

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDITIONAL DIRECTOR OF AGRICULTURE (T&V),
AGRICULTURAL COMPLEX, THATTANCHAVADY, PUDUCHERRY
Ph:0413 - 2248245**

No.03/ADA(T&V)/SARF/e-Tender/2021-22

Dt: 12.01.2022

“e-Tenders” are invited on behalf of the President of India by the Additional Director of Agriculture (T&V), Thattanchavady, Puducherry from the service providers for carrying out various agronomical operational work such as ploughing, weeding, irrigating, ridge farming, fertilizer application, cleaning and all other agronomical and harvesting operations for sugarcane and fodder cultivation etc, in the Sugarcane Agronomical Research Farm(SARF) Kariyamanickam, Puducherry through e-tender platform.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDITIONAL DIRECTOR OF AGRICULTURE (T&V),
AGRICULTURAL COMPLEX, THATTANCHAVADY, PUDUCHERRY**

No.03/ADA(T&V)/SARF/e-Tender/2021-22

Dt: 12.01.2022

INDEX

Sl.No	Details of tender document	Page No
1	Tender Notice	3
2	Tender Schedule	5
3	Introduction and Scope of the tender	6
4	Instruction to tenderer	7
5	Details of technical bid	9
6	Details of financial bid (BOQ)	11
7	Terms and conditions	12
8	Annexure -II Undertaking by the Contractor	14
9	Annexure -III Check list	15
10	Annexure -IV Bill of Quantity Format (Reference)	16

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDITIONAL DIRECTOR OF AGRICULTURE (T&V),
AGRICULTURAL COMPLEX, THATTANCHAVADY, PUDUCHERRY**

No.03/ADA(T&V)/SARF/e-Tender/2021-22

Dt: 12.01.2022

Notice Inviting “e -Tender”

“e-Tenders” are invited on behalf of the President of India by the Additional Director of Agriculture (T&V), Thattanchavady, Puducherry from the service providers for carrying out various agronomical operations for Sugarcane and Fodder cultivation such as ploughing, weeding, irrigating, ridge farming, fertilizer application, cleaning and all other agronomical and harvesting operations, etc, in the Sugarcane Agronomical Research Farm(SARF) Kariyamanickam, Puducherry through e-tender platform <https://pudutenders.gov.in>.Tenders submitted in any other form will not be accepted.

Sl. No.	Details of field operation	Rates to be quoted in Rs/ Unit
1	Ploughing of field for crop cultivation (per acre)	
	i) using cultivator (one time)	
	ii) using rotavator (per hour)	
	iii) using disc (one time)	
2	Forming of Ridges and Furrows and irrigation channels and cleaning of bunds (per acre)	
3	Supply of required quantity and variety of setts including transport charges for 5X5ft (Paired setts) (per acre)	
4	Supply of required quantity and variety of setts including transport charges for 3X3ft (Paired sett) (per acre)	
5	Cutting and Preparation of two budded setts, setts treatment and planting and one irrigation from our farm Nursery (per acre)	
6	Preparation of two budded setts, setts treatment, planting and one irrigation (per acre)	
7	Supply of single budded seedling of required quantity and variety including transport charges (per acre)	
8	Planting of single budded seedling (per acre)	
9	Complete weeding (one time/acre)	

	i) 5x5 feet planted field	
	ii) 3X3 feet planted field	
	Fertiliser application, earthing and irrigation (one time/acre)	
10	i) 5x5 feet planted field	
	ii) 3X3 feet planted field	
11	Detrashing of dried leaves from sugarcane crop (one time/acre)	
12	Ploughing along the sides of ridges (per acre)	
13	Stubble shaving (per acre)	
14	Gap Filling (per acre)	
15	Irrigation of sugarcane field (one time/acre)	
16	Spraying of chemicals (per tank)	
17	Harvesting of sugarcane crop (per tonne)	
18	Harvesting of sugarcane nursery (per tonne)	
19	Cleaning of farm road side (Per Rmt)	
20	Cleaning of bushes using JCB/Dozer(Per hour)	
21	Supply of fodder two budded slips/setts for planting (Per Acre)	
22	Plating of fodder setts (Per acre)	
23	Sowing of Green manure seeds(Per acre)	
24	Harvesting of Green manure seeds (Per acre)	

Cost of Tender Document	: Rs. 525/- (including GST)
EMD Cost	: Rs. 15,000/-
Bid submission start date	: 12.01.2022
Last date for online submission of Tenders	: 24.01.2022 by 3.00 pm
Date and Time of opening of Tenders	: 24.01.2022 by 3.45 pm

The Tender details, terms and conditions and the specification, time schedule can be downloaded from the website <http://agri.puducherry.gov.in/> for reference. As the Tenders will be processed only through on-line, hard copy submission will not be entertained.

