



भा०कृ०अ०प०-केन्द्रीय पक्षी अनुसंधान संस्थान

इज्जतनगर (उ.प्र.) 243 122 बरेली

ICAR - CENTRAL AVIAN RESEARCH INSTITUTE

Izatnagar (UP) – 243 122 BAREILLY

ISO 9001 : 2008



F.No.CARI/GC/3-2/WC/2020-21/

Dated: Oct.05, 2020

ई-निविदा सूचना

भा०कृ०अ०प०-केन्द्रीय पक्षी अनुसंधान संस्थान, इज्जतनगर में Work Contract - Providing Research and Allied Services of different Farms/Labs/Offices and Projects etc. हेतु निविदा-सूचना एवं निविदा-प्रपत्र Government e-Procurement System की वैबसाइट में अपलोड कर दी गयी है जिसकी **Tender ID 2020_DARE_588396_1** है। ऑनलाईन निविदा-प्रपत्र जमा करने की अन्तिम तिथि 27.10.2020 को 11:00 बजे तक तथा ऑनलाईन निविदा खोलने की तिथि दिनांक 28.10.2020 11:00 बजे है। इच्छुक निविदादाता e-Procurement System, Government of India की वैबसाइट <https://eprocure.gov.in/eprocure/app> पर निविदा देखने हेतु उक्त Tender ID को देखें।

कृते निदेशक



भारत-कृषि-अनुसंधान-केन्द्रीय पक्षी अनुसंधान संस्थान

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NOTICE INVITING TENDER THROUGH E-PROCUREMENT

ONLINE Bid is invited from the interested firms in two-bid system for **providing research and allied services of different farms/labs offices and projects etc. at ICAR-CARI, Izatnagar.** The interested bidders are required to submit EMD worth Rs.6,60,000.00 (**Rupees six lakh sixty thousand only**) by ONLINE fund transfer through RTGS/NEFT in the **Current Account No.10148035271 in the name of Director, ICAR-CARI, Izatnagar, Bareilly and payable at State Bank of India, CARI Branch, Bareilly (IFSC Code: SBIN0007027)** or by using payment gateway available on the Institute website <https://icar.org.in/cari/>. However, it may be paid through DD/FDR/TDR or Banker's cheque issued in favour of '**ICAR Unit-CARI**' and **payable at SBI, CARI Bareilly Branch** and may be addressed to the Director, ICAR-Central Avian Research Institute, Izatnagar PO, District Bareilly - 243 122 (Uttar Pradesh). The Institute will not be held responsible for any sort of postal delay or any net problem/failure. If exempted, valid supporting documents may be submitted on the closing date of bid submission.

CRITICAL DATE SHEET

Tender Reference Number	CARI/GC/3-2/WC/2020-21
Name of Organization	ICAR Unit-CARI, Izatnagar-243122
Date & Time for issue/Publishing	05.10.2020 at 06:00 PM
Bid Submission started & Time	06.10.2020 at 11:00 AM
Bid Submission End Date & Time	27.10.2020 at 11:00 AM
Date and Time for Opening Bid	28.10.2020 at 11:00 AM
Address for Communication	Director, ICAR-CARI, Izatnagar, Bareilly - 243 122 (U.P.)

ICAR-CENTRAL AVIAN RESEARCH INSTITUTE
Izatnagar - 243 122

From: The Incharge, General & Contract Section,
ICAR-Central Avian Research Institute, Izatnagar.

Dear Sir(s),

1. Online tenders are, hereby, invited by the Director ICAR-CARI, Izatnagar on behalf of the Secretary, ICAR for **PROVIDING RESEARCH & ALLIED SERVICES OF DIFFERENT FARMS/LABS AND PROJECTS ETC. at ICAR-CARI, IZATNAGAR.** The terms and conditions of the contract which will govern any contract made are those contained in the general conditions of the contract applicable to the contracts and the special terms and conditions are detailed in the tender form and its schedules. Please upload the required documents and submit your online rates in the BoQ (Price Bid) if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. EMD worth **Rs.6,60,000.00 (Rupees six lakh sixty thousand only)** by ONLINE fund transfer through RTGS/NEFT in the **Current Account No.10148035271 and in the name of Director, ICAR-CARI, Izatnagar, Bareilly and payable at State Bank of India, CARI Branch, Bareilly (IFSC Code: SBIN0007027)** or by using payment gateway available on the Institute website <https://icar.org.in/cari/>. However, it may be paid through DD/FDR/TDR or Banker's cheque issued in favour of '**ICAR Unit-CARI**' and **payable at SBI, CARI Bareilly Branch** and may be addressed to the Director, ICAR-Central Avian Research Institute, Izatnagar - 243 122, Distt.Bareilly (U.P.). The Institute will not be held responsible for any sort of postal delay or any net problem/failure.
3. Initially services for job/work contract for Skilled/Unskilled and Safaiwala nature shall be awarded for one-year either continuously or dividing the period in shorter spell as decided by the Competent Authority of ICAR-CARI and extending to the next spell depending upon the performance. The period, however, can be increased or decreased depending upon the time-to-time requirement.
4. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of EMD deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully
6. filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
7. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & EMD should be forfeited.
8. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be read carefully by the tenderer.
9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
10. The Agency shall, within 15 days from the communication of the acceptance of the tender or such extended time as may be specified by the authority at his sole discretion, furnish security at the rate not less than 10% of total consideration payable under contract in the form of DD/FDR/TDR to be mortgaged in favour of ICAR Unit CARI, Izatnagar valid for the currency of the contract period plus four months afterwards as security. In case, the Agency fails to deposit the SMD within the aforesaid period, the contract awarded may be cancelled and EMD will be forfeited.

11. No interest on EMD deposit and performance security shall be paid by the Institute to the tenderer.
12. GST and TDS or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor. The Institute will reimburse the claim whatsoever in this respect on production of proof. However, the GST or any other taxes which are as per the rates of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
13. The sole of the contractor to pay the wages of the workers to their Bank Account by 7th days of the following month and same will be reimbursed to him on providing of the bill after following all the terms and conditions of the tender.
14. The Institute, in its capacity as Principal Employer, reserves the right to modify any of the terms & conditions of the contract as mentioned in the Schedules of this document, at its discretion, in the interest of the job/work.
15. Decision of Director, ICAR-CARI shall be final for any aspect of the contract and binding to parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute/ICAR. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & conciliation Act, 1996.
16. The rates should be quoted keeping in view of all the prevailing statutory liabilities. Any increase in rate i.e. minimum wages and other statutory requirements for the contractual points shall be paid by the contractor and the same will be reimbursed to contractor after production of documentary proof. However, service charges in rupees per points/months once quoted will not be changed during the currency of contract.
17. Acceptance by the Institute will be communicated by FAX/Telegram/Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

(A) Instructions for Online Bid Submission:

