

Minutes of Pre-Bid Meeting

The Pre bid meeting regarding the Labour Contract for Providing Labour (Male & Female) at VSI is held on 18th April 2024 in VSI Office at 2:00 pm

The followings representative of interested parties have participated in the meeting.

1. Group 5 Security Services, Baner, Pune
2. Hindusthan S L Security Services, Khadaki, Pune

Following Clarification has issued in the meeting in resect of queries raised by the prospective bidders.

| Sr. No. | Query | Clarification |
|---------|---|--|
| 1. | Which Zone is applicable at VSI | Zone- I (Agriculture) is applicable |
| 2. | Who should obtain license for contractor & employer | Both their licenses should be obtained by the contractor at his cost |
| 3. | Whether ESIS is applicable | ESIS is not applicable |
| 4. | Payment of administrative charges for PF | At actual charges will be paid |

Please Note:-

The Signed copy of the minutes of pre-bid meeting should be submitted along with offer.

DIRECTOR GENERAL



संशोधनेन संवृद्धिः

वसंतदादा शुगर इन्स्टिट्यूट

मांजरी (दु.), ता.हवेली, जि.पुणे ४१२ ३०७.

फोन : ०२०-२६९०२१००/११४/११३, फॅक्स : ०२०-२६९०२२४४

वेबसाईट: www.vsisugar.com

अ) वसंतदादा शुगर इन्स्टिट्यूट सरकारी मान्यताप्राप्त/नोंदणीकृत अनुभवी लेबर कंत्राटदारांकडून मोहरबंद निविदा (दोन लिफाफा पद्धतीने) मागवित आहे.

| अ. नं. | कामाचे स्वरूप | कराराचा कालावधी | इसारा ठेव रक्कम रू.पै. | कोरी निविदा फॉर्म किंमत रू.पै. |
|--------|---|-----------------------------|------------------------|--------------------------------|
| १. | संस्थेच्या मांजरी, वसंतदादा व नायगांव फॉर्मवर, तसेच मांजरी प्रक्षेत्रावर असलेल्या प्रयोगशाळा, तसेच इस्टेट व होस्टेल विभागास मागणीनुसार अकुशल पुरुष व स्त्री मजुर पुरविणे. | १ मे २०२४ ते ३० एप्रिल २०२५ | ५०,०००.०० | ५९०.०० (जीएसटी सह) |

नियम व अटी : वरील कोऱ्या निविदा फॉर्म मिळविण्यासाठी खालील कागदपत्रे सादर करणे आवश्यक आहे.

- मागील दोन वर्षात अशा प्रकारची कामे केल्यासंबंधीची कागदपत्रे व इन्कमटॅक्स रिटर्न पेपर्स, लेबर लायसन्स, पॅन कार्ड सादर केल्यानंतरच कोऱ्या निविदा फॉर्म देण्यात येतील.
- कमीतकमी १० लाख इतक्या रकमेचे कोणत्याही राष्ट्रीयीकृत/शेड्यूलड बँकेचे सॉल्व्हन्सी सर्टिफिकेट.

कोऱ्या निविदा फॉर्म संस्थेच्या पर्सोनेल विभागात दि. २८ मार्च २०२४ ते १५ एप्रिल २०२४ पर्यंत सकाळी १०.०० ते ५.०० या वेळात कामाच्या दिवशी रू.५९०/- (जीएसटी सह) रोख रक्कम भरून मिळतील किंवा वेबसाईट वरून डाऊनलोड करता येतील. निवीदेची किंमत लिफाफा नं.१ मध्ये संस्थेच्या नावाने राष्ट्रीयीकृत बँकेचा डिमांड ड्राफ्ट जोडावा. निविदा वर नमूद केलेल्या अटींच्या पूर्ततेसह भरून देण्याची अंतिम तारीख २२ एप्रिल २०२४ आहे. निविदा स्वीकारण्याचा अथवा रद्द करण्याचा अधिकार संस्थेचा राहिल. प्री-बीड मिटींग दि.१८ एप्रिल २०२४ रोजी दु.२.०० वा. होईल. निवीदा संस्थेच्या संकेतस्थळावर प्रसिद्ध केली आहे.

टपालाद्वारे उशीरा येणाऱ्या निविदा स्वीकारल्या जाणार नाहीत. निविदा स्वीकारण्याचा अथवा नाकारण्याचा अधिकार संस्थेस राहिल.

महासंचालक

Date :

TENDER FORM

VASANTDADA SUGAR INSTITUTE

**TENDER FORM FOR FIELD OPERATIONS, LABORATORY
RELATED WORK AND HORTICULTURE WORK
AT MANJARI, VASANTDADA&NAIGAON FARMS OF
THE INSTITUTE**



संशोधनेन संवृद्धिः

VASANTDADA SUGAR INSTITUTE

Manjari (Bk.), Pune 412 307

Maharashtra, India.

Phone : 020-26902100

Telefax : 020-26902244

Website : www.vsisugar.com

Price Rs.500/-+ GST

Tender Form No.



VASANTDADA SUGAR INSTITUTE
Manjari (Bk.), Tal. Haveli, Dist. Pune 412 307.

1. Name : -----
2. Full Address : -----

3. Telephone/Mobile No. : -----
4. PAN No. : -----
5. PF Registration No. : -----

Date :

To
The Director General
Vasantdada Sugar Institute
Manjari (Bk.), Tal. Haveli,
Pune 412 307.

Sir,

As per the Tender Notice published in the newspaper dated -----
/ website of VSI, I/we wish to fill the tender for the following work. The terms
and conditions enclosed with the tender form are agreed by me.

