



**AGRINNOVATE INDIA LIMITED (AgIn)**  
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CIN:- U01400DL2011GOI226486

## **BID THROUGH GeM PORTAL FROM**

**REPUTED AND REGISTERED MANPOWER SERVICE PROVIDERS FOR  
OUTSOURCING OF ACCOUNTS/ADMINISTRATION/IT /PA/MESSENGERS  
SERVICES FOR ONE YEAR**

**AT**

**AGRINNOVATE INDIA LIMITED, G-2, A BLOCK, NASC COMPLEX, DEV PRAKASH  
SHASTRI MARG, NEW DELHI – 12**

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**F. No. XI-2/2024/AgIn**

**Date: 26.04.2024**

**Subject:- Tender enquiry from reputed and registered manpower service providers for outsourcing of Accounts/ Administration/ IT/ PA/ Messengers services for one year” – Reg.**

Agrinnovate India Limited (AgIn) invites online open tender under Two Bids System through Government e-marketplace from reputed and registered manpower service providers for outsourcing of Accounts/ Administration/ IT/ PA/Messengers services at Agrinnovate India Limited, **G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12 for a period of one year**. Agrinnovate India Limited (AgIn) is a company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India. (refer website [www.agrinnovateindia.com](http://www.agrinnovateindia.com)). The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

The bid document is also available on the website of Agrinnovate India Limited.

The competent authority in AgIn reserve the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.

AgIn reserve the right to accept or reject any or all the tender without assigning any reason.

The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

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Yours faithfully,



**(Swati Bhandari)**  
**Senior Executive (Administration)**  
**Agrinnovate India Limited**

## ANNEXURE-I

### SCOPE OF WORK WITH GENERAL TERMS AND CONDITIONS

#### REQUIREMENT OF RESOURCE/ MANPOWER:

Sl. No.	Resource/ Manpower	No. of manpower required	Location of deployment	Period of engagement	Monthly remuneration
1.	Senior Executive (Accounts)	1	Agrinnovate India Limited, G-2, A Block, NASC Complex, DPS Marg, New Delhi-110012	1 Year	Rs. 65,000.00
2.	Senior Executive (Administration)	1	-do-	1 Year	Rs. 65,000.00
3.	Senior Executive (IT)	1	-do-	1 Year	Rs. 65,000.00
4.	Junior Executive (Administration)	1	-do-	1 Year	Rs. 40,000.00
5.	Junior Executive (Accounts)	2	-do-	1 Year	Rs. 40,000.00
6.	Personal Assistant	1	-do-	1 Year	Rs. 40,000.00
7.	Messengers	3	-do-	1 Year	Rs. 26,000.00

#### MONTHLY REMUNERATION:

- i. The qualifying bidder would be responsible to pay the fixed remuneration to the manpower. Service charge and the other taxes (if any) extra will be payable to the bidder, over the said monthly remuneration. The fixed remuneration should be paid to the deployed manpower without any deductions (except statutory deductions, if any

applicable to the resource) into their bank accounts. Proof of the bank deposit of remuneration should be submitted along with the monthly bill.

- ii. Cash payment shall be treated at par with non-payment of wages. Delay in salary payment will be liable to penalty to the Contractor.
- iii. The bidder will be allowed to get monthly reimbursement of the incremented remuneration rate plus service charge and other taxes (if any).
- iv. ESI/EPF shall be paid as per the Government of India prescribed rates, wherever applicable.

