



**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**  
**REGIONAL AGRICULTURAL RESEARCH STATION, LAM FARM, GUNTUR,**  
**ANDHRA PRADESH – 522034.**

**TENDER DOCUMENT**

**NIT No. 04/ANGRAU/RARS, Lam/2026-27; Dated: 05.06.2026**

**NAME OF WORK/SERVICE:** - Supply of Contract Manpower/services/work for Various Services at RARS, Lam, ANGRAU, Guntur, Andhra Pradesh – 522034

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**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**  
**Regional Agricultural Research Station, Lam, Guntur, Andhra Pradesh-522 034.**

**Tender Notice No.04/ANGRAU/RARS, Lam/2026-27**

**Date: 05.06.2026**

Tenders are invited from the Registered Labour Contractor for supply of Contract Manpower/services/work done (technical and non-technical manpower) on work contract basis as per the cadre strength for a period of three years till 31.05.2029 (block period 01.06.2026 to 31.05.2029) to work under CS scheme at **Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.**

Details are as follows:-

1)	Tender document submission opening date & time	05.06.2026 / 05.00 PM
2)	Tender document submission closing date & time	22.06.2026 / 04.00 PM
3)	Technical bid opening date at the Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.	23.06.2026 / 11.00 AM
4)	Financial bid opening date at the Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.	23.06.2026 / 02.00 PM

Tender forms and tender documents are available at office of the Associate Director of Research, RARS, Lam, Guntur.

For any clarification, please contact:

CONTACT: +91 9989625210  
[adr.rarslam@angrau.ac.in](mailto:adr.rarslam@angrau.ac.in)



Associate Director of Research,  
Regional Agricultural Research Station,  
Lam, Guntur, Andhra Pradesh-522 034.

## 1. GENERAL TERMS AND CONDITIONS:

1.	Tenders for the services specified in Tender Form-I will be accepted until <b>22.06.2026 04.00 PM</b> . The tenders must be submitted to the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.
2.	<p>The tenders are solicited for the work/service/man power outlined in tender form-I, to be carried out at the Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, under the auspices of Acharya N.G. Ranga Agricultural University (ANGRAU), Guntur, in accordance with the specifications</p> <p><b>2. ELIGIBILITY OF BIDDERS</b></p> <ol style="list-style-type: none"> <li>1. The bidder must be a legally registered entity, either as a Public/Private Limited Company under the Companies Act or as a Partnership Firm/Association of Persons/Society under the relevant governing laws.</li> <li>2. If the bidder proposes a Consortium or Joint Venture, a legally binding agreement between the parties must be submitted. The agreement should clearly define the division of work, designate a leader responsible for the contract's execution, and outline the accountability framework. The leader of the Consortium may not be substituted after the bid submission or during the contract period. All consortium members must meet the eligibility criteria and be jointly and severally responsible for the work's execution.</li> <li>3. The bidder must be registered under the <b>Contract Labour (Regulation &amp; Abolition) Act, 1970</b> and must hold the necessary licenses to provide manpower services or any other relevant which is in force in Andhra Pradesh.</li> <li>4. The bidder must be registered with the <b>EPFO, ESIC</b>, and relevant tax authorities, including <b>Income Tax (PAN), TAN</b>, and <b>GST</b>. The bidder must submit the necessary registration certificates and documents such as EPF, ESI, PAN, TAN, and GST Registration Certificate.</li> <li>5. The bidder must have experience in providing similar manpower services for at least the past <b>three years</b> to reputable institutions, universities, public sector undertakings (Central/State), or government departments.</li> <li>6. The bidder must have an average turnover of at least <b>Rs. 50.0 Lakhs</b> or more, derived from the provision of work/services/manpower supply, over any three of the last three financial years (2023-24, 2024-25 &amp; 2025-26). A certificate from a practicing</li> </ol>

Chartered Accountant detailing the turnover from **manpower supply/services/work**, excluding security, sweeping, cleaning, and housekeeping, must be submitted.

7. The bidder must have qualified and experienced personnel available for deployment under the contract. In addition, the bidder must provide details of a **qualified and experienced manager** who has independently planned, organized, and supervised similar manpower supply projects for institutional clients. A list of at least 25% of the total manpower to be engaged under the contract, including the manager, must be submitted as part of the bid for evaluation.
8. The bidder must provide a **Satisfaction Performance Report (SPR)** from previous clients where similar services were rendered. The SPR must be signed by the authorized representative of the client organization, including their name, designation, contact details, and email.
9. Bidders shall have a duly established branch office in Guntur, Andhra Pradesh, to ensure prompt accessibility and facilitate efficient communication and coordination throughout the execution of the contract.

