



# Uttarakhand Livestock Development Board

233, Phase-I, Vasant Vihar, Dehradun-248006

[TIN: 05001011153]

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## **INVITATION FOR BIDS FOR SUPPLY OF MANPOWER SERVICES TO ULDB & ITS SUBSIDIARY UNITS**

<b>BID REFERENCE</b>	:	5354/ULDB/9 (III)/Security Service/2009-10 Dated:31 December 2009
<b>PRICE OF BIDDING DOCUMENT (NON REFUNDABLE)</b>	:	Rs. 225/- (inclusive of VAT)
<b>POSTAL CHARGES, INLAND</b>	:	Rs. 100/-
<b>DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT</b>	:	01.01.10
<b>LAST DATE OF SALE OF BIDDING DOCUMENT</b>	:	21.01.10
<b>LAST DATE AND TIME FOR SUBMISSION OF BIDS</b>	:	22.01.10 upto 11.00 AM
<b>TIME AND DATE OF OPENING OF BIDS</b>	:	22.01.10 at 11.30 AM
<b>PLACE OF OPENING OF BIDS</b>	:	ULDB, 233, PHASE-I, VASANT VIHAR, DEHRADUN-248006 UTTARAKHAND
<b>ADDRESS OF COMMUNICATION</b>	:	Same as Above

Complete set of bidding document can be purchased by any interested eligible bidder on the submission of a written application to the above office and upon payment of Price of Bidding Document in the form of **Bank Draft** in favour of "**Uttarakhand Livestock Development Board**" payable at "**Dehradun**".

The bidder who has downloaded the document from website should attach cost of bid document in the form of **Bank Draft** in favour of "**Uttarakhand Livestock Development Board**" payable at "**Dehradun**".

***This Bidding document is sold to,***

***M/s.....***

***.....***

***on.....***

**Chief Executive Officer**  
Uttarakhand Livestock Development Board  
233, Phase-I, Vasant Vihar, Dehradun



**Uttarakhand Livestock Development Board**  
**233, Phase-I, Vasant Vihar, Dehradun-248006**

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**INVITATION FOR BIDS FOR SUPPLY OF MANPOWER SERVICES TO ULDB & ITS SUBSIDIARY UNITS**

Dear Sir,

- You are invited to submit your most competitive bid for the supply of following man power services:

<b>S. No.</b>	<b>Brief Description Item</b>	<b>Specifications</b>	<b>No. *</b>	<b>Delivery Period</b>	<b>Location</b>
1.	Man Power for distribution of breeding inputs(liquid nitrogen, semen, stationery, equipments etc.) to all A.I. Centers in Uttarakhand	Individuals should be qualified as the job requires high skills. Should have capacity to travel extensively. Other terms & conditions are as per Annexure-I	06 No.	With in 07 days from the date of order	Alternate H/Q at Shyampur, Rishikesh & Lalkuan (Nainital) covering whole of Uttarakhand
2.	Driver for liquid nitrogen distribution vehicle & other vehicles/ Bus	Should possess valid driving license for LMV/ HMV. Other terms & conditions are as per Annexure-I	02 No.	-do-	Alternate H/Q at Shyampur, Rishikesh & Lalkuan (Nainital)
3.	Tractor Driver <b>on Daily Basis</b>	Should possess valid driving license. Other terms & conditions are as per Annexure-I	02 No.	-do-	Shyampur, Rishikesh & ABF, Kalsi
4.	PS	Graduate in Science Discipline, able to do office related works, having hindi & English shorthand and computer typing knowledge. Other terms & conditions are as per Annexure-I	01 No.	-do-	At ULDB HQ or any other location
5.	Security guards	Personnel should be ex-servicemen & having previous experience of having done a similar kind of job. Other terms & conditions are as per Annexure-I	10 No.	-do-	At ULDB HQ, Shyampur, Pashulok-Rishikesh, Lalkuan & ABF, Kalsi
6.	Office Assistant/ Lab Assistant	Skilled, able to do office/ Lab related works & having hindi & English computer typing knowledge. Other terms & conditions are as per Annexure-I	02 No.	-do-	At ULDB HQ, Shyampur Rishikesh & Training center Rishikesh
7.	Data Entry Operator	Skilled, having hindi & English shorthand and computer typing knowledge. Other terms & conditions are as per Annexure-I	03 No.		
8.	Office Attendant/ Lab Attendant	Semi Skilled able to do office related work. Other terms & conditions are as per Annexure-I	02 No.	-do-	At Shyampur Rishikesh & Kalsi
9.	Unskilled Agriculture Labourers/ Bull Attendants/ Cow Attendant	Un Skilled. Other terms & conditions are as per Annexure-I	15 No.	-do-	At Shyampur Rishikesh & Kalsi

