

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
AGRICULTURAL COLLEGE : BAPATLA.

TENDER NOTIFICATION

PROVIDING OUTSOURCING OF THE SERVICES FOR SANCTIONED (ICAR) NON-SANCTIONED POSTS AND WORK DONE ON WORK CONTRACT BASIS FOR THE COLLEGES AND RESEARCH STATIONS LOCATED AT BAPATLA CAMPUS AFFILIATED TO ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY.

1. Last date for submission of tenders : 16-04-2025 4.00 PM
2. Date of opening of tenders : 17-04-2025 11.00 AM

PRICE SCHEDULE ALONG WITH QUALIFICATIONS FOR THE POSTS

(Should be filled in and printed on the letter head of the tender with date, Signature and seal and submitted alongwith the tender)

Sl. No.	Details	Rate per month to be quoted by the tender					Total
		Minimum Wages	E.P.F (13%)	E.S.I. (3.25%)	Service Charges	GST (18%)	
SANCTIONED POSTS (ICAR)							
1	Junior Office Assistant	18500					
2	Driver	18500					
3	Laboratory Technician	18500					

Sl. No.	Details	Rate per month to be quoted by the tender					Total
		Minimum Wages	E.P.F (13%)	E.S.I. (3.25%)	Service Charges	GST (18%)	
NON-SANCTIONED POSTS							
1	Driver for Ambulance	13500					
2	Laboratory Assistant	13500					
3	Agricultural Supervisor (Xerox Operator)	13500					
4	Watch & Ward	13500					
5	Sanitary Workers	10200					
6	Agri. workers (Cleaning & Scavenger)	10200					
7	Field Operators	10200					
8	Agril. Field Workers	10200				NIL	

Sl. No.	Details	Rate per month to be quoted by the tender					Total
		Minimum Wages	E.P.F (13%)	E.S.I. (3.25%)	Service Charges	GST (18%)	
WORK DONE ON WORK CONTRACT BASIS							
1	Agricultural Supervisor (Cook)	13500					
2	Agricultural Workers(Helpers, Cleaners, Servers)	10200					
3.	Annexure-I	10200				NIL	

- Note:** 1. Minimum wages Rs.522/- person /day under the category of Agricultural Supervisor (J.O.A./Computer Operator/Data Recorder/Electrician/A.E.O. (for intermediate Bi.P.C.) /Machinery Operators/ Instruments Operators and Maintenance){Not exceeding Rs.13,500/-per month} vide Proceedings No. 87/Lab/2023, dated: 19.05.2023 of the Registrar, ANGRAU, Lam, Guntur.
2. Minimum wages Rs. 394/- per person per day for Agricultural workers (Ploughing /Threshing /Sowing/ Transplanting/ Harvesting/ Weeding/Sweepers/Kamattis Lab/ Cleaning and Vehicle Cleaning/ Digging/ Stacking/ Pruning / Any other light operation not involving skill or hazard / grass cutting workers) {Not exceeding Rs. 10,200/- P.M.} for a month of 26 days vide Proceedings No. 87/Lab/2023, dated: 19.05.2023 of the Registrar, ANGRAU, Lam, Guntur.

The statutory obligations like EPF, ESI, GST as per the rates applicable from time to time, as the sole responsibility of the contractor.

Income Tax as applicable from time to time will be recovered at source from the agency as per the rates prescribed by Government from time to time.

I / We agree that the above quoted rates include the wages and allowances payable as per rules existing from time to time including E.P.F, weekly offs, incidental, service and administrative charges, all statutory obligations and thereof

The successful Tenderer has to enter an agreement with the Associate Deans of Colleges and Heads of Constituent institutions of Acharya N.G. Ranga Agricultural University located at Bapatla for the posts required by them.

For any other category requirements, the Heads of offices concerned, Bapatla will pay minimum wages and any other statutory charges together with service charges.

I / We agree to execute the contract in accordance with the provisions of the tender documents.