### **3. OBLIGATION OF THE AGENCY/BIDDERS**

The selected agency shall be responsible for the following under the contract:

1. The agency must accept the **work order** within seven days and complete the formal agreement on **Non-Judicial Stamp Paper** of appropriate value within fifteen days of receiving a scanned copy of the work order.
2. The agency must ensure that the designated Manager and all personnel report to the Institute's O/o Honorary Director, CS scheme at least **three days prior** to the contract's commencement. Personnel must produce the original Offer of Engagement issued by the agency for verification.
3. The agency must provide the required manpower as per the contract within **15 days** from the requisition where advertisements are involved, or **3-7 days** for other cases.
4. The agency must issue Employee Identity Cards to all personnel within one week of their engagement.
5. The agency is responsible for maintaining daily attendance records of personnel and submitting the same to the Institute within two working days of the following month. The Institute reserves the right to maintain an independent attendance record for cross-verification.

6. Payments for the personnel must be released by the **5<sup>th</sup>-10<sup>th</sup> of the following month** based on the attendance records. All wages shall be disbursed exclusively through **electronic bank transfer (NEFT/RTGS/IMPS) directly into the individual bank accounts** of each deployed personnel, in compliance with the Payment of Wages (Amendment) Act, 2017. The agency must comply with statutory requirements like **EPF/ESIC** deposit by the **10<sup>th</sup> of the following month**.
7. The agency must submit a consolidated bill, along with payment details and EPF/ESIC deposit information, by the **15<sup>th</sup> of the following month**.
8. The agency is responsible for addressing any legitimate grievances of personnel within **30 days**. If unresolved, the reasons for non-compliance must be reported to the Institute.
9. The agency must submit an affidavit on **Non-Judicial Paper** worth **Rs. 100** affirming responsibility for any loss arising from acts by the supplied manpower.
10. The agency must indemnify the Institute for any loss or damage caused by the negligence or actions of the personnel deployed, as determined by the Institute's Fact-Finding Committee.
11. The agency must deposit all amounts as required by the contract, as per the applicable terms.
12. The agency must not engage individuals who do not meet the following criteria:
  - A. Persons under the age of 18 or over 60 years.
  - B. Persons with criminal records or convictions.
  - C. Insolvent persons or those with pending legal disputes.
  - D. Persons in contravention of family law (i.e., remarried while the first spouse is alive).
13. Personnel who reach the age of 60 during the contract term must not be continued in service. The calculation of age will follow the defined guidelines.
14. The contractor is responsible for linking the **UAN** of all personnel deployed and completing necessary formalities under the **EPF/ESI Act**.

#### **4. OBLIGATION OF THE PERSONNEL ENGAGED BY THE AGENCY IN THE INSTITUTE**

The following shall be the obligation of the personnel engaged by the agency in the Institute under the contract. However, the Institute reserves the right to add/alter the

obligations of the personnel engaged by the agency in the Institute under prior notice to the employer-agency.

1. To maintain punctuality, sincerity and honesty to the jobs as may be assigned to them from time to time by the Institute.
2. To keep proper custody and take care of the property of the Institute being kept under their custody and/or which have been assigned them for use in the normal course of work.
3. To be polite to the students, employees, and visitors of the Institute.
4. To carry out all the legitimate tasks assigned to them by their controlling official(s) of the Institute.
5. To keep the controlling officials updated and informed in advance about their absence from work. However, the Leave Application will be submitted to the Manager of the employer agency who in turn will forward a copy of same to O/o Honorary Director, CS scheme of the Institute for record of the Institute.
6. Not to submit any application and/or representation directly to the Institute without first taking up the issue with and/or through the employer-agency.
7. Not to share any document and/or information which is shared to them in the normal course of work to any unauthorized person.
8. Not to commit any errors and omissions or commissions which is not in the interest of the Institute and which a person of sound mind would not commit under normal circumstances.
9. Personnel must wear the identity card issued by the agency while on duty.
10. **Privacy Agreement:** Persons engaged are required to observe and uphold all of the privacy policies and procedures of the outsourcing agency (Third party company) as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. The persons engaged will have to perform the duties of the allotted Village's/ Centre's / Districts of CS scheme and any other work assigned by the Honorary Director of CS Scheme, ANGRAU from time to time.
11. **Termination conditions:** The Agency reserves the right to terminate employment of any employee for just cause at any time without serving any notice and without payment in lieu of notice. The Agency is entitled to terminate the employment for any reason other than for just cause, upon providing a minimum notice as required by law.

12. **Interpretation, Amendment and Enforcement:** The letter of agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between persons engaged and the Agency and constitute the complete agreement between persons engaged and the Agency regarding the subject matter set forth herein. The letter of agreement may not be amended or modified, except by an express written agreement signed by both parties engaged and a duly authorized by the competent authority who is placing request for outsourcing/contract.

