccessful bidders.
27. The successful bidder shall have to give performance security in the shape of bank guarantee amounting to **Rs. 35.00 lakh (Rupees thirty five lakhs only)** within seven days from the date of allotment of contract.
28. Statutory deductions at appropriate/prescribed rates as applicable from time to time will be deducted at source from the bills of the contractor on gross amount submitted to the office.
29. While deploying contractual personnel, the contractor will be required to maintain full particulars of the personnel along with their antecedents in advance. In case the contractor requires to change the personnel in between the contract period similar antecedents of the replaced personnel is to be maintained by the contractor.
30. The personal deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
31. The persons employed by the contractor will not indulge in any unlawful or illegal activities which are against the interests of the SKUAST-Jammu.
32. The workers employed by the contractor shall be his sole employees, and SKUAST-J shall not have any relation whatsoever with employees of the

contractor. He will be fully responsible for their acts, conducts and any other liability.

33. In case, the labourers/ manpower engaged by the Firm/Contractor suffer any injury/death while performing his duty, it shall be the sole responsibility of the contractor-Firm to pay compensation etc. as may be required under any law in-vogue from time to time.
34. The Agency shall not further sublet the contract to any other agency/firm.
35. The contractual personnel's deployed will be directly under the control of the contractor but the work will be assigned by the University.
36. **Mode of payment**
  - i. SKUAST-J will make payment directly to the contractor immediately after the close of every month after the receipt of the bills for the preceding month. The contractor is required to enclose the proof of payment of wages made by him to the labourers/ manpower through e-payment mode. He is also required to enclose the proof of necessary deposits made by him on account of Statutory contributions viz. ESI, EPF, EDLI, Administrative charges on EPF , etc. as notified by the J&K govt. from time to time. However, the contractor will be required to make the payment to the personnel deployed by or before 7<sup>th</sup> of every month positively. In case 7<sup>th</sup> of the month falls on a holiday then the payment must be made on the next working day. The accounts wing of the University shall ensure the strict compliance of this provision.
  - ii. In case contractor fails to make the payments to the labourers/ manpower or contravenes with any of the clauses of tender document/agreement, the University shall be at liberty to make the payment to the labourers/ manpower out of the performance /security deposits of the contractors on his first breach. In that case, the contractor has to coup up his performance/security deposits within fifteen days from the date of such disbursement of wages by the University. However, on repetition of such default again by the agency/contractor the University shall be at liberty to terminate the contract without issuing any notice to the contractor and the performance/security deposits shall be forfeited.
37. In case the contractor defaults in providing the required labour/ manpower, the University shall be at liberty to terminate the contract without issuing any notice to the contractor and the performance /security deposits shall be forfeited.
38. Notwithstanding anything contained here-in-above to the contrary, the SKUAST- Jammu shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing. Similarly, if the Agency/Contractor wants to rescind the contract, they are required to give at least 90 days' notice for withdrawal of services.
39. With mutual consent between the SKUAST-Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
40. The rates shall be quoted by the contractor only for the agency charges (In percentage (%)) of basic wages per day per man irrespective of category of manpower) and the contractor will present the monthly bills to the University accordingly.

41. The sealed tender should reach in the office of the Director Research, SKUAST-Jammu, Main Campus, Chatha- 180009 **by or before 07.12.2023 till 4:00 pm** and shall be opened on **08.12.2023 at 3:00 pm** in the presence of the representative of the contractors/ agencies who may desire so and are present at the time of the opening of the tenders. This university will not take any responsibility for any postal delay in this regard.
42. The contractor shall install Biometric Attendance System (BAS) and shall ensure biometric attendance of all the labour/ manpower on daily basis ensuring attendance of 48 hours per week. The contractor shall get the attendance statement duly verified on monthly basis by the Controlling Officer/Nodal Officer-Labour for submission to contractor for preparation of bills/Statutory deductions.
43. The performance security shall be increased 3 (three) times for those who offered unbalanced amount which shall be calculated as per the Bidding Capacity formula given below. The bidders shall have to submit the bidding capacity certificates duly signed by the concerned Head of Department / Organization for the three years (2019-20, 2020-21 & 2021-22). In case of tie between the firms/bidders, the tender will be awarded to the firm having maximum turnover.

The Bidding Capacity will be calculated:-  **$(A \times N \times 2) - B$**

A = Max. turnover in executing the job in any one year during the last 05 years keeping in to account the completed as well as work in progress.

N= Number of year for which the service is to be provided

B= Value of projects in hand.