**\* The No. of man power may be increased or decreased as per the need of the board.**

2. **Bid:**
- A] Bid Document downloaded from the website shall be accompanied with the cost of bid document (Rs.225.00) in the form of **Bank Draft** in favour of "**Uttarakhand Livestock Development Board**" payable at "**Dehradun**".
  - B] The bid shall be submitted along with **Earnest Money Deposit (EMD)** of Rs.10,000/- (Rs. Ten Thousand Only) in the form of **Bank Draft** in favor of "**Uttarakhand Livestock Development Board**" payable at "**Dehradun**".
  - C] The contract shall be for the full quantity as described in the above tables.
  - D] Correction, if any, shall be made by crossing out, initialing, dating and rewriting.
  - E] All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - F] The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - G] The price shall be quoted in Indian rupees only.
3. **Preparation, Sealing and Marking of Bid:**  
The Bidders shall sign & stamp all pages of bid document and Seal the signed & stamped bid document in an envelop duly marking the envelopes as Project name, the Invitation for Bids title and number, and a statement: "**DO NOT OPEN BEFORE 11.30 AM ON 22-01-10**".
4. Each bidder shall submit only one bid.
5. **Validity of Bid**  
Bid shall remain valid for a period not less than 45 days after the dead line date specified for submission.
6. **Evaluation of Bid**  
The ULDB will evaluate and compare the bids determined to be substantially responsive i.e. which
- A] Are properly signed;
  - B] Submitted along with the Earnest Money Deposit (EMD) and
  - C] Confirm to the terms, conditions and specifications as specified in the bid document & **Annexure- I** of the bid document.
  - D] **The bids will be evaluated for all items together.**
7. **Award of Contract**  
The ULDB will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The successful bidder will have to sign the agreement on non judicial stamp paper of Rs.100/- the cost of which shall be borne by the bidder & shall have to submit performance security of **Rs.50000/- (Rs. Fifty Thousand Only)** in the form of Bank Draft or FDR or Bank Guarantee of any nationalized bank valid up to 60 days after the date of completion of performance obligations including warranty obligations in favor of/ pledged to "**Uttarakhand Livestock Development Board**" payable at "**Dehradun**".
- A] Notwithstanding the above, the ULDB reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract.
  - B] The ULDB prior to expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made as per the terms & conditions of the agreement.
9. Other Terms & Conditions are as per Annexure-I of the Bid Document.
10. You are requested to provide your offer latest by **11:00 hours on 22.01.10**
11. Date & time of opening of quotations **11:30 hrs on 22.01.10**
12. We look forward for your bid.

**Chief Executive Officer**  
Uttarakhand Livestock Development Board  
233, Phase-I, Vasant Vihar, Dehradun

### Terms and Conditions

Terms and Conditions of the contract for providing manpower for the distribution of LN2 and other breeding inputs; Driver; Security Guards; PS; Office Assistant/ Lab Assistant; Data Entry Operator; Office Attendant/ Lab Attendant & Unskilled Labourers/ Bull Attendants/ Cow Attendant/ Agriculture Labors to ULDB, Dehradun

1. The Contractor shall seek instructions from Chief Executive Officer, ULDB, Dehradun or any other officers authorized for the purpose.
2. The Contractor will deposit a sum of **Rs.50,000/- (Rs. Fifty Thousand Only)** as security pledged to the ULDB, Dehradun in the form of Bank Draft or FDR or Bank Guarantee of any nationalized bank.
3. The distribution network of the ULDB is such that inputs will have to be supplied through different hired contractual vehicles. Each distribution vehicle may have goods valuing **approximately seven lakh rupees in each trip**. Such goods will be issued through a challan to the contractor's manpower for the distribution of LN2 and other breeding inputs.