Additional Director of Agriculture (T&V)

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (T&V.)
THATTANCHAVADY, PUDUCHERRY

.....

TENDER SCHEDULE

Sl.	Subject	Date and time
1.	Download documents & Bid submission start	12.01.2022
2.	Last date of Submission of Tender Online	24.01.2022 by 3.00 pm
3.	Last date of submission of original Tender Fee and EMD fee by Post/Personally	24.01.2022 by 3.00 pm
4.	Date and Time of opening of Tenders	24.01.2022 by 3.45 pm

(If these days happen to be a holiday the next working day will be the date for item Nos. 2 and 4)

Tenderer(s) are requested to stick on to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner. Tenderers are requested to read the instructions help for contractors, information about Digital Signature Certificate, resources required and bidder's manual kit at the home page of the website <https://pudutenders.gov.in>. or <http://demoeproc.nic.in/> before submission of tender through online.

Helpdesk@eprocurement Cell: 0413-2220225 Email : support-eproc.pon@nic.in

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (T&V.)
THATTANCHAVADY, PUDUCHERRY**

Introduction and Scope of the tender

e-tender is invited by the Additional Director of Agriculture (T&V), from the service providers for carrying out various agronomical operations for sugarcane and Fodder cultivation such as ploughing, weeding, irrigating, ridge farming, fertilizer application, cleaning and all other agronomical and harvesting operations, etc, in the Sugarcane Agronomical Research Farm(SARF) Kariyamanickam, Puducherry through e-tender platform <https://pudutenders.gov.in> for the period of one year from the date of signing the agreement, which will be renewed annually on mutual consent basis.

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (T&V.)
THATTANCHAVADY, PUDUCHERRY

INSTRUCTIONS TO TENDERERS FOR ONLINE SUBMISSION OF E-TENDER

1. The tenderers who are interested in bidding can download tender documents from <http://pudutenders.gov.in>.
2. Tenderers who wish to participate in this tender will have register on <http://pudutenders.gov.in> to participate in online tenders. Tenderers will have to procure digital signature certificate as per Information Technology Act, 2000 using which they can sign their electronic bids. Tenderers can procure the same from any CCA approved certifying agency i.e. TCS, safe crypt, Noode etc or they may contact e-Procurement cell, Government of Puducherry for further assistance. Tenderers who have already have a valid Digital Signature Certificate need not procure a new Digital Signature Certificate.
3. Help desk@eprocurement Cell:0413-2220225
Contact No:0413-2220225, Toll free No:18002337315
Help desk 10 A.M to 6.00 P.M on all working days
Address: e-Procurement Cell, IIIrd Floor, Goubret Avenue, Chief Secretariat, Puducherry.
4. Technical bid required to be submitted in both online and physical form with required tender document fee, Earnest money Deposit and documents as stipulated in Technical Bid check list-I. Commercial bid should be submitted online through the website <http://pudutenders.gov.in>
5. No physical submission of price/commercial bid will be entertained as it should be furnished online only. Also no Fax, email, SMS or any other form of communication will be entertained for the same.
6. Before electronically submitting the tenders, it should be ensured that all the tender papers including conditions of contract are ready digital form and in requisite file formats generally accepted formats are .pdf, .xls, .jpg etc.
7. Bidders also advised to refer “Bidders Manual” available under “Download” section of e-Procurement portal <http://pudutenders.gov.in> for further details about the e-tendering process.

8. Tenderers should upload their scanned copies of D.D. of tender fee and EMD with the online bid.

9. Every tenderer must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read or understood will be entertained later. The firm should quote the service charge of the items separately and the other taxes and duties only as mentioned in the Bills of Quantity (BOQ) of the tender schedule.