Signature

Name

Designation

Address

Seal of the Agency

Enclosures:

DD.No.

and the name of the Bank towards

E.M.D.

Date:

Amount

(D.D. for Rs in favour of Associate Dean, Agricultural College, Bapatla)

Place:

Date:

ISSUED TO
ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
AGRICULTURAL COLLEGE: BAPATLA

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TENDER FORM FOR PROVIDING OUTSOURCING OF THE SERVICES FOR SANCTIONED (ICAR), NON-SANCTIONED AND WORK DONE ON WORK CONTRACT BASIS.

1. Name of the Agency with Registration and partnership deed.
2. Full address with Pin code
3. Phone No.
Mobile No. Fax No.
E-mail address
4. Date of Registration of the Agency
with the appropriate Authority i.e.,
labour department
5. EPF Code No. with latest remittance receipt
6. ESI Code No.
7. Experience if any in relevant field:
8. Labour Welfare Fund Payment in force.
9. TAN No. of the firm.
10. PAN No. of the firm.
11. ID card (Personal)
12. Service Tax Registration.
13. Bank statement of the firm for the last six month.
14. Income Tax Clearance Certificate for the past 3 years .
15. Attested Copy of Aadhar
16. D.D.No. amount and date and the name of the
Bank towards E.M.D.

Place

Signature

Date

Name
Designation
Address
Seal of the Agency

Note: Photo copy for the items in S.No.1, 4, 5, 6, 7, 8,9,10,11,12, 13, 14, 15 and 16 must be furnished along with tender form.

TENDER DOCUMENT FOR PROVIDING OUTSOURCING OF THE SERVICES FOR

(i) SANCTIONED POSTS (ICAR)

MINISTERIAL, TECHNICAL

(ii) NON-SANCTIONED POSTS

AGRICULTURAL WORKERS, SANITARY WORKERS, DRIVER FOR AMBULANCE, ETC.,

(iii) WORK DONE ON WORK CONTRACT BASIS

(The tenderer is required to print the following undertaking on his /her letterhead with date, signature, seal and submit alongwith the tender)

UNDERTAKING

1. It is to certify that the rates mentioned in the price schedule includes service charges, supervision and other statutory expenditure like license fee, leave cum salary and Administrative Charges etc. This also includes expenses on incidental to administration of Agency
2. I / We further undertake that I/We follow all the statutory rules like Minimum Wages Act, E.P.F. Act, E.S.I. act etc., applicable to contract labour and we will be responsible for any labour problems arising out of Rules as specified by the appropriate Government authority from time to time.
3. I/We undertake to execute the works as mentioned for Agricultural works & Agricultural Supervisor as per the Agricultural Operations Schedule without fail.
4. I/We further undertake that I/We follow all the statutory rules like minimum wages Act, EPF Act, ESI Act etc., applicable to contract labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Govt. authority from time to time.
5. I/We are ready to execute the contract agreement with the heads of offices concerned from the dates given by them. The contract agreement shall be on non-judicial stamp paper of Rs.100.00.
6. I/We undertake to furnish an E.M.D. of Rs.2,00,000/- (Rupees Two Lakhs Only), which is to be retained by Agricultural College, Bapatla for the entire period of contract, and shall be refunded only after expiry the satisfactory services provided by us within three months. The E.M.D. shall not carry any interest
7. I/We will abide by all the terms and conditions laid by heads of offices concerned.

Place:
Date:

