



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3077555  
Dated/दिनांक : 08-02-2023

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	18-02-2023 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	18-02-2023 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Agriculture And Farmers Welfare
<b>Department Name/विभाग का नाम</b>	Department Of Agricultural Research And Education (dare)
<b>Organisation Name/संगठन का नाम</b>	Indian Council Of Agricultural Research (icar)
<b>Office Name/कार्यालय का नाम</b>	Asrb
<b>Item Category/मद केटेगरी</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff
<b>Contract Period</b>	1 Year(s) 1 Day(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	222 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	22200000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	222000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

PAO Sectt-1  
Ministry of Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi - 110001  
(Pao Sectt-1)

#### Splitting/विभाजन

Bid splitting not applied.

#### MII Compliance

MII Compliance	Yes
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## MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

### Additional Qualification/Data Required

Scope of work & Job description:[1675841730.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1675841739.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator ( 42 )**

Technical Specifications/[तकनीकी विशिष्टियाँ](#)

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	any graduate
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	LAL SINGH RAWAT	110012, AGRICULTURAL SCIENTISTS RECRUITMENT BOARD, KRISHI ANUSANDHAN BHAWAN-I (KAB-I), PUSA CAMPUS, NEW DELHI-110012	42	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 4.18</li> <li>• EPF Admin Charge (INR per day) : 4.18</li> <li>• Minimum daily wage (INR) exclusive of GST : 837</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 27.2</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 100.44</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 21 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	any graduate , Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	LAL SINGH RAWAT	110012, AGRICULTURAL SCIENTISTS RECRUITMENT BOARD, KRISHI ANUSANDHAN BHAWAN-I (KAB-I), PUSA CAMPUS, NEW DELHI-110012	21	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 3.85</li> <li>• EPF Admin Charge (INR per day) : 3.85</li> <li>• Minimum daily wage (INR) exclusive of GST : 770</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 25.02</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 92.4</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Buyer Added Bid Specific Terms and Conditions/क्रिता द्वारा जोड़ी गई बिड की विशेष शर्तें**

1. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of PAO (Sectt)-I payable at New Delhi.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of PAO (Sectt)-I payable at New Delhi. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

7. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

9. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

10. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

11. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like PF, ESIC etc. as well as the bank statement of payment done to



staff.

#### 12. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of PAO (Sectt)-I payable at New Delhi. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of PAO (Sectt)-I A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

#### 14. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.



14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

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कृषि वैज्ञानिक चयन मंडल  
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012



**SCOPE OF WORK** – The services as detailed below are to be provided in the Office of ASRB located at Krishi Anusandhan Bhawan – I, Pusa Campus, New Delhi – 110012

**For Multi-Tasking Staff**

1. General cleanliness and upkeep of the Section / Unit.
2. Carrying of files and papers within the building.
3. Physical maintenance of records of the section.
4. Photocopying of the papers / files, sending of fax etc.
5. Assisting in routine office work like diary / dispatch.
6. Delivering of Dak outside building.
7. Watch and ward duties.
8. Other non-clerical work in the Section / Unit.
9. Any other work assigned by the superior Authorities.

**For Data Entry operator**

1. Noting and drafting including preparing letters, Office orders, Circulars, memorandums etc.
2. Performing general Office clerical duties.
3. Typing / data entry work in both Hindi and English language.
4. The personnel deployed should be proficient in MS-Word, Excel, Powerpoint and Google spreadsheets.
5. Taking dictations and reproduction of the same as and when required.
6. Managing filing system.
7. Updating paperwork, maintaining documents and word processing.
8. Helping organize and maintain Office records.
9. Diarizing / Despatch of letters / receipts filling / docketing of paper etc.
10. Other Miscellaneous work as and when allotted by the concerned section / unit / officer.





भारत सरकार  
कृषि अनुसंधान और शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पुसा, नई दिल्ली-110012  
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012



**UNDERTAKING**

It is certified That Minimum Wages Indicated By The Board During Bid Creation Are As Per Applicable Minimum Wages Act

**BUYER ADDED BID SPECIFIC ATC**

- 1. The Competent Authority in the Board has fixed the minimum floor price for this bid as 4.5%. Any bidder quoting less than 4.5% service charge shall be rejected by the Board.**
- 2. Bidder shall not be banned / suspended / blacklisted by any Government /PSU / Corporate organisation or convicted in any court of law across India. A self-declaration to this effect must be uploaded in the GeM portal by the bidder. The declaration should be dated within the bid start to bid end date.**
- 3. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder needs to upload an undertaking to this effect with the bid. The declaration should be dated within the bid start to bid end date.**
- 4. Bidder needs to upload a bid security declaration alongwith the bid IN THE FORMAT ANNEXED, in case bidder is seeking exemption for EMD.**
5. To ensure quality of service, the list of contractual manpower proposed to be deployed by the L-1 firm shall be finalized after due scrutiny / skill assessment (based on skill, experience and nature of work) of the individuals by the Board before generating the final award letter.
6. The EPF shall be re-imbursed @ 13% of minimum wage subject to maximum of Rs 15,000/- as per EPFO Notification No. Actuarial/18(2)2008/Vol.III/7738 dated 29.08.2014.
7. The contractor / firm shall not demand any money / fee / charges / placement charges etc. over and above quoted in the bid in any form from the contractual manpower and if any information / complaint of any demand of money is received, then the same shall be treated as malpractice and the Board shall be at liberty to take appropriate action against the contractor / firm including termination / cancellation of the contract and Board will also be at liberty to forfeit the security and claim damages.
8. The Board will be at liberty to institute criminal proceedings against the owner(s) / proprietors of the agency / contractor in case the firm breaches any of the terms & conditions of the tender / involves in any malpractice / fails to abide by any laws of land as applicable.
9. The Competent Authority of the Board reserves the right to accept / reject any bid on the basis of the past performance of the firm in the Board or any other ground.
10. The tender shall be governed by the General Terms and Conditions, Special Terms and Conditions and Miscellaneous Terms and Conditions and any other terms and conditions for services available on GeM. In case of any conflict between the Buyer's specific conditions and the conditions available on GeM, the former shall prevail.
11. Although this tender is for hiring of manpower for Data Entry Operator and Multi-tasking staff, in case of exigencies or work, any other category of worker (such as driver, security etc.) may also be asked to be deployed by the buyer subject to mutual consent. Applicable wages for that category of worker so deployed (alongwith statutory dues and service charges) shall be paid by the Board.



12. The services are to be hired on annual basis and 05 working days, and as such the manpower deployed will be entitled to 08 days of casual leaves per year on pro-rata basis.
  
13. The contract will be initially for a period of 01 year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a further period of 01 year on review of performance, depending upon the requirements and administrative conveniences of the office.

**Format for Bid Security Declaration**

To  
Secretary, ASRB  
Pusa Campus, New Delhi – 110012

Reference: Board's GEM tender Id ..... Dated .....

Sir,

I/We , ..... irrevocably declare as under:

1. I/We understand that, as per Clause .....of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.
2. I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Two years from the date of disqualification** as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse ), if
  - a. I/We are in a breach of any of the obligations under the bid conditions,
  - b. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
  - c. On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature .....  
Name & designation of the authorized person .....  
Date and place .....

(Note: In case of a Joint Venture/consortium, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid)