

(Price: Rs. 500/-)

शुष्क वन अनुसंधान संस्थान, जोधपुर में
विभिन्न कार्यों हेतु कुशल, अर्द्धकुशल एवं
अकुशल कामगारों की आपूर्ति हेतु निविदा
अवधि 01 अप्रैल 2014 से
31 मार्च, 2015

Last Date & Time of Submission of Tender : 25-03-2014 at 4.00 PM
(Till opening the tender)
Date & Time of Opening of the Tender : 25-03-2014 after 4.00 PM

Arid Forest Research Institute
P.O. : Krishi Mandi, New Pali Road,
Jodhpur 342 005 (Rajasthan)

(Forwarding letter for supply of Tender form to Applicants by post)

**Arid Forest Research Institute
P.O. : Krishi Mandi,
New Pali Road
Jodhpur 342 005 (Rajasthan)**

No. / AFRI / Pur /Estate/ 244-VI/ 2014-15

Dated: 2014

To,

M/s. _____

Sub: Tender for supply of labourers for maintenance of lawns, plantations, etc., Cleaning, Drivers, Plumber, Carpenter Mason with assistants, Chowkidar cum Cook Nursery Works and Supply of Labourers for various types of works as per attached detailed at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015-reg.

Last Date & Time of Submission of Tender	: 25-03-2014at 4.00 PM (Till opening the tender)
Date & Time of Opening of the Tender	: 25-03-2014after 4.00 PM

Sir,

With reference to your application dated _____ and tender fee of Rs. 500/- (Rupees Five hundred only) deposited vide Cash Receipt No. _____ dated _____ please find enclosed herewith a copy of Tender Document for necessary action from your end. You are requested to submit tender complete in all respect after going through all the terms and conditions as mentioned in the Tender Document.

Yours faithfully

Encl. : As stated above.

**Purchase Officer,
AFRI, Jodhpur.**

FORWARDING LETTER

(To be filled in by the tendering Party)

To,

The Director,
Arid Forest Research Institute,
P.O. : Krishi Mandi, New Pali Road,
Jodhpur – 342 005 (Rajasthan)

Sub: Tender for supply of labourers for maintenance of lawns, plantations, etc., Cleaning, Drivers, Plumber, Carpenter Mason with assistants, Chowkidar cum Cook Nursery Works and Supply of Labourers for various types of works as per attached detailed at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015-reg.

Ref: Your Tender Notice dated _____.

Sir,

We submit herewith tender for supply of labourers for maintenance of lawns, plantations, hedges, Flower Pots & General Upkeep, Cleaning and Supply of Labourers for Nursery Maintenance and other office/field related works at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015- reg.

We have read and understand all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are endorsing our receipt No. _____ dated _____ as a proof of having purchased the non-transferable tender form.

We are enclosing herewith our earnest money deposit in the form of Bank Draft number _____ dated _____ for Rs. _____/- (Rupees _____) payable to the Director, Arid Forest Research Institute, Jodhpur at Jodhpur.

All pages of the tender document together with the 'Terms and Conditions contained herewith have been duly signed.

Yours sincerely,

Stamps and Signature of the authorized signatory
Name & Complete Address:

ARID FOREST RESEARCH INSTITUTE, JODHPUR

1.	Tenderer's Name: (IN BLOCK LETTERS)	
2.	Tenderer's Fathers Name (if applicable)	
3.	Tender's Registration No.	
4.	Permanent Address	

4. Details of the work-

Tender for supply of labourers for maintenance of lawns, plantations, etc., Cleaning, Drivers, Plumber, Carpenter Mason with assistants, Chowkidar cum Cook Nursery Works and Supply of Labourers for various types of works as per attached detailed at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015- reg.

5. Details of Earnest Money

For Lawn Maintenance- Rs. 10,125/-

For Cleaning- Rs. 16,470/-

For supply of Drivers- Rs. 13,550/-

For Nursery Works- Rs.8,320 /-

For Arboretum Works Rs. 1500/-

For Office, Laboratory & Field works- Rs. 6000/-

For Chowkidar cum Cook Rs. 9,080/-

For Plumber, Carpenter Mason with assistants- Rs. 14,420/-

Amount of EMD	DD No.	Name of Issuing bank	Date of issue

6. I accept the terms and condition given in the tender form.

Date: _____

Place: _____

Tender's Signature with

Date & Seal

ARID FOREST RESEARCH INSTITUTE, JODHPUR

M/s.	Ref. No.:
Phone No.:	Date:
Contractor Registration No.:	
Designation of Authority Issuing the Contractor Registration:	