### **QUALIFICATION, EXPERIENCE AND JOB DESCRIPTION**

<b>ROLE</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE</b>	<b>JOB DESCRIPTION</b>
<b>Senior Executive (Accounts)</b>	Candidate should have a passed the examination/ degree of Chartered Accountant/ CMA(ICWA)/ MBA (Finance)/ M.Com or equivalent	The candidate should have atleast 3 years of post essential qualification experience in a Government Ministry/ Department/ PSU/ reputed private organization. The candidate should have an experience in handling audits, preparation of balance sheet, financial vetting and having a knowledge of General Financial Rules and other accounting rules and regulations of Government of India.	Responsible for <ul style="list-style-type: none"> <li>a. finance and accounts of the organization and evolving and formulating policies and implementation thereof.</li> <li>b. Preparing and reporting financial budget and forecasting the financial results.</li> <li>c. Managing and investment of funds.</li> <li>d. Ensuring effective cash flow management through advance planning, projection, analysis and monitoring of bank funds, receivables and payables.</li> <li>e. Financial concurrence on administrative matters such as purchase etc.</li> <li>f. Tax planning- both Direct and Indirect taxes for minimizing taxation impact &amp; better value proposition. Will be responsible for assisting Audit Committee and the Board in ensuring effective internal control, setting up of regulatory &amp; compliance framework.</li> <li>g. Management of all types of Audits in the company (Internal Audit/ Statutory Audit/ Tax Audit/ C&amp;AG Audit)</li> <li>h. Day to day payment and posting of vouchers in Tally Accounting and making the accounts in a proper format.</li> </ul>

			<p>i. Any other duties as per requirement assigned by the company from time to time.</p>
<p><b>Senior Executive (Administration)</b></p>	<p>Candidate must possess an MBA degree or equivalent from a recognized Institute/ University with minimum 50% marks in aggregate</p>	<p>The candidate should have atleast 3 years of post-essential qualification experience in a Government Ministry/ Department/ PSU/ reputed private organization. The individual should have an experience in handling Establishment matters/ procurement.</p>	<p>Responsible for</p> <ul style="list-style-type: none"> <li>a. Coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization.</li> <li>b. Payroll &amp; related functions, monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.</li> <li>c. Supporting current and future business needs through the employee development, engagement, motivation, training and preservation of human capital.</li> <li>d. Maintaining organization staff by establishing a recruiting and interviewing program, conducting and analysing interviews; recommending changes etc.</li> <li>e. Formulating and implementing HR &amp; Admin policies in line with company's requirements.</li> <li>f. Overall commercial and purchase (goods and services) functions for the company and preparing, maintaining &amp; review files and records related to the same. Responsible for handling e-procurement, GeM etc.</li> <li>g. Management of contracts and procurement of the company.</li> <li>h. Any other duties as per requirement assigned by the company from time to time.</li> </ul>
<p><b>Senior Executive (IT)</b></p>	<p>Candidate must possess a degree of MCA/ M.Sc (IT)/ B.Tech (IT) from a recognized Institute/</p>	<p>The candidate should have atleast post essential qualification experience of 3</p>	<p>Responsible for</p> <ul style="list-style-type: none"> <li>a. Maintenance of website of company.</li> <li>b. Maintenance and implementation of various software of the company.</li> </ul>

	University or equivalent with minimum 50% marks in aggregate.	years in a Government Ministry/ Department/ PSU/ organization of repute. The individual must have a knowledge of maintenance of websites, various softwares, webmails, networking, implementation of various IT applications etc.	<ul style="list-style-type: none"> <li>c. Maintenance of webmails, networking for company.</li> <li>d. Dealing in various IT related matters.</li> </ul>
<b>Junior Executive (Administration)</b>	Candidate must be a graduate in any stream from a recognized Institute/ University.	The candidate should have atleast 1 year of post essential qualification experience in a Government Ministry/ Department/ PSU/ private organization. The individual should have basic knowledge of MS Office.	<p>Responsible for</p> <ul style="list-style-type: none"> <li>a. Assisting Senior Executive (Administration) in all the administrative matters of the company.</li> <li>b. Assisting in all HR and administrative matters of the company.</li> <li>c. Maintenance of all kinds of inventory/ records for the company such as file numbering, leave records, bills register, stock register etc.</li> <li>d. Vendor management and compiling of information.</li> <li>e. Any other work assigned by the Company.</li> </ul>
<b>Junior Executive (Accounts)</b>	Candidate must possess a B.Com/ BBA degree or degree in a relevant field from a recognized Institute/ University	The candidate should have atleast 1 year of experience in a Government Ministry/ Department/ PSU/ private organization. The individual should have knowledge of MS Office/ tally/ SAP or any other similar accounting software.	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>a. Assisting Senior Executive (Accounts) in all the financial matters of the company.</li> <li>b. Maintenance of financial records, expenditure incurred, tally accounting or any other software installed in the company for its financial records.</li> <li>c. Maintenance of cash book, ledger entries, bank reconciliation statement, vouchers etc.</li> <li>d. Maintenance of all financial files and records.</li> </ul>

