

Government eProcurement System

Tender Details



Government

Date : 15-May-2023 05:09 PM

Print

Basic Details

Organisation Chain	Council of Scientific and Industrial Research IHBT-Palampur - CSIR ESD-IHBT - CSIR		
Tender Reference Number	2-3(36)2023- Gen. (Farm Labour)_		
Tender ID	2023_CSIR_154183_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Name and Address of the Company/Firm, Labour License, EPF, ESIC, GST registration, PAN or TAN copy
		.pdf	Work Experience, IT returns, Bid Security or EMD, Proof of registered office in Lahaul and Spiti
		.pdf	Profit and Loss statement or Latest Bank Solvency Certificate, MSME or Startup registration, Turnover
2	Finance	.xls	BOQ
		.pdf	Signed copy of tender document which includes the price bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	26,500	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Director CSIR IHBT	EMD Payable At	Palampur HP

[Click to view modification history](#)
Work /Item(s)

Title	Providing Farm Labour Services at CeHAB, Ribling, Lahaul and Spiti (H.P.)
--------------	---

Work Description	Providing Farm Labour Services at CeHAB situated at Ribling, Tandri, Tehsil Keylong, Lahaul and Spiti (H.P.) of CSIR IHBT, Palampur				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	No				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	13,23,578	Product Category	Manpower Supply	Sub category	Farm Labour
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	7
Location	CeHAB Ribling, Keylong	Pincode	175132	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	CSIR IHBT Palampur HP
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	15-May-2023 05:00 PM	Bid Opening Date	06-Jun-2023 05:00 PM
Document Download / Sale Start Date	15-May-2023 05:00 PM	Document Download / Sale End Date	05-Jun-2023 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	15-May-2023 05:00 PM	Bid Submission End Date	05-Jun-2023 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NIT

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	Tender Documents	CeHABfarmlabour.pdf	Tender document
	2	BOQ	BOQ_168748.xls	BoQ	323.50

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	2	7

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	anilku.eproc@csir.res.in	Anil Kumar	ANIL KUMAR
2.	sood.eproc@csir.res.in	Rajeev Sood	RAJEEV SOOD
3.	mukesh.eproc@csir.res.in	Mukesh Gautam	MUKESH GAUTAM

GeMARPTS Details

GeMARPTS ID	BPR5CGSYL1N4
Description	Farm Labour Supply
Report Initiated On	15-May-2023
Valid Until	14-Jun-2023

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
---------------------------------------	----	----------------------------------	-----

Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	Director CSIR IHBT Palampur HP
Address	CSIR IHBT Palampur HP

Tender Creator Details

Created By	Anil Kumar
Designation	Assistant Executive Engineer
Created Date	15-May-2023 04:04 PM

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद- हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
पोस्ट बॉक्स सं-6, पालमपुर (हि.प्र.)-176 061
CSIR - INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
Post Box No.-6, Palampur (H.P.) –176 061



“सी.एस.आई.आर.–आई.एच.बी.टी. पालमपुर के उच्च तुंगता जीव विज्ञान केंद्र, रिबलिंग, तांदी, तहसील केलांग, लाहौल स्पीति, हिमाचल प्रदेश में फार्म लेबर सप्लाई की सेवाओं संबंधी”

“Providing Farm Labour Services at Centre for High Altitude Biology (CeHAB) situated at Ribling, Tandi, Tehsil-Keylong, Lahaul-Spiti (H.P) of CSIR-IHBT, Palampur”

टेंडर संदर्भ सं.2-3(36)2023-सा.(फार्म लेबर)

Tender Reference No. 2-3(36)2023-Gen (Farm Labour)

सी.एस.आई.आर.–हिमालय जैवसंपदा प्रौद्योगिकी संस्थान,
पालमपुर (हि.प्र.) –176061
CSIR - INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
Palampur (H.P.) –176 061

निविदा आमंत्रण सूचना
NOTICE INVITING TENDER

केंद्र सरकार/राज्य सरकार/सार्वजनिक क्षेत्र के उपक्रम/स्वायत्त संस्थानों/अन्य प्रतिष्ठित संस्थानों में अनुबंध सेवाएं प्रदान कर रहे ऐसे ठेकेदार जिनका लाहौल स्पीति जिले में पंजीकृत कार्यालय हो और जो फार्म लेबर या समान सेवाएं प्रदान करते हों उनसे सी.एस.आई.आर.–आई.एच.बी.टी. पालमपुर के उच्च तुगता जीव विज्ञान केंद्र (CeHAB), रिबलिंग, तांदी, तहसील केलांग, लाहौल–स्पीति (हि.प्र.) में फार्म लेबर की सेवाएं प्रदान करने हेतु निविदाएं आमंत्रित की जाती हैं। प्रारंभ में अनुबंध की अवधि **w.e.f. 01.06.2023 to 30.11.2023 (tentative)** की होगी परंतु इसे CeHAB केंद्र की भौगोलिक परिस्थितियों को देखते हुए घटाया या बढ़ाया जा सकता है।

