

**J&K State Agro Industries Development Corporation Limited**  
**Cattle Feed Plant Bari Brahmana, Jammu**

**SHORT TERM TENDER NOTICE**

Sealed offers on behalf of Managing Director J&K AIDCL affixed with Rs. 5/- Revenue stamp are invited from reputed and registered manpower providing agencies for providing of Section Officer, Accounts Officer Plant Supervisor besides Unskilled, Semiskilled, Skilled, Highly Skilled, Administrative and Ministerial staff /Accounts staff for various Units of the Corporation on Annual rate Contract basis. The requirement details of the required staff is given here as under:

S.No.	Description of persons	Estimated No.	Remarks
1	Accounts officer	2 No's.	One each for Jammu/Kashmir Division. Preferably should be a retired person from any Govt. Deptt., Autonomous Body or PSU services.
2	Section Officer	1 No.	Preferably a retired person from any Govt. Deptt., Autonomous Body or PSU services.
3	Plant Supervisor	2 No.	Diploma in Mechanical Engineering having an experience of minimum 3 years.
4	Driver	3 No's	Having a licence of both LMV and HMV only.
5	Storekeeper/Asstt.	3 No's	Having a knowledge of Computer & Tally trained or a retired person any Govt. Deptt., Autonomous Body or PSU services.
6	Computer operator	2 No's	Having a knowledge of Computer & Tally trained
7	Lab Attendent/Helper	1 No.	Minimum qualification 10 <sup>th</sup> pass having experience of working in a Quality Control Lab.
8	Pump Boy	2 No's	Minimum qualification 10 <sup>th</sup> pass. Having an experience of 2 to 3 years.
9	Helper on floor	2 No.	Minimum qualification 8 <sup>th</sup> pass. Having an experience of working on Floor.
10	Security Guard	6 No's (minimum)	Unarmed having a minimum qualification of 10 <sup>th</sup> pass.
11	Tally Operator	1 No.	Tally Knowing with Diploma in relevant Field.

The number of the above mentioned manpower of all cadres may increase or decrease as per requirement.

The tenders /offers as per terms and conditions of the Corporation should reach the office of General Manager , Cattle Feed Plant , lane No. 4 SIDCO Industrial Complex Bari Brahmana by or before 20<sup>th</sup> July 2019 upto 2 pm alongwith a security deposit Rs. 50,000/- (Rupees Fifty

Thousand only) pledged to General Manager Cattle Feed Plant J&K State Agro Industries development Corporation Limited. The terms and conditions can be downloaded from the website of the Corporation [www.jkagro.com](http://www.jkagro.com). The tender document can be purchased from the below mentioned offices on payment of Rs. 1000/- (Rupees One Thousand only). In case of downloaded tender, a DD or Cheque of Rs. 1000/- can be attached with the tender. There should be no cutting or overwriting in the offer. The tender will be opened on the same day or any other date convenient to the committee members.

1. General Manager J&K State Agro Industries development Corporation Limited Lane no. 4 SIDCO Industrial Complex Bari Brahmana.

2. J&K State Agro Industries development Corporation Limited Lal Mandi Srinagar.

3. Divisional Manager (P&S) J&K State Agro Industries development Corporation Limited 7, Ramesh Market Shastri Nagar, Jammu.

No:- Agro/GM/CFP/F-73/1390-96

Dated:- 11/07/2019.

  
11/7/19  
General Manager  
Cattle Feed Plant

**Copy to the:**

1. Managing Director J&K State AIDCL for kind inf.
2. Divisional Manager (P&S) Jammu for inf.
3. Divisional Manager (Adm) AIDCL Lal Mandi Srinagar for inf..
4. Manager P&S Jammu for inf.
5. Accounts Asstt. P&S Jammu for inf.
6. Accounts Section CFP Bari Brahmana for inf.
7. Say Technology for inf. And publication of the same in Agro web site.