			<p>e. Responsible for coordinating and assisting in all types of financial audits of the company.</p> <p>f. Any other work assigned by Company</p>
<b>Personnel Assistant</b>	Candidate must possess post graduate degree in any field from a recognized Institute/ University.	<p>The candidate should have atleast 3 years of experience in a Government Ministry/ Department/ PSU/ private organization.</p> <p>The individual should have good working knowledge of Computer (MS Office) or any other similar office procedure.</p>	<p>a. He/ She will be assisting CEO, Agrinnovate India Limited.</p> <p>b. He/ She would be taking dictations, keeping record management of the CEO office.</p> <p>c. He/ She would be managing the meeting schedules and similar records of CEO, AgIn.</p> <p>d. Any other similar work given by CEO, AgIn.</p>
<b>Messenger</b>	Candidate must have passed 12 <sup>th</sup> standard from a recognized Board	-	<p>Responsible for:</p> <p>a. Diary/ dispatch of the Company.</p> <p>b. Serving tea/ water for meeting and officials of the Company</p> <p>c. File maintenance of the company</p> <p>d. Distribution of files and dak to internal staff and outside office of the Company.</p>

### **WORKING HOURS:**

The working hours of Agrinnovate India Limited are from 9:00 AM to 5:30 PM from Monday to Friday. However, deployed staff are liable to stay late for completion of the work given or may be called to work on Saturday and Sunday for dissemination of duties. No extra payment will be paid on this account.



**TERMS AND CONDITIONS OF THE CONTRACT AND TERMS OF SERVICE**

**Performance Guarantee:**

1. The successful Tenderer shall be required to furnish a performance security of 5% of annual value of contract as security deposit within fifteen days after receipt of Award Letter in the form of a Demand draft/ Bank guarantee/FDR from a nationalized / scheduled bank in favour of “Agrinnovate India Limited” payable at New Delhi. No interest will be payable on the performance security.
2. The performance guarantee shall be discharged / returned on expiry and successful completion of the contract, within a period of 60 days from it becoming due. In case of non-execution of the contract/poor services, in part or in full, the performance security shall be forfeited, after giving due notice to the Contractor in respect of the defective / improper performance / execution or breach of any of the terms of the contract etc.
3. Any sum of money due or payable to the Contractor, including the performance security refundable to him under the contract, may be apportioned by Agrinnovate, against any amount of loss caused / penalty imposed on the Contractor, which the Contractor may owe to Agrinnovate under this contract or any other contract or transaction.

**Qualifying Criteria for the firm:**

1. The firm should have an authorized office/ working premises in NCT of Delhi.
2. Firm should have a valid Registration Certificate.
3. Only registered and bona-fide service providers/ agencies which have successfully executed/ completed similar services to any Central/ State Government organizations/ PSU/ autonomous bodies, over the last three financial years i.e. 2021-22, 2022-23 and 2023-24.
4. Duly signed and stamped Turnover Certificate by Chartered Accountant of the firm for last three financial years (FY 2021-22, 2022-23 and 2023-24) with minimum average turnover not less than Rs. 50,00,000/- in last three financial years.
5. The company/firm/agency should be registered with appropriate authorities under EPF & ESIC Act.

6. The firm/agency/company should be registered with Income Tax and Service Tax departments (PAN, GST No. to be submitted as a part of technical bid).
7. The tendering firms/ bidders should not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned/ debarred.