1. The tender form/bid documents may be downloaded from the web site: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
18. The interested bidders are required to deposit EMD worth Rs.6,60,000.00 (Rupees six lakh sixty thousand only) by ONLINE fund transfer through RTGS/NEFT in the Current Account No.10148035271 and in the name of Director, ICAR-CARI, Izatnagar, Bareilly and payable at State Bank of India, CARI Branch, Bareilly (IFSC Code: SBIN0007027) or by using payment gateway available on the Institute website <https://icar.org.in/cari/>. However, it may be paid through DD/FDR/TDR or Banker's cheque issued in favour of 'ICAR Unit-CARI' and payable at SBI, CARI Bareilly Branch and may be addressed to the Director, ICAR-Central Avian Research Institute, Izatnagar - 243 122, Distt.Bareilly (U.P.). The Institute will not be held responsible for any sort of postal delay or any net problem/failure.
4. The bids will be two-bid system.
5. **The work points provided in the BOQ (Price Bid) may increase or decrease as per the requirement of the Institute.**
6. **The rates should be quoted for Agency charges in Indian Rupees (INR) only per point per month basis not in percentage which will be fixed during the currency of the contract.**
7. **The price bid may be made taking into cognizance the terms and conditions carefully.**
8. **No further correspondence in the form of request/letter etc. through email/surface mail will be entertained once the bids are uploaded.**
9. **Any worker, if damages at the institute premises or loss, should be recovered from the contract bill of the firm.**

10. The firms are also required to upload copies of the following documents:

- a) Scanned copy of required amount of EMD Rs.6,60,000.00 (Rupees six lakh sixty thousand only). If exempted for EMD, valid supporting documents may be submitted on the closing date of bid submission.
- b) Scanned copy of valid Registration Certificate of the Firm under Labour Enforcement Act.
- c) Scanned copy of valid PAN No./TAN No. in the name of firm/proprietor and Income Tax Returns of last three years.
- d) Scanned copy of valid Certificate of Employees State Insurance Corporation (ESIC).
- e) Scanned copy of valid Certificate of Employees Provident Fund Organization (EPF).
- f) Scanned copy of numbers of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers/ challan of **last three months** (June, July and August, 2020) should be attached.
- g) Scanned copy of valid Registration of GST.
- h) Scanned copy of valid Registration Certificate under Companies Act, 1956/ Indian Partnership Act, 1932/Any Other Act/Ownership.
- i) Scanned copy of proof of experience supported any document for satisfactory outsourcing services of such nature in Central/State Govt. Establishments/Autonomous bodies/Corporation of Central/ State Govt.
- j) Scanned copy of Financial standing through latest ITCC Annual Report (Balance Sheet and Profit & Loss Account of **last 3 years i.e. 2017-18, 2018-19 and 2019-20**. The minimum turn-over of the firm for supply of outsourcing services of Skilled, Unskilled and Sweeping work nature may not be less than 1.0 Crore (Rupees one crore only) as reflected in Profit & Loss Account.
- k) Scanned copy of Questionnaire duly signed in.
- l) Scanned copy of Banker details/address (including pin code) proof etc. alongwith Fax No.
- m) Scanned copy of Tender Acceptance letter duly filled & signed in (to be given on company letter head) as per enclosed format.
- n) Scanned copy of Undertaking duly filled, signed and completed in aal respect.

Yours faithfully,

**For and on behalf of the Director
ICAR-Central Avian Research Institute, Izatangar**

(B) INSTRUCTION FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their User ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender Schedules. These tenders can be moved to the respective My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- Page 6 of 10 including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'MySpace' area available to them to upload such documents. These documents maybe directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BID:

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be sent by post/given in person to the General & Contract Section, ICAR-CARI, Izatnagar, Bareilly (Uttar Pradesh) alongwith covering letter duly signed and stamped latest by the last date and time of bid submission. Failure to deposit the earnest money in office up to due date and time through offline mode will lead to rejection of bid. Institute will not be held responsible for any short of postal delay. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard pdf format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download to pdf file, complete Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should submit it online, If the pdf file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 18030702232.

PART-I

1.	Name of the Firm/Agency	:	
2.	Full address with Post Box No.	:	
3.	Constitution of the Firm/Agency (Attach copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	:	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender	:	
i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration	:	
ii)	If the answer to above in point 4 & 4(i) is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	:	
5.	Name and Full Address of your Bankers	:	
6.	Your Permanent Income Tax No./Circle/Ward	:	
7.	Any other relevant information	:	
PART - II			
8.	EMD/EMD Deposited	:	Yes / No
PART - III			
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	:	
10.	Name of the Permanent Representative to be visiting CARI, Izatnagar regarding the contract	:	

Date:

Place:

AUTHORISED SIGNATORY

SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT:

FOR PROVIDING RESEARCH & ALLIED SERVICES OF DIFFERENT FARMS/LABS AND PROJECTS ETC. AT ICAR-CARI, IZATNAGAR:

1. The supporting/allied services point should follow strict attendance and alternative arrangements are to be made by the Agency to keep all work points to be in operation by the substitute, if any, contractual point leaves the point.
2. Change of staff/supervisor contractual point, if any, should be intimated to ICAR-CARI Authority.
3. The contractual work point should also maintain secrecy and discipline in the premises of Institute.
4. The contractual work point should have adequate knowledge/skill to cope with the smooth operation of the work.
5. The contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of ICAR-CARI for the purpose. All complaints should be immediately attended to by the Agency.
6. Uniform with colour specifications and pattern approved by ICAR-CARI should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
7. The agreement is terminable with two-month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the ICAR-CARI.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected Agency shall provide the necessary personnel to ICAR-CARI as per Labour Acts prevalent as per GOI or U.P. whichever is applicable. The Agency shall employ good and reliable service provider/contractual points with good health of age group of 21 to 45 years. Employment of the child labour may lead to the termination of the contract. Police verification report of the contractual point deployed by the contractor must be submitted to the concerned Incharge/Principal Investigator (PI) within two months from the date of start of work. In case, any of the personnel so provided is not found suitable by the ICAR-CARI, the ICAR-CARI shall have the right to ask for his replacement without giving any reason thereof and the Agency shall on receipt of a written communication will have to replace such personnel immediately.
11. **The persons so provided by the Agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.**
12. Reimbursement of bill to the contractor will be made upon submission of pre-receipted bill along with attendance sheets of the contractual workers, payment vouchers duly signed by contractual workers/NEFT and separate EPF & ESI challans and ECR for submission of EPF & ESI contribution for each month, separate receipt of deposition of GST for the contract, through RTGS. Payment to the contractual staff should be made by the contractor through Account Payee cheque having account number of the concerned contractual staff/through NEFT/RTGS for which a certified list issued by bank which will have to be submitted with the monthly bill on or before pre-assigned date i.e. 7th of succeeding month. Payment to the contractor will be released on production of document that the payment has already been made to the contractual workers. The Contractor will have to pay wages to the Contractual worker deployed by him atleast as per minimum wages and also comply with other statutory norms including giving weekly off to the contractual worker as per provision.
13. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor will have to produce the relevant labour license under Sec.12 (I) of the contract labour (Regulation & Abolition) Act-1970, ESI, EPF, ESI & MP Act-1947 etc. **within 21 days** from the date of Award of Contract on issue of Form-V from the Department. Form-V will be issued on receipt of a written request from the Firm/ Contractor.

14. The firm will have to produce as a proof of passbook of EPF from random 10 Numbers of contractual workers deployed by the firm along with the bill, as per prescribed procedure and as per the order issued by ICAR-CARI in this regards.
15. The contractor shall indemnify and keep indemnified the ICAR-CARI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-CARI shall be the final and fully binding on the contractor.
16. Income Tax and other taxes will be deducted from the payments due for the work done as per rules applicable.
17. They should not live their points unless and until the reliever comes for shift duties, supervisor will/maintain all the registers, which are kept at concerned Section.
18. Changing of Supervisor/Staff should be intimated to the Caretaker or othrised person of this Institute.
19. Contractor should issue Pay-Slip to the deployed labours every month and wages should be paid through their Bank Account only.
20. The contractor should deploy trained/experience personnel in the offices.
21. Contractor should maintain all records and documents as required under Labour Law and these can be seen/inspected by the Principal Employees whenever desires.