44. The contractor shall keep a complaint register with his supervisor in the University and it shall be open to verification by the authorized officer of the University for the purpose. All complaints should be attended to by the agency/ contractor with in a week's time. An amount of Rs 500/- per day will be levied as liquidated damages, in case the complaint remains unattended without any intimation to the office, the damage charges will be deducted from the monthly bills of the firm/agency & shall be non-refundable.
45. The **providing of** manpower involves approximately 15 nos. Young Professional – I, 40 nos. Young Professional – II, 01 no. Master Trainer, 11 nos. Project Assistant, 27 nos. Skilled labour and 53 nos. Unskilled labour.
46. These number of manpower can be increased or decreased as per the actual requirement of SKUAST-Jammu, from time to time.
47. On roll evidence of atleast 150 number of manpower through statement of depositing ESIC/EPF etc. for one month in the last quarter of the previous financial year.
48. The GST or any other levy shall be paid well in time by the bidder on applicable rates from time to time, to avoid any action on part of delayed or non submission of such taxes.
49. Any dispute arising out of this contract shall be within the Jurisdiction of Courts in Jammu District only.

50. The University reserves the right to reject any/all tender(s) without assigning any reason.

**51. Force Majeure:**

In the case of failure to perform this Agreement due to any force majeure, neither party shall be liable for such failure, and this Agreement shall be terminated automatically. In the case of failure to perform any part of this Agreement due to any force majeure, the party suffering from such force majeure may be exempted from corresponding liability to the extent of the impact of such force majeure. However, such party shall continue to perform other obligations under this Agreement which have not been affected by such force majeure. If such force majeure occurs after such party delays to perform this Agreement, it shall not be exempted from its corresponding liabilities.

**52. Bid Evaluation (Segregated Type)**

- i) The Client shall follow two bid system where the technical bid and financial bid shall be evaluated separately.
  - ii) Essential documents for eligibility and qualification of technical bids are listed above in the Tender Document. The essential documents must be enclosed with the Tender form for technical evaluation of the bids. Bidders who fail to comply/provide/submit these essential documents will be rejected in Technical Evaluation.
  - iii) AT The STAGE OF OPENING OF FINANCIAL BIDS, IN CASE MORE THAN ONE TECHNICALLY QUALIFIED BID QUOTE THE SAME RATE, THEN SUCH TENDERS WILL BE AWARDED MARKS AS PER THE PROCEDURE GIVEN BELOW AND TENDER WOULD BE AWARDED TO THE FIRM OBTAINING HIGHEST MARKS.
  - iv) HOWEVER, IF TWO OR MORE FIRMS GET THE SAME SCORE, THEN WORK WOULD BE AWARDED TO THE FIRM BASED ON EXPERIENCE IN PROVIDING SUCH SERVICES (AGICULTURAL/ FARM LABOUR/ MANPOWER) IN ONLY GOVT. INSTITUTES & SAME BEING SUPPORTED BY EXPERIENCE CERTIFICATES ISSUED BY GOVT. INSTITUTE ONLY, WHICH SHALL BE VERIFIED FROM THE DOCUMENTS ATTACHED IN TENDER SUBMITTED.
- i. Number of the Years in operation (evidence by date of registration) Max 20 marks
    - a) Less than 3 years 0 Marks
    - b) 3 years to 5 years 10 Marks
    - c) For more than 5 and above year, 01 mark for each additional year subject to maximum of 10 marks.
  - ii) Turnover (Three Financial Years i.e. 2019-20, 2020-21 and 2021-22) (Evidenced by Profit & loss Account & Balance sheet duly authenticated by CA) Max 20 Marks
    - a) Less than 3 Crores 0 Marks
    - b) 3 Crores to 8 Crores 10 Mark

c) More than 8 Crores, one mark for each additional Rs. 1 Crore subject to maximum of 10 marks.

iii) No. of Manpower on roll (evidenced by ESIC/EPF documents) Max 25 Marks

a) Less than 150

0 Marks

b) 150 to 300

10 Mark

c) More than 300, one mark for each additional Rs. 100 nos. of manpower subject to maximum of 15 marks.

iv.) For proper page numbering of the tender documents with seal & sigh of the firm and mentioning the proper page no. on index column of Technical Bid (Annexure-III). Marking will be done taking in to consideration page no. Indicated in Annexure-III and shown page no. in the pdf. file.