Item of works/supply for which rates have been quoted

S. N.	कार्य का विवरण	कामगारों की श्रेणी एवं संख्या	न्यूनतम दर प्रतिदिन प्रति व्यक्ति	Service Tax/ Service Charge other if any
1.	For supply of garden labours for maintaining lawns, plantations, hedges, cleaning of plantation area, related other works etc. of AFRI main & 729 campus by contractor having suitable experience in the gardening.	अर्द्धकुशल-2 अकुशल-04	As per Office of the Chief Labour Commissioner,	
2.	मुख्य परिसर के कार्यालय भवन, अतिथिगृह, छात्रावास, प्रयोगशालाओं, सामुदायिकी भवन, पुस्तकालय भवन की पूर्ण सफाई व्यवस्था और मुख्य एवं 729 परिसर की सड़कों की सफाई कार्य	सफाईकर्मियों-07	Ministry of Labour & Employment, Govt. of India,	
	मुख्य परिसर एवं 729 परिसर के सिवरेज लाईनों एवं सिवरेज होदों की साफ-सफाई	250 सिवरेज होद एवं लाईन	New Delhi Notification	
3.	वाहन चालक ट्रक, ट्रेक्टर, मिनी बस, जीप, जिप्सी, कार आदि चलाने हेतु	वाहन चालक-5	from time to time	
4.*	पौधशाला से सम्बंधित कार्यों हेतु	अर्द्धकुशल-2 अकुशल-3		
5.*	कार्यालय, प्रयोगशाला एवं फील्ड कार्यों हेतु	अकुशल-7 (अनुमानित)		
6.	आर्बोरिस्ट	अकुशल-1		
7.	रसोईया सह चौकीदार	4		
8.	कारीगर	01 अर्द्धकुशल		
9.	प्लम्बर	01 अर्द्धकुशल		
10.	कारपेन्टर	01 अर्द्धकुशल		
11	सहायक मजदुर (कारीगर, प्लम्बर एवं कारपेन्टर हेतु)	04 अकुशल		

कार्यों से संबंधित विवरण अनुलग्नक-1 के रूप में संलग्न है। भारत सरकार द्वारा घोषित न्यूनतम मजदूरी से कम मजदूरी प्रस्तावित करने वाली निविदा अस्वीकृत की जायेगी।

Validity of Offer: Six months from date of opening of Tender

Date: _____

Place: _____

**Tenderer's Signature
Seal**

Details of the similar works executed by the tendering firm for three years including at least one year experience of working in State/Central Government Department(s) and/or Autonomous Bodies.

(in case of the work executed for State/Central Government Department(s) and/or Autonomous bodies/ Public Sector Undertaking other than AFRI, necessary certificate from the concerned Department/Autonomous bodies in support of the claim may be enclosed)

S.N.	Detailed Description of work	Name of Central/ State Government Department/ Autonomous Bodies	Duration of work	Amount of work (Rs)	Certificate in support of claim enclosed (Yeas/No)
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Total Amount of work

**Tender's Signature with
Date & Seal**

TERMS AND CONDITIONS

A. Special Terms and Conditions of Tender

1. Contractor has to execute the work as per the schedule as mentioned in the detailed estimates of work or as directed by the concerned site-in-charge.
2. In case of the occasional shortfall of any of the item of work assigned to the Contractor during a month, concerned site-in-charge will be free to execute the work through another firm or person at the cost and risk of successful bidder.
3. However, in case of recurrent shortfall upto 10% of work as assigned to the successful bidder, or more than 10% shortfall in any of work as assigned to the contractor, the contract awarded to the successful bidder is liable to be cancelled and work will be executed through second lowest bidder or after calling the fresh bids at the cost and risk of the defaulting bidder.
4. Above estimate is tentative. Quantum of work & area may be reduced or increased according to the requirement. However, required persons as per schedule are compulsory to be engaged by contractor for execution of works beside extra persons demanded separately on monthly contract basis in the estimate.
5. In case of damage of sprinklers or water pipe line, plants etc., contractor will replace them at his own cost in time otherwise office will charge the amount of damage including interest as per provision.

B. General Terms and Conditions

1. Obtaining of Tender Form

- (a) Tender form along with detailed specifications may be obtained from the Purchase Officer, Arid Forest Research Institute (AFRI), P.O. : Krishi Mandi, New Pali Road, Jodhpur – 342 005 on payment of non-refundable fee Rs.500/- either in cash or by crossed Bank Draft / crossed Indian Postal Order payable to the Director, Arid Forest Research Institute, Jodhpur. In case of request to supply tender form by post additional Rs. 35/- may be provided as postal charges.
- (b) Sale of tender form : 25-03-2014 up to 1.00 P.M.
- (c) Last date and time for receipt of completed tenders : 25-03-2014 up to 4.00 PM (Till opening the tender)
- (d) Opening of Tender : Same day
- (e) AFRI shall not be responsible for any postal delays, whether in sending or receipt of tender through post or courier. No plea of the late reaching of tender due to accident, traffic jam etc. shall be entertained.