13. **Conflict of Interest Policy:** While persons are employed at the Outsourcing Agency, the personnel will not engage in any other employment, consulting or other business activity (whether full time or part time) that would create a conflict of interest with the Agency or the norms formulated time to time for the outsourcing employees by the competent authority. By joining at this position, personnel confirm that they have no contractual commitments or other legal obligations that would prohibit the personnel from performing the duties for the Outsourcing Agency. Candidates have to produce an undertaking, stating that they are not enrolled in any other job or academic courses etc. (either full time or part time) while joining the employment.

14. **Tenure:** The tenure of the post will depend on satisfactory service of the employee during given tenure. Engaging a candidate is purely temporary basis. The persons engaged shall not have any right to claim either for continuation or for regularization of their services at any time.

15. If agreeing for the terms and conditions, the personnel should report for duty at O/o the Honorary Director, CS Scheme, ANGRAU, RARS, Lam, Guntur and submit all original certificates on the specified date, failing which the offer shall be treated as automatically cancelled.

##### **5. OBLIGATION OF THE INSTITUTE**

The following shall be the obligation of the Institute under the contract.

1. To issue the work order to the selected agency at least 30 days before commencement of the contract.
2. To provide working space and facilities to the personnel engaged by the agency in the Institute under the contract to facilitate them to properly discharge their assignments and responsibilities.

<p>3. To intimate to the agency of any compliance required for payment of the monthly bill within five working days from receipt of the original bill by the Institute.</p> <p>4. To make payment of the bill as admissible under the contract and rules applicable within 15 working days of receipt of compliance or within 15 working days of receipt of the bill in case of no deficiency.</p> <p>5. To release the refundable deposits under the contract as per the terms applicable to such deposits</p>
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## 6. SUBMISSION OF TENDER FORMS:

**Tenders have to be submitted in two parts** :in the prescribed proforma *i.e.*, Technical Bid (Part-I) and Financial Bid (Part-II).

- **Financial Bids of those tenderers who qualify in Technical Bid will only be considered for finalization of the tender.**
- The tenderer may please note that all the columns in the Technical Bid are to be filled in meticulously with precision, with documentary evidence wherever necessary.
- **All the required documents / enclosures / literature etc., have to be attached along with Technical Bid (Part-I of the tender) only. Technical catalogues for quoted item is essential.** Tenders submitted without technical literature of the items will be summarily rejected. Eligibility for Financial Bid (Part-II of the Tender) will depend on the outcome of documents attached to technical bid.

### **The schedules for opening of tenders:**

23.06.2026 / 11.00 AM	Opening of technical bids
23.06.2026 / 02.00 PM	Financial Bid <i>i.e.</i> , opened after finalization of technical bid

- The last date scheduled for RECEIPT of tenders are fixed and will not be changed under any circumstances. However, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right of postponement of the date of opening of tenders or date of opening of Financial Bids in the event of any unforeseen reasons.
- If for any unforeseen reasons, the last date for submission of tenders and opening of tenders happens to be a holiday, the notified dates automatically get postponed to next work/servicing day only.
- The Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, is “not responsible” for non-receipt of tenders or late submissions of tenders for any reason, what so ever.

➤ Failure to fill and sign the declaration and check slip shall make tender invalid.

#### 7. DOCUMENTS TO BE SUBMITTED:

- All the documents are arranged in the serial order (*Serial numbers and page numbers should be indicated on the right-side top of the corner*) then attached to the bids

S. No	Name of the Document
1	Declaration form (Tender Form-III).
2	Latest non-conviction certificate (in original), if applicable.
3	EPF Registration certificate
4	ESI Registration certificate
5	PAN/TAN card
6	GST registration certificate
7	GSTIN – Goods and Services Tax Identification Number under the CGST Act, 2017
8	LIN – Labour Identification Number issued through the Shram Suvidha Portal ( <a href="http://shramsuvudha.gov.in">shramsuvudha.gov.in</a> ) of the Ministry of Labour and Employment, Government of India
9	Udyam Registration Certificate – mandatory for MSME bidders claiming EMD exemption or price preference benefits. Non-MSME bidders need not submit.
10	Professional Tax Registration – as applicable under the Andhra Pradesh Tax on Professions, Trades, Callings and Employments Act, 1987
11	Provisional labour license certificate along with the number of workers (Minimum 100 members) firm can supply must be mentioned in the license copy itself.
12	EMD
13	Annual turnover certificate with full details (2023-24, 2024-25 & 2025-26)

- All the enclosed documents shall be in English, *If any document is produced in any language other than English true translation copies of such documents in English shall be enclosed duly attested by a Gazetted Officer.* Failure to submit English translation of such documents shall make tender invalid. All originals are to be presented at the time of scrutiny for verification.

#### 8. EARNEST MONEY DEPOSIT (EMD):

- **The EMD should be in the form of Demand draft for an amount of Rs. 1,00,000/-.** The bids submitted with required EMD amount only be considered for further evaluation. EMD of the successful bidder would be retained with the office of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur for the contract period. The EMD of unsuccessful tenderers will be returned after signing the agreement with the successful tenderers. No interest is payable by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, for on such deposits.
  - Cheques, cash deposits, term deposits or fixed deposits will not be accepted towards EMD.

- However, the exemption of EMD will be given to small scale industrial units, registered with the Government of Andhra Pradesh and the National Small Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The copy of these orders should be attached in case of any such claim for exemption.

#### **9. SECURITY DEPOSIT:**

- The successful tenderer(s) after receipt of information on the acceptance of the tender through post or by any means/mail/SMS/letter from the Associate Director of Research, RARS, ANGRAU, Lam, Guntur, Andhra Pradesh, shall deposit within 07 days a sum of **Rs. 1,00,000/-** in the form of crossed demand draft in favor of the **Administrative Officer, RARS, Lam, Guntur payable at Guntur** as a security for the fulfillment of the contract. The EMD/Security Deposit shall carry no interest. ***The security deposit to be deposited in addition to the EMD.***
- The Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to forfeit and confiscate EMD, if the successful tenderer(s) fail to pay the security deposit which is required under the terms and conditions of this tender and award the second lowest for work order.

#### **10. FORFEITURE/REFUND OF THE EMD/SECURITY DEPOSIT:**

In case the selected tenderer(s) does not complete the services/supply of workers for the mentioned task in time at the quoted rates within the period of contract and commits breach of one or more of the terms and conditions, the earnest money deposited by tenderer(s) will be forfeited by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.

- The EMD and security money deposited by successful tenderer(s) shall be retained by ANGRAU, Lam, Guntur, Andhra Pradesh, till the expiry of the contract period of from the date of acceptance of the tender or the date on which the completion of service/supply of workers which may arise in consequence of repeat orders placed during the 12 months for which the rates quoted are to remain valid.
- On due performance and satisfactory completion of the order in all respects during the contract period, the EMD and the security deposit will be refunded to the Contractor(s) without any interest within a period of 3 months with effect from the date of receipt of a request to this effect from the supplier(s).

#### **11. OPENING OF BIDS AND AWARD CRITERIA:**

1. Bids will be opened at the scheduled time & date as specified. The Associate Director of Research/his nominee shall open the bid, after the bid closing time and list them for further evaluation. Bids would be evaluated item wise in each schedule. Opening of bids consist two stages.
2. Documentation furnished by the vendor as per Tender Forms shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. If necessary, the Associate Director of Research, RARS, Lam may ask bidder(s) for additional information.
3. The committee assigned for evaluation will evaluate and compare the Technical Bids (Part-I), which have been determined to be substantially responsive. Bids of bidders who do not conform to the specified requirements will be rejected as deficient or nonresponsive bids. The financial bids of the technically qualified bidders are evaluated.
4. Final choice of firm to execute the award shall be made on the basis of conformity to technical specifications, appropriateness of the supply of man power/services offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness for the man power/services.

## **12. REMUNERATION PAYABLE TO DEPLOYED MAN POWER:**

1. Personnel to be deployed under the Contract shall be regulated as per Govt. Minimum Wages applicable at Amaravathi, Andhra Pradesh and or adopted by the ANGRAU as revised from time-to-time and as elaborated below.
2. Agency/contract firm should comply with equal remuneration and non-discrimination for wages based on gender.
3. The personnel to be engaged by implementing the Roster system (i.e., the rule of reservation mandated by the Govt. of Andhra Pradesh) where applicable. Bidders are required to submit their bids accordingly.
4. In addition to the above remuneration, all personnel deployed under the Contract shall also be paid EPF, ESIC, Bonus, Gratuity and other statutory obligations as may be applicable from time-to-time.
5. The rates offered in the tender shall not exceed the controlled rates as well as the lowest price at which the firm provided services of identical description to any other department or organization or person anywhere in the State / neighboring states of A.P. If such incidences of quoting higher rates come to the notice at any time, during the course of rate contract for the rest of the rate contract period, the Associate Director of Research, Regional Agricultural

Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to initiate an appropriate action against such firms including black listing them.