22. PENALTY CLAUSE:

- i. An amount equivalent to two days of contract amount will be levied as liquidated damages per day, whenever and/or wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-CARI and if no action is taken within one-hour liquidated damages clause will be invoked.
- ii. The firm will raise a bill of approved rates latest by 7th day of following month for reimbursement and the payment released by the Institute in through e-payment to the firm subject to satisfactory performance/work/services. The firm will pay wages to his workers by RTGS through their Bank Account on or before 7th of every month positively. For every delay in payment to contractual workers, the Institute shall impose liquidated damages amounting to 1% of the bill amount per week of delay and same will be recovered from the bill of concerned month.

23. Risk Clause:

- a) ICAR-CARI reserves the right to discontinue the services at any time, if the services are found unsatisfactory by giving a show cause notice to be replied within a week and also has the right to award the contract to any other Agency at the risk and cost of current Agency and excess expenditure incurred on account of this can be recovered from the Security Deposit (SD) or pending bills or by raising a separate claim.
- b) Any misconduct/misbehaviour on the part of the manpower deployed by the Agency will not be tolerated and such person will have to be replaced immediately. The Director of the Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director of the Institute shall be final and binding on the contractor/Agency in respect of any clause covered under the Contract.

24. The conditions/factors of termination of contract.

- a. Poor performance/unsatisfactory work.
- b. Non-compliance of terms and conditions of tender.
- c. Violation of prescribed Labour Laws.
- d. Agency found in unlawful activities.

BID FORM AND PRICE SCHEDULES

Dated.....

To

The Director
ICAR-Central Avian Research Institute,
Izatnagar UP. 243 122 (Bareilly)

Ref.: Your bidding documents No..... Dated.....

Having examined the above-mentioned bidding documents, including addenda No..... (If any), the receipt of which is, hereby, duly acknowledged. We, the undersigned, offer to supply of out sourcing services (description of goods and services) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the Schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per the instructions specified in GCC clause 7 and in a form acceptable to you in terms of GCC clause 7.5 for a sum equivalent to 10% (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period specified in the ITB Clause 1.5 (read with modification, if any, in the Bid Data Sheet) or for the subsequently extended period. If any, agreed to by us and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated the Day of..... 202.....

Signature with seal (in the capacity of)
Duly authorized to sign bid for and on behalf of

QUESTIONNAIRE

THE TENDERERS SHOULD REPLY ALL QUESTIONS OF THIS QUESTIONNAIRE GIVEN BELOW. IF ANY QUESTION IS NOT RELATED TO THE TENDERERS THEY SHOULD WRITE AGAINST THE COLUMN 'NOT APPLICABLE'. THE TENDERERS SHOULD ALSO UNDERSTAND THAT THEIR TENDER SHALL NOT BE CONSIDERED IF THE REPLY GIVEN BY THEM IS NOT CLEAR

1. Tender No. Date of receipt of Tender
2. Validity of the proposal.....
(Validity of the proposal is desirable for 90 days from the date of receipt of the tender by the Institute. In case, the Tenderer wishes to make any change in it, then he must ensure that the validity of the proposal shall not be less than 90 days from the date of receipt of rates).
3. Firm's PAN No./TAN No.
4. Status:
 - (A). Self attested copy of current registration certificate in Services Tax Department, along with its validity date..... Whether, there is any financial limitation, if yes, indicate.....
 - (B). Are you registered with Employees State Insurance Corporation (ESI), Employees Provident Fund Organization (EPF), Labour Enforcement Office, Service Tax Department? If yes, submit/enclose self-attested copies of the above-certificate.....
 - (C). Are you registered under Indian Companies Act, 1956 or any other Act? If Yes, enclose the self-attested copy
6. Please indicate:
Name and full address of your Banker (Bank)
Your Current Account No.
7. Have you ever been debarred as a penalty, from carrying out Work Contract by any Ministry/ Department of Central or State Govt. or prohibited to join in Tenders? If yes, give full details.....

Signature of witnesses:

Signature of the Tenderer
Name and address

Full name and address of the person,
Who has signed for and behalf of the firm.

DETAILS OF THE MINIMUM 03 (THREE) YEARS EXPERIENCE/WORK DONE

Sl.	Name of the Deptt./Organization & Name of contact person with Ph.No.	Period		Numner of staff and Contract Value	Remarks
		From	To		
1.					
2.					
3.					
4.					

Note:

The experience certificates should be supported with performance certificates by respective Departments/Clients.

Signature of the Authorized Signatory/Proprietor
with seal and Address



भा०कृ०अ०प०-केन्द्रीय पक्षी अनुसंधान संस्थान
इज्जतनगर (उ.प्र.) 243 122 बरेली
ICAR - CENTRAL AVIAN RESEARCH INSTITUTE
Izatnagar (UP) - 243 122 BAREILLY
ISO 9001 : 2008



Name of the Firm _____

Registered / Postal Address _____

Mobile Number of the Firm _____

Emai ID.....

1.	Permanent Account Number (PAN) No.	
2.	GST Number	
3.	Tin Number	
4.	Service Tax Registration No. if applicable	
5.	Bank Details:-	
	a) Bank Name	
	b) Branch Name	
	c) Account No.	
	d) Type of Account (Current / Savings)	
	d) MICR No.	
	f) RTGS/NEFT IFS code	

Date

Name of the Authorized Signatory

Place

Stamp & Signature

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

To,

Sub.:- Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

I, (Name of owner/proprietor etc. of the firm) S/W/D/O/ _____

and R/o _____ do, hereby,

solemnly affirm and declare as under:

1. That I am owner/proprietor etc. of (Name of firm/Agency with complete address.
2. That my firm/Agency has never been blacklisted/banned by any Govt. office or Agency.
3. I, hereby, certify that I have not submitted the same payment instrument (FD/TDR/Banker's cheque/online payment receipt etc. for any other bid.
4. I, hereby, understand that I may be disqualified from bidding in further tenders, if I fail to submit all prescribed documents in the main bid and/ or asked as shortfall documents.
5. I, hereby, strongly understand that I / we may be debarred from participation for appropriate period in case of violation of any terms and condition of the tender.

Dated:

Name of the Authorized Signatory

Place:

Stamp & Signature

Financial Bid

FOR PROVIDING RESEARCH & ALLIED SERVICES OF DIFFERENT FARMS/LABS AND PROJECTS ETC. AT ICAR-CARI, IZATNAGAR.