2. Procedure for Submission of Tender

- a. Tender must be submitted on the prescribed tender document as purchased from the Purchase Officer, Arid Forest Research Institute, failing which they are liable to be rejected. Tender submitted on plain paper or unauthorized copies of our tender document booklet will be invalid and shall be summarily rejected. Submitting Tender on photocopy of the tender form is also not allowed. The tendering parties risk disqualification and forfeiture of the EMD if this condition is violated.

- b. Tender should be neatly typed or hand written in English or Hindi. Cutting and corrections in the tender should be attested by the tenderer with date and full signature. Tenders containing overwriting, cuttings or correction without proper attestation and the tenders containing doubt figures are liable to be rejected.
- c. No alterations or amendments shall be allowed after opening of the tenders.
- d. Offers submitted by telex, telegram or fax shall not be considered.
- e. For a tender to be valid, the individuals signing the tender document must specify whether they are signing as a sole proprietor / attorney (with proof provided) or as authorized dealers / representative (with proof provided) of the firm on whose name tender is submitted. Tenders not accompanied with letters of authority, in cases required, are liable to be rejected.
- f. Complete tenders shall contain following documents:
 - Dully filled in tender booklet
 - EMD in form of bank draft only
 - The documents of this tender
 - Receipt of foil issued by this office as proof of having purchased the tender document booklet and
 - Details of previous experience of execution of similar works in the past
 - A covering letter on tendering parties authorized letterhead with their complete address together with telephone and fax numbers (if any).
- g. All these should be secured fully and put into a sufficiently large envelope. The envelope be sealed and super-scribed as following:-

Tender for supply of labourers for maintenance of lawns, plantations, etc., Cleaning, Drivers, Nursery Works and Supply of Labourers for various types of works as per attached detailed at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015- reg.

- h. Envelope containing the completed tender should be addressed to the Director, Arid Forest Research Institute, PO: Krishi Mandi, New Pali Road, Jodhpur 342005 (Rajasthan).
- i. The complete tender should reach the office of the Director, AFRI, Jodhpur within the due time and date as prescribed above. AFRI shall not be responsible for any postal or courier delays. Tenders received after the due time and date shall not be accepted or entertained. No plea for delay of a minute or two shall not be entertained. Tendering parties are, therefore, advised to deposit their tenders well before closing time.

3. Qualification for Tendering

Contractor of an appropriate class must be registered with appropriate Authority as per Labour Commissioner Office (Central)/(State) and should have sufficient experience of the execution of similar works at State/ Central Government department i.e. AFRI/ Rajasthan

State/ PWD/ CPWD/ Postal / Telcom/ Railway/ MES etc. and/or public sector undertakings for three years including at least one year experience of working in Government Department may submit the tender. Tenders must be accompanied with the certified copies of documents showing registration of the firm/ Estt/ Contract with State/Central labour commissioner, otherwise tender (s) will be summarily rejected. Tenders submitted by the bidders not having sufficient experience of the execution of similar works during the last two years are liable to be rejected.

4. Earnest Money Deposit

- a. Tenders shall be accompanied with refundable Earnest Money Deposit (EMD) amounting to **Rs.** _____ **/(Rupees _____ only)** in the form of a Demand Draft or pay order from any scheduled bank drawn in favour of the Director, Arid Forest Research Institute, Jodhpur payable at Jodhpur.
- b. Exemption certificate of EMD, as applicable in central & state Government are not applicable in our case. Tenders submitted without requisite EMD shall be summarily rejected.
- c. On execution of the agreement by the successful bidder, EMD submitted by all unsuccessful bidders will be returned forthwith.
- d. **Earlier Earnest Money deposit with the office cannot be adjusted in present Tender.**

5. Security Deposit

- a. The successful bidder will be required to submit the refundable Security Deposit amounting to the 05% or 10 % of the total value of the work the rates quoted by him.
- b. The EMD submitted by the successful bidder will be converted into the first installment of the security deposit and the remaining amount of the security will be deposited along with agreement.
- c. In case of any loss or damage to the tools, implements or any other materials received by the 'Contractor', due to willful negligence or carelessness of the successful bidder or any of the persons engaged by him, total cost of damage shall be recovered from the passed bills and/ or security deposit of the successful bidder.
- d. In case of any damage to the AFRI due to carelessness or willful negligence of the successful bidder or any of the person engaged by him or due to non- execution, delayed execution or improper execution of the work assigned to the successful bidder, total cost of such damage shall be liable to be recovered from the passed bills and/ or security deposit of the successful bidder.
- e. On successful completion of the contract the after making necessary deduction as per the provisions of the para c and d above, remaining amount of the security deposit will be refunded back to the contractor.
- f. No interest shall be payable to the contractor in respect of the security deposit submitted by him.