6. If artificially low/HIGH rates are quoted, The Associate Director of Research, regional agricultural research station, ANGRAU, lam, Guntur, Andhra Pradesh, reserves the right to cross-verify them and ignore them from consideration in order to prevent unethical trade practices.
7. Ordinarily, the tendered items will be selected based on the lowest rates quoted by the firms in the financial bids. However, the tender committee reserves the right to select the product even with higher rates depending upon the reported performance / market reputation / efficacy of the item basing on the user reports / feedback given by the end users etc, by ignoring the lowest rates.
8. If tenderer quotes the rates at his will, overlooking the conditions in the previous paragraphs, the tender is liable for cancellation even after approval of tender and firms are liable suitable legal action for such action at any time during the rate contract period.
9. Rates quoted should be marked clearly with main price and taken separately. Total price after taking all the actual (including all taxes, charges, fee etc..) will be taken as financial quote for comparison.
10. No representation towards upward revision of rates once accepted will be considered.
11. No tenderer shall be allowed at any time on any ground what so ever to claim for revision of or modifications in the rates quoted by him. Clerical error, typographical etc., committed by the tenderers in the tender forms shall not be considered after opening of the tenders. Conditions such as “SUBJECT TO AVAILABILITY” “SUPPLIES/SERVICES WILL BE MADE AS AND WHEN SUPPLIES/MAN POWER ARE AVAILABLE/RECEIVED” etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated incomplete and for that reason the tenderer shall be summarily rejected.
12. Company/firm, which has been blacklisted either by the ANGRAU, Lam, Guntur, Andhra Pradesh, or by any other state government or central government organizations shall not participate in the tender during the period of blacklisting. If any such firm participates and came to know at a later stage, and if any firm is black listed at a later date either by the Government of Andhra Pradesh or any other state / central government/ANGRAU will not only be debarred / black listed permanently and their security deposit /EMD whichever is available with the Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra

Pradesh, A.P will be forfeited and any business / transactions will be stopped with their firms forthwith.

13. The rates should be quoted for each item/service/man power separately.

### **13. AGREEMENT:**

- 1 Every successful tenderer on intimation by this office shall execute an agreement on Rs.100-00 (rupees one hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of item tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each page.
- 2 In the event of failure to execute agreement in proper form along with the security deposit by successful tenderer within 15 days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for minimum period of (3) years.

### **14. OTHER CONTRACTUAL OBLIGATIONS:**

1. The contract shall not be capable of being varied except by written consent by both the Associate Director of Research, Regional Agricultural Research Station, Lam, Guntur, Andhra Pradesh and the supplier/service provider shall not in the absence of the specific written acceptance be bound by any provisions of the supplier's quotations, offers etc., which purport to impose conditions at variance with this contract.
2. The supplier/ service provider shall not sublet or delegate this contract or part thereof without the written consent of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh. Such consent shall not however be withheld unreasonably. But the tenderer(s) may without the consent of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, purchase material as he/they does not normally manufacture.
3. Any undertaking or commitment given by or made by any Officer or the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, verbally or in writing does not have any validity unless it is signed again by the competent authority who concluded an agreement earlier.

### **15. SUPPLIES/SERVICES/MAN POWER AS PER WORK ORDER:**

1. All supplies shall be to the description and to the specifications laid down and in strict accordance with the approved. Deviations, if any should be clearly brought out failing

which it will be normally considered that the man power/services offered are not to our requirements. Any special features may also be clearly brought out.

2. The decision of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, however shall be final as to the quality of man power/services received and binding upon the supplier(s) in case, the supplier(s) supplies any other article/service than what is ordered such man power/services/work supplied, not being approved, shall be liable to be rejected.
3. If the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, requires any changes in specifications the supplier(s) shall use his best endeavor to comply with the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, wishes subject to fair fixation of prices and delivery schedule where appropriate.
4. If at any time during the term of this contract, the plans of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, changes for any reasons the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, shall have the right to terminate or alter this contract by sending **ten days** notice to the supplier(s) by registered letter.

**16. CONSEQUENCE OF NON-SUPPLY/FAIL TO PROVIDE MAN POWER/SERVICES AND DAMAGES:**

1. Assuming that the supplier(s) fails to deliver any or all the man power/services covered by the contract, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier(s) liable for all damages sustained by virtue of the supplier(s) failing to perform the contract and consequent cancellation of the contract.
2. In the event of the supplier(s) failing to complete the man power/services in time or according to the approved, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to make such arrangements as it may think fit for the completion of the supplies/services on account of and the sole risk of the supplier(s).
3. In case the man power/services are not supplied/provided according to specifications, they will be summarily rejected.

4. The time allowed for completion of man power/services/works shall be deemed to be the essence of contract. In case the man power/services/works was not completed as indicated in the Tender form -I within the stipulated period, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to recover the liquidated damages a sum equal to 2 % of the contract price of the undelivered services per week subject to a maximum of 5 % of the value of un-completed man power/services/works. The Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, also reserves the right to cancel the purchase order in case man power/services/works are delayed beyond the scheduled date of delivery and to make such arrangements as he may think fit for the completion of supplies on account and at the risk of the supplier(s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier(s) out of his/their security deposit/EMD and any other amount due to him/them. The balance still if any payable by the supplier(s) shall be paid by him/them within 7 days of notice by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh.
5. All invoices shall be prepared in four copies and shall be signed by the supplier or his/their authorized agent. Every invoice shall bear a certificate to the effect that “the delivery and confirm in every way to the contract specifications and is completed with contract requirements and further that the invoice is correct in every respect and no other invoice has been rendered previously in respect of the work/services/services rendered/completed in the particular invoice.” The invoices in triplicate shall be sent by registered post Acknowledgement and due direct to the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur-522 034 payments will be made against submission of the complete documents such as bills etc in respect of work/service completed and which is found to be satisfactory upon the inspection of the committee or authorized person.