Signature

Name
Designation
Address
Seal

- 1 Assistance for seed sorting, seed indexing and arrangement for sowing nursery
- 2 Preparation of nursery beds for breeding material under RGA per acre
- 3 Preparation of nursery beds and sowing of nursery of **BS Production**
- 4 Sowing of nursery of experiment
- 5 Sowing of breeding material under RGA(Panicle rows)
- 6 Water management in nursery
- 7 Water management in nursery of **BS Production**
- 8 Fertilizer and pesticide application to nurseries (02 Times)
- 9 Desilting, Formation and strengthening of field bunds
- 10 Levelling of puddled field
- 11 Brush cutting of field bunds during crop season (03 times)
- 12 Pulling of nursery of research experiments (treatment wise)
- 13 Pulling of nursery of **BS Production**
- 14 Bundling and transportation of nursery of nucleus seed, research experiments and arrangement of nursery replication wise in the main field
- 15 Bundling and transportation of nursery of **BS Production** to main field
- 16 Transplantation of nucleus seed and research experiments in rows
- 17 Transplantation of seedlings of **BS Production**
- 18 Application of pre-emergence herbicide
- 19 Gap filling
- 20 Fertilizer application (4 to 5 times recommended)
- 21 Manual weeding (4 to 5 times recommended)
- 22 Application of pesticide to main field (4 to 5 times recommended)
- 23 Application of post emergence herbicide
- 24 Burrow fumigation to control rats
- 25 Digging of rat burrows along field bunds and catching of Rats
- 26 Roguing in Seed Production Plots plots (4 to 5 times recommended)
- 27 Assistance for harvesting with combine harvester or reaper
- 28 Manual harvesting of nucleus/breeder seed production and experimental field
- 29 Manual harvesting of breeder seed plots
- 30 Bundling, carrying, threshing of experiment produce
- 31 Bundling, carrying, threshing of **Breeder seed** produce
- 32 Winnowing of Experimental produce Plot wise
- 33 Winnowing of of Breeder seed produce
- 34 Drying and bagging of Experimental produce plot wise
- 35 Drying and bagging of of Breeder seed produce
- 36 Processing of Breeder seed, bagging and labelling of processed seed **Breeder seed**
- 37 Loading and unloading of seed from godown to processing plant and vise-versa
- 38 Watch and ward dties in farm premises to aviod tresspass of animals and pilfrage every day during crop season
- 39 Scraping/Painting/Writing of pegs
- 40 Cleaning and maintenance of godown/labs/office premises/farm roads of Breeder seed
- 41 Surveying, collection of soil and underground water samples in problematic soils of Andhra Pradesh
- 42 Agricultural field operations viz., Land preparation and layout plan of experiments, Sowing and Nursery management, transplanting, weeding, irrigation and fertilizer application, spraying of pesticides, harvesting, threshing and winnowing etc., both in wet and dry land situation.

TENDER DOCUMENTS FOR PROVIDING OUTSOURCING OF SERVICES FOR SANCTIONED POSTS/NON-SANCTIONED POSTS AND WORK DONE ON WORK CONTRACT BASIS ETC.,

TERMS & CONDITIONS

The sealed tenders along with E.M.D. for Rs.2,00,000/-(Rupees Two Lakhs Only) through Demand Draft from any nationalized bank drawn in favour of Associate Dean, Agricultural College, Bapatla duly **superscribing on the cover for providing outsourcing for Sanctioned Posts (ICAR) /Non-Sanctioned Posts and Work Done on Work contract basis etc.**, should reach the undersigned on or before 16.04.2025 by 4 .00 P.M. Sealed tenders will be opened on 17.04.2025 at 11.00 A.M in the presence of the committee nominated.

1. The successful tenderer shall abide by the terms and conditions as stipulated by Tender Committee constituted for implementation of Tender System for getting personnel on Outsourcing from time to time.
2. The services provided by the Service Provider Agency for outsourcing services hereinafter called as 'Agency' will be under the control and supervision of Agricultural College, Bapatla.
3. All precautions, conditions, Rules and Regulations to be followed at Agril. College, Bapatla will be given in writing / oral by the College.
4. The Outsourcing Contract shall be for a period of 163 days i.e. from 21.04.2025 to 30.09.2025 from the date of assumption of charge and shall terminate at any time without any notice.
5. The valid registration shall cover the entire period of contract.
6. Taxes if any to be paid to the Government of Andhra Pradesh / Government of India as the case may be are to be borne by the Agency only.
7. EPF and ESI for service provided by the Agency for rendering services shall be paid by the agency and the Agril. College, Bapatla will not undertake any responsibility on this
8. In case of any accident or any injury sustained by any workman engaged in the performance of the work relating to the contract, all expenditure shall be borne by the agency / firm and the Agril. College, Bapatla will not undertake any responsibility on this.