6. Opening of Tenders

- a. Tenders shall be opened in the office of the director, AFRI, Jodhpur after 4.00 p.m. on **25-03-2014.**

- b. Tenders shall be opened in the presence of the representatives of the tendering parties, who wish to remain present.
- c. Tenders shall be read out one by one. Polite queries about rates etc. can be re-read on request. Parties are however requested to desist from making any comments.
- d. Representatives of tendering parties are requested to be available at Jodhpur for any clarification that may be necessary eventually.

7. Director, Arid Forest Research Institute reserves the right to:

- a. Accept or reject whole or any part of any tender,
- b. Reject all or any tender partly or wholly,
- c. Cancel or withdraw the tender notice,
- d. Reject or accept any tender or part thereof,
- e. Accept or reject any deviation from these conditions without assigning any reason thereof.

8. Validity of Offer:

- a. Offer(s) made in the tender shall have to be valid for acceptance for a period of six months from the date of the opening of Tender.
- b. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/ offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- c. Rates quoted by the bidder shall be valid for the entire duration of the agreements including its extension(s), if any. **However, upward revision of wages if any, made by the competent authority from time to time may be payable.**

9. Placement of Work Order

- a. The work will normally be awarded to the lowest bidder having sufficient experience of the execution of the similar works during the past two years by issuing of a suitable Work Order in his favour.
- b. On award of the work the successful bidder will be required to execute the agreement in the prescribed format (hereinafter referred to as 'Agreement') on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) denomination.
- c. On receipt of the duly signed 'Agreement' from the successful bidder in whose favour work order has been issued, the work under consideration is deemed to be awarded to the successful bidder who shall be referred to as 'Contractor'.
- d. If a bidder to whom work has been offered at the rates quoted by him, fails to execute the 'Agreement' with the 'Director' within seven days from the date of issue of 'Work Order', EMD submitted by him shall be forfeited to the revenue of the 'Institute' and offer shall be made to the next higher bidder at the cost and risk of the defaulting bidder.
- e. On signing of the 'Agreement' by the successful bidder, the EMD submitted by all unsuccessful bidders shall be refunded back to them.
- f. After execution of the 'Agreement' the 'Contractor' shall be required to execute the work as per the weekly/fortnightly/monthly work schedule as communicated to him either verbally or in writing, by the concerned Head of Division or site in-charge. Such

weekly/fortnightly/monthly work schedule shall be submitted to the 'Contractor' possibly within five days in advance.

- g. In case the contractor fails to satisfactorily execute the work strictly as per the weekly/fortnightly/monthly work schedule as provided to him by the concerned site in charge, the 'Director' reserves the right to cancel the work order awarded to him and place the work order with the next higher bidder or call the fresh tenders, both at the cost of such defaulting contractor.
- h. Work executed by the 'Contractor' shall be checked and supervised by the site in-charge and he will verify the works quantity and quality.

10. Payment of Bills

- a. Payment shall be made to the 'Contractor' on the monthly basis as per the verification of the work by the site in-charge during the month.
 - b. For making payment, in respect of the work executed by the 'Contractor' during a particular month, he shall submit the bills to the concerned Head of division on or before the 5th day of the following month.
 - c. On receipt of the bills in respect of the work executed by the 'Contractor' during a month, the concerned Head of division shall counter verify the works or the bills and the bills will be forwarded to the accounts section for the payment.
 - d. On receipt of bills the DDO/Finance Officer of the 'Institute' shall make necessary payment to the 'Contractor'.
 - e. Taxes and duties, if any, applicable under any rule for the time being under force shall be deducted from the passed bill of the 'Contractor'.
- 11.** Due to climatic conditions or any other reason(s), concerned Head of Division may increase/decrease the quantity of work. However, in case of increase or decrease in the quantity of the work the 'Contractor' shall not be eligible to get any relief in lieu of increase/decrease in the quantity of the work.
- 12.** Any tools and implements etc. including Hedge cutters & Lawn movers will not be supplied to the contractor by AFRI.
- 13.** It must be clearly noted that the contract under these terms and conditions are purely work contracts and not labor contracts in any respect.
- 14.** The 'Contractor' shall be responsible to execute the work in compliance of relevant labors laws for the time being in force. The 'Contractor' shall be fully and solely responsible for payment of compensation, if any, awarded by any court of law or any other competent authority to any laborer engaged by him. The 'Institute' or any of its employees shall not be responsible in any way in respect of the persons engaged by the 'Contractor' for execution of works awarded to the 'Contractor'.
- 15.** The 'Contractor' shall be responsible to execute the work himself and it shall not be possible for the 'Contractor' to sublet the work assigned to any other person or firm.
- 16.** Persons engaged by the 'Contractor' for execution of the work should not be child labour and shall be of good moral character and of sound physical health.