#### **17. PENALTIES:**

1. If the successful tenderer fails to execute the agreement and/or deposit the required security within the specified timeframe, or withdraws their tender after receiving notification of the acceptance of the tender, or if for any other reason the tenderer is unable to undertake the contract, the contract will be cancelled. In such cases, the Earnest Money Deposit (EMD) submitted by the tenderer will be forfeited to the Associate Director of Research, Regional

Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh. Additionally, the tenderer will be liable for any damages incurred by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, due to breach of contract, including but not limited to the failure to complete the work/services as specified in Tender Form I. This includes any cost difference between the agreed price and the price ultimately paid for the work/services/manpower. The damages will be assessed by the Associate Director of Research or a committee constituted for this purpose, and their decision will be final and binding.

2. Any failure to perform according to the contract provisions will result in disqualification from participating in tenders for the next three years.
3. In the event that the tendered services/work/manpower fail to meet the required standards, due to incomplete execution of services/work/manpower, the contract will be suspended. The work/services will then be procured from alternative sources. The tenderer will also be subject to legal action as per applicable laws, and the matter will be reported to the relevant licensing authority.
4. If the supplier fails to complete any or all of the work/services covered by the contract, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur-522 034 reserves the right, in addition to other legal remedies, to cancel the contract or any portion thereof. The supplier will be held liable for all damages sustained by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur-522 034 due to the supplier's failure to perform the contract, including the cancellation of the contract.
5. The time allowed for the completion of services/work/manpower is of the essence of the contract. If the services/work/manpower are not completed within the stipulated period, the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur-522 034 reserves the right to impose liquidated damages at the rate of **2% of the contract price** for the undelivered services/work/manpower per week, subject to a maximum of **5% of the value of the undelivered/non-performed work**.
6. In all matters pertaining to the above conditions, the decision of the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, shall be final and binding on all parties.

#### **18. SETTLEMENT OF DISPUTES:**

- Any dispute or difference arising out of or in connection with this tender, its acceptance, or any contract entered into as a result thereof, shall be resolved through arbitration. The Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, or his duly authorized nominee, shall act as the sole arbitrator. The arbitrator's decision shall be final and binding on all parties. The tenderer(s) shall have no objection to such appointment on any grounds, including any prior involvement of the nominee in an official capacity concerning this matter at any stage.
- The parties hereby agree that no cause of action shall arise in favour of either party to approach any court unless they have first resorted to, and exhausted, the remedy of arbitration as provided herein.
- The parties further agree that the contract arising from these terms and conditions shall be deemed to have been entered into in Guntur.
- In the event of any dispute arising from the tender, such dispute shall be subject to the exclusive jurisdiction of the at High Court of Andhra Pradesh, at Amaravathi.

#### **19. PAYMENT TERMS:**

- The successful bidder shall submit a written request for payment to the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, accompanied by a detailed bill, outlining the relevant charges, as applicable.
- The currency of payment will be Indian rupees only.

#### **20. CONTRACT CLOSURE:**

The contract with the successful bidder will be closed after completion of all the terms and formalities like 100% work/service execution, etc.

#### **21. CANCELLATION AND STOPPING THE TENDER PROCESS:**

The Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh reserves all the rights and power to stop or cancel the total/part of the process of these tenders or its process at any stage without assigning any reason/reasons.

#### **22. LABOUR & COMPLIANCE WITH LABOUR REGULATIONS**

1. The successful bidder shall independently make all necessary arrangements for the engagement of manpower required to provide the services/work/manpower as specified under the contract.
2. Upon request by the Associate Director of Research, Regional Agricultural Research Station, ANGRAU, Lam, Guntur, Andhra Pradesh, the successful bidder shall, within the prescribed form and intervals, provide a detailed report showing the staff employed, including the number and classification of the staff engaged by the contractor at the site, along with any other information that may be required by the Associate Director.