**General Terms and Conditions:**

1. The personnel will be deployed at Agrinnovate India Limited, G-2, A Block, NASC Complex, DPS Marg, New Delhi-110012
2. Contractor will have to supply manpower as per GeM contract and/ or as communicated by this office. The person deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out the work assigned to him.
3. All required documents should be properly scanned and uploaded in the GeM portal such as details of experience, turnover details, undertakings etc as listed in the tender document.
4. The contractor should be registered under ESIC & EPFO.
5. The bids are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the annexures to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney/ Authorized Signatory of the firm if it is a company.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, Agrinnovate India Limited shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory and/or firm liable for all costs and damages.
7. In case any of the personnel so provided is not found suitable by the Agrinnovate India Limited, Agrinnovate India Limited shall have the right to ask for replacement without giving any reason thereof and the Agency/ Contractor/ firm shall have to replace such personnel immediately.

8. The deployed staff will be of the desired qualifications as mentioned in the bid document.
9. The firm shall ensure that all persons deployed are of good character, well behaved and other wise competent and qualified to perform the work for which they are employed such persons are expected to maintain discipline in office while conducting duties.
10. Monthly wages to be paid to the contractual manpower will be as specified in Annexure- I of tender document which will be reimbursed to the Agency/ Contractor/ firm on submission of the bill. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. ESI/EPF shall be paid as per the Government of India prescribed rates wherever applicable and same will be reimbursed as per Government of India notification.
11. The firm shall issue the identity cards to each of the worker engaged for entry in Agrinnovate India Limited premises.
12. The services are to be provided as per the working days and timings of Agrinnovate India Limited. Sometimes, as per need, services are to be rendered beyond office hours also. No extra payment will be made on this account.
13. Recruitment of staff and changing of staff shall be with the approval of Agrinnovate India Limited.
14. There will be a provision of 24 days leave on pro-rata basis in a calendar year subject to sanction by the reporting officer of the employees as appointed by the Company (AgIn). No carry forwarding of any type of leave beyond a year is permissible.
15. The selected firm will be maintaining leave records of the personnel engaged by the agency. It is also the responsibility of the Agency/ Contractor/ firm to keep record of their leaves and follow the relevant rules and raise the bill accordingly. Agrinnovate India Limited will also be maintaining its leave/ attendance record for their reference.
16. The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the Agrinnovate India Limited from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the Agrinnovate India Limited.
17. The Agency/ Contractor/ firm or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
18. The personnel so provided by the Agency/ Contractor/ firm under this contract will not be the employees of Agrinnovate India Limited. There will be no employer-employee relationship between Agrinnovate India Limited and the persons so engaged by the contractor in the aforesaid services shall be employees of the contractor for all purposes.

19. The Agency/ Contractor/ firm will provide 2 sets of proper uniform for summers and winters each of workers employed for providing Messenger Services.
20. The Agency/ Contractor/ firm will discharge all his legal obligations in respect of the personnel to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time.
21. The Agency/ Contractor/ firm to whom the contract will be awarded shall not transfer or sublet the contract to other firm at any stage of contract.
22. That the Agency/ Contractor/ firm agrees to discharge all their legal obligations of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation & Abolition) Act. 1970, Payment of Wages Act 1948, Employees Liability Act 1938, Maternity Benefits Act 1961, Employees Compensation Act 1923, E.P.F., E.S.I. & M.P. Act 1952 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The Contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits risks in relation to employees to be engaged by him. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Acts.
23. The Agency/ Contractor/ firm will furnish to Agrinnovate India Limited the complete bio data giving full particulars of the personnel sponsored, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the Agrinnovate India Limited.
24. The contractor shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Company (AgIn) to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. The Agency/ Contractor/ firm shall make payment of remuneration/wages to its personnel before 7<sup>th</sup> of every month by NEFT/ RTGS transfer in the individual bank account and need to provide a proof of the same with monthly bill to be submitted in the Company (AgIn) for payment. After making the payment, the Agency/ Contractor/ firm shall raise the bill on the Agrinnovate India Limited for payment of the settled amount. They will submit to the Agrinnovate India Limited a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESI contribution (wherever applicable).
26. Delay in salary payment is liable charge penalty on the firm.