17. If the First party or the Site-in-charge observes that character of any of the person supplied by the second party is suspected and his continuous presence in the AFRI Campus/work site is not conducive for overall peace and security of its residents and any of person is not having satisfying experience in gardening works as per requirement of office, He may direct the second party to replace him with a suitable person of good character and experience as required; the second party shall be bound to comply with any such directive issued by the First party or the Site-in-charge from time to time.
18. Entire responsibility for any casualty or death of any person engaged by the 'Contractor' or any other person during the execution of the work shall rest with the 'Contractor'. The AFRI or any of its employees shall not be responsible in any way to pay any amount to the deceased as compensation or otherwise in this regard.
19. In respect of the persons engaged by the 'Contractor' he shall be fully and entirely responsible for taking all statutory welfare measures like provision of first aid facilities & liveries, payment of bonus and leave salary, weekly paid holiday etc. The AFRI or any of its employees shall not be responsible for any lapse on the part of the 'Contractor' in this regard.
20. The 'Contractor' shall be responsible to pay wages to the persons engaged by him not less than the 'minimum wages' as declared by competent authority of the State/ Central Government from time to time and no deduction will be allowed for any purpose. A copy of receipt of wage payment to the laborers, engaged in previous month, should be produced by contractor with next month bill.
21. Service charges, if any must be claimed by the contractor separately.
22. Service tax will be paid by contractor as per rules.
23. Contractor has to provide experience proof of the labour/bagwan in the area and to submit detail of total number of labour/bagwan every day as per monthly schedule in a month. Further, frequent changing of the labour/bagwan will not be allowed until supervising authority permits. In case any substitute of the labour/bagwan is provided, sufficient reason for the same must be intimated to the office intime .
24. Weekly off is to be provided to each labour/bagwan by the contractor. In case of necessity of work on weekly off day of any labour/bagwan, contractor has to arrange substitute of the worker. Working hours will be 9 (nine) hours as per Central Govt. rules.
25. The AFRI reserves the right to place order on the 'Contractor' for an additional quantity of similar work at the rates quoted. The 'Contractor' will be bound to accept order for additional quantity under this clause only if the order is placed within the validity period of the original contract.
26. In case of breach of any terms and conditions stated above by the 'Contractor', the Director, is empowered to impose penalty on and/or blacklist the Contractor and/or forfeit the Security deposit.
27. **All pages of the tender documents together with the copy of 'Terms and condition' contained in the tender booklet must be signed by the tendrer. Otherwise tender will be rejected.**
28. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.

29. **The initial period of the contract is for a period of twelve months from the date of execution of the work. However, in exceptional case the contract period may be extended for a further period of the initial work period.**
30. All the terms and conditions will be followed as per labour act under Central Government of India. In case of any dispute as to the interpretation of any of these terms and conditions, the decision of the 'Director' will be final and binding.
31. Semi skilled labour provided by the contractor should have the knowledge and experience of at least 3 years in lawn cutting, hedge cutting by means of electric lawnmower machine and hedge cutters respectively beside other relevant garden works i.e. preparation of vegetative cuttings, seed sowing, planting etc. The second party has to submit the experience certificate of semi-skilled labourers, where they have worked earlier.
32. Contractor shall be bound to supply of labourers in required numbers including semi-skilled labourers as compulsory, otherwise the first party reserves the right to cancel the work order awarded to him and place the work order with the next higher bidder or call the fresh tenders. Both at the cost of such defaulting second party.
33. Contractor has to submit duly signed receipt of amount paid to its workers (Signed both by contractor & labour in a prescribed format of Ministry of Labour, GOI) within three days of receipt of cheque of total amount by contractor every month. Failure which, bill of next month submitted by contractor will not be accepted by this office.
34. A fine amounting to 25% of per day wages for absent mandays will be deducted from monthly bill of contractor if fails to supply labours less than the total monthly mandays required/asked for.
35. Contractor/work awardee himself/itself shall be wholly responsible for making payments to its workers as per norms of labour Ministry, GOI. This office shall not be responsible to resolve any dispute between contractor and its workers.

Director,
Arid Forest Research Institute,
Jodhpur- 342 005 (Rajasthan).

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS

I/We have read and fully understood the terms and conditions as laid down in the Tender & agree with it. I/We have signed all the pages of the tender document for supply of labourers for maintenance of lawns, plantations, etc., Cleaning, Drivers, Nursery Works and Supply of Labourers for various types of works as per attached detailed at AFRI, Jodhpur during 1st April, 2014 to 31st March, 2015- reg **to be opened on 25-03 - 2014.**