Bids are invited for award of contract for providing “Farm Labour Supply” Services at Centre of High Altitude Biology (CeHAB) situated at Ribling,Tandi, Tehsil-Keylong, Lahaul-Spiti (H.P) of CSIR-IHBT ,Palampur”, from contractors rendering similar services to Central Govt./State Govt./PSU’s/ Autonomous Bodies/Reputed Organizations and having their registered office in Lahaul and Spiti District. The period of contract will be initially for a period **w.e.f. 01.06.2023 to 30.11.2023 (tentative)** which may be increased or decreased depending upon the geographical conditions of the CeHAB Centre.

टेंडर का विवरण /Tender Details:

क्र. सं. Sl. No.	कार्य अनुबंध का नाम Name of work	अनुमानित लागत Estimated Cost	अनुबंध की अवधि Duration of the contract	Earnest Money (Rs.)
1.	“CeHAB, रिबलिंग, में फार्म लेबर प्रदान करने की सेवाओं का कार्य ” “Providing Sevices of Farm Labour at CeHAB, Ribling”	Rs.13.24 Lacs	w.e.f. 01.06.2023 to 30.11.2023	Rs.26,500/-

CONTENTS

- A. Documents Checklist
- B. Scope of Work
- C. Eligibility Criteria to be adopted for Technical Evaluation of bids
- D. Instruction to Bidders
- E. General Terms and Conditions
- F. Contractor's Obligations
- G. CSIR Obligations
- H. Penalties/Liabilities
- I. Termination
- J. Arbitration
- K. Payment Procedure
- L. Price Bid Format

A. Documents Checklist:

Sl. No.	Document	Attached (Y/N)
1.	Name and Address of the Company/Firm	
2.	Self attested copy of valid license under the provision of Contract Labour (Regulation & Abolition) Act, 1970.	
3.	Self attested copy of EPF registration	
4.	Self attested copy of ESI registration	
5.	Copy of PAN/ TAN	
6.	Copy of GST registration	
7.	Similar Work Experience Certificate of providing Farm Labour at high altitudes. (single contract amounting to of Rs.10.59 Lakhs or two contracts of Rs.6.62 Lakhs each or three contracts of Rs.5.29 lakhs each during the last three years)	
8.	Proof of Annual Turnover	
9.	Latest audited balance sheet or financial statement indicating profit and loss statement, at least for the last 3 (Three) years OR latest Bank Solvency certificate.	
10.	Copy of IT return of the last 3 years	
11.	Proof of registered office in Lahaul & Spiti District	
12.	Bid security/Earnest Money Deposit (EMD)	
13.	MSME/Startup registration, if applicable (attach copy as applicable)	
14.	Price Bid in the prescribed format (to be kept in separate envelope)	

Note : All enclosed documents to be self-attested and sealed by the authorized signatory.

Signature of Authorized Signatory

Name:
Designation :
Address:
Contact no.:
E-mail :

B. Scope of work :

Sr. No.	Designation	Skills required	No. of Workers to be deployed
1.	Farm Labour	Land development- breaking boulders, stones, preparation of individual plots, Nursery bed preparation in cultivated land for seed sowing and seedling transplantation, sowing with seeds and application of fertilizers in the nursery beds. Sowing in plots (preparation of potting mixture, filling, sowing, transplanting and transportation top dressing (manually). Bed preparation of field bank, Sieving of soil for polybags filling, filling of potting media in 12x25 cm polybags. Preparation of rotting media (soil +FYM + sand). Cultural operations like weeding, hoeing, disposal of waste weed material, fencing improvement due to damage of snow (barbed wire and chicken mesh wire). Green shade net poly-house preparation, harvesting of medicinal and aromatic crops roots, rhizome, including carriage to storage site and weighing. Harvesting of medicinal and aromatic crops areal part including carriage to storage site and weighing. Digging of rhizome/bulb/tuber/root crops etc. from experimental fields and local sites and carriage. Irrigation of water from source-channel Irrigation/Sprinkler system. Manpower used for water filling and unloading irrigation water from Tanker vehicle from the distance about 15 Kms and other Miscellaneous works etc.	Skilled Farm Labour – 2 Unskilled Farm Labour – 13
		Total	15

Note : The above requirement is tentative and the actual manpower to be supplied under different categories or additional category may be more or less based on the requirement from time to time.