27. The contractor is also required to issue salary slip to all employees every month.
28. Any loss, theft or damage to the life and/or property of the employees of the Agrinnovate India Limited and/or property of the Agrinnovate India Limited shall be compensated by the Agency/ Contractor/ firm if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
29. The Chief Executive Officer, Agrinnovate India Limited, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the tender document, at its discretion, in the interest of the organization.
30. The Chief Executive Officer, Agrinnovate India Limited, in its capacity as Principal Employer, reserves the right to withdraw or increase/ decrease any position/ redesignate contractual position, increase the wages or take any decision regarding the terms and conditions of their employment based on the Company's requirements.
31. Chief Executive Officer, Agrinnovate India Limited reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Chief Executive Officer, Agrinnovate India Limited shall be final and binding on the Agency/ Contractor/ firm in respect of clauses covered under the contract.
32. The firm shall provide a coordinator for immediate interaction with our organization.

**Penalty/ Liquidated Damages Clauses:**

1. Any misconduct/ misbehavior on the part of the personnel deployed by the Agency/ Contractor/ firm will not be tolerated and such persons will have to be replaced immediately by the agency with the written intimation to Agrinnovate.
2. The immediate replacement after due approval of Agrinnovate India Limited are to be provided by the agency failing which suitable penalty as per penalty clause will be levied on the monthly bill.
3. If the Agency/ Contractor/ firm violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of Officer authorized by AgIn, a penalty leading to deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

### **Payment Terms:**

1. No advance payment will be made. The approved Agency/ Contractor/ firm shall submit the bill (in triplicate) at the end of the month with the supporting relevant documents. No interest is payable on delayed payment.
2. Service charges shall be calculated as per the quoted percentage of total remuneration paid during the month including ESI and EPF contributions, if applicable.
3. Payment for service contract will be made monthly upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by contractual employees and EPF/ESI challans for submission of EPF/ESI contribution (if applicable).
4. The GST will be payable as per the approved rates and rules of the Govt. of NCT of Delhi or Govt. of India as modified/ amended/ increased from time to time by the Government.
5. Any other tax/ TDS as per rules shall be deducted at source from monthly bills of the successful tenderer.
6. The payment against the contract shall be made on monthly basis through RTGS/ NEFT (online) only.

### **Extension and Termination of Contract:**

1. The contract will be initially valid for a period of one year from date of award of contract. The period of contract is extendable up to a period of one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the contractor in this regard.
2. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration (as stipulated in the tender) in the interest of the Company (AgIn), for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
3. During the period of agreement, if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise

4. 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 submitted to Agrinnovate shall be forfeited without any claim whatsoever on Agrinnovate and the Agency/ Contractor/ firm is liable for action as appropriate under the extant laws.
5. The contract may be terminated by this office at any time by giving one month notice without assigning any reasons thereof, if the work of the Agency/ Contractor/ firm is not found satisfactory. In this connection, the decision of the Company (AgIn) shall be final and binding on the Agency/ Contractor/ firm. Further, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.
6. Agency/ Contractor/ firm may also terminate the contract by giving three month's notice (notice period will count from the date of receipt of such notice at Agrinnovate). In this notice period, it is the responsibility of the Agency/ Contractor/ firm to provide proper and satisfactory services to the Company (AgIn) as mentioned in the tender document.
7. In case of breach of any terms and conditions attached to this contract, the interest free security deposit of the contracting agency will be liable to be forfeited by Agrinnovate India Limited besides annulment of the contract.
8. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/otherwise capacity in Agrinnovate India Limited.
9. Non-compliance with any of the terms and conditions is liable to rejection of contract.

**Indemnification:**

1. The Agency/ Contractor/ firm shall keep the AgIn indemnified against all claims whatsoever in respect of the personnel deployed by the contractor. In case any personnel of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the Agency/ Contractor/ firm to contest the same. In case, AgIn is made and is supposed to contest the case, AgIn will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to AgIn on demand. Further, the Agency/ Contractor/ firm shall ensure that no financial or any liability comes on AgIn in this respect of any nature whatsoever and shall keep AgIn indemnified in this respect.
2. The Agency/ Contractor/ firm shall further keep the AgIn indemnified against any loss to the AgIn property and assets. AgIn shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Agency/ Contractor/ firm under this contract.