1. Name of Manpower Company/Firm

Agency/Contractor (In Capital Letters)

- i. Address (register address)
- ii. Tel. No.
- iii. Operating Branch address in Bareilly
- iv. Contract person with contact Number (duly authorised)

2. Details of Earnest Money Deposit Rs.15,50,000.00 (Rupees fifteen lakh fifty thousand only)

DD/TDR/FDR

Drawn on Bank

3. The service charges to be charged by the service provider in BOQ only.

S. No.	Component of rate	Amount in whole rupees per point/per month	Rates applicable as on date in Rs. (Statutory payment will reimburse as applicable from time to time)		
			Skilled (A)	Unskilled (B)	Safaiwala (B)
1.	Daily wages Rate including existing Dearness allowance (not to be quoted by the Bidders)	As per Minimum wage at the rate fixed by Govt. India from time to time Present Rate for Skilled Rs.438.00 Per Day Unskilled Rs.365.00 Per Day Safauwala Rs.525.00 Per Day	11388.00	9490.00	13650.00
2.	Employee Provident Fund (EPF) @13% of (1) (Not to be quoted by the Bidder)	As per Rules framed by EPFO from time to time	1480.00	1234.00	1775.00
3.	Employee State Insurance @ 3.25% of (1) (Not to be quoted by the Bidder)	As per Rules framed by ESIC from time to time	370.00	308.00	444.00
4.	Company's/Firm's/Agency's Service Charges to be quoted by the firm per point per month in whole in Rupees only. However, service charges per points/months once quoted will not be changed during the currency of contract.	To be quoted in the BOQ only per person per month.	Rs.....	Rs.....	
5.	Total Mandatory cost per person per month	Sub Total of (1+2+3+4)			
6.	GST liability @18% of (Sl. No. 5 above) (Not to be quoted by the Bidder)	As per Rules framed by Govt. of India from time to time			
7.	Total cost per point per month (5 + 6)				

Note:-

- 1. If a firm quote **Nil (Zeero) Agency Service charges**, the bid will not be considered.
- 2. The Agency Service Charges must be quoted in Rupees Only. The rates quoted item wise merely in paisa shall not be entertained and the bid shall be treated as unresponsive.

The approximate numbers of contractual points for providing for **Providing Research & Allied Services for Different Farm/Labs and projects etc. at ICAR-CARI, Izatnagar** is to be executed are as follows. The detailed scope of work has been mentioned in Para. (A) to (B) of Schedule-IV :-

(i) Skilled work mentioned in Para. (A) of Schedule - IV	-	38 nos.
(ii) Unskilled/house keeping work mentioned in Para. (B) of Schedule - IV	-	85 nos.
(iii) Safaiwala work mentioned in Para. (C) Schedule – IV	-	6 Nos.
		<u>Total - 129 Nos.</u>

Scope of work:

(A) Skilled Work Point (38 Nos.)

1. Assistance in ongoing projects and activities of different poultry farms

Assistance in ongoing R&D activities: Collection of data and samples, artificial insemination as per technical program, recording and marking of egg as per pedigree/random hatching. Computerization of data, typing works, helping in report preparation

Assistance in maintenance of birds and farms: helping in supervising the activities of maintenance of experimental birds and farm premises including supervising seasonal activities like heating brooder houses, operations of foggers, sprinklers, fans and coolers. as well disinfection and bio-security. Maintenance of various records *viz.* data registers, incubation and hatching register, issue-sale register, feed stock register, livestock register etc. and various office files as per instruction of in-charge

Helping in organization and participation of exhibitions and meals as and when required

2. Assistance in ongoing projects and activities of divisional / sectional labs and offices, and library and computer center

Assistance in ongoing projects: Assistance in execution of technical program of the projects *viz.* data/ sample collection, assays, sterilization and preparation of glass/plastic wares, disinfection of lab/equipment, collection of fertile eggs, assisting maintenance and data collection of experimental at farms/ slaughter house as per plan. Helping in product preparation wherever required. Activities as per instruction of scientist in-charge.

Assistance in maintenance of records: Assisting in maintenance of divisional records, register and files, movement of daily dak, issuing books/ journal other activities as per the instruction of officer. Typing of various letters, required documents, helping in preparation and computerization of reports, data, information, etc. as per instruction of scientists. Helping the scientists in ongoing works of as per requirement.

Maintenance of computers (Assisting in maintenance of computers, trouble shooting), inter and intranet connectivity related activities: maintenance of internet switches, lines, servers, maintenance of LAN connectivity.

3. Maintenance of experimental hatchery

Maintenance of records: Helping in maintaining various records, registers and files, computerization of data, typing (Hindi –English), movement of daily dak.

Hatchery operations (round the clock /3 shifts): Maintaining the cold room, Fumigation of fertile eggs, disinfection of hatchery and equipments maintenance of temperature/ humidity on incubators and hatches, hatching of chick. Maintenance of electric switch gears for interrupted power supply, various equipment/machines incubators, generator and motors etc.

4. Maintenance of poultry processing unit and marketing center

Assistance in maintenance of records: helping in maintenance of various records and movement of daily dak. Supervising the activities at poultry processing unit. Helping in collection and computerization of data emerging out of various activities as well as research works of project and students. Helping in various activities of poultry processing and sending the products to the sale counter after their weighment / counting. Helping in product preparation and various research activities as per instruction of scientists.

5. Feed processing unit activities

Assistance in preparation of compound feed as per formula and distribution: Weighing the ingredients, medicines, additives as feed formula, supervising the grinding and mixing activities. Preparation of samples for supervision of committee. Weighing and packing of compound feed in bags and supervise their disposal to various farms. Helping in maintenance of various records like amount feed ingredient available in stock, daily issue of ingredients and compound feed. Keeping indent vouchers, daily dak register etc. Other related works as per the instruction of scientist.

6. Poultry health and bio-security activities:

Assistance in medication, vaccination, disinfection and biosecurity: Assistance in routine medication, implementing cleanliness and bio-security measures, health check activities, vaccination in farm and hatchery, disinfection of vehicles and maintenance of footbath, other activities as per instruction of scientists,

Assistance in disposal of dead birds and record keeping: Assistance in assistance in disposal of dead birds and hatchery wastes. Other activities as per instruction of scientists, assistance in keeping of records viz. consumable, inventory registers, PM reports, various registers and files. Computerization of data, information, typing and assistance in report preparation.

7. Maintenance of offices in administration/Divisional/Section/Maintenance and guest house

- **Typing and other computer works:** Typing and computerization of records, information and helping in preparation of report/desired information as per instruction of officer. Work, helping in maintenance of records and keeping them in file cabinets/almirah/racks in order and submitting them to the officers as per need. Maintenance of records of daily dak movement. Other office works as per instruction of officer. Assisting in processing of Various Type of Advances eg. GPF, Medical, LTC, TA & pay bills etc. Assisting in Purchase of Chemical, Glassware on rate contract, Purchase of Equipments Preparation of Expenditure Statement etc. Assisting in publishing tender through e-procurement and MIS & PFMS. Any other work of such nature as assigned by the Designated Officer
- **Assisting in cooking:** Day to day maintenance of the rooms, furniture, helping in arranging the material and cooking and serving. Other activities as per instruction of designated officer.
- **Civil and electrical maintenance and instrumentation (Maintenance of electric installation in buildings):** Maintenance of various electric installations and fixtures in all the buildings and campuses and residential campuses, wiring, minor repairing. Lighting, fixing PA set during functions as and when required. Other works as per and when requires. Look after operation of tube well near EMU farm. Assisting recording of electric meter reading and other duties as assigned time to time.