9. The agency / Firm shall at all times identify the Agril. College, Bapatla against all claims which may be made under the workmen compensation act or any statutory rules, modification thereof., or rules of compensation payable in consequent of any accident or any injury sustained by any workmen engaged in the performance of the work relating to this contract.
10. No Conditional Tender will be accepted
11. The tenders submitted by the Agency / Firm having any relatives working in the Agril. College, Bapatla at any level and constituent Colleges/institutions of ANGRAU located at Bapatla centre will be totally rejected.
12. Bank Statements for the last two years have to be furnished
13. The successful tenderer shall furnish an indemnity bond.
14. The Associate Dean, Agricultural College, Bapatla will have **every right to increase or decrease the strength of the OUTSOURCING PERSONNEL as per the requirements from time to time and successful tenderer shall not have any objection for such demand from the college.**
15. The successful agency or Firm shall pay the monthly wages to the personnel regularly **on or before 5th of every month.**
16. It is the sole responsibility of the Agency / firm to take all precautions in implementing wages notified by the Government from time to time under the Minimum Wages/ Contract Labour Act.
17. The Agency shall produce the Income Tax clearance certificate alongwith tender for the last three years.
18. The Successful Tender shall abide by the terms and conditions stipulated by ANGRAU.
19. Monthly bill wise ESI & EPF statements along with copies of proof of payment must be submitted to the concerned Colleges/Stations on or before 15th of Succeeding month.

20. The University / College shall have the right on the EMD furnished by the Agency and shall be refunded to the successful Agency **(with no interest) after successful completion of the contract period duly deducting the losses if any incurred during the contract period.**
21. The Agency or its authorised representative shall invariably meet the Associate Dean of the College at least once in fortnight to have a review.
22. The Courts situated in Bapatla have exclusive jurisdiction in case of any dispute arising out of this agreement .
23. The rates quoted shall include, all statutory charges, administrative charges, GST, Income Tax, only final rate shall be quoted. **No extra additions and conditions shall be accepted.**
24. The rates quoted shall include, all statutory charges, administrative charges GST, Income Tax, only final rate shall be quoted. **No extra additions and conditions shall be accepted.**
25. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the work order or in connection with this contract, the same shall be referred to the sole arbitration of the college or some other persons appointed by the college. The award of the arbitrator shall be final and binding on the parties to this contract.
26. The College reserve the right to forfeit the EMD of Agency on account of premature withdrawal from the tenderer. The decision of the "Tender Committee" shall be final in this regard.
27. The payment will be made to the successful agency every month on monthly basis within 10 days from the receipt of the claim on completion of the month based on satisfactory services and after deducting statutory taxes if any levied by the State, Central / Government from time to time.
28. The agency shall not claim any amount more than the amount fixed by way of agreement with the competent authority.
29. The agency will have to ensure satisfactory standards of its employees competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall be viewed seriously.
30. The agency shall not transfer or assign sub-contract to any other party.

31. **The staff engaged by the Agency / Firm to whom the contract is given shall be deemed to be servants or employees of the agency to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the College.**
32. The Agency comply with all the provisions regarding licensing, welfare, health, procedures, maintenance of various records and registers etc., as provided under the rules and also orders issued by the Government of Andhra Pradesh framed there under and for its non- compliance, the agency shall only be the responsible for penalties levied by the appropriate authority under the Act. The rate quoted will be valid for the period of agreement and no hike will be admissible.
33. The Agril. College, Bapatla shall not be liable to pay the pay and allowance, salary and any other amount under any law in force for the staff engaged by the agency. The College shall also not liable for breach of any labour laws or any other laws in force by the agency or the persons deployed on duty. The agency to whom the contract is given will not be entitled to any other allowances or benefits which are not included.
34. The agency shall inform within 7 days of the execution of the contract the name of the persons and staff who are engaged by the agency to the College. Such person(s) shall be issued by the Agency a laminated identity card affixing latest photograph giving details of name, age designation, name of the agency, blood group and any other details duly signed by the or it's representative. Only such of the persons who are issued with identity cards by the agency will be allowed to enter into college premises.
35. Tenders floated by the Agencies which are defaulted in payments of ESI, EPF and Govt. Taxes (GST & IT) will be summarily rejected.
36. The Agency /Firm shall have to execute an agreement according to the provision of the act and rules made there under. The cost of executing such as stamp duty, drafting charges etc. shall be borne by the agency as fixed by the college.