**Settlement of Disputes:**

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 especially provided in this tender/ agreement) the decision of CEO, Agrinnovate India Limited will be final and binding on all parties.
2. Disputes arising, if any, on the contract will be settled at the level of CEO, AgIn by mutual consultation and in case of failure of settlement, dispute shall be referred to the Arbitration as per the Arbitration & Conciliation Act, 1996 as amended from time to time.
3. In case of any dispute, the jurisdiction shall be Delhi Court.



## ANNEXURE-III

### BID DETAILS

**Last date of submission of bids:** Last Date of uploading of Bid is stipulated on GEM Portal.

**Date of opening of Bids:** Technical bid will be opened on stipulated date and time on GEM Portal.

#### Pre-bid meeting:

A compulsory pre-bid meeting will be held at Agrinnovate office on **07.05.2024 at 11:00 AM** at the office of Agrinnovate India Limited, G-2, A Block, NASC Complex, DPS Marg, New Delhi-110012. All the interested parties/ firms may visit the office for discussion/ clarification on the scope of work as given by Agrinnovate India Limited in the bid document.

**The firms which will not attend the pre-bid meeting on stipulated date and time will be technically disqualified.**

#### Evaluation of Bids:

The bids will be evaluated on the basis of following:

1. The bids of only those bidders which are technically qualified will be evaluated for scoring as per the table given below.
2. The technical bids will be evaluated by a Technical Evaluation Committee. Only those bidders who submit all requisite documents and are technically qualified as per this tender and secure minimum 50% and above in the technical qualification on parameters mentioned below will be declared as qualified for being considered for financial bids:-

a)	Average turnover of the firm during last three years:	
	<ul style="list-style-type: none"><li>• upto 2 Crore</li><li>• Exceeding 2 Crore &amp; upto 5 Crore</li><li>• Exceeding 5 Crore</li></ul>	10 Marks 20 Marks 30 Marks
b)	Experience of serving in Govt (Centre/ State) Departments/ Autonomous bodies/ PSUs/ PSEs/ Bank & Insurance Companies of Government or equivalent organization of high repute	
	<ul style="list-style-type: none"><li>• upto 3 years</li><li>• Exceeding 3 years and upto 5 years</li><li>• Exceeding 5 years</li></ul>	10 Marks 25 Marks 40 Marks

c)	Total No. of people on their rolls (in last f.y. 23-24)	
	• upto 150	10 Marks
	• Exceeding 150 and upto 250	20 Marks
	• Exceeding 250	30 Marks

3. In accordance with O.M. No. F.6/1/2023-PPD dated 23.06.2023 of Department of Expenditure, Ministry of Finance, the minimum service charges in the procurement of manpower outsourcing service have been fixed as 3.85% as per the guidelines of GeM. Bids quoting service charge below this value will not be considered.

**ANNEXURE-IV****AGRINNOVATE INDIA LIMITED****CHECK-LIST FOR TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Document attached (Yes or No) If yes, brief details</b>	<b>Page No.</b>
1.	The firm should have authorized office/working premises in NCT of Delhi. The copy of the registered/ authorized office address to be enclosed.		
2.	Valid Registration certificate of the firm under Central/State Government indicating date of incorporation.		
3.	Turnover certificate duly signed and stamped by Chartered Accountant of the firm for last three financial years (2021-22, 2022-23 and 2023-24) with minimum average turnover not less than Rs. 50.00 Lakhs in last three financial years.		
4.	<p>The bidder must have successfully executed/ completed similar services to any Central/ State Government organizations/ PSU/ autonomous bodies, over the last three financial years i.e. 2021-22, 2022-23 and 2023-24. The relevant experience documents with satisfactory completion certificates from respective authorities for rendering satisfactory services are to be uploaded by the seller.</p> <p><i>Performance Certificate having no contract value, period of contract will not be considered for evaluation. Performance certificate should be issued and signed by organization concerned.</i></p>		
5.	<p>No. of people on the roll of firm (in last f.y. 2023-24) (Statement of depositing EPF/ESI of atleast 50 contractual staff for any one month of 2023-24)</p> <p>(No other certificate in this regard will be accepted)</p>		
6.	Attested copy of PAN/ TAN/TIN of the company/firm/agency.		
7.	Attested copy of GST of the company/firm/agency		