5 Marks

v.) Minimum 3 years continuous experience, in related field, in working with Govt. Institution/Organisations/PSUs

Max. 30 Marks

a) Less than 3 years

0 Marks

b) 3 to 6 years

10 Marks

c) 6 to 9 years

20 Marks

d) More than 9 years one mark for each additional year of experience with Govt. Institution/PSUs etc. subject to maximum of 10 marks.

(Evidenced by certificates (should be attached separately) issued by the Govt. Institutes/ Organization/PSUs by the employer )

53. After following the procedure as per Sr. No. 52, if tie persists between the firms/bids, the tender will be awarded to the firm having maximum turnover.

**Annexure-'A'**

**Technical Bid Requirements**

<b>S. No.</b>	<b>Particulars of documents</b>	<b>Remarks</b>
1	Document related to EPF Account allotted by the Provident Fund Commissioner, J&K State.	
2	Employees State Insurance Registration Certificate	
3	GST/Service Tax Registration Certificate	
4	Income Tax PAN Certificate	
5	Previous three years turnover i) 2019-20 ii) 2020-21 iii) 2021-22 (Copies of Balance Sheet/P&L Account enclosed duly certified by the Chartered Accountant)	_____ _____ _____
6	Registration with the Labour Commissioner J&K State for supply of manpower.	
7	Trade License if any issued by the concerned department	
8	Certificate to the effect that the tenderer has never been black listed by any Govt. Department and Organization.	
9	One canceled cheque of bank account of tenderer duly stamped by tenderer's firm	
10	Tender Fee of Rs. 1000/-	DD. No. _____ Dated: _____ _____ Name of the Bank: _____
11	Earnest Money Deposit Rs. 7,50,000/-	FDR/TDR/CDR No. _____ Dated: _____ Name of the Bank: _____
12	Any other information	

Name of the Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_



**Sher – e – Kashmir**  
**University of Agricultural Sciences & Technology of Jammu,**  
**Chatha, Jammu (J&K) -180009**

**NOTICE INVITING TENDER**

For and on behalf of Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu invites e-tenders from the registered contractors/agencies for providing various categories of manpower to be engaged in different projects under Holistic Agriculture Development Plan (HADP) at Chatha & R. S. Pura and at other constituent units of the University located in different districts of Jammu Province, as listed under.

S.No.	Category of manpower	Requirement in numbers (approx.)	Qualification	Emoluments per month
i.	Young Professional-1	15	Graduation in Agriculture & allied sectors, as per project requirement	Rs 25000/-
ii.	Young Professional-II	40	Post-graduation in Agriculture & allied sectors, as per project/s requirement	Rs 35000/-
iii.	Master Trainer	01	Post-graduation in Veterinary Sciences & allied sectors, as per project requirement	Rs 30000/-
iv.	Project Assistants	11	Graduation in Science or equivalent, as per project requirement	Rs 20000/-
v.	Skilled labour	27	12 <sup>th</sup> pass & experienced as per project/s requirement	Rs 15000/- or at Govt. approved rates
vi.	Unskilled labour	53	As per project requirement	@ Rs 9000/- or at Govt. approved rates

For detailed terms and conditions, kindly visit the websites [www.jktenders.gov.in](http://www.jktenders.gov.in) and [www.skuast.org](http://www.skuast.org). **The tender schedule is as under::**

Submission of on-line bid	<a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>
Start of submission of on-line bid	23.11.2023 from 10:00 am
Last date of submission of on-line bid	07.12.2023 up to 4:00 pm
Opening of technical bid	08.12.2023 at 3:00 pm

**Note: i.** Only scanned copies of original cost of tender document, undertaking, Registration Card and other documents will be accepted, failing the bid will be rejected.

**ii.** Those firms who applied earlier vide advertisement No. AUJ/DR/23-24/F-152/5738-5741 dated 04.10.2023 (DIP/J-3305-P dated 05.10.2023) need not apply again.

**Sd/-**  
**Director Research**

No: AUJ/DR/23-24/F-152/7180  
Dated: 22.11.2023

**Annexure-I**

**Details of the experience with Govt. Institutes/ Organisation/ Autonomous Bodies :**

Sl. No.	Name of the Institute/ Govt. Organization & Name of contact Person with Phone Number	Period		No. of staff deployed	Remarks (with authenticated documents)
		From	To		

**Signature with seal of Firm**

**MANDATORY FORM**

<b>Vendor Name</b>	<b>Vendor Type</b>	<b>Address with Mobile No.</b>	<b>PAN No. (Mandatory in case TDS is Deducted)</b>	<b>GST REGN. NO.</b>	<b>Name of the Bank &amp; Branch Name and Address of Bank Branch</b>	<b>Bank Account No.</b>	<b>BIC (IFSC Code No.)</b>	<b>e-mail address</b>

We agree to supply the Agriculture Labour Services. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender including the T&C of electronic payment to engaged manpower followed by reimbursement of bills, which include EPF/ ESIC/ GST Challan etc.