A) Filling of E-Tenders

- i. Tenders should be dully filled in (on the assigned space), dully signed with digital signature and submitted online. All mandatory fields marked with (*) have to be filled by the tenderers.
- ii. Tenderers should upload their scanned copy of D.D. of Tender Fee and EMD along with the online bid in the format as required by the e-procurement system.
- iii. The rates should be uploaded only in BOQ (Bill of Quantity) format which is available in online bid. The tenderers are therefore advised to enter all financial elements in the column available in the BOQ only.
- iv. The tenderers are required to quote in the same rate units (Nos/acre/mts, Kmts,% etc) as given in the tender schedule.

B) Opening of Bids

- i. The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule, through e-Tendering procedure only in the presence of bidders.
- ii. Bids shall be opened either in the presence of bidders or its duly authorized representatives. The bidder representatives who are present shall sign a register evidencing their attendance.
- iii. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

Technical Bid -COVER -I

1. The Technical Bid shall contain the following documents listed hereunder.
 - a) Bidders should submit their Technical and Price Bid tender online at the Government Website <http://pudutenders.gov.in> with scanned copy of Demand Draft towards Application Fee for Rs.500/- way of Demand Draft drawn in favour of “The Additional Director of Agriculture (T&V), Puducherry payable at Puducherry.
 - b) No physical/off-line Bid shall be accepted. Only offline payment/ documents as stated in tender conditions of technical bid will be accepted in physical mode. Conditional tenders and casual letters sent by the bidders also will not be accepted.
 - c) Tender Application Fee : The tenderer shall pay a non-refundable amount of Rs.500.
 - d) Bidders should also submit their scanned copy of a Demand Draft towards Earnest Money Deposit (EMD) Rs.15,000/- (Rupees Fifteen Thousand only) by way of Demand draft drawn in favour of “The Additional Director of Agriculture (T&V), Puducherry” payable at Puducherry.
 - e) The Earnest Money Deposit will be refundable to the unsuccessful tenderer.
 - f) The Earnest Money Deposit will be returned to the unsuccessful tenderer only after successful completion of the contract.
 - g) The tenderer submitting the tender without their proof of Tender fee and EMD will be rejected.
 - h) **Tender fee and EMD in the form of Demand Draft / Bankers cheque in original along with documents/ records listed below shall be submitted personally in the Tender Box placed or by post in sealed envelope super scribed “Tender Fee and EMD to provide Labour contractors for carrying out various operational work at SPU, Bahour” should reach latest by 24.01.2022 by 3.00 pm.**

The Additional Director of Agriculture (T&V),
Agricultural Complex, Thattanchavady,
Puducherry -605 009.

- i) Tender Fee/ EMD received after the due date and time will not be entertained and will be summarily rejected. This office is not responsible for any postal/ courier delay.
- j) The tenderer(s) are requested to upload the following self attested scanned copy of documents in the online Technical Bid Cover according to the sequence as given below:
 - i) Tender fee/ EMD fee.
 - ii) Contractor should have minimum two years experience in providing labour on contract basis to at least Government Departments/ Organizations/ Companies. Certificate or Documents showing minimum of 150 numbers of work force on roll.
 - iii) Copy of PAN card.
 - iv) Document that will confirm the reliability/ credibility of the agency/ firm for supply of labours.
 - v) Attach Annexure -I filled by the Contract service provider (Undertaking)
 - vi) Attach Annexure -III filled by the Contract service provider (Check list)
 - vii) The Price Bid of the tenderer who qualifies in the Technical Bid only will be considered. Only the successful tenderers in Technical Bid are eligible to participate in further proceedings.

2. Besides the above physical submission of Technical Bid, the bidders shall have to enter/upload the relevant documents in the respective online “cover “as per the following order:

A) Technical Cover:

a) In the Fee Cover (in PDF format)

Scanned copies of DD for

- i) tender cost and ii) EMD should be enclosed.

b) In the Technical Document cover (in PDF format)

Scanned Copy (signed & sealed) of the Technical Bid along with the supporting papers (except BoQ sheet) for evaluation of Technical Bids.