**Signature and Seal of the
Tendering party or his Authorized Signatory**

Dated : _____
Address : _____

Telephone No. : _____

अनुलग्नक-1

1.प्लम्बर सम्बन्धित कार्य का विवरण

1. संस्थान के कार्यालय भवन, अतिथिगृह, छात्रावास, समस्त प्रयोगशालाओं, सामुदायिकी भवन, पुस्तकालय भवन आडोटेरीयम हॉल, सेमीनार हॉल, कांन्फ्रेंस हॉल, आफरी आवासों एवं भुखण्ड 729 आवसीय परिसर के 180 आवासों व विभिन्न प्रायोगिक क्षेत्रों में प्लम्बिंग से सम्बन्धित समस्त छोटे मोटे मरम्मत कार्य ।
2. मुख्य आफरी परिसर एवं प्लॉट संख्या 729 परिसर के वाटर पम्प सेटों का समय सारणी अनुसार संचालन करना तथा उन्हें चालू करना। पम्प सेटों का रख-रखाव करना, समय-समय पर उनकी ऑयलिंग-ग्रीसिंग करना तथा सभी अपेक्षित कार्यों का निष्पादन सुनिश्चित करना।
3. पानी की निकासी वाली पाईप लाईनो में होने वाले रिसाव को समय पर ठीक करना; रिसाव वाले स्थान पर गड्डे खोदना तथा भरना। समन्वयक सुविधाएं/सम्पदा अधिकारी द्वारा निर्धारित दिशा निर्देशों के अनुरूप विभिन्न प्रायोगिक क्षेत्रों, रोपणिया, लान, झाडियों फूलों की क्यारियों, वृक्षारोपण वाले क्षेत्रों तथा आवसीय/कार्यालयीन भवनों सहित विभिन्न क्षेत्रों में पानी की समुचित आपूर्ति सुनिश्चित करने हेतु आवश्यक प्लम्बिंग कार्य करना ।
4. समन्वयक सुविधाएं /संपदा अधिकारी द्वारा निर्धारित दिशा निर्देशों के अनुरूप मुख्य आफरी परिसर एवं प्लॉट संख्या 729 की आफरी आवसीय कालोनी में स्थित सभी भूमिगत एवं ऊपरी टैकों को रोगाणुरहित बनाए रखने हेतु उनकी साल भर में कम से कम दो बार पूरी तौर पर सफाई कर आवश्यक उपचार करना।
5. उक्त समस्त कार्यों हेतु एक प्लम्बर (अर्ध कुशल) तथा दो हेल्पर (अकुशल) की सेवाओं की आवश्यकता रहेगी, जिनमें से एक हेल्पर मुख्य परिसर तथा एक हेल्पर, प्लॉट 729 परिसर में उपलब्ध करवाये जायें तथा एक प्लम्बर (अर्ध कुशल) आवश्यकतानुसार मुख्य परिसर तथा प्लॉट 729 परिसर में अपनी सेवाएं देंगे। आवश्यकता होने पर तीनों वर्कमेनों की सेवाएं एक स्थान पर ली जा सकेगी।

2.मैसन सम्बन्धित कार्य का विवरण :-

संस्थान के समस्त भवनों सडकों एवं आवासों ,प्रायोगिक क्षेत्रों में दिवारो एवं फर्श के छोटे मोटे टुट फुट मरम्मत व प्लास्टर कार्य।

3.कारपेंटर सम्बधित कार्य का विवरण

संस्थान के समस्त भवनों एवं आवासों, प्रायोगिक क्षेत्रों के भवनों में खिडकी दरवाजो की मरम्मत का कार्य।

आफरी संस्थान में साफ-सफाई कार्य का विवरण

1. आफरी मुख्य परिसर के कार्यालय भवन ,अतिथिगृह ,छात्रावास,समस्त प्रयोगशालाओं, सामुदायिकी भवन, पुस्तकालय भवन आडोटेरीयम हॉल सेमीनार हॉल, कांन्फ्रेंस हॉल, आफरी मुख्य परिसर की रोड एव भु- खण्ड 729 आवासीय परिसर के रोड व आफरी मुख्य परिसर कार्यालय भवन, अतिथिगृह, छात्रावास, समस्त प्रयोगशालाओं, सामुदायिकी भवन, पुस्तकालय भवन आडोटेरीयम हॉल सेमीनार हॉल के बाथरूम, टायलेट व मुख्य आवसीय परिसर एवं 729 आवसीय परिसर के सीवरेज लाईन एवं सीवरेज हौद की साफ सफाई एवं संस्थान में समस्त छोटे मोटे साफ सफाई कार्य। रिक्त आवासों की साफ सफाई, पावर हाउस एवं भूमिगत पानी के टैंकों के चारों ओर साफ सफाई कार्य।
2. कार्य का समय प्रातः 7.30 बजे से सांय 4.00 रहेगा।