3. Throughout the duration of the contract, the successful bidder shall fully comply with all applicable labour laws, including but not limited to existing labour enactments, rules, regulations, notifications, and by-laws of the State or Central Government or local authorities, as well as any future amendments, regulations, or notifications issued under any labour law by the State or Central Government or local authorities.
4. The employees of the bidder/contractor and any subcontractors shall, under no circumstances, be considered or treated as employees of the undersigned, the bid-inviting authority, or the University at any point during the term of the contract.
5. Contract firms/agency should comply with the AP Shops and Commercial Establishments Act, Occupational Safety, Health and Working Conditions Code, 2020 and others with out any deviation

### **23. TERMINATION OF ENGAGEMENT**

The agency may terminate personnel for just cause defined as misconduct, theft, fraud, habitual absence, fail to digital official data protection compliance, insubordination, or criminal conviction. The agency shall constitute a Grievance Redressal Committee comprising the agency Manager and one worker representative to address complaints within 15 working days. Unresolved grievances may be escalated. No clause of this contract shall be construed to bar any personnel from approaching statutory authorities. Any dispute arising out of or in connection with this contract shall be referred to a sole arbitrator appointed by mutual consent of both parties.

### **24. SAFETY**

1. The successful bidder shall be responsible for maintaining the safety of all activities on the site.
2. In respect of all the staff directly or indirectly employed in the work/service/services for the performance of the successful bidders part of this contract, the successful bidder shall at his own expense arrange for the safety provisions as per Safety Code framed from time to time and shall at his own expense provide for all facilities in connection therewith. In case the successful bidder fails to make arrangement and provide necessary facilities as aforesaid, the Associate Director of Research, RARS, Lam, Guntur shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the successful bidder. The decision of the Associate Director of Research, RARS, Lam, Guntur in this regard shall be final and no claim on account of this shall be entertained.



Associate Director of Research  
Regional Agricultural Research Station  
Lam, Guntur, A.P-522 034

# ANNEXURE-I

## TENDER FORM-I

### TECHNICAL SPECIFICATIONS

#### A) Manpower particulars

S. No	Particulars of work/service/man power	Cadre Strength	Qualification	Work location
1	Field Supervisors	3	M.Sc (Agril. Economics)/ Agril. Statistics/ Agril. Extension)	Allotted research centre
2	Assistant Statistician	1	M.Sc (Agril. Statistics)/ Agril. Economics)	RARS, Lam
3	Field Investigators/ Field Men	34	Diploma in Agriculture/ Horticulture/ Seed technology/ Organic farming/ Intermediate with Biology as subject/ Any degree with experience in FARMAP	Allotted work centre
4	Computors	3	B.Tech with experience in FARMAP	RARS, Lam
5	Clerks/Typists	2	B. Com/ Any degree with work experience in PFMS related accountancy.	RARS, Lam
6	Peon	1	VII <sup>th</sup> Class	RARS, Lam

#### Field Supervisor

- **Position & Job role:** The major work includes supervision of timely collection of cost data from the designated centers, validation and submission of the data to the next level, including any other works assigned by the concerned authorities.
- **Work Schedule:** This is a full-time job and need to reside in the work location.

#### Asst. Statistician

- **Position & Job role:** The major job work includes consultancy for timely data collection, validation and submission of data to the next level on regular basis, real time online data schedules compilation, validation & analysis for the need-based survey activities, including any other works assigned by the concerned authorities.
- **Work Schedule:** This is a full-time job and need to reside in the work location.

**Field Investigator**

- **Position & Job role:** The major work is timely collection of cost data from designated farmers and uploading to the Field Supervisor, including any other works assigned by the concerned authorities.
- **Work Schedule:** This is a full-time job and need to reside in the work location.

**Computer**

- **Position & Job role:** The major job work is tabulation and compilation of cost data received from different centers, including any other works assigned by the concerned authorities.
- **Work Schedule:** This is a full-time job and need to reside in the work location.

**Junior Assistant cum Typist (JACT):**

- **Position & Job role:** The major work includes maintenance of office files & registers, cashbooks, preparation of pay bills & maintaining he scheme accounts etc., including any other work assigned by the concerned authorities.
- **Work Schedule:** This is a full-time job and need to reside in the work location.

**Details of 34 WorkCentre's for the block period (2026-2029) for engaging Field Investigators / Field Men**

Zone	District	Mandal (2026-2029)
High Altitude Zone	Alluri Sitharama Raju	Paderu
	Parvathipuram Manyam	Veeraghattam
North Coastal Zone	Anakapalli	Cheedikada
		S.Rayavaram
		Nakkapalle
	Srikakulam	Laveru
Godavari Zone	Kakinada	Tuni
	Kakinada	Pedapudi
	Eluru	Mudinepalle
	Konaseema	Kothapeta
	West Godavari	Devarapalle
		Achanta
Krishna Zone	Krishna	Guduru
	NTR	Kanchikacherla
	Guntur	Duggirala
		Ponnur
		Pedakakani
	Palnadu	Sattenapalli
	Prakasam	Cumbum
Bapatla	Nagaram	
Southern Zone	Chittoor	Karvetinagar
	YSR Kadapa	Vemula