Financial BID (BoQ) - Cover 2

1. The financial Bid to be filled up by the bidder ON LINE through e-tendering only.
2. Any financial Bid filled in the Technical Bid cover or in tender box will be summarily rejected.
3. The Bill of Quantity (BoQ) must be uploaded after entering the amount in the BoQ.
 - i) Bidder shall enter the name of the firm on BoQ only.
 - ii) Bidders are requested not to edit or change any item or quantity.
 - iii) Rates are to be filled only on BoQ (in .xls format) sheet only.
4. The financial bid should contain the following:
 - i) Tender Offer Form (BoQ) shall be entered by the tenderer in the prescribed excel sheet.
 - ii) The rates should be submitted only in BoQ (Bill of Quantity) which is available in online bid. The tenderer should quote the financial elements clearly in the BoQ.
5. After deciding the Lowest Rate by the Tender Committee, the Additional Director of Agriculture (T&V) will place the supply order after obtaining approval from the Competent Authority to the lowest rate tenderer on the terms and conditions for supply of the manpower to the Seed Processing Units.
6. The BoQ format is as in Annexure -III for reference only.

Terms and conditions

1. The Contract service provider shall have previous experience to discharge the duties assigned to them by engaging skilled labour worked in with seed processing operations. The Contractor should engage skilled manpower without any deviations and should select experienced labours from the residents of respective regions of Puducherry U.T.
2. The contract period is for a maximum period of 12 months from the date of signing of agreement and on mutual consent basis contract period may be renewed annually.
3. The manpower engaged by the Contractor should satisfactorily work/ perform duties assigned by the section / officer to whom he/ she is attached and under performing manpower will be disengaged based on the recommendations of the controlling officer.
4. No sub contracting by the Contract service provider for providing his service.
5. The Contract service provider shall be responsible for providing immediate replacement of labour, if disengaged by the Contractor.
6. The Agriculture Department, Puducherry shall no way be responsible for any injury and disability whether permanent or partial caused to the personnel's during discharge of their duties. It is responsibility of the Contract service provider to cover their personnel under the ESI Act and their workmen may claim eligible benefits as prescribed in the said Act.
7. For the effective services by contract personnel, the department may introduce certain equipment/ or gadgets as may be considered necessary and the agency's / firms personnel shall put into use and preserve the same as per the instructions of the department.
8. The Contract service provider shall remain liable to and shall indemnify by the department in respect of all course action, claim damages, compensation or costs, charges and expenses arising out of accident or injury sustained by the department or by its employees or other persons irrespective of in the employment of the department's premises arising out of any act of commission or omission, default or negligence error in judgement on the part of the agency or the staff and the agents of the agency /firm.
9. The Agriculture Department, Puducherry shall be entitled to terminate the contract service by giving one month notice in writing to the agency / firm without prejudice to the rights and remedies available to it due to the breach of any of the terms of this agreement or if the agency becomes insolvent or fails and / or neglects to carry out instructions or not satisfactory in the execution of work as per requirement of the Agriculture Department, Puducherry otherwise arrives at a conclusion to terminate this agreement. On termination of the agreement, the liability of the Agriculture Department, Puducherry for payment of any amount on account of the contract shall forthwith cease. The Agriculture Department, Puducherry also shall be entitled to advise the agency to withdraw certain manpower from the strength allowed during the contract period with short notice and the Agriculture Department, Puducherry is not liable for payment/ compensation on this agreement.

10. Any dispute or difference whatsoever arising between the parties shall be settled by arbitration of a sole Arbitrator to be appointed by the Director of Agriculture and the award made in pursuance thereof shall be binding on the parties.

11. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract/ agreement or the validity or the breach thereof shall be subject to the jurisdiction of Courts at Puducherry alone.

12. If the tenderers quoted the same amount/ rate, in such a situation, the chairman of Tender Committee is empowered to make decision for issuing contract services deemed to be fit.

13. The Chairman of the Tender Committee is empowered to modify/ amend any of the tender conditions, accept or reject any or all bids fully or partly and having every right to postpone or cancel the tender at any stage without assigning any reasons thereof.

14. Contract service provider for carrying out various agronomical operations for sugarcane Fodder and cultivation such as ploughing, weeding, irrigating, ridge farming, fertilizer application, cleaning and all other agronomical and harvesting operations, etc, in the Sugarcane Agronomical Research Farm(SARF) Kariyamanickam, Puducherry.