C. Criteria to be adopted for Technical Evaluation of Bids:

The following documents will be verified at the time of technical evaluation of bids.

1. Valid Labour license [under (Contract Labour (Regulation and Abolition Act, 1970)].
2. EPF and ESI registration.
3. PAN/TAN Copy and GST registration.
4. Similar work Experience (providing farm labour at high altitudes). Single contract amounting to of Rs.10.59 Lakhs or two contracts of Rs.6.62 Lakhs each or three contracts of Rs.5.29 lakhs each during the last three years.
5. Proof of registered office address at Lahaul & Spiti District.
6. Annual Turnover of last three years should not be less than 30% of estimated contract value.
7. Copy of Bid Security/EMD (original to be received before bid opening).
8. MSME/ Startup registration (as and if applicable).

D. Instruction to Bidders:

Bidders are supposed to enter only their name and service charges (same service charge should be entered twice in both the rows) in the provided BoQ format.

Tender documents should be in two parts. Part-I should consist of all the technical documents/details as asked for and Part-II should contain signed copy of this tender document along with the price bid quoting only the Service charges (%age). Price Bid format and the technical documents should be in separate envelopes.

Scanned copy of the EMD, for an amount of **Rs. 26,500/- (Rupees Twenty Six Thousand Five Hundred only)** in the form of Demand Draft/Pay Order drawn in favour of Director, CSIR-IHBT, should be submitted along with the tender document and the same should reach the O/o Administrative Officer, CSIR-IHBT, Palampur, H.P. 176061 in hard copy **before bid opening.** MSME/Start-ups are exempted from EMD.

The tenderer should sign and stamp all the pages of the tender document. The tenderer should read the 'General Terms and Conditions'. The tenderer is advised to visit the work site at CeHAB, Ribling, Keylong on any working day to assess the nature and quantum of work before tendering and ascertain details.

E. General Terms and Conditions:

1. The number of farm labour indicated in the scope of work is provisional and the numbers may be increased or decreased at the discretion of the Director, CSIR-IHBT, Palampur or his authorized representative.
2. The farm labour deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
3. The farm labour deployed shall be employees of the Contractor only and their service under the contract will not in any manner entitle them for any claim towards regular employment against the Principal Employer i.e. the Director CSIR-IHBT, Palampur.
4. The Contractor's profit / service charges shall be payable only on the minimum wages for the respective month.
5. Similar work means providing unskilled/semi-skilled/skilled farm labour supply services at high altitudes in Central Govt./State Govt./PSUs/Central Autonomous bodies and/or for CSIR or its Laboratories/Institutes.
6. While quoting the Service Charge bidder's have to keep in mind the statutory deductions (i.e. GST TDS and IT TDS), as applicable from time to time, and also the case that if labours are not found locally then (s)he shall have to make arrangement for their accommodation.
7. TDS and other taxes as applicable will be deducted from the Contractor's bill, as per the instructions issued from time to time by the competent authorities.
8. The Contractor shall be responsible for all statutory liabilities (such as ESI & EPF etc.) and any breach of such laws or regulations shall be deemed to be breach of this contract. Contractor may be asked to produce documents to verify that these provisions/laws are complied with by the Contractor.
9. Earnest Money will be forfeited if the contractor fails to commence the work or carryout other formalities as per the award letter for the work.

10. If at any point of time it is found that the contractor has furnished false information, the Contract / Tender is liable to be cancelled.
11. **Except quoting the service charge, in percentage only, in the Price-Bid/BoQ format, the tenderer should not write any condition or make any change, addition, alteration and modification in the printed form of tender. Conditional tenders will be rejected.**
12. **Farm Labour Supply is exempted from GST, being agriculture and allied activities.** The bidders are suggested to please take a note of it and quote accordingly.
13. The bidder quoting the lowest Service Charge will be taken into consideration in deciding the lowest bidder. In case of a tie in Service Charge quoted between two or more bidders, the lowest bidder will be decided on the basis of highest value contract of similar nature of work carried out during the last 3 years (Value of ongoing contracts shall not be taken into consideration).
14. The personnel of Contractor should observe only closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. The closed holidays normally cover Republic Day, Independence Day, Gandhi Jayanti.
15. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed. As and when any of personnel comes late or proceeds on leave or absents himself/herself, **it will be the prime responsibility of the contractor to provide a suitable substitute on an immediate basis.**
16. The CSIR-IHBT with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.
17. The Quotation shall remain valid for a period of 90 days from the date of opening of Part-II (Price Bid) of the Tender.
18. The Contractor is required to post his/her authorized representative at the site of the work who shall receive the instructions from the authorized Officer of the Institute from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.
19. The tender is liable to be rejected, if white fluid is used anywhere in the tender document.
20. Director, CSIR-IHBT, Palampur reserves the right to accept or reject the lowest, any or all the tenders without assigning any reasons.
21. **Micro & Small Enterprises (MSME) and Startups are exempted from submission of Earnest Money Deposit, prior experience and turnover criteria.**