The Contractor shall also be fully responsible for any loss of materials and property of ULDB, Dehradun, attributable to the negligence or failure of the persons engaged in complying with the prescribed procedure. All losses suffered by ULDB, Dehradun on this account shall be compensated in full by the Contractor. The decision of ULDB, Dehradun in this regard shall be final and binding on the contractor.

4. ULDB, Dehradun reserves the right to change the number of personnel deployed. ULDB, Dehradun reserves the right to ask for replacement of a particular personnel deployed by the contractor.
5. The Contractor shall deploy the person above the age of 21 for the purpose of this contract in ULDB, Dehradun. Before the person report for duty, necessary documents to prove that the education qualification of the person engaged shall be produced by the Contractor before the ULDB, Dehradun authorities. The fact shall be verified by the said authority who shall accept only those personnel on duty in whose case documentary proof has been rendered to his satisfaction.

In addition to this, if any of the person deployed is found to be unsatisfactory, he shall have to be withdrawn within 24 hours from the campus. A complete list of the personnel engaged by the contractor for deployment shall be furnished by the contractor along with complete addresses and other antecedents. The Contractor shall deploy only those whose antecedents have been verified by the police authorities.

6. **Terms of payment:**

- A] The Contractor will be paid on monthly basis at the prescribed rates.
- B] Bill shall be raised by the Contractor in accordance with the rates on every 1<sup>st</sup> day of month and submitted for payment to ULDB, Dehradun authority. The number of the personnel required may vary subject to the requirements.
- C] The Contractor will be solely responsible for the payment of wages to the man power deployed by him.

7. The firm should have an experience of at least 03 years of providing such type of services. The firm should also be registered under different labour laws.
8. The Contractor will be responsible for the implementation of all the labour laws like Employees Provident Funds Act, E.S.I., Minimum Wages Act, etc. & no liability of any sort shall rest with the ULDB, Dehradun.
9. That for the all purpose the contractor shall be "Employer" within the meaning of labour laws. Minimum Wages Act and other relevant Acts, in respect of all man power supplied by him under this contract.
10. **The ULDB, Dehradun authority shall be authorized to fix timings of the various duty shifts. A single duty shift for each & every item will have a normal duration of 8 (eight) hours.**
11. The Contractor shall submit monthly duty chart of the person engaged to ULDB, Dehradun authority prior to commencement of the month. He shall maintain the daily attendance register of these persons, which will be verified by ULDB, Dehradun authority. Failure to do so can result in non-payment for day/ days for which the attendance is not furnished.
12. The contractor shall not replace the persons at random. This shall be done with the prior knowledge of the ULDB, Dehradun authority and full particulars of the personnel deployed shall be given to ULDB, Dehradun authority. In case any of the staff is found to be posted without previous knowledge of the ULDB, Dehradun authority, ULDB, Dehradun shall not be liable to pay for such personnel.
13. No leave of any kind to the person shall be sanctioned by ULDB, Dehradun authority. **The contractor shall be liable to make substitute arrangements in case of the absence of**