- **Maintenance of overhead electric installation and operation of DG sets:** Maintenance of overhead electric installation, repairing and maintenance of street lights, glow sign board etc. in the entire campus and residential area. Other duties as assigned time to time. Maintenance of DG sets and assisting continuous power supply round the clock. Other duties as assigned time to time.
- **Plumbing activities:** Assisting in maintenance of plumbing fixtures, overhead tanks, valves pipe lines in all the farms campus and residential areas
- **Carpenter activities:** carpenter activities in to maintain doors, window panels etc. in the farms campus and residential area. Other activities as per instruction of incharge
- **Maintenance of equipment:** Assisting in maintenance of equipment like freeze, AC, heaters, motors, heat convectors, fans exhaust fans and lab equipment etc. in the labs, farms, campuses, offices residential areas. Other activities as per instruction of incharge.
- **Farms and estate section activities of old and new campuses and residential area (Gardening and maintenance of ornamental plants) :** preparation of flower pots, ornamental plants, budding, grafting, cleaning, plantation etc. supervising the replacement of old pots with fresh ones. Other activities as per instruction of officer.
- **Maintenance of tools and machines and driving tractor:** Helping in maintenance of various farm tools and machineries for their longevity and proper functioning. Assisting in various farm and field operations, to drive tractor for various farm and field activities like collecting and dumping of farm wastes and garbage, cleaning of fields, transporting feed to various farms, helping organizing exhibition etc. Other activities.

(B) Unskilled Work Point (85 Nos.)

1. प्रयोगात्मक कुक्कुट फार्म यूनियों का रख-रखाव।

i. प्रयोगात्मक पक्षियों का फर्श एवं पिजड़ों में रख-रखाव करना।

- दाना गोदाम में दाना तौलना, ट्राली में लादना व फार्म पर उतारना एवं प्रतिदिन सुबह व शाम दो बार दाना लगाना। दिन भर 1-1 घंटे के अन्तराल पर दाना चलाना। ताजा पानी लगाना। समय-समय दाना पानी के बर्तनों को बदलना
- शीत ऋतु में प्रातः 8 बजे फार्म खुलने के बाद 8.45 बजे तक ब्रुडर हाउसों में अंगीठी जलाना सायं 4 बजे आवश्यकतानुसार ब्रुडर हाउस में अंगीठी जलाना।
- फार्म के सभी गृहों में मौसम के अनुसार अन्य प्रबंधन कार्य जैसे गर्मी में पर्दे लगाना, उठाना, उन्हे समय समय पर भिगोना, प्रतिदिन सिंक्रलर व फोगर /पंखे चलाना, आदि, सर्दी में पर्दे लगाना, उठाना, बल्ब जलाना एवं बुझाना जालियों में आवश्यकतानुसार पर्दे लगाना व हटाना, आदि कमरे में भरे पानी को निकालना, आदि व अन्य सभी कार्य आवश्यकतानुसार करना।
- मुर्ग व मुर्गियों को निर्देशानुसार ब्रुडर से ग्रोवर, ग्रोवर से लेयर शेडों में स्थानान्तरित करना। आवश्यकतानुसार व निर्देशानुसार मेला आदि स्थानों में पहुंचना।

ii. विभिन्न आकड़े/नमूनों का परियोजना कार्यक्रम के अनुसार एकत्रीकरण कराने में मदद करना।

- पक्षियों के चयन के समय पक्षियों को पकड़ना व नम्बर बोलना।
- दिन में चार बार प्रातः 10 से 12 बजे तक तथा सायं 2.30 से सायं 4.00 बजे तक अण्डे उठाना। अण्डों की गुणवत्ता मापने में मदद। अण्डों को एकत्रित व रिकार्ड करना, व सेल काउन्टर तक पहुँचाना।
- परियाजेजनाओ एवं विधार्थियों के शोध कार्यों की देखभाल में मदद करना। विभिन्न आकड़े एकत्र करने गांव व अन्य परिसर में जाना।
- परियोजना कार्यक्रमों के अनुसार नमूनों जैसे रक्त वीर्य आदि एकत्रित करने में मदद करना।

iii. ब्रुडर, ग्रोवर तथा वयस्क मुर्गी शेडों एवं केज हाऊसों की नियमित साफ-सफाई।

- शेडों की सफाई, फीडर्स, पानी के बर्तनों की सफाई। फार्म बिल्डिंग की नालियों की सफाई। समस्त शेडों की गैलरी की धुलाई करना।
- ब्रुडर भवनों / बैटरी ब्रुडर की सफाई लिटर को लिटर का निष्कासन एवं पुताई निःसंगमण इत्यादि करना। हॉवर लटकवाना ता बिजली/इन्फ्रारेड बल्ब लगाना। भूसी डालना, अखबार बिछाना / कार्बोनेटिड पेपर बिछाना, ब्रुडर गार्ड, दाना-पानी के बर्तन चैक करके लगाना
- फर्श पर रख पक्षियों के गीले लिटर को हटाकर नया लिटर बिछाना तथा चूना पउडर मिलाना तथा सप्ताह में दो-तीन बार बताये गये अनुसार लिटर में रैकिंग करना।
- लेईंग केज की बीट इकट्ठी कर निर्देशित स्थान पर पहुंचाना / टाली में भरना सभी कमरों में नियमित रूप से झाड़ू लगाना एवं फर्शों का फिनायल धोल से धोना। खाली केजों की आवश्यकतानुसार सफाई व धुलाई, पुताई इत्यादि करना।
- समस्त शेडों के अन्दर की सफाई, जाला झाड़ना आदि। सर्प, चूहे इत्यादि पकड़वाना व फेंकना।

iv. परियोजानुसार अण्डा एकत्रीकरण इन्क्यूवेशन एवं हैचिंग कार्यों को सम्पन्न कराना।

- एकत्रित हैचिंग अण्डों को को 4.30 बजे तक हैचरी तक पहुँचाना। हैचरी में सेट करना, कैण्डलिंग, चूजे निकालना चूजों में विंग बैंड लगाना व डिबीकिंग करने में मदद करना, हैचरी से निकाले गये एक दिन के चूजों को ब्रुडर हाउस में पहुंचाना, पक्षियों को आवश्यकतानुसार कमरे एवं पिंजरे में स्थानांतरित करना।

v. पक्षियों में प्रयोगानुसार कृत्रिम गर्भाधान कराना।

- कृत्रिम गर्भाधान व वीर्य निकालने हेतु एवं कृत्रिम गर्भाधान हेतु अन्य क्रिया कलापो के दौरान मुर्गा/मुर्गी पकड़ना, हैचिंग अण्डों को कूलर / भण्डार गृह पहुँचाना।

vi. विभिन्न फार्म परिसरों की साफ-सफाई एवं रख-रखाव।

- फार्म परिसर की घास व जंगली पेड़ों को नियमित कटवाना व सफाई कराना, फार्म पर पेड़ों की कटाई-छटाई कराना।
- आवश्यकतानुसार कार्यालय कक्ष आदि की साफ सफाई करना
- उच्च अधिकारियों अथवा गणमान्य अतिथियों के आगमन पर प्रदर्शन हेतु विशेष रूप से पक्षियों एवं शेड को तैयार करना।

vii. छंटे हुए अथवा मृत पक्षियों का निस्तारण।

- समस्त कुटकुट गृहों से मरी हुई मुर्गियों को एकत्रित कर रजिस्टर में नियमित रूप से रिकार्ड करवाना एवं निर्देशा अनुसार आई. वी.आर.आई/सी.ए.आर.आई के पी. एम.रूम में नियमित रूप से पहुँचाना।
- छंटे हुए जिन्दा पक्षियों को बिक्री अथवा पी0एच0टी द्वारा निस्तारण किये जाने पर उनका वजन कराके व संख्या आदि को रिकार्ड करने में मदद करना। फार्म से खाद की बिक्री में आवश्यकतानुसार मदद करना।

viii. जर्म-प्लाज्मा की सफ़ाई में मदद करना।

- छोटे पक्षियों के जिन्दा बिक्री व अन्य विभागों को देने में मदद करना। अण्डा एवं चूजों की सफ़ाई के दौरान हैचरी से चूजे अथवा अण्डे लाना उन्हें गिनना एवं पैकिंग आदि में मदद करना।
- अण्डों व चूजों की सफ़ाई के समय अण्डों/चूजों को साफ करके उन्हें डब्बों में पैक करना।

ix. टीकाकरण एवं दवा देने में मदद करना।

- निर्देशानुसार दवा लगाना फार्म के विभिन्न शेडो/ईकाइयो तथा कैलीफोर्निया शेड में टीकाकरण के दौरान, मदद करना। बीमारीयां फैलने से बचाव व बायोसिक्योरिटी दृष्टिकोण से निर्देशों का पालन तथा एक कार्य दिवस में कर्मचारी / कर्मचारियों के एक शेड से दूसरे शेड में जाने में प्रतिबन्ध होगा।