ANNEXURE -I

1. I/ We have read and examined the notice inviting e-tender for providing contractual service provider for carrying out various agronomical operations for sugarcane and Fodder cultivation such as ploughing, weeding, irrigating, ridge farming, fertilizer application, cleaning and all other agronomical and harvesting operations, etc, in the Sugarcane Agronomical Research Farm(SARF) Kariyamanickam, Puducherry. Schedule, specifications, requirements, directions referred to in terms and conditions of contract / agreement of the tender document for the service.

2. I / We hereby tender for the rendering of supply of contract manpower specified in the schedule and in accordance with all aspects e-procurement policy of the Govt. and terms and conditions and instructions of the tender notice.

3. A sum of 'Rs. 525/- (including GST) towards tender cost and Rs, 15,000/- (Rupees Fifteen thousand only) towards EMI) in the form of Demand Draft drawn from a nationalised bank in favour of "The Additional Director of Agriculture (T&V). Puducherry", payable at Puducherry .

4. I / We hereby declare that I / We shall treat the tender documents and other records connected as secret / confidential documents and shall not communicate information / derived there from any person other than a person to whom I/We, am / are authorised to communicate the same or use the information in any manner prejudicial to be safety of state.

5. I/ We agree that should I/ We fail to commence the service as specified and the EMD mentioned in the form of invitation of tender shall be absolutely fortified to the (Govt. account and the same may at the option of competent authority to recover without prejudice to an) other right or remedy available in law out of the deposit in the event of deficiency of any other money due to me/ us under this contract or otherwise.

Signature of Tenderer

Name:

Name of the Agency: Address(s)

ANNEXURE -II
CHECK LIST

Sl. No	List of Forms/ papers/ documents to be enclosed	Yes	No
1	Tender Application fee		
2	(EMD) fee		
3	Experience for providing labour to Govt. Depts./ Organization/ Company and certificate for having provided contract manpower in last 2 years		
4	Copy of PAN card		
5	Any other documents that will confirm the reliability / credibility other agency / firm for supply of man power		
6	Annexure- I (Particulars of the Agency/Firm)		

Authorised Signature

Name and Address of the seal

Place :

Date :

Annexure -III

FORMAT OF BILL OF QUANTITY (BOQ) - FINANCIAL BID (for reference only)

Sl. No.	Details of field operation	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	Ploughing of field for crop cultivation (per acre)			
	i) using cultivator (one time)			
	ii) using rotavator (per hour)			
	iii) using disc (one time)			
2	Forming of Ridges and Furrows and irrigation channels and cleaning of bunds (per acre)			
3	Supply of required quantity and variety of setts including transport charges for 5X5ft (paired setts) (per acre)			
4	Supply of required quantity and variety of setts including transport charges for 3X3ft (One sett) (per acre)			
5	Cutting and Preparation of two budded setts, setts treatment and planting and one irrigation from our farm Nursery (per acre)			
6	Preparation of two budded setts, setts treatment, planting and one irrigation (per acre)			
7	Supply of single budded seedling of required quantity and variety including transport charges (per acre)			
8	Planting of single budded seedling (per acre)			
9	Complete weeding (one time/acre)			
	i) 5x5 feet planted field			
	ii) 3X3 feet planted field			
10	Fertiliser application, earthing and irrigation (one time/acre)			
	i) 5x5 feet planted field			

	ii) 3X3 feet planted field			
11	Detrashing of dried leaves from sugarcane crop (one time/acre)			
12	Ploughing along the sides of ridges (per acre)			
13	Stubble shaving (per acre)			
14	Gap Filling (per acre)			
15	Irrigation of sugarcane field (one time/acre)			
16	Spraying of chemicals (per tank)			
17	Harvesting of sugarcane crop (per tonne)			
18	Harvesting of sugarcane nursery (per tonne)			
19	Cleaning of farm road side (Per Rmt)			
20	Cleaning of bushes using JCB/Dozer(Per hour)			
21	Supply of fodder two budded slips/setts for planting (Per Acre)			
22	Plating of fodder setts (Per acre)			
23	Sowing of Green manure seeds(Per acre)			
24	Harvesting of Green manure seeds (Per acre)			