संस्थान के अतिथिगृह/छात्रावास के कुक व आर्टेंड का कार्य

नियम एवं शर्ते:-

1. अतिथि गृह वैज्ञानिक छात्रावास में आने वाले आगन्तुक को संतोष पुर्वक जवाब देना।
2. आगन्तुक को सामान सहित कक्ष तक ले जाना। पानी व चाय पीलाना आदि।
3. अतिथिगृह व वैज्ञानिक छात्रावास में चाय,काफी,नाश्ता ,लंच ,रात्रि भोजन आदि की व्यवस्था करना।
4. अतिथिगृह व छात्रावास के सभी कक्षों में खिडकी, दरवाजें व नल फर्निचर की साफ सफाई करना।
5. अतिथिगृह/छात्रावास के सभी कक्षों में बिजली, पानी से संबधित उपकरण खराब होने पर शिकायत रजिस्टर में शिकायत लिखना।
7. अतिथिगृह/छात्रावास में आने वाले आगन्तुक के लिए टावेल बेड सीट पिलो कवर व पर्दों की धुलाई करना।
8. अतिथिगृह /छात्रावास में आगन्तुक के कक्षों मे पानी के लिए जग,गिलास एवं बेडसीट,पीलों कवर साफ किये गये लगना चाहिए।
9. अतिथिगृह/छात्रावास में काम आने वाले सम्पूर्ण समानों की जिम्मेदारी आप की होगी खो जाने पर उक्त समान की राशि बिल भुगतान के समय काट ली जायगी ।
10. आपके कार्य में गुणवता या अन्य किसी प्रकार की कमी पाई जाती है तो आप को तुरन्त प्रभाव से हटाया जा सकता है।
11. आप द्वारा कार्य बीच समय में छोडने पर या कार्य संतोषजक रूप से नहीं पाये जाने पर आप द्वारा जमा धरोहर राशि जब्त कर ली जायेगी व आश्यकतानुसार प्रशानिक कार्य वाही की जा सकती है।
12. अतिगृह/छात्रावास में पानी, बिजली की अनावश्यक खपत का ध्यान में रखना आदि।
13. वैज्ञानिक छात्रावास में स्थित डेजरट कुलरों में आवश्यकता अनुसार पानी भरना तथा वैज्ञानिक छात्रावास एवं अतिथिगृह में स्थित वाटर कुलरों के पानी टैंक प्रति सप्ताह साफ-सफाई करना।

वाहन चालक

1. ट्रक, मिनी बस, जीप, कार, जिप्सी तथा ट्रेक्टर आदि वाहन चलाने हेतु वाहन चालक।
2. सभी प्रकार के वाहन चलाने हेतु योग्य व्यक्ति ही स्वीकार किये जायेंगे।
3. उपलब्ध कराये गये वाहन चालक की अनुपस्थिति के दौरान दूसरा वाहन चालक उपलब्ध कराना होगा।
4. उपलब्ध कराये गये वाहन चालक स्वयं के खर्च से चालक वर्दी में उपस्थित रहेंगे।
5. शासकीय दौरे की अवधि के दौरान नियमानुसार प्रति दिन रुपये 90/- का अतिरिक्त भुगतान देय होगा।
6. कार्यालय वाहनों की साफ-सफाई, धुलाई आदि कार्य भी उपलब्ध वाहन चालकों द्वारा किया जायेगा।
7. अतिरिक्त वाहन चालकों की आवश्यकता होने पर सीमित समय के लिए वर्तमान दर पर चालकों की आपूर्ति की जानी होगी।

कार्यालय, प्रयोगशाला एवं फील्ड कार्यों हेतु मजदूर

1. **फील्ड कार्य :-** फील्ड से संबंधित सभी कार्य (थांवला बनाना, पेड़-पौधों को पानी पिलाना, साफ-सफाई, सेम्पल एकत्रित करना, प्रजनन पिंजरों का रख रखाव, विडिंग एवं दवा छिडकना, झाड़ियों की कटाई, पेड़ों की छंगाई, मृदा निराई-गुडाई, खरपतवार निकालना, लॉन व हेज की कटाई, पौधरोपण तथा क्षेत्रों की साफ-सफाई) इत्यादि कार्य
2. **प्रयोगशाला कार्य :-** यंत्रों, उपकरणों की साफ-सफाई, ग्लासवेयर साफ करना आदि।
3. **कार्यालय कार्य :-** कार्यालय सहायक से संबंधित सम्पूर्ण कार्य जैसे टेबल-कुर्सी साफ करना, फाईलें एवं डाक वितरित करना, जलपान वितरित करना, कुलरों में पानी भरना, कार्यालय सामग्री का रख रखाव एवं आवश्यकतानुसार इनके स्थानान्तरण में सहयोग करना आदि कार्य।

Detailed work information for maintenance of plantations, lawns, hedges, flower pots & general upkeep of AFRI Main Campus from April 1st, 2014 to March 31st, 2015.