2. विभागीय/अनुभागीय, लैब, लाइब्रेरी, हैचरी एवं कार्यालयों का रख-रखाव।

- लैब खोलना व बन्द करना। एरिस सैल के सभी कमरों एवं एरिस सैल की गैलरी एवं गैलरी के बाहर में सभी कमरों की सफ़ाई करना
- लैब उपकरणों एवं ग्लास/प्लास्टिक वेयर की साफ-सफ़ाई तथा परीक्षण कार्यों को सम्पन्न करना। प्रयोगात्मक पक्षियों का रख-रखाव एवं नमूने एकत्रीकरण।
- प्रयोगशाला की रोजाना सफ़ाई करना। प्रयोगशाला के फर्नीचरों, खिड़की, दरवाजों व उपकरणों की सफ़ाई करना व उपकरणों की साफ-सफ़ाई करना।
- प्रयोगशाला में उपयोग में आने वाले ग्लासवेयर व प्लास्टिकवेयर की विधिवत धोना व सुखाना एवं स्टरलाइजेशन हेतु पैकिंग करना।
- प्रयोगात्मक पक्षियों में रोज दाना पानी करना, बीट व अवशिष्ट की सफ़ाई करना तथा पक्षियों का रख-रखाव करना।
- पोल्ट्री कोपोस्ट एवं बायोगैस के कार्यों में मदद करना।
- परियाजोजनाओं एवं विधार्थियों के शोध कार्यों की देखभाल में मदद करना।
- समय-समय पर वैज्ञानिक द्वारा बताए गए अनुसंधान कार्याओं में मदद करना।
- विभिन्न स्विचों को बताए गए अनुसार आन/आफ करना। तथा इन्टरनेट नेटवर्किंग सम्बंधित कार्यों में मदद करना।

i. प्रदर्शनियों के आयोजन में मदद करना।

संस्थान में तथा संस्थान के बाहर होने वाली प्रदर्शनियों के आयोजन हेतु पिंजड़ों की घुलाई, रंगाई व पुताई करना, सामानकोलाना उतारना व लगवाना, प्रदर्शनी हेतु विभिन्न मॉडल तैयार करना, प्रदर्शनी हेतु प्रचार सामग्री जेस बैनर, पोस्टर आदि लगवाना, स्टेज की साज-सज्जा करना तथा प्रदर्शनी संबंधित अन्य कार्यों में मदद करना। ये कार्यकभी-कभीहोनेहैं।

3. हैचरी एवं उपकरणों की साफ-सफ़ाई, निसंक्रमण तथा हैचिंग कार्यों का निष्पादन।

- प्रतिदिन अण्डा भण्डारण कक्ष, इंक्यूबेशन एवं हैचिंग कक्षों तथा अन्य सभी कक्षों की छत व दीवारों की झाड़-पोंछ करना तथा रोगाणुनाशक-घोल का छिड़काव करना।
- प्रतिदिन समस्त मशीनों के उपर एवं उसके बाहरी हिस्सों को साफ कर रोगनाशक घोल से पोंछना।
- विभिन्न कुक्कुट प्रजातियों के हैचिंग अण्डों को समूह के आधार पर अण्डों की (प्रतिदिन) सफ़ाई, फ्यूमिगेशन करने तथा कूलिंग भण्डारण कक्ष में रखने में सहायता करना।
- दरवाजों खिड़कियों तथा दीवारों की सफ़ाई करना।
- कैण्डलिंग के उपरान्त अण्डा स्थानान्तरण में मदद करना, खराब अण्डों का निष्पादन करना तदोपरान्त फर्श की सफ़ाई कर रोगाणुनाशक घोल द्वारा जीवाणु मुक्त करना।
- हैच निकालने के बाद डेड-इन-शैल भ्रूण, मृत चूजें, अनफर्टाइल अण्डों के छिलकों को इन्सीनेटर अथवा डिस्पोजल पिट में स्थानान्तरण करने में मदद करना।
- हैचिंग के उपरान्त हैचर की सफ़ाई धुलाई करना, हैचिंग रूम के फर्श की सफ़ाई के उपरान्त पुनः रोगाणुनाशक घोल से धुलाई करना।
- सेटिंग व हैचिंग मशीनों को धूमीकरण में सहायता करना।
- सेटिंग व हैचिंग ट्रे, ट्रॉली को सादे पानी तथा रोगनाशक घोल से धुलना तथा ट्रे भण्डारण कक्ष में स्थानान्तरण करना।
- हैचिंग के उपरान्त हैचर की सफ़ाई धुलाई करना, हैचिंग रूम के फर्श की सफ़ाई के उपरान्त पुनः रोगाणुनाशक घोल से धुलाई करने में मदद करना।
- बाहर के गमलों, लान एवं क्यारियों की देख-रेख एवं सफ़ाई करना।
- पानी की टंकियों की नियमित रूप से सफ़ाई करना प्रतिदिन कीटाणुनाशक घोल डालना।
- हैचरी के बाहर तथा अन्दर रोगाणुनाशक दवाई का प्रतिदिन छिड़काव करना।
- जेनरेटर की साफ-सफ़ाई तथा तेल-पानी इत्यादि चैक करने में मदद करना।
- डाक आदि का वितरण।
- आवश्यकतानुसार सुबह, सांय अथवा रात्रि की ड्यूटी करना।