F. Contractor's Obligations:

1. The Contractor shall provide farm labour services at CeHAB, Ribling, Keylong (L&S) as per Schedule of Work / Requirements which may be amended from time to time during the Contractual period and it shall always form part and parcel of the Contract.
2. The Contractor shall issue ID cards to the deployed farm labour.
3. Minimum wages as fixed and revised from time to time by the office of the Chief Labour Commissioner (central) should be paid by the contractor.
4. Contractor will have to submit labour license issued by the competent authority against the work awarded to their firm by CSIR-IHBT, Palampur within 30 days after the award of contract, failing which appropriate action may be taken against the Contractor.
5. The Contractor will be responsible for maintenance of Registers and Records, i.e. personal details of the deployed farm labour, Muster Roll, Register of Wages, Register of Overtime, Register of Fines, Register of Advance, Wage Slip, etc., as per the extent provisions under

various Labour Laws. Also, the Contractor will make it available to the Director, CSIR-IHBT, Palampur or his authorized representative, if they are requested to do so.

6. The Contractor shall maintain complete official records of disbursement of wages / salary, showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed at CeHAB, Keylong.
7. The Contractor would deploy a Supervisor/Co-ordinator at their own cost who shall be responsible for immediate interaction with the Director, CSIR-IHBT or his authorized representative (s) so that optimal services of the persons deployed by the Contractor could be availed without any disruption. The Contractor shall also be responsible to settle the grievances of their workers promptly to avoid any disruption in the activities of the centre, if any.
8. The Contractor shall on a monthly basis, submit attested copies of attendance register in respect of its manpower deployed at CeHAB, Keylong and the same must be verified with the certificate of satisfactory services by the concerned Incharge/HOD before making the payment to the workers. The contractor shall attach the certified copy with the claim.
9. Successful bidder shall furnish the **ePBG (3% of the award value)**, duly pledged in favour of **The Director, CSIR-IHBT, Palampur**, valid for a period of 2 months beyond the completion of contract. The Security Deposit submitted in the form of ePBG shall be refunded to the Contractor within one month after satisfactory completion of the contract.
10. The contractor shall be solely responsible for full compliance with the provisions of the sexual Harassment of women at workplace.
11. CSIR-IHBT shall not be responsible for any death, injury, damages or loss whether to the contractor or agents, representatives or its un-skilled/semi-skilled/skilled workers deployed which may result from any accident or by any other cause during operation and execution of the contract. The contractor shall indemnify CSIR-IHBT against any and all claims which may arise under the Workmen's Compensation Act, etc. or any other Act or statute having bearing over the services and for engagement of workmen directly or indirectly for performance under the contract.
12. The contractor will be responsible for their leave, replacement and other welfare measures and keep CSIR-IHBT indemnified against any claim made by the persons deployed by him and/or any damage caused to them.
13. The Contractor shall not give any sub-contract to any other party or agency to carry out the obligation arising out of this contract.
14. The entire administration and establishment management in respect of the personnel deployed by the contractor for the captioned work shall be the responsibility of the contractor.
15. It is the responsibility of the contractor to get all clearance(s) or otherwise, if any applicable from Competent Authority for providing manpower service.
16. In the event of sudden failure, neglect, dislocation or stoppage of the services by the Contractor, the CSIR IHBT may get the work done departmentally or by some other agency, at the risk and cost of the contractor, without prejudice to its rights to enforce performance in respect of the rest of the work period. The Contractor shall, in such event, pay to the CSIR-IHBT the additional cost incurred for having such work done by itself or by some other agency. CSIR-IHBT may recover the cost from the security deposit of the contractor. Without prejudice to any other rights, the CSIR-IHBT may terminate the agreement by one month notice to the contractor in writing and in such event the contractor shall have no claim for any loss or damage against the CSIR-IHBT.