Works to be carried out from labourers	Garden labour required	Minimum wages /day (Rs.)*	Contractor profit (%)
<p>Supply of labourers for maintaining lawns, plantations, hedges, cleaning of plantation area, related other works etc. of AFRI Main campus covering 20.82 ha area and 729 Campus from contractors having suitable experienced labourers of gardening as following.</p> <p>(i) Removing Weeds, grass from various lawns (near main building, ext. bld., scientist hostel, multi-tier garden, opposite and back side of main bldg. community hall, opposite pump house etc. and disposal of weeds waste. & soil working. Cutting of all lawns grass.(approx. 8000 sqm every month)</p> <p>(ii) Regular maintenance of approx. 17000 ft long D. viscosa, duranta, tecoma etc. hedge, by their cutting) including disposal of wastages at suitable place (From main gate to residential colony)</p> <p>(iii)Irrigation in lawns, hedge and plants by operating valves etc. at various places in the premises. Watering of hedge by tanker pipe. Watering of potted plants kept in office buildings by Jhara. Watering of Plants (Neem, Bougainvillea, tecoma, gudhal, rose, duranta and other many species planted near PHED wall, Ext. bldg., residential colony, pump house road etc., by tractor tanker.</p> <p>(iv) Collecting dry leaves and twigs from all lawns, hedges and plants pits, garden paths, internal roads in the premises, removing unwanted bushes from paths of genda gardens , sides of various lawns, surroung office buildings, plantation area near office wall adjoining PHED office ,and Krishna Nagar boundary wall, residential colony.</p> <p>(v)Soil working in beds of various lawn, genda garden , saucer formation in bougainvilliea plants near office wall and near community hall, adjoining PHED office, traingle garden and Planting of grass lawn in genda garden area opposite main office building.</p> <p>(vi) Cleaning of campus area by cutting of bushes and shrubs, weeds etc.</p> <p>(vi)Other misc. works related to gardening</p>	<p>2 Semi skilled labourers 04 unskilled labourers</p>	<p>As per Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India, New Delhi Notification from time to time</p>	

Other term and conditions for maintenance of plantations, lawns, hedges, flower pots & general upkeep of AFRI Main Campus

- Contractor should have at least three years experience of working including at least one year experience in Govt. Deptt. and should submit an undertaking regarding work experience of labourers deployed by him in concerned fields.
- Upward revision of wages shall be made time to time as per labour rules and act.
- Contractor profit shall be claimed by contractor/ labour supplier separately.
- Contractor should be registered by office of the Assisitant Labour Commissioner (Central), if having more than 20 Labour working under him for all works.
- Weekly off is to be provided to each labour by contractor. In case of necessity of work on weekly off day of any labour, contractor is to arrange substitute of the worker.
- During the contract period quantum of work may be increased according to the requirement.
- Contractor is to ensure to provide minimum wages to a worker engaged by him.
- The requirement of labourer may be increased/ decreased as per the work quantum and the extra payment will be made as per approved rates.
- Service tax will be paid by contractor as per rules.

Detailed work information for Nursery, AFRI, Jodhpur from April 1st, 2014 to March 31st, 2015.

Works to be carried out from labourers	labour required	Minimum wages /day (Rs.)*	Contractor profit (%)
<p><u>Detail of work estimate for Nursery, AFRI, Jodhpur for contract for April 2014 to March 2015</u></p> <p>Watering of seedling in Pollybags/R.Trainers. Weeding& soil working in seedlings, shifting of seedling. Collection of cutting material and placing in p.bags/ R.trainers, Collection of weeds and grass for making of compost and vermin compost. Watering, weeding, deep soiling work in medicinal plants kyaries ot Nursery. Work related of mist chamber. Safty, security and chowkidari of Nursery site during night time in one shift.</p>	<p>02 Labour Semi Skilled 02 Labour Unskilled 01 Labour Watch & Ward</p>	<p>As per Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India, New Delhi Notification from time to time</p>	

**Detailed work information for Arboretum, AFRI, Jodhpur from
April 1st, 2014 to March 31st, 2015.**

Works to be carried out from labourers	labour required	Minimum wages /day (Rs.)*	Contractor profit (%)
<p><u>Detail of work estimate for The Arboretum & M.P. Garden, AFRI, Jodhpur for contract for April 2014 to March 2015</u></p> <p>Routing work of Arboretum field & Medicinal plants kyaries , Watering , weeding deep soil working etc.</p>	<p>01 Labour Unskilled</p>	<p>As per Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India, New Delhi Notification from time to time</p>	

Other term and conditions for Nursery & Arboretum Works

- Upward revision of wages shall be made time to time as per labour rules and act.
- Contractor profit shall be claimed by contractor/ labour supplier separately.
- Contractor should be registered by office of the Assistant Labour Commissioner (Central), if having more than 20 Labour working under him for all works.
- Weekly off is to be provided to each labour by contractor. In case of necessity of work on weekly off day of any labour, contractor is to arrange substitute of the worker.
- During the contract period quantum of work may be increased according to the requirement.
- Contractor is to ensure to provide minimum wages to a worker engaged by him.
- The requirement of labourer may be increased/ decreased as per the work quantum and the payment will be accordingly made as per approved rates.
- Service tax will be paid by contractor as per rules.