1. Field Operations: All field work on Manjari, Vasantdada&Naigaon Farms as per requirement.
2. Laboratory Work: All laboratory/office/hostel cleaning work at our Manjari Campus.
3. Horticulture Work: All horticulture and other work at our Manjari Office as per requirement by Registrar, Estate & Hostel & Horticulture Department.

Thanking you,

Yours sincerely,

Sign : -----

Date :

Place :

Name :

Instructions for filling the tender forms and submission of final offers

1. In envelope No.1 following documents should be submitted.

- (a) Demand draft of Rs.50,000/- as Earnest Money Deposit (EMD) from the nationalized/scheduled bank favouring VSI.
- (b) Demand draft of Rs.500/- + GST towards tender form in case you are downloading the tender form from VSI's website.
- (c) Registration Certificate for Provident Fund.
- (d) Labour License.
- (e) Solvency Certificate from Nationalized Bank of Rs.50 lakhs.
- (f) Name of the previous clients and period of contract with minimum three years experience certificate.

2. Envelope No.2

The rates of labour charges.

Note : It shall not be opened unless all the documents submitted in envelope No.1 are found to be satisfactory.

The Director General, VSI reserves the right to accept/reject or cancel the entire tender process without assigning any reasons.

Terms and Conditions :

- 1. Period of Agreement :** The period of Agreement will be one year starting from 1st May 2024 to 30th April 2025.
- 2. Contract Rate :** The rates for unskilled contract labours (male and female) by mentioning detail bifurcation of Rate/day, employees provident fund, administrative charges and commission.
- 3. Working Hours :** The working hours of the Contractor's workers will be as per the timing notified by the Institute from time to time. Any change in the working hours will be informed to the Contractor in advance.
- 4. National Holidays :** Only six national holidays i.e. 26th January, 1st May, 15th August, 2nd October (Mahatma Gandhi Jayanti), Dasara and Diwali. These holidays must be granted as paid holidays as per the work schedule.
- 5.** The Contract shall be effective from the date of agreement is signed, security amount deposited and day work actually commenced.
- 6.** The contract is for the period of one year and is renewable subject to performance to our satisfaction.
- 7.** The Contractor's workers working on VSI field should be covered under all statutory requirements like PF, Minimum Wages Act and shall comply with all the formalities in this regard. The Contractor should pay at least the minimum wages as prescribed by law to his workers. VSI will have a right to inspect books/registers/documents of the Contractor as the need arises in

relation to matters referred in this paragraph. VSI will also have right to make recoveries from Contractor's bills if any legal authorities impose penalties/recoveries on VSI due to non-compliance by the Contractor with any of such provisions referred in.

- 8.** PF registration may also be furnished to Vasantdada Sugar Institute, Pune.
- 9.** Income Tax/TDS shall be deducted at source from the monthly bills at prescribed rate.
- 10.** The Contractor will be solely responsible to comply with any legal requirements which may arise out of this contract and also in respect of the employees/contractual labours engaged by him for fulfillment.
- 11.** In case of violation/failure and if no satisfactory services were provided penalty will be decided and charged by VSI which will be binding on the contractor.
- 12.** If the contractor fails to provide the required strength every day, he will be responsible for reimbursement of extra expenditure incurred by VSI for deploying labour from other source
- 13.** The contractor should provide Identity Card to the contractual labours provided by him.
- 14.** All contractual labours deployed by the contract will have to work under the control and guidance of the respective Farm Manager/Farm Incharge/Dept. Head.
- 15.** The Contractor shall deposit with the Institute Rs.1,20,000- (Rupees One Lakh Twenty thousand only) by demand draft in favour of VSI, Pune only as a security deposit which is valid till the duration of contract. The security deposit will be refunded after the expiry of the contract period
- 16.** An agreement on the bond paper of Rs.500/- is compulsory. The format of agreement will be provided by VSI.
- 17.** Payment will be arranged after submission on monthly bill alongwith certificates from the concerned sections/Farm Manager and PF challans for the preceding month.
- 18.** The Director General, VSI can terminate the contract without notice on happening of any of the following circumstances
 - i) If he fails or neglects to render the service or any of the satisfaction of the authorities or if contractor commits breach of trust.
 - ii) If the business of the contractor is wound up or dissolved or if any receiver is appointed or attachment is levied in respect of any of its properties and assets.
 - iii) On receipt of one month notice from the contractor to terminate the contract.

दरपत्रक (लिफाफा नं.२)

| अ.नं. | कामाचे ठिकाण | पुरुष मजूर संख्या | मजुरीचा दर अक्षरी व अंकी | स्त्री मजूर संख्या | मजुरीचा दर अक्षरी व अंकी | एकूण |
|-------|---|-------------------------|-----------------------------------|--------------------------|-----------------------------------|------|
| १. | मांजरी फार्म | ४ | | ५ | | |
| २. | वसंतदादा फार्म | २ | | ६ | | |
| ३. | नायगांव फार्म | ५ | | १० | | |
| ४. | मांजरी कार्यालयातील विविध प्रयोगशाळा रेण्वीय जैवशास्त्र कीटकशास्त्र मृदाशास्त्र ऊस प्रजनन सुक्ष्मजीवशास्त्र | - - - - - | | २ २ १ ३ २ | | |
| ५. | मांजरी कॅम्पस मधील होस्टेल, इस्टेट, रजिस्ट्रार विभाग | २ | | १५ | | |
| | एकूण | १३ | | ४६ | | |

टीप : मजुरांची संख्या कामाच्या गरजेनुसार वाढू किंवा कमी होऊ शकते. याबद्दल कोणतीही तक्रार करता येणार नाही.

ठेकेदाराचे नांव
सही व दिनांकासहित