We have furnished all the information, as required in the tender enquiry and attached the relevant document.(incase tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated). We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

\_\_\_\_\_  
(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of.....

(Name and address of the tendering firm).....

(Seal of the tendering firm) **Website Address:** .....

**E-Mail Address:** .....

**Mobile/Contact No.**-----

Date:

Place:

### Annexure-III

Sr. No	Documents to be attached	Yes/No	Page No.
1.	Registration certificate of the firm under State/ Central Govt. under Shop & Estt. Act. Or any other act indicating date of inception.		
2.	Minimum turnover of the firm Rs. Ten crore per annum for the financial year 2019-20, 2020-21 & 2021-22 along with certified copy of audited document by bonafide CA supported by ITR and Form-16 including Profit & Loss Statement.		
3.	Minimum 150 number of Manpower on roll evidenced by statement of depositing ESI/ EPF for any one month of last quarter of previous year.		
4.	Copy of ISO Certification.		
5.	Minimum 3 years continuous experience, in related field only, (2019-20, 2020-21 & 2021-22) of working in Govt. Institutes/ Organisations/ PSUs/ Reputed Pvt. Firms to be supported by, certificates issued by the Govt. Institutions/ Organisation/ PSUs/ Reputed Pvt. Organisations on Annexure-I.		
6.	The contractor/ agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.		
7.	Copy of PAN & GST registration certificate issued by Govt.		
8.	Copy of Cancelled Cheque.		
9.	Copy of ESIC registration certificate.		
10.	Copy of EPFO registration certificate.		
11.	EMD of <b>Rs. 7,50,000/-</b> (Rupees Seven Lakh Fifty Thousand Only) in the form of Demand Draft only in F/o <b>“Comptroller, SKUAST-Jammu”</b> Cheques will not be accepted. For firms seeking exemption of EMD must submit copy of NSIC/ MSME certificate along with the tender document in online format.		
12.	An undertaking as attached in <b>Annexure-IV</b> to the effect that the firm was never black-listed or banned by any Govt. Organisation/ Institutions/ Department/ PSUs/ reputed private organisation. In case, if it is found incorrect or invalid at any stage, the Contract is liable to be terminated immediately & further dealings stopped with the firm.		

**Non-Black listing self declaration**

The Comptroller,  
SKUAST-Jammu  
Chatha - 180 009.

Ref: Tender for providing Agricultural Manpower (Young Professional-1/ Young Professional-II/ Master Trainer/ Project Assistants/ Skilled/ Unskilled labour) at SKUAST-Jammu under HADP.

I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/PSU/Autonomous Body.

I/ We further declare that presently our Company/ firm \_\_\_\_\_ **is not blacklisted/ debarred/ banned and not declared ineligible for reasons** other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted maybe cancelled.

Thanking you,

Yours faithfully,

Date.....

Place.....

Signature.....

Name.....

Seal of the organization.....

**SCHEDULE TO TENDERS (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) Indian Companies Act, 1956 Indian Partnership Act,1932 (Please give names of partners)  
Any other Act, if not, the owners
4. 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.  
(i). 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.  
(ii). If the answer to above is in point one and two the 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
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./ Circle/ Ward and GST No.
7. Any other relevant information

**PART-II**

8. **Earnest Money Deposited:** Yes /No-----

**PART-III**

**DD No** \_\_\_\_\_ **Dt** \_\_\_\_\_ **Amount** \_\_\_\_\_

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting SKUAST-Jammu regarding the contract

Date: \_\_\_\_\_

Place: \_\_\_\_\_

***AUTHORISED SIGNATORY***

Please add supplementary pages to be numbered wherever needed by the Contractor.

**While quoting the price in BOQ, the Contractors shall take into account the Minimum wages & statutory liability mandated by Sate/ Central Govt. However, the present Minimum Wages and associated liabilities as per State/ Central Govt. will be kept in mind.**

**Note I: In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour (Regulation & Abolition) Act, 1970.**

**Note II: It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.**

**Date:**

**Sign. of the contractor or authorized person**