4. कुक्कुट प्रसंस्करण एवं मार्केटिंग सेन्टर का रख-रखाव।

- i. प्रसंस्करण यूनिट की साफ-सफाई एवं सम्बन्धित कार्यों का निष्पादन।
 - a. सेमी. आटोमेटिक एवं मैनुअल कुक्कुट प्रसंस्करण कार्य हेतु कटाई जाने वाली मुर्गीयों को एकत्रित कर उनके निष्पादन के लिए उचित एवं निर्धारित स्थान तक पहुँचाना।
 - b. प्रोसेसिंग के विभिन्न स्तर जैसे स्कैल्डिंग, डिफेदरिंग, इबीसरेसन, वासिंग एवं पेकेलिंग आदि स्तरों पर कार्य करना।
 - c. पैकेज पोल्ट्री मांस को मार्केटिंग सेन्टर तक पहुँचाना तथा बिक्री में सहायता करना।
 - d. प्रसंस्करण के बाद वेस्ट को इन्सीनरेटर तक पहुँचाना।
 - e. कुक्कुट उप-उत्पादक प्रसंस्करण (रैन्डरिंग यूनिट) की देखभाल एवं उचित सफाई करना।
 - f. पी.एच.टी. भवन, प्रसंस्करण इकाई, अण्डा पाउडर प्लांट तथा अन्य भवनों की सफा-सफाई करना।
 - g. उक्त भवनों के लानों की घास कटाई एवं पेड़ पौधों की देख-भाल एवं पानी आदि की व्यवस्था करना।
 - h. इसके अतिरिक्त डिवीजन में अन्य कार्य जैसे कमेटी रूप, क्लास रूम एवं अन्य कमरों की सफाई जब कभी जरूरत पड़ने पर।
 - i. डोव या इमलसन बनाने के उपरान्त प्रोडक्टस बनाने उसको पकान, (स्टीम कुक, ओभन कुक, एवं फ्राई कुकिंग) में सहायता करना।
 - j. फिनिस्ड प्रोजेक्ट की सेनसरी इमैलूषन के लिए तैयारी करने में मदद करना।
- ii. मार्केटिंग सेन्टर में प्राप्त उत्पादों की गिनती करना एवं विक्रय सम्बन्धित कार्यों का निष्पादन।
 - a. विभिन्न फार्मों से प्राप्त अण्डों की गिनती करना।
 - b. समस्त प्राप्त अण्डों से अच्छे एवं टूटे अण्डों को अलग-अलग करना।
 - c. अच्छे अण्डों को पोलिथीन में पैक करना।
 - d. थैली में पैक अण्डों का वनज करना।
 - e. पैक अण्डों की बिक्री में मदद करना।
 - f. कटे हुए चिकन, टरकी, एवं गिनी फाउल मीट की बिक्री में मदद करना।
 - g. चटकें हुए आण्डों की बिक्री में मदद करना।
 - h. खराब एवं सड़े हुए अण्डों का स्पोजल करना।
 - i. मार्केटिंग सेन्टर के सभी कमरों की धुलाई एवं सफाई करना।
 - j. मार्केटिंग सेन्टर के कम्पाउण्ड की साफ-सफाई एवं धुलाई करना।

5. दाना संग्रहण, प्रसंस्करण इकाई की गतिविधियाँ।

- I. विभिन्न खाद्य सामग्रियों का संग्रहण, तौलना, आवश्यकतानुसार मिश्रित राशन तैयार करना एवं पैकिंग करना।
 - a. विभिन्न गोदामों से आहार पूरकों को जैसे, मक्का, फिशमील, सोयाबीन, सूर्यमुखी की खल, डी. ओ. आर. बी., सिप्पी का चुरा, मार्बल चिप्स, लाईमस्टोन पाउडर डी. सी. पी. इत्यादि को मिक्सर प्लांट तक लाना।
 - b. उन सभी आहार पूरकों को चक्की अथवा ग्राइंडर द्वारा उनकी आहार फार्मूले के अनुसार मोटा या बारीक पीसना।
 - c. पीसे हुये आहार अवयवों को फीड फार्मूले के अनुसार तोले हुए मिक्सर में डालना तथा उनकी सही प्रकार से मिक्सिंग करना।
 - d. मिश्रित आहार को मिक्सर से निकाल कर बोरियों में भरना व तोल कर उनकी सिलाई करना। मिश्रित तैयार आहार को विभिन्न फार्मों में भेजने के लिए उनको गोदाम में रखना।
 - e. खाली बोरियों की तय करके उनका बंडल बनाना व उन्हें गिनती कर गोदाम में जाकर रखना तथा कटी-फटी बोरियों की सिलाई करना।
 - f. आहार को ट्रक आने पर प्रत्येक बोरियों में परखी लगाना तथा सैम्पल को ट्रे में रख कर उसका निरीक्षण करवाना ट्रक से उतरने वाले आहार अवयवों की बोरियों को गिनती करना तथा उन्हें गोदाम में सही प्रकार से रखना।
 - g. आहार अवयवों की सैम्पलिंग के समय समिति के सामने बोरियों से सैम्पल निकाल कर समिति को दिखाना व निर्देशानुसार उन्हें लिफाफे में रख कर सील करना सभी सील लिफाफे (सैम्पल के) को न्यूट्रीशन डिवीजन के कार्यालय व प्रयोगशाला में जा कर रिसीव करना।
 - h. मिनरल प्रीमिक्स बनाने के लिए विभिन्न मिनरल साल्ट को पीसला, छानना एवं सूत्र के अनुसार तोल कर प्रीमिक्सर में डालकर मिश्रित करना तथा उन्हें ठीक से भण्डारित करना।
 - i. विटामिन प्री मिक्स को भी सूत्र के अनुसार तोलकर प्रीमिक्सर में डालना एवं मिश्रित होने के बाद उन्हें भण्डारित करना। सभी प्री-मिक्स अवयवों को तोलना व उन्हें ट्रे में रखकर मिक्सर तक पहुँचाना। मेडिसिन स्टोर की सफाई व झाड़ू लगाना।
 - j. प्रतिदिन फीड युनिट आफिस प्रीमिक्स भण्डार व गोदामों की सुबह एवं कार्य समाप्त होने के बाद शाम को ठीक प्रकार से सफाई करना एवं गोदामों में बोरियों से गिरे आहार अवयवों को इक्ट्ठा करना तथा उन्हें बोरियों में भरना।

- k. आहार अवयवों की विश्लेषण रिपोर्ट तथा अन्य कार्यालय के पेपरों तथा फाइलों को कार्यालय अथवा डिवीजन पहुँचाना।
 - l. वर्षा के समय गोदामों में वा प्लेटफार्म पर रखे आहार के लाट पर तिरपाल लगाना व उतारना, मक्का व अन्य गोदामों को सील करके उनमें कीट नाशक दवाईयों को डालना तथा खाली गोदामों में स्प्रे कर उनकी पुताई करना।
 - m. प्रतिदिन फीड में समस्त मशीनों की सफाई, ग्रीसिंग, आयलिंग व उनकी देखभाल करना। ग्राइंडर की समय समय पर जाली बदलना व स्कू कनवेयर की पूरी सफाई करना।
 - n. प्रतिदिन आहार कार्यशाला, प्लाट एवं गोदामों के आस – पास की सफाई करना तथा मेज कुर्सी की डस्टिंग करना।
 - o. उपरोक्त के अलावा फीड प्लान्ट से संबंधित अन्य निर्देशित कार्य करना।
6. कुक्कुट स्वास्थ्य, टीकाकरण एवं वायो सिक्योरिटी की गतिविधियाँ।
- l. संस्थान के सभी फार्मों पर कुक्कुट स्वास्थ्य सेवाओं एवं टीकाकरण के कार्यों का निष्पादन कराने में मदद करना तथा मृत पक्षियों का निस्तारण।
 - a. आफिस एवं लैंबों की दैनिक साफ-सफाई करना।
 - b. इन्सीनिरेटर में वस्तु एवं मरे हुए पक्षियों के जलाने का कार्य करना।
 - c. इन्सीनिरेटर हेतु लकड़ी एवं अन्य इंधन की व्यवस्था करना।
 - d. आफिस के बाहर की दैनिक साफ-साफाई एवं पेड़-पौधों का रख-रखाव करना।
 - e. परिक्षण के कार्यों में उपरान्त कांच की ट्यूबों की धुलाई एवं साफ-सफाई करना।
 - f. पोस्ट मार्टम के उपरान्त सभी वेस्ट डिस्पोज करना।
 - g. प्रतिदिन फार्मों में डिसइन्फेक्शन का छिडकाव करना।
 - h. मेनगेट एवं आने जाने वाले बाहनों पर डिसइन्फेक्टेंट का कार्य करना।
 - i. लैब में रखे इन्ट्यूमेंट का रख-रखाव एवं साफ-सफाई करना।
 - j. पोस्ट मार्टम हाउस की दैनिक साफ-सफाई एवं रख रखाव करना।