- supplied man power in holidays/ weekly offs etc. in any case thereof.** No short leave shall be permitted unless the Contractor provide suitable substitute without any extra payment.
14. No person shall be permitted to consume liquor or any intoxicants during duty hours. In case any person is found misbehaving with the officers or their wards/ guests of the inmates of ULDB or found intoxicated the contractor shall entirely be responsible for that & he will be fined for that by ULDB, Dehradun.
  15. ULDB, Dehradun shall not be liable to provide any residential accommodation to the supplied man power. No cooking or lodging shall be allowed to the supplied man power at any place inside the campus.
  16. ULDB, Dehradun shall not be responsible financially or otherwise for any injury to the person in the course of their performing the duty.
  17. The Contractor shall not be permitted to transfer or assign his rights and obligations under the contract to any other organization.
  18. Time shall be the essence of the Contractor and the duration of this contract shall be for a period of **Two Year** from the date of signing agreement except in event of earlier termination under these terms. The contract shall automatically expire after Two Year unless extended further by mutual consent of the parties on same terms and conditions.
  19. ULDB, Dehradun has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 18 herein above, without assigning any reason by giving one month's notice in advance to the Contractor in writing or by making equivalent payment thereof. The ULDB, Dehradun shall also have the right to extend the contract on the same terms and conditions for a further period until such time as a new agency takes over in the event of ULDB, Dehradun resorting to the process of appointing a fresh contractor.
  20. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give three months advance notice to the ULDB, Dehradun.
  21. The Contractor is bound by the details and documents as furnished by him to the ULDB, Dehradun. In case any of the details of such documents furnished by him, are found to be false at any stage, this would be deemed to be a breach of the terms of contract making him liable for action under Clause 26 and 27.
  22. In case of breach of any of the terms of agreement, the security deposit of the Contractor is liable to be forfeited by the ULDB, Dehradun. Any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract can be realized by the ULDB, Dehradun against any amount which the Contractor may owe to the ULDB, Dehradun.
  23. All personnel supplied by the Contractor shall be bound to provide full help in extinguishing any fire, that breaks out anywhere in the campus.
  24. In the event of any malpractice on the part of the Contractor or his employees, vis-a-vis any staff or otherwise, the contract shall be liable to be terminated.
  25. The performance of function of the duty under the contract will be reviewed by the ULDB, Dehradun authority at 3.00 P.M on the first day of every month and the Contractor will remain present personally or through an authorized representative. In the event of the first day of the month being a holiday, the meeting shall take place on the next day as per mutual consent.
  26. In case of dispute relating to the enforcement of the provisions of agreement, Chairman, ULDB or his authorized representative shall act as arbitrator in the matter as per the provisions of the Arbitration Act of Government of India.
  27. Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court (under Uttarakhand high court).
  28. The contractor will provide sufficient insurance coverage to all the man power supplied by him to ULDB, Dehradun.
  29. The contractor's man power will have to fulfill the task of distribution of breeding inputs (Liquid nitrogen, deep frozen semen, cryocans etc.) in a hired vehicle to various A.I. centers of Kumaon/ Garhwal zone of Uttarakhand state. During the course of their work including fieldwork, the Contractor's man power providing services under this contract may be required to complete timesheets or any other document used to identify time, inputs distributed, odometer reading etc. as well as may have to collect required amount of money for the distributed goods. Money so collected in due course of time will have to be deposited in the Boards account within a specific time frame. The contractor will solely be responsible for timely deposition of this money failing which the ULDB, Dehradun will deduct the same amount from the raised bill or will deduct the amount from the security pledge.

**Chief Executive Officer**

Uttarakhand Livestock Development Board  
233, Phase-I, Vasant Vihar, Dehradun

## Format of Bid

S. No.	Brief Description Item	Specifications	No. *	Quoted Unit Rate (Rs.)**	Total Cost (Rs.)
1.	Man Power for distribution of breeding inputs(liquid nitrogen, semen, stationery, equipments etc.) to all A.I. Centers in Uttarakhand		06 No.		
2.	Driver for liquid nitrogen distribution vehicle & other vehicles/ Bus		02 No.		
3.	Tractor Driver <b>on daily Basis</b>		02 No.		
4.	PS		01 No.		
5.	Security guards		10 No.		
6.	Office Assistant/ Lab Assistant		02 No.		
7.	Data Entry Operator		03 No.		
8.	Office Attendant/ Lab Attendant		02 No.		
9.	Unskilled Labourers/ Bull Attendants/ Cow Attendant/ Agriculture Labors		15 No.		
<b>TOTAL COST</b>					

\* The No. of man power may be **increased or decreased** as per the need of the board.

\*\* Quoted rate shall be for the **monthly basis for each & every item except Tractor Driver and inclusive of Service Tax & other Taxes.**

### Over Time & Actual DA:

S. No.	Brief Description Item	Over Time (per man power & per hour basis) (in Rs.)	DA for out station touring (per man power & per day basis) (in Rs.)
1.	Man Power for distribution of breeding inputs		
2.	Driver for liquid nitrogen distribution vehicle & other vehicles/ Bus		

We agree to supply above man power services in accordance with the specifications & as per the quoted rate basis.

**Date:**

**Signature & Stamp**

**Complete Address:**

**PAN No. .... (Attach Proof)**

**Service Tax Reg. No. .... (Attach Proof)**