37. The College shall not be liable for any illegal action or omission made by the staff of the agency. In case of any loss or damage to the College on account of any Act, omission, negligence on the part of the agency and or it's representative etc., in handling of the duties / functions entrusted or otherwise or account of breach, omission, failure or negligence on the part of the agency or it's agents / representatives in the compliance of the provisions thereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the agency shall be liable to bear such loss or damage caused to the college. There shall not be any question by the agency in this regard.
38. The College may recover such, amount or loss of damage from the Agency's bills which may become due to be any payable to the agency in terms thereof from the College. If the amount of such loss or damage is more than the Agency's Bills and is not recovered or paid by the agency forthwith on demand, the Agency shall be liable to pay the said amount with interest @ 18% per annum thereon from the date of demand till the date of actual payment.
39. The Agency is required to comply with all the legal liabilities and if the Agency is found failing to comply the provisions of various acts applicable, the College can ask for the records for inspection and the Agency is required to comply with all the liabilities to be discharged and incase of any failure on the part of the Agency, the College shall withhold payment of its bill.
40. The terms and conditions of this tender shall be part and parcel of the agreement to be executed by the person or institution as where tender is accepted and whose tender is accepted.
41. The person or institution who submits their offer must have office in Bapatla and must inform the College about the address of the registered office, telephone numbers etc. All correspondence shall be addressed to that office and it is deemed to have been received by the Agency.
42. The College will have privities of agreement with Agency only and will give instructions to it and will have nothing to do or be concerned with the conditions of the employment of the workers working for the Agency.

43. The College will not retain any control on payment or the manner of the discharge, dismissal or retrenchment or re-employment of the workers engaged / employed by the Agency. In case the Agency or it's workers are allowed to work at the premises of the College, the agency will be held responsible.
44. That the Agency will be liable not only to pay wages to its employees, but all the statutory compliances (the retrenchment compensation, notice pay, gratuity or bonus as payable and **the College will not be held liable for any obligation of the Agency**).
45. The College will not in any manner be responsible for any act, omission or commission of the workers engaged by the agency and no claim in this respect will lie against the College. If any such claim is made against the College by any worker or his heirs engaged/employed by the Agency. The agency will be liable to indemnify / reimburse to the college, all the money paid in addition to the expenses incurred.
46. **The agreement can be terminated even before the stipulated period by either party by giving the one month's notice in writing.**
47. The College reserves the right to terminate the contract after giving notice in case breach of any terms and conditions of the tender.
48. List of the records to be maintained by the Agency for operations in the college and other institutions should be produced, as and when required. These records are to be subjected to scrutiny / inspection by the authorised officers of the College/Institutions.
49. The College shall also reserve the right to demand change of personnel if their services or not found to be satisfactory in addition to levying penalties as per the terms and conditions of this agreement. If the services continues to be unsatisfactory, the College shall exercise its right to not only recover the damages but also to terminate the agreement and replace the service provider.

50. **The College reserves the right to reject any or all the tenders received without assigning any reason whatsoever.**
51. The tenders received after the last date either due to postal delay or due to any other reason will not be considered.



**ASSOCIATE DEAN
AGRICULTURAL COLLEGE
ANGR Agricultural University
BAPATLA - 522 101**