प्रशासनिक खण्ड के कार्यालयों एवं अतिथि-गृह का रख-रखाव।

- प्रशासनिक/प्रभागों/अनुभागों, के कार्यालयों एवं फर्नीचर की झाड़-पोछ एवं साफ-सफाई, दस्तावेजों का व्यवस्थीकरण, डाक वितरण एवं सम्बन्धित कार्यों का निष्पादन।
- अतिथि-गृह के किचन एवं कमरों की साफ-सफाई, बर्तनों की सफाई, खाना बनाने एवं परोसने में मदद तथा अतिथियों को वांछित सेवा देना।

सिविल एवं अभियन्त्रण अनुभाग के क्रियाकलाप।

- संस्थान के विभिन्न भवनों, फार्मों एवं मकानों में मरम्मत तथा विद्युतीय रख-रखाव कार्यों का निष्पादन तथा विभिन्न लैबों में उपकरणों की मरम्मत कार्यों के निष्पादन में मदद करना।

फार्म एवं सम्पदा विभाग की गतिविधियाँ।

- पेड़-पौधों, फार्मों, लॉस तथा सड़क किनारे की साफ-सफाई।
- मार्केटिंग सेन्टर से ब्रायलर फर्म गेट तक की रोड, शेड की क्यारियों व पेड़ों की सिंचाई तथा उनकी कटाई, छँटाई का कार्य।
- ब्रायलर फार्म से कैलीफोर्निया तक रोड व शेड साइड के पेड़ों की छँटाई व सिंचाई, सफाई का कार्य प्रतिदिन करना।
- ब्रुडर हाउस से पीएचटी, ब्रुडर हाउस से गिन्नी फाउल, तक रोड व रोड साइड की सफाई।
- गिन्नी फाउल, देसी फाउल वा 21, 22, 23 रोड व काम्पलैस आदि में बीच के खड़जो आदि की सफाई व घास निकालने का कार्य प्रतिदिन करना।
- कान्फ्रेस हाल व म्यूजियम की सप्ताह में तीन बार व आवश्यकता पड़ने पर सफाई करना। टर्की के पीछे व क्रीडा स्थल की दीवार सहित सफाई का कार्य। दोनो क्रीडा स्थलों की सफाई व कूड़ा हटाने का कार्य प्रतिदिन।
- मार्केटिंग सेन्टर से रोड साइड पर लगे 1000 (सागौन, आशोक व अन्य) के पेड़ों की नियमित सिंचाई तथा समय-समय पर उनकी कटाई-सुई का कार्य।
- रोड साइड तथा खड़जों की घास इलैक्ट्रानिक लॉन मूवर द्वारा ग्रास कटिंग कार्य नियमित करना।
- जनरेटर कक्ष से मेडिसन तक बाउन्ड्री की दीवार से छुरी द्वारा घास कटिंग का कार्य नियमित रूप से करना।
- मेडिसन अनुभाग के सामने के स्टैण्ड में सफाई व जनरेटर कक्ष के सामने रोड व रोड साइड की सफाई का कार्य प्रतिदिन करना।
- ए और बी ब्लॉक के बीच रोड व रोड साइड की सफाई तथा नालियों की नियमित सफाई करना।
- पेड़ों के बीच लगी हैज की छटाई, सिंचाई, नराई नियमित करना मार्केटिंग सेन्टर के अन्दर क्यारियों व रोड साइड की सफाई करना।
- नियमित रूप से बटेर फार्म, लेयर फार्म, टर्की फार्म, देशी फार्म के बीट की ट्राली हटवाना व बताये गये स्थान पर ले जाना।
- मार्केटिंग सेन्टर से ब्रायलर फार्म तक दीवार के अन्दर की ओर से दो मीटर जगह की सफाई व घास खुरपी से निकालने का कार्य।
- दाना गोदाम से कैलीफोर्निया की दीवार तक दो मीटर की जगह की सफाई तथा कूड़ा हटाने का कार्य करना।
- ब्रायलर फार्म से खड़जे की साइड से दीवार तक ब्रुडर हाउस तक सफाई व घास कटिंग का कार्य करना।
- रेड जंगल फाउल व ईमू शेड तथा ब्रायलर ब्रुडर हाउस के चारों ओर सफाई-कटाई का कार्य करना।
- ब्रायलर फार्म गेट से पम्प हाउस तक खड़जा पर नियमित झाड़ू व खड़जों से दीवार तक सफथई आदि का कार्य नियमित करना।
- शोध परिसर के अन्दर प्रतिदिन ट्राली द्वारा उठाना व बताये गये स्थान पर गिराने का कार्य करना।
- पीलीभीत रोड की दीवार के साथ खड़जों की सफाई कूर्मान्चल नगर साइड की दीवार के साथ लगा खड़जों की सफाई का कार्य नियमित करना।
- आईवीआरआई साइड से मुख्य गेट से कूर्मान्चल नगर तक डब्लर रोड की व उसके घास की सफाई आदि का कार्य।
- कैम्पस में पेड़ों की छँटाई-कटाई व उनका रख-रखाव तथा रंगाई व पुताई का कार्य पीएचटी बिल्डिंग के चारो ओर से घास की कटाई-सफाई आदि का कार्य।
- फीड प्रोसेसिंग बिल्डिंग के चारो ओर लगभग 10 मी0 की घास निकालने व उसकी सफाई आदि का कार्य।
- कैम्पस के चारो दीवारों के अन्दर की ओर 10 फीट तक सफाई का कार्य। शेड व खड़जों से सड़क से 6 फीट तक घास आदि की कटाई व सफाई का कार्य करना।
- कैम्पस में वनचरी व अन्य जंगली घास को कनकालने व बताये गये स्थान पर डालने का कार्य।
- कैम्पस की बिल्डिंग के पास लॉन, हैज व सौन्दर्यीकरण का कार्य नियमित रूप से करना।
- गेस्ट हाउस से लेयर फार्म गेट तक रोड साइड व अर्नामेन्ट प्लाण्ट की साफ-सफाई का कार्य।
- प्रशा0 खण्ड के ऊपर-नीचे कमरों व गैलरी की सफाई व पोंछा लगाना।
- शोध परिसर गेट पर फुटपाथ का पानी सुबह-शाम बदलना।
- आवासीय परिसर में रोड साइड की घास व हैज की कटाई-छँटाई का कार्य।

- आवासीय परिसर में सभी कूड़ेदानों की साफ सफाई का कार्य।
- आवासीय परिसर में मैदान के घास की कटिंग व सफाई सिंचाई का कार्य।
- प्रशा0 भवन में नर्सरी का रख रखाव करना।

(C)Safaiwala Work Point- 06 Nos.

- Cleaning and maintenance of Road and 15 Toilets, 5 Buildings and 165 Rooms of this Institute as well as New Campus.