**Terms & Conditions:-**

1. Security Service/Manpower provider should be a registered Agency having registration with Labour Department and other relevant Agencies.
2. The Security Agency/Manpower provider should have valid license for operation of such Services.
3. The Agency should have an experience of at least 3 years or more in the said job.
4. The Company should have valid PAN Card No. of Income Tax department. Service tax Registration and contract labour license.
5. The manpower providing Agency shall provide the rates strictly on revised rates as per latest J & K Govt. notifications of each cadre of Labour department and the rates below the Govt. notified rates shall be rejected.
6. The Company as an employer should comply with all the statutory requirements such as cost of Uniform and identity cards of manpower deployed by the agency besides all other statutory liabilities like minimum wages, ESI, PF contribution, gratuity act, service charges of contractor etc etc which should be clearly stated by the agency.
7. Service Tax and other taxes wherever applicable should be stated in the tender separately.
8. Rates quoted should be for duty of 12 hours for security guards and 8 hours for other manpower.
9. The Company shall have to provide 24 x 7 security services.
10. Rates are to be mentioned both in figures and words and covered with transparent tape.
11. The manpower providing Agency shall release the wages of manpower provided by him in 1st week of every month.
12. The M.D J&K State Agro reserves the right to accept or reject any quotation in full or part.
13. After engaging the services of the agency, if it is found that the service are not rendered to the satisfaction of the Corporation, the services will be terminated without paying any damages /compensation to the agency during the term of the contract.

14 . After selection of the agency, the agency shall execute an agreement on stamp paper duly authenticated by the notary.

15 . J&K State Agro Industries Development Corporation Limited reserves its right to reject , accept or cancel the process of selection without assigning any reason thereof.

16 . Any dispute arising out of or relating to this tender shall be subject to adjudication of competent Court in Jammu and Kashmir.

17. Any tender complying partly with the terms and conditions shall be liable for rejection.

18. In the event of any loss/damages occurring to J&K State Agro Industries Development Corporation Limited on account of negligence of the manpower provided by the agency , the agency shall make good the loss sustained either by the replacement of the material/equipment or payment of compensation.

19. Affidavit in original regarding non black listing , dispute pending regarding of the tenderer anywhere on stamped paper duly attested by notary public.

20. Conditional bids/offers will be summarily rejected .

21. The contract may be valid initially for one year and the corporation reserve the right to curtail or to extend the validity of contract on the same rates and terms and conditions on the basis of satisfactory performance but not beyond further two years.

22. The Contractor shall deposit an earnest money to the tune of Rs.1.0 lacs (Rupees One Lac only) in the form of a CDR / Fixed deposit receipt from a scheduled bank , in favour of General Manager Cattle Feed Plant J&K State Agro Industries with the tender document. The earnest money shall remain valid for a period of 3 months. **Any tender not accompanied with earnest money shall be rejected.**

23. The Earnest money / Security deposit of the unsuccessful tenderer shall be returned to them after final award of contract to the successful tenderer after a period of 30 days.

24. The earnest money shall be returned back to the successful tenderer after signing of contract agreement after a period of Three Months.

25. The CDR's and earnest money shall be forfeited if the selected tenderer withdraws his tender during the period of tender validity or refused is or neglects to execute the contract or fails to furnish the requirement man power within the time frame specified by the Corporation.

26 J&K State Agro Industries Development Corporation Limited shall give only a 24 hours notice for termination of this agreement to the security agency when there is a major default in compliance of the terms and conditions of this agreement or the agency has failed to comply with its statutory obligations. In that eventuality the agency will move out of our premises immediately.

27. Besides other duties the security /manpower providing agency shall have to ensure safeguarding of corporation property against theft, damage , misuse and keeping a watch over the cars, scooters & cycles etc. parked inside the premises.

28. Preventing unauthorized persons, vehicles etc or animals from entering the premises..

29. Taking charge of personal property found in Corporation premises and handing over the same to the office..

30. Watching the entire premises and patrolling the same frequently during the period of duties and the other manpower shall carry out their assignment allotted by the incharge officer.

31. Keeping the special orders and instructions given by the superiors confidential, whenever specially told.

32. Checking that all doors, windows ventilators in the case of the office building are properly closed after office hours. Locking of main door at night , checking of electrical lights , air conditioners and electrical gadgets that these are properly switched off, wherever necessary.

33. In case of theft or damage made by any person to the property or any untoward incident or unusual occurrence the same may be informed to the Officer incharge immediately.

34. Observing any instructions/orders as would be given from time to time by the authorized persons oral or written.

35. To safe guard the interest the Corporation reserves the right to include any other terms and conditions as may be deemed fit in the agreement at the time of execution of agreement.

36. The dispute arising out of the contract shall be settled through arbitration and Managing Director J&K State Agro Industries Development Corporation Limited shall be the sole arbitrator.

11/7/19  
General Manager  
Cattle Feed Plant(BB)