8.	Attested copy of EPF Registration No. of the company/firm/agency.		
9.	Copy of ISO certification.		
10.	Attested copy of ESIC Registration No. of the company/firm/agency.		
11.	A certificate from atleast 1 principal employer (Central/ State Govt organization/ PSU/ autonomous bodies) to the effect that the wages of the contractual staff employed by the contractor has been paid within 07 days after the expiry of the wage period during the term of financial year 2023-24. The certificate needs to be provided mandatorily by the bidders.		
12.	The firm should submit the bank credibility report (to be certified by the authorized Indian national bank).		
13.	Filled and signed Tendering Agency's Profile as mentioned at Annexure-V		
14.	Filled and signed Certificate by the firm as mentioned at Annexure-VI		
15.	Whether the Firm/ Company/ Agency have been blacklisted by any Ministry/ Department of the Government. The tendering firms/ bidders shall have to submit a notarized affidavit (in original) on a stamp paper of value of Rs. 100.00 to this effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned/ debarred.		

**Note:**

- **Company/ Firm/ Agency/ Contractor scoring less than 50% in technical bid will not be considered for financial bid.**
- **Only the relevant documents should be enclosed in support of above sought particulars. The firm should not enclose any additional information/ paper for the technical checklist.**

**ANNEXURE-V****Tendering Agency's Profile**PART-I

1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and telephone no. if any	
3.	Constitution of the firm/ agency (Attached copy)  (i) Indian Companies Act, 1956  (ii) Indian Partnership Act, 1932 (please give names of partners)  (iii) Any other Act	
4.	Firm Details	
	(i) For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.	
	(ii) If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration	
	(iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.  The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner(s)	
5.	Name and full address of your banker	
6.	Copies of PAN/TAN/ GST registration to be submitted)	
7.	Date of establishment of the agency/firm/company	

8.	Whether registered with all concerned Government authorities (EPF/ESI etc.) and having license under Contract Labour (Regulation & Abolition), Act (copies of all certificates of registration to be enclosed)	
9.	Any other relevant information	

**PART-II**

1.	Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders	
2.	Name of the permanent representative to be visiting Agrinnovate India Limited regarding the contract	

**PART-III**

**Details of the Minimum 3 years' experience/work done.**

S.No.	Name and address of the Dept./ Organization with reference letters where agency is working	Name and Designation of contact Person with Ph. No.	Period		No. of staff deployed	Value of the Contract and other details	Remarks
			From	To			

(Authorized Signatory)

## **ANNEXURE-VI**

### **(CERTIFICATE TO BE GIVEN ON NON-JUDICIAL STAMP PAPER of Rs. 100.00 AS PART OF TECHNICAL BID)**

To,

The Chief Executive Officer  
Agrinnovate India Limited, NASC Complex, New Delhi-12.

Dear Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for **PROVIDING ACCOUNTS/ADMINISTRATIVE/IT/PA AND MESSENGER SERVICES FOR ONE YEAR AT G-2, A BLOCK, NASC COMPLEX, DPS MARG, NEW DELHI-110012** and **EXTENDABLE ON THE SAME TERMS & CONDITIONS SUBJECT TO SATISFACTORY PERFORMANCE** and agree to provide the services as detailed in the schedule herein. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. I/We have understood the total quantum of work by going through the tender document and all the conditions mentioned in the tender document are acceptable to us.
2. I/we shall be bound by acceptance and will provide the manpower within the prescribed time.
3. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
4. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
5. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
6. I/ We undertake that there are not any legal suit/ criminal case pending against our firm.
7. I/ We are not blacklisted by any Government organization in the field of hiring of vehicles for official use on outsourcing basis.

We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts. This offer is made to be valid for acceptance by Agrinnovate India Limited within 90 days from the date of opening of the technical bid.

**(Name & Signature of authorized representative of the firm)**

**Stamp/Seal of the firm**