17. The Contractor shall indemnify the CSIR-IHBT against all the monetary or other benefits to which the persons deployed by him are entitled during the period or deployment under various labour laws/statutory obligations as applicable from time to time.
18. Unauthorized deductions from the wages in the name of file charges, consultancy charges, registration fee etc. will not be allowed in any circumstances.
19. The Contractor shall be solely responsible for its workers deployed at CSIR-IHBT including
 - Recruitment and training of the staff.
 - Safety of staff.
 - Maintenance of muster cum wage register , attendance records of the staff.
 - Insurance coverage of their staff against all contingencies.
 - Redressal of grievance of workers.
 - Payment of wages along with wage slip by 7th of every month or as per labour laws and maintaining records thereto.
 - ESI & EPF records of staff.
 - Compliance of Labour laws.
 - Labour Welfare including their first aid and medical care.
 - The Contractor would provide necessary identity cards to its workers on duty.

G. CSIR Obligations:

1. The Director, CSIR-IHBT shall have the right, within reason, to have any farm labour removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove any personnel with prior intimation to the Director, CSIR-IHBT, Palampur.
2. The services rendered by the Contractor shall be paid on monthly basis for the monthly executed quantities of service provided (in terms of mandays) in accordance with the rates quoted by him.
3. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-IHBT to the Contractor.
4. The performance security will be refunded to the Contractor within one month of the expiry of the contract only on the satisfactory completion of the contract.
5. That the CSIR/Lab./Instt. shall reimburse the amount of GST, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor or as per applicable rules on the subject.

H. Penalties/ Liabilities:

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his risk and cost.
2. That the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director, CSIR-IHBT, in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

I. Termination:

This contract may be terminated on any of the following contingencies:

1. On the expiry of the contract period.
2. By giving one month's notice by CSIR-IHBT on account of:-
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
 - ii) Assigning the contract or any part thereof to any subcontractor by the Contractor without written permission of the Lab./Instt.
 - iii) On Contractor being declared insolvent by competent Court of Law.
 - iv) Notwithstanding any other provisions made in the contract, the Director, CSIR-IHBT reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
 - v) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the CSIR-IHBT shall be forfeited without any claim whatsoever on CSIR-IHBT and the contractor is liable for action as appropriate under the extant laws.
 - vi) During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

J. Arbitration:

1. In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and / or directions, as may be required.

3. Subject to the aforesaid provisions, the arbitration & conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

K. Payment Procedure:

1. The Contractor shall disburse the monthly salary directly into bank account of its workers on or before 7th day of the next month.
2. The Contractor will have to submit their claim (along with a duplicate copy) at the earliest, completed in all respects. This Institute shall reimburse the admissible component of the bill claimed by the Contractor within fifteen days from the date of submission of the bill completed in all aspect.
3. The Contractor is also required to issue pay slips to all workers every month.
4. All the payments to the workers are to be made through digital mode only i.e. ECS/NEFT/RTGS only. Also, please note that payment in cash is not allowed as per GFR 2017.
5. While submitting the bill for the month, the Contractor must enclose the following documents:-
 - a) List of workers and their attendance duly verified with the certificate of satisfactory services by the concerned HODs /authorized representative of the Director, CSIR-IHBT, Palampur.
 - b) Break up of wages sheet showing working days, minimum wage, Gross salary, deductions, GST, Contractor profit and net payment etc.
 - c) Copies of authenticated documents of payments of such contributions to EPF and ESI (EPF and ESI along with payment proofs.)
 - d) Details of the amount disbursed along with payment proof, duly acknowledged by the respective manpower.
 - e) Details of GST remittance of the last month/cycle along with challan & receipt of payment, if applicable.

Sd/-
(Prajwal Rai)
Section Officer (Gen.)
CSIR-IHBT, Palampur

L. Price Bid Format

SERVICE CHARGE / CONTRACTOR'S PROFIT TO BE QUOTED BY THE TENDERER (General Break up of Estimated Cost is shown below for reference):

Service Charge / Contractor's Profit in percentage of minimum wages (in percentage %)	(% age in figure)	(%age in words)
	<i>To be Quoted by the bidder</i>	<i>To be Quoted by the bidder</i>

General Break up of Estimated Cost (Monthly Basis)	
1	Minimum Wage for Unskilled/Skilled labour as notified by Ministry of Labour and Employment, Government of India time to time. w.e.f. 01.04.2023 Unskilled – Rs.424/day Skilled – Rs.471/day
2	Add EPF @ 13% (Employer's share) of Minimum Wages
3	Add Monthly Bonus @ Rs. 583/- per worker
4	Add ESIC Contribution @ 3.25% of Minimum Wages
5	Add Contractor's Profit as Quoted above
6	Total (1 to 5)
7	GST is not applicable for Farm Labour Supply
8	Gross Amount Payable to the Contractor (6 plus 7)
9	TDS Amount (Income Tax GST) to be Deducted
10	Net Payable to the Contractor (8 Minus 9)