		Kondapuram
		Muddanur
Scarce Rainfall Zone	Anantapur	Kanekal
		Kalyanadurg
	Kurnool	Kallur
		Mantralayam
		Kodumur
		Yemmiganur
	Nandyal	Rudravaram
		Bethamcherla
		Bandi Atmakur
	Sri Satyasai	Roddam

**Note:**

1. Wages for the man power should abide the minimum wages to the staff working on outsourcing basis implemented by the university vide its ***Memo No.647/Res. I(2)/2021 dated 01-06-2026 of Director of Research, ANGRAU (Enclosed)***. If any changes/modifications implemented by the University during the period of contract will be in force and the successful bidder should abide those unconditionally and the same is not a negotiable and doesn't fit for arbitration.
2. The personnel are to be engaged by implementing the Roster system (i.e., the rule of reservation mandated by the Govt. of Andhra Pradesh) where applicable.

## ANNEXURE-II

### FINANCIAL BID FORMAT

#### A) Manpower particulars

S. No	Particulars of work/service/man power	Cadre Strength	Price per unit*	Commission (%)
1	Field Supervisors	3	Rs. 53,100/-+ EPF+GST + Service tax etc.,	
2	Assistant Statistician	1	Rs. 53,100/- + EPF + GST + Service tax etc.,	
3	Field Investigators/ Field Men	34	Rs. 29,850/- + EPF+GST+Service tax etc.,	
4	Computors	3	Rs. 29,850/-+ EPF+GST+Service tax etc.,	
5	Clerks/Typists	2	Rs. 29,850/- + EPF+GST+Service tax etc.,	
6	Peon	1	Rs. 15,000/- + EPF+ESI+ GST+Service tax etc.,	

## **ANNEXURE -III**

### **Declaration**

1. I/We have not been black listed in any department due to any reasons during last 3 years
2. I/We have not been demoted to lower category in any department for not filing the tenders related documents/conditions/terms in the last two years and the registration of the firm had not been cancelled for a similar default in the last two consecutive years.
3. I/We will agree to get disqualified my (our) selves for any wrong declaration in respect of the above and get my/our tender summarily rejected.
4. The hard copies to be submitted are genuine and not forged. Any incorrectness / deviation noticed can be viewed seriously and apart from cancelling the work/service/man power duly forfeiting the bid security, criminal action can be initiated including suspension of business and/ or black listing.
5. We have examined and have no reservations to the Bidding Document, including the Addenda issued in accordance with Instructions to Bidders.
6. We offer to supply services/work/man power in conformity with the Bidding Document and in accordance with the work/service/man power completion schedule specified.
7. Our Bid consisting of the Technical Bid and the financial Bid shall be in accordance with the Bidding Document and it shall remain binding upon us and may be accepted at any time before the expiration of that entire process of bidding/contract.
8. We hereby certify that all the services/work/ man power offered in this bid are to be executed /provided under the contract governed by the existing laws of the type of work/service/ man power and machinery if any used are owned by us with valid licenses/certificates.
9. We agree to permit the bidder or his representatives to inspect our office/machinery/services/work/ man power/equipment and other documents relating to the bid submission.
10. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with existing rules and regulations.

SEAL

Signature of Tenderer  
Date  
Address

## **ANNEXURE -IV**

### Check List

S. No	Name of the Document
1	Declaration form (Tender Form-III).
2	Latest non-conviction certificate (in original), if applicable.
3	EPF Registration certificate
4	ESI Registration certificate
5	PAN/TAN card
6	GST registration certificate
7	GSTIN – Goods and Services Tax Identification Number under the CGST Act, 2017
8	LIN – Labour Identification Number issued through the Shram Suvidha Portal (shramsuidha.gov.in) of the Ministry of Labour and Employment, Government of India
9	Udyam Registration Certificate – mandatory for MSME bidders claiming EMD exemption or price preference benefits. Non-MSME bidders need not submit.
10	Professional Tax Registration – as applicable under the Andhra Pradesh Tax on Professions, Trades, Callings and Employments Act, 1987
11	Provisional labour license certificate along with the number of workers (Minimum 100 members) firm can supply must be mentioned in the license copy itself.
12	EMD
13	Annual turnover certificate with full details (2023-24, 2024-25 & 2025-26)

## **ANNEXURE - V**

### **FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF OVER DRAFT/CREDIT FACILITIES**

#### **BANK CERTIFICATE**

This is to certify that M/s ..... is a reputed company/firm/organization with a good financial standing.

If the contract for the project /work/service, namely ..... is awarded to the above company/firm/organization, we shall be able to provide overdraft/credit facilities to the extent of INR ..... to meet their work/services/man power capacity requirements for executing the above contract.

Name of the bank:

Senior Bank manager:

Address of the bank:

Phone No & Fax No: